

Board of Directors Meeting Minutes February 23, 2017



The February 23, 2017 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

SPECIAL MEETING

Board Chair Zac Shess announced the Special Meeting - Part 1 of Ethics Training, AB 1234, presented by Attorney Curt Kidder.

PUBLIC COMMENT

There was no public comment.

Board Chair Shess adjourned the Special Meeting at 7:00 p.m.

The regular meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:03 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Member Bobby Glover led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Blair, Eternal, Bradley, Hurtado, Kubota, Lacy, Thoits

PUBLIC COMMENT

Brian Shenson, Lafayette resident, stated that he lives by Brookwood Park and his fence backs up to the park. He mentioned that erosion of the creek bank is rapidly deteriorating right behind his fence and he has worked with Park Superintendent Tom Bradley. Mr. Shenson has tried many times to contact County Public Works with no success. He has filed a claim against the County and asked for the District's support. He is hoping to bring attention to this matter.

General Manager Lacy stated she will report on this in her General Manager's Report.

PRESENTATION AND SIGNING OF WINTER/SPRING 2017 SPOTLIGHT WITH CLAIR SHIGLEY, JUDY BARELLA AND LEO BARELLA

Marketing Director Jen Thoits introduced the seniors on the Winter/Spring 2017 Spotlight cover; Clair Schigley, Judy and Leo Barella, Jan Pressler, Maryann Kaiser and Gina Drewry. All Seniors present signed the Spotlight cover for the "Hall of Fame" and were presented with their own framed copy of the Spotlight. Board Chair Shess thanked the seniors for their participation.

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

Ex-Officio Downing gave the following report:

Teen Council news:

- A Teen Council Member will make an announcement about the Battle of the Bands at the Come Together Concert.

College Park news:

- Honor Roll students were rewarded with ice cream.
- There was a Human Rights Assembly on Wednesday during RTI and some performances and artwork by the students displayed.
- Senior Lunch is scheduled for March 10, 9:00 a.m. – 2:40 p.m. and tickets are on sale this week.
- The Talent Show is tomorrow from 7:00 – 9:00 p.m.
- Open House is on March 9 from 6:30 – 7:30 p.m.
- Minimum day is Monday with a modified block Tuesday/Wednesday and Sophomore PSAT is on Tuesday Morning.

REPORT FROM THE GENERAL MANAGER

General Manager Michelle Lacy reported on the following:

- She said that Park Superintendent Tom Bradley brought to her attention the issue at Brookwood Park. She stated that within a couple of days the creek bank has rapidly deteriorated at the back Northwest corner of the park. She handed out a photo of the damaged area. They have put caution tape around the area to warn of potential danger. General Manager Lacy mentioned that the neighbors had an engineer report completed. She suggested that the District hire an engineer to conduct an assessment and provide potential remedy. Ms. Lacy said after the report is completed, the District will assess the situation and she will bring this back to the Board to decide any action the District might take to assist in resolving the issue.
- The City sent \$54,000 in lieu fees from 2015 to current year plus interest. This can be used for future Capital Projects. Board Member Bonato asked from what are the setting of fees; are they based in land values. She would like the District to get a breakdown of what projects generated the fees.
- There continue to be complaints of unleashed dogs in Paso Nogal Open Space.
- PHBA extended an invite for Board Members to participate in the opening day parade. RSVP by Feb. 28th.
- She stated that May 15 is the date for PHBA appeal to City Council.
- Staff is working on a press release for the CPRS five awards that the District and it's partners received.
- She will be out tomorrow through Monday in Arizona and will leave for the CPRS Conference in Sacramento on Tuesday. The CPRS Conference goes through Friday. Tina Young will be Acting General Manager while she is out.

CONSENT CALENDAR (Attachment A)

- a. Approve Bills to be Paid, warrants #23706-23745 (Exhibit 1)
- b. Approve Resolution 2017-02-23, Declaring Certain Equipment as Surplus (Exhibit 2)

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

RECEIVE REPORT REGARDING THE DISTRICT'S FINANCIAL STATEMENTS ENDING DECEMBER 30, 2016 (Attachment B)

Administrative Services Manager Mark Blair reported that thru December 31, 2016, the results show a surplus increase of \$29k or up 8.6%. The first tax installment has been received and it reflects a \$64k increase or up 4.2% over last year. Program revenue reflects a \$243k increase while programming expenses are up \$162k over the prior year. Capital Expenses are up \$197k over last year. This includes \$244k paid year-to-date for the pathway replacement at Pleasant Hill Park.

The Board thanked Blair for his concise and professional summary.

REVIEW AND RECOMMENDATION REGARDING ALLOCATING \$80,000 TO REPLACE THE DISTRICT'S BUS (Attachment C)

General Manager Lacy explained that the District's 19 passenger bus is becoming more expensive for repairs and upkeep and is heavily relied on for our programs in the summer and also for the Teen afterschool program. She is recommending to use \$80,000 of the \$450,000 allocated for the pool deck restoration, which will not be used in this fiscal year, for purchase of a new bus.

Board Member Bonato asked if this should go to the Budget and Finance Committee first. They have looked into this about 3 – 4 years ago. She suggested to look into a slightly used bus and save the money and maybe get a nice paint job or screen the vehicle so it will be more identifiable. Staff was also looking in the future, to purchase a couple of 8 passenger vans so any staff member can drive the vehicle without having a Commercial B license. With the 19 passenger bus, staff is required to have a Commercial B license to drive the bus. Board Member Glover thought if the cost for a bus is less than \$80,000 then look into using the funds to also purchase an 8 passenger van.

Upon motion of Glover and seconded by Bonato, the Board approved to allocate up to \$80,000 for a bus and/or van for the District.

OPPORTUNITY FOR COMMITTEE CHAIRS TO SET MEETING DATES

- a. **Land and Facility Development Committee** – They had a meeting yesterday and will give a report at the next Board Meeting. The next meeting is scheduled for March 22, 8:00 a.m.
- b. **Personnel Committee** – Meeting was set for March 24, 8:00 a.m.
- c. **Budget & Finance Committee** – Meeting is scheduled for March 27, 5:00 p.m.
- d. **Program Committee** – April 18, 5:00 p.m.
- e. **City/District Liaison Committee** – Nothing planned yet.

Board Member Glover asked that the agendas for the committees be included in the packets.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Pierce made the following announcements/questions:

- He attended a portion of the Community Service Awards and stated it was a nice evening and he enjoyed the event.

Ortega made the following announcements/questions:

- She plans on attending the Come Together Concert tomorrow night.

Bonato made the following announcements/questions:

- She commented on the new Assembly Bill, AB 1732 in regards to single use bathrooms need to be marked unigender.

- She confessed to being surprised the \$69,000 Pleasant Oaks Park settlement that was received.
- She asked about the Aquatic Summit, which Ms. Lacy commented is in the works.
- She stated the Awards Night was a great event and mentioned that the District should consider sending Rodgers Ranch Heritage Center a letter of congratulations.

Glover made the following announcements/questions:

- He received a voice message from someone who stated that a neighbors fence backs up to Pleasant Oaks Park, but was complaining about the driving in and out and questioned whether they are permitted to use the park in this manner.

Shess made the following announcements/questions:

- He congratulated Community Award recipients; Generations Church, Rodgers Ranch, Talli Pitcher and the Pleasant Hill Senior Club Board.
- He wants to attend the CSDA Legislative Days in May.
- He saw the interactive plan project map that the City has on their website. He suggested to have something similar on our new website.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 8:32 p.m. in honor of Terri Williamson, former City Council Member.

Michelle Lacy, Clerk of the Board