

# Board of Directors Meeting Minutes October 13, 2016



The October 13, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:00 p.m. in the Conference Room at the Administrative Office.

## **PLEDGE OF ALLEGIANCE**

Board Chair Shess led the Pledge of Allegiance.

## **ROLL CALL**

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

**BOARD ABSENT:** Glover

**STAFF PRESENT:** Bradley, Kubota, Lacy

## **PUBLIC COMMENT**

There was no public comment.

## **REPORT FROM EX-OFFICIO KATELYN DOWNING, COLLEGE PARK HIGH SCHOOL**

Ex-Officio Downing gave the following report:

### **Teen Council news:**

- The Teen Council had elections for council positions, which Ethan Tuey was voted as Chair, Katelyn Downing Co-Chair and Kellen Parker as Secretary.
- Teen Council members will assist with the Trunk or Treat on Oct. 28, Breakfast with Santa on Dec. 3 and the Holiday Festival Dec. 7.
- They are starting plans for the Teen Battle of the Bands, which will be in the Spring.
- Unity Day – PACER'S National Bullying Prevention Center is next week and they will be participating.

### **College Park news:**

- They had Homecoming spirit week with a theme each day, the rally was on Oct. 7 and the football game was that same night against Northgate. The Homecoming dance was on Sat. Oct. 8 from 7 – 10pm with a Vegas theme.
- PSAT is on Sat. Oct. 15.
- College visits will be Oct. 14 with University of San Diego, University of Nevada Reno and others that will be represented.
- College Now gave a presentation on Oct. 12 during RTI.
- The MDUSD College Fair is Oct. 24 from 6:30-8:30pm at Ygnacio Valley High School.

## **CONSENT CALENDAR (Attachment A)**

- a. To Approve Bills to be Paid, warrants #23241-23308 (Exhibit 1)
- b. To Approve Minutes of September 8, 2016, September 22, 2016 and Special Meeting Minutes of September 20, 2016 and September 22, 2016 (Exhibit 2)

Upon motion of Donaghu and seconded by Sterrett, the Board approved the consent calendar as presented with minor changes to September 22, 2016 minutes.

**REPORT FROM CO-SPONSORED GROUP, PLEASANT HILL/MARTINEZ SOCCER ASSOCIATION DAVE KILLEEN**

Board Chair Shess said Representative Dave Killeen had a work emergency and was not able to attend. Staff will re-schedule the presentation for a future date.

**AUTHORIZE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH ANTAI SOLUTIONS, LLC FOR MANAGED INFORMATION TECHNOLOGY SERVICES THROUGH JUNE 30, 2017 (Attachment B)**

The General Manager reported that the District has been in contract with Antai Solutions, LLC for management of District information technology services since 2012. When the budget for 2015/2016 fiscal year and the 2016/2017 fiscal year, which were approved by the Board in April 2015, it included the updated fees and scope of services. A renewed contract needs to be signed since there were adjustments to the fees and scope of services.

Board Chair Shess and Board Members asked to table this item until further clarification and the contract can be revised as per suggestions from Board Member Bonato.

**AUTHORIZE GENERAL MANAGER TO AMEND THE CONTRACT WITH APCO PAVING FOR AN ADDITIONAL \$14,000 FOR THE PLEASANT HILL PARK PATHWAY PROJECT (Attachment C)**

General Manager Lacy reported that the Board approved the initial bid from APCO Paving not to exceed \$378,000, but stated that several additions were required. The additions, will require an additional \$14,000 to complete the pathway projects at Pleasant Hill Park. The Board reviewed the additions and Park Superintendent Tom Bradley answered questions and explained some of the additions.

Upon motion of Donaghu and seconded by Sterrett, the Board approved the additional amount of \$14,000 for APCO Paving to complete the additions to the Pleasant Hill Park Pathway Project.

**CONFIRM BOARD MEETING DATES FOR NOVEMBER AND DECEMBER 2016 (Attachment D)**

The General Manager stated that traditionally the Board Meetings dates are changed for the months of November and December due to the holidays. She asked if the Board would like to still change the dates to the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month. Lacy commented that for December the 2<sup>nd</sup> and 4<sup>th</sup> Thursday can be kept the same as those would not fall on the holiday, which would be the dates of December 8 and 22.

After some discussion, the Board decided to have the Board Meeting dates changed to November 3<sup>rd</sup> and 17<sup>th</sup>, but on November 17 switch the time to 5:30 p.m. to accommodate the Hospice Tree Lighting the same night starting at 6:30 p.m. The Board would also like to have the dates switched for December to December 1<sup>st</sup> and 15<sup>th</sup> with the changeover of the Board Officers and the swearing in of the new officers at the first meeting on December 1.

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

- a. Land and Facility Development Committee** – next meeting will be on October 25, 2016, 3:00 p.m.
- b. Personnel Committee** – nothing to report.
- c. Budget & Finance Committee** – Member Bonato said the reserve study has not come back to the Board. Lacy said she will check with staff and follow up with the Board. A meeting date was set for November 2 at 8:00 a.m.
- d. Program Committee** – October 18, 2016, 1:30 pm.

**e. City/District Liaison Committee** – nothing to report.

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

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

- She complimented staff on the bonding rate increase.
- She asked the General Manager about the CSDA Conference, which Lacy stated was good and announced that Sterrett received the highest award, the Hollingsworth Award. Sterrett wanted to attend, but could not and was touched by the award.
- Sterrett wished Board Member Bonato a Happy Birthday, which was yesterday.

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

- He announced that the Chamber Mixer will be at Urban Plates on October 18 from 5–7 p.m.
- He attended the Community Service Day and participated and took photos at the Kidstop painting project at Gregory Gardens Elementary.
- He attended the Rodgers Ranch Harvest Festival that was good and well attended.
- StarQuest is scheduled for April 22 and 23, 2017.
- He will miss the next Board Meeting on October 27.

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

- She participated in the Community Service Day.
- She also attended the Rodgers Ranch Harvest Festival.
- She apologized for not attending the Employee Service Awards.
- She wanted a report on the tow truck and flatbed that has been parking at the School House parking lot.
- She will have surgery on her foot in November and will inform the Board if she will be missing any board meetings.

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

- He asked about the tree well at Pleasant Oaks Park. Park Superintendent Tom Bradley stated that the stump has been removed and the hole has been filled with soil. They are going to wait for the soil to settle and eventually plant another tree there.
- He said he liked the article in the Community Focus that was written by Paul Cotruvo where Board Members and the General Manager were asked what song best describes them. He stated the article was interesting and he enjoyed it.
- He asked for an update regarding the installation of the gate at Dinosaur Hill.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- She reported that the next Closed Session Meeting date will be October 27, 2016 at 6:30 p.m.
- She said she is working on an ordinance for District parking lots and getting signage at the School House parking lot.
- At the CSDA Conference she met many people, where some asked and commented that they missed Sherry Sterrett. She announced that at the luncheon, they announced the Hollingsworth Award for Sherry Sterrett and said it was an honor listening to the presentation.

### **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 8:32 p.m.

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Michelle Lacy, Clerk of the Board