

Bond Oversight Committee Meeting Minutes January 17, 2013



Pleasant Hill
Recreation & Park District

People, Parks, and Programs Since 1951

The January 17, 2013 Bond Oversight Committee Meeting of the Pleasant Hill Recreation & Park District (PHR&PD) was called to order by Committee Chair Norman Vanhole at 6:00 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Committee Chair Norman Vanhole led the Pledge of Allegiance.

ROLL CALL

MEMBERS PRESENT: Hirst, Gorham, Jeffrey, Simons, Vanhole, Vardas

ABSENT: Hagopian

STAFF & BOARD PRESENT: Blair

PUBLIC COMMENT

There was no public comment.

TO APPROVE MINUTES OF SEPT. 13, 2012. (ACTION)

Upon motion of Jeffrey/Vardas, the Committee approved the minutes of September 13, 2012.

SUB-COMMITTEE REPORTS.

Committee Chair Vanhole reported he presented the BOC Semi-Annual Report as of June 30, 2012 to the Board at their regular scheduled meeting on October 24, 2012. He said the Board made only two comments on the BOC report. It was asked by the Board that the BOC report show the break down between the Measure E money and the WW funds. Accounting Supervisor Blair explained at this time there would not be a way to distinguish each specific expense between Measure E and WW money. Blair further explained briefly how the accounting system was set up to report expenses and revenues for capital projects. Member Simons, with her financial background on capital project accounting, confirmed Blair was correct in that capital project accounting requires all expenses to be accounted by project with all revenue sources going towards the project in total not by specific expense.

Chair Vanhole further reported the District Board thanked the BOC for such a detailed report.

Committee Member Jeffrey stated he had 2 minor errors that impacted both expenses and revenues reported by the Audit Subcommittee in their six month report as of June 30, 2012. It was decided these corrections would be reported within the Audit Subcommittee section of the BOC Semi-Annual Report as of December 31, 2012. Member Jeffrey further stated with these two corrections the financial information reported by the Audit Subcommittee for the 2011-2012 fiscal year was in agreement with the District's Audited Financial Report as of June 30, 2012.

Member Jeffrey also reported the Audit Subcommittee was reviewing certain adjustments that appeared to be bill backs to ensure payments were not made twice. Accounting Blair briefly explained the process related to these adjustments that were for the most part associated with McFadden's work effort.

Member Vardas asked if there would be sound control improvements made to the Senior Center and Accounting Supervisor Blair responded there was discussion by the Board on the need for acoustic sound panels in the near future.

Member Hirst reported she was in the process of confirming she had all project change orders to date and Member Jeffrey commented he would forward all the change orders she would need to complete the Budget Subcommittee report for July to December 31, 2012.

Accounting Supervisor Blair gave a brief overview of the Master Program Budget schedule he distributed to the members at the meeting. Blair indicated the schedule had been updated to include expenses through 1/7/13.

DISCUSS FORMAT FOR YEAR-END REPORT

Chair Vanhole opened this item for discussion. Member Jeffrey asked Accounting Supervisor Blair on the date the Audit Subcommittee would receive Measure E project expenses through the end of December 31, 2012. Accounting Supervisor responded the General ledger would be updated and he would forward this information to the Audit Subcommittee within the next week. Member Simons commented the next meeting for the BOC was scheduled for March 14, 2013. Simons further stated the preparation of the BOC Semi-Annual Report as of December 31, 2013, would require the Subcommittee Reports be due to the Chair and Secretary by February 17, 2013.

SCHEDULE BOC MEETING DATES FOR 2013

Accounting Supervisor Blair stated the District Board would be meeting on the second and fourth Thursdays except for the month of December. For December due to the holidays, the Board meets on the first and third Thursday. After a brief discussion by the BOC members, it was decided to change the BOC quarterly meetings to the third Thursday of the month. With this consideration, it was confirmed by the BOC members the next BOC meeting would be scheduled for March 21, 2013. Member Simons indicated she would revise the BOC meeting schedule to add a week (from second Thursday to third Thursday, except for the month of December) and would do the same thing with the submittal dates for the semi-annual Subcommittee reports. Simons further indicated this would change the February 17th due date to February 24th for the next submittal of Subcommittee Reports.

OLD BUSINESS

Committee Chair Vanhole announced the Senior Center VIP and grand opening were successful and the new building is very impressive. Member Vardas requested from staff a status of the fundraising towards the Senior Center furniture and equipment. Accounting Supervisor Blair responded the total funds received to-date was approximately \$667,000. Blair further stated the District had approved a low interest loan in the amount of \$300,000 to augment the donated funds.

NEW BUSINESS

Committee Chair Vanhole requested an update on the Community Center project status from staff. Accounting Supervisor Blair answered the foundation slab work was in progress and the estimated completion date for the building construction was scheduled for the end of 2013.

ADJOURNMENT

Committee Chair Vanhole adjourned the meeting at 6:37 p.m.

Marie Simons, Committee Secretary

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