

Board of Directors Meeting Minutes October 22, 2015



The October 22, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:00 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

General Manager Berggren led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Shess, Donaghu, Sterrett, Bonato

ABSENT: Glover

STAFF PRESENT: Berggren, Bradley, Hunn

PUBLIC COMMENT

None

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid
- b. To Approve Minutes of September 14, 2015 and September 30, 2015

Upon motion of Board Members Donaghu & Shess the Board approved the consent calendar with corrections to the September 14, 2015 minutes.

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- The Teen Council will be hosting a Halloween party tomorrow at the Teen Center.
- The Trunk or Treat event is on October 30, 2015.
- At the last Teen Council meeting they discussed ideas for future events for Middle School age students.

Board Member Sterrett commented that she would like to see more relationships with the Special Needs teen population. Naccara said she will bring the request to the council.

Board Chair Bonato asked if there had been discussion about bringing the Haunted House back. Naccara commented that they are looking into it for next year.

College Park news:

- There will be a sports meeting on November 4, 2015 from 6:00p.m. – 8:00p.m.
- The football field has lights now.
- The first Collage Park Orchestra Showcase of the year will be on October 24, 2015 at the Concord Hilton.
- The Senior Class picture for the yearbook will be completed tomorrow.
- Drama's first production of the year will begin next week. The play is "You Can't Take it with You"

REPORT ON BLUES & BREWS FESTIVAL

• Presentation of Check to Pleasant Hill Chamber of Commerce

Recreation Supervisor Katrina Hunn was present to give her report on the sixth annual Blues & Brews event held on Friday July 17, 2015, and Saturday July 18, 2015 to the Board. Hunn also presented a check in the amount of \$13,000 to representative, Ann Luke from the Pleasant Hill Chamber of Commerce. Hunn's report of the event is attached to the minutes.

Hunn reported that the Chamber and District staff has met to complete the post event evaluation, and all were extremely pleased with this year's event. Hunn commented that the committee has already begun the planning for the 2016 event. She said they have been brainstorming new ideas to help add to the event's success. The new ideas include: a home brew contest on Friday night, new sponsorship ideas, and bringing in a few kid friendly activities.

The Board thanked Hunn for her report, and thanked everyone involved in the success of the event.

Board Chair Bonato commented that she was happy to see a designated driver area at the event.

TO CONSIDER MOVING REGULAR BOARD MEETING OF THURSDAY, NOVEMBER 19 TO WEDNESDAY, NOVEMBER 18 AT 7 PM (ACTION)

The General Manager reported that staff is recommending changing the Board Meeting date to accommodate The Hospice Tree of Lights Celebration.

Upon motion of Board Members Donaghu & Sterrett the Board approved moving the regular board meeting of Thursday November 19, 2015 to Wednesday November 18, 2015.

TO REVIEW AND CONSIDER BOARD POLICIES (FIRST READING)

- 1500- General Manager-Employment Agreement
- 1505- Performance Evaluation - General Manager
- 3005- Budget Preparation
- 3010- Check Processing
- 3015- Credit Card Usage
- 3020- Expense Authorization
- 3025- Financial Management
- 3030- Financial Controls
- 3035- Fixed-Asset Accounting Control
- 3040- Fixed-Asset Capitalization
- 3050- Purchasing

The Board reviewed and made adjustments to policies 1500, 1505, 3005, 3010, and 3015. these policies will be re-reviewed by District Counsel. Board Chair Bonato commented that policy numbers 3020, 3025, 3030, 3035, 3040, and 3050 will be re-agendized for another meeting.

REPORT ON CONTRA COSTA SPECIAL DISTRICT ASSOCIATION QUARTERLY MEETING

Board Member Sterrett reported on the CSDA quarterly meeting from October 19, 2015. Sterrett commented that it was a good meeting with approximately forty people in attendance. She said that there were three speakers on the agenda, two of which ended up being public hearings for the organizations who spoke. Gail Murray was at the meeting to speak about BART, Contra Costa Resource was there, and a representative from LAFCO was also at the meeting.

Board Member Sterrett gave the Board a brief synopsis of the CSDA conference that was in Monterey. She reported that the next CSDA meeting will be on January 25, 2016 at 10:00 a.m. at the Pleasant Hill Community Center.

TO SET PERSONNEL COMMITTEE MEETING

A meeting was scheduled for November 4, 2015, depending upon Board Member Glover's availability.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. **Land and Facility Development Committee**
- b. **Personnel Committee**
- c. **Budget & Finance Committee**
- d. **Program Committee**

Land and Facility Development Committee: Board Member Shess reported that the Committee is still waiting on information from appraisals and legal counsel.

Personnel Committee: The General Manager reported that a Personnel Committee meeting should be scheduled to discuss benefits for new hires.

Budget & Finance Committee: Board Chair Bonato commented that a meeting has been scheduled for November 3, 2015 at 5:00 p.m.

Program Committee: Board Member Donaghu reported that the committee met yesterday. He said that there is interesting and exciting information about the Teen Program; he has asked Recreation Supervisor Katrina Hunn to give the entire Board a report at a future Board meeting.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She updated the Board on the latest Library Task Force meeting.
- She was very pleased and excited about the Special Rec dance that was held at the Pleasant Hill Senior Center on October 16, 2015. She said there were one hundred and forty five participants. She suggested running an informational program for the parents while the dance is going on.
- She will be attending the Share the Magic event tomorrow night.

Bonato made the following announcements/questions:

- She received a call from a woman looking for a location for their cancer support group. She reported that they are considering the Grayson golf course site.
- She has received emails from some Senior Club members who are upset with the non-resident rate for the trips. She said that Accounting Supervisor Mark Blair has done a nice

job explaining the changes, but she is concerned how the changes had been communicated to the Seniors.

- She brought up the Urban Farm suggestion that came about at the Library Task Force meeting.
- She shared information about a science festival at AT&T Park. She felt this would be a good collaborative event to pursue.
- She commented that she heard the staff presentation to the Rotary Club was very good.
- She attended the Senior volunteer luncheon, and shared a short video of the event with the Board.
- She asked the General Manager to look into the grant writing information from CSDA.
- She commented that she has been following the DVC sign controversy. She asked the General Manager to look into the District's involvement.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The membership orientation for the Chamber will be on November 4, 2015.
- The Hospice Tree of Lights is holding their fundraising right now.
- On October 12, 2015 a car in the District Office parking lot was lit on fire from a Molotov Cocktail. He said an incident report had been completed.
- The Holiday Festival will be on December 9, 2015.
- KIDSTOP site Director Elizabeth Hurley was admitted to Kaiser on Monday.
- He would like to agendize the City's traffic calming issue.

Board Chair Bonato adjourned the meeting at 9:58 p.m.

Robert B. Berggren, Clerk of the Board