

Board of Directors Regular Meeting Minutes September 13, 2018



The September 13, 2018 Special Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:00 p.m. in the Conference Room at the Administration Office.

ROLL CALL

BOARD PRESENT: Glover, Ortega, Pierce, Shess

BOARD ABSENT: Bonato

STAFF PRESENT: Lacy

CLOSED SESSION- 6:00 P.M.

1. Open Session Identification of Closed Session Matters
 - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION-GENERAL MANAGER
Pursuant to California Government Code Section 54957
 - b. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to California Government Code Section 54957.6
Agency designated representative: Board Chair Bobby Glover
Unrepresented employee: General Manager
2. Public Comments on Closed Session Matters - None
3. Closed Session

Board Chair Glover reported no final decisions were reached and there was nothing to report.

Board Chair Glover called the September 13, 2018 regular board meeting to order in the Conference Room at the Administration Office at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

OVERVIEW OF CONTRA COSTA CENTRAL SANITATION DISTRICT (CENTRAL SAN) BY BOARD MEMBER MIKE MCGILL

Contra Costa Central Sanitation District Board Member Mike McGill, who has been a Board Member since 2006, introduced Central San's General Manager Roger Bailey along with Communication and Intergovernmental Relations Manager Emily Barnett. He stated he has been the liaison for the City of Pleasant Hill and is also the liaison for Pleasant Hill Recreation and Park District. He gave a presentation and reviewed the mission, goals and projects of Contra Costa Central Sanitation District. He gave an overview of their budget and services. Their assets are 79% collection system, 18% treatment plant, 2% recycled water and 1% general improvements. McGill said for the proposed Pleasant Hill Library site, they are planning installing 10-inch vitrified clay pipes to be located at the top of the canal bank. He said that recycled water is big and in California they have been pushing for this program. He encouraged the Board to sign up for a treatment plant tour. He mentioned they also have a Central San Academy for the public to learn more about Central San.

Some questions were asked, which Bailey, McGill and Barnett answered. Board Chair Glover thanked Mike McGill for the presentation.

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 highlighted that the Employee Service Luncheon is on Tuesday, September 18 at the Senior Center at Noon and all Board Members are invited.
- Community Service Day is on Saturday, September 22 starting at Pleasant Hill Park at 7:30 a.m. There are two projects at District properties.
- Board Member Pierce gave kudos to staff for the nine new youth enrichment classes.
- Board Member Shess asked about the CPRS Fall Institute. Lacy said this year it will take place at the Community Center. She explained that recreation professionals from Alameda and Contra Costa County attend an all-day conference with workshops, roundtables and networking.

CONSENT CALENDAR (ATTACHMENT B)

- a. Approve Bills to be Paid, warrants #25933-26007 (Exhibit 1)
- b. Approve Minutes of June 14, 2018 and August 16, 2018 (Exhibit 2)
- c. Authorize General Manager to Enter into Contract with Quality Tree Care for Hazard Mitigation of Eucalyptus Trees in the Valley High II Assessment District in an amount not to exceed \$79,500 (Exhibit 3)
- d. Approval of Board Meeting Schedule Change for November and December 2018 (Exhibit 4) – Proposed November 8, 2018 (Regular Meeting) and November 29, 2018 (Special Meeting) and December 13, 2018 (Regular Meeting)

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

APPROVE REVISED CONCEPTUAL DESIGN FOR THE PLAYGROUND AT PLEASANT OAKS PARK (ATTACHMENT C)

General Manager Lacy said that in the original plan renovation project for Pleasant Oaks Park one of the playgrounds was cut due to lack of funds. She said along with Park Superintendent Tom Bradley, they met with Amber Green who represents the all abilities community and asked if they wanted a larger scale play structure or a smaller one with other elements. Green expressed having a smaller playground with elements that include play for all children. She said there are unique elements such as a number of climbing elements, swings and various other elements that assist in sensory issues and balance. She stated they have worked with a landscape designer on the redesign of the playground structure. Board Chair Glover said when the design was first brought to the Land and Facilities Committee, there was not rubber all the way around and it would make it more difficult to have someone in a wheelchair access the structure, but now there is rubber all the way around and he is happy to see the change made. It will make it easier for all to access. This will be for ages 5–12. The other structure is for ages 2-5.

