

Board of Directors Meeting Minutes

March 12, 2015



The March 12, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Shess at 7:06 p.m. in the Conference Room at the Administration Office. Shess reported that the Board met in closed session on ongoing litigation issues, and that no action was taken.

PLEDGE OF ALLEGIANCE

Board Member Donaghu led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Shess, Donaghu, Glover, Sterrett

REMOTELY BY PHONE: Bonato

STAFF PRESENT: Berggren, Blair, Bradley

PUBLIC COMMENT

Paul Cotruvo, resident of Pleasant Hill, spoke about the success of the Come Together Concert event. He thanked the District staff and the Board for all their support of the event. He commented that the event lasted five hours. He said it was very successful and a great time was had by everyone who attended. Cotruvo personally thanked Park Superintendent Tom Bradley and his staff for setting up and taking down the stage. He suggested the District look into purchasing its own stage for the future.

The Board thanked Cotruvo for all his hard work and involvement in the event.

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- 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.
- They will be helping with the City Clean Up event on April 25, 2015.
- They will be hosting a high school dance on May 29, 2015 and a middle school dance on May 15, 2015.

College Park news:

- College Park had their first perfect softball game.
- The Open House is tonight from 6:30 p.m. – 8:00 p.m.
- The Senior Picnic will be on April 17, 2015 at Six Flags.
- Field Day was today for the math department.
- The softball team's poker night fundraiser will be on March 14, 2015.
- College Park will be having the "Princess Project" at the school this year. They sell affordable new and slightly used Prom dresses.
- The Prom is March 21, 2015 in Oakland.
- The choir will be producing a Bella Notte concert.
- The Orchestra will be having a concert on March 31, 2015 at 7:00 p.m.
- The school is currently recruiting counselors for Valhalla's Outdoor Education camp.

- Next week is SPIRIT Week: **Monday**-Tacky Tourist Day, **Tuesday**-St. Patrick's Day, **Wednesday**-LGBT Day, **Thursday**-Nationality Day, and Friday-College Park Day.

CONSENT CALENDAR (ACTION)

- To Approve Bills to be Paid**
- To Approve Minutes of December 4, 2014 and December 18, 2014**

Upon motion of Board Members Donaghu & Glover the Board approved the Consent Calendar with the changes to the December 18, 2014 minutes.

PRESENTATION AND APPROVAL OF AUDIT AND MANAGEMENT LETTER (ACTION)

- Review District Annual Audit**
- Pleasant Hill Seniors Club Annual Review**

Craig Fechter with Fechter & Company was present to review the District's Annual Audit and the Seniors Club Review with the Board. Fechter summarized that the opinion of his company was that the District's financial statements present fairly in all material aspects, the financial position of the governmental activities in each major fund, and the aggregate remaining fund information as of June 30, 2014.

Board Member Bonato questioned the date of the report. Fechter explained that the date on the report reflects the date final conclusions were reached by the auditor. He said that in the future there will not be such a large lag time in the dates from when the report is completed to when it is presented to the Board. Bonato commented that she would like the Budget and Finance Committee to review the audit before it is presented to the full Board. She expressed concern that the Measure E funds were included in the overall budget. Fechter said he would be happy to meet with the Budget and Finance Committee any time necessary.

Fechter discussed the Seniors Club Review with the Board. He explained that a review is not a full audit therefore it is more limited. The General Manager stated that there were some questions raised by Jack Prosek concerning the Senior Club review. Fechter said these will be addressed and answered at the next Board Meeting.

The Board thanked Fechter for his report and for attending the meeting.

Upon motion of Board Members Donaghu & Glover the Board approved the District Audit and Management letter only, and removed the Senior Club Review until it has been reviewed and corrected.

REPORT FROM RODGERS RANCH HERITAGE CENTER

Rodgers Ranch representative Denise Koroslev was present to update the Board on the Rodgers Ranch Heritage Center. Koroslev reported that the group is currently holding their membership drive. They are offering tote bags to new members. Koroslev commented that the Rodgers Ranch group was interviewed by Inside Pleasant Hill about their upcoming Expo on April 4, 2015. She reported that there are many groups currently reserving the Center for activities including: The Herb Society, the Contra Costa succulent garden club, the Historical Society, the urban farm sustainable living workshops, the Green Business Community, and Pleasant Hill Recreation & Park District's summer nature camp. Koroslev said the Rodgers Ranch group is still working with the Clampers on the new sign. They are hoping to have their main sign updated by the District.

Board Chair Bonato asked Koroslev to give the General Manager more information on the upcoming plant expo. She also asked Koroslev for an update on the barn project. Koroslev reported that the group is currently justifying the barn usage. Bonato asked how the fundraising for the project is going. Koroslev commented that the Rodgers Ranch group is working on promoting the barn to outside groups.

Koroslev thanked the District and the Board for the publicity of the Ranch in The Spotlight.

The Board thanked Koroslev for attending the meeting and for her report.

TO CONSIDER PURCHASING WINDOW COVERINGS AT SENIOR CENTER CHATEAU ROOM SHARING WITH THE PH SENIOR CLUB (ACTION)

The General Manager reported that the Budget and Finance Committee had met on this item on March 10, 2015. He commented that the Seniors need a more darkening shade in the Chateau room for some of their programming and events. He said that the original plans for the building included shades for the room however; due to budget constraints these features were removed from the design. The General Manager stated that now that the Senior Center is in its third year of operation, the Senior Club is realizing the Center would benefit greatly from the addition of window shades in the Chateau Room. The General Manager reported that the total cost of the blinds have been quoted at \$8,138.96 which the Senior Club is asking to split with the District. The General Manager and the Budget and Finance Committee are recommending that the District share the cost of the window shades in the amount of \$4,069.48 with the Senior Club. He commented the funds would come from the Seniors Services and Supplies budget account.

