

# Board of Directors Meeting Minutes

## June 11, 2015



The June 11, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:00 p.m. in the Conference Room at the Administrative Office. Bonato reported that the Board met in closed session and gave direction to the attorney on the items in the closed session.

### **PLEDGE OF ALLEGIANCE**

Board Member Sterrett led the Pledge of Allegiance.

### **ROLL CALL**

**BOARD PRESENT:** Bonato, Donaghu, Glover, Sterrett, Shess

**STAFF PRESENT:** Berggren, Thoits, Riley

### **PUBLIC COMMENT**

None

### **PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO HUNTER KANE**

Marketing Director Thoits introduced Hunter Kane pictured on the cover of the Summer Spotlight. Kane signed a copy of the Spotlight for the "Wall of Fame". Board Chair Bonato presented Kane with his own framed copy of the Spotlight cover.

The Board and District staff thanked Kane for attending the meeting.

### **CONSENT CALENDAR (ACTION)**

- a. **To Approve Bills to be Paid**
- b. **To Approve Minutes of March 26, 2015 and May 28, 2015**

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

### **REPORT FROM FOURTH OF JULY COMMISSION**

Fourth of July Commission representative Chris Tipton was present to give the Board a report on the Fourth of July Commission and an update on the upcoming Fourth of July event. He reviewed the activities planned for the Fourth of July.

The Board thanked Tipton for his report, and for all the hard work the Fourth of July Commission does for the community.

### **TO CONSIDER LABYRINTH SIGNS AT BROOKWOOD PARK (ACTON)**

- a. **Report on Labyrinth Installation and Opening**

Hospice Representative Mimi Weisel was present to review the proposed signage for the labyrinth at Brookwood Park. She gave an update on the installation of the Labyrinth. Weisel commented that current plans have the delivery of materials on June 13, 2015, and the volunteer work day on June 20, 2015. Weisel said the opening celebration is planned for June 28, 2015.

Weisel reviewed the proposed signage for the labyrinth with the Board.

Board Member Sterrett asked if the sign on the stand had been used by the group before, as she was concerned about vandalism. Weisel commented that this was the first usage of the stand sign, and its placement position should discourage vandals.

Board Chair Bonato asked about the materials of signs. Weisel said the signs were made of heavy duty plastic material.

Weisel commented that their group is very excited about the Labyrinth project; she said it has been a great way to work with the community. She distributed information about the opening celebration on June 28, 2015 to the Board.

Board Member Donaghu asked if the labyrinth will be completed in one day. Weisel said it will all be completed on June 20, 2015.

Upon motion of Board Members Donaghu & Shess the Board approved the signage for the Labyrinth at Brookwood Park with the removal of the "s" from park in the District's name.

### **BUDGET & FINANCE COMMITTEE REPORT**

- a. To Consider Teen/Special Events Coordinator Position (ACTION)**
- b. To Consider Capital Projects for Fiscal Year 2015-16 (ACTION)**
- c. To Approve Resolution 2015-06-11A, Amending Fiscal Year 2014-15 (ACTION)**
- d. To Approve Resolution 2015-06-11B, Adopting Preliminary Budget for Fiscal Year 2015-16 (ACTION)**
- e. To Approve Resolution 2015-06-11C, Adopting Preliminary Budget for Fiscal Year 2016-17 (ACTION)**

- a. This item was tabled as an action item until the Personnel Committee can make a recommendation.
- b. Board Chair Bonato reviewed District staff's top six Capital Projects items for fiscal year 2015-16. Which included:
  - Pleasant Hill pool deck repair.
  - Repaving basketball court at Pleasant Hill Park.
  - Shade Structure for the Teen Center.
  - Aerway Slice Aerator.
  - Tycrop TD-460 Top Dresser.
  - Restroom facilities for Rodgers Smith Park.

The Board asked for the pool deck to be added to the Board facilities tour. This item was tabled until more information from the General Manager can be given to the Board.

- c. Upon motion of Board Members Donaghu & Glover the Board approved Resolution 2015-06-11A, Amending Fiscal Year 2014-15 budget.
- d. Upon motion of Board Members Donaghu & Glover the Board approved Resolution 2015-06-11B, Adopting Preliminary Budget for Fiscal Year 2015-16.
- e. Upon motion of Board Members Donaghu & Glover the Board approved Resolution 2015-06-11C, Adopting Preliminary Budget for Fiscal Year 2016-17.

**TO CONSIDER POOL CHEMICAL BIDS (ACTION)**

Aquatic Supervisor Korey Riley was present to review the chemical bids. Riley reported that five companies had submitted bids. She commented that staff is recommending Sierra Chemical at \$15.10/bag for Sodium Bicarbonate and Commercial Pool Systems, Inc. at \$2.95/gallon for Muriatic Acid.

