



Board of Directors Meeting Minutes March 28, 2013

The March 28, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:30 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Glover, Donaghu, Bonato, Sterrett

ABSENT: Shess

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

PUBLIC COMMENT

None

TO CONSIDER RESOLUTION 2013-03-28A NOTICE OF COMPLETION FOR THE SENIOR CENTER AND TEEN CENTER (ACTION)

Upon motion of Board Members Bonato & Donaghu, the Board approved Resolution 2013-03-28A Notice of Completion for the Senior Center and Teen Center.

FUNDRAISING UPDATE

The General Manager reported on the current fundraising efforts. Board Member Bonato asked how the District is working on collecting the remainder of the money needed to complete the fundraising efforts. The General Manager explained that the staff is still in the process of conducting fundraising efforts, and scheduling fundraiser events. He reported that the Blues & Brews event just received a \$1500 sponsorship from Republic Services Waste Management Co. He stated that he is still working with potential large donors. Board Member Bonato asked if there is a timeline for the \$116,000 that is still needed for the building projects. She stated that she would like a report to the Board showing timelines of upcoming fundraising events. She would also like to see an accounts receivable report of the pledges that have been committed towards the fundraising efforts. The General Manager will send out a report to the Board showing the status of the current pledges.

Board Member Bonato asked about the furniture estimate for the Community Center. The General Manager explained that staff is hoping the bids will come in lower than the amount that has been budgeted. Bonato also asked about the price of the kitchen equipment at the Senior Center in comparison to the equipment at the Community Center. The General Manager said he would look into the pricing.

UPDATES ON BOND PROJECTS

Prior to the General Managers report the Board thanked Bond Projects Facilities Coordinator Carrie Miller for her weekly project photo updates.

The General Manager made the following comments:

SENIOR CENTER/TEEN CENTER

- The meandering walkway has been completed at the Senior Center.
- More signage is scheduled to be completed to explain the Bioswell areas at the Senior Center.

COMMUNITY CENTER

- This project is still on track.
- There will be a meeting on April 10th regarding the delay in construction due to cold weather.

Board Member Donaghu brought up the change orders for the Community Center. He stated that most of the change orders regarded the design of the project. He asked if staff is concerned about this. The General Manager reported that he is watching the change orders closely. Board Member Bonato asked about the cost of the delay due to cold weather. The General Manager stated it was around \$7000. Board Member Bonato commented that she appreciated the General Manager's quick response reporting the change orders to the Board.

PLEASANT OAKS PARK

- Working on going out to bid next week for this project.
- Hoping to finalize everything with the project April 2nd-21st.
- Met with the City of Pleasant Hill regarding the issue of the second crosswalk. The city is fine with the second crosswalk.
- Met with the City again on the fencing issue. Most of the neighbors are happy that the fence has gone from eight feet to six feet.
- The final estimate for this project came in \$40,000 less than originally anticipated. The General Manager asked the Board Chair how he wanted to prioritize the alternates; the General Manager explained that this does not need to be done in a public meeting. Board Member Sterrett stated she would be available to be involved in a separate meeting along with Board Chair Glover on this item.

The Board complimented the General Manager on working closely with the neighbors at Pleasant Oaks Park and keeping them updated on the project.

Board Member Bonato commented that she attended the Bond Oversight Committee Meeting last week. She stated that the committee is being very diligent with their review of the Bond Projects. She asked if the Board could receive a report history showing the project comparisons from what had been projected for the projects to the actual numbers shown now. Board Chair Glover asked if it would be difficult to show the comparisons of before and after costs. The General Manager explained it would not be difficult to provide this to the Board. Board Member Bonato requested a report showing the cost breakdowns for the acoustics and the meandering walkway at the Senior Center.

Board Chair Glover started the regular meeting at 7:09 p.m.

PUBLIC COMMENT

Adam Nilsen, resident of Pleasant Hill, spoke to the Board regarding the historical sites in Pleasant Hill. Most of his concerns were focused around the Rodgers Ranch site and the Old School House site. He would like to see a dialog started between the Board and those interested in preserving historical sites. Board Member Sterrett gave Nilsen the announcement for the upcoming Rodgers Ranch meeting between Rodgers Ranch Board members and the District's Board. Board Member Bonato volunteered to meet with Nilsen to discuss future plans and ideas.

Paul Nilsen, resident of Pleasant Hill, commented to the Board that the past Historical Society meeting had been very productive. He said the General Manager had sent him the engineering reports of the Old School House along with a copy of the Strategic Business Plan. He found both very informative, but would like the Board to work more closely with the Historical Society in preserving historical sites.

