

# Board of Directors Meeting Minutes January 8, 2015



The January 8, 2015 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:04 p.m. in the Conference Room at the Administration Office.

## **PLEDGE OF ALLEGIANCE**

Board Member Donaghu led the Pledge of Allegiance.

## **ROLL CALL**

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

**STAFF PRESENT:** Berggren, Hurtado, Bradley

## **PUBLIC COMMENT**

Denise Koroslev, resident of Martinez and representative of the Friends of Rodgers Ranch Heritage Center spoke regarding Rodgers Ranch. She apologized that the District was not listed as a prominent part of their Sustainable Living Workshop. Koroslev commented that the District is listed on their web site, their e-mails, and on all their note cards.

Koroslev gave the Board an update on the Clampers Monument project which is underway.

Koroslev asked why Rodgers Ranch was not listed on the District web site, and she requested a new sign with the District's updated logo. She announced that in 2017 Rodgers Ranch will be one hundred and fifty years old.

Board Member Bonato asked about the lack of information regarding Rodgers Ranch in the District's upcoming Spotlight. Koroslev said the group missed the deadline, but now has the Spotlight schedule to make sure they have their information in on time.

## **EX-OFFICIO MEMBER REPORT, ALLIE NACCARA – COLLEGE PARK HIGH SCHOOL**

Ex-Officio Naccara gave the following report:

### **Teen Council news:**

- The council will be volunteering at the Lions Club crab feed on January 24, 2015.
- The Prom Fashion show will need to have the date pushed back about a month due to lack of dress providers.

### **College Park news:**

- PSAT and National Merit Scholarship tests were taken by students in October. Everyone just got their results back.
- The forms for the school's intradistrict transfers are due by January 15, 2015.
- Mount Diablo Unified School District Teacher of the year nominations are due tomorrow.
- The Foundation for Pleasant Hill Education is giving a \$1000 award to the educator of the year's school. This will be awarded at the Community Award Night on January 29, 2015.
- There will be a presentation on January 13, 2015 at 7:00p.m. on the Computer Science class that will be offered next year.
- There will be a mock SAT and ACT test on January 31, 2015.

- The largest college fair in the Bay Area will be held at Saint Mary's on May 9, 2015.
- The Athletic Boosters Club in selling raffle tickets for their fundraiser. The tickets range from \$15 to \$25.
- The annual crab feed will be on January 31, 2015 at the Community Center.

**CONSENT CALENDAR (ACTION)**

- a. **To Approve Bills to be Paid**
- b. **To Approve Minutes of September 25, 2014**

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

**REVIEW MT. DIABLO UNIFIED SCHOOL DISTRICT AGREEMENT FOR USAGE OF TENNIS COURTS AT PLEASANT HILL EDUCATION CENTER**

Recreation Supervisor Lance Hurtado reported to the Board that the Pleasant Hill Tennis Club has approached the District about resurfacing the courts at Pleasant Hill Education Center. He said the tennis club has been fundraising for the work and already has a large donation committed. Hurtado said that before work can be completed on the courts there will need to be a new agreement established between the District and the Mt. Diablo School District. Hurtado reviewed the proposed agreement with the Board.

Kelly Williams, resident of Martinez and representative of the Pleasant Hill Tennis Club, was present. Williams stated that the club is hoping the new agreement can be established soon. The Club wants to resurface the courts this summer. Williams stated that the group currently has raised \$140,000 for the project, and are continuing to fundraise.

The General Manager stated that legal counsel Curt Kidder was involved in writing up the new agreement.

Board Member Sterrett asked why the item was not an action item on the agenda. Board Chair Bonato said the Board should have time to review and suggest changes to the agreement before it is an action item.

Board Member Glover asked whose responsibility the supervision of the courts would be. Hurtado commented that there would not need to be constant supervision of the courts.

All the Board Members had suggested changes in the wording of the agreement. The Board asked that the District's legal counsel review the agreement again.

Jim Utz, representative of the Pleasant Hill Tennis Club was present. He commented that a memorandum of understanding (MOU) will need to be completed between Pleasant Hill Recreation & Park District and the School District before the club can apply for grants. The Board asked Utz to look into whether there needs to be a formal agreement at this time. Utz said he would look into it. Utz commented that the court is in very poor shape and the timing of the approving the contract/agreement is critical.

The General Manager stated that there will need to be a separate contract with our District and the Pleasant Hill Tennis Club before any work can begin.

Utz requested the item to be an action item on the January 22, 2015 agenda. Both the Board and the General Manager said the item will be on the January 22, 2015 agenda. Board Chair Bonato said she did not want the School District to approve the agreement until changes have been made and it has been reviewed again by the District's legal counsel. Bonato suggested a two step approach to this issue. First getting the Pleasant Hill Foundation what they need to get grants for the Tennis Club, then working out a formal agreement with the School District.

The Board thanked Utz and Williams for their input on this item.

**TO CONSIDER REVISED DISTRICT REFUND POLICY (ACTION)**

The General Manager reviewed the updated refund policy with the Board.

Upon motion of Board Members Donaghu & Sterrett the Board approved the revised refund policy.

