

Board of Directors Meeting Minutes February 26, 2015



The February 26, 2015 Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:00 p.m. in the Conference Room at the Administration Office. Bonato reported that the Board met in closed session with legal counsel on two issues. She stated that there will be a meeting on the Harriman issue in late spring, and the Abey Arnold Associates issue is currently in discovery. If a court date is needed for this it will be in 2016.

PLEDGE OF ALLEGIANCE

Board Member Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Donaghu, Glover

ABSENT: Shess, Sterrett

STAFF PRESENT: Berggren, Blair, Bradley

PUBLIC COMMENT

None

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- Due to Monday holidays the council has not had a meeting since the last Board Meeting.
- They will be helping with the District's Breakfast with Bunny event on March 28, 2015 at the Senior Center.
- They will be helping with the District's Eggciting Egg Hunt on April 4, 2015
- The Prom Fashion Show has been cancelled.

College Park news:

- Course cards have all been collected.
- Tomorrow is a Panda Express fundraiser for the class of 2017.
- There was a mini college fair and mock interviews done at the Career/College Center last night.
- California Scholarship Federation applications are due tomorrow.
- There will be a SAT boot camp through PTSA on March 7, 2015 and March 8, 2015 from 9:00a.m.-1:00 p.m.
- College Park's Open House is March 12, 2015 from 6:30p.m. – 8:00p.m.
- Winter sports are finishing.
- Spring sports are beginning.
- MDUSD will be offering a free online Driver's Education class for students.
- There will be no school on March 13, 2015.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid
- b. To Approve Minutes of, November 19, 2014

Upon motion of Board Members Donaghu & Glover the Board approved the Consent Calendar with the amended November 19, 2014 minutes.

FINAL REPORT OF THE BOND OVERSIGHT COMMITTEE

Bond Oversight representatives Harold Jeffrey, Marie Simons, and Norm Vanhole were all present.

Chair Vanhole presented the final committee report ending December 31, 2014 to the Board. Vanhole reviewed the specific attachments of the report with the Board. Vanhole reported that the Bond Oversight Committee (BOC) has been comprised of seven citizens who have served voluntarily for the past five years and have met quarterly in open meetings to verify the following:

- The District has spent all bond funds in accordance with the Measure E ballot language.
- No bond money has been spent on District administrator salaries and other operating expenses.
- A separate account has been established by the District for deposit of bond proceeds.
- An independent audit has been completed annually on the District’s Measure E account.
- A report is made to the voters of the District regarding the revenues and the expenditures of the Measure E funds.

Vanhole stated that in summary the BOC reports that the total expenses of \$29,817,315 has been spent in accordance with the original Measure E bond intent and has been allocated to the following projects:

- Construction of a new Senior Center \$10,313,507
- Construction of a new Teen Center \$3,607,057
- Construction of a new Community Center \$11,706,228
- Pleasant Oaks Park Improvements \$4,190,523

Vanhole commented that he wanted to thank everyone who was involved in the project. He said most notably the District’s Accounting Supervisor Mark Blair for all his work on the Committee over the past five years.

Accounting Supervisor Blair commented that the BOC was a very talented group of people.

Board Member Donaghu stated that the final report was excellent, especially the graphs.

Board Chair Bonato thanked the Committee members and said she appreciated the praise that they gave the District’s staff in the final report. She asked if there should be a press release of the final report. The General Manager said there will be, and it will be posted on the District’s web site.

Board Member Glover commented that there should be a formal recognition of the Bond Oversight Committee.

PERSONNEL COMMITTEE

TO CONSIDER POSITION UPGRADES (ACTION):

- **Facility Supervisor**
- **Recreation & Parks Manager**
- **Park Maintenance Supervisor**

The General Manager reported that the Personnel Committee met on January 23, 2015 to review the District's Organizational Chart from July 2014. He said based on the re-organization he would like to make the following recommendations to begin January 1, 2015.

- Elevate the Facility Coordinator position to the Facility Supervisor position. The General Manager stated that along with handling facility rentals, the position would supervise the customer service staff at the Community Center.
- Elevate Recreation Supervisor Lance Hurtado to the position to the position of Recreation & Parks Manager. The General Manager stated that this position would be elevated to Administrative Staff which would entail Hurtado handling in addition to the Sports Program, training for District staff, ADA assessments, and the injury and prevention program.
- Reinstate the Park Maintenance Supervisor position to help support park operations. The General Manager stated that this position has been vacant since Tom Bradley received the Park Superintendent position. He said that Bradley is interested in hiring the Supervisor position "in-house", so the position will only be advertised to District employees.