The Board thanked Riley for continuing to keep the chemical costs low.

Upon motion of Board Members Donaghu & Glover the Board approved Sierra Chemical for Sodium Bicarbonate and Commercial Pool Systems, Inc. for Muriatic Acid.

**REPORT ON CALIFORNIA ASSOCIATION OF RECREATION & PARK DISTRICTS ANNUAL CONFERENCE**

Board Member Shess reported on the CARPD Conference he attended for the first time. He said that the conference was well attended, and that it had been a very good experience for him. He came away from the conference with new programming and marketing ideas.

The Board thanked Shess for his report and for attending the conference.

**REPORT AND DISCUSSION ON LIAISON COMMITTEE WITH CITY OF PLEASANT HILL**

Board Chair Bonato reported that she and Board Member Shess met with members of the City of Pleasant Hill to discuss District properties, the Mangini Property, the Teen Center, safety issues at Dinosaur Hill Park, Paso Nogal road safety issues, library project update, the status of the City/District partnerships, and the Grayson Woods golf course issue.

Bonato commented that the group is looking into a joint meeting in the fall to discuss economic development plans.

The Board thanked Bonato for the update.

**REPORT ON 2015 BLUES & BREWS EVENT**

The General Manager gave the Board an update on the upcoming Blues & Brews event on July 17, 2015 & July 18, 2015. He reported that the planning of the event is right on schedule. Board Chair Bonato asked how much sponsorship has been contributed. The General Manager said there has been roughly \$7,000 sponsored so far.

The Board thanked the General Manager for the update and asked him to look into a policy for designated drivers at the event.

**TO SET A DATE FOR A BOARD STUDY SESSION CONCERNING THE POLICY MANUAL**

The Board Study Session was tentatively scheduled for Tuesday, July 7, 2015 at 4:00 p.m. or Tuesday, July 21, 2015. The General Manager will be checking with the District's legal counsel for his availability.

**TO SET A DATE FOR THE BOARD TOUR OF DISTRICT FACILITIES**

The Board tour was scheduled for July 9, 2015 at 5:00 p.m.

## **REPORTS AND TO SET BOARD COMMITTEE MEETING DATES**

- a. **Land and Facility Development Committee**
- b. **Personnel Committee**
- c. **Budget & Finance Committee**
- d. **Program Committee**

**Land and Facility Development Committee:** Nothing to report at this time.

**Personnel Committee:** Nothing to report at this time.

**Budget & Finance Committee:** Nothing to report at this time.

**Program Committee:** Next meeting June 23, 2015.

## **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

**Sterrett** made the following announcements/questions:

- She commented that the Library Task Force will meet again on August 10, 2015 at City Hall. She would like to adjourn tonight's meeting in the honor of in honor of Friends of Rodgers Ranch Founder, Ellen Stevahn and former Board Member of Mount Diablo Unified School District, Larry Todd.
- She will be out of town for the next Board meeting.

**Donaghu** made the following announcements/questions:

- He asked the General Manager to let Marketing Director Jen Thoits know that he has not received any emails regarding the Program Committee date.
- He attended the May Chamber of Commerce meeting. The Chamber will be hiring a new employee. The food trucks are scheduled to return. The tiered membership fees are being looked into more seriously.

**Glover** made the following announcements/questions:

- He thanked Board Chair Bonato for her involvement and comments at the disc golf public meeting.
- He complimented the new signage around the District.
- He commented that the Fairfield Senior Center has changed their name. He will find the article and share it with the Board.

**Shess** made the following announcements/questions:

- He also thanked Board Chair Bonato for her involvement and comments at the disc golf public meeting.
- He asked for an update from the General Manager on the Clubs and Organizations meeting with the District staff.
- He congratulated the College Park Falcons on their win.

**Bonato** made the following announcements/questions:

- She received two follow up emails about the Eucalyptus tree. The General Manager commented that park staff is waiting for an arborist report.
- She would like an explanation from the General Manager on the Senior Center Chateau Room blinds cost. The General Manager said he had sent an explanation to the Board.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He distributed the CSDA election material to Board Member Sterrett who polled the Board and will be voting on their behalf.
- He said the PHBA storage shed will be reviewed by the Architectural Review Committee.
- Magoos restaurant will be holding a 50% off fundraiser for the Senior Center Care Management program.
- The Senior Center has received \$18,200 grant for the Senior Nutrition Program.

### **ADJOURNMENT**

Board Chair Bonato adjourned the meeting at 10:43 p.m. in honor of Ellen Stevahn and Larry Todd.

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Robert B Berggren, Clerk of the Board