



Board of Directors Meeting Minutes March 14, 2013

The March 14, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:17 p.m. in the Conference Room at the Administration Office. Board Chair Glover announced that the Board met in closed session but no action was taken.

PLEDGE OF ALLEGIANCE

Board Member Donaghu led the Pledge of Allegiance.

ROLL CALL

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

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

PUBLIC COMMENT

None

TO CONSIDER MEDIATION AGREEMENT CONCERNING THE SENIOR CENTER AND THE TEEN CENTER (ACTION)

On March 11, the District was involved in mediation with McFadden Construction regarding the completion of the Senior Center and the Teen Center.

Upon motion of Board Members Bonato & Donaghu, the Board approved the Mediation Agreement with McFadden Construction Inc.

REPORT FROM LAND & FACILITY DEVELOPMENT COMMITTEE

The General Manager reported that Board Members Dennis Donaghu and Zac Shess met on March 7, 2013 with members of the Pleasant Hill Baseball Association regarding the storage shed and other concerns at Pleasant Oaks Park. Board Member Donaghu reviewed the main issues that the Pleasant Hill Baseball Association would like the Board to be aware of. Donaghu explained that there were a number of issues discussed at the meeting, but highlighted items from PHBA including:

- To provide for the safety of the players and families PHBA would like two crosswalks across Hawthorne to access Fields 3 and 4. The current plan as directed by the City of Pleasant Hill has only one crosswalk in this area. Board Member Sterrett asked why the City would mind if there were two crosswalks. The General Manager explained that this was due to the corner location of the crosswalk. Board Chair Glover stated that he felt one crosswalk could be a safety issue. Board Members Sterrett and Bonato stated that they would like to discuss the crosswalk decision with the City of Pleasant Hill. Board Member Bonato commented that the District should be more adamant with the City regarding the crosswalk. Board Chair Glover asked the General Manager what the most appropriate avenue would be to work with the City on this item. The General Manager will follow up with the City Staff.
- Field 5: The architectural plans reflect this field to be less than what is required for PHBA. It was requested that the soccer field be shifted 10 feet to the south to allow for a 70-foot radius ball field. Donaghu reported that it was decided that this area of the field could be made bigger in the plans.

- The District has preliminarily decided that the maintenance building should not be built at the time the fields are built. PHBA feels that this would cause damage to the newly-furnished landscape, as well as cause potential damage to the walkways. In response to this the District confirmed that at previous meetings it was discussed that the PHBA building will be submitted to the City of Pleasant Hill by PHBA for approvals on a parallel track to the park. Ground breaking for the park will be done before plans can be approved for the storage building.

Donaghu reported to the Board that in general most, if not all, of the issues presented by the Baseball Association at the meeting on the 7th have been addressed by Lynn Spatz or Architect Phil Abey.

TO CONSIDER GOING OUT TO BID FOR PLEASANT OAKS PARK (ACTION)

The General Manager distributed to the Board the updated time schedule for the Pleasant Oaks Park project. At this time he is recommending that the Board approve going out to bid for the project. He commented that this is the last of the District's four major bond projects, and staff is excited to start the process and begin the construction. He commented that the current estimate is 3.2 Million, but could go to 3.5 million if all the alternates are included.

Board Member Bonato asked what the current bid market is like. She also commented that it is regrettable to be over budget with the alternative additions. The General Manager is recommending that the Board approves the bid process including the alternates at this time. Board Chair Glover commented that he felt the bid should include the alternates. Board Member Bonato stated that she would like to see the alternates itemized; she is concerned about going to bid with the alternates included. The General Manager explained that the alternates are included so they can be potentially deleted. The decision would be either to price them out individually or condense them together as one.

Upon motion of Board Members Donaghu & Shess, the Board approved going out to bid for Pleasant Oaks Park including the add alternatives as presented.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

SENIOR CENTER/TEEN CENTER

Board Member Bonato asked for an update on the acoustic issue at the Senior Center. The General Manager explained work is scheduled to place panels on the ceiling. Bond Projects Facilities Coordinator Carrie Miller reported that the panels have already been placed in the C.C. Café and the Dance Studio at the Senior Center. In these locations the panels are fixed to the walls. Board Member Bonato commented that she would like the Board to receive a written report showing a budget for the acoustic project and the overall success of the project.

