

Board of Directors Special Meeting Minutes

January 24, 2019



The January 24, 2019 Special Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Ortega at 7:00 p.m. in the Conference Room at the Administration Office.

ROLL CALL

BOARD PRESENT: Glover, Ortega, Pierce, Shess (arrived at 7:04 p.m.)

BOARD ABSENT: Bonato

STAFF PRESENT: Lacy

PLEDGE OF ALLEGIANCE

Board Vice Chair Ortega led the Pledge of Allegiance.

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 Teen Council had a brief meeting to finalize the bands for the Battle of the Bands.

College Park High School news:

- There was not school on Monday due to the Martin Luther King holiday.
- They had Winter Spirit Week with themes each day ending with the Winter Rally on Friday, January 25 with a "Stranger Things" theme.
- The Winter Dance is on Saturday, January 26 from 7:00 – 10:00 p.m.
- The Athletic Boosters Club Crab Feed is on Saturday, February 2 from 5:30 – 11:30 p.m.
- Drama One Act Performances are February 6 – 8 at 7:00 p.m.

Board Vice Chair Ortega asked about the Poetry Competition. Downing stated she qualified to compete in the County competition and has been practicing. The event will be on February 9. Downing performed the poem, "What the Oracle Said" by Shara McCallum. The Board thanked Ms. Downing for the great performance and wished her well at the competition.

PRESENTATION AND SIGNING OF WINTER/SPRING 2019 SPOTLIGHT COVER WITH ROB, MEGAN, CLAIRE AND SARAH KENNEDY

Board Vice Chair Ortega invited the Kennedy Family to sign the printed Winter/Spring 2019 Spotlight cover, which will be added to our "Wall of Fame". She asked the Kennedy family to introduce themselves, let us know how old they are, what grade they are in and what school they go to. She also asked how they came about offering the martial art classes for the District. Rob Kennedy stated that he was asked by Michael Bloom if he would like to teach some classes for Pleasant Hill Recreation and then was contacted by the District. He is looking forward to teaching classes for the community.

General Manager Lacy took some photos as Board Vice Chair Ortega presented a framed copy of the Spotlight to the Kennedy family.

REPORT FROM THE GENERAL MANAGER (Attachment A)

General Manager Lacy reviewed the report enclosed in the board packet. She added the following announcements verbally:

- Lacy announced that the CAPRI interviews for the CAPRI Board position will be held on January 31 at 2:00 p.m. in Sacramento. She will be interviewing for the position. She stated they will appoint someone on February 12.
- On Tuesday, District staff and staff from other agencies, had a 6 hour training on Homelessness with Ryan Dowd. The District hosted the training at the Community Center. There were over 70 attendees. Board Vice Chair Ortega mentioned she had a co-worker with the City of Concord that attended the training on Tuesday and had positive comments on the training.
- Board Members Ortega and Pierce said they would be interested in attending the CPRS Conference in March. They will let the General Manager closer to the date if they will be attending for sure.

CONSENT CALENDAR (Attachment B)

- a. Approve Bills to be Paid, warrants #26444-26505 (Exhibit 1)
- b. Approve Minutes of September 27, 2018, October 11, 2018, October 25, 2018 and November 8, 2018 (Exhibit 2)

Upon motion by Glover and seconded by Shess, the Board approved the consent calendar as presented, which was carried by the following vote – Ayes: Glover, Ortega, Pierce and Shess. Noes: – None, Bonato absent.

REVIEW AND RECOMMENDATION TO DESIGNATE AN AD HOC COMMITTEE OF THE BOARD TO ADVISE THE GENERAL MANAGER ON ISSUES RELATED TO NEGOTIATIONS ON DEVELOPMENT AND OPERATING AGREEMENTS WITH CITY OF PLEASANT HILL AND CONTRA COSTA COUNTY FOR 1700 OAK PARK BOULEVARD (Attachment C)

General Manager Michelle Lacy said at the last board meeting she gave an update on the Oak Park Boulevard project and requested the board to consider and designate an Ad Hoc Committee to advise on future negotiations. Due to the sensitive nature of negotiations with multiple agencies, she recommends an Ad Hoc Committee.

Lacy discussed possible committee members with Board Chair Bonato that can serve on the Ad Hoc Committee. She stated that Chair Bonato would like to serve on the committee as well as recommended Board Member Bobby Glover as he was the initial Board Member when negotiations started with the County in regards to the Oak Park Boulevard project.

Upon motion by Shess and seconded by Pierce, the Board designated Board Member Bobby Glover and Chair Sandra Bonato to serve on the Ad Hoc Committee to advise the General Manager on issues related to negotiations on development and operating agreements with the City of Pleasant Hill and Contra Costa County for 1700 Oak Park Boulevard. The voting results are as follows: Ayes: Glover, Ortega, Pierce and Shess. Noes: None, Bonato absent.

REVIEW AND RECOMMENDATION REGARDING PURCHASING THE JCG TECHNOLOGIES LIBERTY MEETING RECORDER SOLUTION FOR DIGITAL AUDIO/VIDEO RECORDING AND AGENDA MANAGEMENT (Attachment D)

Last year at the Board retreat, the Board discussed options for improving transparency, so in April 2018, the Board discussed options for meeting management and reviewed a proposal from Granicus. Due to the uncertainty of future operating budget expenses the Board chose to not enter into contract with Granicus.

Lacy mentioned that Executive Secretary Susie Kubota attended the California Special Districts Association Board Secretary/Clerk conference and saw a demonstration of JCG Technologies Liberty Meeting Recorder and felt that it would be a great solution for audio/video recording and agenda management. Lacy explained the software capabilities and said JCG Technologies provides digital audio and video recording, agenda management, public records request management, video/audio webcasting services and audio/video systems.

The quote received from JCG Technologies is for software, installation, equipment and annual maintenance for audio recording of \$5,110 with an annual maintenance cost of \$425. The Granicus quote was \$7,790 for software purchase and \$12,732 annual maintenance costs for the first year and each year after there was an increase in this cost. Further discussion followed with the Board expressing their thoughts of this being a good solution which is also economical.

Upon motion of Shess and seconded by Ortega, the Board approved to purchase the JCG Technologies Liberty Meeting Recorder Solution for digital audio/video recording and agenda management system. The voting results are as follows: Ayes – Glover, Ortega, Pierce and Shess, Noes – None, Bonato absent.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Glover made the following announcements/questions:

- He said the Relay for Life in Pleasant Hill will be on June 8. He encouraged everyone to sign up for the Recreation and Park District and City of Pleasant Hill joint team. He is the captain and said he will not be able to be at the event, but will be working hard on raising funds for the team.

Shess made the following announcements/questions:

- He thanked Board Member Glover for serving on the Ad Hoc Committee.
- He asked when the Knack Box replacement will take place at Pleasant Hill Park bocce courts. General Manager Lacy said that it has been ordered and should be replaced before the new season begins.

Pierce made the following announcements/questions:

- He heard the first week of February is National Girls and Women in Sports Day and asked if the District will be doing anything. The General Manager will look into it.

Ortega made the following announcements/questions:

- She asked if there is any damage at Pleasant Oaks Park from the downpour of rain. She noticed lots of water on Hawthorne. General Manager Lacy commented there is a low point on Hawthorne, but there was no damage reported.
- She commented that her daughter is signed up for Sing Out and absolutely loves it.

ADJOURNMENT

Board Vice Chair Ortega adjourned the meeting at 7:43 p.m.

Michelle Lacy, Clerk of the Board