

Board of Directors Meeting Minutes

April 14, 2016



The April 14, 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 Vice Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato (Arrived at 7:06 p.m.), Donaghu, Shess, Sterrett

BOARD ABSENT: Glover

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 #22522-22594
- b. To Approve Minutes of February 25, 2016
- c. To Approve Resolution 2016-04-14, Honoring Ann Luke

Upon motion of Board Members Donaghu & Bonato, the Board approved the Consent Calendar with minor changes to the minutes of February 25, 2016.

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- Last week they met in regards to feedback about the Egg Hunt. The event went smoothly, except there was some confusion by the bounce house where the Teen Council was assisting. There were 2 bounce houses; one was for younger kids and one for older kids, there should have been signs up with age limitations.
They did not have face painting this year, but next year, they may ask one of the volunteer clubs at College Park to handle the face painting. Sterrett mentioned that the event is co-sponsored with the Lions Club and they are available to help out.
- They are talking about how to motivate the teens more and to have the teens involved in the planning for teen events. In hopes to encourage more teens to apply for Teen Council they will advertise at many local schools.
- Teen Council will be helping with the clean-up for the Literary Women event.
- Jenny Cooper and Katrina Hunn attended a workshop called Teens on Screens, an event on CyberBullying.

College Park news:

- Tonight is the opening night of the drama class production of "She Loves Me", which is a musical. It shows tonight and tomorrow at 7pm, and next week on the 20th at 4pm and 22nd and 23rd at 7pm.
- The school is busing the Seniors to their Senior Ball to help prevent the intoxication issues from the past. The Senior Ball is on May 14.
- There was a sexual assault assembly today to bring awareness to Seniors, many of whom are going off to college. St. Mary's Director of Sexual Assault Prevention brought in a theatre group to present this topic. The College Park Human Rights class coordinated the event.
- Graduation caps and gowns are being handed out on the 19th. Everyone is getting ready for graduation. There are leis for sale.
- There will be a free SAT workshop on Monday, April 18 for an hour after school to get students more acquainted with the new format. It is being put on by the College Park College and Career Center.
- Board Member Donaghu asked how the "Every 15 Minutes" event went. Naccara commented that it went well and was realistic, especially when the speakers came to speak the next day, which was very emotional and had an impact.

REPORT FROM PLEASANT HILL BASEBALL ASSOCIATION

Board Chair introduced Rob Curran, President of the Pleasant Hill Baseball Association, who was elected last summer. This is his 9th or 10th year with the Association. He said his Mom was one of the 2 women presidents back in the 80's and his grandfather is one of the founding members of PHBA. He said the league is big right now and he values the partnership with Pleasant Hill Recreation. He appreciates the use of the fields and hopes they are good stewards. He turned in a \$35,340 check for use of the fields.

He said the league is popular and there are 1,780 kids signed up for Spring. He said when he started on the Board there were only about 900. He said there is an influx from Walnut Creek, Lafayette and Concord and more. It is a stretch as a volunteer and a big time commitment. They are in financial good standing. He said they are saving for a building. He said they have focused in the past two years on cost cutting that does not affect the kids. He is concentrating on their community partnerships. Curran said they had a beautification project for Sequoia Middle School fields did maintenance to repair the fields; also picked up trash, painted the backboards and also the basketball backboards. PHBA has continued to maintain good relations with school, the Recreation & Park District and other community members. He said they have kept their relations with the Pleasant Hill/Martinez Soccer Association. He reached out to the President of PHMSA, Dave Killeen and has focused on positive relations.

Curran stated they are at capacity and they finally started to plan on games on Sunday, which normally was a family day. He said they have maxed out their fields. They are looking into other locations for fields. He said they have been working on installing a storage building, but they have run into some "hiccups" with the City of Pleasant Hill. They are still working on it. The Board expressed their appreciation for the extensive report and ongoing support from PHBA. Board Chair Shess thanked Curran for his report.

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

The General Manager said the District went out to bid again and received two bids with APCO Paving Company bid for \$389,340 up from the first bid round; McNabb Construction re-bid came in at \$497,861. The General Manager is recommending accepting the lowest bid of \$389,340 from APCO Paving. After some board discussion, the board came to a decision.

Upon motion of Bonato and Donaghu, the Board approved the bid from APCO Paving with instructions to staff to see if some of the increase of \$10,660 from the first bid can be negotiated.

FOLLOW UP REPORT FROM CALIFORNIA CONSULTING ON THE DISTRICT'S GRANT PROGRAM

Board Chair Shess introduced representatives from California Consulting, Steve Samuelian and Shari Herbold. The General Manager stated there were some additional questions on the process and update of the grant programs that California Consulting have been working on. Shari introduced herself and her background. Steve, the owner of California Consulting, reviewed all the grants and the process and pointed out the dates the various grants are due.

The Board expressed their concerns and questions. They mentioned maybe looking into having another grant writer taken into consideration to handle the District's grant writing due to their concerns. Board Chair Shess stated that the first few months are critical in setting up trust with a client and the contract was signed in December 2015, but a site visit was not made until end of March. He said it was a concern. The Board would like more extensive reports and recording. Board Chair Shess would like the status of each grant to be recorded and perhaps when we may hear back from grants that have been submitted. He suggested having the staff submit the top 7 priority projects. Shess thought of maybe putting in an all ability playground in one of our parks. Is there a grant that could apply to this type of playground?

