



## Board of Directors Meeting Minutes February 28, 2013

The February 28, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:04 p.m. in the Conference Room at the Administration Office. Board Chair Glover reported that the Board met in closed session to discuss the City of Brentwood et al. v. Campbell, Contra Costa Superior Court Case Number MSN11-1029. The Board voted unanimously to participate in the appeal of the trial court.

### **PLEDGE OF ALLEGIANCE**

Board Chair Glover led the Pledge of Allegiance.

### **ROLL CALL**

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

**ABSENT:** Sterrett

**STAFF PRESENT:** Berggren, Lischeske, Miller, Young, Spatz, Bradley, Blair

### **PUBLIC COMMENT**

None

### **TO CONSIDER DECLARING THE LITTLE HOUSE, 249 GREGORY LANE, SURPLUS PROPERTY (ACTION)**

The General Manager reported that the property located at 249 Gregory Lane, which since 1999 has been called "The Little House" was discussed at the January 10, 2013 Board Meeting. At that time, the Board requested additional information about selling the property. Attorney Mark Cornelius was present to answer any follow up questions the Board may have regarding the process to declare the Little House surplus property.

The General Manager reported that in order to sell the Little House, the Board of Directors must first declare it surplus property. Once the Board declares the property surplus, the District will need to contact the Affordable Housing Agencies who have 60 days to respond as to whether they would be interested in the property for affordable housing. If the District has had no response from the Affordable Housing Agencies, after the 60 day period, the District can place the property on the open market to sell.

Board Chair Glover asked if there are multiple non-profit agencies that show interest in the surplus property is there a priority process for bidders. Cornelius stated that he believes there is an order of precedence for this, but he has not seen multiple bidders in other projects he has been involved with.

Board Member Bonato asked if there are non-profit agencies who are interested in the property if the District would be required to do an appraisal of the property at that time. Cornelius explained that he believes the District would not be required to do an appraisal. He went on to explain that if a non-profit does show an interest in the property the District would have another 60 days to enter into a "good faith" negotiation with the agency. He does recommend that if an agency expresses interest in the property that the District get an appraisal to get an idea of the market value.

Board Member Bonato asked if the General Manager has spoken to any agents regarding the terms of a sale if the District were to sell the property. The General Manager explained that he has not discussed specific terms with agents yet.

Board Member Bonato asked if by declaring the Little House surplus property the District is committed to selling the property. Cornelius explained that just because the District is entering into the process of declaring the property surplus does not mean it would need to be completed at this time. This could wait awhile, but he is recommending that if the Board decides to wait to sell the property they do not wait too long as then the Board would have to go back and begin the entire process from the beginning.

Upon motion of Board Members Donaghu & Shess, the Board approved to declare the Little House, 249 Gregory Lane, surplus property.

### **PRESENTATION OF FURNITURE FOR COMMUNITY CENTER BY DAHLIN GROUP**

Mario Aiello and Stephanie Fujimura from the Dahlin Group and architect Karl Danielson were present to provide the Board with a presentation on the furniture designs for the Community Center. Danielson presented the Board with the 2012 Gold Nugget award the District received for the architectural design of the Community Center.

The Board thanked the Dahlin Group for their presentation of the furniture designs and for the detailed work showing the plans for the furniture.

### **UPDATES ON BOND PROJECTS**

The General Manager made the following comments:

#### **SENIOR CENTER**

- The landscaping in the rear of the building was installed.
- The acoustic material will be installed next week.

#### **COMMUNITY CENTER**

- The Board toured this site prior to the meeting.

#### **PLEASANT OAKS PARK**

- The City is in the process of reviewing the plans for this site.

Board Chair Glover started the regular meeting at 7:04 p.m.

### **PUBLIC COMMENT**

Paul Nilsen, resident of Pleasant Hill, was there to speak on behalf of his son Adam regarding the Old School House property. He and his son are involved with the organization that is trying to save the Dome Theater in Pleasant Hill. His group would like to work with the Board in looking into saving the Old School House which has been closed since 2009. His group would like to see it reopened as they feel it is an asset to the Pleasant Hill community.

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

Ex-Officio Cassidy made the following comments:

- The Concord Leadership exchange at Concord High School had 200 students in attendance.
- The Pennies for Patients fundraiser is still going on.
- The Prom Fashion Show event through the District has been cancelled due to lack of participants.

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

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF JANUARY 24, 2013**

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

### **PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO THE SENIOR PARTICIPANTS**

Senior Center Members Dagny and Andy Benz, and Nancy Webster were present to sign copies of the Spring/Summer Spotlight. They will each receive a framed copy of the signed Spotlight and one will be displayed on the wall at the District Office.

