



Board of Directors Meeting Minutes November 20, 2013

The November 20, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:44 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Lischeske, Blair, Young, Cotruvo, Miller, Spatz, Bradley

PUBLIC COMMENT

None

FUNDRAISING REPORT

Sheila Cotruvo was present to give an update to the Board on the upcoming New Years Eve Party and the Wine, Women and Shoes fundraising events. Cotruvo reported that the New Years Eve event will be taking place at the new Senior Center. She commented that the event is expected to have a sell out crowd of 210 participants.

Cotruvo reported that the planning for the Wine, Women and Shoes event was off to a great start. She said that currently there are 37 committee members working on the event. She commented that she and Senior Center Supervisor Kendra Luke attended the Wine, Women and Shoes event in Sacramento and left very inspired by their event. Cotruvo reported that the committee's goal is to acquire a major sponsor in the amount of \$25,000 by January 10, 2014.

Board Member Shess asked what Cotruvo feels is the best aspect and the biggest concern in the planning areas for the event. Cotruvo said she is feeling very good about the event as a whole, but that finding a major sponsor is her major concern at this point.

The Board thanked Cotruvo for her update on both events and for all her hard work on fundraising activities.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

COMMUNITY CENTER

- The Trespa is currently being installed. The rain should not hamper that work.
- The rain might delay the paving work a bit.

The General Manager would like to schedule another Board Tour of the site on December 5th.

PLEASANT OAKS PARK

- Half of the turf work has been completed, but the rain will push out the completion to next week.

Board Chair Glover started the regular meeting at 7:11 p.m.

PUBLIC COMMENT

None

EX-OFFICIO MEMBER REPORT, KEVIN NEYS– COLLEGE PARK HIGH SCHOOL

Ex-Officio Neys was not present, but he had e-mailed the following report to be included in the minutes.

- College Park Homecoming went well. The theme was RIP (Rest in Peace), the Freshman represented Babe Ruth, the Sophomores Walt Disney, the Juniors Albert Einstein, and the Seniors Cleopatra.
- The College Park football and volleyball teams made it to the North Coast Section play offs, but lost in the first round.
- The Teen Council will be working at the Light up the Night event on December 4th in downtown Pleasant Hill.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF SEPTEMBER 26, 2013**

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

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO OWEN KELLY, ALLEN BUCKINGHAM AND REBECCA BRONFELD

Allen Buckingham, a longtime participant in our programs was one of the featured pictures on the cover of the District's Fall Spotlight. Allen was present at the meeting, with his parents, to sign a copy of The Spotlight for the District's "Hall of Fame".

The Board thanked Allen and his parents for attending the meeting.

SELECTION OF BOARD OFFICERS (ACTION)

The annual change over meeting will take place on Thursday, December 5, 2013 with the selection of Board Chair, Vice Chair, and Secretary. The following changes were proposed: Chair: Sherry Sterrett, Vice Chair: Sandra Bonato, and Secretary: Zac Shess.

Upon motion of Board Members Bonato & Glover, the Board approved the Selection of Board Officers. Board Chair: Sherry Sterrett, Vice Chair: Sandra Bonato, and Secretary: Zac Shess.

REPORT ON THE DISTRICT AND CITY LIAISON COMMITTEE MEETING

Board Chair Glover and Vice Chair Sterrett hosted City Councilmember Tim Flaherty and City Staff including City Manager June Catalano, and Public Information Director, Martin Nelis on a tour of the new Community Center. Following the tour, the committee met at the District Administrative Office to discuss various items related to the District and the City.

Glover and Sterrett reported that the following items were discussed at the joint meeting.

- The Historical and Cultural Ordinance.
- The Planning Commission tour of the School House on November 12, 2013.

- The operational hours of the Pleasant Hill library.
- The Rodger's Ranch site.
- Proposals for the K-Mart shopping center area.
- Cross marketing ideas between the District and the City.

Glover and Sterrett commented that the meeting was very positive and free flowing. Board Member Shess asked when the committee will meet again. Sterrett explained that they only meet annually unless there are specific topics that need to be discussed.

The Board thanked Glover and Sterrett for their report.

REVIEW OF SEPTEMBER 30, 2013 QUARTERLY REPORT

- REVIEW OF INVESTMENT REPORT**
- REVIEW OF PUBLIC AGENCY RETIREMENT SERVICES**

Accounting Supervisor Mark Blair was present to review the September 30, 2013 quarterly budget report. Blair commented that there were two main changes to the report. The Special Events area has been separated out of the Preschool/Youth department into its own department, and the registration software (ACTIVE) has changed its income reporting which will result in a truer picture of earned income.

Blair reported that overall the bottom line results for the General Fund show a loss compared to last year which can largely be attributed to expense increases with the opening of the Teen Center and Senior Center. He stated that the unrestricted fund balance is now \$504,317.56 which is an improvement over the previous year.

The Board thanked Blair for his report.

UPDATE ON AT & T CELLULAR EQUIPMENT INSTALLATION AT/OR ADJACENT TO PASO NOGAL PARK

Board Member Bonato reported that the latest update from AT&T was that they were willing to look into alternative location candidates for the proposed cellular tower at Paso Nogal Park. She commented that at the last Architectural Review Committee meeting AT&T had said they would put up "story poles" at the park in the areas in question. She said that to date there have been no "story poles" installed so location areas are hard to determine.

Board Chair Glover asked what the next step should be from the District Board. Bonato said she felt that the District should contact AT&T directly and in strong language requiring them to install the "story poles" on the proposed location sites.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She distributed information from the Pleasant Hill Library regarding the bullying movie event held at the Teen Center.
- She thanked Recreation Superintendent Tina Young for the follow up information regarding the District's Co-Sponsored groups.

Donaghu made the following announcements/questions:

- He reminded everyone that the Hospice Tree lighting is tomorrow night.
- He reported that the Chamber Board meeting is also tomorrow morning which he will be attending and sharing the most recent pictures of the District's Bond projects.

Bonato made the following announcements/questions:

- She attended a tour of the Old School House with the Planning Commission. The general consensus of the Commission was that the site was not really historical from an architectural stand point.
- She was contacted by someone who would be interested in putting in a disc golf course in Paso Nogal Park. She has passed on the information to the General Manager.
- She is in agreement that the District should have more signs in place regarding the non-smoking ordinance.

Glover made the following announcements/questions:

- He reminded everyone that the Hospice Tree lighting is tomorrow night.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The Community Awards Night is February 20, 2014 and will be held at the new Community Center. He said the awards committee is recommending eliminating the Community Plus Award.
- The Senior Holiday Dinner is December 10, 2013 at 3:00 p.m.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 9:12 p.m.

Robert B. Berggren, Clerk of the Board