



**FRESNO COUNTY ZOO AUTHORITY**

**ACTION SUMMARY MINUTES**

**9:00 AM, Wednesday, December 14, 2016**

Fresno County Employees' Retirement Association

1111 H Street, Fresno, CA 93721

(559) 457-0681

1. Call to Order

**CHAIRMAN MICHELLE ROMAN CALLED THE MEETING TO ORDER AT 9:02 AM. A QUORUM WAS PRESENT INCLUDING THE CHAIRMAN AND MEMBERS OLIVER BAINES, PETER HERZOG, GERALD LYLES, KENT STRATFORD, PAUL TOSTE AND RALPH WATERHOUSE.**

**BOARD COORDINATOR CATHY CROSBY POINTED OUT THAT THE ACTION FOR ITEM 10 SHOULD HAVE INCLUDED THE WORDS "AND APPROVE" ; AND REQUESTED ON BEHALF OF MEMBER STRATFORD THAT ITEMS 8 AND 9 BE MOVED TO AFTER ITEM 4, ALLOWING HIM TO VOTE ON THE ITEMS AND LEAVE THE MEETING EARLY IN ORDER TO GIVE A FINAL EXAM AT CSUF. THE CHANGES WERE MADE WITH THE CONSENSUS OF MEMBERS.**

0:02:27

2. Public Comments

This time is made available to receive comments from the public on matters within the Board's jurisdiction that are not on the Agenda. Attention is called to the fact that the Board is prohibited from taking any action on matters that are not on the Agenda. Members of the public are limited to three minutes to speak during Public Comments as well as for each item on the agenda. In order to accurately record the minutes, members of the public are asked to speak only from the podium. Before beginning comments, please state for the record your name and affiliation, if any.  
**HELD; NONE OFFERED.**

0:02:49

3. Consent Agenda

These matters are routine in nature and are usually approved by a single vote. Prior to action by the Board, the public will be given the opportunity to remove any item from the Consent Calendar. Items removed from the Consent Calendar may be heard immediately following approval of the Consent Calendar.

**MEMBER LYLES ASKED TO PULL ITEM 3B FOR DISCUSSION. MEMBER LYLES MOVED FOR APPROVAL OF ITEMS 3A AND 3C. SECONDED BY MEMBER WATERHOUSE, THE MOTION PASSED UNANIMOUSLY AND WITHOUT COMMENT. TREASURER MEGAN MARKS CLARIFIED THE PROFESSIONAL SERVICES FIGURES ON PAGE 6 REPRESENT THE FUNDS**

**REMAINING IN THE BUDGET. MEMBER LYLES THEN MOVED FOR APPROVAL OF ITEM 3B. SECONDED BY MEMBER HERZOG, THE MOTION PASSED UNANIMOUSLY.**

- a. Review and approve minutes of October 26, 2016
- b. Review and approve payment of County of Fresno invoice for Professional and Specialized Services in the amount of \$27,581.18 for September and October 2016
- c. Receive Treasurer's Report for October 2016

0:05:12

4. Receive Fresno County Zoo Authority 2015-16 audited financial statements and independent auditor's report from Brown Armstrong Accountancy Corporation  
**RECEIVED; MAI XIONG OF BROWN ARMSTRONG PRESENTED THE REPORT WHICH WAS AN UNMODIFIED "CLEAN" OPINION, WITH NO INTERNAL ISSUES FOUND.**

0:06:55 **AT THIS TIME ITEM 8 WAS HEARD.**

0:46:45

5. Receive Fresno Chaffee Zoo Director's report  
**RECEIVED; DIRECTOR BARTON REPORTED ON AN OUTSTANDING YEAR, WITH PRAISES FROM AROUND THE COUNTY AND THE WORLD, AND EXPECTING TO HAVE ABOUT 950,000 GUESTS IN 2016. RECENT BIRTHS INCLUDE A LION AND KUDU, A GROWING EDUCATION PROGRAM, FUTURE REQUESTS FOR SEVERAL FUTURE EXHIBITS WARTHOG; AFRICAN RIVER (HIPPOS AND CROCODILES), ASIA (MALAYAN TIGER AND SLOTH BEAR); ANIMAL NUTRITION CENTER; ZOO LIGHTS GOING ON NOW AND HAS STRONG ATTENDANCE. IN RESPONSE TO MEMBER LYLES QUESTION, MR. BARTON REPORTED THAT HE WILL BRING THE LONG-TERM CONCEPTUAL MASTER PLAN, INCLUDING FUTURE ENTRANCE AND PARKING, AND MORE DETAILED PLANS ON SPECIFIC PROJECTS TO A MEETING IN THE NEAR FUTURE.**

