

# Board of Directors Special Meeting Minutes July 27, 2011



Pleasant Hill  
Recreation & Park District

People, Parks, and Programs Since 1951

The July 27, 2011 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sandra Bonato at 6:10 p.m. in the Conference Room at the Administration Office.

## **PLEDGE OF ALLEGIANCE**

Board Member Glover led the Pledge of Allegiance.

## **ROLL CALL**

**BOARD PRESENT:** Bonato, Donaghu, Glover, Shepard, Sterrett

**STAFF PRESENT:** Berggren, Bradley, Hunn, Lischeske, Luke, Miller, Spatz, Wusthoff, Young

## **PUBLIC COMMENT**

There was no public comment.

## **FUNDRAISING**

### **a. Updates**

Campaign Coordinator Sandy Noack spoke about the ongoing individual cultivation and solicitation meetings and said they are hiring a grant writer to assist in the writing of grants. Fundraising Consultant Marjorie Winkler spoke about the grant process. She said usually in the first few months they take steps to contact foundations to be invited to apply for grants and researching the various opportunities. Noack mentioned there is a donor for the Community Center preschool playground in the amount of \$10,000.

### **b. To Consider Adding Kitchens to the Naming Opportunities (ACTION)**

Noack spoke about adding the kitchen at the Senior Center and the kitchen at the Community Center for naming opportunities. The General Manager stated there were some potential donors for the kitchens, so he recommended \$25,000 for the Senior Center and \$15,000 for the kitchen at the Community Center.

Upon motion of Donaghu/Glover, the Board approved adding the kitchens to the naming opportunities at \$25,000 for the Senior Center and \$15,000 for the Community Center.

## **TO CONSIDER GOING OUT TO BID FOR DEMOLITION OF COMMUNITY CENTER (ACTION)**

The General Manager stated that Project Manager Ron Johnson with CSI and the Dahlin Group has been working on the documents for the demolition of the Community Center. He is recommending approving going out to bid for the demolition of the Community Center. He pointed out that on August 31, 2011 there will be a special board meeting to award the contract for the demolition of the Community Center. Board Chair Bonato asked if 6:00 p.m. on August 31, 2011 works with all other Board Members' schedules and they all agreed the time was fine. He said once the notice to proceed is issued, it takes about 2 – 3 weeks to file the necessary papers and receive permits from the City. He stated they had budgeted \$225,000 for the project.

Upon motion of Sterrett/Donaghu, the Board approved going out to bid for the demolition of the Community Center.

## **REPORT ON PUBLIC HEARING FOR COMMUNITY CENTER BY CITY OF PLEASANT HILL'S PLANNING COMMISSION**

### **a. Review Conditions of Approval**

Board Chair Bonato announced that she attended the Planning Commission meeting along with the General Manager who introduced Architect Karl Danielson with the Dahlin Group. The General Manager had extra copies of the conditions of approval. He said it was a good meeting and Karl Danielson did a great job explaining and presenting the renderings of the Community Center. The General Manager shared the revised and most updated renderings to the Board. He stated they reviewed the conditions of approval and some things were "tweaked". He said one of the major items is the existing parking lot and there is an agreement with the City and the District. He discussed two other items; the trash enclosure area not being on an easement, also expanding the property line so the play area can be extended out. He expressed that the commissioner's loved the plans and the looks of the Community Center.

The General Manager announced that the Architectural Review Commission will be reviewing the Community Center plans on August 4 at 5:00 p.m. in the Large Community Room at City Hall.

The General Manager brought up the issue of the Teen Center and the access gate from the outdoor courtyard out to the pool and showed the new plans to the Board. He said the arborist was reviewing the site and noticed some birds, so the biologist came out to inspect the nest. There was nothing in the nest in the trees by the Senior Center, so the project was not delayed. Board Member Shepard requested to see what the total budget is for Architect Steve Harriman and any change orders. The General Manager said a new bond budget will be coming out soon. She wants to compare the Harriman and Dahlin Group costs to what is budgeted. Board Chair Bonato adjourned the bond project portion of the board meeting at 7:15 p.m. and stated that the regular board meeting will begin at 7:30 p.m.

### **PUBLIC COMMENT**

JIM UTZ, Lafayette resident – He said he was thinking of when he first met the District staff and came upon a letter he found that was signed by Recreation Superintendent Robert B. Berggren and was dated August 14, 1984. He said there has been a long history of relations with the District and it has been a pleasure working with the District all these years. He stated that there has been a good relation between the District and the Pleasant Hill Tennis Club and cooperation with resurfacing courts and installing lights and many other projects. He invited the Board to the Pleasant Hill Tennis Club's first annual picnic at Rodgers Smith Park on August 7. He spoke about the resurfacing projects for the College Park and Pleasant Hill Middle School tennis courts. He explained that the School District passed Measure C and some of the funds will be used for the solar panel project and he was hoping to check into funds for the resurfacing or partial payment of the resurfacing of the courts. Board Chair Bonato thanked Utz for the invitation. Board Member Sterrett complimented the Pleasant Hill Tennis Club on their newsletter and thanked them for their support on Measure E.

