



## Board of Directors Meeting Minutes April 11, 2012

The April 11, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:03 p.m. in the Conference Room at the Administration Office.

### **PLEDGE OF ALLEGIANCE**

General Manager Robert Berggren led the Pledge of Allegiance.

### **ROLL CALL**

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

**BOARD ABSENT:** Shepard

**STAFF PRESENT:** Berggren, Bradley, Lischeske, Miller, Young

### **PUBLIC COMMENT**

There was no public comment.

### **TO CONSIDER WORK TO BE COMPLETED BY PG&E FOR COMMUNITY CENTER (ACTION)**

The General Manger reported that similar to the Teen Center and Senior Center, the District needs to contract with PG&E to provide electrical services for the Community Center. The scope of work includes PG&E's engineering, administrative costs, distribution tie-in, electric metering, installation, distribution line and transformer. The total cost including the non-refundable payment is \$30,266. The District will be paying for the transformer pad (under \$1,000) that will be installed by PG&E. The cost of the transformer pad will be assigned to the miscellaneous District construction expenses.

The Community Center budget included a total of \$33,000 for PG&E's Scope of Work. The current PG&E contract is approximately \$2,734 under the budgeted amount.

Upon motion of Board Members Bonato & Glover, the Board approved the Work to be Completed by PG&E for the Community Center in the amount of \$30,266.

### **TO CONSIDER WORK TO BE COMPLETED BY CONTRA COSTA WATER DISTRICT FOR THE COMMUNITY CENTER (ACTION)**

This item was tabled until the April 25<sup>th</sup> meeting.

### **FUNDRAISING UPDATE**

#### A. Review Fundraising Budget

Marjorie Winkler passed out the Capital Campaign Analysis as of 4/10/12 which included the following:

Total number of donors to date	162
Total cash and pledges to date	\$497,373
Total cash in to date	\$290,692
Total pledges to date	13 @ \$205,001
Total bricks to date	98 @ \$19,600

Winkler stated that we are just about up to half a million dollars without the MacDonald's gift of \$100K.

Winkler stated that we are close in securing the Teen Center furniture budget, but not on the Senior Center. There was discussion about the withdrawal of the commitment from the Valley Foundation. The General Manger will be speaking to Valley on Monday April 16, 2012 to see if he can determine why they withdrew their commitment of money.

Board members expressed concerns about the lack of funds and the upcoming opening of the buildings. It was discussed by the Board that the buildings could be opening without some furnishings. Board members agreed that there has to be a new plan of action with the fundraising efforts and it was suggested that staff work with Marjorie to come up with a new fundraising plan.

Board members asked for a new plan of action to be developed by Marjorie for the Board meeting on April 25, 2012. Marjorie will not be able to attend that meeting, but will have a report to the Board for that meeting.

**B. CONSIDER THE FOLLOWING NAMING OPPORTUNITIES (ACTION)**

- i. The Soroptimist Club has selected three naming opportunities in memory of Sally Schultz:
  - Teen Center Snack Shack-\$25,000
  - Community Center Multi-Purpose Room-\$25,000
  - Senior Center Coffee Bar-\$5,000
- ii. A naming opportunity has been purchased by Michael Harris and Dawn Block for one park bench in front of the Community Center- \$5,000
- iii. A naming opportunity has been purchased by Marcia Ribner for the Senior Center Café Kitchen - \$5,000
- iv. Critical Solutions Incorporated purchased the Meeting/Study room at the Teen Center- \$25,000

Upon motion of Board Members Bonato & Glover, the Board approved the above specified naming opportunities with the exception of item iii until they learn more about Marcia Ribner.

**C. TO CONSIDER NEW NAMING OPPORTUNITIES (ACTION)**

Community Center:

- Parkside Plaza-\$15,000
- Parkside Terrace-\$10,000
- Parkside Gardens-\$10,000
- 12 ft Concrete Bench at entry-\$8,000
- 10 ft Concrete Bench at entry-\$6,000
- Circular Bench surrounding tree in Parkside Terrace-\$7,000

Teen Center:

- Lobby-\$10,000
- Lounge-\$15,000
- Game Room-\$10,000

Upon motion of Board Members Glover & Sterrett, the Board approved the above naming opportunities for the Community Center and the Teen Center

## **BOND UPDATES**

- The General Manager reported that the Planning Commission approved the Signage Package at their meeting on April 10, 2012. He gave special acknowledgment to Mark Cornelius for working so diligently with the City of Pleasant Hill, and the District Staff.
- The Bond Auction for the last \$8 million of the General Obligation Bond will be on April 18<sup>th</sup>.
- On April 4<sup>th</sup> there was a good meeting with user groups regarding Pleasant Oaks Park. They went over a plan for the Park including the scheduling. Everyone who was at the meeting was very cooperative.
- The Community Center pre-bid mandatory meeting will be held on April 13<sup>th</sup>. Ron is anticipating 15-20 General Contractors to attend.

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

## **PUBLIC COMMENT**

Michael Harris brought the following items to the Board:

1. He asked to include the Pleasant Hill Community Service Day which will be held on September 22, 2012 on the May 23<sup>rd</sup> agenda. His goal is to have 3-4 projects from the District for the Community Service Day. He will return for the May 23<sup>rd</sup> meeting to discuss this further.
2. Since he is an avid Bocce player he has been frustrated by the number of games that have been rained out. He is hoping that the design of the Bocce Courts will be redone to improve the drainage of the courts.

