



Board of Directors Meeting Minutes March 13, 2014

The March 13, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 6:37 p.m. in the Conference Room at the Administration Office. Sterrett reported that the Board met in Closed Session, and no action was taken.

PLEDGE OF ALLEGIANCE

Bond Coordinator Lynn Spatz led the Pledge of Allegiance

ROLL CALL

BOARD PRESENT: Donaghu, Sterrett, Glover, Bonato

ABSENT: Shess

STAFF PRESENT: Berggren, Lischeske, Spatz, Bradley, Miller

PUBLIC COMMENT

None

TO CONSIDER RESOLUTION 2014-03-13A NOTICE OF COMPLETION FOR THE COMMUNITY CENTER PROJECT (ACTION)

This item was tabled until the next Board meeting.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

COMMUNITY CENTER

Board Member Bonato commented that Recreation Superintendent Tina Young provided her with a list of kitchen equipment at the Community Center. Bonato reviewed the list with the Board, and thanked Young for providing the equipment list.

PLEASANT OAKS PARK

- The General Manager said the Grand Opening celebration was a great event. He commented that there were more people than expected given the inclement weather.
- The General Manager shared with the Board the latest sign configuration for inside the park from the GNU Group. He commented that from a previous request by the Board, he had asked the GNU Group about placing the District logo on the signage. GNU advised the General Manager that the signage would have a cleaner look without the logo.

Board Member Glover reported that he had the opportunity to ride in the Pleasant Hill Baseball Association parade for their Opening Day celebration. He said the celebration was a great event.

Board Chair Sterrett commented that it is always great to see all the children at the PHBA Opening Day celebration event.

Board Member Donaghu commented that it looked like approximately 5,000 people were in Pleasant Oaks Park for the celebration event.

Board Chair Sterrett started the regular meeting at 7:00 p.m.

PUBLIC COMMENT

None

EX-OFFICIO MEMBER REPORT

Board Chair Sterrett introduced Allie Naccara, a sophomore at College Park High School, as the new ex-officio member. Naccara gave the following report:

Teen Council News:

- Helping with the District's Breakfast with Bunny event on April 12, 2014.
- Helping with the District's Egg Hunt event on April 19, 2014.
- Helped with the Lion's Crab Feed event.
- Helped with the Light Up the Night event in December.
- Council is working on organizing a Teen pool party to be held at the end of May.

College Park News:

- College Park will soon begin their annual dodgeball tournament.
- The baseball and softball teams both made appearances at PHBA's Opening Day.
- There have been a lot of choir performances lately.
- The annual College Park talent show was held February 20th and 21st.
- Winter Sports just ended. Spring sports are beginning.
- Had a large blood drive on Valentines Day this year.
- Plans for the Junior Prom and Senior Ball are underway.

The Board thanked Naccara for attending the meeting and for committing to the ex-officio position.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF JANUARY 9, 2014**
- TO APPROVE RESOLUTION 2014-03-13B HONORING ATTORNEY MARK CORNELIUS**

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

REPORT ON AMERICAN CANCER SOCIETY RELAY FOR LIFE EVENT JUNE 7, 2014

Ken Housefeld and Judy Richardson were present to discuss the American Cancer Society Relay for Life event taking place at Pleasant Hill Middle School on June 7, 2014. They distributed information about the event to the Board members. Housefeld reported that they already have 38 teams registered for the event. He said the money raised from the event will help provide necessary drugs to cancer patients in the area. He commented that the group is very grateful for the Board's support, both in sponsorship and District teams participating in the event.

Board Member Glover encouraged all the Board members to register a team for the event.

The Board thanked Housefeld and Richardson for their report.

REPORT ON THE EAST BAY ARTISTS GUILD'S DISPLAY OF ART AT THE SENIOR CENTER

Recreation Superintendent Tina Young was present to give the Board an update on the East Bay Artists Guild's (EBAG) display of art at the Senior Center. Young reported that according to EBAG the locking security system and the insurance policy will be covered by the group at a cost of \$1,266. Board Member Bonato commented that she was glad there will be security for the art displayed.

Young is in the process of working on a one year contract agreement with EBAG. She stated that she hopes to have the art up in or around May.

Board Chair Sterrett commented that art is a very subjective area, and since it will be on District property she would like the District to have final say on the art displayed.

Board Member Glover commented that the art displayed should be appropriate and if it is not it can be removed at the District's discretion.

REPORT ON STRATEGIC BUSINESS PLAN COMMITTEE

Board Member Bonato updated the Board on the progress of the Strategic Business Plan Committee. Bonato commented that at the last meeting the focus was to prioritize the Committee's plans, facility goals and maintenance goals. She reviewed the top five goals with the Board.

1. Examine and establish lifecycle maintenance plans for facilities, buildings, and park amenities. Identify the steps necessary to inform the Board to determine yearly capital improvement plans, and maintenance reserve fund plans.
2. Evaluate the capital needs for upgrades or replacement to existing facilities and establish a dollar level necessary to budget on an annual basis. Identify revenues to fund this account.
3. Establish Board approved revenue generation goals for each program within Recreational Services. Compare Fee Policies of other jurisdictions with the Districts and establish a new policy that supports Board established revenue generation goals for each program taking in consideration equity, cost recovery and consistency.
4. Evaluate District owned properties which could be sold to reduce on-going operational costs and establish a fund for the development of new facilities.
5. Establish a Board policy for the allocation of a reserve fund account equal to the lesser of \$500,000 or 10% of the operating budget.

Bonato explained that these goals are a work in progress. She said time does not dictate major changes with the District's upcoming budget planning.

Board Chair Sterrett commented that she is looking forward to seeing the final results from the Committee.

Board Member Donaghu commented that the Committee seems to be evolving, and he too is looking forward to seeing the final results.

PRESENTATION OF BUDGET SCHEDULE

The General Manager presented the budget schedule for fiscal year 2014-15, as well as the schedule for updating and amending fiscal year budget 2013-14. The General Manager commented that he is open to the Budget and Finance Committee meeting more often during budgeting times, and he is open to meet with individual Board members if needed.

Board Member Bonato stated that she would like to meet with the General Manager and Board Chair Sterrett in the early April regarding the early stages of the budget process. The meeting was set for April 2nd at 4:00 p.m.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- She commented that the AT&T hearing has been postponed again.
- She commented that at the last Pleasant Hill City Council meeting the Council began the formation of a library task force. She stated that she would be interested in being a member of the task force as it will involve property that the District has interest in.

- She asked that staff follow up on the Pleasant Hill's Library "Library A Go Go" program.

Sterrett made the following announcements/questions:

- She shared the most recent California Special Districts Association Chapter newsletter with the Board.
- She complimented The Spotlight cover. She said she liked the glossy cover.
- She commented that she would be interested in East Bay Mud attending a Board meeting or conducting a town hall meeting on water conservation.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He reported that the Soroptomist Youth Recognition night will be on April 17th at 7:00 p.m. at the Teen Center. He said staff will be submitting youth to be recognized.
- He commented that the call for elections for the California Special Districts Association is happening right now. He said Sterrett is not up for re-election at this time.
- He reported that the vendors for the Laugh, Love, and Learn event are almost sold out.
- He reported that the Literary Women event will be April 26, 2014.

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 8:48 p.m. in honor of Pam Lischeske's Father

Robert B. Berggren, Clerk of the Board