

Board of Directors Meeting Minutes

March 26, 2015



The March 26, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:04 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Marketing Director Thoits led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Shess, Glover, Sterrett

ABSENT: Donaghu

STAFF PRESENT: Berggren, Blair, Bradley, Thoits, Young

PUBLIC COMMENT

None

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO ELISE HINKEN, ISLA OH AND COLIN VENCKO

Marketing Director Thoits introduced the children pictured on the cover of the Winter/Spring Spotlight. She reported that Colin Vencko and his family were unable to attend the meeting, but they have received their framed Spotlight cover. The children all signed a copy of the Spotlight for the "Wall of Fame". Board Chair Bonato presented each of them with their own framed copies of the Spotlight cover.

The Board and District staff thanked all the families for attending the meeting.

PRESENTATION FROM CALIFORNIA PARKS & RECREATION SOCIETY FOR 2014 AWARD OF EXCELLENCE IN DESIGN FOR THE PLEASANT HILL COMMUNITY CENTER

The General Manager reported that he and Vice Chair Shess along with Board Member Glover and Recreation Superintendent Young attended the California Parks & Recreation Society (CPRS) conference awards banquet in Sacramento on March 13, 2015. He commented that at the awards banquet, the District received The Award of Excellence in Design for the new Pleasant Hill Community Center.

The General Manager introduced Henry Perezalanzo, Recreation Services Manager for the Town of Danville and a member of the CPRS Board. Perezalanzo presented the award of Excellence in Design to the Board. Board Chair Bonato accepted the award on behalf of the Board and the District.

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

College Park news:

- College Park's Orchestra will have a performance on Tuesday before they leave for Florida.
- A Holocaust Assembly was held on March 17, 2015 for all those who wanted to attend.
- PTSA is accepting nominations for their Honorary Service Award.
- Grad Night tickets are on sale.
- The boy's lacrosse team will be holding a fundraiser yard sale.
- The drama department will be producing The Rocky Horror Picture Show.
- The Prom was last Saturday at the Oakland Rotunda.
- The Senior Picnic will be on April 17, 2015 at Six Flags.
- The third quarter will end on Friday.
- The baseball team is currently at the Nationals; they won the game yesterday and will be in the semi-finals tomorrow.

REPORT FROM PLEASANT HILL GARDEN STUDY CLUB

Garden Study Club President Debbie Arnold updated the Board on the club's activities. She distributed the club's marketing flyers to the Board. Arnold presented the Board with the most up to date roster and financial information for the club. She commented that their meetings are becoming very popular due to their guest speakers. Arnold reported to the Board that the club currently has 172 members.

Arnold thanked the Board and District Staff for all their support of the Garden Study Club.

The Board thanked Arnold for her report and for the club's support of the District.

REPORT ON 2015 WINE, WOMEN AND SHOES

Recreation Supervisor Kendra Luke presented an update of the upcoming event. Luke reported that the event is seven weeks away, and they are almost sold out on the VIP tables. She said the event has sixteen sponsors to date which include new ones.

Luke reported that 166 tickets have been sold to date, and an ad just ran in Diablo Magazine. She said Astound will also be providing a commercial for their customers.

Luke commented that the event committee is still recruiting volunteers, and the biggest focus right now is securing auction items.

Board Member Glover asked if there was an MC for the event yet. Luke said nothing had been finalized.

Board Chair Bonato asked if the event committee planned on showing a video at the event showing what the fundraising efforts are used for. Luke said there will be. Bonato said she was pleased with the success of the event.

The Board thanked Luke for all the effort she has put into the event.

CONSENT CALENDAR (ACTION)

- a. **To Approve Bills to be Paid**
- b. **To Approve Minutes of January 8, 2015**

Upon motion of Board Members Shess & Glover the Board approved the Consent Calendar with the changes to the January 8, 2015 minutes.

TO APPROVE PLEASANT HILL SENIORS CLUB ANNUAL REVIEW (ACTION)

Accounting Supervisor Mark Blair reported that the annual review has been reviewed and evaluated by the Senior Club as per the Board's request. Blair commented that all their questions have been answered by himself and Craig Fechter with Fechter and Company.

