



## Board of Directors Meeting Minutes May 22, 2014

The May 22, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 7:02 p.m. in the Conference Room at the Administration Office. Sterrett reported that the Board met in Closed Session to evaluate the General Manager. She commented that the Board was very satisfied with the General Manager's work performance.

### **PLEDGE OF ALLEGIANCE**

Board Chair Sterrett led the Pledge of Allegiance

### **ROLL CALL**

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

**ABSENT:** Shess – Arrived at 7:50 p.m.

**STAFF PRESENT:** Berggren, Hunn, Miller, Blair

### **PUBLIC COMMENT**

None

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

Ex-Officio Naccara gave the following report:

- College Park Senior Spirit Week is this week.
- College Park's "Moving Up" Rally will be tomorrow. She commented that the event is very symbolic.
- College Park's softball team won DVAL. NCS first round was on Tuesday and they lost. The baseball team also won DVAL and won the first round of NCS.
- There are fourteen days left of school.
- College Park Finals are June 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>.
- The teachers at College Park voted for a new class schedule for next year.
- The College Park Senior's Banquet is on Monday.

### **HONOR AND RECOGNIZE THE 2013-2014 TEEN COUNCIL**

#### **A. PRESENTATION TO TEEN COUNCIL MEMBERS**

#### **B. PRESENTATION TO CHAIR HELENA STRAND**

a. Recreation Supervisor Katrina Hunn was on hand to present the 2013-2014 Teen Council members with their certificates of appreciation. Hunn recognized the following Teen Council members:

Allie Naccara

Adriana Guerrero

Breanna Klippel

Brad Thompson- who was not present to receive his certificate due to an injury.

Emily Dowey

Ethan Tuey

Jessica Bracken

Katelyn Downing

Kevin Nays

Marissa St. Marseille  
Melissa Torres  
Monica Rodriguez  
Rebecca Monroe  
Sidney Helberg  
T.J. Tamura  
Trace Bechter  
Mayuko Butterfield

b. Hunn presented a plaque to Teen Council Chair Helena Strand. Hunn commented that this was Strand's second year as chair.

The Board thanked all the Teen Council for their hard work, and Hunn for her presentation.

### **REPORT FROM PH/MARTINEZ SOCCER ASSOCIATION**

There was not a representative present to give a report.

### **CONSENT CALENDAR (ACTION)**

- a. **TO APPROVE BILLS TO BE PAID**
- b. **TO APPROVE MINUTES OF MARCH 13, 2014 AND MARCH 27, 2014**
- c. **TO APPROVE RESOLUTION 2014-05-22A, APPRECIATION FOR KIDSTOP SITE DIRECTOR MAUREEN VALLEY**
- d. **TO APPROVE RESOLUTION 2014-05-22B, DECLARING MAY AS NATIONAL WATER SAFETY MONTH**
- e. **TO APPROVE RESOLUTIONS 2014-05-22C - 2014-05-22G , INTENTION TO ORDER IMPROVEMENT FOR VALLEY HIGH II, VALLEY HIGH IV, VALLEY HIGH V, WOODSIDE HILLS I AND WOODSIDE HILLS III**
- f. **TO APPROVE RESOLUTION 2014-05-22H, INTENTION TO ORDER IMPROVEMENT FOR LANDSCAPING AND LIGHTING DISTRICT #6**

Upon motion of Board Members Donaghu & Bonato, the Board approved the Consent Calendar with changes to the March 13, 2014 and March 27, 2014 Minutes.

### **REVIEW MARCH 31, 2014 QUARTERLY FINANCIAL REPORT**

#### **a. REVIEW INVESTMENT REPORT**

#### **b. REVIEW PUBLIC AGENCY RETIREMENT SERVICES**

Accounting Supervisor Mark Blair was present to review the March 31, 2014 Quarterly Financial Report with the Board. Blair reported that the biggest change to the budget was to separate the Special Events into its own department. He commented that in past years this activity was shown in the Preschool/Youth department. He said that to look at it accurately the total results from the two departments for the past year will need to be combined. The bottom line shows an overall improvement of about \$13k for these two departments when compared to last year's Preschool Dept.

Blair reported that the bottom line results for the General Fund shows a loss of \$783k compared to a loss of \$568k for the 2012-13 fiscal year. Blair commented that the largest contributor to this change is the FF&E items for the Community Center now being incurred. He said that in the prior year FF&E expenses incurred in the Capital Expenses account, and were offset by Project Funding shown in the Non-Recreation Department. Blair commented that the funding was to be generated from the capital campaign and the intended sale of the Little House property. He said that at this time the District still has uncollected project funding revenue of \$108k. Blair said it is anticipated that this will be collected through future pledge payments and other fundraising activities. He commented that no offset for current FF&E expenses is being posted and the net impact is being reflected in the net loss

of the General Fund. He said the sale of the Little House property was recorded in last fiscal year, and the \$350k gain is part of the \$804k Unrestricted General Fund Balance carried into the fiscal year.

Blair reported that the Secured, Unsecured and HOPTR received in the current year were \$161k higher than that received in the 2012-13 year which represents an increase of 13.2%. He said that RDA funds of \$172k have been received in the current year which is a 14.5% decrease over the amount received in the 2012-13 fiscal year. He commented that the prior fiscal year received some one-time RDA payments attributable to the agency dissolution.

Blair reported that the total program revenues for the current year are \$2,005k compared to \$1,581k reflected in March 2013. He commented that this represents an increase of 26.8%.

Blair reported that the total program expenses for the current year are \$2,940k compared to \$2,503k for the prior year. He commented that this represents an increase of 17.4%. He said the expense increase is largely attributable to the Teen Center, Senior Center and Community Center sites that are now open in the current fiscal year.

