

# Board of Directors Meeting Minutes July 23, 2015



The July 23, 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.

## **PLEDGE OF ALLEGIANCE**

Board Member Donaghu led the Pledge of Allegiance.

## **ROLL CALL**

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

**STAFF PRESENT:** Berggren, Young, Riley, Bradley, Blair

## **PUBLIC COMMENT**

None

## **CONSENT CALENDAR (ACTION)**

- a. To Approve Bills to be Paid
- b. To Approve Minutes of May 14, 2015 and July 7, 2015

Upon motion of Board Members Donaghu & Glover the Board approved the consent calendar.

## **REPORT FROM THE DIABLO VALLEY MACINTOSH USERS GROUP**

Representatives Rick Calicura and Chris Wysocki were present to update the Board on the group's membership and activities. Calicura commented that the group has appreciated that the District has made them a co-sponsored group. He commented that they have been working very closely with the Senior Center on computer programs training.

The Board thanked the group for their participation in District activities, and for coming to present their report.

## **PRESENTATION OF TRANSPARENCY CERTIFICATE FROM CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

California Special Districts Association's immediate Past President Stan Caldwell was present to present to the Board the District's Transparency Certificate. Caldwell explained that earning the certificate is a tangible acknowledgement of transparency efforts. He commented that the certificate is an excellent way to demonstrate to your constituents and other stakeholders the District's commitment to being open and accessible to them.

The Board thanked Caldwell for attending the meeting.

Board Member Sterrett took pictures for both the CSDA web site and the District web site. Sterrett thanked the District staff for their involvement in receiving the Certificate.

**TO CONSIDER HOMEOWNER REQUEST FOR REMOVAL OF OPEN SPACE EUCALYPTUS TREES AT VALLEY HIGH II (ACTION)**

The General Manager reported that Stephanie Leal of 201 Elderwood Drive in Pleasant Hill was present. He commented that Leal had attended the Board Meeting of May 28, 2015 and under Public Comment had requested that two Eucalyptus trees adjacent to her property be removed due to safety and fire concerns. The General Manager commented that based on Leal's request the Board toured the area and the District had an Arborist examine the trees.

The General Manager reported that according to the Arborist's report the trees are healthy so staff is recommending removal of the lower branch leaning toward Leal's property. The General Manager commented that staff is also recommending the removal of dead wood and other debris in the trees.

Leal thanked the General Manager and Park Superintendent for all their work on the tree research. Leal said she is still concerned about the safety of the trees and would like them removed.

Rick Calicura, resident of Pleasant Hill since 1968 was present. He spoke in support of the District's staff recommendations.

Board Chair Bonato asked what the estimated cost for "cleaning up" the trees would be. Park Superintendent Bradley said it would be approximately \$3500. The General Manager explained that this money would be used from the District's general fund not the Valley High II Assessment District, as those Assessment fees currently do not cover the basic maintenance of the area.

Upon motion of Board Members Donaghu & Sterrett the majority of the Board approved to accept District Staffs recommendations to remove the co dominant branch overhanging 201 Elderwood Drive, and "clean up" 50% of the tree area. Board Member Glover added to the motion that the tree issue should be monitored on an annual basis. Board Member Shess opposed the item stating he would like the trees removed to help facilitate the negotiations of increasing the Valley High II Assessment Fees.

**PUBLIC HEARING**

**Preliminary Budget Fiscal Year 2015-16 and Fiscal Year 2016-17**

- a. To Consider Employee Cost of Living Adjustment for FY 2015-16 (ACTION)**
- b. To Consider General Manager's Compensation for FY 2015-16 (ACTION)**
- c. To Consider Resolution 2015-07-23A Adopting Final Budget for Fiscal Year 2015-16 (ACTION)**
- d. To Consider Resolution 2015-07-23B Adopting Final Budget for Fiscal Year 2016-17 (ACTION)**

The General Manager reported that the Preliminary budget has not been adjusted to show the reduction in medical costs which will show a positive effect of \$40,000.

- a. Upon motion of Board Members Glover & Shess the majority of the Board approved a 2.4% COLA increase for Fiscal Year 2015-16. Board Member Sterrett opposed stating she would like a 4% increase.

The Board requested new comparables on District staff positions.

- b. Upon motion of Board Members Glover & Donaghu the Board approved a 5% compensation increase for the General Manager in addition to the 2.4% COLA increase for Fiscal Year 2015-16.

Board Chair Bonato excused herself from the meeting at 8:36 at which time Vice Chair Shess resumed the meeting as Chair.

- c. Upon motion of Board Members Donaghu & Glover the Board approved Resolution 2015-07-23A adopting final budget for Fiscal Year 2015-16.
- d. Upon motion of Board Members Donaghu & Glover the Board approved Resolution 2015-07-23B adopting final budget for Fiscal Year 2016-17.

### **REPORT FROM STRATEGIC BUSINESS PLAN COMMITTEE AND DISCUSSION**

Board Member Shess reported that the Oversight Working Group has been working very closely with staff on the Strategic Plan Goals. He asked Recreation Superintendent Tina Young to give an update to the Board. Young reported that during the last six months the Committee has been moving faster toward their assigned goals, and that at this point the Committee would like to hear feedback from the Board Members who are not on the Committee on three areas of the implementation plan: Recreation Goal #2 - Cost Recovery, Financial Goal #6 - Evaluating FF&E, and Marketing Goal #6 - Creating a new Web site.

Board Member Shess commented that a "check in" with the Board is very critical in the process of completing the plan.

Accounting Supervisor Blair summarized the cost recovery process that has been completed by staff for individual programs and departments. Blair commented that he felt the Oversight Working Group should be giving recommendations to the Board for establishing pricing and managing programming areas.

All the Board members were impressed with the goals the Committee has accomplished thus far.

Board Member Shess thanked the District staff for all their work.

### **TO CONSIDER PARK IDENTIFICATION SIGN FOR RODGERS RANCH**

The General Manager reviewed the proposed Rodgers Ranch signage from the GNU Group with the Board. He highlighted the signage that the Rodgers Ranch Heritage Center Committee is recommending.

The Board reviewed and discussed the signage. Board Member Glover asked if the Board would have the final approval of any signage. The General Manager said they would.

The General Manager will bring the Board's proposed signage ideas back to the Rodgers Ranch Heritage Center Committee.

## **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:** The Committee would like to set a meeting date for the District Counsel report on facilities.

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

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

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

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

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

- She reported that the LAFCO election winner was Stan Caldwell.
- She would like a report of the July 20, 2015 CSDA meeting agenda.
- She reported that on July 30, 2015 the Lions Club will be cooking the BBQ for the Summer Recreation School employees. This will be in the Pleasant Hill Park.

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

- He attended lunch and talk given by Mark DeSaulnier. He thought it was very good.
- He attended the final leg of the "torch run". He was impressed that there were a lot of representatives from all over the country there.
- He attended the Chamber of Commerce meeting last week. The Chamber has hired a Membership and Events Coordinator.

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

- He attended the Blues and Brews event. He thought it was great. Bill Martin from Channel two news gave it a lot of publicity.
- He asked that the District's Transparency Certificate be displayed on the web site.
- He commented that he will be representing the District at the golf tournament on September 28, 2015.

## **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He distributed a letter from the Monument Crisis Center thanking the District for including them in the Wine, Women & Shoes Event.

## **ADJOURNMENT**

Vice Chair Shess adjourned the meeting at 9:49 p.m.

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Robert B. Berggren Clerk of the Board