

Board of Directors Meeting Minutes September 25, 2014



The September 25, 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 before the regular meeting and that no action was taken.

PLEDGE OF ALLEGIANCE

Board Chair Sterrett led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Sterrett, Bonato, Shess

ABSENT: Glover

STAFF PRESENT: Berggren, Lischeske, Hurley, Blair, Hurtado, Thoits

PUBLIC COMMENT

None

CONSENT CALENDAR (ACTION)

- a. **TO APPROVE BILLS TO BE PAID**
- b. **TO APPROVE MINUTES OF JUNE 12, 2014**

Upon motion of Board Members Donaghu & Shess, the Board approved the Consent Calendar with corrections to the minutes of June 12, 2014.

REPORT FROM PLEASANT HILL BASEBALL ASSOCIATION (PHBA)

Pleasant Hill Baseball Association representative Mark Rolandelli was present to update the Board on the activities and membership of PHBA. Rolandelli reported that the league is getting bigger and bigger. He said everyone loves the new fields at Pleasant Oaks Park, and that he has received many compliments about the whole complex. Rolandelli reported that they had close to 1700 children in the league this year which makes them the second biggest league in the Bay Area. Rolandelli said that Fall Ball will take place at Pleasant Oaks Park this year. He commented that the PHBA group will be moving bleachers to accommodate more spectators for the Fall season.

Rolandelli commented that PHBA is currently getting the plans drawn up for the storage building on the site. The General Manager asked Rolandelli to submit them to the District before they are submitted to the City.

Board Member Donaghu asked if the new infield grooming machine that the District purchased is doing a good job. Rolandelli said the machine is not used during the off season.

The Board thanked Rolandelli for attending the meeting and for his report.

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- The first Teen Council meeting of the year was held last Monday. The council will consist of eighteen members this year, most of which are returning from last year.
- The Council will be volunteering at the Pleasant Hill Art, Jazz & Wine Festival in the children's area.
- The Council may be helping at the Community Service Day.
- The Council will be participating in the District's Trunk or Treat event.

College Park news:

- The first day of school was August 25, 2014
- Students are still adjusting to the new schedule which consists of six periods every day.
- The football team is not doing well, but the girl's tennis is 4 & 1 in their league.
- The Homecoming football game will be on October 24, 2014 against Northgate, and the Homecoming dance will be on October 25, 2014.
- The school held their annual "Club Day" two weeks ago.

Board Member Bonato asked for a breakdown of grades levels for the Teen Council members. Naccara said the majority of them are from College Park High School, but she can get specifics for the Board.

Board Chair Sterrett asked when the Teen Council meets. Naccara said the first and third Monday's of the month.

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO THE PIEPER FAMILY

The Peiper family was present to sign a copy of the Fall Spotlight which they were featured on the cover. They received a framed copy of The Spotlight cover to take home. The other framed cover will be added to the District's "wall of fame".

The Board thanked the family for attending the meeting.

REPORT ON THE KIDSTOP CHILDREN'S CENTER

The new KIDSTOP Site Director, Elizabeth Hurley was present to introduce herself, and give the Board an update on the new activities happening in the KIDSTOP program. Hurley reported that KIDSTOP will be taking part in the "Lights on Afterschool" campaign on October 23, 2014 to increase awareness of afterschool programs. She invited all the Board members to attend the event which will offer fun activities for both children and adults.

Hurley reported that the Kindergarten numbers have increased due to the new transitional Kindergarten classes at Gregory Gardens School. She said enrollment is up in general compared to this time last year. Hurley commented that 2014 marked the 20th Anniversary of the KIDSTOP program, and that a big Open House and celebration is being planned for February 2015.

Board Member Bonato asked if the program is receiving enough marketing. Hurley said so far it is, and that she has found all the District staff to be very supportive of the program. The Board thanked Hurley for attending the meeting and for her report.

TO REVIEW JUNE 30, 2014 FINANCIAL REPORT

Accounting Supervisor Mark Blair was present to review the June 30, 2014 financial report with the Board. Blair reported that the changes to the report this year primarily consisted of separating Special Events into its own department. He commented that this department was previously included in the Preschool/Youth department. He stated that to have accurate numbers for comparison from this year to last each department totals would still need to be combined. He said the bottom line shows an overall improvement of about \$32k for these two departments when compared to last year's Preschool Department.

Blair reported that bottom line for the District's General Fund shows a decline of 90% compared to last Fiscal year. He commented that the main reason for the decline was the Non-Recreation Department which the prior year showed the Capital Campaign money, RDA revenue paid out due to the dissolution of the agency, and the sale of the "Little House" property.

