

**Approved Meeting Minutes**  
**PARK ADVISORY COMMITTEE**  
11-16-09

ATTENDING: Bank, Beyaert, Harryman, Mercurio, Peters, Shalaby, Coomber, Guarienti, Hooper, Kirby, Southworth, Kaplan, Coffey, Walters  
NOT ATTENDING: Vann, Madsen, Hudson  
STAFF ATTENDING: Collins, Burnor, Rubaloff, Pfoehler, Barial, Schultz  
GUESTS: Beverly Lane  
PUBLIC: Norm Kidder, Dallas Harryman, David Lund

The meeting began at 7:00 p.m.

Chair Guarienti stated the election of officers was added to the agenda via email and will be considered under "new business." That item will be considered earlier in the agenda so a maximum number of PAC members can participate.

1. **Approval of Minutes:** The October 26, 2009 meeting minutes were approved with two edits.

PAC member Beyaert moved and approval was seconded by PAC member Hooper. PAC member Cant abstained.

2. **Introductions:** Chair Guarienti asked PAC Members and District staff to introduce themselves as well as members of the public.

3. **Board Member Comments:** Director Beverly Lane stated the District is hosting a number of public meetings including: extension of the Habitat Conservation Plan, wildfire hazard management plan, left over issues from Pleasanton Ridge and several Board Members have attended town hall meetings on government reform. The Board will also be working on the District's budget and will continue to attend public events on behalf of the District.

4. **Public Comments:** None.

5. **Presentations: 2010 Proposed Budget** – Dave Collins, AGM Finance and Management Services, Cinde Rubaloff, CFO, Finance and Pam Burnor, Budget Manager, Finance. Collins pointed out Rubaloff and Burnor are the major architects of this budget. Collins added that on behalf of himself and the General Manager they are pleased the budget is balanced. The District is, however, cutting 7% out of expenditures next year. The District will not fill positions being vacated by retirement. The General Manager and Board are committed to trying to cut the budget through attrition. The continued downward economic cycle, perhaps up to an 18% reduction in revenues, will mean some reductions in services. Management will be working closely with the Board to manage this process responsibly.

Cinde Rubaloff, CFO, Finance stated the District has forecasted reductions in property tax receipts, roughly 7 to 8% less. The General Manager has instructed all divisions to reduce their operation budgets by 7%. Each division has discretion over how they achieve the reductions, i.e. through reduction in services, attrition, etc.

Pam Burnor, Budget Manager, Finance began by referring to the staff memo. She added there are a number of structural changes. In particular, there is a change in the way the District will handle landscaping budgets. Timecards and budget monitoring will be simplified. Rubaloff added efficiency of field and accounting staff have been improved.

Collins discussed Middle Harbor. The District operates the park under an arrangement with the Port of Oakland. The District has employed about 12 to 13 public safety, operations and interpretation staff associated with the property. The Port has been providing around \$1.6 million to help support operations at Middle Harbor, but has informed the District they can no longer provide this support. The District will have to significantly reduce staff at Middle Harbor to make up for the loss of the Port's support.

PAC member Williams asked if the District has just a one year agreement with the Port. Collins said it is an ongoing agreement with a one year cancellation clause.

PAC member Shalaby referenced the possibility of eliminating 35 positions through attrition. He wondered if the District had identified the 35 which might be likely to retire. Collins responded the District has a history of between 30 to 50 vacancies per year with about 2/3<sup>ds</sup> of them coming from retirements. The goal is to not lay anyone off.

PAC member Kirby mentioned shifting people around may be a challenge. Collins said there would be an impact.

Chair Guarienti asked if there was anything on the horizon, like the quagga mussel, which could be a financial burden to the District. Collins replied the state budget crisis, foreclosures and downward level of property taxes were the major negative financial drivers.

Erich Pfuehler, Legislative Administrative Manager added there may be more stress on the District due to an increase in park usage because more people are choosing local recreation options.

Chair Guarienti added the public sometimes gets confused between state and regional parks. He asked if the District will be impacted by the reductions in the state park budget. Collins responded there could be potential impacts if a vehicle license fee for state park access decreases the ability of the District to charge gate fees at Del Valle and Crown Beach.

PAC member Williams asked about the reduction through attrition of 35 full time employees (FTEs). If the District anticipates the total loss of revenue to approach 18% in the next three to four years, will there be enough attrition to make up for the loss? Collins added the budget is already being cut between 4 to 5% this year, so the District will be approaching a 12% cut by the end of next year. By mid-2010, county tax assessors will be informing the District about the possibility of additional reductions in property tax revenue. The District will re-evaluate cuts to the budget then, but economists expect property tax revenue to stay depressed for five to six years. Williams asked if it is safe to say that the District will operate without the 35 FTEs for a number of years. Collins said yes. The District is committed to reducing its budget through attrition, but it will be a difficult process.

