

Board of Directors Meeting Minutes November 18, 2015



The November 18, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:01 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

Board Member Sterrett led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Bradley, Blair, Miller

PUBLIC COMMENT

Dorothy Boyd, resident of Walnut Creek, spoke supporting Pleasant Hill Senior Center, but not the increase in the non-resident fees for the trip program. Boyd suggested that non-residents pay a one time larger annual membership fee.

Nancy Chriss, resident of Concord, spoke in opposition of the increase in non-resident fees for the Senior Center trip program. She asked for a report on the usage of the Senior Center by non-residents.

Elaine Yeary, resident of Martinez, spoke in opposition of the increase in non-resident fees for the Senior Center trip program. Yeary commented that 60% of the trip participants are non-residents. She is in favor of an annual increase in the membership fee for non-residents.

Nancy Howell, resident of Clayton, spoke in opposition of the increase in non-resident fees for the Senior Center trip program. She is in favor of an annual increase in the membership fee for non-residents.

Patrick Clarke, resident of Pleasant Hill, spoke in opposition of the increase in non-resident fees for the Senior Center trip program. He commented that many of the Senior Center volunteers live outside of Pleasant Hill, but participate in the trip program.

Dru Daley, resident of Concord, spoke in opposition of the increase in non-resident fees for the Senior Center trip program.

Sandra Riccabona, resident of Concord, spoke in opposition of the increase in non-resident fees for the Senior Center trip program.

Phyllis Stevens, resident of Walnut Creek, spoke in opposition of the increase in non-resident fees for the Senior Center trip program.

Board Chair Bonato reported that the Senior Club has brought this item to the Board's attention. The Board will be working with the Senior Club in more detail on the issue. She encouraged all who were present to attend the next Senior Center trip meeting on December 1, 2015.

Kim Brandt, resident of Pleasant Hill, reviewed with the Board the comments from the community survey she completed regarding the Oak Park property issue. She asked the Board for an update on the issue. The General Manager reported that the Board will be meeting in closed session tomorrow regarding the issue.

Wendy Gollop, resident of Pleasant Hill, spoke in support of the District purchasing the Oak Park property.

Lenore Krause, resident of Pleasant Hill, spoke in support of the District purchasing the Oak Park property.

Alan Bade, resident of Pleasant Hill, spoke in support of the District purchasing the Oak Park property.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of August 27, 2015**
- c. To Approve Resolution 2015-11-18, Honoring Jeaneen Cowan**

Upon motion of Board Members Donaghu & Shess the Board approved the consent calendar with corrections to the August 27, 2015 minutes.

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- The Council will be helping at the Light Up The Night event.
- The Council will be hosting a Holiday Party on December 18, 2015.
- The Council will be helping with the District's Breakfast with Santa event and the Holiday Festival.
- The Council is working to set up a movie day next month for special needs teens.

College Park news:

- Winter sports are under way.
- Spring sports are already training.
- The College Park dance class will be having a recital tonight. Donations will be given to the families of the girls killed in the car crash on November 1, 2015.
- Report cards came out last week.
- There will be no school the week of Thanksgiving.
- Naccara thanked the Board for the Grad night ticket.
- College Park will be holding the last mock SAT and ACT on November 7, 2015.
- The grad night tickets are already on sale.

PRESENTATION AND APPROVAL OF AUDIT AND MANAGEMENT LETTER (ACTION)

a. Review District Annual Audit

Craig Fechter of Fechter and Company presented and reviewed the District's Annual Audit Report and Management Letter with the Board.

The Board thanked Fechter for his report.

b. Pleasant Hill Senior Club Annual Review

This item was tabled until the Pleasant Hill Senior Club can review.

Upon motion of Board Members Sterrett & Donaghu the Board approved to accept the 2014/15 Audit and Management letter as presented.

RESERVE STUDY PRESENTATION – BROWNING RESERVE GROUP

Board Chair Bonato introduced Robert Browning and Jeff Felta from the Browning Reserve Group to the Board.

Browning presented the Board with a Power Point presentation explaining the process of the Reserve Study. He shared the background of his Company, and highlighted other District's and agencies they have completed studies for. He presented the Board with a second draft of the District's reserve study. Browning complimented the Board on the adoption timeline for the study. He reviewed with the Board the amount the District would need to save for future projects.

After the presentation Board Member Sterrett commented that she was not sure there should be a reserve study for a public agency. She is concerned with the State seeing potential financial opportunities.

Board Member Glover commented that it will be beneficial for the District to have reserves for long term maintenance.