JOHN MATTHESEN, Pleasant Hill resident – He spoke about the AT&T Cell Tower site. He said that at the City's Planning Commission meeting the City staff stated that there is no feasible alternative. He said he disagrees with the comment and there are feasible alternatives. He has found there is one other suitable site that is not in a visual corridor. He will propose other alternatives and he will ask City Council to consider the alternatives and to establish a plan before future requests of cell tower installations within the City. He expressed his appreciation to the District for their support. Board Chair Bonato thanked Matthesen.

TIM ERNST, Pleasant Hill resident – He requested the Board's consideration in regards to the financial statements with the various funds. He requested that when the financial statements are

complete for this year, they state what the funds are for. He will give an example of what the City does. He requested the District to disclose a little more information on the financial statements. He said there is a new requirement of the GASB 54. Board Chair Bonato thanked Ernst for his request. She asked the General Manager to discuss the request with the District's auditor.

**PRESENTATION OF SIGNED COPY OF SPARE TIME SPOTLIGHT TO MARK KOUZNETSLOV AND KASSY GREGORY**

The General Manager commented that Kassy Gregory could not make it tonight, but mentioned that Mark Kouznetslov was going to make it. Board Chair Bonato recommended rescheduling the presentation.

**REPORT FROM EAST BAY ARTISTS GUILD**

Board Chair Bonato announced that the representative scheduled to give a report on the East Bay Artists Guild has a family health issue and could not make it to the meeting tonight. It will be rescheduled.

**PUBLIC HEARING**

**PRELIMINARY BUDGET FOR FISCAL YEAR 2011 – 2012**

Board Chair Bonato opened public hearing. There was no one from the public that wanted to discuss the preliminary budget, Bonato closed public hearing.

**TO CONSIDER RESOLUTION 2011-07-27A, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2011 – 2012 (ACTION)**

Board Chair Bonato commended the Board for spending extensive amounts of time discussing the budget. She stated there was much discussed and they were able to fund \$50,000 for a maintenance fee with an additional \$9,000 that may be added. They spoke about program development, long range master plan development with an estimated cost of \$25,000 - \$30,000, but were able to firm an amount of \$25,000. She said it was recommended to fund Rodgers Ranch and incur the expense of \$3,350, which is offset by programming and rental fees. She commented that the Friends of Rodgers Ranch said their purpose is to conduct fundraising for Rodgers Ranch, but not to program and care for the facility, which has become their responsibility over the years. Bonato stated that this is the start of the District's transition. She said revenues are at \$4,500, but that does not include grounds or building maintenance fees that the District may not be able to allocate to staff. Bonato continued to review all that the Board had discussed and decided on changes of the budget. She said the Board instituted a facility and land registration fee of \$1.00 per registration, which will result in revenue of about \$9,000 for the upcoming year. She stated there is a salary increase of 1%, the decision was made by the Board and not staff. She said the teen and youth sports department has been separated to prepare for when the new teen center is opened next year. She said they are looking at current programs that are subsidized and will continue to review each programs subsidy. She continued to explain that the employee benefits were adjusted to benefit the District at about \$40,000, which will be included in a resolution where the employee contributes 5% towards their health insurance premiums, 1.5% towards CalPERS contribution and two furlough days equivalent to .75% decrease in salary. She said there will also be a two-tier benefits program for a newly hired employee.

She stated that later in the year a \$34,000 line item adjustment has been made dealing with the school facilities where they will conduct a comparison of revenue generated to expenditures and costs. She said the aquatics department budget was reduced by \$15,000. Bonato continued to review the budget and requested to approve the final budget after the resolution 2011-07-27B is approved and with approval of the two tier benefit plan.

Board Member Shepard thought the \$9,000 would not go into the general budget, but would go towards the maintenance of facilities from discussions from the Land and Facility Development Committee, which will come from the additional \$1 fee for each registration. Board Member Glover asked if the resolution could be passed with the correction of putting the \$9,000 towards the facilities fund. Board Members Glover, Sterrett and Donaghu were comfortable keeping the \$9,000 in unallocated funds. Board Chair Bonato would like to have the funds moved towards the facilities funds because then it is "ear marked". The Board would like to see \$100,000 in the facilities fund, but it will not happen this fiscal year and \$59,000 is a start. After further discussion the Board agreed to move \$9,000 of the unallocated funds to the facilities fund.

Upon motion of Donaghu/Shepard, the Board approved adopting the final budget for fiscal year 2011 – 2012 with the amendment to the correction of moving the \$9,000 into the facilities fund for a total of \$59,000. Board Member Glover thanked the General Manager and staff for working hard on the budget. He learned a lot throughout the process and as being a part of the budget and finance committee, they had met for several months, made many changes and took many suggestions. He also thanked the Board Chair and the rest of the Board. Board Member Sterrett stated that she thinks the biggest thanks should go to the employees because they are affected on their bottom line. Other Board Members expressed their appreciation and mentioned it will be an ongoing challenge.

