

# Board of Directors Meeting Minutes September 24, 2015



The September 24, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:01 p.m. in the Conference Room at the Administrative Office.

## **PLEDGE OF ALLEGIANCE**

Acting General Manager Mark Blair led the Pledge of Allegiance.

## **ROLL CALL**

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

**STAFF PRESENT:** Blair, Bradley, Hurtado, Thoits, Young,

## **PUBLIC COMMENT**

None

## **CONSENT CALENDAR (ACTION)**

### **a. To Approve Bills to be Paid, warrants #21864 -21915**

Upon motion of Board Members Donaghu & Sterrett, the Board unanimously approved the consent calendar.

## **PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO SERAPHINA OKETCH, MAYA MCCALL, AND SOPHIA GUERRY**

Marketing Director Jen Thoits introduced the Spotlight Cover individuals, Seraphina Oketch, Maya McCall and Sophia Guerry. The children signed a Spotlight Cover for the Wall of Fame in the District Office. Some photos were taken while the girls autographed the cover. Board Chair Bonato presented each child with their own framed copy of the Spotlight Cover to keep. She also thanked the girls for allowing us to have them on our cover of the Spotlight.

## **EX-OFFICIO MEMBER REPORT, ALLIE NACCARA - COLLEGE PARK HIGH SCHOOL**

Ex-Officio Naccara gave the following report:

### **Teen Council news:**

- They had their first Teen Council meeting on Monday and elected their officers: Chair is Ryan Hood, Junior at CPHS, Co-Chair is Adrianna Guerrero, Senior at Carondelet, Secretary is Marissa St. Marcel, Junior at CPHS, Asst. Secretary is Melissa Torres, Senior at CPHS, Historian is Monica Rodriguez, Publicity Chair is Allie Naccara.
- They will be helping with the Pleasant Hill Art, Jazz and Wine Festival in the Kid Zone.
- They will be helping with the Teen Center Halloween Party on Oct. 23, 6-8pm.

### **College Park news:**

- The school has a new bell schedule where they have block day on Wed and Thurs and they have an RTI, Response To Intervention, where they have an hour long study hall assigned to different classrooms where they can study.
- The Back to School Night was on Sept. 16.

- The Senior Picnic was on Sept. 17 at Six Flags.
- On the 19th, the MOC SAT was offered and it is also going to be offered on Oct. 14 for Sophomores, MOC PSAT.
- There was Club Day on the 25th where the students were able to get information on all the various clubs at CPHS.
- The school will implement a new parking/drop off system starting next week.
- Oct. 9 is Homecoming and there will be a dance this year.

Board Chair Bonato asked Allie if she can check with Teen Council and make sure they participate in the City's Education Initiative programs such as the Anti-Bullying program jointly offered with the Libraries. She also requested staff to ask Katrina Hunn and Sheila Cotruvo to look into bringing back something like the Haunted House for next year.

### **REPORT FROM THE VETERANS OF FOREIGN WARS**

Board Chair Bonato introduced Veterans of Foreign Wars Commander Doug Krause, and he introduced past commander Jeff Messinger. He announced that they participated in the 4th of July parade, Veterans Day events and they donate to the Alameda and Solano County Food Banks. They were District 25, but have merged into District 10, which includes San Francisco, San Jose and Hayward. There are more members, their post is small, but they are going to do a membership drive to get more members. Many are busy with families that are fresh out of service, but they are trying. Doug said they are keeping the building in good shape and they do have a new website. Jeff mentioned he works with the Sea Scouts, where the boats in Alameda are being retrofitted. He keeps the diesels running. Currently, he has been working on restoring a 65 foot torpedo retrieving boat. They are going to convert the rear area that was for loading the torpedoes and it will be a back cabin and galley.

Board Chair Bonato thanked Doug and Jeff for their report.