Board Chair Bonato commented that the reserve study is very important, but she does not want to loose sight of the in-house work done on projects. She said the in-house work was a financial savings for the District.

Board Member Shess asked about long term plans for the study. Browning explained the reports can be broken down to yearly reports if needed to show priority of projects. He thanked Building Maintenance Superintendent Carrie Miller for the time she spent on the reserve study effort. Shess commented that the study will be an effective tool for the District.

Board Member Donaghu commented that it is crucial for the District to have a reserve study.

The Board asked Browning to produce a seven year cycle for the reserve study.

District staff present at the meeting, when asked by Board Chair Bonato, all said that the reserve study was an important tool for the District to have moving forward.

The Board thanked the Browning representatives for their presentation, and said they are looking forward to seeing a realistic document from the group.

REPORT ON THE SEPTEMBER 30, 2015 QUARTERLY FINANCIAL REPORT

a. Review of Investment Report

b. Review of Public Agency Retirement Services (PARS)

Accounting Supervisor Mark Blair was present to give the Board a report on the September 30, 2015 quarterly financial report. Blair reported that the bottom line results for the General Fund show a loss of \$814k compared to a loss of \$843k for the 2014-15 fiscal year. He stated that

this is a 3.4 % improvement. Blair commented that the current year Non-Recreation department reflects a one-time annual PERS charge of \$159k. He said this is a new formula for our PERS contribution.

Blair reported that the monthly expenses are down approximately 40%. He commented that the Teen program is showing a profit of \$18k compared to a \$4k loss for last year, and the childcare (KIDSTOP) program shows a profit of \$65k compared to an \$18k loss last year.

Blair reported that the District has received \$103k in unsecured tax payments compared to \$108k received through September 2014.

Blair reported that the overall program revenue is up by 21% compared to last year. He said the largest increases are in Childcare and Teens.

Blair reported that overall program expenses are up by 7.22% compared to last year. Blair reported that the long term debt shows a \$53k decrease. He said this entire difference is attributable to the payment on the FF&E loan being changed to September last year, and the current payment is not due until November.

Blair reported that Capital Expenses show a \$68k decrease due to the re-paving and the water leak last year.

b. Blair reviewed the current PARS report with the Board

The Board thanked Blair for his report.

SELECTION OF BOARD OFFICERS

- a. Chair**
- b. Vice-Chair**
- c. Secretary**

Upon motion of Board Members Sterrett & Bonato the Board approved to accept the following Board Officers, Chair– Zac Shess, Vice Chair- Dennis Donaghu, Secretary- Bobby Glover.

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 Shess reported that the Committee has not set a meeting date yet.

Personnel Committee: Board Member Donaghu reported that the committee had met on the employee benefit issue and will be giving a full report to the Board.

Budget & Finance Committee: Board Chair Bonato stated a meeting will be scheduled once they receive staff reports for the Aquatic Center, and the Pleasant Hill Pathways project.

Program Committee: Nothing to report.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Shess made the following announcements/questions:

- He attended the Rodgers Ranch event last Saturday. He said the group is very excited for the upcoming year.
- He thanked staff for their work on the reserve study.
- He will be contacting Board Members regarding committee assignments.

Donaghu made the following announcements/questions:

- He will be attending the Chamber Meeting tomorrow morning.

Sterrett made the following announcements/questions:

- She completed the harassment training through CSDA.
- She was glad to see the CSDA call for officers in the packet.
- She had a good meeting with the District's new special events coordinator.
- She would like to agendaize the CSDA meeting report.

Bonato made the following announcements/questions:

- She asked for photos of the train remodel. Thanked the staff for their work on the train.
- She attended the Senior Club meeting. She is feeling that a solution has been found for the Non-Resident fee issue. The issue will be presented to the Senior Club on December 8, 2015.
- She received a call from a broker of the Grayson Woods golf course property letting her know the property was still for sale.
- She received a call from Mr. Gunderson regarding the fence at Rodgers Smith Park.
- She did an interview with a reporter of the FOCUS regarding the Oak Park property.
- She commented that she would like to do something from the District for Elizabeth Hurley's family.
- She spoke to Lisa White about the Contra Costa Times article on the Oak Park property.
- She discussed a science fair event concept with the District's Special Events Coordinator.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He reported that a dividend in the amount of \$10,953 had been received from CAPRI.
- He reminded the Board of upcoming Holiday events in the community.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 10:51 p.m.

Robert B. Berggren, Clerk of the Board