



Board of Directors Meeting Minutes May 9, 2013

The May 9, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:01 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, Shess

ABSENT: Sterrett

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

PUBLIC COMMENT

None

PRESENTATION OF THE DECEMBER 31, 2012 BOND OVERSIGHT COMMITTEE REPORT BY CHAIR NORM VANHOLE

Bond Oversight Committee Chair Norm Vanhole was present to review the semi-annual Bond Oversight Report of December 31, 2012. He reported that the Senior Center and Teen Center were completed. He commented that it has been a pleasure to serve on the Bond Oversight Committee, and stated that the committee has met to discuss how best to close out the bond projects and to present their final report to the public. Vanhole would like to set up an evaluation meeting with the Board and District staff after all the bond projects have been completed.

Board Member Bonato stated that she is interested in the process the committee will take to close out their reports. She asked accounting supervisor Blair if there is anything additional the committee should include in their final report. Blair said there is not. Blair stated that there will be another Bond Oversight Committee report in June.

The Board thanked Vanhole and the Bond Oversight Committee for all the hard work they do and for the thoroughness of their reports.

TO CONSIDER BIDS FOR PLEASANT OAKS PARK BOND PROJECT (ACTION)

The General Manager stated that the bids for the project were due on May 2, 2013, and that there had been a special board meeting on May 7, 2013 to review the bids for the Pleasant Oaks Park bond project. The General Manager reviewed the bids and the bid alternates with the board. The apparent low bidder is Goodland Construction. The General Manager and staff are recommending that the Board accept the Goodland Construction bid including the alternates of the picnic areas and the preschool playground. Staff has contacted seven of Goodland's references which have all given the company high marks. Board Member Donaghu asked if the references had the same subs on their lists that Goodland would use on the District project. The General Manager said he would look into this.

Board Member Bonato asked for an update on change orders for the Community Center. The General Manager explained that there will be a report available on May 20th. The General Manager distributed the open change order list as of May 6th for the Community Center. Bonato asked where the budget stands for the Senior Center's project money not included in the bond work. The General Manager stated that most of the projects were in the budget with the exception of the parking lot paving and the HVAC repairs. He explained that the parking lot paving may be incorporated into the bid package for work that the City of Pleasant Hill will be doing. Bonato commented that the reason she is bringing this up is that the Senior Center and the Teen Center projects are \$900,000 over budget. Since the board has 45 days to decide on the alternates for the Pleasant Oaks Park project, she would not like to make a decision tonight on those.

Board Chair Glover stated that he would like to just approve the bid to Goodland Construction at this time and wait the 45 days to decide on the alternates to get a better grasp on the financial picture for all the projects. The General Manager stated that he will make sure the Board receives an updated budget from CSI on or before May 20th.

Upon motion of Board Members Donaghu & Bonato, the Board approved the bid from Goodland Construction in the amount of \$3,260,000 with no alternatives specified.

Board Member Bonato distributed photos of other work done by Goodland Construction. The General Manager invited the Board of Directors and the Bond Oversight Committee members to the ground breaking of the Pleasant Oaks Park project on May 30th.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

SENIOR CENTER/TEEN CENTER

- The acoustic work has been completed, and we are waiting for the right event to see how everything is working.
- CSI is still working on the HVAC project.
- He stated that it is very nice that the City of Pleasant Hill is willing to include our parking lot paving project at the Senior Center in their bid packages.

COMMUNITY CENTER

- Chris Schmidt has resigned from CSI; he has relocated out of state. Allan France will be taking over his duties with the Community Center and Pleasant Oaks Park.
- The General Manager reported that Bond Facilities Coordinator Carrie Miller did a nice job on the furniture packages for the Community Center. The bids are out now and due back June 19th.

PLEASANT OAKS PARK

- The General Manager reported that the ground breaking for the project will be May 30th at 4:00 p.m.

The General Manager announced that he did not receive any inquiries from government agencies regarding the sale of the Little House property. He would like to proceed to put it on the market for public sale. Board Member Bonato asked if the District will be paying for any repairs on the property. The General Manager said the District would be paying approximately \$6,000 in repairs. Bonato asked how the process would proceed once an offer has been made on the property. The General Manager explained that this would be a closed session item.

Board Chair Glover started the regular meeting at 7:00 p.m.

PUBLIC COMMENT

None

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

Ex-Officio Cassidy gave the following report.

- The Teen Council is conducting interviews for new members.
- Next year's class officer elections are beginning for College Park.
- Genesis will still be the ex-officio to the board next school year.
- The last day of school will be June 14th.
- Last night was the undergraduate awards night at College Park.
- STAR testing is ending tomorrow.

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO DOG LAYLA AND OWNERS CAITLYN HOLT AND MIKE ANNAS

Layla the dog and her owners Caitlyn Holt and Mike Annas were present to sign the Spring/Summer Spotlight in which Layla highlighted the cover. The signed copy will be placed on the District's "Wall of Fame".

CONSENT CALENDAR (ACTION)

a. TO APPROVE BILLS TO BE PAID

b. TO APPROVE RESOLUTION 2013-05-09A, DECLARING MAY AS NATIONAL WATER SAFETY MONTH

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

REPORT ON REFINANCING OF 1997 AND 1999 CERTIFICATES OF PARTICIPATION

Rick Brandis and Jeff Land from Brandis Tallman LLC were present to discuss with the Board the refinancing options of the 1997 and 1999 Certificates of Participation.

Brandis reported that proceeds from the 1997 Certificates of Participation were used to provide funds to acquire 11.5 acres of land which became Pleasant Oaks Park, and that the proceeds from the 1999 COPs were used to refinance a loan entered into by the District with the City of Pleasant Hill, as lender, to finance the purchase of certain recreation and playground equipment, and to finance certain repairs to the District's buildings.

