



Board of Directors Meeting Minutes October 12, 2011

The October 12, 2011 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:02 p.m. in the Conference Room at the Administration Office. She announced that the Board met in closed session and there was no decision made and nothing to report on.

PLEDGE OF ALLEGIANCE

Project Manager Ron Johnson led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Donaghu, Glover, Shepard,

ABSENT: Sterrett*

***(Representative at CSDA Conference)**

STAFF PRESENT: Berggren, Blair, Hunn, Kubota, Luke, Miller, Spatz, Young

PUBLIC COMMENT

There was no public comment.

INDEPENDENT BOND OVERSIGHT COMMITTEE QUARTERLY REPORT

Bond Oversight Committee Chair Norm Vanhole reported that the committee meets once a quarter and it is a little difficult to have a report prepared each quarter. Board Chair Bonato thanked the Committee for their efforts. She wants to make sure they have an accurate report and the Board of Directors will have a response letter completed and posted on the District's website. The letter will be presented to the Bond Oversight Committee before it will be posted for the public. The General Manager suggested in the future having a semi-annual or annual report from the Bond Oversight Committee.

TO CONSIDER ADJUSTMENTS TO PROJECT BUDGET (ACTION)

The General Manager stated that Project Manager Ron Johnson has the update on bond projects budget. Accounting Supervisor Mark Blair completed a one page summary of the budget. Johnson reviewed the budget and remarked that a large cost is due to the Contra Costa Water District work that was not anticipated to cost as much. Another issue is the cost reduction efforts. There has been some progress made, which have been included into change orders #2 and #3. He said they will try and get an update on the cost reductions on a future agenda. He continued to report on some issues that have come up. Johnson remarked that they are bringing on a signage company who will be assisting in putting a bid package together with specs and plans. He commented they will give a high and low range and also have the design/build specs. Johnson said the Community Center is coming down. The contractor for the demolition project is good and great to work with. He stated that the bid did come in lower than expected. He said in Mid-November the Dahlin Group will provide the next set of plans and specifications for estimating. He will then have a better idea of where we are with the budget for the Community Center.

JIM UTZ, Lafayette resident – He asked when change orders are talked about, is it because the District is spending more than contracted. Board Chair Bonato explained that it is costs that are not anticipated, but if situations arise where the contractor is responsible, they are handled accordingly. Utz asked if there are unforeseen situations, does the contractor build it into their bid. Bonato said that the District did not pursue an all inclusive contract where all responsibility

shifts to the contractor. It is handled per issues that arise. Project Manager Ron Johnson said there are weekly meetings with the contractor's staff, CSI and District staff. The District staff and CSI's construction Manager Kelly Johnson are communicating daily to discuss any issues that arise.

HAROLD JEFFREY, Pleasant Hill resident and Bond Oversight Committee member – He said as a member of the public, he goes on the District's website to be informed of change order amounts for the projects. He said that the original amount is what is listed, but he stated that the change orders and more detailed information do not appear. He feels that it is time to list the change orders, or show the dollar amount and show the percentage more that it is costing for each project.

Accounting Supervisor Mark Blair said the summary report shows the cost expectations up to date. Board Chair Bonato asked how often Blair updates the bond project budget. He said it is updated almost daily, as soon as an invoice is received and to be paid out, he is recording it. She requested to have the General Manager work with her to have something up on the District's website to keep the public abreast of the ongoing budget for the bond projects as well as the updated photos of the progress of each project. The General Manager suggested posting the information on the website as soon as possible.

Board Chair Bonato asked about \$150,000 to be moved from the program contingency budget to primarily the bond project for the Senior Center. Johnson said it would go to the soft cost contingency budget. Board Member Shepard asked if it is something that has to be approved now. Johnson said it does not have to happen tonight, but eventually the Board will have to approve to shift the contingency funds in the next 3 – 4 months. Blair stated it is like reconciling your bank account.

Board Member Glover said if the \$150,000 was not approved and the Board decided to not approve any more funds to be transferred, what would happen. Johnson said they can discuss strategic plans in regards to funding and decision points and timing, but once the Senior Center and Teen Center are completed and not all the contingency fund is used, it can be used for the next bond project. Board Chair Bonato said the budget and the timing is not necessary, she is not convinced that amending or adjusting the budget is sending the right message. Glover does not feel that the \$150,000 needs to be moved. He said it has been a complicated process and it is not an easy decision. Board Member Shepard stated she wants the District to be more cognizant of what we are spending. The Board further discussed the issue with the bond project fund.

Board Chair Bonato said there will be no motion and this item will be brought back to another board meeting.

BOND PROJECT UPDATES/STATUS

a. Senior Center Update

b. Teen Center Update

c. Community Center Update on Demolition Project

The General Manager said Johnson reviewed earlier some of the issues with the Senior Center and Teen Center. He said the Community Center demolition has started. There was nothing else to report. Board Member Shepard asked about the chairs and if Bev Moris has decided on the choice. The General Manager commented that Moris will be at a Board Meeting in November.

