



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 31, 2013

RE: Board Tour 4:30 p.m. – November 7, 2013

Please note that we will have a Board Tour of Pleasant Oaks Park beginning at 4:30 p.m.

1. This tour will last about one hour 4:30 – 5:30 p.m. We will have a break between 5:30 – 6:30 p.m.
2. The regular bond portion of the agenda will start at 6:30 p.m. I gave an hour for this time frame to allow the playground people to discuss their concerns.
3. The regular Board Meeting will begin at 7:30 p.m.
4. We will meet in the Teen Center, which has more space than the Conference Room.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 31, 2013

RE: Agenda Item #4 – November 7, 2013 Board Meeting

Update on Bond Projects

- **Community Center**
- **Pleasant Oaks Park**

The General Manager and staff will give an update on the Community Center and Pleasant Oaks Park bond projects.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: October 31, 2013
RE: Agenda Item #7 – November 7, 2013 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of September 12, 2013**



Board of Directors Meeting Minutes September 12, 2013 DRAFT

The September 12, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:30 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Glover, Shess, Sterrett, Bonato, Donaghu

STAFF PRESENT: Lischeske, Young, Miller, Hunn, Bradley, Spatz

PUBLIC COMMENT

None

UPDATES ON BOND PROJECTS

The Recreation Superintendent made the following comments:

SENIOR CENTER

- The north parking lot slurry seal and striping will be completed this Saturday.
- The meandering walkway work should begin on Monday.

COMMUNITY CENTER

- The steel trellis was erected today over the events entry area.
- Work continues on the grading and compaction of the base rock in the turnaround drive.
- District staff will remove fibar and sand from the preschool playground next week so drains can be repaired and tied into the new drainage.
- The electrical, lighting and sheetrock work is progressing.
- The acoustic insulation paneling was delivered today.

Board Member Donaghu asked if all the windows are up at the Community Center. Bond Projects Facilities Coordinator Carrie Miller said they were up but that vandals broke three of them. Donaghu asked if there are security cameras on the site. Miller commented that they have not been installed yet.

Recreation Superintendent Tina Young reported that there will be a rummage sale of the old Community Center furniture on September 27, 2013 from 8:00 a.m. – 4:00 p.m.

PLEASANT OAKS PARK

- The sidewalk, curb and gutter have been poured along the north side of the District owned section of Hawthorne Drive.
- The wooden sound control fencing will be installed along the west perimeter of the project beginning on September 23, 2013.
- The project is progressing along with most of the underground work, including the storm drain lines, irrigation lines, subgrade for decomposed granite walks, concrete walls, asphalt parking lots, and electrical conduit.

Board Member Bonato asked if there was any update on the tops for the batting cages. She would like an update at the next Board meeting. She asked if there had been any significant change orders on the Pleasant Oaks Project. Young reported that nothing has come to her.

Board Chair Glover started the regular meeting at 7:00 p.m.

PUBLIC COMMENT

None

CONSENT CALENDAR (ACTION)

- a. **TO APPROVE BILLS TO BE PAID**
- b. **TO APPROVE MINUTES OF JUNE 27, 2013**

Upon motion of Board Members Donaghu & Bonato, the Board approved the Consent Calendar.

REPORT FROM AMERICAN LEGION POST #331

Representatives Terry Neidlinger and Dick Seelig from American Legion Post #331 were present to give their organization's annual report to the Board.

Seelig commented that the group is having a problem contacting the younger eligible members. They would like to have more of the younger veterans come to their meetings. Board Member Bonato said that the District will continue to help support and promote their organization through the District's web site which provides contact information for their group.

The Board thanked Neidlinger and Seelig for attending the meeting and giving their report.

REPORT ON BLUES & BREWS EVENT

Recreation Supervisor Katrina Hunn was present to report on this year's Blues & Brews event that was held on July 26, 2013 and July 27, 2013. She commented that this was the fourth year offering the event, and that the evening of July 26th was a new addition this year. She said the event went very well this year, and that there was a very good working relationship between the District and the Pleasant Hill Chamber of Commerce. She reported the Chamber and the District have not completed the evaluation for the event due to the final budget numbers still coming in. Hunn said the preliminary numbers estimate the District's revenue to be \$7565.15 for the 2013 event.

Board Member Sterrett asked if the July date is still proving to be a good time of year to hold the event. Hunn commented that the third weekend in July is a very good time because it is the only event like this in the area. Sterrett also asked if there had been any major damage in the park from the event. Park Supervisor Tom Bradley said that there had not been.

Board Member Shess commented that he thought the event was great, but the committee needs to decide how big the event can get and be sure there are enough volunteers for the size of the event. He said it was important to keep it a Pleasant Hill community event.

Board Member Bonato commented that she would like to see staff time recorded into the evaluation of the event next year.

Board Member Donaghu said the Friday night event was an excellent addition.

Board Chair Glover stated that he thought it was a great event for many reasons, but the biggest being that it brings a lot of people to the District's park. He said the committee does a great job on the event.