The Board thanked the Senior Center members for attending the meeting and signing the Spotlight.

### **REPORT FROM FRIENDS OF RODGERS RANCH**

Friends of Rodgers Ranch representative Denise Koroslev was present to give a report and a presentation to the Board regarding some possible new ideas at the Rodgers Ranch site.

Koroslev shared with the Board that the goals of the Friends of Rodgers Ranch group are to:

1. Raise money to preserve and maintain the Rodgers Ranch Heritage Center.
2. Rebuild the wheat barn and possibly a building for the Historical Society.
3. Educate the community about the History of Pleasant Hill and the surrounding area.
4. Continue encouraging nature and gardening programs.

Koroslev stated that her main reason for her presentation to the Board at this time was to get the Board's opinion on how the progression of the Ranch has been going over the years. The Friends group has been discussing potential changes at the facility and would like to discuss ideas for changes in more detail with the Board.

The General Manager proposed a joint meeting be set between the Friends of Rodgers Ranch group and the Board of Directors to discuss in detail the group's specific plans for the future of the site.

The Board liked the idea of a joint meeting, and Board member Bonato stated that she would like to set a date for the meeting at the next Board meeting.

Board Chair Glover and the Board thanked Koroslev for her report and for all the time and effort that the Friends of Rodgers Ranch group has donated to the site.

## **REVIEW OF DECEMBER 31, 2012 QUARTERLY REPORT**

- a. **REVIEW OF INVESTMENT REPORT**
- b. **REVIEW OF PUBLIC AGENCY RETIREMENT SERVICES (PARS)**

Accounting Supervisor Mark Blair was present to review the December 31, 2012 Quarterly Report and the Public Agency Retirement System (PARS).

Blair reported two changes shown in the report ending on December 31, 2012.

1. The Building Maintenance has been separated into its own department.
2. The District's registration software Active Net has changed its income reporting to show a truer picture of earned income for the year. Income will now be recorded only when earned instead of when received. This change will however show lower current year income when compared to last year.

Blair reviewed the significant highlights to the budget which included:

- The bottom line results for the General Fund show a significant improvement over last year. The current year shows a profit of \$368,725 compared to a deficit of \$13,998 for the 2011-12 fiscal years. This improvement is diminished by several items noted below.
- Tax Revenue -The District has received our first Secured Tax payment and it currently is \$215k higher than what was received last year. However, the prior year's County report reflecting tax revenues also included a \$249k deduction for RDA (Redevelopment Agency). The current year's report does not show a RDA deduction. Unsecured taxes received of \$105,200 are down slightly from the \$107,700 received in the prior year.
- Overall Program Revenue for the current year is \$1,160k compared to the \$1,248k last year at this time. This represents a 7% decline from the prior year. This decline is directly attributed to the new reporting in the District's registration system.
- Overall Program Expenses for the current year are \$1,714k compared to \$1,840k for the prior year. This represents a 7% decline.
- Capital Expenses show an increase of \$360k compared to the prior year. The current year includes \$389k of expenses related to the Bocce Courts and non-bond covered expenses for the Teen Center, Senior Center, and the Community Center. The District is expecting to be reimbursed for these expenses from fundraising activities, and an offset to these expenses is shown as project funding revenue in the non-recreation department account.

At the conclusion of Blair's report Board Member Shess asked Blair if they could meet at a future date to review the financial reports more thoroughly so that he may familiarize himself with it.

## **TO SET LAND AND FACILITIES DEVELOPMENT COMMITTEE**

The Land and Facility Development Committee consisting of Board Member's Donaghu and Shess set a meeting date of March 7, 2013 at 7:00 p.m. to review the Pleasant Hill Baseball Association's request for a storage facility at Pleasant Oaks Park.

## **TO EVALUATE THREE MONTHS OF THE AFTER SCHOOL TEEN PROGRAM & DETERMINE FUTURE TEEN PROGRAM FEES (ACTION)**

The General Manager explained that this item was requested from the Board at this time to evaluate the Teen program and determine future programming fees for the program. Teen Supervisor Katrina Hunn was present to review her program evaluation report with the Board.

Hunn reported that the program is gaining popularity with the Teens in the community. She has been using many marketing approaches for the program from attending registration days at the local schools to ads and articles in the Contra Costa Times. The Teen Center has its own Facebook page which launched in 2012.

Hunn also reported that in the first three months of operation staff has sold sixty one Teen Center memberships, and the average daily attendance has increased to approximately twenty five students per day. Rentals of the Teen Center for private functions have also been very popular with the income in the first three months reaching \$7,060.

Due to lack of attendance Hunn is recommending discontinuing the "High School Hang Out" program at this time.

