

# Board of Directors Meeting Minutes July 13, 2011



Pleasant Hill  
Recreation & Park District

People, Parks, and Programs Since 1951

The July 13, 2011 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Dennis Donaghu at 6:04 p.m. in the Conference Room at the Administration Office.

## **PLEDGE OF ALLEGIANCE**

Board Vice Chair Dennis Donaghu led the Pledge of Allegiance.

## **ROLL CALL**

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

**STAFF PRESENT:** Berggren, Blair, Bradley, Hunn, Luke, Miller, Spatz, Young

Board Chair Bonato arrived at 6:05 p.m.

## **PUBLIC COMMENT**

There was no public comment.

## **BOND PROJECT UPDATES/STATUS**

### **a. To Consider Changes to the Community Center Floor Plan (ACTION)**

The General Manager and staff met with Architect Karl Danielson and discussed the options for changes to reduce the costs for the Community Center. The Board discussed the changes recommended where option #1 (A1) was reducing the Community Center floor plans by 608 square feet to equal a savings of \$85,120, option #2 (A2) to reduce the floor plan by 384 square feet for a savings of \$53,760, or option #3 (A3) to reduce the size of the meeting room #3 and hallway to equal \$59,500. Architect Karl Danielson with the Dahlin Group elaborated on the options and answered some questions. He stated these were all estimates for savings on the various options. Board Member Sherry Sterrett expressed her concern on reducing the size of the meeting room. Board Member Shepard had the same concern and said how she felt sad that it has to come down to reducing the size of the facility in order to reduce costs. After some further discussion, the Board decided to combine options #2 and #3.

Upon motion of Donaghu/Glover, the Board approved change options #2 and #3 for a total savings of \$113,260.

### **b. To Consider Contract for Commissioning the Community Center (ACTION)**

The General Manager stated that the District was required to have commissioning services during the construction phase of the Senior Center due to new State requirements. These services will be needed for the design and construction phase of the Community Center. There were several bids and Architectural Energy Corporation (AEC) had a proposal for the amount of \$32,000, which was lower than the bids received for the Senior Center for only the construction phase. He recommended the Board approve the contract with AEC to conduct building commissioning services for the Community Center. Architect Karl Danielson stated that they would like to start work with AEC since they are already in the design phase and AEC will be able to make some recommendations during this phase before they get farther along.

Upon motion of Donaghu/Glover, the Board approved the contract with AEC for the building commissioning services for the Community Center in the amount of \$32,000.

**c. Senior Center Update**

The General Manager mentioned that the fences are going up around the Senior Center and there will be more work completed tomorrow and more directional signage. He said he appreciates staff parking on the street and at the Church to allow the public to park in the District parking lot. He said PG&E shut down the gas today and electricity will be shut off tomorrow at the Senior Center.

**d. Teen Center Update**

Board Member Shepard asked about the teen center exit from the patio area onto the deck of the pool. The General Manager said he will check the costs per the Boards request and see what the fire district required.

**TO CONSIDER INSTALLATION OF BOCCE COURTS AND HORSESHOE PITS FOR THE SENIOR CENTER PROJECT (ACTION)**

Board Chair Bonato expressed her appreciation to staff and the General Manager for putting together great information on this agenda item. The General Manager said he recommends using Parkland Dedication fees instead of Measure WW funds. He said he spoke to Project Manager Ron Johnson today and it is important to have McFadden Construction install the bocce courts and horseshoe pits since they already have their equipment on site and can have a civil engineer conduct the surveying. He stated it is a competitive price and is right in line with other bids that were submitted. He feels that the addition of the bocce courts and horseshoe pits will be a positive asset for the community and will be a nice addition for the seniors. Board Chair Bonato had a few questions that were answered.

The Board had further discussion on other funds that may be available other than Parkland Dedication fees, but the General Manager and Board Member Sterrett explained that Parkland Dedication fees are restrictive and only can be used for capital improvement of parkland. Board Member Shepard expressed her concern that the fees should be used towards improvement of the restrooms and not bocce courts. Board Member Sterrett said that bocce ball is a growing sport and there is a need in the community for more bocce courts. She stated that it is going to be a revenue generating program and will eventually pay for itself. She agreed there is a need for upgraded restrooms, but bocce will generate revenue for the District.

Upon motion of Glover/Donaghu, the Board approved use of Parkland Dedication fees for the installation of bocce courts and horseshoe pits for the Senior Center project at \$150,000.

**7:30 p.m. – Regular Board Meeting**

The regular board meeting started at 7:47 p.m.

**PUBLIC COMMENT**

There was no public comment.

**PUBLIC HEARING**

**Preliminary Budget for fiscal year 2011 – 2012**

Board Chair Bonato opened public hearing for the preliminary budget for fiscal year 2011 – 2012. She stated that the Board met in a special meeting on the budget and decided that the advertising and promotion budget as well as new website design, will assist in promoting programs. Funds will be set aside for this. She also mentioned that the Land and Facility Development Committee recommended trying to come up with \$100,000 that can be set aside to go towards facility repairs. She said they discussed conducting long range planning to determine future costs for the new facilities. She stated the Board recommended that the General Manager shift some funds around to

accomplish these recommendations. The General Manager commented that the final budget will be approved at the next Board Meeting on July 27, 2011.

Board Chair Bonato asked about a new full-time position for sports field maintenance and park maintenance. The General Manager pointed out the page and budget for the position, which will be coming out of L&L #6. Park Superintendent Lynn Spatz explained that previously there was a park maintenance staff that handled the duties and once they retired, they had part-time employees handling the maintenance of the fields, but it has not worked out. She stated there is a need for assistance in park maintenance as well. She reviewed the costs of benefits. Board Chair Bonato stated that she wants to have a memo with the breakdown of the costs of this new full-time position.

