

# Board of Directors Meeting Minutes September 8, 2016



The September 8, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:17 p.m. in the Republic Services Room at the Pleasant Hill Community Center.

## **PLEDGE OF ALLEGIANCE**

Board Member Donaghu led the Pledge of Allegiance.

## **ROLL CALL**

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

**STAFF PRESENT:** Bradley, Cotruvo, Hunn, Kubota, Lacy, Miller, Young

## **PUBLIC COMMENT**

There was no public comment.

## **CONSENT CALENDAR (ACTION)**

- a. To Approve Bills to be Paid, warrants #23139 - 23195
- b. To Approve Minutes of July 14, 2016 and Special Meeting Minutes of August 25, 2016

Upon motion of Bonato and seconded by Donaghu, the Board approved the consent calendar with minor changes to the minutes of July 14, 2016 and August 25, 2016.

## **PRESENTATION BY MARTIN NELIS, CITY OF PLEASANT HILL PUBLIC INFORMATION OFFICER, REGARDING MEASURE K – CITY OF PLEASANT HILL ½ CENT**

### **TRANSACTIONS AND USE TAX**

The City of Pleasant Hill Public Information Officer, Martin Nelis, gave a presentation on the Measure K – City of Pleasant Hill ½ Cent Transactions and Use Tax. He explained that funds raised will be used for street maintenance, storm drains and a new library. Board Chair Shess thanked Nelis for his presentation.

## **REPORT FROM CO-SPONSORED CLUB PLEASANT HILL TENNIS CLUB**

David Wax, President of the Pleasant Hill Tennis Club introduced himself and his associate Greg Kalustian, Pleasant Hill Tennis Club Community Liaison. Wax handed out a written report and a flyer of their afterschool tennis program at the Pleasant Hill Middle School. The lesson program instructor is a member of the Tennis Club and registration is handled through the District. He stated they have 245 members and said they offer a single membership at \$40 and \$60 for a family membership. Wax mentioned the Pleasant Hill Middle School courts were resurfaced over a year ago. They noticed that the courts had over 400 dings, dents and damage to the courts, therefore, they started locking up the courts after hours. He stated this was presented to the School District and they paid for the repairs, which were about \$1,450. Board Chair thanked Wax and Kalustian for the great report.

## **INTRODUCTION OF PLEASANT HILL CHAMBER OF COMMERCE PRESIDENT & CEO STEVE VAN DORN AND RECEIVE REPORT ON CHAMBER ACTIVITIES**

General Manager Michelle Lacy introduced the new Pleasant Hill Chamber of Commerce President and CEO, Steve Van Dorn. Van Dorn reported the Chamber has 278 members and

their goal is to grow and reach out to other larger businesses such as Kaiser, AAA and more. They are advocates of the City's Measure K. He was involved with the creation of a Business Improvement District in Santa Clara when he worked there and is proposing to the City to implement a similar approach with the 6 hotels in Pleasant Hill to raise funds to help with marketing Pleasant Hill as a destination. He stated the District would have a role in the implementation of that project. Van Dorn thanked the District for the partnership. He experienced the Blues and Brews Festival and said it was quite an event and enjoyed it.

**RECEIVE PLEASANT HILL BLUES AND BREWS FESTIVAL END OF EVENT REPORT AND PROVIDE INPUT REGARDING SUGGESTED IMPROVEMENTS FOR 2017**

Recreation Supervisor Katrina Hunn and Special Events Coordinator Sheila Cotruvo gave a report on the Blues and Brew Festival. Hunn stated there are six committee members for this event and it was the 7<sup>th</sup> year for this event. The sponsorship has increased, but ticket sales decreased by 150. The Home Brew contest on Friday night was a new addition that was a success and plan to expand next year. Cotruvo said there was a jump in ticket sales last year due to a live broadcast and television coverage opportunity and marketing. This year we were not able to have the live coverage opportunity. She mentioned that KKDV has been a great marketing partner as well as the Pleasant Hill Chamber. She stated they would like to expand marketing efforts beyond the Diablo Valley. Board Chair Shess thanked Hunn and Cotruvo for their report and all their efforts in putting on such a successful event.

