



## Board of Directors Meeting Minutes June 27, 2013

The June 27, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:00 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, Sterrett

**STAFF PRESENT:** Lischeske, Blair, Young, Miller, Spatz, Luke

### **PUBLIC COMMENT**

None

### **TO CONSIDER FURNITURE BIDS FOR THE COMMUNITY CENTER (ACTION)**

Recreation Superintendent Tina Young reported that the District received three bids for the Community Center furniture. Board Member Sterrett asked if the bid amount came in under the projected amount for the Standard Package. Young explained that it had.

Board Chair Glover explained that to move forward with this agenda item, the Board would need to approve each proposed furniture package separately, and declare AAA Business Interiors to be a non-responsive bid. Board Member Shess asked why a bid is considered non-responsive. Staff explained that it is usually due to an item left out of the bid which is frequently an error on the bidders' completion of the bid.

Upon motion of Board Members Donaghu & Bonato, the Board approved to find the bid from AAA Business Interiors to be non-responsive.

Upon motion of Board Members Donaghu & Shess, the Board approved to accept the bid from One Workplace for the Standard Package in the amount of \$199,808.66.

Upon motion of Board Members Donaghu & Sterrett, the Board approved to accept the bid from One Workplace for the Steelcase/Coalesse Package in the amount of \$76,439.62.

Upon motion of Board Members Donaghu & Bonato, the Board approved to accept the quote from Borchers Woodworking for the Custom Package in the amount of \$26,325.00.

Upon motion of Board Members Donaghu & Bonato, the Board approved the Mity-Lite Package, and the custom art, in the amount of \$35,028.31.

## **FUNDRAISING UPDATES**

### **a. REPORT ON WINE, WOMEN, AND SHOES FUNDRAISING EVENT**

Recreation Superintendent Tina Young introduced Kimberly Miller, Director of Business Development for the Wine, Women and Shoes event. Miller reported that this multicity event is in its eighth year and has helped net over \$15 million dollars for charity partners. She stated that their organization is looking for a long term partnership with an organization in Contra Costa County. She commented that this is a large charitable event that benefit's both the organization hosting the event as well as a non-profit charity of their choice. Miller explained that the District would be responsible for 50% of the planning of the event which would mainly encompass the marketing for the event. Miller reported that there is a \$20,000 annual fee for contracting with their organization. This fee covers the licensing and collaboration on the event.

The Board discussed and asked questions regarding the logistics of the event. Their main concern was that there would be a large enough draw in Contra Costa County for the event.

District staff commented that this would be a wonderful event to showcase the new Community Center.

The Board thanked staff and Kimberly Miller for the presentation regarding the event.

## **UPDATES ON BOND PROJECTS**

The Recreation Superintendent made the following comments:

### **SENIOR CENTER/TEEN CENTER**

- The HVAC work and the paving at the Senior Center are on schedule.

### **COMMUNITY CENTER**

- The Recreation Superintendent reported that recently there have been limited RFI's and no change orders to date on the Community Center project. The Board asked for an update on the joist issue, they would like movement to closure on this issue.

### **PLEASANT OAKS PARK**

- The grading is almost completed.

Board Member Bonato asked if there have been any change orders on this project. The Superintendent reported that there have been two; the batting cage top for \$16,000 and the catch basin work for \$4,000. Bonato asked staff to look into whether there is any recourse for the top of the batting cages work. Bonato also asked for a report on the alternative playground pieces.

Board Chair Glover started the regular meeting at 7:30 p.m.

## **PUBLIC COMMENT**

None

## **CONSENT CALENDAR (ACTION)**

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF MARCH 28, 2013 AND APRIL 11, 2013**

Upon motion of Board Members Donaghu & Shess, the Board approved the Consent Calendar. Board Member Sterrett abstained from the minutes of April 11<sup>th</sup>.

**REPORT FROM RICHARD MILLER OF ONTAI REGARDING DISTRICT E-MAIL ADDRESSES FOR BOARD MEMBERS**

The District's IT consultant Richard Miller of Ontai was present to describe to the Board the benefits of the Board Members using a Pleasant Hill Recreation e-mail address for their District related e-mails as opposed to their personal e-mail addresses. Miller discussed the positive aspects of the Board Members being linked to the District's e-mail system. All the board members were receptive to the idea and thanked Miller for attending the meeting and for his report.

