

**Board of Directors Meeting Minutes
December 18, 2014
DRAFT**



The December 18, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:05 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Member Donaghu led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Young, Blair, Riley

PUBLIC COMMENT

None

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- The council helped with Breakfast with Santa last Saturday.
- Helped with the Holiday Festival on December 10, 2014.

College Park news:

- Spirit Week is this week, and the themes are: Monday - Pajama Day, Tuesday - Holiday hat day, Wednesday- Winter Wonderland, Thursday-Ugly sweater day, and Friday-formal day.
- Progress reports have been distributed.
- There have been complaints about the new bell schedule so a survey has been sent to parents, students, and faculty.
- There was a canned food drive which ended on December 16, 2014.
- The yearly "Youthink" was published. This is a student run magazine.
- Winter Fest was yesterday.
- Today is the first annual guitar concert from 7:00 p.m. to 9:00 p.m.
- There was a seminar on computer coding held for students on December 10, 2014.
- There will be a mock S.A.T. and A.C.T. on New Years Eve Day.

Board Chair Bonato asked Naccara to look into new programming ideas for teen programs. Bonato complimented Naccara on her role as Ex-Officio.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid
- b. To Approve Minutes of August 28, 2014 and September 11, 2014
- c. To Approve Resolution 2014-12-18, Having Submitted an Application to The Contra Costa County Community Development Department for Community Development Block Grant Funding to Continue The Senior Services Network Program at The Pleasant Hill Senior Center.

The General Manager explained the Senior Care Management position, and how it is a large benefit to the Senior Center.

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

TO REVIEW STANDARD AND POOR'S RATING OF THE DISTRICT FINANCES

Accounting Supervisor Mark Blair stated that the Standard & Poor's Rating Services revised their rating of the District from stable to positive. He said the rating increase was due to the fact that the District finances have been stable for back to back years.

Board Member Donaghu commented that he had mentioned the District's rating increase at the Chamber of Commerce Board meeting. He said the Chamber was very impressed with the upgraded rating.

Board Chair Bonato said it is very important to get the word out to the community that the District's rating has increased.

Board Member Glover commented that he would like a press release submitted to the media on the rating increase.

The Board thanked Blair for his review of the ratings.

TO CONSIDER REVISED DISTRICT REFUND POLICY (FIRST READING)

The General Manager stated that the District Board approved the current refund policy on March 14, 2013. He said the District staff has requested clarification on the refund policy and a revision of the policy. Recreation Superintendent Tina Young was present. She explained that staff is looking at updating the formatting and the wording of the current policy so it is easier for the public to understand. She said that both the Focus Committee and the front line staff have reviewed the language in the proposed new policy. Aquatics Supervisor and member of the Focus Committee Korey Riley was present. She commented that the revised policy begins on a positive note.

The Board liked the new wording of the policy. Board Member Sterrett asked where this policy should be in the revised Policy Manual. The General Manager said it should be under "General Policies" in the manual.

TO CONSIDER BUSINESS STRATEGIC PLAN GOALS (ACTION)

The General Manager reported that the Board has reviewed the goals and recommendations by the Strategic Business Plan in two Board Study Sessions. He said the Oversight Working Group (OWG) has now requested that the Board approve the goals and recommendations.

The Board discussed the Management number one goal which is to explore opportunities to contract services including but not limited to park/turf maintenance, building/custodial maintenance, IT, legal services, marketing, and sports officials.

Board Member Sterrett commented that she has had discussions with District staff who are concerned about this goal. She said she is opposed to the Management number one goal. Sterrett commented that District staff is feeling very vulnerable about the contract services goal.

Board Member Glover stated he is looking at this goal as potential cost savings for the District.

Board Chair Bonato stated that it was time the Board made a decision about the Contract Services goal.

Board Member Donaghu commented that the Board should be looking at the contact services issue from a business standpoint in that all aspects should be examined before a decision is made.

Board Member Sterrett commented that there should be better communication with District staff about the contract services goal.

Board Member Glover said there should be a public meeting regarding the OWG goals.

Board Chair Bonato said she will take responsibility to get the landscape services contract agendized.

