



## Board of Directors Meeting Minutes February 13, 2014

The February 13, 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.

### **PLEDGE OF ALLEGIANCE**

Board Member Bonato led the Pledge of Allegiance

### **ROLL CALL**

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

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

### **PUBLIC COMMENT**

None

### **TO CONSIDER ADDITIONAL SIGNAGE AT PLEASANT OAKS PARK (ACTION)**

The General Manager reviewed the additional signage related to Pleasant Oaks Park with the Board.

He commented that the Board had requested more information on the following items:

- Pleasant Hill Baseball Association's (PHBA) banner placement on backstop #1.
- Pleasant Hill Martinez Soccer Association's (PHMSA) identification sign.

The General Manager said that the signage has been reviewed by the GNU Group, who has come back with their recommendations which included having signage for the PHMSA group in one area of the park, and signage for the PHBA group in another area.

Board Chair Sterrett asked if the new sign designs have been shown to both groups. The General Manager stated that they had, and that both groups approved the signage.

Board Member Bonato commented on the PHBA signage on the "snack shack". She said that currently the sign reads "PHBA Sports Complex". She expressed concern that the public will not be aware that the park is actually a District facility. The Board requested that the General Manager discuss the wording of the building signage.

The Board discussed the marketing aspects of having the District logo on the directional signs developed by the GNU Group. The General Manager explained that the GNU Group was trying to keep the directional street signs simple and easy to see for people driving by. Board Member Glover stated that he sees the directional signs as a way to get the public to the park where the District signage can be seen. Board Member Shess asked how long the completion of the signs will take. The General Manager said it would be a couple of months for all of them to be completed.

The Board agreed to vote on the PHBA and the PHMSA signage, but to wait on the directional signage.

Upon motion of Board Members Bonato & Donaghu, the Board approved the Pleasant Hill Baseball Association and the Pleasant Hill Martinez Soccer Association signage as presented.

### **UPDATES ON BOND PROJECTS**

The General Manager made the following comments:

#### **COMMUNITY CENTER**

- He commented that there is a meeting tomorrow with staff and the contractors to finalize the punch list items.
- Some District Staff have moved over to the site.
- There have been rentals over the past weekend.
- The building will be water tested on February 26, 2014.

Board Member Donaghu stated that he has received comments from the public that the sound system is excellent in the building. Board Member Shess commented that the Community Center was a great venue for the "Come Together Event".

Board Member Bonato commented that the kitchen at the Community Center does not currently offer enough space for caterers to warm food. She would like a report from staff regarding the costs involved to make the kitchen more functional for caterers.

#### **PLEASANT OAKS PARK**

- The Grand Opening will be on Sunday March 2, 2014 at 2:00 p.m.
- A fundraising committee for the playground is being developed. The committee will include PHBA members and members of the community.
- Pleasant Hill Baseball Association's Grand Opening will be March 8, 2014.

Board Chair Sterrett started the regular meeting at 7:37 p.m.

#### **PUBLIC COMMENT**

None

#### **EX-OFFICIO MEMBER REPORT**

No Report

#### **CONSENT CALENDAR (ACTION)**

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF DECEMBER 5, 2013**
- TO APPROVE RESOLUTION 2014-02-13A HONORING PAUL COTRUVO, FOR 2013 COMMUNITY SERVICE AWARD**
- TO APPROVE RESOLUTION 2014-02-13B HONORING JOHN MATTHESEN & MARIAN WOODARD, AND RESOLUTION 2014-02-13C HONORING HAROLD JEFFREY FOR 2013 BOARD APPRECIATION AWARD**

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

#### **REPORT FROM CONTRA COSTA SPECIAL DISTRICTS QUARTERLY MEETING**

- LOCAL AGENCY FORMATION COMMISSION ELECTION**

The General Manager reported that both he and Board Chair Sterrett attended the Contra Costa Quarterly meeting. He commented that the main agenda item of the meeting was the upcoming

LAFCO elections. He said there will be two open seats on the CCSDA board. The General Manager stated that he had registered Board Chair Sterrett as the voting member for the District.

**TO CONSIDER PURCHASE OF AN ABI FORCE MACHINE FOR FIELD MAINTENANCE (ACTION)**

The General Manager commented that Park Maintenance Supervisor Tom Bradley and Recreation Supervisor Lance Hurtado are recommending the purchase of the ADI Force machine for the maintenance of the baseball/softball infields. He said that this machine will assist park maintenance staff in properly preparing the infields within the District. The General Manager and staff stated that the machine's versatility also will allow staff to maintain the bocce courts properly. The General Manager is recommending this purchase over the new truck that was in the budget for this fiscal year.

The Board would like staff to have a warranty on the equipment. Bradley commented that since this is a newly designed machine the company is offering a 60 day money back guarantee.

Upon motion of Board Members Shess & Donaghu, the Board approved the purchase of the ABI Force machine in the amount of \$16,537.00.

**TO SET DATE FOR THE PERSONNEL COMMITTEE MEETING**

The General Manager reported that the Personnel Committee consists of Board Members Glover and Donaghu.

The Personnel Committee meeting was scheduled for March 12, 2014 at 8:00 a.m.

**TO SET DATE FOR LAND & FACILITIES DEVELOPMENT COMMITTEE MEETING**

The General Manager reported that the Land & Facilities Development Committee consists of Board Members Shess and Glover.

The Land & Facilities Development Committee meeting was scheduled for March 13, 2014 at 8:00 a.m.

Board Member Bonato requested to have written reports from both committees shared with the Budget Committee.

**BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

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

- He said that Board Chair Sterrett did a great job with her presentation at the Mayor's Breakfast. He commented that it was a great event.

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

- She commented that she also enjoyed the Mayor's Breakfast. She said it was nice to hear the City acknowledge the District in a positive way. She had a chance to meet the new Mt. Diablo Unified School District Superintendent.
- She reported that the Oversight Working Group has been discussing the sidewalk issues in Pleasant Hill Park. They are talking about partnering with a health organization for the repair of the sidewalks.
- She attended a YMCA event in which potential partnerships with the District were discussed. She would like to look into this matter further in the next couple of months.
- She reported that the City has set the date of March 24<sup>th</sup> at 7:00 p.m. for the AT&T appeal hearing.

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

- He said that Board Chair Sterrett did a great job at the Mayor's Breakfast. He commented that the sound at the event was very good.
- He commented that the "Come Together" concert event was one of the best he has heard.
- He asked if District legal counsel Mark Cornelius was officially retired. The General Manager said he will be in mid March.

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

- He commented that the "Come Together" concert event was great.
- He would like the District's water conservation efforts to be shown to the public through publicity efforts.
- He also complimented Board Chair Sterrett on her presentation at the Mayor's Breakfast. He said at the breakfast he had the pleasure of meeting the new Mt. Diablo School District Superintendent.

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

- She commented that she appreciated everyone's support for the Mayor's Breakfast. She thanked Marketing Specialist Jen Thoits for her work on the event.
- She said the California Parks and Recreation Society (CPRS) luncheon is next week. She and Donaghu will be attending the event.
- She commented that the CPRS State Awards will be given at the annual conference in Ontario in March.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He reported that Community Awards Night will be February 18, 2014 at the Community Center.
- He said the District received a \$10,000 dividend from CAPRI.

### **ADJOURNMENT**

Board Chair Sterrett adjourned the meeting at 8:50 p.m.

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Robert B. Berggren, Clerk of the Board