**PUBLIC HEARING**  
**PRELIMINARY BUDGET FISCAL YEAR 2013-2014**

Accounting Supervisor Blair distributed to the Board a report that gives a breakdown of the District's budget by departments showing the Revenue, Expenses, and Net profit/loss for each department. Board Member Bonato commented that for the July 11<sup>th</sup> Board Meeting she would like to see an open discussion regarding the District's budgeting process. She proposed a study session in the fall for the Board to discuss budget concerns. Blair commented that although the District's Policy Manual states that the Board approves the District budget every July; changes can still be made after the approval.

**PUBLIC HEARING**  
**ASSESSMENT DISTRICTS ANNUAL ASSESSMENT**  
**VALLEY HIGH II**  
**VALLEY HIGH IV**  
**VALLEY HIGH V**  
**WOODSIDE HILLS I**  
**WOODSIDE HILLS III**  
**LANDSCAPE & LIGHTING DISTRICT #6**

No public was present to comment on this item. The Public Hearing was closed.

**TO APPROVE RESOLUTIONS 2013-06-27A-2013-06-27E FOR PROPERTIES OF THE LANDSCAPE MAINTENANCE DISTRICTS OF VALLEY HIGH II, VALLEY HIGH IV, VALLEY HIGH V, WOODSIDE HILLS I AND WOODSIDE HILLS III APPROVING FINAL ENGINEER'S REPORT FOR THE ANNUAL LEVY OF ASSESSMENTS FOR FISCAL YEAR 2013-2014 (ACTION)**

Upon motion of Board Members Donaghu & Sterrett, the Board approved resolutions 2013-06-27A-2013-06-27E for properties of the landscaping maintenance districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III approving final engineer's report for the annual levy of assessments for fiscal year 2013-2014.

**TO APPROVE RESOLUTIONS 2013-06-27F-2013-06-27J FOR PROPERTIES OF THE LANDSCAPE MAINTENANCE DISTRICT OF VALLEY HIGH II, VALLEY HIGH IV, VALLEY HIGH V, WOODSIDE HILLS I AND WOODSIDE HILLS III ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2013-2014 (ACTION)**

Upon motion of Board Members Donaghu & Shess, the Board approved resolutions 2013-06-27F-2013-06-27J for properties of the landscaping maintenance districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III ordering the levy of assessments for fiscal year 2013-2014.

**TO APPROVE RESOLUTION 2013-06-27K FOR PROPERTIES OF THE LANDSCAPE MAINTENANCE DISTRICT OF LANDSCAPE AND LIGHTING DISTRICT #6 APPROVING THE FINAL ENGINEER'S REPORT FOR THE ANNUAL LEVY OF ASSESSMENT FOR FISCAL YEAR 2013-2014 (ACTION)**

Upon motion of Board Members Donaghu & Sterrett, the Board approved resolution 2013-06-27K for properties of the landscaping maintenance district of landscape and lighting district #6 approving the final engineer's report for the annual levy of assessment for fiscal year 2013-2014.

**TO APPROVE RESOLUTION 2013-06-27L FOR PROPERTIES OF THE LANDSCAPE MAINTENANCE DISTRICT OF LANDSCAPE AND LIGHTING DISTRICT #6 ORDERING THE LEVY OF ASSESSMENT FOR FISCAL YEAR 2013-2014 (ACTION)**

Upon motion of Board Members Donaghu & Shess, the Board approved resolution 2013-06-27L for properties of the landscaping maintenance district of landscape and lighting district #6 ordering the levy of assessment for fiscal year 2013-2014.

**TO CONSIDER RESPONSE REGARDING GRAND JURY REPORT 1311 "ASSESSING FISCAL RISK" (ACTION)**

Accounting Supervisor Blair stated that the General Manager had distributed the Grand Jury Report to the Board at the last Board meeting. He commented that currently, the District does not have any item of concern as outlined by the Grand Jury Report. Should one develop however the District must commit to correction on a timely basis. Blair will be submitting a letter from the District in response to the Grand Jury Report. He is recommending to have an action agenda item on the July 11<sup>th</sup> Board of Directors meeting forming an Audit Committee of Board Members to comply with the Grand Jury's requests.

Upon motion of Board Members Sterrett & Donaghu, the Board approved to file a response to the Grand Jury Report 1311 "Assessing Fiscal Risk" as presented by the District's accounting supervisor.

**TO CONSIDER LANDSCAPE & LIGHTING DISTRICT #6 REFUND APPLICATION FOR 2013-2014 (ACTION)**

Accounting Supervisor Blair reported that it is an annual event to supply a refund application to property owners who qualify for the Lighting & Landscaping District #6 50% refund. He reported that the household income qualifying threshold was raised by San Francisco Bay Area Cost of Living Index annual change of 2.4%. He commented that between 16-20 applications are received by the District on an annual basis.

