



Board of Directors Meeting Minutes February 14, 2013

The February 14, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:32 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, Bonato, Shess

STAFF PRESENT: Berggren, Lischeske, Blair, Miller, Young

PUBLIC COMMENT

None

SET A DATE TO TOUR THE COMMUNITY CENTER SITE

The Board Tour of the Community Center site will be at 4:45 pm on February 28, 2013 prior to the scheduled Board Meeting. There will be a closed session beginning at 5:30 pm that evening, with the Bond portion of the meeting beginning at 6:00 pm.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

SENIOR CENTER/TEEN CENTER

- Some of the punch list items have not been completed. The General Contractor McFadden is contending that they have been completed.
- The General Manager will be receiving more information regarding the Senior Center Acoustic issue.

Board Member Donaghu asked if the Community Center will be facing the same acoustical issue that the Senior Center is having. The General Manager explained that the hope is that the design of the Community Center is different enough so there will not be a problem.

COMMUNITY CENTER

- Work is on schedule. The staff is very pleased with the Contractor working on this site.

Board Member Bonato requested from the staff more information on the change orders. She would like to see explanations for each change order so that it is clearer for the Board. Bonato commented that the experiences the Board has had with the building of the Teen Center and the Senior Center have made them more sensitive to issues that are brought to them. The General Manager will work with staff to incorporate explanations for the change orders in their reports.

PLEASANT OAKS PARK

- 50% completion of the Construction Documents was submitted to the City and they have three weeks to review it.
- Currently everything is on schedule with this project.

Board Member Bonato asked if the Environmental Impact Report in regards to the fence issue has been settled. The General Manager explained that the design of the fence is still a "work in progress".

Board Chair Glover commented that he wants to be sure the neighbors of the park are kept in the communication loop as to the progress of the fencing situation.

Board Member Bonato asked when the process on the sale of the Little House will be brought to the Board. The General Manager stated that he will include it in the next Board Meeting.

Board Chair Glover started the regular meeting at 7:17 p.m.

PUBLIC COMMENT

None

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

Ex-Officio Cassidy made the following comments:

- The Leadership class is participating in a fundraiser called "Pennies for Patients".
- Leadership students at College Park are connecting with Leadership classes at the Middle Schools.
- February 27th is the Conference for Leadership with other High Schools in the area.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF DECEMBER 19, 2012 AND JANUARY 10, 2013**

Upon motion of Board Members Donaghu & Sterrett, the Board approved the Consent Calendar with the changes to the January 10th minutes.

PRESENTATION AND APPROVAL OF AUDIT AND MANAGEMENT LETTER (ACTION)

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

Michael O'Connor with R.J. Ricciardi was present and presented the District's annual audit, Measure E audit, the Pleasant Hill Senior Club's annual audit, and Management Letters to the Board. O'Connor stated that there are no issues in the Management Report. He explained to the Board that the General Manager approves the bill payments which are an important cross check practice for the District's financial reports.

The Board questioned the necessity for the District to continue to pay for the Senior Club audit, as opposed to the Senior Club paying for it themselves. O'Connor explained that the Senior audit costs the District roughly \$3500. Board Member Bonato suggested that in the future a review of the Senior Club's finances instead of a full audit may be a better consideration.

Upon motion of Board Members Donaghu & Sterrett, the Board approved to accept the annual audit as presented for the Recreation and Park District, Measure E and the Pleasant Hill Seniors Club, and the Management Letter.

Board Member Bonato made a motion to amend the Management Letter to include observations and status reports.

Board Member Sterrett seconded this motion and the Board unanimously approved to amend the Management Letter.

TO CONSIDER ENDORSEMENT OF PLEASANT HILL EDUCATION INITIATIVE (ACTION)

The General Manager distributed the announcement of the City Council endorsing the Mayor's proposed Pleasant Hill Education Initiative. The General Manager explained that Board Chair Bobby Glover and Recreation Superintendent Tina Young will be representing the District at the first steering committee meeting.

Board Chair Glover stated that there will be more information about the initiative to share with the Board after the first steering committee meeting.

Board Member Shess commented that he would like the Board to wait to take action on the initiative until after the steering committee has met. He commented that the initiative is a great idea.

