

Board of Directors Meeting Minutes January 26, 2017



The January 26, 2017 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:00 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Member Jennifer Ortega led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Kubota, Lacy, Miller

PUBLIC COMMENT

There was no public comment.

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

Ex-Officio Downing gave the following report:

Teen Council news:

- The Teen Council has not had a meeting. The next meeting should be at the beginning of February.

College Park news:

- Finals are over and the new semester is starting. The course cards will be coming out within the next month to register for classes for next year.
- Mock ACT/SAT will be Saturday.
- The College Park High School Concert Choir performed the National Anthem at the Warriors game at the Oracle Arena on January 10.
- Spring Sports are starting in February. There was a swim meeting last night and a Track and Field info meeting will be on January 24.
- The Winter Dance is this Saturday from 7:00 -10:00 p.m.

REPORT FROM GENERAL MANAGER

General Manager Michelle Lacy reported on the following:

- She attended the California Association of Recreation and Park Districts (CARPD) Legislative Committee call today. She said the agenda focused on the two Park Bonds, AB 18 and SB 5. Ms. Lacy passed out a comparison chart created by CARPD which highlights the differences between the two proposed Park Bonds and last year's proposed park bond. Board Member Bonato asked if the Per Capita Grants will be more equitable this year. Last year's funds were for disadvantaged families and the majority of the funds were spent in Los Angeles and not spread throughout the State. Bonato would like to insure that more agencies will be able to have the opportunity. Ms. Lacy responded that CARPD is aware of this issue and will continue to push the authors to be more inclusive of all communities in future versions.
- The CARPD Annual Conference will be held May 18-20, 2017 in Santa Cruz. She said that if any Board Members are interested in attending to let her know.

- District Counsel Curt Kidder will conduct the AB 1234 Ethics Training in two one hour sessions recommended for February 23 and March 23 at 6:00 p.m. This is required for new Board Members and is required for all Board Members to take every two years. She requested that all the Board Members attend this training. Board Member Glover stated he will not be able to attend the March 23 date. Lacy commented she will work with Mr. Kidder to reschedule the second session to another date so all Board Members can attend. She will announce the confirmed dates.
- The District will host its first Summer Camp Fair on March 11, 9:00 a.m. – Noon at the Community Center.
- An Administrative Staff Retreat was held on Wednesday, January 18 at Rodgers Ranch. Ms. Lacy reported it was a very productive day with the team setting goals for cost recovery levels, identifying strategies and barriers to improving cost recovery levels, strategic budget priorities, ideas to improve the District and participating in team building activities.
- The District had an amazing showing at the Mayor’s Breakfast this morning with 10 staff and 3 Board Members in attendance. She thanked Board Chair Shess for his repeat performance as the “opening act”.
- The Contra Costa County Special District’s Association quarterly meeting was on Monday and Ms. Lacy gave a brief introduction and presentation about the District, which provided everyone in attendance a better understanding of Pleasant Hill Recreation. She thanked Board Member Pierce for attending the meeting in support of her presentation.
- The District received a \$10,110.74 dividend from CAPRI for participation in the Liability and Property program for Fiscal Year 2001-02.
- Lacy received correspondence from Darcy Matthews which included articles regarding her support for preservation of the Old School House.

CONSENT CALENDAR (Attachment A)

- To Approve Bills to be Paid, warrants #23602-23652 (Exhibit 1)
- To Approve Minutes of December 15, 2016 and January 12, 2017 (Exhibit 2)

Upon motion of Glover and seconded by Bonato, the Board approved the warrants and the minutes of December 15, 2016. The minutes of January 12, 2017 were tabled until some revisions can be made by the Board.

REVIEW AND CONSIDERATION OF NAMING THE SENIOR CENTER DANCE STUDIO IN HONOR OF MARTHA E. CLARK FOR HER DONATION TO THE SENIOR CENTER (Attachment B)

General Manager Lacy stated that Martha E. Clark (Ellen) left the balance of her IRA to the Pleasant Hill Recreation and Park District for support of the Pleasant Hill Senior Center. Ms. Clark was a member since 1979 and volunteer who passed away at 101 years old. When the new Senior Center was completed, she would come to walk around the dance studio multiple times a week to get her exercise. The naming opportunity for the dance studio at the level of \$50,000 was never purchased when the Senior Center was built, so staff is recommending to name the dance studio in memory of Ellen Clark. Her donation was almost \$50,000.

Board Member Bonato thought this was a wonderful recommendation and would hope it would inspire others to do the same. General Manager Lacy said it is a good opportunity to inspire others to leave a legacy donation. She stated that staff will plan a dedication ceremony upon installation of the signage. It is anticipated staff will coordinate the date with the family.

Upon motion of Bonato and seconded by Ortega, the Board unanimously approved the naming of the Senior Center Dance Studio in honor of Martha E. Clark.

