



## Board of Directors Meeting Minutes July 24, 2014 DRAFT

The July 24, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 7:00 p.m. in the Conference Room at the Administration Office. Sterrett reported that the Board met in Closed Session prior to the regular meeting and that the Board gave direction to the attorney present.

### **PLEDGE OF ALLEGIANCE**

Board Member Glover led the Pledge of Allegiance

### **ROLL CALL**

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

**STAFF PRESENT:** Berggren, Miller, Young, Herriman, Blair, Lischeske, Bradley

### **PUBLIC COMMENT**

Paul Nilsen, resident of Pleasant Hill, was present. He complimented the Board and District staff on all that the District has accomplished over the last year. He stated that the District is a shining light in the community. He commented that he is still concerned about a decision regarding the Old School House property. He distributed information to the Board regarding historical sites. He said he would be interested in seeing the District develop a Bond for the school house. He commented that he also would be interested in the District selling the property and moving the school house building. He would like to see the building preserved.

Board Chair Sterrett commented that she appreciated Nilsen attending the meeting, and giving his compliments.

### **PUBLIC HEARING PRELIMINARY BUDGET FISCAL YEAR 2014 – 2015**

No public was present for this item

### **REPORT ON DISTRICT'S COMPUTERS AND CONSIDERATION OF NEW EQUIPMENT FOR FISCAL YEAR 2014-15 (ACTION)**

The District's IT specialist Richard Miller was present to give a report on the District's computer system to the Board. The General Manager commented that he would like a back up computer server in one of the District sites as opposed to Pleasant Hill City Hall. He said the proposal would be to install the backup server at the Senior Center. The Senior Center location would also give computer trainers using the computer room more flexibility.

The General Manager reported that there was \$26,200 in the 2014/15 budget for computer needs. He commented that IT specialist Richard Miller, District staff, and the Budget and Finance Committee felt the following to be the most important items:

1. One Macintosh for the Winslow Center marketing staff
2. IPAD for the Rental Coordinator
3. Windows 8 & Dual Boot for Senior Center Computer lab
4. Acronis Imaging Software
5. Two new Workstations at the District Office
6. CISCO Switch/ Router warranties

Board Member Bonato commented that the cost of the new workstations at the District office stood out to her the most. She said she thought the District had purchased some previously at a lower cost. Building Maintenance Superintendent Carrie Miller was present. She explained that the computers purchased previously were Wintertms which are more like mini computers. She commented that the user cost for these are seemingly more cost effective, but the service on them can be costly. Bonato asked if the two new workstation purchases could be put off for a year. Miller said she did not think so as the frontline staff using them at the District office has had problems with the Wintertms.

Board Member Shess asked IT specialist Miller about warranties on items the District would be purchasing. Miller reported there would be one year warranties on all items.

Board Member Donaghu questioned the cost of the IPAD for the Rental Coordinator. IT specialist Miller explained that most of the cost is for labor. He commented that he thinks the cost would be more around \$1000 which would include the labor.

Board Member Shess commented that it is important to give District staff the tools they need to do their jobs effectively. Shess said he felt the back up server could be something to be looked at in the future as the District currently has a back up in place through the City of Pleasant Hill.

Upon motion of Board Members Glover & Shess, the Board approved staff recommendation of \$26,200 for items 1-6 on the District's Computer needs list.

### **TO CONSIDER RESOLUTION 2014-07-24 ADOPTING FINAL BUDGET FOR FISCAL YEAR 2014- 2015 (ACTION)**

Board Member Bonato reported that the Budget and Finance Committee is satisfied with the final budget for fiscal year 2014-2015.

Board Member Donaghu commented that the whole budget process has improved. He said this is the most refined budget he has seen in years.

Upon motion of Board Members Donaghu & Bonato, the Board approved resolution 2014-07-24 adopting the final budget for fiscal year 2014-2015.

