



MINUTES
MELLO CENTER FOR THE PERFORMING ARTS
JOINT POWERS AUTHORITY MEETING

October 14, 2021, 2:30 p.m.

Mello JPA Members Present:

Chair Daniel Dodge Jr.
Member Claudia Fernandez
Member Gary Webb
Member Lowell Hurst
Member Ari Parker
Member Cindy Czerwin

Staff Present:

Parks & Community Services Director
Nick Calubaquib
Administrative Assistant Desiree Moya
Theater Technician/Facility Manager Andrea Botsford

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1. **ROLL CALL**
 2. **CONSENT AGENDA**
 - 2.a **MOTION APPROVING MINUTES OF August 18, 2021 and September 22, 2021**
Motion: Approve Minutes of August 18, 2021
Moved by Hurst
Seconded by Fernandez
Motion was Carried by Majority Vote
 3. **ITEMS REMOVED FROM CONSENT AGENDA**
N/A
 4. **NEW BUSINESS**
N/A
 5. **PRESENTATIONS & ORAL COMMUNICATIONS**

5.a ORAL COMMUNICATIONS FROM THE PUBLIC

N/A

5.b ORAL COMMUNICATIONS FROM THE COMMITTEE

N/A

5.c FACILITY STATUS UPDATES

Andrea Botsford provided an update on the Mello Center's reservations; currently the center is functioning with mostly district events and is pending a few upcoming events received by producers for Private/Community events.

5.d FUTURE REPLACEMENT EXPENDITURE PLAN

a) Staff Report: Botsford updated the JPA members on the replacement expenditure plans outlining various items that need repairs or replacements. Progress in repairs and replacements have been challenging due to staff changes and the pandemic. Botsford also went over equipment inventory with the JPA members.

b) Commission Questions & Input: Member Dodge asked if funds for repairs or replacements are set aside from the committee for improvements or does the District set these funds aside. Director Calubaquib clarified that funding is provided through the JPA approval and is generated from rentals from Community/Private reservations at the Mello Center. Each year the district and the City evaluates the net revenue and the funding. These revenues are what is re-invested into the Mello Center for repairs and upgrades.

Member Czerwin asked if the Mello Center has a budget within the PVUSD budget for operations and maintenance. Botsford clarified that there is a budget that has been allocated to the Mello Center but she does not have the specific amount.

Czerwin asked how PVUSD CIP planning process works, how does Andy submit request for repairs or replacements as they are going through their annual budgeting process. Member Web clarified that they are currently working on a process.

Czerwin commented that the list for future replacements expenditure plan did not have a cost estimate and asked if there will be cost estimates for items on the list and if they will be prioritizing.

Member Lowell asked if there are work orders generated by Botsford and if she has any issues getting the orders fulfilled for safety issues.

Members Dodge, Czerwin, Hurst and Parker requested to add an item on the agenda to review the Mello Center budget on the next JPA meeting.

c) Public Input: N/A

d) Appropriate Action: N/A

5.e OPERATIONAL AGREEMENT CHECK IN

a) Staff Report: Botsford provided update to the operational agreement. At the end of the fiscal year, the group will review the agreement and ratify the agreement on an annual basis along with the budget. Botsford outlined modifications to the agreement and presented them to the JPA.

- PVUSD will manage funds and maintain financial records for the Mello Center due to PVUSD being the reporting agency for the State when filing taxes. PVUSD will also provide quarterly reports and produce an annual report to the JPA.
- PVUSD will take over Community bookings, keep the City up to date of these events, and receive assistance from City team members with a site manager to help support duties for community events.
- City will continue to staff the JPA board.
- Only the facility managers approved by PVUSD Facility Manager will use technical equipment.
- Financial responsibilities: PVUSD will schedule, conduct and pay for all ongoing maintenance activities. PVUSD will collect reservation fees and will retain fees to cover cost for City staffing Community/Private events. In addition, PVUSD and the City will receive 10% of the total revenue of the rental cost to cover administrative fees. Any additional cost associated with Community/Private events and paid for by PVUSD or the City can be reimbursed if approved by the JPA.
- Funding Capital improvements and major repairs: District will hold on behalf of the JPA net revenue generated by Community/Private use of the facility to fund Capital improvements.

b) Commission Questions & Input:

Member Fernandez thanked Calubaquib and Botsford for working collaboratively on the Operational Agreement.

Botsford suggested collecting half of the Cities admin fees to cover the additional staff time investing now that the District is overseeing the booking of the Mello

Center. Botsford requested the JPA provide guidance on this section, the City and District do not agree.

Parker asked when the City was in charge of the booking of the Mello Center did the City take half of the Districts admin fees. Calubaquib clarified the City did not take any additional fees from the District.

Czerwin asked how the billing of the 10% admin fee is billed. Calubaquib clarified the admin fee is calculated at the end of the year and taken from the gross revenue after expenses to operate the Mello have been paid.

Czerwin requested a list of reservations that are used by the district and those used by Community/Private event. Botsford will provide an email of a list of events that have taken place.

Hurst commented that the Mello Center should be a collaborative effort by the District and the City. In addition, everyone needs to be compensated for his or her time.

Dodge requested to have District members that oversee the budgets attend the next JPA meeting to go over the Mello Center Budget.

c) Public Hearing: N/A

d) Appropriate Action: Motion: Parker Motioned to accept all modifications to the Operational agreement and keep the 10% admin fees as-is and discuss any modifications needed for the admin fees in one year.

Moved by Parker

Seconded by Czerwin

Motion Carried by Majority Vote

6. ADJOURNMENT

The meeting adjourned at 4:13 p.m.

Daniel Dodge Jr., Trustee Area IV-Chair

ATTEST:

Nick Calubaquib, Parks and Community Services Director