The Board thanked Hunn for her report and for her hard work on this event.

TO CONSIDER FUTURE MEETINGS REGARDING FISCAL YEAR 2013-14 BUDGET (ACTION)

Board Member Bonato, chair of the budget committee, is requesting to have two board study sessions regarding the fiscal year 2013-14 budget.

Board Member Shess asked what the goals of the study sessions would be. Bonato said that she would like the Board to be more involved in the early stages of the budget planning.

Board Chair Glover commented that he would like a more defined list of goals for the proposed board study sessions. Bonato said she will put together six goals for the Board to consider for the study sessions based on the work done by the Oversight Working Group of the Strategic Business Plan.

The Board took no action on this item.

TO CONFIRM BOARD MEETING DATES FOR NOVEMBER AND DECEMBER 2013

The Board confirmed the Board Meeting dates in November to be Thursday, November 7, 2013, and Thursday, November 21, 2013. The dates in December will be Thursday, December 5, 2013, and Thursday, December 19, 2013. The Board's annual changeover meeting will be held on December 5, 2013.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She will be attending the District Employee Service Award Luncheon.
- She will be attending the CSDA Conference next week in Monterey.
- She requested that more informational items about the District be given to the Co-Sponsored groups. Young explained that they do receive a packet. Sterrett asked to see the packet.

Donaghu made the following announcements/questions:

- He attended the last Chamber of Commerce meeting and said they are focused on the upcoming Art, Jazz & Wine Festival.
- He said he will not be able to attend the District Employee Service Award Luncheon.

Shess made the following announcements/questions:

- He has signed up to help with the Community Service Day.
- He will be at the CSDA Conference in Monterey on Monday.
- He will be attending the District Employee Service Award Luncheon.

Bonato made the following announcements/questions:

- She attended a workshop at the library last night. She said the library is working hard to find out what the Community would like from them.
- She encouraged the rest of the Board to attend the Planning Commission meeting on September 17th.
- She will be attending the District Employee Service Award Luncheon.

Glover made the following announcements/questions:

- He commented that the date of November 21, 2013 has been locked in for the Hospice Tree lighting ceremony.
- He will be attending the District Employee Service Award Luncheon.
- He commended Park Supervisor Tom Bradley on his quick response to an issue at Shadowood Park.

STAFF ANNOUNCEMENTS

The Recreation Superintendent made the following announcements:

- She reported that there was an incident in the Pleasant Hill Park today with a homeless man and a couple of teens from the Teen Center. The police were notified and are handling the situation.
- She reported that the new park maintenance truck has been purchased.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:28 p.m.

Tina Young, Acting Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 31, 2013

RE: Agenda Item #8 – November 7, 2013 Board Meeting

Update on District's Website

Jennifer Thoits, Marketing Specialist, will be in attendance to share the strategy and progress on the District's website re-design, including the re-branding of the separate department sites (Teen, Sport, Senior and Preschool). Several screen shots of page concepts will be provided including the new District Home Page.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 31, 2013

RE: Agenda Item #9 – November 7, 2013 Board Meeting

Review of the Winter/Spring Spotlight Programs

The Program Committee consisting of Board Member Sherry Sterrett and Zac Shess will have met with the staff on Monday, November 4 to go over the Winter Spotlight. Superintendent Tina Young stated that we are on a tight deadline to try to capture the best photo we can of the Community Center, so we can include it on the Cover of the Spotlight. Chair Sherry Sterrett will be prepared to present the program highlights to the Board, and to present the most updated Cover photo that we are working on.



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

147 Gregory Lane
Pleasant Hill, CA 94523
(925) 682-0896
(925) 682-1633 fax
pleasanthillrec.com

MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

**Pleasant Hill Recreation & Park District
Board of Directors
Program Committee
Monday, November 4, 2013
5:00 pm
Administration Office
147 Gregory Lane, Pleasant Hill**

Chair: Sherry Sterrett

Member: Zac Shess

1. Public Comment
Public comment will be limited to five minutes per person with a maximum time of thirty minutes unless further time is granted by the presiding officer. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment

WINTER Spotlight 2014 Review

- | | |
|---|-----------------|
| 2. Teen Activities and Special Events | Hunn |
| 3. Senior Activities and Adult Activities | Luke |
| 4. Youth Activities and KIDSTOP | Lischeske |
| 5. Youth/Adult Sports and Adult Fitness | Hurtado |
| 6. Aquatics | Young for Riley |
| 7. Preschool Activities | Young |
| 8. Front and Back Covers | Young/Thoits |

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodation to a person with a disability who requires a modification or accommodation in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting if you require such modification or accommodation.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 31, 2013

RE: Agenda Item #10 – November 7, 2013 Board Meeting

Report on the Contra Costa Special Districts Association Quarterly Meeting

Board Member Sherry Sterrett will give the Board a report and update of the Contra Costa Special Districts Association Quarterly Meeting that was held on Monday, October 21, 2013.