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

#### **a. To approve bills to be paid**

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

### **REPORT ON RENTALS OF DISTRICT FACILITIES**

Facilities Coordinator, Ryan Herriman, and Recreation Superintendent Tina Young, were present to give a report on the rentals of the District facilities. Young and Herriman reported that most of the rental groups using the centers range from weddings, work parties, celebrations of life, and meeting groups. Young said there has been a steady flow of large weekend events. Young and Herriman reported that future rentals for the upcoming fiscal year look great. Young said there are over 600 events booked to date, and 14 regular use rental groups in our Centers.

Board Member Donaghu asked if any of the District's Co-Sponsored groups have come back to utilize the facilities for their meetings. Young said most of the large ones have come back, but the smaller groups are meeting in smaller venues.

Board Member Shess asked about the marketing of the facilities in the next six months. Herriman reported that he was recently involved in a round table with other agencies in our area to focus on marketing issues. Herriman commented that the District's main focus should be on acquiring more wedding rentals. He is looking into advertising in "Here comes the Guide". Herriman reported that the District is doing well on regular use rentals.

Board Member Shess asked if the District's pricing was competitive. Herriman reported that the District prices are higher on the weekends due to the fact that the facilities are still new. He commented that a small increase to the weekly rates would be a good idea.

Board Member Bonato commented that the new Community Center is on pace to provide more revenue for the District.

The Board thanked Young and Herriman for their report.

### **REPORT FROM PROGRAM COMMITTEE**

#### **a. TO REVIEW FALL PROGRAMS AND THE SPOTLIGHT**

Board Member's Shess and Donaghu are on the Program Committee. Board Member Shess commented that they reviewed the Spotlight process at the Program Committee meeting. Shess commented that he has a vision for the District's Spotlight that will give our community an idea of who we are as a District. He said he likes the idea that the Spotlight is acknowledging people who work for the District. Shess reviewed with the Board the new way staff will be submitting information for the Spotlight which will be more effective both from a time and a cost stand point. Shess commented that he likes that the Program Committee gets a look at the Spotlight before reviewing it with the full Board. Both Board Chair Sterrett and Board Member Bonato commented that they would like to see more programming options for older teens.

The Board thanked the Program Committee for their report.

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

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

- He said he was glad to see the Gazebo at the Community Center had been painted.
- He asked about the status of the soap dispensers in the bathrooms at the Community Center. The General Manager said they have been replaced.
- He commented that he was sorry to see Amanda Botsford leave.

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

- She enjoyed reviewing the General Managers Report. She commented that it would be helpful to show rental comparisons from this year to last in the report.
- She commented that she received an e-mail regarding the Wine, Women, & Shoes event which said that the District made \$80,000 on the event. She commented that she felt this was misleading as the District did not make this amount as a profit.
- She reported that AT&T will be coming up for a hearing with the City of Pleasant Hill on August 4, 2014.
- She asked about the Audio equipment at the Community Center. She expressed concern that the microphones may not be the appropriate kind for the building. Recreation Superintendent Young said she will discuss this issue with Building Maintenance Superintendent Carrie Miller. Bonato requested a report be brought back to the Board on different microphones and what the costs would be.

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

- He attended the Blues & Brews Festival, and thought it was a good event. He commented that he did not feel the attendance was as high as it had been in the past, and that there should be more marketing for the event.

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

- She attended the LAFCO and Contra Costa Special Districts Association meeting on July 21, 2014. She commented that the General Manager was there as well.
- She said the Concord Senior Center will be closing their doors permanently on Thursdays.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He would like to move the Thursday, November 20, 2014 meeting to Wednesday, November 19, 2014 due to the Hospice Tree Lighting.
- Cassie Eternal will be the new Trip Coordinator for the Senior Center.
- August 26, 2014 at 6:00 p.m. will be the Moraga tour of the District facilities. He would like some of the Board Members to attend if possible.

### **ADJOURNMENT**

Board Chair Sterrett adjourned the meeting at 9:50 p.m. in memory of Robert Dealey.

---

Robert B. Berggren, Clerk of the Board