### **REPORT ON THE JUNE 30, 2015 FINANCIAL REPORT**

- a. REVIEW OF DISTRICT INVESTMENTS**
- b. REVIEW OF PUBLIC AGENCY RETIREMENT SERVICES (PARS)**

Acting General Manager Mark Blair reported that the profit for the year was \$248,000, up \$53,000 from last year. Blair said there was a total increase of \$610,000 of programming revenue. He said staff held down expenditures and increased revenue. The Board spoke about how it is a reflection of staff and how hard they work as well as Marketing.

Blair reported on the LAIF fiscal year ending June 30, 2015 statement and also PARS. He mentioned for PARS the return percentage is 2.189%. The Board had some further questions that Blair answered.

### **TO CONSIDER BOARD MEMBER POLICIES (ACTION)**

- **1210 Memberships in Associations**
- **1215 Operating Norms and Principles of the Board of Directors**
- **1220 Remuneration to the Board of Directors**
- **1225 Review of Administrative Decisions**

Board Chair Bonato asked about the memo from Curt Kidder, the District's Attorney. She questioned Policy 1215, Operating Norms and Principles of the Board of Directors. Board Members Shess and Donaghu stated they felt it was archaic and cannot find an example that it would be used or referred to. Acting General Manager Mark Blair said it was included from the

past policy manual. The majority of the Board agreed to strike this policy, which they felt was not needed. Board Chair Bonato had a question on Policy 1225 and wanted it re-worded. Acting General Manager Blair confirmed the Board did not want Policy 1215 and clarified other changes to the remaining policies. He will make the changes and ask Attorney Curt Kidder about the language on Policy 1225 and the other policies as well.

Board Chair Bonato requested staff to bring questions back to Attorney Curt Kidder and check on language of the three policies with the exception of Policy 1215. Board Chair Bonato stated the policies will be tabled until further review.

### **TO CONSIDER OPTIONS FOR SLOWING TRAFFIC ON PASO NOGAL ROAD**

Acting General Manager Mark Blair said the General Manager contacted other agencies to discuss whether they have had situations like this and how they solved them. Board Member Shess said he attended the Traffic Safety meeting and he said the City can put a radar sign coming from the East to the West. He said the issue is coming up the hill from West to East. He thinks we should bring this back to the City and look into putting up a sign from West to East. Shess said that speed bumps are not going to happen unless there is a big outcry from the public. Several Board Members discussed the issue of the speed on Paso Nogal Road. Board Member Sterrett said she would try and get the HOA and the Dog Park participants and PH DOG Group to get involved and start a PR campaign regarding the concern of the speeding cars. Board Member Glover suggested the District write up a formal letter to try and get the City to police the area, expressing the safety concerns regarding the community. He said the letter can be brought back to the attention of the HOA and other community groups. Board Member Shess agreed that a letter would be a great idea to show our concerns.

Board Member Bonato requested the General Manager draft a letter to the City explaining the Recreation & Park District Board's concerns of safety on Paso Nogal Road. She also would like to send a copy of the letter to the community members in that area. Sterrett said to send it to each individual councilmember. Board Member Shess said to also send it to the Chair of Traffic Safety Commission, Chuck Murphy.

### **TO CONSIDER AGREEMENT WITH PLEASANT HILL BASEBALL ASSOCIATION AND PLEASANT HILL RECREATION & PARK DISTRICT CONCERNING USAGE OF PLEASANT OAKS PARK (ACTION)**

Board Chair Bonato requested to have the agreement redlined, but the General Manager said it was not available. Accounting Supervisor Blair had a question on page 2, paragraph 1 in regards to the renewal application and if they do not renew will the District get paid. Board Chair Bonato had several other changes and requested to bring back the agreement for review at a future Board Meeting. Recreation and Parks Manager Lance Hurtado answered some questions in regards to the tournaments and payments. Park Superintendent Tom Bradley brought up concerns on Exhibit B in regards to the annual clean out of the sewer line prior to PHBA's opening day. Bradley stated the sewer line is not ours and is the School District's where the backup occurs. He mentioned some other recommended changes to the agreement as well. Board Member Glover suggested finding out the cost to maintain the fields and maybe figuring out how much we need to receive to cover the costs. This will help determine how much the fees need to be to charge per person.

