

# Board of Directors Meeting Minutes December 1, 2016



The December 1, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 6:33 p.m. in the Conference Room at the Administrative Office.

## **PLEDGE OF ALLEGIANCE**

Board Chair Shess led the Pledge of Allegiance.

## **ROLL CALL**

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

**STAFF PRESENT:  
(for Closed Session)** Lacy, Legal Counsel: Bryan Wenter, Matt Henderson and Consultant David Bowlby

**STAFF PRESENT:  
(for Board Meeting)** Kubota, Lacy, Young

## **PUBLIC COMMENT**

There was no public comment.

## **CLOSED SESSION**

Board Chair Zac Shess announced the closed session:

### **CONFERENCE WITH LEGAL COUNSEL—PENDING LITIGATION**

Pursuant to California Government Code Section 54956.9 (d) (1)

Pleasant Hill Recreation & Park District v. Contra Costa County

Contra Costa County Superior Court Case No. N16-0477

Board Chair Shess adjourned closed session at 7:41 p.m. and announced that no final decisions were made. The Board of Directors gave direction to Staff, Legal Counsel and Consultants.

## **REPORT FROM EX-OFFICIO KATELYN DOWNING, COLLEGE PARK HIGH SCHOOL**

Ex-Officio Downing gave the following report:

### **Teen Council news:**

- The Teen Council worked at Light Up the Night in Downtown Pleasant Hill last night, setting up and cleaning up for the event.
- They will be assisting with the Breakfast with Santa event at the Senior Center on Saturday, December 3 from 7:30 a.m. – Noon.
- Teen Council Members will also be assisting with the Holiday Festival on Wed, December 7 at the Community Center from 5:00 p.m. – 8:30 p.m.

### **College Park news:**

- The Poetry Out Loud competition originally scheduled for today was moved to December 14.
- The Winter Fine Art Showcase and Craft Fair will be tomorrow, Dec. 2. Students who have made crafts can sell them to raise funds for the school.

Board Member Sterrett remarked that when she assisted with the Holiday Festival last year, a member from the Contra Costa Camera Club was taking photos of the event and several parents asked her who the photographer was. She requested General Manager Lacy speak to staff and have them wear a badge to identify who they are. Sterrett just thought of it and wanted to make sure we have a badge if there is a photographer again this year.

**CONSENT CALENDAR (Attachment A)**

- a. To Approve Bills to be Paid, warrants #23437-23476 (Exhibit 1)

Upon motion of Donaghu and seconded by Glover, the Board approved the consent calendar as presented.

**REVIEW AND RECOMMENDATION REGARDING RODGERS RANCH HERITAGE CENTER'S REQUEST FOR FEE WAIVER OF \$1,630 FOR USE OF THE CHATEAU ROOM AT THE SENIOR CENTER ON NOVEMBER 3, 2017 FOR A 150<sup>TH</sup> ANNIVERSARY PARTY AND FUNDRAISER (Attachment B)**

General Manager Lacy explained that Aloma Levine, Board Member for Rodgers Ranch Heritage Center, emailed a letter to her regarding their 150<sup>th</sup> Anniversary and requested to have the rental fees waived. She knows we have waived fees for the "Every 15 Minutes" program for College Park High School, but no other fees have been waived for other organizations. She said the co-sponsored groups are charged a non-profit rate. She knows the Board approves fees for facilities and is coming to the Board with the request from Rodgers Ranch Heritage Center. Lacy said they have requested marketing of the event and she stated the District will provide the marketing.

Aloma Levine explained that this will be a big event and the funds raised will be used to build the barn at Rodgers Ranch. Denise Koroslev stated that all proceeds will be going back to the District property and improvements to Rodgers Ranch. Levine said they expect to invite the public and have various activities such as square dancing, crafts, food, bar, live music, raffle, lessons and a photographer.