**AT 9:50, MEMBER STRATFORD LEFT THE MEETING**

0:53:05

6. Receive report from Fresno Chaffee Zoo Education Curator and General Curator on in-house conservation projects  
**RECEIVED; EDUCATION CURATOR AND CO-CHAIR OF THE CONSERVATION COMMITTEE SANDRA PITTS DISCUSSED THE PROJECTS INCLUDING LOCAL, STATE AND AFRICAN SPECIES, AND OTHERS AROUND THE WORD THAT ARE SUPPORTED BY CONSERVATION FUNDS FROM THE ZOO'S OPERATIONS BUDGET, DONATIONS AND VISITOR PURCHASES. THE COMMITTEE CONSIDERS THE OUTCOMES OF THE PROJECTS WHEN DETERMINING THOSE TO SUPPORT. EDUCATIONAL SIGNS POSTED ALONG ZOO PATHWAYS HIGHLIGHT CONSERVATION. THE ASSOCIATION OF ZOOS AND AQUARIUMS RECOMMENDS THEIR MEMBERS CONTRIBUTE 3% OF THEIR BUDGETS TO CONSERVATION EFFORTS. CURRENTLY, FRESNO CHAFFEE ZOO CONTRIBUTES 1.5% AND THE ZOO'S SUCCESS IS HELPING THEIR GOAL OF INCREASING THAT TO 3%.**

1:03:14

7. Receive Fresno's Chaffee Zoo Corporation Chief Financial Officer's report for October 2016  
**RECEIVED; BRIAN GOLDMAN REPORTED THAT BETWEEN OCTOBER 1, 2015 AND SEPTEMBER 30, 2016, THE ZOO HAD 1,020,000 VISITORS, AND EXPECT 950-960,000 FOR 2016,**

**MORE THAN TRIPLE THE ATTENDANCE OF 2006. OTHER IMPRESSIVE YEAR-TO-DATE FIGURES EXCEEDING BUDGETED FIGURES INCLUDED SELF-GENERATED REVENUE UP BY 48%, ATTENDANCE 28%; GIRAFFE FEEDING 113%; GROUP EVENT/FACILITY RENTAL 164%, AND CONCESSIONS 73%, WHILE EXPENSES ARE UNDER BUDGET. 1:06:55 PUBLIC COMMENT: ALBIE SANCHEZ, A RESIDENT OF DELNO AVE. IN THE ROEDING PARK NEIGHBORHOOD ASKED ABOUT PUBLIC OUTREACH AND PRIVATE EVENTS. DIRECTOR BARTON MENTIONED THE NUMEROUS SPECIAL EVENTS HELD, INCLUDING WEDDINGS, PROMS, CORPORATE EVENTS, PICNICS AND EVEN SMALL LUNCHESES. ALISHA ANDERSON, CHIEF MARKETING AND DEVELOPMENT OFFICER SAID THIS YEAR TO DATE, THERE HAD BEEN 62 PRIVATE EVENTS AND 157 BIRTHDAY PARTIES, IN ADDITION TO FUND-RAISING EVENTS. IN RESPONSE TO THE CHAIRMAN'S QUESTION REGARDING THE DROP IN REVENUE AND ATTENDANCE AT STINGRAY BAY, MR. GOLDMAN SUGGESTED THAT THE NEWNESS OF AFRICAN ADVENTURE WAS DIVERTING ATTENTION AND DOLLARS.**

**1:10:33 AT THIS TIME AGENDA ITEM 10 WAS HEARD.**

0:07:26

8. Receive report on African Design & African Adventure Projects total budgeted funds vs. total actual payments to the Zoo Corporation

