

Board of Directors Meeting Minutes July 9, 2015



The July 9, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:12 p.m. in the Conference Room at the Administrative Office. Bonato reported that the Board met before the regular meeting to tour District facilities.

PLEDGE OF ALLEGIANCE

Board Member Glover led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Young, Thoits, Bradley, Miller, Hunn, Herriman

PUBLIC COMMENT

None

PUBLIC HEARING

Preliminary Budget Fiscal Year 2015 - 16

Preliminary Budget Fiscal Year 2016 - 17

No public was present to speak

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of April 23, 2015 and June 4, 2015**

Upon motion of Board Members Donaghu & Glover the Board approved the consent calendar, with corrections to the April 23, 2015 minutes.

REPORT FROM THE CONTRA COSTA CAMERA CLUB

Representative and President of the Camera Club, Stephen Busch, was present to update the Board on the Club's membership and activities. He commented that the Club has appreciated the District's support.

The Board thanked Busch for attending the meeting and for his report.

REPORT FROM THE VETERANS OF FOREIGN WARS

No representative from the group was present to give a report.

UPDATE AND STATUS REGARDING DEVELOPMENT PLANS FOR DIABLO VALLEY PLAZA BY MERLONEGEIER PARTNERS

Representative, Jon Plomteaux, of MerloneGeier Partners was present to give the Board a report and update on the status of the development at Diablo Valley Plaza adjacent to the District's Chilpancingo Park. Plomteaux reviewed the proposed design plans with the Board specifically

focusing on the area around Chilpancingo Park. He commented that his group is looking forward to working closely with the District on the project, and that much of the work should begin next year.

Board Chair Bonato asked if the group has any equipment on the site yet. Plomteaux said there is none yet.

The Board thanked Plomteaux for his report and for attending the meeting. The Board said they are very excited about the development of that area.

PROGRAM COMMITTEE

- a. To Review Fall Spotlight**
- b. To Consider Rental Fee Increases (ACTION)**

- a. Board Member Donaghue reviewed the upcoming Fall Spotlight with the Board. He commented that he is very impressed with this current edition.
- b. Rental Coordinator Ryan Herriman reviewed the proposed rate changes with the Board. He commented that the largest increase will be to the weekend rates. He said these would increase by 10%. Herriman explained that the rate increases would only apply to new contracts not existing ones. He said he is trying to promote more use of the Chateau Room at the Senior Center.

The Board would like to see the Senior Center rented more. Herriman commented that the new rates should increase rentals, but the biggest deterrent for that building is the name. The Board discussed revisiting changing the name of the Senior Center. Board Member Sterrett commented that she would like to give Herriman a year to promote the Senior Center before discussing a name change.

Upon motion of Board Members Donaghue & Shess, the Board approved implementing the proposed rental fees.

BUDGET ITEMS FOR FY 2015-16 & FY 2016-17

- a. Presentation of Updated Budgets for FY 2015-16 & FY 2016-17**
- b. To Consider Capital Projects for Fiscal Year 2015-16, 2016-17 (ACTION)**
- c. To Consider Recreation Coordinator Special Events Position (ACTION)**

- a. The General Manager reviewed the updated budgets for the fiscal year 2015-16 and the fiscal year 2016-17 with the Board. He reported that the amended budget the Board had approved in June has not changed. He stated that revenues have increased in the upcoming budget in the areas of Aquatics and Athletics.
The General Manager commented he is recommending a 2.4% COLA for employees which has not been included at this time. He stated the final budget will be on the July 23, 2015 Board Meeting agenda for Board approval.

Board Chair Bonato asked if staff has completed the Oversight Working Groups request of revenue increases. The General Manager said they have and the increases can be seen in the budget.

- b. The Board reviewed the proposed modified Capital Projects list for 2016-17. Board Member Donaghue would like to see the development of the web site moved to the 2015-16 Capital Projects list.

Board Chair Bonato commented that she would like more information regarding the proposed restroom at Rodgers Smith Park. Bonato would like to see the bench project at the Community Center moved to the 2015-16 Capital Projects list, and she would like to make sure it will be reviewed by the Dahlin Group.

Upon motion of Board Members Donaghu & Glover the Board approved the Capital Projects List with the addition of including the website and the Community Center bench to the 2015-16 list, thus reducing the amount for 2016-17 by \$38,000.

- c. The General Manager reported that both the Personnel Committee and the Budget Committee have reviewed the proposed position.

Board Chair Bonato would like the position to have a Class B driver's license. Bonato commented that she hopes the position would include a lot of District promotion.

The General Manager commented that staff is recommending a full time position for Special Events, and another position to assist with the Teen Center.

Upon motion of Board Members Shess & Donaghu the Board approved the Recreation Coordinator Special Events position as proposed by staff.

REPORT ON COME TOGETHER CONCERT

Recreation Supervisor Katrina Hunn was present to give the Board a report on the Come Together Concert held on February 27, 2015. Hunn commented that the concert was fantastic and thanked the Cotruvos and Jennifer Thoits for all their hard work.

Board Chair Bonato asked if Hunn thought the District should invest in a stage for events. Hunn commented that storage is a big issue.

Board Member Donaghu commented that there was a good list of performers, but he would like to see fewer bands next year.

Board Member Shess asked if there is an opportunity to sell food at the event. Hunn commented that the event does not start until 7:30 p.m. She said the biggest revenue comes from the bar sales.

The Board thanked Hunn for her report.

TO CONSIDER TRANSFERRING \$200,000 FROM GENERAL FUND TO CAPITAL PROJECTS FUND (ACTION)

Board Chair Bonato stated that staff is recommending moving \$200,000 from the General Fund to the Capital Project Fund to cover the expenses of the Pleasant Hill Park pathways project that will be completed in Fiscal year 2016-17.

Upon motion of Board Members Donaghu & Sterrett the Board approved transferring \$200,000 from the General Fund to the Capital Projects Fund for the proposed pathway project.

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: Board Chair Bonato reported there will be a meeting on July 16, 2015 to discuss the budget and the General Manager's salary.

Program Committee: Board Member Donaghu commented that the Spotlight is in production so the Committee has not needed to meet.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She voted for Shane MacAffee for the CSDA Board on behalf of the District Board.

Shess made the following announcements/questions:

- He enjoyed the Fourth of July Parade.
- He asked for the Bond info to be removed from the web site.
- He commented that he would like to see the golf tournament on the front page of the web site.
- He attended the Government Affairs Committee meeting at the Chamber with Recreation Superintendent Tina Young.
- He enjoyed the tour of the District facilities.

Bonato made the following announcements/questions:

- She attended the memorial for Ellen Stevahn at St. Marks.
- She attended the Architectural Review Committee Meeting when they discussed the PHBA building.
- She commented that the Rodgers Ranch Urban Farm has attracted the attention of the Master Gardener Program.
- She enjoyed the Fourth of July, and would like to see a District informational booth in the park.
- She asked the General Manager to contact the citizens who are concerned about the tree removal at Pleasant Oaks Park. She asked that the General Manager update them on the park plans.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He distributed the program from the Labyrinth Celebration on June 28, 2015.
- He said Park Superintendent Tom Bradley had been on the channel two news discussing the Districts use of recycled water.
- He received a certificate of appreciation from Relay For Life.
- Blues and Brews is in one week.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 9:49 p.m.

Robert B, Berggren Clerk of the Board