Board Chair Bonato expressed concerns on making sure that all volunteers involved with PHBA are fingerprinted and will have to report on zero tolerance on abuse. Board Member Shess said it is a good idea to have a policy District wide with all co-sponsored groups. He said in regards to the

PHBA Memorandum of Understanding, it has to deal with usage of the fields and the concern on fingerprinting will be best to consider as a policy to be discussed later.

Board Chair Bonato tabled this item to be approved in the future.

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

- a. Land and Facility Development Committee** - There has been no date scheduled for a meeting.
- b. Personnel Committee** - Acting General Manager Blair said an employee had a request to review the District's policy for the health coverage for full time employees hired after 2011. He said the employee only is covered and not spouse or family. He said the employee requested to check with other agencies. The General Manager approved Blair to research other agencies and do a comparable survey.
- 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 said the Board was informed of vandalism to a tree in the Senior Center parking lot. She asked if there was further information on this incident. Park Superintendent Tom Bradley said they have not caught the people that injured the tree. He said they are waiting to see if the tree will survive the damage that it had endured.
- She thanked the Morale Committee and employees. She said she enjoys the Employee Service Awards Luncheon event and it is a great event for everyone.
- She received a call from the recent auditor.
- She said the 50th Anniversary Party for the Senior Center is tomorrow starting at 5pm.
- She reminded everyone that the Pleasant Hill Community Service Day is this Saturday.

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

- He attended the Employee Service Awards Luncheon and noticed that the bocce courts at Rodgers-Smith Park look great and the quality of maintenance is worth the cost.
- He said the Chamber is wrapping up preparations for the Art, Jazz and Wine Festival. They are still looking for sponsorship for the Beer Garden.
- He received a Chamber update of upcoming events. He requested to have these in the board packets.

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

- The Pleasant Hill Community Foundation Golf Tournament is on Monday, September 25, 2016.
- He said that the City of Martinez is possibly putting in a dog park. He said many were commenting that they go to the Paso Nogal Dog Park.

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

- He said the Employee Service Awards Luncheon was great and he enjoyed it. He spoke to Ron Stokes, who is heading up the Cornhole league and drop in. It has brought in more revenue for the District and a fun activity for the community.
- He would like to do more for the employees and their spouses as an appreciation for their hard work; nice holiday party or another event.
- Last week, a man and his son found abandoned kittens in the trash can in Pleasant Hill Park. He said they were brought in to the Office and Teen Supervisor Katrina Hunn took them in and is caring for them. They are so young and Katrina is feeding them and nursing them until they can get adopted. He said, "Hats off to Katrina for caring for the kittens and stepping up".

- Congratulations to Kendra on her marriage.

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

- She said the Employee Service Awards Luncheon was touching. She asked if there could be a letter from the Board Chair and to have more involvement. Shess thought it would be nice to have all the Board Members sign the recognition letters.
- She asked Park Superintendent Tom Bradley what the projects are for Community Service Day. He said there are 20 people signed up to work the District projects. He stated there are several tree plantings and clean up at Dinosaur Hill Park. Sterrett asked if the green trash can at the Twin Towers Memorial Park could be moved to an area further from the Monument since one of the plantings will be at the Memorial Park.
- She said she read somewhere that there were some fields built and a small disc golf course was built near the fields. She doesn't know if a mini disc golf course is a possibility. It may not be feasible, but something to look into.
- She commented that the cyber-bullying event that was put on tonight was a missed opportunity for the Teens to be involved in. She suggested that the Teen Coordinator and Special Events Coordinator make an effort to get involved. Sterrett said that the City was involved and the Library, but there was no invite and the Teen Supervisor was not aware of the event. We would like to get involved and support the Education Initiative events, but we need to be aware of the events.

### **STAFF ANNOUNCEMENTS**

The Acting General Manager, Mark Blair made the following announcements:

- He announced that the Auditors were here on Sept. 21 and will return in early October.

### **ADJOURNMENT**

Board Chair Bonato adjourned the meeting at 10:00 p.m.

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Mark Blair, Acting General Manager