

# Board of Directors Meeting Minutes January 12, 2017



The January 12, 2017 the Special Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 6:00 p.m. in the Conference Room at the Administration Office.

## **ROLL CALL**

**BOARD PRESENT:** Bonato, Glover, Ortega, Pierce, Shess

**STAFF PRESENT:** Lacy

## **CLOSED SESSION**

Board Chair Zac Shess announced the closed session:

### **CONFERENCE WITH LEGAL COUNSEL-CURRENT LITIGATION**

Pursuant to California Government Code Section 54956.9 (d) (1)  
Pleasant Hill Recreation & Park District v. Contra Costa County  
Contra Costa County Superior Court Case No. N16-0477

## **PUBLIC COMMENT**

There was no public comment.

Board Chair Shess adjourned closed session at 7:10 p.m.

The regular meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:12 p.m. in the Conference Room at the Administration Office.

## **PLEDGE OF ALLEGIANCE**

Board Member Andrew Pierce led the Pledge of Allegiance.

## **ROLL CALL**

**BOARD PRESENT:** Bonato, Glover, Ortega, Pierce, Shess

**STAFF PRESENT:** Blair, Bradley, Hurtado, Kubota, Lacy, Miller, Young

## **CLOSED SESSION REPORT**

Board Chair Shess gave a report from the closed session and said the Board of Directors gave direction to legal counsel and staff and that no final decisions were made.

## **REPORT FROM EX-OFFICIO KATELYN DOWNING, COLLEGE PARK HIGH SCHOOL**

Ex-Officio Downing gave the following report:

### **Teen Council news:**

- The Teen Council is working on the Red Hot Valentines High School Dance scheduled for February 3, which will be held at the Community Center and tickets are selling for \$10.
- The Battle of the Bands will be held on March 24 at the Teen Center. They are voting on the top five bands and have received 1,000 votes so far. Voting will close on January 14.

### **College Park news:**

- Finals are next week on Wednesday, Thursday and Friday with early release at 12:40 p.m.
- The Winter Dance is on January 28<sup>th</sup> from 7 – 10 p.m.

- The Mock ACT/SAT is on January 28<sup>th</sup>.
- Yale University had a presentation at RTI today.

Board Chair Shess thanked Downing for her report.

### **REPORT FROM GENERAL MANAGER**

Board Chair Shess stated that he requested to move up the General Manager report and any announcements earlier in the Board Meeting instead of at the end of the meetings. General Manager Michelle Lacy reported on the following:

- The gate at Dinosaur Hill Park that was installed in late Fall, has proper signage installed and the security firm that is locking up the gate had its first car locked in overnight. There were no calls or complaints. She asked the Board to let her know if you see the gate open at night.
- The fabric panels at the Pleasant Hill Community Center are being fabricated. Building Superintendent Carrie Miller is checking every two weeks with the company to get an estimated time of delivery. She stated the panels are under warranty and the company is replacing the panels.
- The Contra Costa County Special District Quarterly Meeting is 10 a.m. – 12:30 p.m. on Monday, January 23 at the Central Sanitation District's Office. There is an agenda item highlighting Pleasant Hill Recreation & Park District under the "Member Highlight" section of the agenda. She will provide a brief introduction to members about the District.
- The Mayor's Breakfast will be held on January 26 at 7:30 a.m. at the Contra Costa Country Club. Please let her know if you will be attending or not so she can purchase the tickets.
- She sent an email to Rich Miller, contracted IT service, in regards to asking him to develop email addresses for the Board of Directors. It is a best practice for all District business to be conducted on a District email server due to obligations around the Public Records Act. She requests the Board to begin using the newly assigned email addresses for all District business.
- Let her know about dates for the Board retreat either at the end of January or beginning of February. Several Board Members stated that they are not available on Feb. 2.

### **CONSENT CALENDAR (Attachment A)**

- a. To Approve Bills to be Paid, warrants #23533-23601 (Exhibit 1)

Upon motion of Glover and seconded by Bonato, the Board approved the consent calendar as presented.

### **PRESENTATION OF 2015/16 FINANCIAL AUDIT (Attachment B)**

Accounting Supervisor Mark Blair introduced Craig Fechter with Fechter & Company. Mr. Fechter reported on the District's 2015/16 Financial Audit and stated that the District received an unqualified opinion, which is the highest rating. He continued to review the Financial Report and the process of how they conduct their audit. Fechter stated that this is the first year for the GASB 68 requiring disclosures of pension liability. Board Member Bonato asked Fechter if he could take a look at our budget and make any recommendations for change.

