

Board of Directors Meeting Minutes May 12, 2016



The May 12, 2016 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 Administrative Office. Board Chair Shess adjourned closed session and direction was given to Board Chair and staff.

PLEDGE OF ALLEGIANCE

Board Vice Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Blair, Bradley, Herriman, Hunn, Young

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR (ACTION)

- a. **To Approve Bills to be Paid, warrants #22657-22717**
- b. **To Approve Minutes of March 24, 2016**
- c. **To Approve Resolution 2016-05-12A, Ordering Even-Year Board of Directors Election; Consolidation of Election; and Specifications of the Election Order**
- d. **To Approve Resolution 2016-05-12B, Transferring Monies from the Park Landscape Assessment Fund for Assessment District 1-5 to the General Fund**
- e. **To Approve Resolution 2016-05-12C, Transferring Monies from the Landscape & Lighting District #6 to the General Fund**
- f. **To Approve Resolutions 2016-05-12D-2016-05-12H, Intention to Order Improvement for Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III**
- g. **To Approve Resolutions 2016-05-12I, Intention to Order Improvement for Landscaping and Lighting District #6**

The General Manager stated the first resolution is ordering even year Board of Directors election where there will be two seats up. The second and third resolutions are for transferring monies from the assessment districts to the general fund. The General Manager said the remaining resolutions are an annual procedure for all the assessment districts for intention to order improvements.

Upon motion of Board Members Donaghu and Sterrett, the Board approved the Consent Calendar with minor changes to the minutes of March 24, 2016.

REPORT FROM LAS JUNTAS ARTISTS

Board Chair Shess announced that Las Juntas Artists will not be presenting tonight and has to reschedule for another date.

TO CONSIDER LEASE AGREEMENT WITH MERLONE GEIER PARTNERS (MGP) CONCERNING MAINTENANCE & OPERATION OF CHILPANCINGO PARK (ACTION)

Board Member Bonato asked if Attorney Curt Kidder would be present. The General Manager stated he will not and that representatives from MGP will be present. The General Manager mentioned that MGP is completing the Diablo Valley Plaza and Chilpancingo Park is part of the

plans. They are proposing a small dog park and it is fenced off right now. He said they came to the District and met with the Land and Facility Development Committee and want to maintain the park. He requested a list of improvements MPG is proposing to make. He stated as far as staff goes, it is a low utilized park. There is a homeless situation and there is not much use of the park. He said staff thought this could be a good opportunity for future use of the park. MGP is willing to take over operation of the park and complete some park improvements. The representatives of MGP did not show. Board Member Glover, who is on the Land and Facility Development Committee, reported they asked MGP if they would be interested in purchasing the property. MGP said they were only interested in maintaining the park and making some improvements. There were some questions and concerns regarding the lease agreement. Board Member Bonato is not sure leasing the property is the best plan. She said maybe a maintenance agreement or an MOU would be better.

Board Chair Shess felt that this should not be an action item. MGP was not present and Shess felt that we need to discuss further with the District's Attorney Curt Kidder. The General Manager felt that an MOU would be a good plan. Board Chair Shess tabled this item until further notice.

TO CONSIDER EMPLOYEE BENEFITS (ACTION)

The General Manager said that this item has been to the Budget and Finance Committee twice. He said the committee felt strongly that they wanted to do something for the employees that were hired after July 2011. The District does not want to lose good employees due to our benefit package not being "up to par" and wondering how the District can change the benefits to be comparable to other agencies.

Board Chair Shess commented that when the process started, it was not well formed with solutions or options. He appreciates the efforts so far, and now the process has come back to what we can budget for. Board Member Bonato said at the Budget and Finance Committee meeting, employee Ryan Herriman gave a great presentation. Bonato wanted to make sure the agenda item would be on the same agenda as the approval of the budget. Board Member Sterrett said it is important to have this agenda item for approval before the budget approval because we need to know if this is passed, in order to budget for this item. Sterrett stated she feels the employees are our asset and she hopes the District can compensate them by offering more coverage for medical benefits.

Board Chair Shess opened up public comment for this item. Ryan Herriman, Rental Supervisor, said there are 9 employees out of 34 that are full time that fall under the two tier system. He was spending \$1,400 a month to help pay benefits to have his family covered. He realized that it was not comparable to other agencies in the area. Tina Young said family is important and when we cut back benefits in 2011, it was a difficult decision for the District to make. Some further discussion followed. Accounting Supervisor Mark Blair said out of the 9 employees there were only 5 that would be interested. Others were covered by their spouses. Blair said the District is financially doing better than in 2011. He still encourages the Board to tighten things up and this decision will not be set in stone, but a decision that is best for now. Board Chair Shess said there is a responsibility to the District and also a commitment to staff. He said it is a good thing because it is for the people that run this District, which is our staff. He said the General Manager has put in an estimate of \$20,000 to cover the benefits for the employees that will be covered. Board Member Bonato said that with the two tiered system that was created in 2011, it was known that eventually there would be a group of employees that may come back to the District to request more coverage and that is where we are now.