**REVIEW AGREEMENT WITH MPA DESIGN FOR DESIGN SERVICES FOR THE PLEASANT HILL PARK PATHWAY REPLACEMENT PROJECT**

The General Manager reported that the District will need design services for the pathway project as it is more extensive than originally thought. He said there are intricacies that need architectural assistance in the development of standard specifications for contractors to bid on. The General Manager commented that due to the nature of the pavers, the sizing, the connection points to the newer pathways that were installed during the Senior Center and Teen Center construction, demolition, plant and tree root removal, the District will need comprehensive specifications.

The General Manager and staff are recommending hiring Dick Alcina with MPA Designs for architectural services for the Pleasant Hill Park Pathway Replacement Project. The General Manager reported that MPA Designs has provided landscape services for the Teen Center and Senior Center. The General Manager said the project is estimated at \$12,000. He stated that the City of Pleasant Hill will need to be involved in the approval of the curb cuts. Board Member Sterrett asked Park Superintendent Tom Bradley if the new access for the trucks will be like the entrance to the District's parking lot. Bradley said he hopes not; as there would be more wear on the park trucks due to that particular design.

Board Member Shess asked if the project would be going out to bid. Bradley said it would be. He explained that much of the work has been removed from the bid package, due to the work being completed in house by District staff.

Board Chair Bonato stated she would like to make sure that the final design will be brought to the Board for approval. The General Manager assured her that it will. Bonato asked that the District's legal counsel review the agreement with MPA Designs. The General Manager said that legal counsel had reviewed the document and said there were some areas in the agreement that could be removed.

Board Chair Bonato asked if the District can still afford the project, and if it should go to the Budget Committee in the next month. The General Manager explained that when the final bids come in the project will come back to the Board. Bonato said that she feels money should be spent on the design. Bonato would like to see a funding plan before the bids are completed.

Board Member Donaghu said it will be very important to have a clear bid package.

Board Member Shess asked if the companies bidding on the project have an idea of what the District has budgeted for the project. Bradley said he has educated all the companies on the project budget.

Board Chair Bonato summarized that the agreement will go to legal counsel for review and modifications, and to the Budget Committee for other funding ideas if necessary.

### **TO SET BOARD COMMITTEE MEETING DATES**

#### **a. LAND AND FACILITY DEVELOPMENT COMMITTEE**

The Committee members will be finalizing a date with Recreation Supervisor Lance Hurtado.

#### **b. PERSONNEL COMMITTEE**

The Personnel Committee meeting was scheduled for January 23, 2015 at 9:00 a.m.

#### **c. BUDGET COMMITTEE**

The Budget Committee meeting was scheduled for January 22, 2015 at 4:00 p.m.

#### **d. PROGRAM COMMITTEE**

The Program Committee meeting was scheduled for January 14, 2015 at 4:00 p.m.

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

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

- He commented that he had read the article in the paper about the child who collapsed at Tice Valley gym, and how he was revived by a defibrillator. He asked if the District has looked into these for the Pleasant Hill Middle School gym. The General Manager said staff is looking into the issue.

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

- He attended the District's New Year's Event, and thought it was a great time.

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

- He attended the District's New Year's Eve event, and thought it was great, but a "full bar" had been advertised which it wasn't.
- He asked if the District's no smoking ordinance which included the e-cigarette language had been sent to the Pleasant Hill Chamber. The General Manager said it had not yet, but he will do it right away.
- He said the City of Pleasant Hill had been sued by a resident for the noise level of their summer concert series. The resident did not win the suit.

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

- She handed in the Holiday Festival evaluation form.
- She reminded the Board members to turn in their Form 700's.
- She asked staff to check on who is up to date on their Ethics training. The General Manager said he will check.
- She commented that she really likes receiving the Projects Report.

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

- She is interested in having a District "end of the year" report published. She will send the General Manager example she has seen.

- She asked about a press release regarding the e-cigarette ordinance. The General Manager said one had been completed.
- She will be one of the judges for the Community Service Awards on January 29, 2015.
- She gave an update on the Library Task Force.
- She asked about the status of the District audit. The General Manager said it will be on the February 12, 2015 agenda.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- The New Years Eve event should net out approximately \$9,000. Board Member Sterrett asked if childcare was offered at the event. The General Manager said it was not this year.
- He distributed Mike Stevens's retirement party information to the Board.
- He announced that the District had an ad in the Diablo Wedding magazine.
- He said that workers compensation just closed out for the 2002-03 year, and the District received a dividend in the amount of \$12,000 which he was very pleased with.
- He said staff is recommending Ann Luke from the Pleasant Hill Chamber for the Community Service Award, and Jennifer McGarry for the Board Appreciation Award.

Board Member Sterrett felt there should be a special board meeting to take action on the nominees before the January 22, 2015 Board meeting. She said this will give the nominees more notice before the awards event. The Board agreed to set a special meeting for Monday January 12, 2015 at 6:00 p.m.

### **ADJOURNMENT**

Board Chair Bonato adjourned the meeting at 8:46 p.m.

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Robert B. Berggren, Clerk of the Board