



## Board of Directors Meeting Minutes June 12, 2014

The June 12, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Bonato at 7:03 p.m. in the Republic Room at the Community Center at 320 Civic Dr.

### **PLEDGE OF ALLEGIANCE**

Board Member Donaghu led the Pledge of Allegiance

### **ROLL CALL**

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

**ABSENT:** Sterrett-excused

**STAFF PRESENT:** Berggren, Young, Miller, Bradley, Hurtado

### **PUBLIC COMMENT**

Harold Jeffrey, resident of Pleasant Hill, presented a Pleasant Hill Community Foundation grant check to the Board that was awarded for the District's Aquatics Life Jacket program.

The Board thanked Jeffrey for attending the meeting and presenting the check to the Board.

### **TO CONSIDER CO-SPONSORED GROUP REQUEST FROM DIABLO VALLEY MACINTOSH USER GROUP (DVMUG) (ACTION)**

Board Member Shess, and Program Committee Co-Chair reported that the Program Committee met on May 13, 2014 to review the application from the Diablo Valley Macintosh User Group (DVMUG) to become a District co-sponsored group. Shess commented that the Program Committee felt the group would be a great addition to the District. He introduced group president Chris Wysocki and member Rick Kalicura to the Board.

Wysocki stated to the Board that the main focus of the DVMUG group is to teach members how to use Macintosh computer devices. He commented that the group does not hold formal trainings. Their meetings are a way for their members to share information. Wysocki reported that the group holds a general meeting in which 50-60 people attend. He said there are many smaller meetings throughout the year. Wysocki commented that the group works with members to perform minimal repairs on their computers.

Board Member Donaghu commented that the group has always been available to answer questions when he has had them. Board Member Bonato asked how people hear about the group. Group member Kalicura commented that this was done mainly by word of mouth. Bonato asked how the group finances their activities. Wysocki explained that all members pay membership dues in the amount of \$40 a year, and the group currently has over 450 members. He commented that they have recently begun to accept cash donations as well. He said the group typically receives hundreds to thousands of dollars every month in donations. These donations are earmarked for the group's bills.

Wysocki commented that by becoming a co-sponsored group with the District, the group hopes to acquire more exposure. Kalicura commented that he is a member of the Senior Center, and has

worked with Senior Center Supervisor Kendra Luke to establish a support group for Senior Center members who are Macintosh users. He commented that the Senior Center has a very cohesive user group at their site.

The General Manager commented that the District expects program support from all the co-sponsored groups.

Upon motion of Board Members Donaghu & Shess, the Board approved to accept the Diablo Valley Macintosh User Group as a District co-sponsored group.

The Board thanked Wysocki and Kalicura for attending the meeting, and they welcomed the group to the District.

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

#### **A. TO APPROVE BILLS TO BE PAID**

#### **B. TO APPROVE RESOLUTION 2014-06-12A, ORDERING EVEN-YEAR BOARD OF DIRECTORS ELECTION; CONSOLIDATION OF ELECTION; AND SPECIFICATIONS OF THE ELECTION ORDER**

#### **C. TO APPROVE RESOLUTION 2014-06-12B, TRANSFERRING MONIES FROM THE PARK LANDSCAPE ASSESSMENT FUND FOR ASSESSMENT DISTRICTS 1 - 5 TO THE GENERAL FUND**

#### **D. TO APPROVE RESOLUTION 2014-06-12C, TRANSFERRING MONIES FROM THE LANDSCAPE & LIGHTING DISTRICT #6 TO THE GENERAL FUND**

The General Manager reported that the filing dates for the District's election process is July 13 – August 8, 2014. He said there are three Board seats open for this election.

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

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

The General Manager reported that Aquatics Supervisor Korey Riley recently solicited requests for pool chemical bids for delivery July 1, 2014 through June 30, 2015. He reported that Riley received bids from five companies. Riley is recommending awarding the Sodium Bicarbonate bid to Leslies Poolmart, Inc., and the Muriatic Acid bid to Lincoln Aquatics. Board Member Bonato asked if the increased price of the chlorine is reflected in the budget. The General Manager commented that it is. Board Member Donaghu asked if Riley contacted Univar for a bid on the Sodium Bicarbonate. The General Manager said he would check into it. Donaghu commented that he would recommend that Univar be considered in the future for the non-consortium bid items on the bid list.