Upon motion of Board Members Donaghu & Glover the Board approved that the District share the cost of the blinds with the Senior Club in the amount of \$4,069.48 from the Senior's Services and Supplies budget account.

LAND & FACILITY DEVELOPMENT COMMITTEE REPORT

- a. **To Discuss the Status of the Winslow Center, School House, & Chilpancingo Park**
- b. **To Discuss Issues at Dinosaur Hill Park**

The General Manager reported that the Land and Facility Committee, consisting of Board Members Shess and Glover met on March 5, 2015 to discuss the status of the Winslow Center, School House and Chilpancingo Park, specifically reviewing the deeds for those sites. He commented that the Committee also discussed Dinosaur Hill Park as the District is still experiencing vandalism at night on this property.

Board Member Shess reviewed the deeds and the history of each property with the Board. He commented that Chilpancingo Park was deeded to the District in 1997 for passive recreation use only. Shess stated there is a revisionary clause on the property meaning it would be returned to the City of Pleasant Hill if the District does not use it. Shess reported that the School House was deeded to the District by the Mt. Diablo Unified School District in 1982. He commented that the District would need to declare this property as surplus and MDUSD would have the right of first refusal if it were to be sold. Shess reported that since the Winslow Center property had been purchased with East Bay Regional Park District Funds the District would need to work with them in the sale of the building.

Board Member Glover stated that he would like the Board to just concentrate on the Land & Development Committee report at this time, and not the deeds. He commented that the property issue will be brought back to the Board for more discussion. Board Chair Bonato commented that more research should be done on the properties before the Board can make decisions on them.

Board Member Shess reviewed the Dinosaur Hill Park discussion with the Board. He said the Committee has asked staff to explore a gate for the site. Shess commented the Committee will be bringing the issue to the Board for discussion once research has been completed.

TO DISCUSS THE PROCESS OF REVIEWING THE POLICY MANUAL

The General Manager discussed the process of the Board's review of the Policy Manual. He stated that he is recommending the Board review the manual in sections beginning at the March 26, 2015 Board Meeting, and completing the review in July.

Board Member Glover asked if the Board will be waiting for the manual to be completed before they adopt it. The General Manager said the whole manual will be adopted by the Board at the end of the process. Glover suggested that the Board Members review each document before the meetings. Accounting Supervisor Blair commented that all policy changes will need Board approval in accordance with the provisions of our current Policy Manual.

Board Member Shess stated that the Board should have any grammatical changes to the first section to Blair by March 19, 2015 for the March 26, 2015 Board Meeting.

TO SET BOARD COMMITTEE MEETING DATES

a. LAND AND FACILITY DEVELOPMENT COMMITTEE

Board Member Glover reported that at the Land and Facility Development Committee meeting on March 5, 2015 they discussed the disc golf course at Paso Nogal Park. Glover commented that the Committee is supportive of the idea pending public input and information from District staff.

b. PERSONNEL COMMITTEE

The General Manager distributed the updated organizational chart to the Board. Board Member Bonato asked if the new chart will be posted on the web site. The General Manager said it would be.

c. BUDGET COMMITTEE

Board Chair Bonato reported that the Budget Committee met with the General Manager to review the list of proposed Capital Projects. She said the Committee added the Rodgers-Smith bathroom and the playground at Pleasant Oaks Park to the list. Bonato said that many of the items on the Capital Projects list were necessary repairs. The General Manager stated that some of the items can wait for the second year of the budget. Bonato stated that the total of the Capital Projects list is very large and funding for the critical items will be hard.

d. PROGRAM COMMITTEE

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

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- She reported on the lunch meeting she attended with the Park Maintenance staff regarding the contract services work. She commented that she thought it was a very healthy and informative meeting. She said the staff was relieved from the meeting and the Board's decision not to contract out the park maintenance work.
- She will be meeting with the building maintenance staff next and will be reporting back to the Board afterward.

Glover made the following announcements/questions:

- He attended the PHBA parade. He said there were around 3,000 people there, and that he heard many positive comments.

Donaghu made the following announcements/questions:

- He attended the Come Together event, and was very impressed.
- He completed the Ethics Training online on February 26, 2015.
- He received an email from the County about the Form 700. He wanted to make sure all the Board Members complete it.

Shess made the following announcements/questions:

- He attended the PHBA parade as a coach. He thanked Board Member Glover for speaking at the event.
- He commented that the Come Together event was outstanding. He complimented Paul Cutrovo and District staff for all their work on the event.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The annual Soroptimist Awards event will be April 16, 2015 at the Teen Center. Board Chair Bonato will be there.
- He asked if any Board members would be interested in attending the California Association of Recreation and Park District's (CARPD) conference in Tahoe in May. Board Member Shess said he would be interested in going.
- He announced that Building Maintenance Superintendent Carrie Miller's father passed away, and that Senior Center Supervisor Kendra Luke is engaged.

ADJOURNMENT

Vice Chair Shess adjourned the meeting at 9:10 p.m.

Robert B. Berggren, Clerk of the Board