

Board of Directors Meeting Minutes September 22, 2016



The September 22, 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.

PLEDGE OF ALLEGIANCE

Board Chair Shess led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Glover, Shess, Sterrett

BOARD ABSENT: Bonato

STAFF PRESENT: Blair, Bradley, Hunn, Lacy, Miller

PUBLIC COMMENT

There was no public comment.

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

Ex-Officio Downing gave the following report:

Teen Council news:

- The first Teen Council meeting was on Monday, September 19 with 19 members from 5 different schools. The ice breaker was a scavenger hunt. The elections for council position will be on Oct. 3.
- Some Teen Council members will be working at the Art, Jazz and Wine Festival.
- They will start planning for the Teen Battle of the Bands.

College Park news:

- Club day was yesterday.
- The first CSF Meeting was today where they will be volunteering for various events: blood drive in Nov., canned food drive in Dec., game tournament in Dec. or Jan., Pleasant Hill Education science night in Jan., clean-up - once a semester, food bank and creek restoration.
- Homecoming rally and football game (CPHS v. Northgate) will be Oct. 7. The Homecoming Dance is Oct. 8, 7 – 10pm with a Vegas theme. Tickets will go on sale next week, \$10 with ASB, \$15 without.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid, warrants #23196-23240 (Exhibit 1)
- b. To Approve Minutes of August 11, 2016, August 25, 2016 and Special Meeting Minutes of July 14, 2016 (Exhibit 2)
- c. To Approve Resolution 2016-09-22, Authorizing an Update of District Signature List of Check Signers for US Bank (Exhibit 3)

Upon motion of Donaghu and seconded by Sterrett, the Board approved the consent calendar as presented.

REPORT FROM CO-SPONSORED CLUB, VETERANS OF FOREIGN WARS, COMMANDER JEFF MESSINGER

There was no one present to give a report.

AUTHORIZE GENERAL MANAGER TO TERMINATE THE GRANT WRITING SERVICES AGREEMENT WITH CALIFORNIA CONSULTING (Attachment B) (ACTION)

The General Manager reported that staff has mentioned that there have been some frustrations in working with California Consulting. She reviewed the services agreement and she is recommending that the District invoke the 30 day termination clause and save \$4,500 a month. She is going to subscribe to a grant subscription service, and make a determination grant by grant if the District will need assistance from a grant writer.

Upon motion of Donaghu and seconded by Glover, the Board approved the General Manager to terminate the grant writing services agreement with California Consulting.

REVIEW END OF FISCAL YEAR FINANCIAL REPORTS AND AUTHORIZE TRANSFER OF \$144,000 FROM UNRESTRICTED GENERAL FUND BALANCE TO CAPITAL PROJECTS FUND (Attachment C) (ACTION)

Michelle Lacy, General Manager, invited Accounting Supervisor Mark Blair to give a financial report. She stated that she has recommended to Blair that we transfer unallocated funds to capital projects. Blair reported that the recommendation is prudent. He stated that the expenses for the completion of the pathways were supposed to be paid in the last fiscal year, but two thirds of the payment, total of \$250,000 are to be paid in this current year, which was not budgeted for this fiscal year. He said in addition there is \$450,000 for the pool deck, so he would like to move \$144,000 from the unallocated general fund balance to the capital projects fund; this will still allow for a positive fund balance in the District's 2015-16 budget. He continued to give a financial report on the fiscal year 2015-16 budget. Board Chair Shess thanked Blair for his report.

Upon motion of Donaghu and seconded by Glover, the Board approved the transfer of \$144,000 from Unrestricted General Fund balance to Capital Projects Fund.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. Land and Facility Development Committee** – September 27, 2016, 3:00 p.m.
- b. Personnel Committee** – nothing to report.
- c. Budget & Finance Committee** – nothing to report.
- d. Program Committee** – nothing to report.
- e. City/District Liaison Committee** – nothing to report.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She announced that with the Library Task Force have not met in 2 – 3 months. She welcomed Michelle to the District.

Donaghu made the following announcements/questions:

- He announced that the Community Service Day will be this Saturday at Pleasant Hill Park. He will be there bright and early.

Glover made the following announcements/questions:

- He had nothing to report.

Shess made the following announcements/questions:

- He wants to put a "bug" in staff's ears, he wants to have an outdoor board meeting in the future. He said maybe next Spring.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- She reported for Community Service Day the following projects:
 1. Replanting at Pleasant Hill Park
 2. Replanting, weeding and beautification at Pleasant Oaks Park
 3. Repainting Kidstop building
- She said the Community Center parking issue has been raised by a Planning Commissioner. She was informed today that the issue would be on the October 25 Planning Commission agenda. There is no additional information at this time. She will be meeting with the City Manager next week and this is on her agenda to discuss.
- She announced the Employee Service Awards on Monday, September 26th at 12:15 p.m. at Pleasant Hill Park, picnic area #3 with Board Member Glover and Bonato attending.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 7:42 p.m.

Michelle Lacy, Clerk of the Board