Board Member Sterrett is taking a business standpoint and does not want to set a precedent by waiving fees. She stated there are many organizations that fundraise and all funds go right back to the community. Board Member Bonato expressed that she feels this is a major event and 150 Year Anniversary comes around once. She would like to see the City, District and other community agencies get involved. Bonato would like to bring more awareness to Rodgers Ranch, the one historical site in Pleasant Hill and feels this is a city wide and community wide event. Board Member Glover agreed and mentioned to not have it as a fundraiser, but a celebration and maybe get sponsors such as the District, City and businesses involved. Board Chair Shess said he feels that we should not set a precedent as well and explained his thoughts. He said there are labor fees involved as we are working together and rental fees, which are different. He feels that Rodgers Ranch Heritage Center should work with General Manager Lacy and check with staff if we can take on another special event and make this an event that can be promoted as a special event. Lacy commented that we can be a sponsor of the event such as we are sponsors of Blues and Brews, Wine Women and Shoes and other events. She said she can meet with Rodgers Ranch representatives and develop a plan for District involvement. She said they can then come back with a recommendation.

The Board did agree that staff should be involved in the event. Board Chair Shess requested to table this item until further discussion and plans are set. The Board of Directors agreed and Lacy stated she will meet with Aloma Levine and Denise Koroslev to further discuss the event.

## **REPORTS AND TO SET BOARD COMMITTEE MEETING DATES**

**a. Land and Facility Development Committee** – Board Member Glover announced the committee had a meeting yesterday and several topics were discussed such as the parking situation where vehicles will be prohibited to park over night at any District site parking lots. The Committee gave direction to staff and legal counsel to review a policy they are proposing.

In regards to the School House, he complimented Lacy because they have been working on the School House topic and now it seems they are moving forward. He stated that the City has the School House as a potential historical site. The City requires that a historical resource evaluation be completed and Lacy stated that it is a requirement by CEQA as well. Lacy will look into the costs involved in order to know what the options are for the School House. Glover said that Paul Nielsen was at the meeting and had 20 different proposals.

**b. Personnel Committee** – Nothing to report.

**c. Budget & Finance Committee** – The next meeting is December 14, 2016.

**d. Program Committee** – Nothing to report

**e. City/District Liaison Committee** – There is nothing planned yet.

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

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

- She said the reception was nice and a good event. She thanked the City and District staff involved.
- She will not be attending the Staff Holiday Party.

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

- He thanked Sterrett, the City and District for the reception. He saw many people that he has not seen in many years and was surprised by the presentation from the Chamber.
- He also thanked the past and current General Managers and staff and remarked how incredible they are. He also thanked everyone for treating him with respect.
- He will not be able to attend the Staff Holiday Party.
- He worked at the Light up the Night and handed out hot chocolate. He stated that they passed out 50 gallons of hot chocolate last year and this year they handed out 72 gallons of hot chocolate, the Girl Scouts handed out 28 gallons of hot cider and 3,000 cookies.

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

- She ask to confirm that they will have an opportunity to say a few words to outgoing Board Members Donaghu and Sterrett at the next meeting. The General Manager said yes.
- She thanked Glover for attending the Library Task Force meeting.
- She drove by Dinosaur Hill Park and noticed the gate was closed, but there was an SUV parked on the side in front of the gate. General Manager Lacy said she spoke to the Chief of Police and they can ticket since it is in front of the gate, but there are no parking signs on Taylor Boulevard, which the City will monitor and determine if signs need to be posted.
- She said the reception was a wonderful party.

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

- He thanked staff for the Hospice Tree Lighting.

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

- He thanked everyone for all their work in planning and putting on the reception.
- He is looking forward to the Holiday Festival on Wednesday, December 7.

## **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- The Staff Holiday Party is on Thursday, December 8 at WiseGirl at 4:30 p.m.
- She is working with Board Chair Shess in getting a basket together to donate for the Holiday Party.
- The Senior Holiday Luncheon will be on December 16 at the Senior Center. If you are going to volunteer, please be there at 11:00 a.m.
- If you still need to pick out your tree for the holidays, the Dolphins Tree Lot is open at the Winslow Center parking lot.
- The next Board Meeting on December 15 will be held at the Community Center in the McHale Room.

## **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 8:37 p.m.

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Michelle Lacy, Clerk of the Board