

# Board of Directors Meeting Minutes October 27, 2016



The October 27, 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 Member Glover led the Pledge of Allegiance.

## **ROLL CALL**

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

**BOARD ABSENT:** Bonato, Donaghu

**STAFF PRESENT:** Kubota, Lacy, Miller, Riley, Thoits

## **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 meeting was held on October 17.
- They are planning various activities: A movie night for Middle Schoolers, High School Valentines Dance possibly on Feb. 3, Battle of the Bands in the Spring and they are trying to get sponsors for prizes with 4-5 bands that will perform. They will have teens vote on the top 4-5 bands with maybe 10 bands trying out.

### **College Park news:**

- Winter sports will be starting soon and tryouts will be the next couple of weeks.
- They have red ribbon week coming up.
- Dress up in pink for Breast Cancer Awareness on Friday, tomorrow.
- The Fall play, "The Crucible", has performances this week and next week.
- The Football team has City of Pleasant Hill Night tomorrow and they are playing Berean Christian.

## **PRESENTATION AND SIGNING OF FALL/WINTER 2016 SPOTLIGHT**

Board Chair Shess introduced Kelsey Morris and Madison Ohrman from the Fall/Winter 2016 Spotlight cover. Korey Riley, Aquatics Supervisor, mentioned that Kelsey and Madison have played water polo in the new Cali Suns Water Polo program and also worked at the pool this summer. Kelsey and Madison signed the Spotlight cover to be added to the District "Wall of Fame".

Board Chair Shess presented them with their own framed copy of the Spotlight and thanked Kelsey and Madison.

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

- a. To Approve Bills to be Paid, warrants #23309-23356 (Exhibit 1)
- b. To Approve Minutes of October 13, 2016 (Exhibit 2)

Upon motion of Sterrett and seconded by Glover, the Board approved the consent calendar as presented.

**REPORT FROM CO-SPONSORED GROUP, FRIENDS OF RODGERS RANCH FROM DENISE KOROSLEV**

Board Chair Shess welcomed Denise Koroslev. Ms. Koroslev handed out written reports, which covered all the programs and events throughout the year that have been offered at Rodgers Ranch. Koroslev thanked the District for their support and adding the gas line to have an operational fireplace in the house. They are just waiting for the meter to be installed. She reviewed many of the completed projects and future projects and goals. She stated they have 117 members and raised \$18,000 last year. They are currently fundraising for the barn and have saved wood which was donated from an 1800's barn.

Board Chair Shess thanked Koroslev for her thorough report and their support and care of Rodgers Ranch Heritage Center. He has attended many events and is impressed with the success of all the programs.

**REPORT FROM CO-SPONSORED GROUP, PLEASANT HILL HISTORICAL SOCIETY FROM DANA MATTHEWS**

Denise Koroslev, Pleasant Hill Historical Society Treasurer, reported that Dana Matthews could not attend the meeting due to having knee surgery recently, so she is reporting on Dana's behalf. Koroslev handed out to the Board Members The History of Pleasant Hill book researched and written by Vallie Jo Whitfield. She also handed out a Pleasant Hill Historical Society written report. Koroslev said they have a small membership and continue to get emails from the public asking about various historical questions. When the new Urban Plates Restaurant opened they had a request to receive historical photos of Pleasant Hill and Matthews sent the photos to be displayed. Koroslev said the Urban Plate representative was very happy and thankful. She thanked the District for the storage space at the Winslow Center for the Historical Society since they lost the storage at the Old School House. She said they are very appreciative. She reviewed various projects that they have been involved in and future projects coming up such as the Veterans Day celebration.

Board Chair Shess thanked Koroslev for the Historical Society presentation. Board Member Glover suggested getting in touch with the College Park Hall of Fame Committee to see if they have information. She plans to promote the Historical Society and Friends of Rodgers Ranch to the Senior Center participants. She said they may do a presentation about Rodgers Ranch Heritage Center and promote more active members.

**AUTHORIZATION TO ADVERTISE AND SOLICIT BIDS FOR RENOVATION OF THE PLEASANT HILL AQUATIC PARK POOL DECK (Attachment B)**

The General Manager invited Aquatics Supervisor Corey Riley to answer any questions. Lacy said staff is requesting to advertise and go out to bid to get a more accurate number for the cost of the project. Board Chair Shess asked about the current architect Jones & Madhavan costs. Lacy stated that if the District does not move forward with the project, the last fee of \$6,800 will not be paid to the architect.

Upon motion of Glover and seconded by Sterrett, the Board approved authorization to advertise and solicit bids for renovation of the Pleasant Hill Aquatic Park Pool deck.

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

The General Manager reviewed some of the revisions that District Legal Counsel made to the standard contract. She introduced Rich Miller with Antai Solutions. She said she has been very happy with the service that we receive from Antai. The service the District receives for the cost has been excellent. Chair Shess asked Mr. Miller if there have been any questions in regards to looking into new website. He stated he has been involved with Michelle and the committee for a new website and said they will give their professional opinions on the various choices. Lacy said the Board will be approving a contract for web services at the next Board Meeting. The Board thanked Rich Miller for being present and answering all their questions.

