

Board of Directors Meeting Minutes February 25, 2016



The February 25, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Donaghu at 7:23 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

Board Vice Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Sterrett, Glover, Bonato

ABSENT: Shess

STAFF PRESENT: Blair, Bradley, Riley, Hurtado

CLOSED SESSION REPORT:

Board Vice Chair Donaghu reported that the Board had met in Closed Session and voted unanimously for the General Manager to send a formal offer to the County requesting the purchase of the Oak Park Property for the fair market price of seven million, seven hundred fifty thousand dollars.

PUBLIC COMMENT

None

CONSENT CALENDAR (ACTION)

a. To Approve Bills to be Paid, warrants #22389-22423

b. To Approve Minutes of December 10, 2015 and December 22, 2015

Upon motion of Board Members Bonato & Glover the Board approved the Consent Calendar with corrections to the December 10, 2015 minutes.

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

Naccara was not present for a report. Accounting Supervisor Blair reported that her mother had called stating Naccara was ill.

REPORT ON THE SWIMMING POOL TEMPERATURE AT PLEASANT HILL MIDDLE SCHOOL POOL

Aquatic Supervisor Korey Riley gave an update to the Board regarding the temperature issue at the Pleasant Hill Middle School pool. Riley reported that the temperature fluctuations were due to the failure of the temperature probe. Riley commented that the probe has been replaced, and that no new complaints have been received.

Board Vice Chair Donaghu complimented Riley on the professional way she handled the issue.

Board Member Sterrett thanked Riley for her report.

UPDATE ON THE STORAGE FACILITY AT PLEASANT OAKS PARK

Recreation and Parks Manager Lance Hurtado updated the Board on the Planning Commission's latest meeting regarding the location of the PHBA storage facility at Pleasant Oaks Park. Hurtado reported

that a final decision on location has not been made at this time. He commented that the Planning Commission and the District Board seem to be at an impasse regarding the location of the building. Hurtado said he is trying to arrange a meeting with the District and the Planning Commission.

The Board asked for this item to be re-agendized when more information becomes available.

REPORT FROM THE BUSINESS STRATEGIC PLAN COMMITTEE (OWG)

In 2012 the District engaged RJM to prepare a business plan. The OWG, comprised of both Board and staff members is attempting to implement the recommendations listed in this business plan. A status report of each goal was prepared and reviewed with the Board.

One of the listed goals was the development of cost recovery levels for the various programming offered by the District. Detailed reports of cost recovery data from the two prior Spotlight issues were presented to the Board and discussed with Supervisor Blair. As more data is collected the OWG will formulate recommended cost recovery levels to be reviewed with and approved by the Board.

The Board thanked the OWG for their ongoing work on behalf of the District.

REPORT ON THE DECEMBER 31, 2015 FINANCIAL REPORT

- a. Review Investment Report**
- b. Review Public Agency Retirement Services**

Accounting Supervisor Mark Blair gave the Board a report on the December 31, 2015 financial report. Blair reported that the bottom line results for the General Fund show a profit of \$332k compared to a profit of \$54k for the 2014-15 fiscal year. He stated that this is a \$278k increase in the year-to-date profit compared to last year.

Blair reported that the current statements reflect receipt of the first secured tax payments. He commented that secured payments received in the current year total \$1641k compared to \$1519 received last year thru December. He said this is an increase of 8%. Blair commented that the District has received \$103k in unsecured tax payments compared to \$109k received through December 2014.

Blair reported that the overall program revenue is up by 13.4% compared to last year. He said the largest changes are in Childcare up \$92k, the Community Center up \$66k and Teens up \$44k.

Blair reported that overall program expenses are up by 6.8% compared to last year. Blair reported that the long term debt shows a \$166k decrease. He said the payment on the refinanced COPs was posted to December last year, and the current year will be posted to January 2016.

Blair reported that Capital Expenses show a \$69k decrease due to the fact that the largest budgeted items for the current year have not started yet.

- b. Blair reviewed the current PARS report with the Board**

The Board thanked Blair for his report.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. Land and Facility Development Committee**
- b. Personnel Committee**
- c. Budget & Finance Committee**

d. Program Committee

Land and Facility Development Committee: Board Member Glover reported that a meeting is scheduled for March 22, 2016

Personnel Committee: Nothing to report.

Budget & Finance Committee: Board Chair Shess asked to have the General Manager contact himself and Board Member Bonato to schedule a meeting.

Program Committee: Nothing to report.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She attended the Mayor's Breakfast, and complimented Shess on his presentation.
- She provided the Board with a brief update of the Library Task Force meeting on February 22, 2016.

Donaghu made the following announcements/questions:

- The next Chamber Mixer will be March 10, 2016 at the new Wise Girl restaurant.

STAFF ANNOUNCEMENTS

Accounting Supervisor Blair made the following announcements:

- He reported that the VIP tables for Wine Women and Shoes 2016 have sold out.
- The Laugh, Love and Learn event has sold out of sponsorship tables.
- He and Bradley updated the Board on the trimming of District trees by neighbors.
- He reported that an update should be coming regarding the Winslow Center building.
- He shared a thank you from the Christmas For Everyone, Inc. for Christmas donations from the District.
- He reminded the Board of a special meeting on March 2, 2016.

ADJOURNMENT

Board Vice Chair Donaghu adjourned the meeting at 8:30 p.m.

Mark Blair, Acting Clerk of the Board