



## Board of Directors Meeting Minutes January 24, 2013

The January 24, 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, Sterrett, Donaghu

**ABSENT:** Bonato

**STAFF PRESENT:** Berggren, Lischeske, Kubota, Luke, Hunn, Miller, Young, Spatz, Riley

### **PUBLIC COMMENT**

None

### **FUNDRAISING UPDATE**

a. **CONSIDER NAMING OPPORTUNITY FROM PLEASANT HILL BASEBALL ASSOCIATION FOR PLEASANT OAKS PARK FIELD (ACTON)**

The General Manager reported that the Pleasant Hill Baseball Association has donated \$10,000 for the naming of a field at Pleasant Oaks Park. Board Member Sterrett asked what the name of the field would be. The General Manager stated the name will be something related to Pleasant Hill Baseball Association. Board Chair Glover stated that he is hopeful this will be a start for more sponsorship.

Upon motion of Board Members Donaghu & Sterrett, the Board approved the naming opportunity from Pleasant Hill Baseball Association.

The General Manager reviewed the current fundraising totals. He reported that the total for the fundraising efforts is up over \$700,000. He said that the District still has more to do, but that this is a good accomplishment. The sale of the Little House is still included in the report. Accounting Supervisor Mark Blair is looking into more information on the sale of surplus property. The General Manager also reminded the Board about the Benefit Concert on Friday, February 15, 2013 at the Senior Center.

Board Chair Glover asked if it would be feasible to contact the Valley Foundation regarding going back to them for a grant. The General Manager said he would look into it. He also stated that he will be looking into the HEDCO grant for the Community Center.

## **UPDATES ON BOND PROJECTS**

The General Manager made the following comments:

### **SENIOR CENTER**

- The punch list items have gone well; there have been some minor dispute items. There are some items that the District has not signed off on yet.

### **TEEN CENTER**

- Most of the punch list items have been completed.
- Received a donation of an air hockey table for the center.

### **COMMUNITY CENTER**

- The second half of the slab was poured today.
- The entire job is progressing really well. The contractor has been on schedule, and there have been minimal change orders.

### **PLEASANT OAKS PARK**

- Received the 50% completed construction documents.
- At this time the estimate is within the budgeted amount.
- Will be going out to bid on this project with four alternates.
- Plans will be submitted to the City of Pleasant Hill by February 14, 2013.
- The General Manager is still working on the fence issue. He stated that there will likely be a fence on some of the project due to the Environmental Impact Report. Everything regarding this issue will come back to the Board before it is given to the City.

The General Manager shared an e-mail that he had received from someone in the community who had rented the Senior Center for an event. The renter was very happy with the venue.

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

## **EX-OFFICIO MEMBER REPORT, GENESIS CASSIDY – COLLEGE PARK HIGH SCHOOL**

Ex-Officio Cassidy made the following comments:

- This is finals week at College Park.
- There will be no school on Monday, January 28<sup>th</sup> due to a teacher in-service day.
- The last Teen Council meeting was cancelled.
- The teens played Laser tag at the new Teen Center.
- Working on the CASTLE project in Leadership, she is hoping to attend a Lion's Club and/or a Rotary Club meeting to gain sponsorship for this project.

## **CONSENT CALENDAR (ACTION)**

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF DECEMBER 5, 2012**
- TO CONFIRM FEBRUARY 11, 2013 FOR BOARD STUDY SESSION**

The General Manager recommended that there be a motion to add the following warrants into the bills to be paid:

1. Abey-Arnold, Ck #7814, \$22,693.50 - Architect services for Pleasant Oaks Park remodel for Dec 1, 2012 – Jan. 15, 2013.

2. Aquatech, Ck #7815, \$3,858.19 -Final Invoice for water testing and report at the Senior Center.
3. Bank of Sacramento, Ck #7816, \$12,155.10 -Retention payment related to McFadden Invoice #18 for Dec. 2012.
4. McFadden, Ck #7822, \$44,202.81 -Construction costs Dec. 2012 for the Senior Center.

Upon motion of Board Members Donaghu & Sterrett, the above warrants were added to the list of bills to be paid.

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

### **TO REVIEW TRAINING REQUIREMENTS FOR BOARD OF DIRECTORS**

The General Manager reviewed the training matrix showing what training/filings each Board Member has completed, and what trainings/filings are still needed to be completed. He explained that the Harassment training is a new requirement for Board Members.

Board Member Sterrett distributed the 2013 CSDA Education Catalog to all the Board Members.

### **REQUEST FOR ITEMS TO BE DISCUSSED AT BOARD STUDY SESSION**

The General Manager will be reviewing the staff goals and accomplishments from the staff study session on January 16, 2013. He distributed the RJM Strategic Business Plan to the Board and explained that John Courtney from RJM will be in attendance at the Board Study Session to review the document.

Board Chair Glover stated that it is important for the Board to read through the Strategic Plan and come up with ways to evaluate any questions that may arise.

Board Member Sterrett would like the Little House property and the Winslow Center property to be discussed at the Board Study Session. Staff reported that there is nothing new to discuss on the Winslow Center property at this time.

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

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

- She commented that the Community Awards Dinner was one of the best ones that she has attended. She liked that the awardees could speak if they wished to.
- February 1, 2013 is the Star Quest deadline for talent submissions.

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

- Commented that it was a good job done by all at the Community Awards Dinner.

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

- He also thought the Awards Dinner was fantastic.
- Reminded the Board that the Mayor's Breakfast is coming up.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He has received a withdrawal from one of the Board applicants, so there will be eight to interview on Monday, January 28, 2013.

- There should be a Program Committee Meeting scheduled. Board Member Sterrett is looking into February 7<sup>th</sup> at 10:00.
- CAPRI closed out Workers Compensation for FY 2001-02 and 2002-03, and the District received a dividend of \$12,608.
- Henry Agonia, former Parks Director for the State of California passed away.
- The General Manager will be gone the first week of February at a CAPRI conference. Tina Young will be the Acting General Manager.

**ADJOURNMENT**

Board Chair Glover adjourned the meeting at 7:25 p.m.

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Robert B. Berggren, Clerk of the Board