



The March 23, 2017 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:02 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Shess led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Ortega, Pierce, Shess

BOARD ABSENT: Bonato, Glover

STAFF PRESENT: Bradley, Hunn, Kubota, Lacy

PUBLIC COMMENT

Brian Shenson, Lafayette resident, asked if there had been any further progress regarding the creek at Brookwood Park. Mr. Shenson handed out an engineer's report and shared the estimated costs for repair that were recommended; the south bank is estimated at \$100,000 and the north bank at \$150,000. He will be contacting additional engineers to get other estimates and recommendations. He is hopeful to remediate this situation with the County.

REPORT FROM EX-OFFICIO KATELYN DOWNING, COLLEGE PARK HIGH SCHOOL

Ex-Officio Downing gave the following report:

Teen Council news:

- The Teen Council is getting ready for Battle of the Bands, which is tomorrow at 7:00 p.m.
- The Teen Council will be assisting with the "Egg" citing Egg Hunt on April 15 from 8:30 a.m. – Noon.
- They will have bingo for the teens in May with prizes.

College Park news:

- Junior Prom was last Saturday at Golden Gate Fields.
- There was a holocaust survivor presentation today with the survivor speaking about his experience, which was very interesting.
- March madness is this week for the students.
- Math field day is tomorrow.
- Senior Ball tickets will be on sale next week.
- Spring Break will be the week of April 3 – 7.

REPORT FROM THE GENERAL MANAGER

General Manager Michelle Lacy reported on the following:

- She announced the Dedication Ceremony for the naming of the Senior Center Dance Studio in honor of Martha E. Clark will be on Wednesday, April 5 at 2:00 p.m.
- The Retirement Party for Tina Young will be held on Thursday, March 30 at Community Center from 4:00 – 6:00 p.m. RSVPs are due tomorrow.
- Lacy passed out an organizational chart for the Recreation Division showing some changes:

- Katrina Hunn will be the supervisor handling all youth programs from preschool through teens.
 - Ryan Herriman will be supervising Special Events and Rentals.
 - Jen Thoits, Marketing Director, will report directly to the General Manager where it will be more of a global focus instead of just recreation.
- The District's Summer Camp Expo held on March 11 was a success. Kudos to Katrina Hunn and all the staff that worked. There were 419 registrations which totaled \$119,000 in revenue for summer camps and swim lessons. By comparison, last year in 2016 on the first day of registration there was \$49,000 in revenue. This was a great success to also have parents commit early and they were offered the 10% discount if they registered on the day of the Expo. On March 13, first day of registration there was another \$42,000 in registration revenue.
- The Paso Nogal Dog Park renovations are going well and they are scheduled to reopen on April 19. A large portion of the fence is being replaced and is funded by PH D.O.G. group. The fence work should be completed next week, the irrigation repairs have been finished and the grass is growing nicely. It is anticipated that the park will reopen as planned.
- The Oversight Working Group (OWG) met on March 8 and reviewed a proposed Cost Recovery Policy for the District and recommended the item be brought back to the full Board in April.
- The Personnel Committee met on March 22 where the topics discussed included reviewing recommended changes to limitations on vacation leave accrual, review recommendation regarding proposed reclassification of positions due to the reorganization of the Recreation Division and discuss a timeline for review and updating the District's Employee Handbook.
- The Budget Committee will meet on March 28 at 5:00 p.m. The anticipated topics for discussion are reviewing a proposal for replacement of registration software ActiveNet and initial review of the General Manager's draft proposed 2017 – 2019 Operating Budget.
- There is a Closed Session Meeting scheduled for Monday, March 27 at 6:00 p.m.
- The Pleasant Hill Chamber has announced that on Monday, March 20 the City of Pleasant Hill approved the formation of the Pleasant Hill Tourism Improvement District (PHTID). Effective April 1, 2017 the Pleasant Hill hotel community will begin to assess their guests a small fee that will be used to promote Pleasant Hill as a visitor destination. The Chamber will manage the PHTID on behalf of the City. She is planning to meet with President and CEO, Steve Van Dorn to discuss ways District events can be promoted to attract visitors.
- She handed out the February financial report from Accounting Supervisor Mark Blair.
- She reported that the District is gathering more information on the Brookwood Park creek bed erosion and what remedies there are. She will meet with the neighbors once all the information is gathered.

Board Member Ortega congratulated everyone on the success of the Camp Fair. She wondered how many families, in attendance were first time registrants. Recreation Supervisor Katrina Hunn remarked that personally she registered 7-8 new families, but she will run a report to identify the number of new families.

Board Chair Shess asked if the District is going to publicize the Paso Nogal Dog Park opening. General Manager Lacy said yes, the District will announce and publicize the re-opening which will be April 19. Shess gave a kudos to all staff involved with the successful Camp Fair.

CONSENT CALENDAR (Attachment A)

- a. Approve Bills to be Paid, warrants #23797-23843 (Exhibit 1)
- b. Approve Minutes of January 12, 2017, February 23, 2017, March 9, 2017 and Closed Session Special Meeting of March 9, 2017

Upon motion of Ortega and seconded by Pierce, the Board approved the consent calendar as presented with minor changes to the January 12, 2017 and March 9, 2017 minutes.

NOMINATION OF OUTSTANDING YOUTH FOR THE SOROPTIMIST DIABLO VISTA 47TH ANNUAL YOUTH RECOGNITION NIGHT (Attachment B)

General Manager Lacy reviewed the nominations for the Soroptimist Diablo Vista 47th Annual Youth Recognition Night. Traditionally, the District nominates the Ex-Officio of the Board and all the Seniors of the Teen Council. Board Member Ortega was happy to see all the nominees. She commented that it is a great event for the community.

Upon motion of Ortega and seconded by Pierce, the Board approved and confirmed the nominees for the Diablo Vista Soroptimist Youth Recognition Awards.

REPORT AND TO SET BOARD COMMITTEE MEETING DATES

- a. **Land and Facility Development Committee** – March 22, 8:00 a.m. General Manager Lacy mentioned the next date is tentatively set for April 26.
- b. **Personnel Committee** – March 24, 8:00 a.m.
- c. **Budget & Finance Committee** – March 28, 5:00 p.m.
- d. **Program Committee** – April 18, 5:00 p.m.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Ortega made the following announcements/questions:

- She commented there have been a lot of meetings recently, but she had nothing of significance to report.

Pierce made the following announcements/questions:

- He extended kudos to staff for the successful Camp Fair. There were good activities for the kids to keep them occupied while the parents were registering. It was well run and the 10% discount motivated people to sign up.

Shess made the following announcements/questions:

- He congratulated the Rotary Club for the highly successful St. Patrick's Day event.
- He asked for an update on the Wine, Women and Shoes event. General Manager Lacy stated she will put this on a future agenda.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 7:45 p.m.

Michelle Lacy, Clerk of the Board