COMMUNITY CENTER

- This project is still on track, the General Manager would like to schedule another tour of the site.

PLEASANT OAKS PARK

Board Member Sterrett questioned the status of the potential grant for Pleasant Oaks Park. The General Manager reported that he is working on Phase I of the grant which is due in June. Board Member Bonato asked if the General Manager is still looking into the EIR issue regarding the fencing. The General Manger commented that he should have more information for the Board in the future.

Board Chair Glover started the regular meeting at 7:30 p.m.

PUBLIC COMMENT

Tim Ernst, resident of Pleasant Hill, will be e-mailing the General Manager with questions regarding item #4 on the agenda.

Paul Nilsen, resident of Pleasant Hill, returned to the Board to make sure the Old School House renovation issue was still being discussed. He would like to have the Board arrange a Town Hall meeting on this issue. He would also like to see the District even more financially involved in the Rodgers Ranch Site. Board Member Bonato asked the General Manager to supply Nilsen with the 2009 conditions report from the Old School House property. The General Manager stated that he would send him that report and the Strategic Business Plan.

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

Ex-Officio Cassidy made the following comments:

- Teen Council will be working at the District's Breakfast with Bunny event on March 23rd.
- College Park's Junior Prom is on March 23rd at Golden Gate Fields.
- Teen Council will be working at the District's EggCiting Egg Hunt on March 30th.
- April 20th – 21st is Star Quest at DVC.
- Teen Council will be working at the District's Literary Women event on April 20th.
- Next Friday is the Multicultural Rally at College Park.
- The College Park Boys Varsity Basketball team will be playing in the Northern CA. Divisional Championships.
- The Pennies for Patients fundraiser will be completed at the end of this month.
- College Park Leadership is finalizing the California Student Leadership Convention for next month in San Jose.

CONSENT CALENDAR (ACTION)

- a. **TO APPROVE BILLS TO BE PAID**
- b. **TO APPROVE MINUTES OF JANUARY 28, 2013**

Upon motion of Board Members Donaghu & Shess, the Board approved the Consent Calendar with changes to the January 28th minutes.

REPORT ON RODGERS RANCH INSTRUCTIONAL GARDEN

Rodgers Ranch Instructional Garden representatives John Mathesen and Marian Woodward were present to give a power point update to the Board on the progress and upcoming activities at the Rodgers Ranch site.

The Board was very impressed with the presentation from Mathesen, and the amazing amount of work that has been completed at the Instructional garden. The Board thanked John and Marian for their presentation and for all their hard work at the Ranch.

TO SET A JOINT MEETING WITH THE BOARD OF FRIENDS OF RODGERS RANCH

At the last Board meeting, Denise Koroslev was on hand to give an update on some new plans for the Rodgers Ranch site. At that time it was suggested to have a joint meeting with the District Board of Directors and the Board Members of Friends of Rodgers Ranch. Board Member Bonato spoke with Denise and presented three possible meeting dates to the Board. The Board agreed upon April 16, 2013 at 6:30 at the Rodgers Ranch site for the joint meeting. There will be a tour of the Ranch at 6:00 for those Board members who would be available.

TO CONSIDER GRANT EASEMENT WITH ASTOUND BROADBAND, LLC. (ACTION)

This item was tabled to the March 28, 2013 Board Meeting due to concerns from Board Members regarding the wording of the agreement for the easement.

TO CONSIDER DISTRICT'S REFUND POLICY (SECOND READING/ACTION)

The District's refund policy had the first reading at the February 28th Board meeting. Staff is now recommending the District's refund policy be approved by the Board. The General Manager distributed and reviewed the second reading with the Board.

Upon motion of Board Members Sterrett & Donaghu, the District's Refund Policy was approved with the wording changes in the Satisfaction Guarantee section and the Exceptions section.

