



Board of Directors Meeting Minutes May 23, 2013

The May 23, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Sterrett at 6:36 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Member Shess led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Sterrett, Donaghu, Bonato, Shess

ABSENT: Glover

STAFF PRESENT: Lischeske, Miller, Bradley, Young, Blair, Keifer, Hunn

PUBLIC COMMENT

None

TO CONSIDER UTILIZING EAST BAY REGIONAL PARK DISTRICT WW FUNDS FOR COMMUNITY CENTER AND PLEASANT OAKS PARK PROJECTS (ACTION)

The District received a Per Capita Grant amount of \$1,746,348 through the Measure WW local grant program from East Bay Regional Park District. The District has currently utilized and approved the following expenditures of that money:

- \$392,363.00 – Pool resurfacing and VGB upgrades at Pleasant Hill Aquatic Park.
- \$150,000 – New Teen Center.
- \$700,000 – Community Center.

The General Manager and staff are recommending submitting the remaining \$504,000 to East Bay Regional Park District to receive the remaining grant of the Per Capita fund.

Board Vice Chair Sterrett asked if the remaining \$504,000 can be used for projects other than the Community Center. Accounting Supervisor Mark Blair explained that, if necessary, the funds can be shifted to different projects, but the funds for each project need to be approved by EBRPD. He stated that it would be more beneficial to submit one request under the Community Center project and have additional money on hand for the Pleasant Oaks Park project. He commented that the District would not receive the WW money until the project has been completed. Bond Facilities Coordinator Carrie Miller commented that the Pleasant Oaks Park project is on schedule to be completed before the Community Center project.

Board Member Bonato asked why it would be necessary to apply for the full \$504,000 at this time. Blair explained that \$100,000 would be used for the Pleasant Hill Park ad alternates.

A motion from Board Member Bonato was made to apply for \$400,000 from the East Bay Regional Park District WW funds for the Community Center project, and begin the process for the Pleasant Oaks Park approval.

After the motion Blair commented that he would research the timing for the approval process from EBRPD. Vice Chair Sterrett recommended tabling the agenda item until more information has been received. The motion was rescinded, and the item tabled to the next board meeting.

FUNDRAISING UPDATES

Recreation Superintendent Tina Young reviewed the lasted fundraising report with the Board. She stated that since the report \$64,170 was received from HEDCO. She reported that staff is working with the Dahlin Group on the tile fundraiser for the Community Center. The bricks for the Senior Center are continuing to sell. She commented that the fundraising coordinator is working on two upcoming fundraising events a dance party and a Bocce tournament. Vice Chair Sterrett asked if the donation pledges are being honored. Young stated that they are. Board Member Bonato asked for a report on the status of the donation pledges showing monthly changes. Bonato also requested a report from staff on the status of the ongoing fundraising efforts including a report from the Capital Campaign Committee.

UPDATES ON BOND PROJECTS

The Recreation Superintendent made the following comments:

SENIOR CENTER/TEEN CENTER

- The back parking lot work estimate is \$6,292.75 which is far less than anticipated. Board Member Bonato asked when this work will be completed. Miller commented that the District is still confirming the timing of the project.
- The new acoustic work is working nicely. Vice Chair Sterrett asked for a report on the acoustic work.
- The cost for the repairs to the HVAC will be \$35,000 which has been included in the general budget. The Board asked that the General Manager look into why repairs had to be done to a new HVAC unit.

PLEASANT OAKS PARK

- The Notice to Proceed on this project will be May 28, 2013. Board Member Bonato would like to know if any RFI's are expected to come in.

Vice Chair Sterrett started the regular meeting at 7:34 p.m.

PUBLIC COMMENT

None

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

Ex-Officio Cassidy was not present to give a report.

TO HONOR AND RECOGNIZE THE 2012-2013 TEEN COUNCIL

a. PRESENTATION TO TEEN COUNCIL MEMBERS

b. PRESENTATION TO CHAIR HELENA STRAND

c. PRESENTATION TO EX-OFFICIO GENESIS CASSIDY

Recreation Supervisor Katrina Hunn was present to recognize the 2012-2013 Teen Council members. She presented certificates to Allie Naccara, Brandon Hutslar, Breanna Klippel, Emily Dowey, Jessica Bracken, Kayla Brooks, Kevin Neys, Matt Cary, Melissa Torres, Meredith Fore, Monica Rodriguez, Ryan Hood, and T.J. Tamura.