Board Chair Bonato started the regular board meeting at 7:00 p.m.

PUBLIC COMMENT

There was no public comment.

REPORT FROM PLEASANT HILL TENNIS CLUB

Pleasant Hill Tennis Club representative Jim Utz reported on the activities and membership of the Pleasant Hill Tennis Club. He said they had a picnic for the members, he passed out a newsletter that is sent out to members every other month and stated that they have a website that Rita Utz maintained. Utz reported on the funds they raise for the schools to maintain the courts at College Park High School and Pleasant Hill Middle School. He said they are in need of repairing the courts and need to raise funds to have them resurfaced. He shared some estimates he received. At the Middle School it is about \$150,000 to slip sheet surface the six courts and at the High School it would cost about \$180,000. This method would last about 15 – 20 years. Another option is to temporarily repair the courts which would last about 2 – 3 years. Utz said the cost is about \$70,000 and is hoping the costs can be split between the Tennis Club, the School District and Recreation District. Utz mentioned that he is working with the College Park High School and District tennis coach Deborah Gantt on a grant from USTA (United States Tennis Association). He is informing the District now, so we can plan to possibly budget for the repairs. He may have a better idea in January of who can donate funds towards the court repairs. Board Chair Bonato asked the General Manager some questions about the history of the District and the Tennis Club. He gave a brief history. Bonato thanked Utz for his report and the support of the Tennis Club.

CONSENT CALENDAR (ACTION)

A. To Approve Bills to be Paid

B. To Approve Minutes of August 24, 2011

Upon motion of Donaghu/Glover, the Board approved the consent calendar as presented.

REPORT ON "LIGHT UP THE NIGHT" EVENT AT DOWNTOWN PLEASANT HILL

Recreation Supervisor Katrina Hunn reported on the "Light Up the Night" event in Downtown Pleasant Hill, which the District will be taking part in. She stated that the craft vendors are being handled by Pam Lischeske and Hunn will be handling the live entertainment. She said she met with city staff and these decisions were made. She said the City is excited to work with the District. The City is planning on closing Crescent Drive like the Art, Jazz and Wine Festival. Hunn said that the City will be providing cookies and hot chocolate and the sleigh rides with the tree lighting. She announced that the tree lighting will be at 6:30 p.m. She mentioned that preschool will be conducting the face painting. The City will provide lighting and close the streets. She said they are at the beginning stages, but it will be a great event.

REPORT ON THE SECOND ANNUAL BLUES AND BREWS FESTIVAL

The General Manager said the revenue generated this year was about \$3,000 with some invoices that have not been received yet. He said it is a great event and Recreation Supervisor Katrina Hunn does a wonderful job. Hunn reported on the success and challenges of the Blues and Brews Festival. Some Board Members had questions that Hunn answered. She said the first year there was not a bill from the Pleasant Hill Police Department, but this year there was an expense for overtime at \$1,700. She explained some of the differences and extra costs of some of the breweries, permits, extra fencing and more. She said there may be some more discussion for future events and working with the Police Department. The sponsorships were down from the first year and so the plans will be to try and promote more, divide responsibilities more with the Chamber and District staff. She commented that the event could not have been pulled off successfully without the support of volunteers and staff from the Chamber and District.

REPORT ON MASTER GARDENERS MEETING

The General Manager reported that the Master Gardeners need to find a new site for their program and seem enthused about the Rodgers Ranch site. He said they are meeting this Friday with the Master Gardeners representatives, Friends of Rodgers Ranch Representative Denise Koroslev, and Park Superintendent Lynn Spatz in regards to finding a new location for the Master Gardeners program. He said they are finding out what they need and what can be done to make it work for their program. He stated it will be a positive program for the community and the District. He said nothing has been decided yet and we will wait to see what happens.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Board Member Glover played in the Pleasant Hill Allied Waste Community Foundation Golf Tournament raising funds for the youth and seniors in the community. He said it was a good event and he had a good time.

Board Member Donaghu said he attended the Chamber committee meeting for the 50th Anniversary Dinner Gala and they have sold 100 tickets so far. He mentioned that the City's photo contest will be displayed along with a display of the winning essays on Sundays Open House. He announced that the Chamber Mixer is on Wednesday.

Board Chair Bonato said she met with staff to interview a consultant in regards to a new District logo. She said they hope to narrow down the choices within the next 3 weeks. The choices will be presented in black and white first. She attended a meeting where Dawn Block and Michael Harris invited all the principals of local schools, MDUSD Superintendent Steven Lawrence and representatives from the Pleasant Hill Education Foundation. She promoted the new teen center and hopes to have a kickoff for the 5th graders from the Elementary Schools. She said the Middle School Principals were excited that there will be a place for their students after school. She said there was discussion about collaborating with the library. She would like to see if the District can get on the agenda for a future Pleasant Hill Education Foundation meeting.

STAFF ANNOUNCEMENTS

The General Manager did not have any announcements.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 8:02 p.m.

Robert B. Berggren, Clerk of the Board