TO CONSIDER OPTIONS REGARDING ANNUAL AUDIT (ACTION)

The General Manager reviewed the attachment from Accounting Supervisor Mark Blair regarding information on the Board's selection of Auditors for the District. The General Manager explained that the firm RJ Ricciardi has completed the District's audit for the seventh consecutive year, and per our District's policy should be replaced by another auditing firm or a different audit partner within the RJ Ricciardi firm. Board Member Bonato stated that she felt rotating auditors within the same firm was not really a change; she likes the fact that they are inexpensive but she finds their audits hard to understand. Board Member Sterrett commented that she sees the advantage of saving the District money on the auditing services, but would be interested in forming an audit committee if it is decided to stay with the same firm. Board Chair Glover questioned the timing on this issue, and if the District were to go out with a RFP would the District need to take the lowest bidder. Board Member Bonato would like the District to get competing quotes for the audit. Board Member Donaghu liked the idea of having a different set of eyes completing the audit, and questioned how long a new audit contract would be for. The General Manager explained it would be a five year contract.

Upon motion of Board Members Bonato & Donaghu, the Board approved to put out a RFP for Audit Services for the District to include our current auditing company with a specification to separate the District's operating from the Measure E reporting. Included in the RFP would be to have a different partner within the RJ Ricciardi firm bid on the audit services.

PRESENTATION OF BUDGET SCHEDULE

The General Manager reviewed the budget schedule for the current budget year and the upcoming budget year. The Budget and Finance Committee will meet on April 24, 2013.

TO SET FIRST MEETING OF THE STRATEGIC BUSINESS PLAN COMMITTEE

The General Manager stated that Board Members Sandy Bonato and Zac Shess have been assigned to the Strategic Business Plan Committee. He would like to set the first meeting to plan strategies for the implementation of the Strategic Business Plan. The General Manager commented that he felt it was important to keep a consistent meeting time for the Committee. The first meeting was scheduled for March 27, 2013 at 8:30 a.m.

UPDATE ON RENTAL FEES AT DISTRICT FACILITIES

The General Manager reviewed information regarding the District's rental fees for the Senior Center, Teen Center, and Winslow Center. Board Member Bonato expressed concerns regarding how the Co-sponsored Groups are informed about the District's room rental fees. She feels that members of the Community are potentially being treated differently when it comes to the rental fees. Board Member Sterrett expressed concern that staff is not consistent with their knowledge of the fees. There was further discussion within the Board regarding the fees charged to the community versus the fees charged to the Co-Sponsored Groups. Board Member Bonato would like to come up with a different rental scale for organizations that have made substantial donations to the District. She discussed the idea of talking to the Co-Sponsored groups about the pricing that they could afford, and conducting a survey to repeat renters to see what their opinion of our pricing is. Board Member Shess would like to see competitive pricing with other agencies in the area. Recreation Superintendent Young explained that this is currently being done.

There was discussion about rental packages for certain rooms in the buildings. Board Chair Glover suggested that once the Community Center is open the Senior Center rates could be potentially lower. Young reminded the Board that the rates for 2015 will need to be set soon, and that she is hoping to bring rate recommendations to the Program Committee in May. It was decided by the Board that this issue should be brought to the Program Committee first then to the Board as a whole.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She distributed the latest Special Reserve Guidelines from CSDA.
- She asked about the Affordable Care Act information. The General Manager explained that this Act is not applicable to our District.
- She would like a date set at the April 11th Board Meeting for the next Program Committee meeting.

Donaghu made the following announcements/questions:

- March 20, 2013 will be the Chamber Mixer at the Contra Costa Food Bank.

Shess made the following announcements/questions:

- He will not be at the next Board Meeting.
- He visited the urban farm at Rodgers Ranch which he was very impressed with, and feels it is a big asset for the District.

Bonato made the following announcements/questions:

- She received an e-mail from Ralph Heme stating that legislation has passed a bill protecting Districts who have dog parks. She asked the General Manager to write a letter on behalf of our District thanking the Legislature for this protection.

Glover made the following announcements/questions:

- He had the honor of riding in the Pleasant Hill Baseball Associations parade. He said it was fun to participate and that PHBA gave a great plug to the District at the event.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He asked which Board members will be attending the CSDA legislative day. Board Member Sterrett will be attending the event.
- He distributed a letter from COCO tax regarding the importance of transparencies.
- On April 5, 2013 the Chamber will be hosting a luncheon put on by Susan Bonilla.
- He distributed the February Teen Center enrollment report.
- The 12th Annual DVC Job Fair was yesterday in which over 600 students attended.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 10:08 p.m.

Robert B. Berggren, Clerk of the Board