



Board of Directors Meeting Minutes January 23, 2014

The January 23, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 6:30 p.m. in the Conference Room at the Administration Office. Sterrett reported that the Board met in Closed Session, and no action was taken.

PLEDGE OF ALLEGIANCE

General Manager Berggren led the Pledge of Allegiance

ROLL CALL

BOARD PRESENT: Donaghu, Sterrett, Glover, Shess

ABSENT: Bonato

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

PUBLIC COMMENT

None

FUNDRAISING UPDATE

a. REPORT ON NEW YEAR'S EVE EVENT

b. UPDATE ON WINE, WOMEN & SHOES EVENT

a. Recreation Supervisor Hunn was present to report on the New Year's Eve event. She commented that the event brought in over \$9,000 in FF&E monies. She said the sold out event went great with good food and entertainment. She recommended that the District host the event again next year.

Board Chair Sterrett commented that she liked the financial report Hunn presented to the Board for the event. She asked Hunn about the possibility of adding childcare services to the event. Hunn said it would be considered for next year.

Board Member Donaghu attended the event; he commented that the dinner was very good. He would like to see more dinner tickets sold if possible. He said he heard from someone who attended the event that it was the best New Year's Eve event the person had ever been to.

Board Member Shess also attended the event and thought it was great.

The Board thanked Hunn for her report.

b. Recreation Superintendent Tina Young was present to update the Board on the upcoming Wine, Women & Shoes event. She reported that the Sponsorship Committee has had difficulty acquiring a major sponsor for the event. She commented that the committee is currently working with car dealerships for the major sponsorship. Young reported that all the other committees for the event are doing very well, and that it is a great group of people working on the event.

The Board thanked Young for her report.

TO CONSIDER UTILIZATION OF EAST BAY REGIONAL W.W. FUNDS FOR THE COMMUNITY CENTER PROJECT (ACTION)

The General Manager reported that the Board approved \$400,000 from the East Bay Regional Park District's WW funds for the Community Center project on June 13, 2013. He explained that the total WW funds allotted to the Community Center and Pleasant Oaks Park projects was \$503,985.

The General Manager reported that the Community Center project has depleted the Original Construction Contingency of \$386,000. He said the current potential Cost Exposure for the Community Center project is a minus \$70,187 as outlined in the Community Center Project Status Report through January 7, 2014. The General Manager reported that the status report on the Pleasant Oaks Project indicates an amount of -\$2,228 remaining construction contingency. He said the District will need to secure the remaining WW funding of \$103,985 to close out and finalize both of these projects.

Accounting Supervisor Mark Blair commented that based on potential project bills for both projects, the District will need the remaining WW funds.

Upon motion of Board Members Donaghu & Glover, the Board approved to use the remaining East Bay Regional Park District WW funds in the amount of \$103,985 for the Community Center project.

TO CONSIDER UTILIZATION OF PARKLAND DEDICATION FUNDS FOR COMPLETION OF BOND PROJECTS (ACTION)

The General Manager reported that the District needs additional funding to close out both the Community Center and the Pleasant Oaks Park projects. He commented that he is recommending utilizing the Parkland Dedication Fees to finish these projects. The General Manager reported that the current balance in the Parkland Dedication account is \$89,511. He explained that the District will need funds to "close out" the architects and project management contracts. He said due to the extended time frame of the projects, the District owes additional money to both the architect and the project manager.

Upon motion of Board Members Donaghu & Glover, the Board approved the utilization of Parkland Dedication Funds for completion of the Bond Projects.

TO CONSIDER RESOLUTION 2014-01-23A NOTICE OF COMPLETION FOR THE PLEASANT OAKS PARK PROJECT (ACTION)

The General Manager reported that Goodland Construction has requested that the District file the Notice of Completion for the Pleasant Oaks Park Project. He said CSI has agreed with the request to file the Notice of Completion. The General Manager commented that most of the punch list items have been completed on the site.

Upon motion of Board Members Donaghu & Glover, the Board approved Resolution 2014-01-23A Notice of Completion for Pleasant Oaks Park Project.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

COMMUNITY CENTER

- Staff is busy preparing for the public grand opening on Sunday.
- The College Park band will be playing at the event.

Board Chair Sterrett commented that the VIP opening was a great event.

Board Member Donaghu said that he received a lot of comments at the VIP event on how great the building was.