Upon motion of Board Members Glover & Donaghu the Board approved to pull out the Management goals and approve the balance of the Strategic Plan goals.

Upon motion of Board Members Glover & Bonato the majority of the Board approved adding goal #1 of the management goals regarding contract services to the Business Strategic Plan. Sterrett opposed.

TO CONFIRM BOARD COMMITTEE ASSIGNMENTS

Board Chair Bonato confirmed the following committees:

Budget & Finance	Bonato, Chair	Shess, Member
Land/Facility Development	Shess, Chair	Glover, Member
Personnel	Glover, Co-Chair	Donaghu, Co-Chair
Program	Donaghu, Chair	Sterrett, Member
City/District Liaisons	Bonato	Shess
Chamber Representative	Donaghu	Sterrett
Fundraising Liaison	Glover	
Oversight Working Group (OWG)	Bonato	Shess
CSDA Representative	Sterrett	
CAPRI Representative	Bob Berggren	

Board Chair Bonato asked the General Manager to have reports from Committee meetings as a standing Board Agenda item.

TO CONSIDER DATES FOR JANUARY BOARD STUDY SESSION

The Board decided upon February 5, 2015 from 8:30 a.m. to 1:30 p.m. with the location to be determined. Board Chair Bonato said she will work with the General Manager on agenda items.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He attended the Holiday Festival on December 10, 2014, and received many positive comments about the event. He said the petting zoo seemed to be the most popular attraction.
- He attended the Senior Holiday Luncheon.
- He attended the District staff's Holiday party, and thought it was a lot of fun.
- He attended the Yalla restaurant grand opening. He thought the food was very good.
- He commented that at the Chamber Board meeting this morning an ordinance was discussed to bring to the City Council to ban Styrofoam boxes from restaurants in the city of Pleasant Hill.
- He said Joe Stokeley from the College Park Boosters Club had very favorable comments about the staff that helped him at the Community Center with their crab feed.

Bonato made the following announcements/questions:

- She attended Pat William's retirement party. She said it was great.
- She thought the Holiday Festival was excellent.
- She attended the Senior Holiday Luncheon, and said it was a lot of fun.
- She gave an update on the Library Task Force.
- She attended the District staff Holiday party, and had a great time.
- She attended the Rodgers Ranch Boutique which was very nice.
- She said the Yalla restaurant would like to be very involved in community projects.
- She was very impressed with the lights on the Hospice Tree of Lights this year.
- She attended the second CERT Speaker Series on Flooding at the Community Center last month, and would like more helpful information about the WIFI password when there is no staff available. Superintendent Young will follow up on this.

Shess made the following announcements/questions:

- He thought the Holiday Festival was great. He congratulated staff on a wonderful event.
- He thanked the General Manager for the updates on the weather impact on the District.
- He spoke to the General Manager of the Yalla restaurant who said they will be moving their corporate offices to Pleasant Hill. He is thinking they may be a good corporate sponsor opportunity for the Wine, Women & Shoes event.
- He asked for an update on the directional signage. The General Manager said they were almost ready to be reviewed by the City.
- He asked for an update on the WIFI at the Community Center. The General Manager said they are looking into purchasing another booster satellite for the Perera Pavilion.

Glover made the following announcements/questions:

- He had the opportunity to attend Assembly Member Bonilla's Breakfast. He received many favorable comments about the Community Center.

Sterrett made the following announcements/questions:

- She said the Holiday Festival was great, and it was nice to have it back. She enjoyed being the MC.
- She updated the Board on the latest Library Task Force meeting. She said the next meeting will be January 12, 2015.
- She attended the grand opening of the Yalla restaurant.
- She enjoyed the District staff holiday party.
- She updated the Board on Legislative Bill 2040 which would allow Districts to be reimbursed for transparency costs mandated by the State.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- Distributed the Contra Costa Water District's 2015 calendar to the Board.
- Distributed CERT information to the Board.
- He announced that Thursday, February 26, 2015 is the CPRS District III luncheon at the Community Center.
- Hospice of the East Bay mentioned Wine, Women & Shoes in their newsletter.
- He wished everyone Happy Holidays.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 8:47 p.m.

Robert B. Berggren, Clerk of the Board