**RECEIVED; TREASURER MEGAN MARKS PRESENTED THE REPORT AND CONFIRMED THAT ONLY WHAT HAD BEEN BUDGETED HAD BEEN SPENT BY THE ZOO CORP. MEMBER HERZOG MENTIONED THAT THE PAYMENTS WERE NOT NECESSARILY WHAT THE PROJECT ACTUALLY COST. ZOO DIRECTOR BARTON EXPLAINED THAT CONTINGENCY FUNDS ARE USED WHEN UNEXPECTED PROBLEMS OCCUR OR UNPLANNED IMPROVEMENTS BECOME POSSIBLE. MENTIONING THE EXAMPLE OF THE ADDED WINDOW IN THE CHEETAH EXHIBIT, MR. BARTON STATED THAT THE ASSUMPTION HAD BEEN THAT MEASURE Z FUNDS HAD BEEN LIMITED TO THE ORIGINAL REQUESTED AMOUNT AND WERE NEVER EXCEEDED, BUT THEY WOULD CONSIDER REQUESTING ADDITIONAL FUNDS IF NEEDED ON FUTURE PROJECTS. MR. BARTON MENTIONED THAT MEASURE Z FUNDED 99% OF THE PROJECT AND SOME DONATIONS WERE RECEIVED AND USED FOR SCULPTURES OR FUTURE MAINTENANCE. CHIEF FINANCIAL OFFICER BRIAN GOLDMAN ADDED THAT ABOUT \$1.5M WAS SPENT ON SEA LION COVE IN ADDITION TO MEASURE Z FUNDS. AFTER MEMBER LYLES SUMMARIZED THE REPORT AND MEMBER COMMENTS, DISCUSSION WAS CONCLUDED.**

0:18:48

9. Receive Certification of Completion for the African Adventure construction project from the Fresno Chaffee Zoo Corporation, and approve release of \$2,164,870 retention funds held in escrow.

**RECEIVED; MS CROSBY INTRODUCED THE ITEM. REFERRING TO THE PORTICO LETTER (ATTACHMENT A.2), MEMBER TOSTE ASKED IF ALL ISSUES HAD BEEN SETTLED WITH HARRIS CONSTRUCTION. MR. BARTON STATED THAT THE REFERENCE WAS TO WARRANTY ISSUES.**

**0:23:21 THERE BEING NO FURTHER DISCUSSION, THE CHAIRMAN CALLED FOR A VOTE. A MOTION TO APPROVE THE RELEASE OF RETENTION WAS MADE BY MEMBER LYLES. SECONDED BY MEMBER WATERHOUSE, THE VOTE WAS UNANIMOUS. DISCUSSION CONTINUED REGARDING THE RELEASE OF RETENTION, THE AGREEMENT REACHED BETWEEN HARRIS CONSTRUCTION AND THE ZOO CORP, AND DOCUMENTATION THAT SUBCONTRACTORS HAD BEEN PAID. ZOO AUTHORITY COUNSEL JANE SMITH, TREASURER MARKS AND MR. GOLDMAN CLARIFIED THAT THE RETENTION FUNDS WERE PAID OUT AS**

**CLAIMS WERE SUBMITTED, HELD IN AN ACCOUNT BY THE ZOO CORP, AND WILL BE RELEASED BY THE ZOO CORP TO HARRIS CONSTRUCTION FOR PAYMENT TO HARRIS SUB-CONTRACTORS. IN RESPONSE TO MEMBER LYLES QUESTION, MR. GOLDMAN STATED HE WOULD REQUEST THAT THEIR PROJECT MANAGER OBTAIN A DOCUMENT FROM HARRIS STATING THAT THE SUBCONTRACTORS HAD BEEN PAID. DISCUSSION CONTINUED AND MEMBER TOSTE STATED HE HAD, IN FACT, ABSTAINED FROM VOTING.**