Upon motion of Board Members Donaghu & Glover, the Board approved awarding Leslies Poolmart Inc. for the Sodium Bicarbonate bid, Lincoln Aquatics for the Muriatic Acid bid, and to add Univar to future bid lists with the respect to both the Bicarbonate and the Muriatic Acid.

### **PERSONNEL COMMITTEE REPORT**

#### **a. TO CONSIDER REVISED DISTRICT ORGANIZATIONAL CHART (ACTION)**

#### **b. TO CONSIDER NEW FULL-TIME POSITIONS (ACTION)**

#### **c. TO CONSIDER SALARY ADJUSTMENTS (ACTION)**

The Personnel Committee consists of Board Members Donaghu and Glover. The General Manager reviewed the recommendations from the Personnel Committee meetings that were held on March 12, 2014 and May 28, 2014.

- a. Organizational Chart changes – The General Manager reported that he recommended to the Personnel Committee a new Administrative Staff consisting of the Accounting/Personnel

Supervisor, Park Superintendent, Recreation Superintendent, and Building Superintendent. He explained that the existing District Organizational Chart is top heavy with too many direct reports to the General Manager. He commented that the new organizational structure becomes more manageable and allows for more efficiency in District operations.

Board Member Bonato asked if the General Manager felt the new Organizational Chart will place a larger work load on the Recreation Superintendent position. The General Manager commented that the new positions are very self-managed positions, but as staff changes in the future the organizational chart may need to be revisited again. He explained that most items in the organizational chart make sense based on the current personnel in the positions.

b. Two new full-time positions.

1. Marketing Director- The General Manager reported that the Marketing position is a key position for the District. He stated that years ago the position was full-time, but it is currently a part-time position.
2. Lead Custodian – The General Manager commented that the Lead Custodian position is also a key position with the opening of the new facilities.

Board Member Bonato asked if the proposed monthly salary for the full-time positions is in line with the comparable increases that have been proposed. The General Manager explained that they are not, but there will be a potential increase for these employees after their six month probationary time period. He commented that both the marketing and the Lead Custodian position were not included in the salary adjustments due to the fact that they were new positions. He reported that both positions will be advertised in-house only.

c. Salary Adjustments- The General Manager explained that this topic was directly related to the adjustments in the Administrative Staff. The General Manager commented that he would like a three year commitment to the salary adjustments. All Board members present said they would be willing to make the commitment.

Personnel Committee Members Donaghu and Glover both commented that the Personnel Committee was in total agreement with the recommendations presented by the General Manager. Board Member Donaghu commented that all the changes presented were needed changes.

- a. Upon motion of Board Members Donaghu & Glover, the Board approved the new Organizational Chart with a review by the Personnel Committee in six months.
- b. Upon motion of Board Members Donaghu & Glover, the Board approved the two full-time positions for the Marketing Director and the Lead Custodian.
- c. Upon motion of Board Members Donaghu & Glover, the Board approved the salary adjustments as presented and committed to three years of these adjustments.

## **BUDGET & FINANCE COMMITTEE REPORT**

**a. TO CONSIDER CAPITAL PROJECTS FOR FISCAL YEAR 2014-15 (ACTION)**

**b. TO APPROVE RESOLUTION 2014-06-12D, AMENDING FISCAL YEAR 2013-14 (ACTION)**

**c. TO APPROVE RESOLUTION 2014-06-12E, ADOPTING PRELIMINARY BUDGET FOR FISCAL YEAR 2014-15 (ACTION)**

Board Member Bonato, and member of the Budget and Finance Committee, stated that since Board Chair Sterrett was not present to comment on the Capital Projects list, the action on this item should be tabled. Bonato reviewed the Capital projects list with the Board:

1. New truck for Park maintenance.
2. New Passenger Van – Currently the District’s bus requires the drivers to have a Class B license. A passenger van would not have that requirement.
3. Drinking fountain at the Community Center Playground.
4. Ceiling Mounted Projectors at the Community Center
5. New flooring at the KIDSTOP childcare building.