PAC member Beyaert referred to page 382 of the budget and his concern about an increase in capital projects, yet there is a 42% reduction in the design and construction department. He asked how new projects would be designed? Burnor clarified the design department has frozen a number of positions which accounts for the significant reduction.

Beyaert had additional questions on pages 22 and 322. Rubaloff responded the land division is buying property with Measure WW money, particularly with the current slow moving real estate market. Some of these properties will remain land banked until the District can safely operate them. Beyaert asked if the District is considering a freeze on new capital projects. Collins clarified no new general fund money would be going to capital projects, but Measure WW funds will be used where applicable, such as to repair existing infrastructure and facilities. Collins directed PAC members to page 382 to further explain his point. Rubaloff added the entire budget can be found on the District's website.

PAC member Kirby wondered if Prop. 13 would continue to keep property tax revenue low. Hooper said counties can decide to assess up to 2008 levels more quickly than 1% a year, they just cannot go over the highest assessed value by more than 1%. Collins added, however, that foreclosed properties will be slower to increase because they would have new owners.

PAC member Kirby wondered if landscaping and lighting district revenue would be decreased. Rubaloff responded those values are permanently set and do not fluctuate with housing prices.

PAC member Vann asked if trails assessment revenue was continuing to be collected. Collins responded yes.

Board member Lane added the budget includes CC projects and WW local grant projects which lengthens its size, but it is a very handy document for answering questions from the public. She reminded PAC members they could receive their own copy if they wanted one.

Collins credited Burnor and Rubaloff for during a thorough and good job with the budget.

PAC member Hooper added that a few PAC members went over the budget in excruciating detail and questions were satisfactorily answered. He added that PAC finance committee members were pleased with the document. Hooper recommended the PAC accept the budget and read the following statement: 'the PAC found the 2010 proposed budget to be clear and highly detailed and commends the District for a balanced budget at a time of financial stress and recommends that the board accept the budget when it is in final form.' Hooper motioned and Beyaert seconded. The motion was approved unanimously.

Burnor stated the next stop would be the Finance committee meeting on Thursday. Then the first public hearing would be on December 1. The second hearing and adoption would be on December 17, 2009.

**6. PAC Member Comments** - PAC member Kirby attended a meeting about the reconstruction of the Calavares Dam. The plan and environmental impact review (eir) can be viewed at SFwater.org. The reconstruction process will take until 2012. Kirby discussed the size and scope of the project, and Kaplan, Cant, Guarienti and Lane had additional comments.

PAC member Harryman mentioned he and Dallas went on a hike led by AGM Bob Doyle.

Guarienti commented about the Districts pictures posted on Facebook. Williams added you can also get the same information on Twitter.

PAC member Coffey served as an ambassador at an event with the central Contra Costa Chambers of Commerce. It was well attended, and it was a feel good experience.

PAC member Hooper added he and his wife went to Morocco for ten days and went on some great hikes.

**7. Report from the Chair** - PAC Chair Guarienti stated the PAC does a good job. He met with General Manager Pat O'Brien to discuss the PAC's future goals and O'Brien was very complimentary. Guarienti also expressed his concerns about keeping track of volunteer hours depending on what hat he was wearing, i.e. PAC, trail patrol, ambassador, etc. He made it clear that PAC members should get credit for the hours they spend in meetings.

Guarienti will be going to the Board Executive Committee on the 24<sup>th</sup> to present the PAC's goals for 2010.

Dallas Harryman asked if the Chair knew when the next ambassador training might be. Guarienti did not, but knew the PAC would be briefed about the ambassador program next year.

**8. Board Committee Reports** - PAC member Hooper already gave his report above.

**9. Status of Recommendations** - No comments.

**10. Old Business** - None

**11. New Business** - Chair Guarienti stated he, Kaplan, Hooper, Coffey and Harryman are leaving the PAC.

a. **Election of Officers** was moved up to item #7.

PAC member Williams nominated PAC member Glenn Kirby as the Chair. The motion was unanimously approved.

PAC member Kirby nominated PAC member Williams as the Vice-Chair. Beyaert seconded. The motion was unanimously approved.

PAC member Harryman nominated Dan Walters as the Chair for the Finance Subcommittee. The motion was unanimously approved.

Chair Guarienti had parting remarks and added it has been a rewarding experience. He thanked the PAC for all of their support. Vice-Chair Williams added it has been a pleasure to work with Guarienti and thanked him for his commitment to the District.

12. **Adjournment:** The meeting was adjourned at 9:25 p.m.

**Summary of Actions:**

1. The October 26, 2009 meeting minutes were unanimously approved with minor edits.
2. The 2010 Proposed Budget was recommended.
3. Glenn Kirby was elected chair of the PAC.
4. Roland Williams was re-elected vice-chair of the PAC.
5. Dan Walters was elected Chair of the Finance Subcommittee.
6. The PAC approved the 2010 PAC Goals.
7. Next meeting is the Holiday Dinner at Scott's in Jack London Square in Oakland.

Respectfully submitted,  
Yolande Barial, PAC Secretary