Upon motion of Glover and seconded by Sterrett, the Board approved to authorize the General Manager to enter into an agreement with Antai Solutions, LLC for managed information technology services through June 30, 2017.

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

**a. Land and Facility Development Committee** – Board Member Glover said the last meeting was on October 25 and mentioned that a use agreement with Rodgers Ranch Heritage Center will be brought to the Board for approval. He said that the issue with vehicles on District property will be brought to the Board at a future meeting.

**b. Personnel Committee** – nothing to report.

**c. Budget & Finance Committee** – November 2, 2016 at 8:00 a.m.

**d. Program Committee** – They had their meeting on October 18, 2016, 1:30 pm. Board Member Sterrett stated the Board will see the issue of the new Spotlight at the next meeting.

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

**BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

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

- She asked the General Manager how the Contra Costa County Special Districts Quarterly Meeting went. Lacy said it went well and they announced the Hollingsworth Award that Sherry Sterrett received at the CSDA Conference. She said that Stan Caldwell will be presenting the award to Board Member Sterrett at a board meeting in November.
- She wished Board Member Glover a Happy Birthday.

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

- He noticed that the flyers on the bulletin board at Pleasant Oaks Park are put up with tape and suggested to post the flyers with staples or tacks. Since it has rained and with the moisture, the tape is peeling off.
- He was surprised that when he attended the City Planning Commission Meeting he saw our new General Manager Michelle Lacy was also in attendance. He said she introduced herself to the Planning Commission and stayed for the whole meeting. He complimented and thanked her for attending and being involved.

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

- He thought having a board meeting next year at Rodgers Ranch outdoors celebrating their 150<sup>th</sup> Anniversary would be a great idea.

**STAFF ANNOUNCEMENTS**

The General Manager provided a handout with the following announcements:

- Status of Dinosaur Hill Gate: District staff installed the gate on Wednesday, October 26

and posted signs indicating the District will begin gate operation on Wednesday, November 9 at dusk. Staff will publicize the date of operation via its e-newsletter, website, and Press Release.

- The County Board of Supervisors will appoint the District's two new Board Members on December 13. Due to the timing of the appointments the District will move its planned reorganization and seating meeting to Thursday, December 15 in the McHale Room at the Pleasant Hill Community Center
- Recreation Supervisor Katrina Hunn and I participated in a taping for the local television show *Inside Pleasant Hill* on Saturday, October 22. The taping was hosted at the Teen Center and focused on upcoming Holiday Events.
- All District staff participated in the October 20 Great Shakeout Event. At 10:20 am on 10/20 all District facility staff and participants practiced their "Stop, Drop, and Cover" techniques and evacuated the building. The District's Safety Committee organized earthquake drills at the District Office, Senior Center and Community Center.
- The 29<sup>th</sup> Annual Holiday Festival will be held on Wednesday, December 7 from 5-8:30 pm at the Community Center.
- Contra Costa County Emergency Medical Services Agency is recognizing Building Attendants Manuel Jacobo and Russell McKeown for their role in administering life-saving interventions to a 45-year-old cardiac arrest victim on 9/3/16 at the Pleasant Hill Community Center. They will be honored at the Contra Costa County EMS Survivor's Reunion Luncheon on November 9, 2016 at the Clubhouse at Boundary Oaks.
- The Pleasant Hill Recreation and Park District will participate in the Warmth for Wellness program again this year. Staff will place barrels at all of its facilities to collect gently used items such as coats, jackets, sweaters, scarves, mittens, hats and even blankets and sleeping bags to be distributed to those less fortunate to keep them warm during the cold winter months. Collection barrels will be in place from November 1<sup>st</sup> through November 31<sup>st</sup>.
- On September 7, 2016 CAPRI's Risk Manager Rick Richards conducted a site visit and inspection of all of the District's facilities. We have received the report and she is pleased to report that there were no recommendations made during the visit.
- The District is now securing sponsorships for its 2017 Special Events. The District's smaller community events are now included for sponsor opportunity and a 4<sup>th</sup> level has been added to encourage new partners at an "entry level." If you know of any businesses or community groups which may be a good partner for the District and interested in sponsoring please let me know.
- She reminded the Board that there will be a special start time for November 17 Board Meeting at 5:30 pm to accommodate the Hospice Tree Lighting at 6:30 pm. There will be a reception immediately following the ceremony at the Teen Center.

### **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 8:15 p.m. in honor of Ryan Abele who passed away today. He was a Concord resident, 2016 graduate from De La Salle, played on their baseball team as well as a player for Pleasant Hill Baseball Association. He had an accident at college and did not recover from his injuries.

---

Michelle Lacy, Clerk of the Board