Upon motion of Board Members Sterrett & Shess the Board approved the Senior Club's 2013-14 Annual Review

POLICY MANUAL REVIEW AND ADOPTION

- **To Review Sections 1000-1505-Introduction- Board Policies**

Accounting Supervisor Blair and the General Manager reported that the Board has the most recent edition of the Policy Manual.

The Board reviewed in detail and made changes or suggestions to sections 1000-1505. The Board then discussed the protocol for future sections of the manual. Blair suggested that going forward the Board should review the sections then have the District's legal counsel review the manual, then have it come back to the Board for final adoption.

Board Chair Bonato asked that the section discussed and questioned in the section tonight be reviewed by the District's legal counsel. Bonato requested the reviews of sections to be completed at every other Board meeting instead of every meeting.

TO CONSIDER BIDS FOR COMMUNITY CENTER CATWALK FABRICATION (ACTION)

The General Manager reviewed the Community Center catwalk bids with the Board. He commented that staff's recommendation is to accept the bid from Design Construction in the amount of \$6,076.00

Building maintenance superintendent Carrie Miller explained the design and the needs of the catwalk. She reported that staff has all the necessary safety equipment for the use of the catwalk.

Board Chair Bonato asked about the need to galvanize the equipment. Miller explained this was not needed for this equipment and that galvanization is very costly. Bonato asked if the Dahlin Group who designed the building had been informed of the catwalk. The General Manager said they had not yet, but he will take care of it.

Upon motion of Board Members Shess & Sterrett the Board approved the bid from Design Construction in the amount of \$6,076.00.

TO CONSIDER CANDIDATES FOR ANNUAL SOROPTIMIST RECOGNITION NIGHT (ACTION)

The General Manager reviewed the staff recommendation of the candidates for the annual Soroptimist Recognition Night. He asked if the Board would like to include the Ex-Officio in the nominations. The Board said they would. The Board decided on five students for nomination including the Ex-Officio.

Upon motion of Board Members Sterrett & Glover the Board approved the five nominations for the annual Soroptimist recognition night as presented.

TO SCHEDULE ANNUAL REVIEW OF THE GENERAL MANAGER

The Board scheduled a closed session for the General Manager's annual review on April 16, 2015 at 4:00 p.m.

TO SET BOARD COMMITTEE MEETING DATES

a. LAND AND FACILITY DEVELOPMENT COMMITTEE

Vice Chair Shess reported that the Land and Facility Development Committee has not had an opportunity to meet on the property findings yet. Shess commented that at the next scheduled meeting the gate for Dinosaur Hill Park should be discussed. He said May 12, 2015 at 7:00 p.m. at the Community Center will be a public meeting on the disc golf issue.

b. PERSONNEL COMMITTEE

The General Manager will be setting up a meeting with the committee to discuss a coordinator position.

c. BUDGET COMMITTEE

Board Chair Bonato would like to set a meeting for April.

d. PROGRAM COMMITTEE

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

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She distributed a training reference guide from CSDA for new Board Members.
- She updated the Board on the most recent Library Task Force meeting.

Shess made the following announcements/questions:

- He requested a Blues & Brews report.
- He congratulated District staff on their involvement in the CPRS award.
- He asked if the AED had been installed at Pleasant Hill Middle School. The General Manager said staff is working with the school district on cost and placement of the device.
- He asked that the Library Task Force be information agendized.

Glover made the following announcements/questions:

- He thanked staff for their involvement in the CPRS award.
- He acknowledged the passing of former track and cross country coach of Pleasant Hill High School, Bob McGuire.

Bonato made the following announcements/questions:

- She announced that there is legislation monitoring sports turf fields.
- She commented that she is hopeful the District could improve the atmosphere at the Teen Center for the Annual Soroptimist recognition night.
- She thanked staff for the Dolphins banner. She said the artwork was terrific.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The Rodgers Ranch Expo will be April 4, 2015.
- The District's Eggciting Egg Hunt will be April 4, 2015

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 10:15 p.m. in honor of coach Bob McGuire.

Robert B. Berggren, Clerk of the Board