Board Member Shess thanked Fechter for his review and work on our financial audit.

### **REVIEW AND CONSIDERATION OF PROPOSED ALTERNATE LOCATION FOR STORAGE SHED AT PLEASANT OAKS PARK (Attachment C)**

General Manager Lacy remarked that it has been a long process in getting approval of the location for the Storage Structure at Pleasant Oaks Park and reviewed the history. She commented that

District staff and Pleasant Hill Baseball Association (PHBA) discussed various locations and presented the current location, which was approved by the Pleasant Hill Recreation and Park District Board of Directors back in January of 2015. Since the City of Pleasant Hill's Architectural Review Commission and Planning Commission have reviewed the original plans and did not approve the project as approved by the Board she feels it is important to review all potential alternate locations prior to appealing the Planning Commission decision to the City Council.

She has met with PHBA, neighbors who share the northern boundary property line, and City Planning staff to understand the issues, concerns and requirements of each group.

She requested the Board to consider expansion of the existing storage shed for approximately 1,200 square feet of additional storage space instead of the previously approved location along the northern property line.

Board Chair Shess opened up public comment for this agenda item.

Mike Mullane, Walnut Creek resident and Vice President of Pleasant Hill Baseball Association, said when they initially met with District Board, PHBA expressed the need for about 2,400 sq. ft. of more storage. Now the plans are for 1,800, but the current plans that General Manager Lacy is proposing is for 1,200 sq. ft. He stated that size is a factor and they want to confirm that will be sufficient enough. Mullane said they currently have equipment piled in their storage shed and their uniforms are stored at PHBA Board Member's work spaces. There is not enough room now. He requested that the Board wait to make a decision until he can further research if this will be enough storage space for PHBA.

Alicia Fates, Pleasant Hill resident, said their fence backs up to the proposed site of the storage shed and asked that the Board consider another location. She supports PHBA and her son will be starting this year for the first time. She has kids that she takes for walks and they go to play at the park. She has a gate built into her fence to exit and access the park. She has heard about some break-ins with the current storage and does not want to have a security issue arise from the new shed.

Adin Brown, Pleasant Hill resident, thanked the General Manager for informing them of the meeting tonight and visiting with the neighbors. He said his family has been involved with PHBA over the years. He stated that this has been a very difficult process where the residential buffer will be compromised with the plans for the new storage shed. He said there are too many negatives with it behind their homes and it brings a security risk if there have been break-ins before. One other issue he brought up is with the gators riding around and how they will be further from the other storage shed and will be riding around back and forth to the buildings. He stated that it is unreasonable to have the sheds behind their homes and it will interfere with the residential buffer.

Board Chair Shess closed public comment for this agenda item.

Board Member Bonato said the proposal has been out for so long and they have worked diligently to find common ground. She has listened to PHBA and safety issues and believes the issues have been resolved to her satisfaction. She commented that the expansion of the existing storage shed would be unattractive and negatively impact the openness and sight lines for the public in the park. Board Member Glover said there have been lots of time spent on this issue and there is quite a bit of change incorporated into current requests and plans. He said there have been new developments internally, but he supports taking a look at this alternative plan. Board Chair Shess

said the comments are legitimate concerns. There still needs to be a building for storage. He stated that the amount of time spent on this issue shows that PHBA and the District have respect for the community and the neighbors and are taking all into consideration. He is willing to explore the new plans, but we should take PHBA into consideration and see what is going into the building and also the safety issues with the gators driving in and out. Board Member Ortega agrees with Board Chair Shess and Board Member Glover. She feels for PHBA and how it's taken so long. She is curious to see if the alternate plans could work. Board Member Pierce appreciates PHBA and the Vice President's feedback. He wants to learn more about alternate plans.

The General Manager will work out a plan with PHBA for a conceptual idea that meets their needs and propose the plans to the Board as soon as possible. Lacy said she will shoot for bringing this back to the Board by the first meeting in February. Board Chair Shess thanked everyone for their comments.

