

# Board of Directors Meeting Minutes November 3, 2016



The November 3, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Donaghu at 7:00 p.m. in the Conference Room at the Administrative Office. Board Vice Chair Donaghu added the Pledge of Allegiance to the agenda.

## **PLEDGE OF ALLEGIANCE**

Board Vice Chair Donaghu led the Pledge of Allegiance.

## **ROLL CALL**

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

**BOARD ABSENT:** Shess

**STAFF PRESENT:** Bradley, Kubota, Lacy, Miller, Thoits, Young

## **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 will be volunteering for the Holiday Boutique at the Senior Center on November 18 & 19. The Senior Center will donate to the Teen Center for assisting.
- 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 holding tryouts for Basketball, soccer and wrestling.
- The last home football game is on November 4 at 7:00 p.m. against Alhambra High School.
- Poetry Out Loud Competition is December 1, which she will be participating in.
- The Crucible play is on November 3 & 4 at 7:00 p.m.
- Brad Lubeck is a student fighting Leukemia. Leadership is making posters to support him.

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

- a. To Approve Bills to be Paid, warrants #23357-23386 (Exhibit 1)
- b. To Approve Resolution 2016-11-03, Authorize District Check Signers (Exhibit 2)

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

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

There was no one present to give a report.

**AUTHORIZE GENERAL MANAGER TO ENTER INTO AN OPERATORS AGREEMENT WITH RODGERS RANCH HERITAGE CENTER FOR THE OPERATION AND USE OF THE RODGERS RANCH HISTORICAL SITE (Attachment B)**

The General Manager reviewed the Operators Agreement for the Rodgers Ranch Heritage Center. She stated this covers the operation and use of the Rodgers Ranch Historical Site. The Operators Agreement was reviewed by Legal Counsel Curt Kidder, staff and Rodgers Ranch Heritage Center Board. Board Member Sterrett asked why we have decided to have an agreement with Rodgers Ranch now. Board Member Glover remarked that Friends of Rodgers Ranch is an amazing group to promote and this is a cohesive tie between Rodgers Ranch Heritage Center and the District. Board Member Bonato stated that she felt from a historical perspective, she would like to leave a legacy. This way there will be no miscommunication and it will be a tribute to the past and have clarity for the future. The agreement is to applaud the past and to deal with the present and the future. Board Vice Chair Donaghu said the agreement was comprehensive and protects both sides and forms a team.

Board Member Bonato did have a couple of minor changes to the agreement. Rodgers Ranch Representative Denise Koroslev thanked everyone for all their hard work and said they are ready to move forward in a positive way.

Upon motion of Bonato and seconded by Glover, the Board approved authorizing the General Manager to enter into an Operators Agreement with Rodgers Ranch Heritage Center for the operation and use of the Rodgers Ranch Historical Site with minor changes proposed to the agreement.

**AUTHORIZE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH CIVICPLUS FOR WEBSITE REDESIGN AND TECHNICAL SUPPPORT (Attachment C)**

The General Manager stated that the District's website is technologically in the "dark ages" and said it is difficult to maintain. She said she put together a website committee consisting of various staff members and posted a Request for Proposal. The committee received 4 proposals and the top three were interviewed. CivicPlus had many benefits to the District and one of the web companies that can be designed to our needs. It can have the look and feel of the District, also they have civic engagement tools, posts on several social media platforms, and provide a great product for a great price. Lacy said the first year includes the redesign, maintenance, etc. There will be annual renewals set for three years at \$3,860 with a cost increase of 5% at the end of four years including a re-design. Board Member Bonato asked how flexible will it be to integrate Granicus or platform for better sharing of our board meetings in the future. Lacy said it would be a seamless transition for any system such as Granicus, Accela or even a third party registration system.

The General Manager invited Marketing Director Jen Thoits to answer questions regarding reference checks on the companies. Thoits stated she checked the references provided by the vendor and went a step further to contact other past agencies that used CivicPlus. She remarked that they may have initially had some issues on building their websites with CivicPlus, but as time went on they improved the relations. Many were very happy with CivicPlus, especially their customer service and training. She stated that training would take three days with our staff. Lacy said that it is user friendly and it will be easier for staff to maintain. The District will also have one website that incorporates each department such as Teen, Seniors, Sports and more with one URL and a consistent branding.

Jason Correia, Pleasant Hill resident, spoke about working on the website for the Friends of the Library and how he has used iCalendar, which brings in other calendar feeds for events. He stated

that he would like to incorporate the Districts events on their website as well and supports the District in pursuing a new website. He has tried to work with our website on his mobile phone and it is difficult to view. He congratulated the District in pursuing a new website.

Upon motion of Bonato and seconded by Sterrett, the Board approved to authorize the General Manager to enter into a contract with CivicPlus for website redesign and technical support for a cost of \$23,910 for 2016-17 and annual services of \$3,860 beginning in 2018.

### **PRESENTATION OF 2017 WINTER/SPRING SPOTLIGHT (Attachment D)**

Board Vice Chair Donaghu reported on the 2017 Winter/Spring Spotlight highlighting new classes. He said the CaliSuns Water Polo program is expanding to include boys and a co-ed team. The Board discussed some of the programs. Board Member Sterrett mentioned that the senior membership fee will increase to \$20 for the year. Board Member Bonato thanked General Manager Lacy for providing the Spotlight Production Schedule in the staff report.

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

**a. Land and Facility Development Committee** – Board Member Glover announced the next meeting is on November 22, 2016.

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

**c. Budget & Finance Committee** – Board Member Bonato stated the Committee met on November 2, 2016 and reviewed the reserve study with staff including an outline of 5 years for Capital work that started two years ago. She said that some of the work or projects were not completed. She requested staff to have a 7 year spread for building cycle and to have the funding plan on a linear basis so they can view the ebb and flow easier. Bonato does not want to defer maintenance and wants to catch up on any projects that may have not been completed yet. The next meeting is December 14, 2016.

**d. Program Committee** – Board Vice Chair presented the new Spotlight earlier.

**e. City/District Liaison Committee** – Board Member Glover said they have not met and will have a meeting shortly after the elections. The General Manager is working on a meeting dates with the City.

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

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

- She thanked staff for the invitation for reception celebrating her, Dennis Donaghu and City Councilman David Durant on November 29 from 6 – 8pm at the Community Center. The General Manager mentioned that CSDA Representative Stan Caldwell will be presenting the Hollingsworth Award to Sherry at the reception.

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

- He had nothing to announce.

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

- She was introduced to Jason at an event and was glad he came to the meeting tonight.
- She stated a member of the public contacted her and said the trees behind the VFW building need to be looked at and may need some trimming.

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

- He wanted to commend Michelle Lacy, the new General Manager, for the article she wrote in the Community Focus.

## **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- She reminded the Board of the Closed Session at 5:00 p.m. on November 17 before the regular Board Meeting at 5:30 p.m.
- Hospice Tree Lighting is at 6:30 p.m. on November 17.
- She announced that Merlone Geier said they are on working on entitlements with the City of Pleasant Hill and are going to revisit a potential Maintenance Agreement for Chilpancingo Park in March 2017. She said the Architectural Review Commission gave the developer a 12-month extension.
- Staff Holiday Party is on December 8, 2016 at 5:00 p.m. at Wise Girl on Oak Park Blvd.
- City Council will be honoring Dennis Donaghu and Sherry Sterrett at their City Council Meeting on Monday, November 7.

## **ADJOURNMENT**

Board Vice Chair Donaghu adjourned the meeting at 8:07 p.m.

---

Michelle Lacy, Clerk of the Board