The General Manager commented that the survey they sent out to comparable agencies showed how our District is behind what other agencies are offering their employees in benefits. He is recommending approval and helping out our employees. Board Members Sterrett and Donaghu feel that we should bring back the benefits and go with a single tier program. Board Member Glover explained his opinion and wants to support the General Manager's recommendation.

Upon motion of Bonato and Donaghu, the Board approved to drop the two tier system for health benefits. Upon second motion of Bonato and Donaghu, the Board approved to make this effective July 1, 2016.

REPORTS ON CONTRA COSTA SPECIAL DISTRICTS QUARTERLY MEETING

Board Member Sterrett reported on two meetings. LAFCO election did not have a quorum and there was one candidate Mike McGill. There were 19 attendants when there needs to be 23 present to vote. She said that it would have to be a mail in ballot now. She turned in our ballot right away and we were the first District to send in their vote. Sterrett said the rest of the meeting was informative. She said they chose to give their grant to the Teacher of the Year and the teacher will speak about Special Districts in her class. She reported on CSDA and spoke about the survey they have conducted. Some feel that "special" of Special Districts should be changed, which was voted down. She stated that the "Districts Make a Difference" campaign will have more emphasis. The next meeting will be on July 18 at Central Contra Costa County Sanitary District.

UPDATE ON THE GENERAL MANAGER SELECTION PROCESS

Board Member Sterrett reported that along with Board Member Bonato, they have met twice and stated they received a packet. She said there were approximately 12 candidates interviewed by phone and then the group of 12 was reduced down to 5. The professional panel will meet tomorrow to interview the 5 candidates. Sterrett described more of the process and stated there will be a final of 3 candidates that will be brought back to the Board to interview and vote on. Pam Derby with CPR Consulting has been wonderful to work with and it has been a smooth process so far. The General Manager commented that a date will need to be agreed upon for the interview of the final 3 candidates. Board Member Glover thanked Board Members Bonato and Sterrett for taking on this task and stated they have done a good job. Board Chair Shess said the process is important and thanked Bonato and Sterrett for their time.

TO REVIEW MARCH 31, 2016 FINANCIAL REPORT

- **Review Investment Reports**
- **Review Public Agency Retirement System (PARS)**

Accounting Supervisor Mark Blair said there continues to be good news and we are continuing to outperform last year. The District's deficit is \$205,000 as of last March. He said the report he received from the County is that the return taxes has an increase of over \$200,000, 7.8% increase from last year. Blair continued to review the financial report. He said the District should look into another registration system that can keep up with the accounting features. He stated there have been issues with our current registration software system. Blair continued to review the financial report as well as reviewing the investment report and PARS. Board Chair Shess thanked Blair for his report.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. **Land and Facility Development Committee** – Glover said there will be a meeting on May 24, 2016.
- b. **Personnel Committee** – Nothing to report.
- c. **Budget & Finance Committee** – Shess said they met yesterday and are making adjustments to the amended budget. Next meeting will be May 17, 2016.
- d. **Program Committee** - Donaghu said they met yesterday and Martine Blake with Contra Costa Interface Housing came to the meeting and requested additional exemption proof for the fee waiver assistance program. This will be brought back to the Board for approval.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- She attended the Library Task Force Meeting.
- She asked if anyone with the District was able to attend the PH Community Foundation Awards tonight. The General Manager stopped by before the board meeting and announced that the Seniors were awarded a grant to get a flat screen tv for the lobby.

Sterrett made the following announcements/questions:

- She also attended the Library Task Force Meeting and said there were not many in attendance. She said there were assessments of sites. City Council Members stayed on track and they spoke of the survey the City conducted.

Glover made the following announcements/questions:

- He announced that Wine Women and Shoes is on Sunday, May 15.
- The Relay for Life in Pleasant Hill is on Saturday, May 21.

Donaghu made the following announcements/questions:

- The Chamber Mixer was last night at Contra Costa Country Club and the new Chamber CEO was introduced, Steve Vandorn. They will invite him to a future meeting.
- He announced that a StarQuest Alumni, Alicia Umphress, will be performing with the San Francisco Symphony Orchestra for four days over Memorial Day weekend and is a big time Broadway performer.

Shess made the following announcements/questions:

- He will be at Wine Women and Shoes.
- He will have his son's High School Graduation and will be busy the next weekend, but will try and make the Relay for Life.
- He attended the Mayor's Conference at the Community Center. Randy Iwazaki with the Contra Costa Transportation Authority did a presentation of what is the next generation of transportation.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- PHBA is going back to the Planning Commission on May 24 regarding the storage shed.
- The Afterschool Program at the Teen Center had a registration day and filled up 4 out of the 5 days in 6 hours. There is a waitlist now. Katrina got to the Teen Center at 6:20 a.m. on the registration day and there were 26 people in line.
- The bocce courts are looking good and received some compliments. He wanted to extend the compliments to Park Maintenance staff.
- A Park Maintenance staff collapsed at the corp. yard and was taken to the hospital. He was released this afternoon and is doing okay.
- He reminded the Board that the next board meeting on May 26, 2016 will be at the Community Center.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 9:17 p.m.

Robert B. Berggren, Clerk of the Board