Board Member Shess asked Hunn if she has had the opportunity to work with the local school administrators to help promote the program. Hunn explained that she is having increased difficulty in connecting with the school administrators. Shess commented on his disappointment in the school's administrators not being more involved. He felt that it is important not only to have the Teen Council involved in communication with the schools, but potentially Board Members as well.

Board Member Bonato asked how many of the teens who attend the afterschool program stay until the facility closes. Hunn explained that the numbers vary but that the majority of the teens stay until after five.

There was further discussion from the Board regarding the programming of the Teen Center. Hunn reported to the Board that she will be conducting a survey to the Teens in the community to get their programming ideas. She said that the first survey was sent out to parents of teens not the teens themselves. The Board liked the idea of surveying the teens instead of their parents.

Board Member Bonato commented that she felt it was too early in the planning of the program to make a decision tonight regarding the fees.

Board Chair Glover commented that he is concerned about the upcoming budget process and how delaying a decision on the fees could impact this.

Board Member Donaghu commented that the District needs to look at the Teen Center as a business and that Supervisor Hunn should have a chance to enhance the program as much as possible.

Board Chair Glover commented that based on staff recommendations there are two action items that need to be voted on. The fees for the program and the idea of reprogramming the "High School Hang Out".

Upon motion of Board Members Donaghu & Shess, the Board approved to charge \$10 per day for the summer drop-in program (4 hours per day), and \$8 per day for the 2013/2014 school year after school program (3.5 hours per day). Bonato voted no stating that she felt it was too early to make a decision regarding fees.

Upon motion of Board Members Donaghu & Shess, the Board approved to place the "High School Hang Out Program" on hiatus until staff can further develop a program subject to a sixty day review.

## **TO CONSIDER DISTRICT REFUND POLICY (FIRST READING)**

Board Chair Glover stated that this is the first reading of this document. The final document will come back to the Board for final approval. All Board members present were pleased with the first reading.

Board Member Bonato excused herself from the meeting at approximately 8:50 p.m.

## **TO CONSIDER IMPLEMENTATION PLAN FOR THE STRATEGIC BUSINESS PLAN (ACTION)**

RJM's representative John Courtney was present. He explained that the Board adopting the Strategic Business Plan would be the next step in the plan process. He went on to explain that by adopting the plan the Board would not be saying they will do everything in the plan, but that there are goals in the plan that the oversight committee will be working on.

The General Manager stated to the Board that the action that should be taken is to confirm the selection of Board Members Sandy Bonato and Zac Shess to be on the Oversight Working Group.

Upon motion of Board Members Donaghu & Shess, the Board approved Board Members Sandy Bonato and Zac Shess to be on the Oversight Working Group for the implementation of the Strategic Business Plan.

## **REPORT ON THE FIRST MEETING OF THE PLEASANT HILL EDUCATION INITIATIVE STEERING COMMITTEE**

Board Chair Glover and Recreation Superintendent Tina Young attended the first Pleasant Hill Education Initiative Steering Committee meeting on Tuesday February 26, 2013. Glover reported that the people in attendance at the meeting were from all over the community. He stated that at the meeting it was decided that the best way to move forward with the initiative would be to develop sub- committees. Glover signed himself up on a mentoring sub committee and Young signed up on afterschool and logistics sub committees. Glover felt that it was a very productive first meeting.

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

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

- He distributed the save the date bookmarks for the Pleasant Hill Art, Jazz & Wine Festival.
- Attended the Chamber of Commerce Board meeting last week. It came up in the meeting that the Chamber will be a 50/50 sponsor with the District on the Blues and Brews event. Donaghu questioned whether this split had been fully negotiated with the Chamber. The General Manager said he will look into this further.

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

- He attended the "Come Together Concert" which raised as much money in one event for the Teen Center as the Blues & Brews event last year did. He said it was a great event.

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

- Asked that the fee structure for the rentals be revisited.
- She thought it was time for their annual evaluation of the General Manger.
- She would like to set a date for the joint meeting with Rodgers Ranch at the next Board Meeting.

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

- He attended the CPRS awards luncheon in which the Teen Center received an award. He said it was a great event.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- The annual CAPRI site inspection visit was yesterday. A report from that visit will follow to the Board as soon as he receives it from CAPRI.
- The CSDA Annual Conference will be in Tahoe May 16-18<sup>th</sup>. The General Manager will be attending this conference.
- He received a call for elections from CSDA. Board Member Sherry Sterrett is up for re-election.

### **ADJOURNMENT**

Board Chair Glover adjourned the meeting at 9:42 p.m.

---

Robert B. Berggren, Clerk of the Board