Brandis commented that they would like to package both Certificates of Participation from 1997 and 1999 into one COP for refinancing. He stated that this is the right time to refinance as the interest rates are low. His Company is in the process of getting documents together to be presented at the June 13th Board meeting.

Board Member Bonato asked about the last bond rating the District received from Moodys and if this would affect the refinance. Brandis explained that to refinance they would need to get a new bond rating, they will be using a different company for the rating, and will be using the Teen Center and pool as the collateral.

The Board thanked Brandis and Land for attending the meeting and for their report.

TO CONSIDER PROPOSALS FOR DISTRICT AUDIT SERVICES (ACTION)

This item was tabled to the May 23rd board meeting.

REVIEW MARCH 31, 2013 QUARTERLY REPORT

a. REVIEW INVESTMENT REPORT

b. REVIEW PUBLIC AGENCY RETIREMENT SERVICES

Accounting Supervisor Mark Blair reviewed the following highlights in the March 31, 2013 quarterly report. He also reviewed the Public Agency Retirement Services accounts.

Report Changes -

- The District has separated Building Maintenance into its own department. In past years, the employees in this department were charged to the Community Center Custodial Payroll. The District's registration software (ACTIVE) has changed its income reporting methodology. In prior years, income was recorded when funds were received. At year-end each supervisor would calculate the amount of income received for events and activities that had not yet occurred. Starting in October 2012, ACTIVE now posts to unearned income all amounts collected for future events and then reflects it into income as each activity date occurs. Blair reported that this new accounting from ACTIVE should result in a truer picture of earned income but will also show lower income levels when compared to the prior year.

Financial Overview -

- The bottom line results for the General Fund show a decline of 6.4% from last year.
- Tax Revenue - The District has received only the first Secured Tax payment which is \$41,000 lower than that received in 2012.
- Overall Program Revenue - The total program revenues for the current year show a decline of 14% from the previous year. This decline is more than offset by the increase in unearned revenue reporting changes from the ACTIVE registration.
- Overall Program Expenses - The total program expenses for the current year show a decline of 5% compared to last year.
- Capital Expenses - This department has a \$290,000 increase over last year.

At the conclusion of Accounting Supervisor Blair's report, the General Manager commented that he would like to have a joint meeting between the School District Board and our Board to discuss the school district's usage fees.

TO APPROVE RESOLUTIONS 2013-05-09B – 2013-05-09F, INTENTION TO ORDER IMPROVEMENT FOR VALLEY HIGH II, VALLEY HIGH IV, VALLEY HIGH V, WOODSIDE HILLS I AND WOODSIDE HILLS III (ACTION)

Upon motion of Board Members Bonato & Donaghu, the Board approved resolutions 2013-05-09B – 2013-05-09F, intention to order improvement for Valley High II, Valley High IV, Woodside Hills I and Woodside Hills III.

TO APPROVE RESOLUTION 2013-05-09G, INTENTION TO ORDER IMPROVEMENT FOR LANDSCAPE AND LIGHTING DISTRICT #6 (ACTION)

Upon motion of Board Members Donaghu & Shess, the Board approved resolution 2013-05-09G, intention to order improvement for Landscaping and Lighting District #6.

DISTRIBUTION OF PRELIMINARY BUDGET FOR FISCAL YEAR 2013-14 AND AMENDING FISCAL YEAR 2012-13 BUDGET

The Budget and Finance Committee of Chair Sandy Bonato and Member Bobby Glover will be meeting on Monday, May 13th at 8:00 a.m. Board Member Bonato requested a special meeting with the Board to review the budget. A special board meeting was scheduled for Friday, June 7th.

REPORT FROM BUSINESS STRATEGIC PLAN COMMITTEE

Board Members Sandy Bonato and Zac Shess reviewed the minutes from the last Strategic Plan Committee meeting. They reported that the committee is focusing on five top recreational service goals to be completed in the next 2 years. These goals are as follows:

1. Working on partnerships.
2. Develop recreation management policies and evaluation criteria.
3. Emphasize marketing.
4. Hire a rental coordinator and increase facility rentals.
5. Increase recreational programming revenue.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He attended the Flaskerud's REMAX TODAY open house.

Bonato made the following announcements/questions:

- She attended part of the "amazing race" through the City of Pleasant Hill. She said it was a great event and that it highlighted a number of the District's parks.
- She asked what event was happening this morning. Staff explained it was the annual "bike to work day".

Shess made the following announcements/questions:

- Attended the Pleasant Hill Baseball Association's banquet at the Senior Center. He said the acoustics seemed much better.

Glover made the following announcements/questions:

- He requested to see more information on the CPRS award given at the CPRS award luncheon to the organization who gave certificates to people for utilizing parks.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He gave Board Member Bonato some updated information he had received regarding the cell tower proposal at Paso Nogal.
- He announced that Blaine Swafford, who brought the water tank cell antenna proposal for Dinosaur Hill Park, would like to meet with the Board to discuss this proposal further. The Board asked the General Manger to ask Swafford for more information and a design before the Board sets up a meeting with him. The General Manager said he would pass this on to him.
- He stated that the Bay Area Quality Management Committee is looking for a regional park district representative.
- Marian Woodard with the Rodgers Ranch Urban Farm and Teaching Gardens received a free greenhouse.

- The Love, Laugh & Learn event is tomorrow at the Senior Center beginning at 9:30 a.m.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:58 p.m.

Robert B. Berggren, Clerk of the Board