Blair reported that the refinancing of the two CSDA loans not only resulted in a lower effective interest rate, but also changed the payment schedule due for the 2013-14 year. He commented that a higher P&I cost of \$47k is shown over the March 2013 results, but this includes the first installment payment of \$50k on the FF&E loan opened in November 2012. He said no further P&I payments are scheduled for the current year, and that this should finish \$24k under the current budget.

Blair reported that the Capital Expense department has a \$64k decline over last year. He commented that the prior year reflected the FF&E expenses for the Senior Center, and Teen Center. He said the current year reflects the Community Center activity.

Board Member Bonato asked if there was an accounting way to show the sale of the Little House property as offsetting the expenses. Blair commented that from an accounting viewpoint there is not that option due to the timing in which events occurred. Bonato commented that it is hard to track what is being spent as opposed to the revenue brought in; she would like an updated spreadsheet on the Measure E budget.

Bonato commented that the revenue for the Senior Center and the Teen Center for three quarters of the way through the year looks very good. Blair commented that the rentals of the new facilities are increasing the revenue. Bonato commented that she would like to see some rental income from the Rodgers Ranch site. Bonato also expressed her concerns regarding the decrease in revenue at the KIDSTOP childcare site. The General Manager stated that staff feels increased marketing and new program ideas will help that department.

The Board thanked Blair for his report.

#### **BUDGET AND FINANCE COMMITTEE REPORT**

- a. TO CONSIDER RESOLUTION 2014-05-22I, AMENDING FISCAL YEAR 2013-14 (ACTION)**
- b. TO CONSIDER RESOLUTION 2014-05-22J, PRELIMINARY BUDGET FOR FISCAL YEAR 2014-15 (ACTION)**

Board Chair Sterrett reported that both ACTION items have been changed to report only items.

Board Member Bonato, and chair of the Budget and Finance Committee, reported that the committee would like to review the new list of Capital items before a full report is given to the Board. Bonato commented that there is now a full time Marketing Director position, and also a Lead Custodian position in consideration which will have budgetary impacts. She said there will be discussions of salary adjustments for certain positions that will span the next three years. Bonato reported that the General Manager is planning a reorganization of staff which will in turn change the salary structure.

Bonato reported that there is an increase expected in the tax revenue, and the Committee is looking at a budget that will preserve the \$500,000 unrestricted reserves. She said the Budget Committee will be reporting back to the Board with a more thorough report when more information is compiled on the budget.

## **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

**Bonato** made the following announcements/questions:

- She gave the General Manager the address of the Eagle Scout who will be receiving an award for the work he did at the District. She asked if the General Manager could write a letter on behalf of the District.
- She enjoyed the Wine, Women & Shoes event, and said she hoped it will happen again. She commented that she would like to share some observations of the day with the staff at a future time. The General Manager said a full report from staff on the event will be on a future Board agenda.
- She asked if the art work has gone up at the Senior Center. The General Manager said it has not as they are still waiting for equipment pieces to arrive.
- She asked if the General Manager has had an opportunity to speak with Chris Brown from the Library. The General Manager said he has not, but he will.
- She asked for an update on the District's Attorney selection. The General Manager commented that he has finished the RFP's and will put it on a future agenda.
- She asked the General Manager for an update on the YMCA parking lot agreement. The General Manager stated that Recreation Superintendent Tina Young has followed up with the YMCA and at this time the District is waiting for information back from them before an agreement can be finalized.
- She asked if the Rodgers Ranch group has provided any more information regarding their barn project. The General Manager stated that it was his understanding that the group's goal was to raise \$200,000 before they begin anything.

**Donaghu** made the following announcements/questions:

- He briefly attended the Wine, Women & Shoes event, and was very impressed. He commented that he received a lot of positive comments about the event. He said he would like to see a second annual.
- He attended the Chamber Board Meeting. The Chamber will be expanding the Art, Jazz & Wine Festival to include a beer pavilion.

**Sterrett** made the following announcements/questions:

- She attended the Special Recreation dance at Heather Farms last Friday. She commented that the attendees like the Community Center location much better.
- She attended the Special District Legislation Day. She asked the General Manager to agendize the item for a future agenda so she can give a full report on the day.
- She stated that June 9, 2014 is the Library Committee meeting, and she will not be able to attend. Board Member Bonato said she will be attending the meeting.
- She announced that Dwight Meadows passed away.
- She asked the General Manger to send Pam Lischeske the Board's best wishes.

- She asked if Sarah Smith, the new Preschool Director, will be introduced to the Board soon. The General Manager said she will.
- She commented that a letter was sent to her complimenting Coach Beth.

**Glover** made the following announcements/questions:

- He attended the Wine, Women & Shoes event and thought it was a fantastic event. He commented that he thought the people who attended will attend again next year. He complimented staff on the great job they did on the event.

**Shess** made the following announcements/questions:

- He had an opportunity to give an accommodation from the District to Paul Damhesel who is moving out of state.
- He attended the Wine, Women & Shoes event and thought it was a great event. He commented that he thought it was a great way to showcase the new Community Center.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He stated that the June 12, 2014 Board Meeting will be held at the Community Center after the Chamber Mixer which will begin around 5:00p.m..
- He attended an East Bay Mud water meeting this morning. He commented that it looks like the water rates will be increasing next year by 9.5%. He said according to East Bay Mud there is no mandatory water rationing at this point.

### **ADJOURNMENT**

Board Chair Sterrett adjourned the meeting at 8:35 p.m.

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Robert B. Berggren, Clerk of the Board