Some Board Members had questions that General Manager Lacy answered. She stated the movement in the future will have needs of all children considered for all play structures. Any other structures that are updated will be for all abilities. Board Member Ortega is pleased to see that all of these structures will fit in the space. It will be a nice asset for the community. Board Member Shess agreed. He said this is the last part of Measure E that has been a highly successful initiative. It was unfortunate that it was put on hold. He is happy that the Land and

Facilities Committee and staff are following through, so that we can have this type of structure. Board Member Pierce echoed Ortega's comments that we can incorporate all of the structures in the space we have. It will be exciting to see this new structure and elements. Board Chair Glover said that his last term as Chair, he had many calls of people asking questions why there was not a play structure for older children and now this term as Chair they will approve the plan for the new play structure.

Upon motion of Ortega and seconded by Shess, the Board unanimously approved the conceptual design for the playground at Pleasant Oaks Park.

CONFIRM GENERAL MANAGER'S RECOMMENDATION TO NOT RENEW A CONTRACT WITH STUDIO4FORTY FOR THE 2019 WINE WOMEN AND SHOES EVENT (ATTACHMENT D)

General Manager Michelle Lacy stated that the Board was not ready to make a decision whether to continue the Wine Women and Shoes event and to renew the contract with Studio4Forty when this item was brought to an earlier board meeting. She has brought this back to the Board to make a decision. She does not recommend renewing the contract with Studio4Forty and recommends allowing staff to come to the Budget Summit to talk about future years and present ideas. For this year, we are financially solid and are on our way to making up some of the dollars that the event raises. She does not recommend having a replacement event right now.

Board Chair Glover had a question on how we can shift special event staff resources to expand volunteer programs to reduce reliance on staff and family members for event production. The General Manager said this is a high priority for her in the near future. There are many ways to engage more volunteers, but we need to free up staff time to manage a volunteer program.

Board Member Pierce thanked Michelle for her explanation in her report. He said there are more cons to continuing with this event and he is concerned about the staff's well-being. He is in support of not renewing. Board Member Shess said he supports to not continue this event and in regards to expanding a database or system of volunteer groups, he is interested in knowing how this continues. Board Member Ortega stated she participated for the past three years and thought it was a great event for women and one of our biggest fundraisers. She thinks that she is sad to see it go, but because of the reasons and explanation of impact to staff and with our budget, she thinks it sounds like it will be the right direction to not renew the contract. She expressed that it will free up staff time to think of new ideas and events. Shess said that he would like to see a volunteer infrastructure set up before we add on new events. General Manager Lacy commented that we can't continue on how we have staffed all events in the past and need to find a solution. Board Chair Glover said he would have liked to continue with this event for a few more years, but does agree with all the concerns to not continue. The consensus of the Board is to not renew the contract with Studio4Forty.

AUTHORIZE GENERAL MANAGER TO ENTER INTO CONTRACT WITH RHA LANDSCAPE ARCHITECTS-PLANNERS, INC. FOR DESIGN SERVICES AT 1700 OAK PARK BOULEVARD IN AN AMOUNT NOT TO EXCEED \$142,470 (ATTACHMENT E)

In entering into agreement with the County to purchase 5 acres of undeveloped property at 1700 Oak Park Boulevard, General Manager Lacy stated the District needs to further develop site plans and construction documents. She recommends working with RHA Landscape Architects-Planners, Inc. who are also working on our Master Plan. Some benefits are they have a good understanding of the District, they are using the same Civil Engineer as the City's and since we are sharing the 10 acre property, this will keep costs down and address potential issues along the creek. The Board

authorized \$200,000 for fiscal year 2018/19 for design services for this 5 acre property, so there are sufficient funds budgeted.

Board Member Pierce asked if there will be potential for added costs. Lacy stated that infrastructure is taken care of by the County and City in regards to design work. They will just make sure the District can hook up to sewer lines or water lines, but no design work. Board Member Shess asked what the geotechnical investigation report is. General Manager Lacy said it is the study of the soil to determine what is in the soil and whether they need to amend for the optimal soil to grow grass or if there are hazardous materials in the site soil. The investigation that will be used will be the one that was completed prior to the District's agreement to purchase.

