

Board of Directors Regular Meeting Minutes January 10, 2019



The January 10, 2019 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:00 p.m. in the Conference Room at the Administration Office.

ROLL CALL

BOARD PRESENT: Bonato, Glover, Ortega, Pierce, Shess

STAFF PRESENT: Blair, Bradley, 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 has confirmed three bands for the Battle of the Bands event.
- The next Teen Council Meeting will be on Monday, January 14.

College Park High School news:

- School started back up on January 8 after the winter break.
- There is a new Hero Attendance Program in place where you get prizes with good attendance.
- An evening of Vaudeville Drama Performances will be on Wed., Jan.16, Thurs. Jan. 17 and Fri., Jan. 18 with show times at 7:00 p.m. General admission tickets are \$15, Students/Seniors or Faculty \$10 and they will be sold online or at the door.
- The College Park High School Choir will be performing for the Harlem Globetrotters on Saturday, January 19 at 2:00 p.m. at the Oracle Arena.

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 wished everyone a Happy New Year! She stated the District is back up and running at full steam after the holidays.
- The Mayor's Breakfast is on January 29 and RSVPs are due to Susie by Friday, January 11.
- She mentioned there has been an update in the results for the California Association of Parks and Recreation Indemnity (CAPRI) elections for the CAPRI Board. The CAPRI Board appointed the At Large member to the Tier 3 position where there were no other candidates that applied for the position. Now they have the At Large Position open and she was notified by CAPRI to see if she would still be interested in the position and she said yes. The CAPRI Board will be interviewing all interested candidates and will decide at the February 13 CAPRI Board Meeting.

Board Member Pierce asked if there was a wedding the day after Christmas. Lacy would have to check with Ryan if there was. He asked if there are other copies of the Annual Report available. Lacy said there are. Board Member Ortega commented that she read the Annual Report and it is

very well written and very impressive. The District has a lot to celebrate. Pierce congratulated the K-2 Girls Basketball program with good registration numbers.

PRESENTATION OF 2017/18 FINANCIAL AUDIT BY CRAIG R. FECHTER OF FECHTER & COMPANY (Attachment B)

General Manager Lacy introduced Craig Fechter of Fechter & Company to give his presentation of the District's 2017/18 Financial Audit. He stated there were no audit adjustments. He explained there are two presentations of the audit. One set is a full accrual set and the other is a modified accrual set. The modified accrual set is more user friendly. Fechter stated the District's audit was a clean opinion and unqualified. The most important pages of the report are 12 and 14. The cash basis balance sheet on page 12 and general fund balances on page 14. Some of the Board Members asked questions that were answered by Craig Fechter. Board Chair Bonato thanked Fechter for his presentation of the District's audit.

CONSENT CALENDAR (ATTACHMENT B)

- a. Approve Bills to be Paid, warrants #26376-26443 (Exhibit 1)

Upon motion of Ortega and seconded by Glover, the Board unanimously approved the consent calendar as presented with the following votes: Ayes – Bonato, Glover, Ortega, Pierce, and Shess. Approved 5-0.

PROGRESS UPDATE ON CAPITAL IMPROVEMENT PROJECT AT 1700 OAK PARK BOULEVARD

Board Chair Bonato commented that she has requested General Manager Lacy to agendize this from time to time and give updates on this project as things progress. Lacy reported that staff are working through the planning process and also working on the draft Environmental Impact Report (EIR) with the City and County regarding such details like the hours of use, the amount of games, size of bleachers and type of lighting etc. They need to get all the information from all three projects to the consultant to finalize the draft EIR. The draft EIR should be out by the end of February.

There are three major issues to make the Board aware that we will need to negotiate with the City of Pleasant Hill: 1) a Development Agreement which would cover access to the site, who will construct which portions, timing and other development related issues; 2) an Operating Agreement in regards to parking lot joint use, future use of C3 (storm water run-off) where there will be shared facilities and discussions on who maintains which facilities etc.; 3) and potential temporary housing of the library. The City has not informed us of what they want to do. The District has offered to house the temporary library at the Senior Center and limited use of the Teen Center. The City met with the Friends of the Library and the Friends asked the City to look at other temporary locations due to wanting a larger space. She explained that it would be a temporary location for the library during the closure of the library.

