

Board of Directors Meeting Minutes November 19, 2014



The November 19, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 7:02 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Sterrett led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Young, Blair, Hurtado

PUBLIC COMMENT

Jim Utz, resident of Lafayette and member of the Pleasant Hill Tennis Club, was present to give the Board an update on the proposed renovation of the tennis courts at Pleasant Hill Middle School. Utz distributed information to the Board regarding the resurfacing of the courts. He commented that he is hoping additional funds needed for the project will come from other entities in the Community, and that the group will not need to come to the District to ask for money. Utz stated that he hoped the Pleasant Hill Recreation & Park District, not the Mount Diablo Unified School District, will undertake the bid process for the project. He commented that once the work is completed he is hoping to have programs for all ages.

Board Member Donaghu asked how long the work is expected to take. Utz said it would be approximately eighteen days.

Board Member Bonato would like to see this item agendaized to the Board in March.

All the Board Members encourage Utz to meet with the General Manager about the project.

CONSENT CALENDAR (ACTION)

- a. **TO APPROVE BILLS TO BE PAID**
- b. **TO APPROVE MINUTES OF AUGUST 14, 2014**
- c. **TO APPROVE RESOLUTION HONORING PAT WILLIAMS**

Upon motion of Board Members Donaghu & Bonato the Board approved the Consent Calendar with the corrections to the August 14, 2014 minutes.

Board Member Bonato asked the General Manager to look into the appropriate wording for the minutes regarding the closed session.

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- Breakfast with Santa on December 13, 2014 will also be a canned food drive.
- They will be helping with the District's Holiday Festival on December 10, 2014.

- They are planning a Prom Fashion show fundraiser luncheon for February 8, 2015 at the Senior Center. All the members of the Council will either be in dresses or tuxedos
- They are planning a High School dance for the end of May to be held at the Community Center.

College Park news:

- A doubles tennis team was sent to the NCS Tennis Tournament.
- There was an earthquake drill at the school today.
- There will be locker repairs done over the Thanksgiving break.
- There will be a "Poetry Out" loud recital on December 4, 2014.
- The CML test was yesterday.
- The Senior Class Breakfast will be on December 1, 2014.

REPORT ON THE SEPTEMBER 30, 2014 QUARTERLY FINANCIAL REPORT

• **REVIEW OF INVESTMENT REPORT**

• **REVIEW OF PUBLIC AGENCY RETIREMENT SERVICES (PARS)**

Accounting Supervisor Mark Blair was present to give the Board a report on the September 30, 2014 quarterly financial report. Blair reported that the bottom line results for the General Fund show a loss of \$844,500 compared to a loss of \$629,400 for the 2013-14 fiscal year. He stated the major contributors to the loss are; Long Term Debt expenses being up \$92k due to loan refinancing in the prior year that changed the repayment schedules, Capital Expenses are up \$53k, mainly due to the cost of the water damage at the Community Center that will be credited when the insurance proceeds are received, and Athletics is showing a reduction in year to date profits of \$40k when compared to last year.

Blair reported that the District has received \$108k in Unsecured tax payment where none had been received as of last year. He commented that property taxes the District receives should be higher than last year based on the County reports that forecast anticipated tax revenue. Blair reported that the overall program revenue is up by 17% compared to last year. He said having the new buildings up and running is the main contributor to this increase. Blair reported that overall program expenses are up by 19% compared to last year. He commented that the largest cost increases were in the same departments that also generated the largest revenue increase.

The Board thanked Blair for his report.

PROGRAM COMMITTEE REPORT

• **REVIEW OF WINTER/SPRING SPOTLIGHT**

Board Member Shess reviewed the Winter/Spring Spotlight with the Board. He commented that he was very pleased with the Spotlight layout. He shared other agencies catalogs with the Board.

Board Member Donaghu commented that the District's Spotlight is more personal than the other catalogs.

Board Chair Sterrett stated that she would like the word "FREE" to stand out more.

The Board all thought the pictures were great.

The Board discussed the staff's decision to move many of the Senior classes into the Adult classes section. Board Member Bonato would like to see the Senior Membership information listed on the Senior Pages.

Board Member Shess stated that there could have been more Rodgers Ranch information in the Spotlight, but the group did not have all their information prepared by the Spotlight deadline.

Board Member Bonato would like to see the Ed to Go classes promoted more. Recreation Superintendent Young said Adult classes Coordinator Holly Frates is looking more closely at the Ed to Go program. Bonato would like staff to research other options than Ed to Go.

The Board thanked the Program Committee for their report.

SELECTION OF BOARD OFFICERS (ACTION)

- **CHAIR**
- **VICE-CHAIR**
- **SECRETARY**

Upon motion of Board Members Donaghu & Shess the Board approved the Board Officers to be Chair: Sandra Bonato, Vice-Chair: Zac Shess, and Secretary: Dennis Donaghu.

LAND & FACILITY DEVELOPMENT COMMITTEE REPORT

a. TO REVIEW STORAGE FACILITY AT PLEASANT OAKS PARK

Board Member Shess reported that the Land & Facility Committee met with representatives of the Pleasant Hill Baseball Association on Thursday, November 13, 2014 to review the proposed storage facility at Pleasant Oaks Park. He commented that the Board had previously asked Pleasant Hill Baseball Association (PHBA) to look into different location ideas for the facility within the park. Shess reviewed with the Board the location ideas that had been discussed at the Land & Facility Committee meeting. He also discussed the design of the building. He commented that the Committee was pleased with everything PHBA has proposed. He reported that the location of the facility will require the removal of trees and the loss of four parking spaces. Shess reported that the Board will be reviewing the plans before they are submitted to the City.

Board Chair Sterrett asked about an ownership contract. Mark Rolendelli, who was present, said the contract with the District will be put into place. Sterrett asked if the building will be large enough for the groups needs. Rolendelli said it will be.

Board Member Bonato asked if the plans will be brought to the Board to review and take action on at the same meeting. Shess commented that the Land & Facilities Committee is hoping it will be.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He attended the Chamber mixer at The Chateau last week. He said it was well done.
- He questioned the amount of mirrors in the women's bathroom at the Community Center. He has heard comments that they are not adequate for more than one rental at the same time in the Community Center. Recreation Superintendent Young said she had not received any complaints, but that she will look into the issue.

Bonato made the following announcements/questions:

- She reminded everyone of the CERT speaker series at the Community Center tomorrow night at 7:00. She said the topic this time is on flooding.

- She complimented the Land & Facilities Committee and the Program Committee for their work.

Shess made the following announcements/questions:

- He may be late to the Oversight Working Group study session tomorrow night.

Glover made the following announcements/questions:

- He commented that a friend of his attended a Realtor meeting at the Community Center, and said that the WIFI system did not work well. Recreation Superintendent Tina Young said she had not heard this, but will look into the issue further.

Sterrett made the following announcements/questions:

- She has completed the Ethics training.
- She attended the Library Task Force meeting.
- She asked how the meeting went with the District and the Library staff. Young said it went very well. She commented that both groups are looking into more future collaboration.
- She reminded everyone that this Friday is the Thanksgiving Luncheon at the Senior Center.

STAFF ANNOUNCEMENTS

The Recreation Superintendent made the following announcements:

- The "Hospice Tree of Lights" Ceremony is tomorrow night at 5:30 p.m.
- The Holiday Boutique is at the Senior Center this weekend.
- The Holiday Festival is December 10, 2014.
- Board Chair Sterrett asked Young if she knew who was cooking the Breakfast with Santa. Young said she will confirm that it is not the Lions Club.

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 9:20 p.m.

Tina Young, Acting Clerk of the Board