Board Member Bonato commented that she would really like to see the District embrace this initiative in our programs and marketing.

Board Member Donaghu commented that he hopes all involved on the committee are given work loads equally for the initiative.

Board Member Sterrett was also in agreement that it may not be a good idea to endorse the initiative before the steering committee meets.

Ultimately it was decided by the Board to endorse the initiative and to have Board Chair Glover and Recreation Superintendent Young bring a report to the Board after the first steering committee meeting.

Upon motion of Board Members Bonato & Donaghu, the Board approved to endorse the Pleasant Hill Education Initiative.

PROGRAM COMMITTEE REPORT

- a. TO CONSIDER UPDATED DISTRICT REFUND POLICY (ACTION)**
- b. REVIEW OF THE SPRING/SUMMER 2013 SPOTLIGHT**

The Program Committee met on Thursday, February 7, 2013. At this meeting the District's refund policy was discussed as well as the review of the upcoming Spring/Summer Spotlight.

a. This item was tabled to the February 28th Board Meeting. Also at that meeting the Board would like an update on the status of the ability for the District's Co-sponsored groups to renew renting facilities for their meetings.

b. Board Member Sterrett reviewed the upcoming Spring/Summer Spotlight with the Board. She reported that the Pleasant Hill Baseball Association has purchased the back page of this Spotlight for \$800.

There was discussion from the Board on referring certain items in the Spotlight to the web site to save space in the Spotlight. There was also discussion on the Teen Center hours.

REPORT FROM CONTRA COSTA SPECIAL DISTRICTS QUARTERLY MEETING

Board Member Sterrett reported on the Contra Costa Special Districts Quarterly meeting. This meeting was held on January 28, 2013. The main program was a panel discussion on "How New State Retirement Legislation Will Affect Special Districts". The panel members were Anthony Suine (from CALPERS Pension Reform Team), and Marilyn Leedon (Contra Costa County Retirement Executive Officer). Also discussed were investments of the county retirement funds and pending LAFCO issues.

The next Chapter meeting will be April 15, 2013 at the Sanitary District multipurpose room.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She attended the Mayor's Breakfast which was nice. She thought that Board Chair Glover did a good job with his presentation.
- Star Quest auditions will be next week. They will have 65 acts auditioning.

Donaghu made the following announcements/questions:

- Complimented Board Chair Glover on his presentation at the Mayor's Breakfast.
- The next Chamber Mixer will be at the Senior Center on February 20th.

Shess made the following announcements/questions:

- He enjoyed the Mayor's Breakfast.

Bonato made the following announcements/questions:

- She met with John Mathesen at Rodgers Ranch to look at all the gardens on the plateaus.
- She reported that the Eucalyptus tree at Rodgers Ranch has been removed.
- She commented that the Historical Society bin was broken into.
- On April 6, 2013 there will be a plant sale event at Rodgers Ranch.
- She thanked Tom Bradley for all his help at the Rodgers Ranch site.
- She would be interested in the possibility of renting out the picnic area at Rodgers Ranch.
- She attended the Mayor's Breakfast and thought it was great.
- She had asked staff for a report on the security measures in place in the District's Preschool programs. The General Manager said staff is working on completing this item.
- She received the Legislative report from the Ralph Heim Group. There are a number of follow up/clean up bills in the report.

Glover made the following announcements/questions:

- He appreciated being asked to present at the Mayors Breakfast.
- Reminded the Board that next Wednesday is the CPRS awards luncheon.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- Dickeys BBQ will be holding a fundraiser for the Preschool Parent Committee on February 21, 2013.
- Devinos restaurant will be holding a fundraiser on March 6, 2013 for FF&E fund.
- Sweet Tomatoes will be holding a fundraiser for the Senior Center FF&E fund on February 21, 2013.
- The District received the 2012 Award of Merit from PCBC for the Community Center.
- The General Manager shared a very positive letter regarding the District's swim classes.
- He distributed the updated rental matrix for the Senior Center. Board Member Sterrett would like to see a matrix for the Teen Center.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 10:03 p.m.

Robert B. Berggren, Clerk of the Board