

# Board of Directors Special Meeting Minutes January 25, 2018



The January 25, 2018 Special Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 5:33 p.m. in the Conference Room at the Administration Office.

## **CLOSED SESSION – 5:30 P.M.**

Open Session Identification of Closed Session Matters

CONFERENCE WITH LEGAL COUNSEL – CURRENT LITIGATION - Pursuant to California Government Code Section 54956.9 (d)(1) Pleasant Hill Recreation & Park District v. Stephen E. Harriman, a natural person doing business as Stephen E. Harriman AIA & Associates; Harriman Kinyon Architects, Inc., a California Corporation Contra Costa County Superior Court Case No. CIVMSC13-01865

Board Chair Glover reported direction was given to staff and legal counsel, and no final decisions were made.

Board Chair Glover called to order the January 25, 2018 Regular Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors at 7:15 p.m.

## **ROLL CALL**

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

**STAFF PRESENT:** Lacy

## **PLEDGE OF ALLEGIANCE**

Board Chair Glover 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:**

- They are looking for bands for the Battle of the Bands event.

### **College Park High School news:**

- She did well on the Poetry Slam Contest and qualified for County, which will be held on Feb. 7.
- Spirit Week is this week with themes each day of the week.
- Winter Rally is on January 26, with "Purple Out" that day.
- The school talent show is on January 26 from 7:00 – 9:30 p.m.
- Winter dance is on January 27 from 7:00 – 10:00 p.m.
- Honor Band Concert is tonight, January 25 at DVC from 7:30 – 10:00 p.m.
- Drama has auditions for Legally Blonde January 30 – February 21
- The Athletic Boosters Crab Feed is on February 3
- Ryan Joseph has improved and can move his right bicep.

### **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 remarked that Marketing Director Jen Thoits, may or may not be able to attend the California Park and Recreation Society Conference in Long Beach to accept the Award of Excellence for the Marketing Campaign for the Tinkers and Thinkers event. Lacy will be at the Conference, so she will be able to accept the award.
- Board Member Ortega asked how the YAY Friday! events are going. Recreation Superintendent Nicole Watson stated there were 10 attendees at the last event and attendance is primarily driven by the popularity of the activity. The majority of the participants are middle school age.
- Board Member Bonato applauds the attendance at the Special Recreation Dances and is glad we support this event and are doing something special for the community.

### **CONSENT CALENDAR (ATTACHMENT B)**

- a. Approve Bills to be Paid, warrants #24942-24998 (Exhibit 1)

Upon motion of Shess and seconded by Ortega, the Board approved the consent calendar as presented.

### **CONSIDER REQUEST FROM COLLEGE PARK HIGH SCHOOL TO SPONSOR THE "EVERY 15 MINUTES" PROGRAM THROUGH A FEE WAIVER FOR USE OF THE MCHALE ROOM ON MARCH 20 AND 21, 2018 (ATTACHMENT C)**

General Manager Lacy stated that College Park High School sponsors the Every 15 Minutes program every other year and has requested use of the McHale Room from 6:00 a.m. on March 20 to 9:00 a.m. March 21 for no charge. The District has previously sponsored this program through a waiver of fees.

Representative from the Every 15 Minute Committee, JoAnne Sherep, reviewed details of the program, which is in cooperation with the California Highway Patrol and community. It involves high school students (Sophomores, Juniors and Seniors this year) and encourages them to think about personal safety when alcohol is involved. This challenges them to make mature decisions and recognize how their actions affect others. She mentioned there are 8 adult chaperones along with administrators and about 40 kids that were selected by teachers and counselors to be a part of the program. She appreciates all the years of support that Pleasant Hill Recreation and Park District has given to this program.

Board Chair Glover appreciates all their efforts to make this event successful and available to College Park High School.

Upon motion of Bonato and seconded by Ortega, the Board unanimously approved to waive fees in support of the College Park High School "Every 15 Minutes" program for use of the McHale Room at the Community Center on March 20 6:00 a.m. to 9:00 a.m. March 21.

### **DISCUSSION REGARDING POTENTIAL DISTRICT SPONSORSHIP OF FUNDRAISING OPPORTUNITIES FOR THE FAMILY OF RYAN JOSEPH (ATTACHMENT D)**

In light of the wrestling accident involving College Park High School student Ryan Joseph, the General Manager has received inquiries regarding potential opportunities for the District to support the Joseph family in raising funds for his long-term care. General Manager Lacy stated there are no specific requests at this time, but inquiries have been made by the public and Board Members. There are numerous fundraising events including a Spaghetti Feed scheduled for February 5 and

donation drives at local restaurants including Zachary's Pizza and WiseGirl. Lacy presented the options outlined in the written report.

Board Member Ortega said it struck a chord with her and thanked Glover and Lacy for getting this on the agenda. She felt strongly that the District should help in any way it can. Board Member Shess agreed to help out and the first option of a fee waiver resonated with him. The second option is a new fundraising event which would take a lot of staff time and the third option is not as good as the first option. Board Member Bonato said that she does not want to set a precedent and wants to do what is most legally sound and the most value to the family. She was thinking that the District can donate an item for a silent auction item to raise funds to donate to the family. Board Chair Glover likes the first option of donating a facility by waiving the fee, but feels that there should be a time limit of extending the offer maybe for a year. Board Member Pierce agrees he likes the first option. Board Member Ortega is most comfortable with the first option and to have the offer good for a calendar year. General Manager Lacy will let the College Park High School Athletic Director know the District's intention and he can contact her if they want to book a facility for a future fundraising event specific for raising funds for the Joseph family.