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

Ex-Officio Cassidy was absent from the meeting.

CONSENT CALENDAR (ACTION)

- a. **TO APPROVE BILLS TO BE PAID**
- b. **TO APPROVE MINUTES OF JANUARY 25, 2012, AND FEBRUARY 14, 2013**

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

REPORT FROM VETERANS OF FOREIGN WARS CO-SPONSORED GROUP

Veterans of Foreign wars representatives Bob Newhall and Doug Crouse were present to report to the Board updates on their membership and the activities of the Co-Sponsored group. Crouse listed the annual events the group participates in and reported that their membership is down. They have 135 active members, but they are trying to recruit people who served in Iraq and Iran. He stated that the VFW appreciates the time the District put into the VFW building when Senior Programs were sharing space at the site.

Board Member Donaghu asked how big an area the group draws from. Crouse explained that it is a pretty wide range, and that their group is also part of the American Legion. Board Member Bonato stated that the Veterans are very important to her and that she would like to see the District assist the group in any way they can. The representatives said that at their next meeting they will bring it to the attention of the members that the District Board would like to be more involved in their efforts. The General Manager thanked the group for working so closely with the seniors during the Senior Center rebuilding.

The Board thanked both representatives for attending the meeting.

TO REPORT ON BUSINESS STRATEGIC PLAN ORGANIZATIONAL MEETING

The General Manager distributed information to the Board from the first Business Strategic Plan Organizational meeting. The General Manager stated that he attended the first meeting, but based on the recommendations from RJM he will not be attending future meetings. Board Members Sandy Bonato and Zac Shess are on this committee as well as District staff members Tina Young,

Mark Blair, Carrie Miller, Tom Bradley, Kendra Luke, and Korey Riley. The General Manager reported that the first meeting was mainly focused on the goals and objectives of the committee. He feels that this is going to be a good process for the future of the District. The next meeting is scheduled for April 18th at 10:00 a.m.

TO CONSIDER RESOLUTION 2013-03-28B RECOGNIZING THE IMPORTANCE OF GOVERNMENT TRANSPARENCY AND ACCESSIBILITY (ACTION)

The Board reviewed the California Special Districts Association announcement of the new transparency certificate of excellence program. The General Manager reported that other agencies are working on receiving the certificate from the California Special Districts Association. He will be asking the Board members to provide bios of themselves for the website.

Wendy Lack from the Contra Costa County Tax Board was present and commended the Board for taking the steps toward getting the transparency certificate.

Upon motion of Board Members Sterrett & Donaghu, the Board approved resolution 2013-03-28B recognizing the importance of government transparency and accessibility.

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

This item was brought back to the Board from the previous meeting. Due to the fact that the Board feels that there needs to be general revisions to the document the General Manager is recommending that this item be tabled to a future Board meeting.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She was very happy to receive the District's security measures regarding our children's programs, and thanked the staff for their work on this item.
- She would like clarification on the acoustical work information at the Senior Center. She is wondering if all the expenses have been paid on this project.
- She invited the Board to the EggCiting Egg Hunt.

Donaghu made the following announcements/questions:

- He attended the Senior volunteer party. He reported that the Seniors produced 22,500 volunteer hours this past year even without any facilities. With the new facility they are expecting 35,000 to 40,000 volunteer hours this year. He said it was a nice event.

Bonato made the following announcements/questions:

- She commented on the District's security report. She would like to review it more closely and would like to know what staff was doing before this procedure was put in place.
- She asked about the efforts on producing a Mandated Reporting Policy. The General Manager explained that staff is working on it.
- She has been looking further into the Rotary Club rental of the Senior Center, and she will probably be bringing this matter back to the Board.
- She would like more information on the acoustic work at the Senior Center as to where the funding will be coming from.

Glover made the following announcements/questions:

- He took the required Governance training today. He commented that most of the attendees were from smaller Districts.

- He also completed the required Sexual Harassment training.
- He would like to know the deadline for completing the required Ethics training. The General Manager will see if the District's legal council Mark Cornelius can do the Ethics training.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The EggCiting Egg Hunt will be this Saturday.
- The Rodgers Ranch Plant sale will be next Saturday.
- The joint meeting with the District Board and the City of Pleasant Hill has been tentatively scheduled for July 15th.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:42 p.m.

Robert B. Berggren, Clerk of the Board