Hunn presented a certificate of appreciation to Teen Council chair Helena Strand, who also had received the Teen of the Year award at the Citizen of the Year Awards Night.

CONSENT CALENDAR (ACTION)

a. TO APPROVE BILLS TO BE PAID

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

TO CONSIDER PROPOSALS FOR DISTRICT AUDIT SERVICES (ACTION)

Accounting Supervisor Mark Blair reported that six auditing firms submitted bids for offering services to the District, including our current auditor with the requirement that a new partner be assigned to the audit. Blair reported that the lowest bidder did not have any active clients who returned his calls for reference checks. Based on this, if the Board decides to move to a new auditing firm, he is recommending Fechter & Company. Board Member Shess asked about the references for Fechter & Company. Blair stated that they were all very favorable. Board Member Bonato asked if it was a policy of the District to change auditors at the conclusion of a contract. Blair explained that it is recommended to change firms or audit partners after a number of years. Board Member Bonato asked why the District is paying for the Senior Center books to be reviewed. Vice Chair Sterrett explained that historically, since the Senior Center is primarily volunteered based, the District has helped with their audit. Board Member Bonato asked why the Senior Center does not pay for their part of the audit. Sterrett stated it was her understanding that it was because the District has asked the Senior Center to provide an audit. Board Member Bonato stated that she would like to have a discussion with the Senior Center Club about the possibility of them paying for or reimbursing the District for their audit.

Upon motion of Board Members Bonato & Shess, the Board approved Fechter & Company CPA's for a five year contract with the District, including five years of review of the Senior Club's books.

The Board asked that Blair report to Riccardi Inc. that this board decision is not a reflection of their work, but simply the need to have a fresh set of eyes reviewing the District's books. The Board thanked Blair for his work on this item.

TO CONSIDER GOLF CLUB BRIDGE ADDITIONAL EASEMENT TO THE CITY OF PLEASANT HILL (ACTION)

Recreation Superintendent Tina Young reported that Pleasant Hill City Engineer Mario Moreno has requested to grant an additional aerial easement for the Golf Club Bridge project. Young reported that the General Manager is recommending the District donate this easement to the City of Pleasant Hill for the Golf Club Drive Bridge project. Young commented that the General Manager has confirmed with Mario and District Council Mark Cornelius that this will be a non exclusive easement.

Board Member Bonato stated that she is concerned about the wording of the easement. She would like to make sure it is stated that the District is protected from potential claims.

Upon motion of Board Members Bonato & Donaghu, the Board approved the Golf Club Bridge additional aerial easement to the City of Pleasant Hill with the necessary addition of an indemnity provision that indemnifies, defends and holds harmless the District from claims related to the easement

REPORT FROM BUSINESS STRATEGIC PLAN COMMITTEE

The most recent Strategic Business Plan meeting was on May 16th. Board Member Bonato commented that the Board members on this committee would like to report back to the Board more frequently. She stated that the committee is reviewing the Strategic Plan focusing on each of the plan areas in detail. She commented that the committee is still in the organizational phase. Board Member Shess reported that at the last meeting there were five goals that were discussed and focused on. He commented that the committee will be trying to narrow these down to 3 achievable goals to be reviewed by the Board at a future meeting. Board Member Donaghu commented that he agreed that there should be condensed workable goals to review. He commented that he felt the committee is moving in the right direction. Vice Chair Sterrett commented that she is excited to see where the whole process will go from here.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He attended the Chamber of Commerce Board meeting at which time he told them that the Pleasant Oaks Park bid had been approved by the District Board.

Shess made the following announcements/questions:

- He will attend the East Bay state of the water district meeting on May 30th.
- He enjoyed seeing the 25 students from the Teen Council that were recognized at the meeting.

STAFF ANNOUNCEMENTS

Recreation Superintendent Tina Young made the following announcements:

- The General Manager attended the CAPRI awards. The District received two awards one for safety and one for facilities.
- The Pleasant Oaks Park ground breaking will be on May 30th.
- She stated that Jessie Wustoff is resigning from her e-marketing hours due to health reasons. She distributed the job announcement for the part time position for the marketing portion of her position.

ADJOURNMENT

Vice Chair Sterrett adjourned the meeting at 9:14 p.m.

Tina Young, Acting Clerk of the Board