### **REVIEW AND FEEDBACK REGARDING THE BUS WRAP CONCEPTUAL DESIGN OPTIONS (ATTACHMENT E)**

General Manager Michelle Lacy branding the new District bus has been more challenging than she originally thought it would be. They have worked with a designer and the goal is to brand the bus with a design that will last and is similar in style to the new website, which is the latest branding project. The estimated total cost is about \$4,000 and the Pleasant Hill Community Foundation donated \$1,000.

Board Member Jennifer Ortega stated her favorite was S3 and B3, she doesn't like the grass on the front, but she likes the "Parks Make Life Better" logo. Board Member Andrew Pierce commented that he likes S2, which is the cleanest design, he struggled with this decision, but chose F1 and B2. Overall, he said this is fantastic to have this done. Board Member Zac Shess likes S3 or S1 and if it is S2, he wants the blue swath to be green. He stated for the back F2, but shouldn't it be in reverse for when you view it from the rearview mirror. Lacy commented that it will be if it is the chosen design. Board Member Sandy Bonato said for S2 and S3 needs to have .com, it is currently missing the c. She asked if the stripe can be brighter on S3 design, she likes F2 and commented the grass may too busy and B3 is fun and lively. Board Member Glover chose S1 and B1 and thought the grass may be a bit too much, so use the grass on S2, colors in S3 are okay and either B1 or B3. Ortega had a concern on the blue swath on the windows and if it is see through. General Manager Lacy said that it is vehicle code compliant. Lacy received feedback from the Board and will return at a future meeting for a final design decision.

Hal Jeffrey, Pleasant Hill resident and Pleasant Hill Foundation Member, stated the Pleasant Hill Community Foundation logo should be their original color of maroon with a white background. He will send Marketing Director Jen Thoits the Foundation logo.

### **DISCUSSION REGARDING POTENTIAL TOPICS FOR THE BOARD/STAFF RETREAT SCHEDULED FOR FEBRUARY 9, 2018**

General Manager Lacy stated there will be a lot of time spent on cost recovery, but there will be time for other items. She said to plan on the whole day for the retreat. Board Member Bonato said she is intrigued about the Challenge announcement made at the luncheon yesterday. Board Member Ortega mentioned the media training from a conference. Lacy said that can be covered maybe in a future meeting. Ortega asked if we need to re-visit and discuss the Communications Plan that was completed by Cliff Glickman. Board Member Pierce asked if the retreat is the

appropriate place to discuss the homelessness issue as there have been several articles in response to this issue. Board Member Shess asked if the Police Chief can come by and speak about this issue. Board Member Glover asked to go through the list from last year and what didn't get accomplished to maybe carry over to this year. Shess also asked to talk about the co-sponsored groups and what is the District going to do. He asked if the Aquatic Summit is going to be part of the cost recovery. Lacy asked if anyone thinks of any more potential topics please let her know.

### **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

**Shess** made the following announcements/questions:

- He thanked staff and Board Chair Glover and gave kudos for the Mayor's luncheon presentation.
- He said that Senate Bill 5 is going on the ballot in June and asked if the Communications Plan will cover and handle this and the per capita is not a lot, but if this passes, can we match the funds. This will be good to discuss or include in our Communications Plan.

**Pierce** made the following announcements/questions:

- He is sorry he was not able to attend the Mayor's Luncheon.
- He asked if there is any feedback or analytics for the new website.
- He asked if the Budget and Finance Committee looked at salary comps and will they come back to the Board on where our target should be.

**Ortega** made the following announcements/questions:

- She attended the Library Town Hall Meeting on Tuesday and was impressed by the presentation from the consultants. She said we are headed in the right direction and it is great to see the community involvement.
- She asked about the minutes of November 16. Lacy said they are coming, but are still being reviewed.

**Bonato** made the following announcements/questions:

- She echoed the comments of Shess on the Mayor's Luncheon. The District presentation was good and content was good, positive momentum. She thanked Chair Glover.
- Bonato commented on Pierce's questions on the Budget and Finance Committee and salary comps. She stated that they will come back to the Board and they are still gathering some data. The Auditor contract will also be brought back.

**Glover** made the following announcements/questions:

- He thanked everyone for the presentation staff worked hard on for the Mayor's Luncheon. It is nice to be able to go through struggles and see how the State of the District is now.
- He said it was difficult to speak in front of people you admire and respect. We are a great team. He thanked everyone for their support.

General Manager Lacy said the District's presentation for the Mayor's Luncheon will be on the website. She also stated she will contact the Chair of the Budget and Finance Committee since we need to schedule a meeting.

### **ADJOURNMENT**

Board Chair Glover adjourned the meeting at 8:48 p.m.

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Michelle Lacy, Clerk of the Board