DESIGNATE NOMINEES FOR THE PLEASANT HILL RECREATION & PARK DISTRICT'S 2016 COMMUNITY SERVICE AND BOARD APPRECIATION AWARDS (Attachment C)

General Manager Lacy explained the staff recommendation for distinction between the two awards. The Community Service Award shall be awarded to a group or individual which implements a program, project, initiative or event for the benefit of District residents which would not be feasible otherwise without their involvement. The Board Appreciation Award shall be awarded to a group or individual who has demonstrated significant commitment to assisting the District with implementation of its programs, projects, initiatives or events. She reviewed the nominees for both awards. Generations Church and Rodgers Ranch Heritage Center were nominated for the Community Service Award. Liberty Dimick and Sara Cuff were nominated for the Board Appreciation Award for all their volunteer work for several events. The Senior Club Board of Directors were also nominated for the Board Appreciation Award. After much discussion, the Board came to a decision. The Board requested that nominees that were not awarded this year be considered next year.

Upon motion of Glover and seconded by Bonato, the Board approved to nominate Generations Church for the Community Service Award and the Senior Club Board of Directors for the Board Appreciation Award.

DISCUSSION REGARDING POTENTIAL TOPICS FOR THE 2017 BOARD RETREAT

General Manager Michelle Lacy announced the Board Annual Planning Retreat is scheduled for Friday, February 10 at the Community Center starting at 9:00 a.m. and going on for most of the day. She requested Board Members share topics they would like considered for discussion at the Retreat.

Board Member Bonato was wondering about a second playground at Pleasant Oaks Park or an all abilities playground at a park. She suggested conducting an inventory of all playgrounds and to have a discussion and get "ballpark" pricing, what's real competitive, what structures other agencies are installing. She would like discussion on various playgrounds and to refer this to Land and Facilities Development Committee. The second topic Bonato is interested in covering is acquiring feedback on restrooms (opening, closing, cleanliness as well as the conditions) and maybe complete revitalization of the restrooms in various parks. Bonato also asked to cover the roles of the Board and the General Manager in carrying out the work of the District. Lastly, she requested that in anticipation of the Oak Park site, discuss how to integrate the park space with the library.

Board Member Jennifer Ortega said she and Board Member Andrew Pierce met with Accounting Supervisor Mark Blair for a "Finance 101" session. Blair provided a review of the District's statements. She said what stuck out to her was the loss of revenue for Aquatics and Athletics. She would like to explore these two departments further and learn how to recover from lost revenue, make decisions and look into investments to assist with these departments.

Board Member Pierce would also like to know who the dedicated point of contact is for the District when with dealing with media. He wants to make sure who he should call first, the Board Chair or the General Manager, and recommended media training for staff and the Board. In addition, he suggested the Board discuss proper messaging around District issues.

Board Member Glover stated he would also like the Board to discuss and establish a protocol for dealing with the media.

Board Chair Shess said some of his topics include Aquatics program, funding for Pleasant Oaks Playground, and potential development of the Old School House and Winslow Center.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Ortega made the following announcements/questions:

- She attended the Mayor's Breakfast and commented how the District was well represented and received. She thanked Board Chair Shess for a good job on his presentation.

Pierce made the following announcements/questions:

- He wanted to reiterate what Board Member Ortega commented on in regards to the meeting with Accounting Supervisor Blair. He thanked Board Member Ortega for spearheading that meeting.
- He was disappointed he was not able to attend the Mayor's Breakfast this morning.
- He attended the Contra Costa Special District's Association quarterly meeting in support of the General Manager. He said General Manager Lacy gave a presentation and he was amazed at the almost one million in rental revenue for fiscal year 2015-16 for the District. In addition he learned how a number of employees donated their own money toward sponsoring various bond projects and it makes him feel even better about joining the Board.
- He is looking forward to learning more about the commitment to improve communication with residents and the implementation of a new website.

Bonato made the following announcements/questions:

- She was contacted by Mack Mace and he shared his support for the District to purchase the entire 10 acres of the Oak Park site.
- She asked if the supplemental information that was handed out to the Board tonight will be shared with the public. The General Manager said that it is public information and will be posted for the public on the District's website and is available in the permanent meeting file.
- Regarding information handed out by Paul Nielsen at the last Land and Facilities Committee meeting she noted that Mr. Nielsen's comment and ideas reflect the Park District and City not getting along, but she stated that is no longer true. She feels that the District should address this misinformation.
- She commented that she heard Board Chair Shess did a wonderful job at the Mayor's Breakfast from what she heard from Jim Bonato who was present.
- She asked about the Valentines Dance. Lacy stated the My Little Sweetheart Family Dinner Dance is on February 10, 6-7:30 p.m. at the Senior Center, but she has no further details.
- She asked if there are any plans to use the board meetings to set committee meetings. She noticed that the standing agenda item to set committee meetings is not on the agenda any longer. Board Chair Shess stated that the General Manager will contact the Committee Chairs and relay dates to the Board. Bonato wanted to make sure things don't get forgotten.

Glover made the following announcements/questions:

- He said Board Chair Shess did a great job at the Mayor's Breakfast and is a great representative of the District. He commented that it was nice to have staff present.
- He said he noticed that Tim Grayson had a representative at the Mayor's Breakfast and thought it would be good to engage with his office as well as Bill Dodd's office.

Shess made the following announcements/questions:

- He thanked everyone for their comments on his presentation at the Mayor's Breakfast. He did state that at one point in his presentation he thanked Mayor Sue Noack.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 8:25 p.m.

Michelle Lacy, Clerk of the Board