With these three major parts there will be sensitive negotiations, information and her recommendation is the Board consider assigning two Board Members for an Ad Hoc Committee to assist the General Manager in negotiations and moving through the process. They will have financial impact on the District and with an Ad Hoc Committee this will not be a standing committee, it will only be needed during the Oak Park property project. She answered additional questions of the Board. Board Member Glover asked what the timeframe is. They hope to start the process of the negotiations of the agreements after the EIR, so end of February or March. Board Member Shess asked regarding the temporary library, when the City would make a decision.

Lacy stated the temporary library location needs to be in the EIR due to the impact of the location needs to be evaluated, so it will be soon. Some further discussion followed.

HAROLD JEFFREY, Pleasant Hill resident, asked about the library temporary location. He thought that the current library would be staying open until 2021. Lacy explained that when the decision to purchase the Oak Park property adjacent to the library, the County decided they wanted to sell the current library site as soon as possible. Therefore, a temporary library needs to be part of the plans. Board Chair Bonato mentioned that when the community and City offered to assist the District when the bond projects were taking place, the District wanted to offer our facilities for a temporary library to give back and thank the community.

DISCUSSION AND IDENTIFICATION OF DATE FOR 2019 BOARD RETREAT (Attachment D)

For the Annual Board Retreat, the General Manager is looking at a study session approach and would like it to be on the Master Plan. She offered two to three different dates that would work. She would like to bring the consultant to review the Master Plan. Board Chair Bonato said it is a good topic and encouraged the Board to bring up any ideas and maybe the General Manager can also bring information on bond measures. After some discussion on dates, the Board decided on Friday, March 1 from 9:00 a.m. – 4:00 p.m.

REPORT FROM CHAIR BONATO REGARDING 2019 BOARD COMMITTEE ASSIGNMENTS

Board Chair Bonato is proposing to keep the same committee members for continuity purposes and feels that it will benefit the committees. She asked to have the Chair of each committee switch to have the Member as Chair for 2019. She recommended to have Board Member Glover as one of the Ad Hoc Committee members. She will contact each Board Member and make the final decision.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Glover made the following announcements/questions:

- He asked if his ethics and harassment training is up to date. Lacy said all the Board Members are up to date on their trainings.

Shess made the following announcements/questions:

- He commented the Annual Report is a great report. He feels it should be called something different since it is not only financials.
- He wished everyone a Happy New Year and welcomed new Chair Bonato.

Pierce made the following announcements/questions:

- He asked about the update on the Pleasant Education Center Pool. Lacy stated there are no new updates. Apparently there have been issues with all the cities with the new health inspector.
- Pierce asked about the pathway project at the Community Center. Lacy said they are deciding whether they will be going out to bid again or if this will be handled in house. Tom Bradley is getting estimates together to see if we can complete this in house. Staff has already widened part of the pathway so the train can turn around for the Holiday Festival.
- The Staff Appreciation party was fun and thought the cookie contest was a good idea.

Ortega made the following announcements/questions:

- She will be attending the Mayor's Breakfast.
- She announced the Choice in Aging Crab Feed fundraiser is on Saturday, February 9 at the Senior Center.
- She spoke with a colleague of hers whom she works with at the City of Concord, who is the Director of Parks and Recreation. She said they were at the City of Pleasant Hill's Boards and Commissions Holiday Party and were speaking to City of Pleasant Hill Councilmember Harris. Harris was singing praises about the City and District's relationship

and how collaborative our relationship is and spoke highly of our Board and General Manager Lacy.

Bonato made the following announcements/questions:

- She cannot attend the Mayor's Breakfast. Vice Chair Ortega will make the presentation with wonderful snip-its from the Annual Report. They will work on the presentation with Jen Thoits and Michelle Lacy.
- She wished everyone a Happy New Year.
- She asked staff where we are on the action list. She would like an update brought back to the Board. She spoke to the General Manager about this. She thanked General Manager Lacy for the meeting. There is lots to do this year. The Land and Facility Development Committee will be busy.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 8:27 p.m.

Michelle Lacy, Clerk of the Board