**PROVIDE INPUT ON DRAFT SCHEDULE FOR ANNUAL BOARD OF DIRECTORS TOUR OF FACILITIES TENTATIVELY SCHEDULED FOR SEPTEMBER 22, 2016**

General Manager Michelle Lacy stated that she was informed by Tina Young, Interim General Manager, the Board is interested in doing a Tour of Facilities on September 22. Board Members brought up the School House, Winslow Center, Chilpancingo and Pleasant Oaks Park as possible sites to visit. Lacy will invite the two future board members as public members. Glover asked if the two new Board Members should get a tour of the Senior Center and pool. Lacy stated that she would include a tour of remaining facilities as part of a new Board Member orientation in December. Lacy said she will confirm the sites for the tour and send out an agenda for Thursday, September 22 at 5:00 p.m. to meet at the District Office.

Board Member Bonato brought up the restrooms at Pleasant Hill Park and Rodgers-Smith Park and asked to discuss this at a future board meeting. Also to discuss what challenges there are and our future capital projects. She said in the past some research was completed before the bond projects in regards to modular buildings and restrooms.

**REPORTS AND TO SET BOARD COMMITTEE MEETING DATES**

- a. Land and Facility Development Committee** – Glover stated there will be a meeting on September 27, 2016.
- b. Personnel Committee** – nothing to report.
- c. Budget & Finance Committee** – nothing to report.
- d. Program Committee** – nothing to report.

**BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

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

- She thanked staff for their response to a medical emergency at the Community Center that General Manager informed the Board Members on Monday.

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

- She was contacted by public in regards to the restrooms at Pleasant Hill Park.

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

- He welcomed new General Manager Michelle Lacy to her first board meeting.

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

- He announced that he just returned from a vacation in Coeur d'Alene, Idaho (pop. 44,000). There was a civic center, park and library near the hotel they were staying at and he shared his pictures of the park which had impressed him. He thought the District could benefit from these examples for future park development.

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

- He thanked staff for organizing the Meet n' Greet for the new General Manager Michelle Lacy.
- He had discussions with Pleasant Hill Baseball Association regarding the storage shed at Pleasant Oaks Park. He met with Rob Curran, Commissioner with PHBA, and Council Member Michael Harris.
- He had the opportunity to bring Michelle to lunch to meet Steve Van Dorn with the Chamber and Mayor Sue Noack and City Manager June Catalano.
- He announced that on Friday, September 2, two different television stations did interviews in regards to the Board of Directors vote to install a gate the Dinosaur Hill Park. The first interview was with Park Superintendent Tom Bradley and the second interview was with Board Chair Shess.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- She thanked the Board and Staff for the wonderful event tonight. She stated it has been an amazing welcome and also thanked Board Chair Shess for introductions with key members of the community.
- She stated that Accounting Supervisor Mark Blair commented that the tax rate is 2.3% for District residents on the bond rate, which is a decline from 2.38%.
- On Tuesday, she met with PHBA Representatives Rob Curran and Mike Muliane to identify possible solutions to location of the PHBA shed. She suggested to consider not going to Council on appeal in September. She wants to meet with City Planning Staff and to continue outreach with neighbors. She is meeting with City Planning Staff on Wednesday. She would like to revisit with City Council in October. The appeal has been pulled from the City Council meeting on September 19.
- She announced staff has set up a Website Committee and the RFPs are posted. She expects a contract to go to the Board by the end of October. Timeline for new website is to go live by end of January. She said they want to unify the various District websites. She has had experience with assisting with implementation of two websites.
- She said there was a medical emergency on the weekend at the Community Center where staff responded and used the AED unit, along with emergency medical staff, the gentleman is doing well. She is proud of staff.
- She said the Board needs to schedule a closed session special meeting. It was confirmed for September 20 at 5:30 p.m.

### **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 8:54 p.m.

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Michelle Lacy, Clerk of the Board