## **EX-OFFICIO MEMBER GENESIS CASSIDY GAVE THE FOLLOWING REPORT:**

- Spring Break for College Park is this week
- The EggCiting Egg Hunt held on April 7, 2012 went very well
- Moving Up Rally being planned now for June

## **CONSENT CALENDAR (ACTION)**

**A. To Approve Bills to be Paid**

**B. To Approve Minutes of November 2, 2011 and March 28, 2012**

Upon motion of Board Members Glover & Sterrett, the Board approved the Consent Calendar

## **UPDATE & REPORT ON THE MASTER GARDENER PROGRAM AT RODGERS RANCH**

John Matthesen gave an update including a slide show about the Master Gardener Program at Rodgers Ranch. Included in the report was a tentative schedule for the Master Gardener Program. Matthesen is working with Denise Koroslev to have the Rodgers Ranch Round Up participate in the program. The Board thanked John for his outstanding efforts with this program along with appreciation to Denise Koroslev and Marion Woodward.

## **PRESENTAION BY ANDREW PIERCE REGARDING POTENTIAL NEW PLAYGROUND EQUIPMENT AR SHANNON HILLS PARK**

Andrew Pierce, a new neighbor of Shannon Hills Park, spoke regarding the possibilities of a new play structure at Shannon Hills Park. He made a presentation which included information from Ross Recreation Equipment. All the Board members were very impressed with his presentation. An idea was brought up by Tom Bradley to potentially move some of the playground structure from Pleasant Oaks Park when it is taken out. The Board thanked Andrew for his efforts and encouraged him to work with District Staff and the Community to raise funds for the new equipment.

**TO CONSIDER PROPOSAL FOR STRATEGIC BUSINESS PLAN FROM RJM DESIGN GROUP (ACTION)**

The General Manager indicated that the Land and Facility Development Committee made up of Board Member Cecile Shepard and Board Chair Dennis Donaghu, requested that RJM Design Group present a strategic business plan to the District for consideration. John Courtney with RJM Design Group was present to discuss his proposal for the District's Strategic Business Plan. He stated that once the Board approves the proposal it would take 4-5 months for a draft to be produced from RJM. Courtney summarized that the plan will involve how the District will maintain the new buildings; they will make programming recommendations, help develop a marketing program, and develop a price structure package.

Upon motion of Board Members Glover & Bonato, the Board approved the proposal for the Strategic Business Plan from RJM Design Group.

**TO CONSIDER PROPOSAL TO PROVIDE 1972 ACT ASSESSMENT ENGINEERING SERVICES FOR VALLEY HIGH II, WOODSIDE HILLS I, & WOODSIDE HILLS III LANDSCAPING & LIGHTING DISTRICT (ACTION)**

This item was tabled until the April 25<sup>th</sup> meeting so that more information on this item can be provided.

**TO CONSIDER WINSLOW CENTER CANOPY REPAIR OPTIONS (ACTION)**

Carrie Miller was present to discuss the canopy repair. The proposal from Mark Rolandelli and endorsed by structural engineer Alan Horeis calls for the removing of the concrete pillars and have the modified shoring hold up the canopy. The proposed price for this would be \$10,650.

The \$3,000 in-house fix was discussed. This fix would include trimming off all the rot, installing clips, bolts, & anchors, but it would mean leaving the concrete pillars which would not be attached to anything.

At the end of four years there would be one year left on the Glue Lam Beams before a very expensive repair happens.

Upon motion of Board Members Bonato & Sterrett, the Board approved the Winslow Center Repairs to be completed by Rolandelli Construction in the amount of \$10,650.00

**TO CONSIDER NOMINATION FOR SOROPTIMIST YOUTH RECOGNITION AWARDS NIGHT (ACTION)**

It was presented by the General Manager that the Teen Council Members, Hiroki Butterfield, Kara Lowry, Sarah Chaney, Jimmy Torres, Melissa See, and Ex-Officio Genesis Cassidy be nominated for the Soroptimist Youth Awards.

Upon motion of Board Members Glover & Sterrett, the Board approved that the above names be nominated for the Soroptimist Youth Awards.

**REPORT ON THE FUTURE ANNUAL COSTS OF THE CALPERS 2% AT 60 PLAN**

The General Manager read the following into record:

"The employer contribution rate will be 7.733% of reportable earnings for local miscellaneous membership for the first time in the miscellaneous classification after the effective date of this amendment to contract."

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

### **Sterrett-**

- Discussed the usage of a uniform form for the Program Supervisors to use for the Program Committee Report.
- Star Quest's 20<sup>th</sup> Anniversary show is April 21<sup>st</sup> & 22<sup>nd</sup>

## **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- Received a note from Ken Wombacher from the Pleasant Hill Lion's Club about the Egg Hunt and said that it was once again a great event.
- We received a refund check from Contra Costa Water District in the amount of \$32,000 for the Senior Center and the Teen Center.
- Love, Laugh, and Learn will be held on April 13<sup>th</sup>- it is sold out
- The retirement resolution for Reverend Shel White will be presented on April 29<sup>th</sup> at his retirement celebration at St. Andrew's Church
- There will be a Program Committee meeting on April 23<sup>rd</sup>.

## **ADJOURNMENT**

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

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Robert B. Berggren, Clerk of the Board