



**FRESNO COUNTY ZOO AUTHORITY**

**9:00 AM, Wednesday, June 29, 2016**

Fresno County Employees' Retirement Association

1111 H Street, Fresno, CA 93721

(559) 457-0681

**ACTION SUMMARY MINUTES**

1. Call to Order

**CHAIRMAN MICHELLE ROMAN CALLED THE MEETING TO ORDER AT 9:05 AM. A QUORUM WAS PRESENT INCLUDING THE CHAIRMAN, GERALD LYLES, KENT STRATFORD, AND RALPH WATERHOUSE. MEMBERS PETER HERZOG, PAUL TOSTE WERE ABSENT. MEMBER ASHLEY SWEARENGIN ARRIVED DURING ITEM 4.**

00:00:14

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.**

00:00:48

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.

**THERE WAS NO DISCUSSION. MEMBER WATERHOUSE MOVED FOR APPROVAL. SECONDED BY MEMBER LYLES, THE CONSENT AGENDA WAS APPROVED UNANIMOUSLY. MEMBERS HERZOG, SWEARENGIN AND TOSTE WERE ABSENT.**

- a. Review and approve minutes of February 24, 2016
- b. Review and approve payment of County of Fresno invoice for Professional and Specialized Services in the amount of \$63,118.45 for January through May 2016
- c. Receive Treasurer's Reports for February through May 2016

00:01:35

4. Receive Fresno's Chaffee Zoo Corporation 2015 annual audit presentation from Moore, Grider and Company.

**RECEIVED, DENISE HURST, AUDIT PARTNER OF MOORE, GRIDER AND COMPANY PRESENTED THE RESULTS OF THE AUDIT. AN UNMODIFIED OPINION WAS ISSUED AND THERE WERE NO FINDINGS. MEMBERS HERZOG AND TOSTE WERE ABSENT; MEMBER SWEARENGIN ARRIVED DURING THIS ITEM.**

00:03:42

5. Receive Fresno Chaffee Zoo Director's report

**RECEIVED; DIRECTOR SCOTT BARTON REPORTED THAT RECORDS CONTINUE TO BE BROKEN; ATTENDANCE THROUGH JUNE WAS NEARLY THAT FOR ALL OF 2012, WITH YEAR-TO-DATE ATTENDANCE 41% AHEAD OF 2015 YEAR-TO-DATE. WITH FAVORABLE WEATHER, ATTENDANCE COULD EXCEED A MILLION GUESTS THIS YEAR.**

**BABIES HAVE ARRIVED WITH SPRING AND INCLUDE SIX RED WOLVES, FOUR WARTHOGS AND TWO RUFFED LEMURS. LION CUBS ARE ALSO POSSIBLE NEXT YEAR.**

**MR. BARTON'S PRESENTATION ON PROJECTS EXPECTED IN THE NEXT THREE TO FOUR YEARS INCLUDED: A WALK-THROUGH KANGAROO EXHIBIT, AFRICA RIVER EXHIBIT FOR HIPPOS AND CROCODILES NEAR ELEPHANT FALLS, EXPANDED TIGER AND NEW SLOTH BEAR EXHIBIT, SPACE FOR EDUCATION PROGRAM ANIMALS AND ZOO MOBILE NEAR EDUCATION CENTER, NEW WARTHOG EXHIBIT NEAR LIONS, COMMISSARY-SERVICE AREA IN THE FORMER DELNO STREET, WATER PLAY AREA, AND DINO DIG EXPANSION. THE ZOO WILL ALSO BE SEEKING GRANT FUNDING FOR THE RESTORATION OF THE LISEBY BANDSTAND.**

00:17:00

6. Receive Fresno's Chaffee Zoo Corporation Chief Financial Officer's reports for December 2015 through May 2016

**RECEIVED, CHIEF FINANCIAL OFFICER BRIAN GOLDMAN COMMENTED ON THE HIGHLIGHTS OF THE MAY 2016 REPORT, INCLUDING GAINS IN ATTENDANCE, WITH OVER HALF A MILLION VISITORS THROUGH MAY, OR 43% ABOVE LAST YEAR, AND SELF-GENERATED REVENUE WELL AHEAD OF BUDGET. YEAR-TO-DATE REVENUE WAS GREATER COMPARED TO LAST YEAR BY 94% FOR ADMISSIONS, 112% FOR GIRAFFE FEEDING, 157% FOR CONCESSIONS AND 32% FOR GIFT SHOP. REVENUE FROM GRANTS AND FUNDRAISING WAS 296%, AND MEMBERSHIP 59% GREATER THAN BUDGETED. TOTAL OPERATING EXPENSES ARE 9% UNDER BUDGET. ATTENDANCE THROUGH JUNE IS EXPECTED TO BE 580,000-THE SAME AS THE TOTAL FOR ALL OF 2012.**

00:25:45

7. Approve Fresno's Chaffee Zoo's request for FY 2016 Measure Z capital funds totaling \$195,000 for the expansion of Dino Dig

**MR. GOLDMAN DESCRIBED THE PROPOSED IN-HOUSE PROJECT TO EXPAND AND RENOVATE THE POPULAR 2010 EXHIBIT WITH A SECOND REPLICA SKELETON, LARGER SHADE STRUCTURE AND ADDITIONAL SEATING.**

