



## Board of Directors Meeting Minutes February 27, 2014

The February 27, 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**

Bond Coordinator Lynn Spatz led the Pledge of Allegiance

### **ROLL CALL**

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

**ABSENT:** Shess

**STAFF PRESENT:** Young, Lischeske, Blair, Spatz, Bradley, Miller, Luke, Riley

### **PUBLIC COMMENT**

None

### **FUNDRAISING UPDATE**

#### **a. WINE, WOMEN & SHOES**

Senior Center Supervisor Kendra Luke was present to give an update to the Board on the Wine, Women & Shoes fundraising event. Luke reported that the wineries have been selected, the vendors for the "market place" have been selected, and the fashion partner for the fashion show has been confirmed. She commented that the selection of auction items is going well. The goal of the group is to have six large live auction items, and twenty silent auction items. Luke stated that marketing for the event is going well, there will be an ad in Diablo Magazine, e-blasts are going out every four weeks with increased frequency as the event gets closer. She said the DJ will be donating his services, Jacks restaurant will be providing Valet services. The group is still looking for six culinary organizations and an MC for the event.

Luke reported that the event has five main sponsors, and three sponsors that will have their logo included in the program.

Board Member Bonato asked if the group has secured the one big sponsorship yet. Recreation Superintendent Young commented that they have not. Bonato asked if the group is worried about not securing a large sponsor. Young commented that the group has received lots of small sponsorships, and there is a pending grant from Wells Fargo.

The Board thanked Luke and Young for their report and their work on the committee.

### **UPDATES ON BOND PROJECTS**

The Recreation Superintendent made the following comments:

#### **COMMUNITY CENTER**

- The punch list items are still being worked on.
- The building passed the water test.

Board Member Bonato commented that the splash issue on the south side of the building is worth looking into. She would like staff to let her know if there is a solution to this problem and what the costs would be for a solution.

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. Bonato asked staff to provide a list of equipment in the Community Center kitchen. Bonato asked Superintendent Young to look into the cost purchasing mobile convection ovens.

### **PLEASANT OAKS PARK**

- The Grand Opening will be on Sunday, March 2, 2014 at 2:00 p.m. Young reported that there will be many activities during the Grand Opening including exhibition games from the Pleasant Hill Baseball Association and the Pleasant Hill Martinez Soccer Association. She asked the Board Members to wear comfortable clothing for the event, and to be prepared to possibly throw a pitch or be involved in some other activity.
- The first fundraising committee meeting for the playground was held earlier today. Board Member Glover is on the committee. Glover reported that it was a productive first meeting in which really good ideas were discussed regarding fundraising, and the initial design of the playground. Glover reported that the second committee meeting will be held next month, but a date has not been scheduled at this time. Board Member Bonato asked about the estimated costs of the playground. Glover said the costs are estimated in the \$90,000 range. Recreation Superintendent Young commented that there will be photos at the park Grand Opening to show the public the potential playground designs.

Board Chair Sterrett started the regular meeting at 7:23 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 19, 2013**

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

### **Review of December 31, 2013 Quarterly Report**

- Review of Investment Report**
- Review of Public Agency Retirement Services (PARS)**

Accounting Supervisor Mark Blair was present to give the Board a report of the first half of the budget year. Blair commented that the bottom line results for the General Fund show a decline of \$48k compared to numbers from last fiscal year. He reported the following:

- Tax Revenue - Shows an increase over last year which could be a reflection of the economy improving.
- Overall Program Revenue - Total program revenues have increased by 21.4% which can be attributed to our facilities being back on line.
- Overall Program Expenses - Expenses are up by 18.1%. Blair commented that the expense increase is largely attributable to the Teen Center and the Senior Center sites

that have been open for the entire fiscal year. Blair said the rental activity for both the Teen and Senior Centers are improving the bottom line budget results for these facilities.

- Long Term Debt - Refinancing the two CSDA loans resulted in a lower interest rate and changed the payment schedule for the 2013-14 year. This account should finish \$26k under the current budget.
- Capital Expenses - This department has a \$255k decline over last year. The majority of this change is due to the decline of \$251k in FF&E purchases. Board Member Bonato asked if the amount showed included reimbursement from the Pleasant Hill Foundation. Blair said that it is included.