**a. To Consider Resolution 2011-07-27B, For Modification of Employee Salary and Benefits (ACTION)**

Board Chair Bonato read the details of the resolutions which stated that eligible employees contribution to PERS will be in the amount of 1.5% of their share, starting September 1, 2011, all employees that participate in the health plans will pay 5% of the premium cost for health insurance coverage, and there will be two mandatory furlough days taken which the dates will be determined, plus there will be an increase in salary for regular full time employees of 1%. She stated that the part time employees that contribute to PARS will increase their contribution by 1.25% for a total of 5%. There were some revisions suggested to the resolution by Board Members.

The General Manager pointed out that items 4 and 5 were just for this fiscal year that were the two furlough days (item 4) and the salary increase of 1% (item 5). Board Chair Bonato explained why she does not support this proposed option because she does not support having two furlough days and feels that it is not a sustainable way of dealing with the budget. She would have preferred a different benefit plan. Board Member Shepard does not support this resolution and there should be more employee concessions and employees should contribute more towards their PERS plan. She felt that it should be planned for more than one year. She feels that 1.5% PERS contribution is not much towards the budget and the budget needs to be looked at more strongly, the employees should contribute to the financial help of the District. She was disappointed in the health plan which was raised to a \$15 co-pay and feels it does not reflect the marketplace and the rest of the community. She stated that most of the public and for people that live in the area have much higher co-pays and it does not contribute enough to our budget. Board Chair Bonato would like to see employee contribution phases and more of a long term plan. Board Member Donaghu agrees with a phasing plan and it will be discussed it again next year. He feels that that this is a step in the right direction.

Upon motion of Glover/Sterrett, the majority of the Board approved the modification of employee salary and benefits as presented with minor changes suggested to the resolution. Board Chair Bonato and Board Member Shepard were opposed and voted against the modifications as presented.

**b. To Consider Employee Two-Tier Benefit Plan for New Full-Time Employees (ACTION)**

The General Manager reviewed the two-tier benefit plan for a new full time employee that will contribute their full share of PERS contribution of 7% and with the medical health benefits, the District pays for the employee individual rate and anything above that would be the responsibility of the employee. Board Member Glover asked about the dental plan and if it is covered by the District. The General Manager stated that the employee would have to pay their share for dental plans.

Upon motion of Shepard/Glover, the Board approved the two-tier benefit plan for new full-time employees as presented.

**CONSENT CALENDAR**

**a. To Approve Bills to be Paid**

**b. To Approve Minutes of June 3, 2011**

Upon motion of Glover/Donaghu, the Board approved the consent calendar as presented. Board Chair Bonato asked the General Manager to thank Susie Kubota for re-doing the minutes.

**BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

Board Member Shepard thanked Park Superintendent Lynn Spatz for her experience and support. Shepard really pays attention when Spatz has something to say. She appreciates Spatz's forthrightness and courage. She would like to have another Land and Facility Development Committee meeting because there were some options discussed and none of the options were in the budget.

Board Member Donaghu attended the Blues and Brews Festival and said it was successful. He congratulated Katrina Hunn for an excellent job and also to the committee. He said he attended the Chamber Board Meeting and announced that on August 18 there will be a wine walk to raise funds for the Chamber. He said there may be a third wine walk in October or restaurant walk. He stated all the Chamber bills have been paid and Charley Daly will be on medical leave.

Board Member Glover also attended the Blues and Brews and was proud to be a part of the Recreation and Park District that day. He said it was a fantastic event and thanked staff who did a great job.

Board Member Sterrett announced that the CSDA Annual Conference is coming up and stated the entries for their awards need to be submitted by August 16. She felt that the Blues and Brews is a great event to submit if it fits the criteria. She received the e-blast that went out on July 25 and said it is a good supplement to the Spotlight and thinks it is working good to market the programs. She attended the Contra Costa Special District Association (CCSDA) Quarterly Meeting. She will be attending the CSDA Annual Conference in Monterey in October if no other members can attend.

Board Chair Bonato attended the CCSDA Quarterly Meeting and said there was a speaker that spoke about California First and requested the General Manager to have this on the next agenda to discuss.

**STAFF ANNOUNCEMENTS**

The General Manager announced that he will be out August 2 – 4 and Park Superintendent Lynn Spatz will be Acting General Manager.

Recreation Supervisor Katrina Hunn announced the American Iron Car Show on August 14<sup>th</sup> in Downtown Pleasant Hill since the Community Center is closed.

**ADJOURNMENT**

Board Chair Bonato adjourned the meeting at 9:08 a.m.

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Robert B. Berggren, Clerk of the Board