Blair reported that both the Secured, and Unsecured taxes received in the current year were up by 8.8%. Blair commented that overall total program revenues increased by 23% compared to last year. He said this is the first full year operating year of both the Teen Center and the Senior Center.

Board Member Bonato asked if Blair felt the budget numbers in the 2014-15 budget are inline with what is known for the expenses. Blair commented that the numbers appeared reasonable.

Board Member Bonato asked if it would be possible now for the District to return to setting a two year budget. Blair said it would.

Board Member Shess asked when the auditors will be coming to review the District's finances. Blair said they are scheduled to begin their audit October 13, 2014

The Board thanked Blair for his report.

TO CONSIDER AMENDMENT TO THE NO SMOKING ORDINANCE TO PROHIBIT THE USE OF ELECTRONIC CIGARETTES (ACTION)

Ken Housfeld, resident of Pleasant Hill, was present at the meeting. He commented that he appreciated the Board taking action on this item. He said he feels it will greatly help the youth in the Pleasant Hill community.

The Board thanked Housfeld for his help and support of this issue.

The General Manager reported that staff is still working on the appropriate wording for the District signage.

Upon motion of Board Members Donaghu & Bonato the Board approved amending resolution 2011-05-25 to include prohibiting the use of Electronic Cigarettes.

Board Member Donaghu asked the General Manager to send a copy of the amended resolution to the Pleasant Hill Chamber.

Housefeld commented that it is important to note that the City of Pleasant Hill's grade with the Cancer Society changed based on the District's actions.

Board Member Bonato commented that there should be publicity that the District passed the ordinance.

Housfeld said that would be important as the whole issue is an educational process.

TO CONSIDER UPCOMING CALENDAR DATES (ACTION)

- a. MEETING SCHEDULE FOR NOVEMBER & DECEMBER**
- b. SETTING A BOARD STUDY SESSION FOR REVIEW OF THE DISTRICT'S STRATEGIC PLAN**
- c. CONSIDER MOVING THE OCTOBER 9, 2014 BOARD MEETING**

- a. The General Manager reminded the Board that the Board Meetings in November and December will be moved to the first and third Thursdays of the month except for on November 20, since the Hospice Tree Lighting is on that night. The Board Meeting will be on Wednesday, November 19. So, meeting dates in November are Nov. 6 & 19 and in December 4 & 18. Board Member Donaghu said he will not be at the Nov. 6 Board Meeting.
- b. Some dates were discussed and October 30, 2014 was decided on from 10 am - Noon. Board Member Sandy Bonato asked the General Manager to check with Board Member Bobby Glover to see if the date works for him as well.
- c. The General Manager said the City Council Candidates Night meeting is on October 9 and so the Board Meeting date for the District will need to move to October 8, 2014 with a closed session with Bill McInerney at 6pm and regular board meeting starting at 7pm.

No action was taken on this item. Board Chair Sterrett said to make the adjustments to the date changes.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He commented that he mentioned to the Chamber that the Holiday Festival is coming back. The Chamber said they will mention the event on their web site.
- He reported that the Chamber Board had a guest speaker give a presentation of the City's Gateway Project. Some areas of the project include areas that he feels the District should be a part of, especially when it comes to signage in the City. He had asked the speaker if he would come and give a presentation to the Board. Donaghu gave the General Manager the speaker's information.
- He said the next Chamber meeting will be October 7, 2014. Board Chair Sterrett said she will be attending that meeting.

Bonato made the following announcements/questions:

- She expressed concern about the effort to have uniform signage in the City. She feels the District's signage should be distinctive signage.
- She commented that she feels that District staff, not Pleasant Hill Baseball Association, should be maintaining the fields at Pleasant Oaks Park. The General Manager explained that PHBA has been trained by the District staff.

- She asked that the General Manager follow up with PHBA for a financial report.
- She reported that the CERT safety series will begin on October 16, 2014 at the Community Center. For the first meeting in the series, the group will be inviting elected officials from local areas.
- She noticed in the paper the Board meetings were still showing a start time of 6:30. The General Manager said the change of the meeting time had been given to the paper, but he will look into it further.
- She commented that the Governor vetoed a number of bills including baby changing stations in park restrooms.

Shess made the following announcements/questions:

- He complimented the wording about the District in the Lomorinda article.
- He would like verification that the field machine is being used at Pleasant Oaks Park. The General Manager said it is heavily used at Pleasant Oaks Park.
- He will be at Rodgers Ranch for the Community Service Day.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He invited the Board to attend the District Service Award BBQ on October 21, 2014.
- He shared a letter from Hospice of the East Bay regarding the Wine, Women & Shoes event.
- He shared a letter from Moraga thanking the District for the tour of its facilities.

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 8:58 p.m.

Robert B. Berggren, Clerk of the Board