**0:45:00 AT COUNSEL JANE SMITH'S SUGGESTION, THE CHAIRMAN CALLED FOR A ROLL CALL VOTE TO CLARIFY HOW MEMBERS HAD VOTED EARLIER. ROLL CALL WAS AS FOLLOWS: HERZOG, YEA; LYLES, YEA; ROMAN, YEA; STRATFORD, YEA; BAINES, YEA; TOSTE, ABSTAIN; WATERHOUSE, YEA; MOTION PASSED.**

**AT THIS TIME AGENDA ITEM 5 WAS HEARD.**

1:10:32

10. Receive final draft of Fiscal Year 2015-16 annual report and provide direction to staff  
**MS CROSBY PRESENTED THE FINAL DRAFT, ASKED FOR COMMENTS OR CORRECTIONS, AND PROVIDED AN ESTIMATE OF THE COST AND DATE FOR ITS RECEIPT BY THE BOARD OF SUPERVISORS. MEMBER WATERHOUSE MOVED FOR APPROVAL. SECONDED BY MEMBER HERZOG, THE MOTION WAS UNANIMOUS.**

1:13:40

11. Receive staff reports  
**RECEIVED; MS CROSBY REPORTED ON THE PROGRESS OF THE CONSTRUCTION OF THE NEW RETIREMENT OFFICES, MENTIONING THAT A LETTER TO THE RETIREMENT ADMINISTRATOR HAD BEEN PREPARED FOR THE CHAIRMAN'S SIGNATURE ASKING THAT THE ZOO AUTHORITY BOARD MIGHT CONTINUE TO MEET AT THEIR NEW LOCATION. THE BOARD OF SUPERVISORS CHAMBERS HAS ALSO BEEN RESERVED, IF NEEDED.**

**MS. CROSBY ALSO RECOGNIZED OUTGOING TREASURER JEFFREY BLANKS FOR HIS YEARS OF SERVICE WITH A CERTIFICATE THAT WAS ACCEPTED ON HIS BEHALF BY TREASURER MEGAN MARKS.**

**MS. MARKS INTRODUCED NEW ACCOUNTANT APAO XIONG.**

1:17:44

12. Board Meetings

- a. Adopt 2017 meeting calendar
- b. Approve first meeting date of 2017. Dates include:

Wednesday, January 25, 2017

Wednesday, February 22, 2017

**AFTER A BRIEF REVIEW AND DISCUSSION, A MOTION WAS MADE BY THE MEMBER LYLES TO ADOPT THE CALENDAR. SECONDED BY MEMBER TOSTE, THE VOTE WAS UNANIMOUS.**

1:19 55

13. Chair's comments

**CHAIRMAN ROMAN THANKED OUTGOING MEMBER MAYOR ASHLEY SWEARENGIN FOR HER EIGHT YEARS OF SERVICE TO THE BOARD. MS. CROSBY MENTIONED A RECOGNITION PLAQUE COULD BE PREPARED FOR PRESENTATION AT THE NEXT MEETING. MEMBER BAINES POINTED OUT THAT MEMBER SWEARENGIN WOULD BE OUT OF OFFICE BY THAT TIME, AND OFFERED TO PRESENT IT TO HER AT HER LAST CITY COUNCIL MEETING ON**

**JANUARY 5TH. THE CHAIRMAN AGREED AND ALSO OFFERED TO ATTEND. IN RESPONSE TO MEMBER LYLES' QUESTION, MEMBER BAINES EXPRESSED INTEREST IN CONTINUING AS ALTERNATE UNDER THE NEW MAYOR.**

14. Board Member comments

**NONE OFFERED.**

1:22:00

15. Adjourn

**THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD, THE CHAIRMAN ADJOURNED THE MEETING AT 10:24 AM.**

All supporting documentation is available for public review in the office of the Fresno County Zoo Authority, 2220 Tulare Street, 6<sup>th</sup> Floor, Fresno, 93721, during regular business hours.

For further information, please contact Catherine Crosby, Zoo Authority Coordinator, at 600-4305, email [zooauthority@co.fresno.ca.us](mailto:zooauthority@co.fresno.ca.us), or visit [www.zooauthority.org](http://www.zooauthority.org). Requests for disability-related modification or accommodation needed in order to participate in the meeting must be made to the Zoo Authority Coordinator no later than 9:00 a.m. on the day prior to the meeting.