The General Manager said the position is budgeted for if they start in the new year. Recreation Supervisor Lance Hurtado explained that he has absorbed the responsibilities of another Recreation Supervisor that was laid off and he is overwhelmed with other responsibilities and at times, he was maintaining and prepping the sports fields on top of his supervisory duties. Recreation Supervisor Katrina Hunn explained the need for assistance with special events, which impact park maintenance. Hurtado also explained there are several events, such as Turkey Trot, that this employee could help with. He continued to explain that it would be great to have one person that is trained and knows how to prep fields instead of having various part time employees that only last a few months due to other opportunities. The General Manager stated that in the down time, this employee would also be assisting park maintenance. Park Superintendent Spatz commented that once the employee is trained, there will be someone who will bring up the level of the playing fields. More teams may be enticed to come back due to the well maintained fields. She said there is a new stripping machine and wants to have someone well trained and able to care for the equipment so it will last. Board Member Sterrett commented that staff knows what their needs are and she trusts their recommendation and it has been budgeted for. Further questions and discussion followed in regards to the preliminary budget.

WENDY LACK, Pleasant Hill resident – She said the article in the paper caught her attention and she did get a copy of the District's budget. She said it sounds as if the District is struggling to get through each year and commented that there needs to be a long range plan set up to maintain facilities. Also, reserves need to be established. Lack also had a concern in regards to employee benefits. She feels the benefits need to be more reflective of what the current trends are and how employees are paying their contributions towards their retirement and benefits. She stated that it is the only way to have the budget work and requested to listen and work with the employees on solutions. She also mentioned that she was troubled by the budget where it shows the current secured tax and property tax income going up. She pointed out that in Pleasant Hill the property tax rate is going down by 2.13%, so she said it is not reflective of the current trend. The General Manager explained that we were at a higher rate last year and there is a reduction and does reflect a reduction. Board Chair Bonato did mention that at the next Board Meeting decisions will be made in regards to employees paying a percentage of their retirement contribution and percentage towards benefits as well. Lack was glad to hear that. Bonato thanked Lack for her concerns and reflections.

### **TO CONSIDER OAK PARK CHRISTIAN CENTER PARKING LOT AGREEMENT (ACTION)**

Board Chair Bonato remarked that the School House is closed and the parking lot has been used by the Oak Park Christian Center across from the facility. This agreement has been in place, but there has not been an official signed agreement. The City of Pleasant Hill is requiring the Christian Center to have an agreement signed by both the District and Oak Park Christian Center. She also stated that the Pleasant Hill Elementary School fields are used by the District and there is a mutual agreement to park in the back of the center's parking lot in return.

Upon motion of Glover/Shepard, the Board approved the Oak Park Christian Center Parking Lot Agreement as presented.

### **CONSENT CALENDAR (ACTION)**

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of May 11, 2011 and June 3, 2011**
- c. To Approve Resolution 2011-07-13A, Authorizing the Adoption of the Contra Costa County Hazard Mitigation Plan**
- d. To Approve Resolution 2011-07-13B, Declaring July as Parks and Recreation Month**
- e. To Approve Resolution 2011-07-13C, Declaring Certain Equipment as Surplus**

Board Chair Bonato pulled the minutes of June 3, 2011 and requested to have the tapes reviewed. She wants to check the target amounts discussed on cost reductions of the Senior Center and Teen Center. In regards to the Contra Costa County Hazard Mitigation Plan, Board Chair Bonato thanked Mark for taking this project to completion. She commented that the District saves money by participating with other agencies to have this plan completed and qualifies the District to be able to apply for FEMA grants in an emergency.

Upon motion of Glover/Shepard, the Board approved the warrants as presented with the exception of the pulled minutes of June 3, 2011.

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

Board Member Sterrett confirmed the Program Committee meeting for the Spotlight review is on August 9 at 1:30 p.m. On August 25 at 11:30 a.m., they will meet for program analysis. Sterrett said she heard the family camp out event was a success and thanked Katrina Hunn and staff for a successful community event. She also mentioned that the CCSDA meeting will be on Monday, July 18 and the elections will take place at that meeting. She spoke about the candidates up for election. She said she enjoyed the 4<sup>th</sup> of July festivities and the highlight for her was riding in the car for the parade.

Board Member Glover enjoyed the camp out and congratulated staff for a successful community event. He said he enjoyed the 4<sup>th</sup> of July festivities and thanked staff once again.

Board Member Donaghu attended the 4<sup>th</sup> of July festivities and he commented on the wonderful festivities, especially the best fireworks show yet. He attended the Chamber Board Meeting and announced that Ingrid has been let go. The Board asked about the Chamber's support for the Blues and Brews Festival. Recreation Supervisor Katrina Hunn spoke about the plans for the Blues and Brews Festival and the District has taken on many of the responsibilities. He mentioned that the committee for the City's 50<sup>th</sup> Anniversary celebration has been meeting and are finalizing plans for the event.

Board Chair Bonato said on August 2 there will be a Liaison Committee meeting, which will be their second meeting and the District will be hosting. She received a certificate of appreciation from the 4<sup>th</sup> of July Commission for the District's support for 4<sup>th</sup> of July, "Party in the Park". She thanked Park Maintenance staff for their support for the 4<sup>th</sup> of July event at Pleasant Hill Park.

### **STAFF ANNOUNCEMENTS**

Park Superintendent Lynn Spatz briefly discussed the proposed new Park Maintenance position. Spatz also was concerned about Board & Staff communication and especially the "lack of trust" by the Board toward staff and consultants.

**ADJOURNMENT**

Board Chair Bonato adjourned the meeting at 9:55 p.m.

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Robert B. Berggren, Clerk of the Board