

Board of Directors Meeting Minutes

February 12, 2015



The February 12, 2015 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:04 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Recreation Superintendent Tina Young led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Shess, Donaghu, Sterrett, Glover

STAFF PRESENT: Young, Blair, Bradley, Miller

PUBLIC COMMENT

Andrea Tarantino, a District resident, expressed her concerns about the dog fence height at Paso Nogal Park. Her dog was able to jump the fence in the back. She is requesting it to be higher in the back area to prevent this from happening. Park Supervisor Tom Bradley commented that District staff has been working on the fence piece by piece as much as funds will allow. He will be contacting the PH Dog Owners Group for fundraising ideas for the fence.

Board Chair Bonato commented that she would like a report back from staff on this item. She also asked that Bradley get in touch with Tarantino in the next couple of weeks with any updates on the item.

EX-OFFICIO MEMBER REPORT, ALLIE NACCARA – COLLEGE PARK HIGH SCHOOL

Ex-Officio Naccara gave the following report:

Teen Council news:

- The council is thinking about changing the Prom Fashion Show to a dress sale to be held at the Teen Center.
- They will be helping with the District's Breakfast with Bunny event on March 28, 2015 at the Senior Center.
- They will be helping with the District's Eggciting Egg Hunt on April 4, 2015

College Park news:

- Course cards were handed out last week, and are due this week. The course catalog is online.
- This coming weekend is a four day weekend.
- Prom tickets will be on sale February 9, 2015 – February 20, 2015.
- All of the Spring sports will have tryouts this week and next.
- Leadership is currently offering a fundraiser.
- The Music Boosters are holding a dining club fundraiser.
- A Prom proposal contest is currently underway.
- Leadership will be treating the Honor Roll students to an ice cream social.
- The Pennies for Patients fundraiser is currently being held.
- Open House will be on March 12, 2015 from 6:30-8:00 p.m.
- A mock S.A.T. and A.C.T. will be on March 7, 2015.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid
- b. To Approve Minutes of October 23, 2014, November 6, 2014, and January 12, 2015

Upon motion of Board Members Donaghu & Shess the Board approved the Consent Calendar with the amended November 6, 2014 minutes.

REPORT FROM PROGRAM COMMITTEE

• SPRING/SUMMER 2015 SPOTLIGHT REVIEW

Board Member Donaghu reviewed the upcoming Spring/Summer Spotlight with the Board. All the Board Members commented that they were very impressed with the photos in this issue. The Board thanked Donaghu and the Program Committee for their review and input of the Spotlight production.

REVIEW OF DECEMBER 31, 2014 QUARTERLY REPORT

- **REVIEW OF INVESTMENT REPORT**
- **REVIEW OF PUBLIC AGENCY RETIREMENT SERVICES (PARS)**

Accounting Supervisor Mark Blair reviewed the December 31, 2014 quarterly report with the Board. Blair reported that the bottom line results for the General Fund show a profit of \$51k compared to a profit of \$324k for fiscal year 2013-2014. He commented that this reduction of \$273k is due almost entirely to the timing difference of when the County reduced the District's tax revenue for RDA (Redevelopment Agency) obligations. Last year the reduction was not made until February, and this year it was done in December.

Blair reported that the secured and unsecured RDA payments received in the current year total \$1,627k. He commented that although it is a decline of \$109k compared to last year, when adjusted for the timing the amount is actually a \$153k increase from last year.

Blair reported that the overall program revenue showed an increase of 22% from last year. He said the programs that largely contributed to this were the Community Center, the Teen Program, the Preschool Program, and Aquatics. Blair reported that with the revenue increase there has been an increase of expenses by 15% compared to last year.

Blair reported that the Long Term Debt has increased, but that Capital Expenses have decreased compared to last year at this time.

Blair commented that the District's Auditor will not be available to attend the next Board Meeting, but he would be available by phone. The Board felt it was important that he attend a meeting and not give his report over the phone.

Board Chair Bonato and Board Member Sterrett commented that they were both very impressed with the City's Auditors final report that was presented at the last Pleasant Hill City Council Meeting. They would both like to see if the District's Auditors could make a similar presentation on the District's final report.

The Board reviewed specific budget departments with Blair then thanked him for his report.

REPORT ON CONTRACT MAINTENANCE PROPOSALS

Park Superintendent Tom Bradley gave an update to the Board regarding contract maintenance proposals. Bradley commented that if labor costs were the only costs involved then contract maintenance would be less expensive. He said when you figure in the fixed costs the savings is not there.

Bradley said his recommendation at this time is not to move forward with the contract services. He commented that in the research he did he found contract services work better for Cities rather than Special Districts. He commented that the contract service companies have a lot of exclusions for their services that will not work for the District.

Board Member Glover commented that if the contract services had been a cost savings it would have made for a difficult situation with the park staff.

Board Chair Bonato said the Board agreed with Bradley's recommendation. She asked that the General Manager meet with the park staff to review the issue, and the Board's decision.