**REVIEW AND DISCUSS POTENTIAL NOMINATIONS FOR THE PLEASANT HILL RECREATION & PARK DISTRICT'S 2016 COMMUNITY SERVICE AND BOARD APPRECIATION AWARDS (Attachment D)**

Board Chair Shess asked about the list proposed by the General Manager for nominees for the Community Service Award and Board Appreciation Award. General Manager Lacy commented that the Board may take action tonight or by the next Board Meeting. She said in past years there has been more than one award recipient. Board Member Glover wanted some clarification regarding requirements for each award. Lacy said it was explained to her that the Community Service Award was given to someone or an agency who had given a lot to the whole community and was a more well-rounded type of service on behalf of the District. The Board Appreciation Award is when they have given to a specific event or project that benefits the Board or the District specifically.

Board Member Glover said that he thought of Denise Koroslev as a nominee. He said that Denise is the heart of Friends of Rodgers Ranch and Rodgers Ranch Heritage Center. Board Member Bonato said that Denise Koroslev did receive the Board Appreciation Award in 2007. Bonato also thought of the Preschool Parent Committee and for this year or next year, the Senior Club Board of Directors. They have given so much to the Senior Club and financially have supported the Senior Center. Board Member Glover commented that he feels that Generations Church should be the nominee for the Community Service Award and Liberty Dimick for the Board Appreciation Award. He would like to have a write up on the Senior Club before he makes a decision.

Board Chair Shess said that Rodgers Ranch Heritage Center has their 150<sup>th</sup> Anniversary this year and we should consider them for an award. Board Member Ortega feels that one awardee for each award would be nice and save nominees for future years. She would like to see the criteria defined for each award.

After further discussion, Board Chair Shess clarified that no action will be taken on the nominees until there is a write up on the Senior Club. He also asked to have a write up on defining the criteria for each award.

**REPORT FROM CHAIR REGARDING STATUS OF 2017 BOARD COMMITTEE ASSIGNMENTS**

Board Chair Shess announced after speaking with each Board Member individually, the following are the committee assignments for the Board of Directors:

- |   |               |                |
|---|---------------|----------------|
| ➤ Budget and Finance Committee          | Bonato, Chair | Pierce, Member |
| ➤ Land & Facility Development Committee | Shess, Chair  | Ortega, Member |
| ➤ Personnel Committee                   | Bonato, Chair | Ortega, Member |

➤ Program Committee	Glover, Chair	Pierce, Member
➤ City/District Liaison	Shess, Chair	Glover
➤ Oversight Working Group (OWG)	Shess	Bonato

Board Chair Shess thanked everyone for participating and willing to take on their committees. Last year, he said he tried to keep some consistency, but this year he moved Board Members around and paired a seasoned Board Member with a new Board Member. He commented that for the Chamber Representative, it was decided to have staff as the representative. In the past, Board Member Donaghu was the representative and he was retired, so he had the time to attend the monthly Chamber Board Meetings. Shess said staff will be able to attend and have consistent attendance. General Manager Lacy will be the Chamber representative. Board Member Bonato commented that Ryan Herriman would also be a good representative and can build partnerships. General Manager Lacy said she looks forward to forming new relationships in the community and representing the District at the Chamber meetings. She also announced that she will work with Budget and Finance Committee Chair Bonato to develop a meeting schedule and budget timeline for the development of the 2017-19 Budget.

### **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

**Pierce** made the following announcements/questions:

- He had nothing to report.

**Ortega** made the following announcements/questions:

- She commented that she is excited for Choice for Aging, who used to be Rehabilitation Services of Northern California, they had their big reveal tonight and she has been part of their re-branding process. She said Choice for Aging is about helping people age with dignity and respect. She said Debbie's vision was creating her mecca by providing housing, day services and medical services.

**Bonato** made the following announcements/questions:

- She received emails about the Eucalyptus trees and asked about the status. General Manager Lacy said that Park Superintendent Tom Bradley is doing an assessment of the trees.
- She commented that the tow truck is back again in the School House parking lot.

**Glover** made the following announcements/questions:

- He said it would be nice to have all Board Members on the same schedule for the AB 1234 Training. General Manager Lacy said that legal counsel Curt Kidder is meeting with the new Board Members and conducting the training for AB 1234 and if the rest of the Board want to join in the training to let her know.
- He requested to adjourn tonight's meeting in honor of Grace Strand who has affected many community members with her presence. She is Liberty's grandmother.

**Shess** made the following announcements/questions:

- He is attending the Mayor's Breakfast and giving his presentation.
- He expressed his appreciation on the Board voting him to serve as Chair once again. He commented that it will be a good year and welcomes the new Board Members.

### **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 9:10 p.m. in honor of Grace Strand.

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Michelle Lacy, Clerk of the Board