

Board of Directors Meeting Minutes September 11, 2014



The September 11, 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.

PLEDGE OF ALLEGIANCE

Bond Oversight Committee Member Marie Simmons led the pledge of allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Sterrett, Bonato, Glover

STAFF PRESENT: Berggren, Bradley, Blair, Hunn

PUBLIC COMMENT

None

Board Member Shess arrived at 7:05

Consent Calendar (ACTION)

a. To Approve Bills to be Paid

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

FINAL REPORT BY THE BOND OVERSIGHT COMMITTEE

Bond Oversight Committee Chair, Norm Vanhole, and members, Harold Jeffrey, Marie Simmons, and Leo Vargas were all present at the meeting. Vanhole thanked everyone on the Committee then reviewed the report with the Board and explained that the Committee's final report will be presented to the Board after the auditors review.

Vanhole reported that all the Measure E projects have been completed. The total payments for all the projects were \$29,817,315.00. Simmons commented that the final report will show actual numbers in a way that the public will be able to understand.

Board Chair Sterrett thanked the Bond Oversight Committee members for all their dedication and hard work on the projects over the past few years.

All the Board Members commended the Committee on their work.

Board Chair Sterrett recognized each Bond Oversight Committee member, and presented them with Certificates of Appreciation from the Board.

Accounting Supervisor Blair commented that he had been very impressed with the Committee. They did an extensive amount of work to produce all the detailed documents for the Board to review over the years.

The General Manager also commended and thanked the Committee for all their hard work. He said the Bond Oversight Committee will be recognized by the District with a tile on the wall of the Teen Center.

FIRST READING OF THE AMENDMENT TO THE NO SMOKING ORDINANCE TO ADD ELECTRONIC CIGARETTES

The General Manager explained that this was the first reading of the ordinance for the Board to review before adopting the final document. Board Members Shess, Donaghu, and Bonato all requested some verbiage changes to the document draft.

The Board felt that overall the document was very well done. The General Manager commended Accounting Supervisor Mark Blair for all his hard work on the compiling the information for the document.

Board Member Glover asked when the final reading by the Board will be. The General Manager said it would be at the next Board meeting. Glover commented that he would like to see a press release saying that the District has been at the forefront of including e-cigarettes in their no smoking policy, which has increased Pleasant Hill's grade with the Cancer Society.

TO CONSIDER BID FOR KIDSTOP REPLACEMENT FLOORING (ACTION)

The General Manager reported that Building Maintenance Superintendent Carrie Miller has received two bids for the KIDSTOP flooring which will be installed during the Christmas break. He said that Miller is recommending the bid from National Flooring & Supply. They had the lower bid and Miller has worked with them in the past.

Upon motion of Board Members Bonato & Donaghu, the Board approved to accept the bid from National Flooring & Supply in the amount of \$12,495.98 for the KIDSTOP flooring.

TO CONSIDER BIDS FOR PARK MAINTENANCE TRUCK (ACTION)

The General Manager reported that a new truck is needed for the Park Maintenance Department.

Board Member Shess asked if District staff could speak with the local dealer, who was also the highest bid, to see if they would be willing to reduce their bid. The General Manager explained that to do that the whole bid process would need to start all over again.

Upon motion of Board Members Donaghu & Bonato, the Board approved to accept Downtown Ford's bid in the amount of \$22,045.46 for the new Park Maintenance truck.

REPORT ON 2014 HOLIDAY FESTIVAL

Recreation Supervisor Katrina Hunn was present to give the Board a report on the activities planned for the upcoming Holiday Festival on December 10, 2014. She distributed the soon to be released sponsorship information to the Board.

Hunn reported that staff is very excited to be bringing back the Holiday Festival to the Community. She said that there is a staff committee for the event who has been working hard on the planning of the event. She commented that many of the popular activities will be brought back, and a new feature of a "Frozen" themed room has been added. Hunn reported

that Republic Services has once again agreed to be the major sponsor of the event. She said the event this year will be primarily focusing on the youth and their families in our Community.

Board Member Bonato asked if there will still be entertainment at the event. Hunn said there will be and that staff has been reaching out to the Community and the District's Clubs and Organizations.

Board Member Bonato asked what Republic Services will be receiving for their sponsorship. Hunn explained that they are in the Winter Wonderland category so they will have their logo tree to decorate with their organization's logo on special ornaments.

The Board Members said they would really like to see a tree lit. Hunn said the committee is working on some ideas.

Board Member Bonato asked if there were areas the Board could help with. Hunn said all volunteers would be appreciated that night.

Board Chair Sterrett commented that she would like to be the MC for the entertainment portion of the Holiday Festival.

The Board thanked Hunn for her report and said they were looking forward to the event.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He commented that the City's Community Service Day is in a couple of weeks. He has been asked by Martin Nelis from the City on specific projects the District is planning on. Park Superintendent Tom Bradley was present. He said besides the work at Rodgers Ranch, the District will be supervising clean up at Shannon Hills Park, and the memorial gardens. There will also be mulching at some District sites, and clean up of roadsides.

Bonato made the following announcements/questions:

- She was forwarded the La Morinda Weekly which had a report in it on the tour of the District facilities by Moraga City staff. She said it was a great article and very flattering to the District.
- She received a letter from someone in the community encouraging the District to move forward with adding "No Vaping" to the no smoking policy.
- She attended two Library Task Force meetings this week. She updated the Board members on the details of both meetings.
- She complimented staff on the quick response to the water damage at the Community Center.

Shess made the following announcements/questions:

- He attended the Meals on Wheels event at the Senior Center on Sunday morning. He said it was a great event.
- He would like more clarification regarding the water damage at the Community Center.

Sterrett made the following announcements/questions:

- She asked for an update on the water damage at the Community Center. The General Manager commented that an employee had been running water through empty conduit for a location test, and the water inadvertently flooded the IT room at the Community Center damaging the phone lines and the computer connections. The General Manager has met with Richard Miller and staff who plan to have everything working by this weekend. The General Manager said there were no rentals or events impacted by the damage.
- She asked if the District had bought a table for East Bay Regional Park District's 80th Anniversary event The General Manager said the District had not due to the price of the tables. He will be sending a congratulatory card from the District.
- She reported that she had sent the other Board members an e-mail in early September saying that the Senior Center Board had challenged them to the ALS ice bucket challenge. She said since she did not hear back from all the Board she will be telling the Seniors that most of the Board members have already made donations to ALS.
- She congratulated the General Manager on the recognition he received from the State on becoming a California Special District's Association mentor. She said the program is an outstanding one that CSDA has developed.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He said he would like to finalize the date of October 30, 2014 to have the joint meeting with the City. The Board decided to wait to have the meeting until after the General Election.
- He shared the invitation to the Mayor's Conference.
- He reported that the Pleasant Hill READS program will not be showing the film at the Senior Center, but that the District will be helping with flyers and publicity.

Recreation Supervisor Hunn gave the Board an update on the Teen Center.

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 8:35 p.m. in honor of the 9-11-01 anniversary

Robert B. Berggren, Clerk of the Board