



Board of Directors Meeting Minutes June 13, 2013

The June 13, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:03 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, Blair, Bradley, Young

PUBLIC COMMENT

None

TO CONSIDER UTILIZING EAST BAY REGIONAL PARK DISTRICT WW FUNDS FOR COMMUNITY CENTER PROJECT (ACTION)

This item had been tabled from the May 23, 2013 Board of Directors Meeting for clarification and information about the East Bay Regional Park District grant application process. Accounting Supervisor Mark Blair was present. He reported that due to EBRPD's time frame, the District would need to apply for the WW funds to be used for the Community Center project. He commented that the Pleasant Oaks Park project would be completed prior to the next application period and EBRPD does not fund projects that are already completed.

The General Manager stated that the Board has already approved \$700,000 from the WW funds of \$1,203,985 for the Community Center project. This leaves a balance of \$503,985 which he is recommending the Board approve to apply for from EBRPD for the Community Center project.

Board Member Bonato commented that she would like to see how the Pleasant Oaks Park project is progressing before allocating all the remaining funds to the Community Center project. Bonato felt that the Board is being asked to make a decision before it is really necessary. Board Member Shess asked why the funds needed to be applied for now. The General Manager explained that the funds are needed now for the project to be completed. The Board discussed the option of approving applying for \$400,000 tonight and waiting to apply for the remaining \$103,985 to see if it is needed for the Pleasant Oaks Park project.

Upon motion of Board Members Bonato & Shess, the Board approved to request \$400,000 from East Bay Regional Park District WW funds to be allocated to the Community Center project.

TO CONSIDER COST OF PARKING LOT PAVING AT THE COMMUNITY CENTER AND SENIOR CENTER (ACTION)

The General Manager distributed updated information regarding this item. He stated that the District was fortunate to be able to participate as an alternate on the City of Pleasant Hill's street paving bid contract.

The General Manager first reviewed information regarding the Community Center paving project. He reported that the City will now be using the second bidder as the first one was rejected. He commented that this will be a two phase process and each phase will be bid separately. The General Manager is recommending to accept the City's alternate bid in the amount of \$81,005 for the Community Center parking lot.

Board Member Bonato asked if Land & Facilities funds should be considered for this project. She wondered if there is a way to fund the project without using the Community Center project budget. She would like to look into using the District's reserves.

The General Manager went on to report on the Senior Center paving project. He stated that the pricing for this project is significantly lower than the first figure given to the Board. The total for the Senior Center paving project will be \$10,406.

The total for paving both sites will be \$91,411.25. The General Manager is recommending the District pay the City \$85,811.25, and American Asphalt \$5,600.

The original motion of paving at the Community Center and the Senior Center in the amount of \$91,411.25 of which \$85,811.25 would be paid to the City of Pleasant Hill and \$5600 paid directly to American Asphalt resulted in the votes of Sterrett, Glover, Donaghu, and Shess; Yes, Bonato Nay. The original motion was passed.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

SENIOR CENTER/TEEN CENTER

- He distributed the acoustic report. Board Member Donaghu asked how it was working. The General Manager stated that staff is reporting it is working very well.
- He distributed the final information on the sale of the "Little House" property. Board Member Bonato asked where the funds from the sale have been placed. Accounting Supervisor Blair stated that they are currently in the County account. Bonato would like to place on a future agenda where the \$350,000 from the property sale can be used.

COMMUNITY CENTER

- The General Manager distributed an update on the change orders. Most have been taken care of with the exception of the wooden joist which is still an issue.
- Board Member Shess asked how the new manager from CSI is working out. The General Manager commented that he is working out very well. Shess asked when the joist issue would be resolved. The General Manager commented that it should be soon as the meet and confer has already taken place. Board Member Bonato asked how the meet and confer went; the General Manager said that both sides are still in disagreement. Bonato would like to see mediation on this issue.
- Recreation Superintendent Tina Young announced that the District has been approached by a group to be part of a major fundraising opportunity that would be held at the Community

Center. The Board would like more information regarding the event, and would like to have this as an agenda item on the next agenda.

Board Chair Glover started the regular meeting at 7:10 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.

PRESENTATION BY GRANICUS INC. ON AGENDA MANAGEMENT SYSTEMS

Ramkuma Annasami, a representative with Granicus Inc., an agenda management company, was present to provide a power point presentation showing what paperless meeting packages Granicus could offer to the District.

