

Board of Directors Meeting Minutes October 23, 2014



The October 23, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 7:09 p.m. in the Conference Room at the Administration Office. Sterrett reported that the Board met in closed session before the regular meeting and gave direction to legal counsel. Sterrett reported that the 6:00 p.m. closed session did not occur.

PLEDGE OF ALLEGIANCE

Board Chair Sterrett led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Bradley

PUBLIC COMMENT

None

CONSENT CALENDAR (ACTION)

- a. **TO APPROVE BILLS TO BE PAID**
- b. **TO APPROVE MINUTES OF JULY 10, 2014**

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

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- Held elections at the last meeting.
- Planned for future events at the last meeting. One of the events is a Prom fashion show in May.
- They will be helping with the District's Trunk or Treat event tomorrow.
- November 2, 2014 they will be helping with the Family Fun Triathlon.
- December 10, 2014 they will be helping at the Holiday Festival.
- December 13, 2014 they will be helping with Breakfast with Santa.

College Park news:

- Homecoming Week is this week.
- Had the Red Cross blood drive on October 17, 2014.
- End of the first quarter is this Friday.
- Fall sports are ending.

Board Member Glover arrived at 7:24

PRESENTATION ON THE CITY OF PLEASANT HILL'S COMMUNITY GATEWAYS PROJECT

Kelly Calhoun, Economic Development Manager with the City of Pleasant Hill was present. She reported to the Board that in October 2012, the Commercial Area Facades & Gateway Sites Evaluation Report was completed as part of the City's Economic Development Program. She

commented that the report identified the City's current Gateway monuments as lacking the iconic and modern branding, and that the City needs to update its image. Calhoun reported that in March of 2014 the City Council approved a Professional Services Agreement with Wallace Roberts and Todd, LLC (WRT) to assist the City with the Gateway Project.

John Gibbs with WRT was also present at the Board meeting. Gibbs reviewed the project, highlighted how it will benefit the Community, and showed the Board a power point presentation about the project. He reviewed with the Board the current gateways into the City and commented that they are good, but they need to be refreshed. He discussed the differences between the signage for the District and the City, and whether there should be more similarities between the two. Gibbs presented the Board with feedback of new signage plans that he received from a community survey.

Board Member Bonato asked Gibbs if he has seen a reflection in property values in communities that have completed a Gateway project. Gibbs said he has not studied a direct correlation to that yet, but he is sure there is an influence.

Board Chair Sterrett asked Gibbs if a budget has been established for the project yet. Gibbs commented that a detailed budget on the project has not been placed yet, but that this is the next step in the whole process. Sterrett asked if when they provide a budget if they are considering the traffic flow in the City for the signage needed. Gibbs said they do.

Board Member Donaghu asked if the number of City Monument signs will stay consistent with the City's current numbers. Gibbs commented that it will depend on where the City decides to have the signage placed.

Board Member Bonato asked Gibbs what ideas he may have regarding compatibility of signage between the District and the City. She commented that she would like the District signage to be distinctive to the District. Gibbs commented that the goal of the signage was not initially about compatibility. Board Chair Sterrett agreed that the District's signage should be just for District facilities. Board Member Donaghu commented that the compatibility should be only with directional signage.

Board Member Shess commented that he feels there is some natural compatibility with the City and the District signage, and that he would like further discussion on the design of directional signage.

The General Manager reviewed the new proposed District signage with Calhoun and Gibbs. He explained that the District signs are more for the District facilities. Gibbs commented that it will be important for the verbiage to be consistent on all the signage.

Board Member Glover commented that he feels it is important to have signage directing the public to key places in the city of Pleasant Hill.

The Board thanked Gibbs and Calhoun for attending the meeting, and for their presentation.

TO REVIEW WORDING AND LOCATION OF THE RODGERS RANCH CLAMPERS PLAQUE (ACTION)

Denise Koroslov, representative of Rodgers Ranch was present to update the Board on the Clampers plaque they would like to place at the Rodgers Ranch site. Koroslov reviewed the design and location of the plaque with the Board.

Board Member Bonato asked if the plaque will be visible from the sidewalk. Koroslov said it would be.

The General Manager reported that he attended the Architectural Review Committee meeting regarding the plaque. He commented that plaque is going to be a great addition to the Rodgers Ranch site.

Board Member Bonato would like to see wording on the plaque to include the original owner's wife's final resting place.

Bonato asked if the current Rodgers Ranch sign would stay where it is. Koroslov said it would.

Upon motion of Board Members Bonato & Donaghu, the Board approved the wording and the location of the Rodgers Ranch Clampers Plaque with the addition of Mary Rodgers final burial place.

Board Member Shess asked that the General Manager see the final draft of the plaque before the monument is placed.

The board thanked the representatives from Rodgers Ranch for attending the meeting, and for the update.