REPORT ON CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION QUARTERLY MEETING

Board Member Sterrett reported she and the General Manager attended the CSDA's quarterly meeting last month. Sterrett said the guest speaker at the meeting was from the East Bay Broadband Consortium. She felt the topic was very interesting. Sterrett reported that the annual meeting was held after the speaker. She said the meeting was very business oriented. Topics discussed were plans and activities for the year, new officers, the cost of elections and spending authority for the General Manager position. Sterrett commented that the LAFCO representative for this year will be very knowledgeable.

Sterrett reported that the next CSDA meeting will be on April 20, 2015.

The Board thanked Sterrett for her report.

TO SET BOARD COMMITTEE MEETING DATES

a. LAND AND FACILITY DEVELOPMENT COMMITTEE

Board Member Shess reported that the Committee and the General Manager met at Paso Nogal Park with Scott Anders who is interested in building a Disc Golf Course at the site. Shess commented that Anders will be using the unused portion of the park for the course, and it will be a free activity. Shess reviewed the pros and cons of the proposed activity with the Board. He said the biggest impact would be on the parking at the site.

Board Member Glover felt the activity would bring new people to the park.

Shess reported that the Committee will be working with staff on the future of this idea.

Board Chair Bonato said she would like the Land and Facility Development Committee to meet to discuss timelines for the Winslow Center, the School House, and the Chilpancingo properties. Shess said he will work on a meeting date.

b. PERSONNEL COMMITTEE

Board Member Donaghu reported that the Personnel Committee met with Accounting Supervisor Mark Blair to review changes that have been made to the Policy Manual. Donaghu commented that the Manual could take up to a year to be completed correctly.

Board Chair Bonato said she would like the Policy Manual agendaized for the first Board Meeting in March giving the Board time to review the document.

Board Member Sterrett commented that she would like to have a process in place for the Board to make changes to the document. Accounting Supervisor Blair said any major changes would need Board action, but minor changes could be sent to him.

c. BUDGET COMMITTEE

Board Chair Bonato reported that the Budget Committee met with the General Manager who will be getting back to them with Capital items. The Committee will be setting another meeting with the General Manager to discuss impacts of a two year budget plan. Recreation Superintendent Young said the General Manager would like to set up a meeting with the Budget Committee to discuss the Senior Center blinds. Bonato said she would like to see new budget figures for the Senior Center, and will set up a meeting on the blinds item.

d. PROGRAM COMMITTEE

Board Member Donaghu commented that the Program Committee had presented their report earlier in the Board Meeting.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She said the Community Awards Night was one of the best ones.
- She gave an update to the Board on the Library Task Force's report at the City Council Meeting.
- She thought the Board Study Session on February 6, 2015 was very productive.

Donaghu made the following announcements/questions:

- He also thought the Community Awards Night was outstanding.
- He updated the Board on Devon Flaskerud's medical condition and asked them to keep her in their thoughts and prayers.

Shess made the following announcements/questions:

- He also thought the Community Awards Night was great.
- He will be attending the Mayor's Breakfast next Friday.
- He asked Recreation Superintendent Young to ask the General Manager if March 5, 2015 at 5:00 p.m. will work for the next Land and Facilities Development Committee meeting. He asked that the General Manager bring property deeds and property history to the meeting.

Glover made the following announcements/questions:

- He asked staff to compile follow-up information on the Cities housing opportunity sites, and how the District property will play into the issue.

Bonato made the following announcements/questions:

- She attended the Senior Club Board meeting this week. She commented that she enjoyed being a part of the Senior planning and decision making. She gave the Board an update on the Senior Club, and said that she invited the Club president to attend one of the Board Meetings and present the Club's information to the Board.
- She commented that she has been approached by a Homeowners Association Member neighboring Pleasant Hill Park about the impact the new picnic area is having on the garden. She asked to discuss this further with Park Superintendent Tom Bradley.

STAFF ANNOUNCEMENTS

The Recreation Superintendent made the following announcements:

- She reminded the Board about the Closed Session on February 26, 2015 at 6:00 p.m.
- She asked if any Board Members would be interested in attending the California Association of Park District's Conference May 14, 2015 – May 16, 2015 in Tahoe as the General Manager can not attend this year. She gave information to Shess.
- The California Parks & Recreation Awards night will be March 13, 2015.
- She shared a thank you letter from Jennifer McGarry with the Board.
- CSDA Legislative Days are May 19, 2015 and May 20, 2015 in Sacramento.
- The CSDA elections are coming up, and there is a seat open in our region.
- There will be an EOC training with the City of Pleasant Hill on March 23, 2015 – March 25, 2015.
- She asked if any Board Members will be attending the Pleasant Hill Baseball Association's Opening Day Parade on March 7, 2015. Both Shess and Bonato will be there.
- KIDSTOP Children's Center will be having an Open House on February 27, 2015 from 4:00-7:00 p.m. She invited the Board to attend.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 10:20 p.m.

Tina Young, Acting Clerk of the Board