**AUTHORITY TREASURER JEFF BLANKS SOUGHT CLARIFICATION FROM MEMBERS REGARDING FLEXIBILITY OF LINE ITEM AMOUNTS WITHIN THE OVERALL BUDGET, AND TO REAFFIRM MEMBERS WISH TO BE NOTIFIED IF CONTINGENCY FUNDS ARE USED. AFTER DISCUSSION AND CONFIRMATION OF LINE ITEM FLEXIBILITY AND NOTIFICATION**

**OF THE USE OF CONTINGENCY FUNDS, THE CHAIRMAN MADE A MOTION TO APPROVE. SECONDED BY MEMBER WATERHOUSE, THE VOTE WAS UNANIMOUS.**

00:28:30

8. Approve Fresno's Chaffee Zoo's request for FY 2016 Measure Z capital funds totaling \$100,400 to develop the conceptual design of African River

**MR. GOLDMAN DESCRIBED THE SELECTION AND EVALUATION PROCESS FOR THE EIGHT RESPONDING FIRMS TO THE REQUEST FOR QUALIFICATIONS. AFTER PRESENTATIONS AND QUESTIONS FROM THE SELECTION COMMITTEE, ONE FIRM WAS CHOSEN, AND A PREPARED CONTRACT WAS PROVIDED TO AUTHORITY MEMBERS FOR REVIEW. FOLLOWING QUESTIONS AND DISCUSSION, MEMBER STRATFORD MADE A MOTION TO APPROVE THE REQUEST AS PRESENTED. SECONDED BY MEMBER SWEARENGIN, THE VOTE WAS UNANIMOUS.**

00:30:50

9. Approve and authorize the estimated Administrative revenues and appropriations for the 2016-2017 budget year

**TREASURER JEFF BLANKS PRESENTED THE ADMINISTRATIVE BUDGET. AFTER DISCUSSION, MEMBER WATERHOUSE MADE A MOTION TO APPROVE THE BUDGET AS PRESENTED. SECONDED BY MEMBER SWEARENGIN, THE VOTE WAS UNANIMOUS.**

00:39:00

10. Approve revisions to Authority's *Procedures for Approving and Administering Measure Z Funds*  
**BOARD COORDINATOR CATHERINE CROSBY PRESENTED REVISIONS TO THE PROCEDURES THAT REMOVED OUTDATED LANGUAGE, CLARIFIED EXISTING PROCEDURES AND INCORPORATED POLICIES ADOPTED SINCE THE 2012 REVISION. AFTER DISCUSSION, MEMBER WATERHOUSE MADE A MOTION TO APPROVE THE REVISIONS WITH THE ADDITIONAL CHANGES TO PAGE 4. SECONDED BY MEMBER LYLES, THE VOTE WAS UNANIMOUS.**

00:46:12

11. Approve updated Authority website design, and provide direction to staff regarding content  
**CATHERINE CROSBY HIGHLIGHTED SOME FEATURES OF THE NEW SITE. AFTER DISCUSSION AND SUGGESTIONS BY MEMBERS, MEMBER SWEARENGIN MADE A MOTION TO APPROVE WITH CHANGES DISCUSSED. SECONDED BY MEMBER WATERHOUSE, THE VOTE WAS UNANIMOUS.**

00:55:30

12. Receive staff reports

**RECEIVED. JEFF BLANKS REPORTED THAT WITH THE END OF THE FISCAL YEAR, STAFF WILL BEGIN THE FINANCIAL STATEMENTS AND THE AUDIT PROCESS WILL BEGIN IN AUGUST. MR BLANKS ALSO INTRODUCED SENIOR ACCOUNTANT MEGAN MARKS AND STAFF ACCOUNTANT VALERIE DURLAM, THE NEW TREASURER AND ACCOUNTANT FOR THE ZOO AUTHORITY, STATING HE WILL CONTINUE IN A CAPACITY AS CONSULTANT. CATHY CROSBY RECEIVED THE BOARD'S DIRECTION FOR STAFF TO BEGIN THE 2015-16 ANNUAL REPORT, AND TO RETURN AT THE NEXT MEETING WITH A FIRST DRAFT.**

**00:59:57**

13. Confirm next meeting date(s). Adopted dates include:

Wednesday, July 27, 2016

Wednesday, August 31, 2016

Wednesday, September 28, 2016

Wednesday October 26, 2016

**AFTER DISCUSSION AND A REQUEST BY DIRECTOR BARTON TO MEET IN LATE AUGUST OR EARLY SEPTEMBER TO RECEIVE NEW PROJECT FUNDING REQUESTS, THE CHAIRMAN STATED THE MOTION TO CANCEL THE JULY 27, AUGUST 31 AND SEPTEMBER 28, 2016 MEETING DATES AND TO HOLD A SPECIAL MEETING ON WEDNESDAY SEPTEMBER 14, 2016. SECONDED BY MEMBER SWEARENGIN, THE VOTE WAS UNANIMOUS.**

14. Chair's comments

**NONE OFFERED**

15. Board Member comments

**NONE OFFERED**

01:05:04

16. Adjourn

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