Board Member Donaghu stated that the Personnel Committee was in agreement with the General Managers recommended organizational changes.

Board Chair Bonato stated that she felt the Organizational Chart and General Manager recommendations were well thought through.

Upon motion of Board Members Donaghu & Glover the Board approved the proposed position upgrades.

TO CONSIDER AGREEMENT WITH MADRONE FOUNDATION FOR INSTALLATION OF LABYRINTH AT BROOKWOOD PARK (ACTION)

The General Manager reported that at the August 14, 2014 Board Meeting the Board approved the installation of a Labyrinth at Brookwood Park, pending the determination of the conditions of the contractor and monetary issues. The General Manager commented that staff has met with the Hospice division of Health Care at Home and concluded that the best approach on completing the labyrinth was to utilize their non-profit corporation, the Madrone Foundation.

The General Manager introduced the representatives from the Foundation who was present at the meeting.

The General Manager reviewed the proposed agreement with the Board, and commented that the agreement had been reviewed by the District's legal counsel prior to coming before the Board.

Board Chair Bonato said she felt the agreement was well put together. She asked to correct a few items relating to the "contractors" and to the "providing materials" verbiage. Bonato then reviewed specific items in the agreement with the General Manager.

The Madrone Foundation members present stated that fundraising for the project will formally begin tomorrow, but there has already been some monetary contributions made. They said they are targeting June 28, 2015 for the opening of the labyrinth. The representatives thanked the Board and District staff for their support and positive involvement in the project.

Board Chair Bonato commented that one of the goals of the District is to maintain partnerships once they have been established.

Upon motion of Board Members Donaghu & Glover the Board approved the agreement with Madrone Foundation subject to review of the final agreement from District's legal counsel.

TO SET BOARD COMMITTEE MEETING DATES

a. LAND AND FACILITY DEVELOPMENT COMMITTEE

Board Member Glover reported that the Land and Facility Development Committee will be meeting on March 5, 2015 to discuss District properties. Legal Counsel will be present at the meeting.

The General Manager stated that the meeting update will be on the March 12, 2015 Board meeting agenda.

b. PERSONNEL COMMITTEE

Board Member Donaghu reported that the Personnel Committee is waiting for the Board to review the District Policy Manual before they meet again.

c. BUDGET COMMITTEE

Board Chair Bonato reported that the Budget Committee will be setting a meeting date with the General Manager.

d. PROGRAM COMMITTEE

Board Member Donaghu commented that the District's upcoming Spotlight has been completed and published.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He attended a YMCA function at the Senior Center. He spoke with the regional manager who is still interested in partnering with the District on Teen programs. Donaghu suggested he speak with the General Manager.
- He distributed minutes from the Chamber study session that was held in January.

Glover made the following announcements/questions:

- He complimented District staff and Board Member Shess on their involvement in the Mayor's Breakfast. He felt the District was well represented.
- He recently went on a bike ride through Walden Park. He said there was a group there playing disc golf. He was very impressed with the whole event.
- He was sorry he could not attend the awards banquet today.

Bonato made the following announcements/questions:

- She said she was glad Vice Chair Shess did a good job at the Mayor's Breakfast.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He commented that there was a large crowd at the CPRS Awards and Installation Banquet at the Community Center today. He said it was a great event.
- He asked if Board Chair Bonato would be able to attend the Park Maintenance meeting tomorrow in the District Office Conference Room. She said she will be there.
- He distributed information from the Council on Aging which included the District's Senior Center activities.
- He said the CSDA elections are coming up.
- He distributed East Bay Regional Park District's final report.
- He commented that the District had their annual CAPRI site inspection which was very extensive. He said the District received a good review.
- KIDSTOP Children's Center will be having an Open House on February 27, 2015 from 4:00-7:00 p.m. He invited the Board to attend.
- The Come Together event is also tomorrow.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 8:22 p.m.

Robert B. Berggren, Clerk of the Board