CONSENT CALENDAR (ACTION)

- a. **TO APPROVE BILLS TO BE PAID**
- b. **TO APPROVE MINUTES OF MARCH 14, 2013**

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

TO CONSIDER POOL CHEMICAL BIDS (ACTION)

The General Manager reviewed the memo from Aquatics Supervisor Korey Riley regarding the bid results for the pool chemicals. The General Manager explained that for fiscal year 2013-2014 the District joined the Bay Area Chemical Consortium (BACC) chlorine bid. He stated that the BACC solicited bids in the spring, and has recommended Univar USA, Inc. as the lowest responsive bidder for deliveries beginning July 1, 2013. The District's chlorine pricing for fiscal year 2013-2014 through the BACC will be \$0.5102/gallon.

The Board commended Riley for getting the best pricing possible for the chemicals.

Upon motion of Board Members Donaghu & Bonato, the Board approved the pool chemical bid from Univar USA, Inc.

Board Member Donaghu excused himself at 8:33 p.m.

BUDGET AND FINANCE COMMITTEE REPORT

- a. **TO CONSIDER RESOLUTION 2013-06-13A, AMENDING FISCAL YEAR 2012-13 (ACTION)**
- b. **TO CONSIDER RESOLUTION 2013-06-13B, PRELIMINARY BUDGET FOR FISCAL YEAR 2013-14 (ACTION)**

a. Upon motion of Board Members Bonato & Shess, the Board approved resolution 2013-06-13A amending fiscal year 2012-13 budget.

- b. Board Member Bonato reported that on June 7, 2013 the Board held a study session to discuss the preliminary budget for fiscal year 2013-14. Bonato commented that she would like Accounting Supervisor Blair to give the Board a report on the process for making adjustments to the budget.

Bonato commented that she did not want the budget committee to get ahead of the Strategic Planning Group, but she would like to see some refining of the budget to show more accurate numbers in each department. She will be sending Blair the list of items proposed by the budget committee so that he may review the items with the Board at a future meeting.

Upon motion of Board Members Bonato & Shess, the Board approved resolution 2013-06-13B, preliminary budget for fiscal year 2013-14.

TO CONSIDER RESOLUTION 2013-06-13C, APPROVING THE FORM AND AUTHORIZING AND DIRECTING THE EXECUTION OF CERTAIN LEASE FINANCING DOCUMENTS RELATING TO THE REFUNDING OF THE DISTRICT'S 1997 CERTIFICATES OF PARTICIPATION AND THE REFUNDING OF THE DISTRICT'S 1999 CERTIFICATES OF PARTICIPATION AND APPROVING THE FORM AND AUTHORIZING THE DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT, ALL IN CONNECTION WITH THE OFFERING AND SALE OF CERTIFICATES OF PARTICIPATION RELATING THERETO, AND AUTHORIZING AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO (ACTION)

Rick Brandis and Jeff Land from Brandis Tallman LLC had reported at a previous meeting that timing is right for the District to refinance the 1997 and 1999 Certificates of Participation. The Board will need to approve a resolution before Brandis Tallman LLC can move forward with the refinancing. Jeff Land was present. He reported that there had been a credit meeting last week with Recreation Superintendent Tina Young, and Accounting Supervisor Mark Blair. He commented that he was very pleased with how the meeting went, and he is expecting a report with the new credit rating by Monday. Rick Brandis was also present; he reported that after the credit rating comes in the Bond Insurance will look at the rating to determine the pricing schedule. Based on these factors Brandis is anticipating going to market for refinancing the week of July 9th.

Board Member Bonato asked if the Board should be concerned about interest rates increasing. Brandis and Land both felt the market will not move enough in the next couple of months to make an impact on the refinancing.

Upon motion of Board Members Donaghu & Bonato, the Board approved resolution 2013-06-13c, approving the form and authorizing and directing the execution of certain lease financing documents relating to the refunding of the District's 1997 certificates of participation and the refunding of the District's 1999 certificates of participation and approving the form and authorizing the distribution of a preliminary official statement, all in connection with the offering and sale of certificates of participation relating thereto, and authorizing and directing certain actions with respect thereto.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- She attended the Relay for Life. She walked with Rupert Perera who she really enjoyed meeting.
- She would like to see an agenda item on the next agenda discussing the proceeds of the sale of the "Little House" property.

- She asked on the status of the grant in the amount of \$204,000 for the Pleasant Oaks Park project. The General Manager stated that the grant has been submitted.
- She would like the facility rental fees to come back to the Board for more discussion.

Shess made the following announcements/questions:

- He commended the staff who participated in the Relay for Life.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He shared a nice note from Board Member Sterrett thanking the Board and District staff for all their support during her recovery.
- He shared the CSDA newsletter that had information on the new Ted Winslow safety award.
- He commented that Norm Vanhole from the Bond Oversight Committee has asked for a joint meeting with the Board and the Oversight Committee. Board Chair Glover commented that he would like to see an agenda of what the meeting might entail.
- The CSDA Board elections are coming up. The General Manager will be voting for Sherry Sterrett.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 9:07 p.m.

Robert B. Berggren, Clerk of the Board