FIRST READING OF RESERVES POLICY IN FINANCIAL SECTION OF DISTRICT POLICY MANUAL

The General Manager reported that Board Chair Sherry Sterrett and Accounting Supervisor Mark Blair are in the process of updating the complete Policy Manual for the District which will be presented to the Board at a future Board Meeting. The General Manager commented that he is recommending that the Board review the Reserves Policy now so that the District may move forward in applying for the CSDA's Transparency Certificate of Excellence. He said a Reserves Policy is one of the requirements to receive the Certificate.

Board Member Bonato commented that it is very important for the District to have a reserve fund; she would like a copy of the checklist of items required by CSDA to award the Certificate, and a word version of the draft of the Reserve Policy so it would be easier for the Board to make corrections.

The General Manager commented that he will send a word version of the Policy so they are able to make corrections and send it back to him.

TO CONSIDER GOING TO BID FOR PAVERS FOR PLEASANT HILL PARK PATHWAYS (ACTION)

This item was tabled until more information is available for the Board to review.

TO CONSIDER INCREASE IN STIPEND FOR EX-OFFICIO (STUDENT) BOARD MEMBER (ACTION)

The General Manager explained that the Board has the authority to increase the ex-officio stipend if they feel it necessary. He said the stipend has been the same amount for the last twenty five years.

Board Chair Sterrett reminded the Board that the ex-officio receives gifts from the Board at the end of the person's term, but she is not opposed to increasing the stipend.

Board Member Bonato asked if there are written guidelines for the ex-officio position. The General Manager said he would look into if there are written guidelines. All the Board Members agreed that if there are not current guidelines there should be written ones created.

Board Member Bonato asked Board Member Shess what he thought a fair amount would be for the ex-officio to receive per meeting. Shess commented that he felt \$20 was a fair amount.

Upon motion of Board Members Sterrett & Donaghu the Board approved to increase the ex-officio stipend from \$10/meeting to \$20/meeting.

FURNITURE, FIXTURES AND EQUIPMENT (FF&E) REPORT

The General Manager reviewed the most current FF&E report with the Board. The Board requested that in future reports staff include a list of capital items for major projects. Board Member Glover brought up the idea of a separate fundraiser for the capital project items.

REPORT ON AT&T RECEPTION AT THE COMMUNITY CENTER

The General Manager reported that he met with local AT&T representative Ken Shess. The General Manager reported the District will be purchasing a booster antenna for the Community Center. He said there will be installation costs in addition to the cost of the antenna, and that it is unclear as to whether one antenna will be enough to solve the issue.

Board Member Bonato asked if there was a way to test the equipment before it is installed. The General Manager said he will check with Richard Miller the District's IT Specialist.

The General Manager said AT&T will be placing a new cell tower at 409 Taylor Boulevard which will help the situation at the Community Center.

The Board said they appreciated the General Manager following through on the AT&T issue at the Community Center.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He will be gone for the November 6th Board Meeting.
- He announced that his Buchanan Golf Group had their annual picnic at Rodgers Smith Park, and that they were very happy with the facility.

Bonato made the following announcements/questions:

- She gave a brief update to the Board regarding the Library Task Force.
 - They have dropped the Corporation Yard as a possible site for the Library.
 - They are focusing on funding issues.
 - The Communication Committee is completing a FAQ piece.
- She attended the District Staff Recognition picnic, which she said was a great event. She commended all the District staff.
- She attended the CERT presentation at the Community Center, which was co-sponsored by the District. She said there were 75-80 people in attendance to hear Earthquake Specialist Dr. Schwarz.
- She is interested in donating a tree for the Holiday Festival at the Community Center.

Shess made the following announcements/questions:

- He attended Eran Perera's retirement party. He said it was terrific, and that Eran acknowledged the District very nicely.
- Wished Board Member Glover a Happy Birthday.

Glover made the following announcements/questions:

- He attended the District Staff Recognition Luncheon and said that it is one of his favorite events of the year.

Sterrett made the following announcements/questions:

- She attended Eran Perera's retirement party and thought it was great.
- She reported on the Library Task Force and wanted to pass on to the General Manager the committee's appreciation regarding the memo he submitted.
- She would like to set a meeting with Pleasant Hill head Librarian Patrick Remer to see how the District and the Library can collaborate on programs.
- She attended the quarterly CSDA meeting and requested that it be agendized in the future so she could give a report.
- She reported that the Seniors are fundraising for curtains in the Chateau Room by selling See's Candy. She distributed order slips.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He announced that the Board Study Session will be October 30, 2014 at 10:00 a.m..
- He distributed interview questions for the legal counsel interviews.
- He announced that the annual dues have been paid to CSDA. He said that if any of the Board Members need Ethics Training it is free included in the membership dues to CSDA.
- He distributed College Park High School's baseball fundraiser information.
- He reported that the final cost of the water damage at the Community Center was \$35,000

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 9:40 p.m.

Robert B. Berggren, Clerk of the Board