Board Member Bonato asked Blair if he is encouraged enough by the budget numbers to find additional money to make improvements on the facilities or for personnel. Blair commented that it was too early to tell how encouraging the numbers are.

The Board thanked Blair for his report.

### **TO CONSIDER RESOLUTION 2014-02-27 NOTICE OF COMPLETION FOR THE COMMUNITY CENTER PROJECT (ACTION)**

After discussion regarding the resolution impacting completion of the work at the Community Center, this item was tabled to the next meeting.

### **REPORT FROM PROGRAM COMMITTEE**

- SPRING/SUMMER 2014 SPOTLIGHT REVIEW**
- RENTAL FEES FOR PARKS, PICNICS AND POOLS (ACTION)**

Board Member Donaghu reviewed the upcoming Spring/Summer 2014 Spotlight with the Board.

Aquatic Supervisor Korey Riley was present to review the current pool rental fees and the proposed adjustments to the current fees. She commented that each facility in our area has different rental fee policies so it is very hard to get comparables.

After Riley's report the Board decided to separate out the parks, picnics and pool rental fees into two action items.

Upon motion of Board Members Donaghu & Bonato, the Board approved the new rental rates for the pool area as proposed by Riley.

Board Member Bonato asked Riley if she knew how this new pricing would affect her budget. Riley said she does not have concrete figures at this time. She will be reviewing the new pricing as the year goes on. Bonato asked if The Spotlight gives the Aquatics department enough publicity for pool rentals. Riley commented that it does, and that she receives a lot of rentals from word of mouth.

Recreation Superintendent Young reviewed the current and proposed rental fees for the parks and picnic areas. She reported that the rental fees have not been raised in six years. She commented that based on information from the surrounding cities, the staff is recommending raising the rental fees on a tiered basis:

- 0-100 persons - 10% increase
- 101-150 persons – 12% increase
- 151+ persons – 15% increase

Board Chair Sterrett commented that she was not in favor of the staggered increase. She felt the increase should be a flat 10% increase. She said she felt the larger rentals would be priced out of the market.

Board Member Donaghu commented that the Program Committee was in agreement with the staff to have a tiered increase based on the costs associated with the larger group rentals.

Upon motion of Board Members Donaghu & Glover, the majority of the Board approved to modify the current rental rates for the park and picnic areas.

Board Chair Sterrett voted no.

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

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

- She commented that the WIFI at the Community Center needs to be fixed by the District's IT department. She said that people expect their devices to work in a new facility.
- She commented that she would like to see the Snack Shack window at the Teen Center look more commercial and less residential
- She said she would be very open to inviting East Bay Municipal Utilities District (EBMUD) to a Board meeting to discuss water usage.
- She would like staff to revisit the fees for the Community Garden rentals.
- She attended a meeting at Rodgers Ranch Heritage Center regarding the fundraising event for their wheat barn project. She would like the Land and Facilities Committee to further look into this issue.
- She commented that Rodger's Ranch and Urban Farm Plant Expo is April 4<sup>th</sup>. She asked staff to lend the group a hand with publicity support for the event.

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

- He attended the California Parks and Recreation District III awards at which the Senior Center received an award. He showed the award to the Board. He said the event was very well attended.
- He commented that the next Chamber mixer will be held March 13<sup>th</sup> at Total Property Solutions.
- He encouraged the Board to visit the Chamber's new web site.

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

- She commented that she felt the District's Board study session was very productive.
- She attended the California Parks and Recreation Society (CPRS) District III luncheon.
- She attended the Community Service Award event. She said it was a great event.

## **STAFF ANNOUNCEMENTS**

The Recreation Superintendent made the following announcements:

- She reported that the California Parks and Recreation Annual Conference will be held in Ontario next week. She commented that District staff will be attending the event and accepting the award received from the state for the Senior Center.
- She commented that she had a meeting with Denise Koroslev from Rodgers Ranch regarding programming ideas Koroslev would like to offer at the Ranch site. Young said it had been a productive meeting and that the District would be working closely with Rodgers Ranch on future programming topic ideas.
- She commented that the June 12, 2014 Chamber Mixer will be held at the Community Center. She reminded the Board that this is a regularly scheduled Board meeting night so

there may want to be future discussion regarding holding that Board meeting at the Community Center site.

**ADJOURNMENT**

Board Chair Sterrett adjourned the meeting at 9:55 p.m.

---

Tina Young, Acting Clerk of the Board