Upon motion of Board Members Donaghu & Bonato, the Board approved the Landscape & Lighting District #6 refund application for fiscal year 2013-2014.

**TO CONSIDER MEMBERSHIP IN CALIFORNIA ASSOCIATION OF PARK AND RECREATION COMMISSIONERS AND BOARD MEMBERS (ACTION)**

Recreation Superintendent Young reported that the District has been a member of this organization in the past. She commented that the General Manager had received a request from the Ambrose Recreation & Park District that the District consider a membership again. The membership amount is \$225, which the General Manager did not include in the District's budget at this time. The Board did not see the benefit to this membership at this time.

No action was taken on this item.

## **REPORT FROM PROGRAM COMMITTEE**

### **a. TO CONSIDER COMMUNITY CENTER, SENIOR CENTER AND TEEN CENTER RENTAL FEES (ACTION)**

The Program Committee consisting of Board Members Sherry Sterrett and Zac Shess met on June 20<sup>th</sup> to consider rental fees for the Community Center and update fees for the Senior Center and the Teen Center.

Board Member Sterrett reported to the Board that the Program Committee found that in some rental fee areas for the Community Center the District was higher than other agencies and in some areas the District has lower rates. She reported that the District's mid-week rates are lower than comparable agencies. She commented that the Program Committee would like to review the rates for the Community Center again in six months once the building is open and operational.

Board Member Bonato commented that she would like to see the District's co-sponsored groups surveyed to see what they are currently paying for their meeting facilities.

Board Member Donaghu commented that he felt it was important to publicize the pricing then evaluate how it is working. The Board liked the lower pricing for weekday rentals at the facilities.

Board Member Sterrett reviewed the proposed Teen Center rates with the Board. She explained that rentals are still in the learning phase for this building. She commented that the fees for this building are based on the fact that the District does not want to compete with the pricing of the District's other facilities.

The Board complimented the Program Committee on their report. Board Members Sterrett and Shess commented that they worked well with the staff on developing the proposed rates.

Upon motion of Board Members Sterrett & Donaghu, the Community Center, Senior Center and Teen Center rental fees using the reduced weekday rates in the Community Center rental program. (See attachment A- Facility Rental Fees)

## **REPORT FROM STRATEGIC BUSINESS PLAN (OWG)- RECREATIONAL SERVICE GOALS**

The Oversight Working Group (OWG) committee for the Strategic Business Plan consists of District staff and Board Members Sandra Bonato and Zac Shess. The committee has been meeting twice a month since March 27<sup>th</sup> to develop a working plan to implement the goals of the business plan. Recreation Superintendent Tina Young reported to the Board that the committee has developed three specific goals to focus on at this time to be achieved in a two year time period. The recreational service goals are:

1. Evaluate opportunities for developing partnerships with businesses and non-profit organizations that utilize District space to provide new and unique services to the general public.
2. Develop recreation management policies and evaluation criteria.
3. Increase net income by 10% revenue generating programs & facility/park rentals and 3% in subsidized/supported programs in the first year of implementing the business plan.

Board Member Bonato commented that it was important to bring the Board consolidated goals in a workable number. If the Board is in favor of the direction the committee is taking then the committee will come back to the Board with ways to implement the goals.

Board Member Shess commented that he would like the Board to understand that these goals are going to take time to achieve, but they are essential to the growth of the District.

The remainder of the Board agreed that this was a positive direction for the committee to work towards and they are looking forward to future reports on the progress of the implementation of the goals.

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

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

- She will be attending the chapter meeting of the Contra Costa Special Districts Association.

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

- On June 27<sup>th</sup> he attended the opening of the Hyatt House in Pleasant Hill which was formally known as the Hyatt Hotel.
- The next Chamber Mixer will be July 10<sup>th</sup>.
- He requested information from staff on where the District stands on the District of Distinction.

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

- She commented that there is a bill pending at the legislative level regarding Special District's being released from the liability of dog parks.

### **STAFF ANNOUNCEMENTS**

The Recreation Superintendent made the following announcements:

- The District received a letter that the Senior Nutrition Program may be awarded a grant.
- The General Manager had received a thank you letter from the Flaskaruds of RE MAXX Today for the District's use of their company in the sale of the "Little House" property.
- She commented that the 4<sup>th</sup> of July Commission is having trouble finding individual cars for the Board members to ride in. The Board commented that they would all like to be together with a recreational theme.

### **ADJOURNMENT**

Board Chair Glover adjourned the meeting at 9:34 p.m. in honor of Bob Lauderdale

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Tina Young, Acting Clerk of the Board