HEATHER ROSMARIN, Pleasant Hill resident, said she, along with members of the Friends of Pleasant Hill Creek, will be at the Community Service Day project to clean up the creek by the new 1700 Pleasant Oaks Park development. She stated it was a recommendation by Martin Nelis to work with the Civic Action Committee. Ms. Rosmarin said she has some concerns about the plans where some key elements were brought up to the Board at an earlier board meeting. She noticed there is not a loop trail on the plans and the current plans do not show accessibility to do this. She feels that it would be nice for people to be able to walk their dogs or strollers around the park. She felt this should be added. Another top recommendation is to have a contract and specify that Grayson Creek is an important feature to this development. She stated this is an important eco system. She would like to propose an active side where the green landscaping side be extended from the library and to have an active area on the street side. She is asking if the contractor, RHA Landscape Architects, can consider these recommendations and incorporate some of the suggestions. She also stated that to have lights at night will be an issue and will have a big impact. She thanked the Board for their consideration.

WENDY GOLLOP, Pleasant Hill resident, recommended to get a second bid and ask the same landscapers that are working on the library project. She said there would be continuity and save some costs. She said that on the EIR, the contractors conducting the EIR will need to evaluate the District plans and are required that they show no action. She asked how she can review the Master Plan survey results. General Manager Lacy said it is on our website under The Big Picture.

ALAN BADE, Pleasant Hill resident, said he wanted to re-iterate the same points that Wendy and Heather brought up. The loop trail would be a nice feature in the park design. He feels that the green corridor along the creek is a natural extension that the library has in their plans. He said it is an opportunity for both the parks and library. He stated that the multiple plans are good ideas and allows more public participation.

Board Chair Glover thanked the public for their comments and closed public comment.

Board Member Shess had some questions about the procedure and plans being presented. Lacy clarified that this is two phases, the first is design development where the District will finalize all the amenities such as benches, pathways, and planting materials. Then the next phase is the construction document phase where you take the final design and the architect creates the construction documents or plans to go out to bid. She did want to comment on Wendy's comment on the landscape architect that the library is using and suggesting the District use the same one. Lacy said she contacted them and they stated they have no interest or desire in planning sports fields nor the expertise, but the City landscape designer and the District landscape designer will work together to make it a cohesive project including how the creek is treated. After further discussion with the Board, the majority of the Board supports the plans proposed and will work on details further into the planning process. Board Member Ortega appreciates the comments from

the public and feels that we will be working closely with the City on the plans. We need to move forward on the plans. Board Chair Glover commented that General Manager Lacy is working closely with the City and this is exciting to take this site and turn it into the plans that are proposed. He is pleased to see we are taking the necessary steps to get this completed.

Upon motion of Shess and Pierce, the Board approved to authorize the General Manager to enter into contract with RHA Landscape Architects-Planners, Inc. for design services at 1700 Oak Park Boulevard in an amount not to exceed \$142,470.

VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES

- a. **Land and Facilities Development Committee – TBD**
- b. **Personnel Committee – TBD**
- c. **Budget & Finance Committee – TBD**
- d. **Program Committee – September 6 at 6:30 p.m.**
- e. **District/City Liaison Committee - TBD**

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Shess made the following announcements/questions:

- He thanked Michelle Lacy for attending the birthday celebration for Rodgers Ranch.
- He looks forward to the budget summit.

Pierce made the following announcements/questions:

- He will be participating in the Community Service Day working on the Grayson Creek clean up.

Ortega made the following announcements/questions:

- She will try and make it to Tinkers and Thinkers.
- She is working on the Community Service Day and will not be able to attend.
- When she was reading the past minutes, it jogged her memory in regards to when Board Members have requests, do staff follow up on concerns or questions. For instance, Shess asked about the restrooms at Pleasant Hill Park and the bocce storage container. Lacy stated they do follow up when appropriate and we are still working on a solution for the storage for bocce at Pleasant Hill Park.
- She asked about an update about the PHBA storage shed at Pleasant Oaks Park. Lacy commented that they have met with City staff and she is waiting for revised plans from PHBA and at the next meeting, she hopes to have a final draft to submit to the City and put an application in.

Glover made the following announcements/questions:

- He had nothing to report.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:37 p.m.

Michelle Lacy, Clerk of the Board