PLEASANT OAKS PARK

- The Grand Opening will be on Sunday, March 2, 2014 at 2:00 p.m.

The General Manager reviewed the proposed signage for the Pleasant Oaks Park site. Board Chair Sterrett commented that she would like this issue to be an action item on the next agenda.

Board Chair Sterrett started the regular meeting at 7:26 p.m.

PUBLIC COMMENT

None

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO KYLIE FISCHER AND AYSHA HARRIS

Kylie Fischer and Ayasha Harris were present to sign the Winter/Spring issue of The Spotlight for the District's wall of fame. The girls introduced their family members who were present. Both girls were presented with framed copies of The Spotlight.

The Board thanked Kylie, Ayasha, and their families for attending the meeting.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF NOVEMBER 20, 2013**

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

PRESENTATION AND APPROVAL OF AUDIT AND MANAGEMENT LETTER (ACTION)

- REVIEW DISTRICT ANNUAL AUDIT**
- PLEASANT HILL SENIORS CLUB ANNUAL REVIEW**

a. Craig Fechter from Fechter & Company, Certified Public Accountants was present to review the District's Annual Audit as well as the Pleasant Hill Seniors Club Annual Review with the Board. Fechter explained to the Board how his company completed the auditing process for the District.

The most significant change suggested by both the Auditor and Accounting Supervisor Mark Blair was updating the District's Policy Manual regarding the District's purchasing policy. Blair commented that the policy manual should be revised to have more accurate accounting measures in place for the use of Purchase Orders. Board Chair Sterrett commented that she will review the California Special District Association's policy manual and that she will work with Blair to update the District's manual.

Board Chair Sterrett asked Fechter to include an addendum to the management letter stating that the District is in the process of updating the policy manual.

Board Member Donaghu commented that he liked the format of the audit that was presented to the Board.

b. Fetcher discussed the Seniors Club Annual Review with the Board. He explained that the scope of worked performed in a review is different than the scope of work performed in an audit. He stated

that based on his company's review they were not aware of any material modifications that should be made at this time.

The Board thanked Fetcher for attending the meeting and giving his report.

Upon motion of Board Members Donaghu & Shess, the Board approved the Annual Audit and Management Letter as presented.

TO CONSIDER NOMINATIONS FOR 2013 COMMUNITY SERVICE AWARD AND BOARD APPRECIATION AWARD (ACTION)

The General Manager reported that the annual Community Awards Night will be held at the new Community Center on Tuesday, February 18, 2014. He commented that the District annually presents the Community Service Award and the District Board Appreciation Award to individuals or organizations that have made significant contributions to the District and the community.

The following candidates were chosen by the Board to be nominated by the District:

- Paul Cotruvo- Community Service Award. For his major efforts at the Blues & Brews, New Year's Eve, Breakfast with Santa, and the Come Together events.
- John Matthesen & Marian Woodard – Board Appreciation Award. For development of the Urban Farm at Rodgers Ranch.
- Harold Jeffrey – Board Appreciation Award. For his work on the Bond Oversight Committee.

Upon motion of Board Members Donaghu & Glover, the Board approved the nomination of Paul Cotruvo for the 2013 Community Service Award, and John Matthesen, Marian Woodard, and Harold Jeffrey for the 2013 Board Appreciation Award.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He reported that at the last Chamber Board meeting Chris Thomas was sworn in. Thomas has brought back the subject of tiered membership. Donaghu commented that this may affect the District's dues to the Chamber.

Shess made the following announcements/questions:

- He thanked staff for planning and implementing the well-attended VIP grand opening of the Community Center.

Sterrett made the following announcements/questions:

- She commented that she had sent an e-mail to the General Manager thanking the District Staff for all their hard work on the VIP event last night.
- She attended the Chamber Mixer at Tahoe Joes. She said it was a great event and there was lots of discussion regarding the upcoming Community Center grand opening.
- She distributed an invitation to the Board for the Lions Club crab feed.

The General Manager read an e-mail he had received from absent Board Member Bonato in which she commented what a successful event the Community Center VIP opening was.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He reported that the California Parks and Recreation Society annual conference will be held March 6-7, 2013 in Ontario.
- He reported that May 20th and 21st are the CPRS Legislative Days.

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 8:45 p.m.

Robert B. Berggren, Clerk of the Board