

# Board of Directors Meeting Minutes

## March 24, 2016



The March 24, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:16 p.m. in the Conference Room at the Administrative Office.

### **PLEDGE OF ALLEGIANCE**

Board Chair Shess led the Pledge of Allegiance.

### **ROLL CALL**

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

**BOARD ABSENT:** Donaghu

**STAFF PRESENT:** Berggren, Bradley

### **CLOSED SESSION**

Board Chair Shess reported that the Board had met in Closed Session and that no decisions were made.

### **PUBLIC COMMENT**

There was no public comment.

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

**a. To Approve Bills to be Paid, warrants #22475-22521**

**b. To Approve Minutes of February 11, 2016 and March 15, 2016**

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

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

Ex-Officio Naccara gave the following report:

#### **Teen Council news:**

- Breakfast with Bunny was last Saturday. She said the event went very smoothly.
- The Eggciting Egg Hunt is this Saturday.
- The Teen Council will be helping with the Literary Women event on April 16, 2016.
- The Council is looking ahead to next year's programs since they will be getting new members. They would like to have more teen driven events, and they are hoping to bring back the Haunted House.
- They are trying to plan another "Battle of the Bands" in May or June.
- They are moving forward with the Special Recreation movie night.

#### **College Park news:**

- This past week was a modified schedule due to "The Every 15 Minutes" program. She said the program was well done.

The General Manager shared with the Board a thank you note from the "Every 15 Minutes" committee for the use of the District's Community Center for the program.

- College Park will be holding a March Madness tournament this week.
- Pleasant Hill Florist and Flares will be having fundraisers for the Senior ball.
- She heard the Junior Prom went very well.
- Tomorrow is the math department's field day.
- The baseball team is having a Texas Holdem fundraiser at Back Forty BBQ on April 9, 2016.
- The boy's lacrosse team will be holding their spring yard sale.
- The drama department will be performing "She Loves Me" on April 15, 2016.

## **TO CONSIDER BIDS FOR THE PLEASANT HILL PARK PATHWAY PROJECT (ACTION)**

The General Manager reviewed the three bid results with the Board for the park pathway project. He commented that one of the bidders had verbally protested another bidder based on the language in the bid document. Park Superintendent Tom Bradley explained that the wording in the bid documents was incorrect, and the second lowest bidder was questioning the licensing of APCO not meeting the minimum requirements.

Upon motion of Board Members Sterrett & Bonato the Board was split in their votes to approve to reject all bids, and update the bid package. Board Chair Shess and Board Member Glover voted nay.

Further discussion followed including a summary from legal counsel Curt Kidder.

A motion was made by Glover & Bonato to accept the bid from APCO Paving in the amount of \$378,000. Further discussion followed regarding the pros and cons of accepting APCO's bid. Following discussion, Board Member Glover then withdrew his motion.

Board Members Sterrett & Glover renewed the motion to reject all bids, update the bid package, and put the project out to bid again. The Board voted unanimously to accept the motion.

## **DISTRICT POLICY MANUAL FIRST READING POLICIES #4000 – 4070**

District legal counsel Curtis Kidder reviewed policies 4000 & 4005 with the Board. The board discussed policy #4000-Advertising Policy in detail. A large part of the discussion was differentiating between advertisement and sponsorship. The Board requested legal counsel to rewrite the policy to be more specific on advertising versus sponsorship, and permanent versus temporary signage.

Kidder reviewed policy #4005-Copying Public Documents.

Board Member Sterrett distributed CSDA's policy regarding the public records act. The Board requested Kidder rewrite this policy with more specifics.

The Board decided to review policy numbers 4010-4070 at a later date.

## **REPORT FROM CALIFORNIA CONSULTING REGARDING POTENTIAL GRANTS**

The General Manager introduced Brian Royer from California Consulting. Royer was present to update the Board on current grant writing projects.

Royer reported that a grant application has been submitted for the pool decking renovation project. Royer commented that he met with Teen Supervisor Katrina Hunn to submit a grant for ipads for the Teen Center. He said that application will be submitted next week.

Board Member Bonato asked about the process of applying for grants. Royer commented that the timeline and process depends upon when the grants are due.

Board Chair Shess and the rest of the Board requested a monthly status report in a spreadsheet format on all the projects. Discussion followed regarding the lack of grant applications since December.

Board Member Bonato commented that she expected more progress on the grant applications by now. She would like to see a monthly report showing the progress of the grant writing. Bonato commented that she was glad Royer has had an opportunity to visit the District.

The Board thanked Royer for his report, but commented strongly that they are looking forward to seeing more from the firm, and are disappointed with the current status of the grant program.

### **REPORTS AND TO SET BOARD COMMITTEE MEETING DATES**

- a. Land and Facility Development Committee**
- b. Personnel Committee**
- c. Budget & Finance Committee**
- d. Program Committee**

**Land and Facility Development Committee:** Board Member Glover reported that a meeting is scheduled for April 19, 2016. Glover reported that the committee met last Tuesday and discussed the School House, Chilpancingo Park, Winslow Center, the foster garden plan, the District open spaces, pruning of District trees by neighbors, and flood control measures. Glover will give an update of the April 19, 2016 meeting at the next Board meeting.

**Personnel Committee:** Nothing to report.

**Budget & Finance Committee:** Board Chair Shess reported that the committee met yesterday to discuss the pathways bid, and the employee benefit issue. Shess commented that another meeting is scheduled for May 11, 2016 at 4:00 p.m.

**Program Committee:** Nothing to report.

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

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

- She requested additional information regarding the CARPD conference in Tahoe as she could potentially attend on Friday and Saturday.
- She reported that the Rodgers Ranch signs are completed and they look very nice.
- She received an email regarding the removal of the Eucalyptus trees. She requested staff to follow up with the neighbor on the issue.

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

- She invited the Board to attend the CSDA legislation day.
- She distributed information from CSDA regarding Grand Jury reports.

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

- He commented that he would like the pathways bid to be a learning process in preparing bids correctly.
- He will be on vacation for the next Board Meeting, but he would like to phone in if there is a closed session.

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

- He announced that Ann Luke will be resigning from the Chamber on April 29, 2016.
- He commented that he is frustrated with the grant writing firm's progress to date.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He has checked in with Pam Derby regarding the General Manager recruitment. Derby said they are getting a good response.
- There will be a comedy night on April 22, 2016. This is a new event.

### **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 9:44 p.m.

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Robert B. Berggren, Clerk of the Board