

# Board of Directors Meeting Minutes November 5, 2015



The November 5, 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**

Board Member Glover led the Pledge of Allegiance.

## **ROLL CALL**

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

**STAFF PRESENT:** Berggren, Hunn, Cooper, Young, Riley, Alden

## **PUBLIC COMMENT**

Claire Shigley, resident of Pleasant Hill, spoke supporting the District's negotiations for purchasing the Oak Park property to be used for more field space. Darcy Mathews, resident of Pleasant Hill spoke in support of the District purchasing the Oak Park property. Norm VanHole, resident of Pleasant Hill spoke in support of the District continuing negotiations for the Oak Park property. Kim Brandt, resident of Pleasant Hill, spoke in support of the District purchasing the property and offered the support from her home owners group. Lenore Krause, resident of Pleasant Hill, spoke in support of the District purchasing the property.

The Board expressed how pleased they were with all the community support.

## **CONSENT CALENDAR (ACTION)**

- a. To Approve Bills to be Paid
- b. To Approve Minutes of August 13, 2015

Upon motion of Board Members Donaghu & Sterrett 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:**

- Naccara reported that she was unable to attend the Teen Council meeting last Monday, but she did receive notes from the meeting.
- The Halloween Party was a big success. The Council will be hosting a Holiday Party on December 18, 2015.
- The Council will be helping with the District Breakfast with Santa event and the Holiday Festival.

### **College Park news:**

- Naccara reported that it had been a rough week due to the car accident. There was a candle light vigil today for the girls who lost their lives.
- The Collage Park Orchestra Showcase on October 24, 2015 was a success.
- The Senior Class Panoramic picture was taken on October 29, 2015.
- The Senior Class cap and gown meeting was yesterday.

- There will be no school on November 11, 2015.
- The College Park Choir will be having a holiday performance, and they just performed at the Warriors game.
- The boosters club is offering fundraisers.
- College Park will be holding the last mock SAT and ACT on November 7, 2015.
- The grad night tickets are already on sale.

The General Manager reported that the Board of Directors will be purchasing Naccara's grad night ticket. Naccara thanked the Board.

**TO CONSIDER RESOLUTION 2015-11-05, APPROVING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2015-16 (ACTION)**

The General Manager reviewed the appropriation limit information with the Board.

Upon motion of Board Members Donaghu & Shess the Board approved the appropriation limit for fiscal year 2015-16.

**REPORT ON THE TEEN CENTER PROGRAM**

Recreation Supervisor Katrina Hunn introduced Teen Center staff members Jenny Cooper and Katie Alden to the Board. Hunn reviewed a progress report of the Teen Center from the last three years with the Board. Hunn commented that the after school program currently has a waiting list as they are full and cannot take any new students right now for safety reasons. Hunn reported that currently the Teen Center has 153 members. She reviewed a growth chart of all the Teen activities. Hunn reported that the reserve account will exceed the estimated budget revenue for 2015-16.

Board Member Sterrett asked if the Teen Center was accommodating special needs students. Hunn said they are.

Board Member Sterrett complimented Hunn on the program.

Board Chair Bonato asked about the transportation for the program. Hunn said the majority of the students are coming from Sequoia Middle School so they walk, but students from Valley View Middle School and Pleasant Hill Middle School are bused.

Board Member Glover commented that it was nice to see the students using the furniture. He commented that it may be time to go back to Headco for another grant.

Board Member Sterrett suggested a "wish list" for supplies.

The Board thanked Hunn and her staff for all their hard work in the program.

**PROGRAM COMMITTEE**

- a. **Review Winter/Spring Spotlight**
- b. **Update on Class Cancellations**

- a. Board Member Donaghu reviewed the upcoming Spotlight with the Board.
- b. Recreation Supervisor Tina Young reported that the program committee has been kept up to date from staff on the supervisor's cancellation policies for programs and classes.

**TO CONSIDER OPTIONS FOR REDUCING SPEED ON PASO NOGAL ROAD (ACTION)**

The General Manager reviewed a letter he received from the City regarding the Paso Nogal Road issue. He is recommending setting up a meeting with the City and the District regarding the issue.

Board Member Shess commented that there should be other alternatives regarding the speed issue on Paso Nogal Road discussed with the City. Shess would like to have the residents more involved in the discussions.

Board Chair Bonato commented that she was glad the City had put in writing what the constraints should be on the issue. Bonato agreed that the residents should be engaged in the process.

Board Member Sterrett commented that the home owners should be the ones working with the City.

Board Member Donaghu commented that he feels speed bumps are the best solution.

Board Member Glover commented that his concern was more with the wording of the City's letter. He said he is not in favor of speed bumps. He is more interested in enforcement of the speed limit.

Martin Nelis from the City of Pleasant Hill was present. Nelis commented that the City would like to work further with the District on the Paso Nogal issue.

The majority of the Board would like the General Manager to arrange a meeting with the City at the staff level.

**TO REVIEW AND CONSIDER BOARD POLICIES (FIRST READING)**

- a. 3025- Financial Management**
- b. 3030- Financial Controls**
- c. 3035- Fixed-Asset Accounting Control**
- d. 3040- Fixed-Asset Capitalization**
- e. 3050-Purchasing**

The Board reviewed and made adjustments to policies 3025, 3030, 3035, 3040, and 3050.

**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 regarding the appraisal of the School House property.

**Personnel Committee:** Meeting scheduled for November 12, 2015 at 10:00 a.m.

**Budget & Finance Committee:** Board Chair Bonato commented that there had been a meeting with staff. They have no recommendations as of yet.

**Program Committee:** The report was given at tonight's meeting.

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

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

- She attended the Share the Magic event. She said the spot light went out right at the beginning of the show. She commented that there should be an alternative plan for lighting.
- She asked to adjourn tonight's meeting in memory of KIDSTOP Site Director Elizabeth Hurley.

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

- He just returned from his Mexico trip.

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

- He attended the Chamber Speaker Series last Monday.
- He asked staff to contact PHBA to address neighbor's concerns about their storage building.
- He read about the City of Walnut Creek hiring a consulting firm to research their pools. He would like to keep up to date on the situation.

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

- He received a call regarding the fence at Rodgers- Smith Park. He will be referring the person to the General Manager and District Staff.

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

- She asked to see the changes PHBA made to their building after the Architectural Review Committee requested changes.
- She asked for an update on the gate at Dinosaur Hill. The General Manager said staff is still working out the logistics of the gate.
- She requested the General Manager to send her the date of the next District Custodial staff meeting.
- She asked that a follow up thank you be sent to the Society of Magicians for the Share The Magic Show.
- She commented that she would like to do something symbolic from the District for the teens who lost their lives in the car accident.
- She commented that she would like to do something from the District for Elizabeth Hurley's family.
- She asked staff to give feedback on what should be done with the petitions received tonight regarding the Oak Park property. The General Manager commented that the issue should be discussed in a closed session. She asked for him to schedule a closed session with legal counsel.
- She commented that she appreciated the Chamber information in the Board packet.

## **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He commented that there will probably be some special meetings for the Board scheduled in the next few weeks.
- The Ethics Training will be December 3, 2015.

- The annual audit and the reserve study will be on the next agenda.
- Marketing Director Jen Thoits has finished the press release regarding the tax payer's rate reduction due to the District's improved bond rating.

Board Chair Bonato adjourned the meeting at 10:50 p.m. in memory of Elizabeth Hurley.

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Robert B. Berggren, Clerk of the Board