The General Manager commented that the Capital projects money in the amount of \$173,500 has been budgeted for in the current budget, but the Board would need to decide how to divide the money up. Glover asked if the Capital projects list would be reviewed by the Board again in the future. The General Manager said it would.

- a. Tabled until all Board Members present to review
- b. Upon motion of Board Members Donaghu & Glover, the Board approved Resolution 2014-06-12D, amending Fiscal Year budget 2013-14.
- c. Upon motion of Board Members Donaghu & Glover, the Board approved Resolution 2014-06-12E, adopting Preliminary Budget for Fiscal Year 2014-15.

### **REPORT ON PLEASANT HILL LIBRARY TASK FORCE**

Board Member Bonato, as well as Library Task Force Member, reported she and Board Chair Sterrett both attended the first Library Task Force meeting last month. Bonato commented that the meeting consisted of organizing the Task Force’s Sub Committees. She said the sub committees primarily consist of a funding committee, a location committee, and a needs assessment committee. She reported that the Task Force Committee is comprised of individuals who are in favor of the new library, and individuals who are not necessarily in favor, but would like their voices heard. Bonato said the Committee is looking at a six month to a year window to offer a proposal to the City of Pleasant Hill regarding a library location. She reported that there are RFP’s currently being developed for various parcels within the City owned by the County. Bonato said all of the RFP’s will include developers being held responsible to provide other amenities to the sites in question.

Board Member Glover asked who is facilitating the Task Force. Bonato said it was the City of Pleasant Hill. Glover asked if the Committee feels that there is enough Community support for the project, and if there will be surveys conducted within the Community. Bonato said the Committee feels there is community support, and there will be surveys conducted with the public regarding the library proposal. Board Member Glover asked if a representative from the County was in attendance at the meeting. Bonato said County Supervisor Karen Mitchoff was present. Bonato commented that the County will be contributing the ten million dollar seed money for the project as they promised three years ago. She said this will be a City Library run by the County.

Board Member Glover asked if there are developers interested in the project. Bonato said she did not know. She commented that there are still many issues regarding the project for the Task Force to review. Glover asked why the District’s Winslow Center site was not considered. Bonato commented that the Committee felt the site was not an ideal location for consideration. Bonato said there is not a large window of time before work will need to be done on the current library so it was important for the Task Force to narrow their facility choices.

Board Member Bonato reported that there has been a second Task Force Meeting at which the Sub Committees toured library sites in other cities. She commented that most of the libraries toured where also used as small community centers for community meeting spaces. She said the sub committees learned a lot from the tours.

Board Member Glover commented that he is concerned with the cost of the project, and where the money will ultimately come from.

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

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

- She attended the Relay for Life event, and said it was a great event.
- She said the Chamber Mixer was great, and that she really enjoyed the games.
- She asked about the Wine, Woman, & Shoes report. The General Manager said it was scheduled for the next Board agenda.
- She asked if the General Manager has had an opportunity to speak with Chris Brown from the Library. The General Manager said he has not, but he will.
- She requested further discussion and an update regarding FF & E.

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

- He participated in the Relay for Life, and also thought it was a great event.
- He commended the staff on the Mixer held at the Community Center, and especially the food prepared by caterer Susan Yoshizaki. He said it was the best food that has been served at a Mixer.

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

- He attended the Relay for Life event, and agreed with everyone that it was a great event.

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

- He also attended the Relay for Life event, and said it was a great event.
- He would like to confirm the Program Committee date.
- He requested to have a Rental Report of the facilities on an upcoming agenda.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He stated that the City has said they would have more seminars on the Gateway Program.
- He said the City would like to schedule another joint meeting with the District.
- He said Park Supervisor Tom Bradley has a trailer available for the Board to ride on in the 4<sup>th</sup> of July parade.
- The CSDA State Board election is coming up.

### **ADJOURNMENT**

Board Vice Chair Bonato adjourned the meeting at 10:22 p.m.

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Robert B. Berggren, Clerk of the Board