Steve mentioned that there is a collaborative team working together with the grant writers. Shari said they can give the Board quarterly reports. Board Member Bonato said that was a good idea for the beginning until we build the foundation. Board Chair Shess requested a good detailed activity report, but we don't need them at the meeting each time. Steve will send a summary and has taken note of all the concerns. Board Chair Shess and the Board thanked Steve and Shari for coming out and meeting with the Board.

TO CONSIDER RIGHT OF ENTRY AGREEMENT WITH MGP AT CHILPANCINGO PARK (ACTION)

The General Manager presented the right of entry agreement that was reviewed by the District's Attorney Curt Kidder. He is recommending the Board allow access for MGP entry access at Chilpancingo Park. Board Member Bonato questioned their legal name other than MGP. She asked where the area of access is and staff confirmed the access road and area of entry. Bonato had additional questions, which the General Manager was able to answer. The District has easements granted to the Contra Costa County Flood Control and Bonato asked if the General Manager can check to see if MGP has an agreement with Flood Control as well. She also asked if any damage is made what time frame would MGP have to restore the damage. Bonato requested to ask MGP to provide the District with a certificate of coverage naming the District as additional insured with an endorsement. She also asked to add a prevailing party's attorney fees provision.

Upon motion of Bonato and Donaghu, the Board approved the right of entry agreement with MGP at Chilpancingo Park with District's Counsel to make consideration of comments made.

REVIEW OF POLICY NUMBER 4005 ACCESS TO AND COPYING OF DISTRICT DOCUMENTS

The General Manager said the Policy has been reviewed by Curt Kidder. Board Member Donaghu had a few edits, which will be brought back to District Counsel to make before approval. Board Chair Shess and Bonato pointed out a few more edits. Further discussion followed on terminology.

UPDATE ON THE GENERAL MANAGER SEARCH

The General Manager updated the Board on the General Manager search. He said CPR Consulting representative Pam Derby informed him there were 25 resumes received and she has identified 6 that will be screened and reviewed. The final date is Monday, April 18. Pam will then compile a client report to review the applicant pool and identify those candidates that she recommends to advance to

the first panel interview process. She wants to meet the week of May 2 with the AD HOC Committee or if the Board wants to meet as a whole. Board Chair Shess would like the AD HOC Committee to see which candidates they have narrowed down for the first panel interview. The AD HOC Committee consisting of Sandy Bonato and Sherry Sterrett decided on May 4 at 2:00 p.m. to meet with Pam Derby to decide on the candidates that will be interviewed with the professional interview board.

The General Manager said he is recommending Tina Young to be Interim General Manager if the new General Manager will not be starting on June 1. This will be until the new General Manager begins. He will place this on a future agenda for approval.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. Land and Facility Development Committee** – April 19, 2016
- b. Personnel Committee** – Nothing to report
- c. Budget & Finance Committee** – May 11, 2016
- d. Program Committee** – Nothing to report

The Liaison Committee Meeting was cancelled for May 20. The General Manager said Accounting Supervisor Mark Blair invited the Board to attend an Internal Controller Seminar. They will wait until all Board Members are present to decide on a date.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She went out to Rodgers Ranch and was very pleased with the new sign.

Donaghu made the following announcements/questions:

- He attended the Chamber meeting on March 17 and reported that they made a profit of \$7,800 at the Mayor's Breakfast.
- Anne Baker resigned from the Chamber Board and the Green Committee for the Chamber. She will be the new Rotary President.
- He attended the ribbon cutting for the Golf Club Road Bridge where County Supervisor Karen Mitchoff, Representative for Assembly Member Susan Bonilla and several other agency officials were in attendance.

Bonato made the following announcements/questions:

- She was at the Pleasant Oaks Park playground and overheard some parents talking about how much they love the park.
- She asked what is happening at Larkey Park. The General Manager mentioned they are renovating the pool at Larkey Park.
- She attended the Rodgers Ranch Expo, which was a very nice event. She also attended the olive oil tasting from Amphora. She said it was a great presentation.
- She asked if the tree issue on Elderwood was resolved. The General Manager said the tree arborist determined that the trees are healthy. The General Manager stated there are no funds, but some trimming has been completed.

Shess made the following announcements/questions:

- He said there are some missing signs at Pleasant Oaks Park and the maintenance staff has ordered some new ones.
- He attended the Rodgers Ranch Expo and said he enjoyed the event. He has shared a recipe from Amphora.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The Special Rec Dance was super. It was well attended and Sterrett said it is one of the biggest draws. It is becoming more popular.
- He said there was a great customer service training with 55 employees in attendance.
- CAPRI sent a notice out on an opening seat on the Board of Directors, letter of interest deadline is on May 2.
- He announced that the CARPD Conference is in May, which he will be attending and it will be his last CAPRI Board Meeting as well.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 10:46 p.m.

Robert B. Berggren, Clerk of the Board