



## Board of Directors Meeting Minutes April 25, 2012

The April 25, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Glover at 6:03 p.m. in the Conference Room at the Administration Office.

### **PLEDGE OF ALLEGIANCE**

Board Vice Chair Glover led the Pledge of Allegiance.

### **ROLL CALL**

**BOARD PRESENT:** Bonato (Arrived at 6:15), Sterrett, Shepard, Glover

**BOARD ABSENT:** Donaghu

**STAFF PRESENT:** Berggren, Hunn, Luke, Lischeske, Miller, Young

### **PUBLIC COMMENT**

No public comment.

### **TO CONSIDER NAMING OPPORTUNITY THAT HAS BEEN PURCHASED BY MARCIA RIBNER FOR THE SENIOR CENTER CAFÉ KITCHEN (ACTION)**

The Board asked for a clarification on who Marcia Ribner is. She is making the \$5,000 contribution for the Senior Center Café Kitchen. In discussing this with Recreation Supervisor Kendra Luke, she indicated to the General Manager that Marcia Ribner's father was a member of the Senior Center and frequented the CC Café. Luke reported that Marcia Ribner did the naming opportunity in memory of her father.

Upon motion of Board Members Sterrett & Shepard, the Board approved the Naming Opportunity that has been purchased by Marcia Ribner for the Senior Center Café Kitchen.

### **TO CONSIDER THE FIRST AMENDMENT TO THE EASEMENT AGREEMENT WITH THE CITY OF PLEASANT HILL CONCERNING THE COMMUNITY CENTER (ACTION)**

The City Council of Pleasant Hill approved this matter at their April 16th City Council Meeting. The amendment allows the District to place a sign and have the trash enclosure at the new Community Center be on City property. This amendment will allow the District to place the sign within the circular median in front of the Community Center and to place the trash enclosure in the existing pedestrian access easement. The District will also grant a second pedestrian access easement to the City, so that access to Frank Salfingere Park is kept open.

Upon motion of Board Members Shepard & Sterrett, the Board approved the First Amendment to the Easement Agreement with the City of Pleasant Hill Concerning the Community Center.

**TO CONSIDER THE FIRST AMENDMENT TO THE LEASE AGREEMENT WITH THE CITY OF PLEASANT HILL CONCERNING THE COMMUNITY CENTER PROPERTY (ACTION)**

The proposed first amendment for the lease agreement allows the District to place a sign on Frank Salfingere Park property on Taylor Boulevard. This will be on City property that the District maintains. The City Council of Pleasant Hill approved this at the April 16<sup>th</sup> City Council Meeting.

The General Manager attended the City Council meeting and stated that all went very smoothly with the City on both amendments. Legal Counsel Mark Cornelius stated that he appreciated the City's cooperation on these matters.

Upon motion of Board Members Shepard & Sterrett, the Board approved the First Amendment to the Lease Agreement with the City of Pleasant Hill Concerning the Community Center Property.

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

The General Manager reported that we received the Contra Costa Water District's proposal to complete the water related work at the Community Center. The proposal includes domestic water, power, and the new fire hydrant. The total estimated work by the Contra Costa Water District is \$119,678. The cost of the project is above the budget amount, but the General manger indicated that Project Manager Ron Johnson believes we have enough contingencies to cover the cost. The actual cost of the project, less our \$10,000 deposit is estimated, at \$109,678. It is felt by the General Manager and by Ron Johnson with CSI that the Water District tends to be pretty conservative with their project proposals.

Upon motion of Board Members Sterrett & Shepard, the Board approved the work to be completed by the Contra Costa Water District for the Community Center

**REPORT ON THE SALE OF THE \$8 MILLION GENERAL OBLIGATION BONDS**

The General Manager reported that on April 18, 2012 three firms bid for the District's bonds. The District received bids from Citigroup, Robert Baird, and Morgan Stanley. Citigroup ended up with the lowest bid providing an All-In Interest Cost of 4.35% which will result in the 2012/13 tax rate to be set below our \$29 limit. With this interest rate the District will be saving approximately \$400,000. The District is now on schedule to fund the projects on May 1<sup>st</sup>.

**TO CONSIDER GOING OUT TO BID FOR THE SENIOR CENTER AND TEEN CENTER FURNITURE (ACTION)**

Staff has worked with Attorney Mark Cornelius, Interior Decorator Bev Moris, and Project Manager Ron Johnson in the development of the furniture bid and specifications for the Teen Center and Senior Center. Due to the HEDCO grant for furniture, the Teen Center is in decent shape to purchase the needed furniture. However, the Senior Center has further fundraising to achieve so the bid package has been broken down by Supervisor Kendra Luke into priorities for the purchase of the furniture. The District would not be committing to the purchasing of the items, just going to bid for the pricing. There are two pricing packages: The Contract pricing includes proprietary manufactured items which have government-regulated pricing tiers allowing theses manufacturers to satisfy fair competition laws for public agency purchases. These are the packages from Haworth and SteelCase. The second pricing package is the Standard Package which is not regulated by the State and therefore includes a list of items for the District to put out to bid.

Shepard asked about dates for pricing. Hunn indicated that Moris told her that it is standard practice for the pricing to be good for 6 months. Shepard asked if it could be longer than the 6 month time frame. Shepard also said that the Community Rooms need to be fully funded and have a higher priority over staff offices.

Bonato asked how the District could justify the priority of the list and packaging items together when it is so short on the fundraising goals. Staff indicated that the bid specifications were set up with priority items and alternates. Bonato questioned whether the bundling of items would make later prioritizing inflexible. Bonato felt that answers from District Counsel were indefinite.

Since there was division within the Board on this Agenda Item it will be tabled until all the Board members are in attendance to vote. Therefore no Action was taken at this time.

### **UPDATED REPORT ON FUNDRAISING PLANS**

The General Manager and the Fundraising Consultant Marjorie Winkler met on two occasions to discuss other fundraising plans. The Board was presented with the most updated plan. Bonato was impressed by the work done by staff and Winkler to revisit this item. The plan was reviewed by the Board and Board member Bonato asked if there was a budget that went along with the plan. At this point, the General Manager reported that no budget has been established.

### **BOND UPDATES**

- The General Manager reported that 11 Contractors have purchased the plans for the Community Center.
- The General Manager felt it was time to take another tour of the Senior and Teen Center. He will send the Board some possible dates.
- Plans for Pleasant Oaks Park are currently being worked on and will be brought to the board in June or July.

Vice Board Chair Glover started the regular board meeting at 7:15 p.m.

### **PUBLIC COMMENT**

No Public Comment

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

- The Triathlon will be held this Sunday April 29<sup>th</sup>.
- At College Park High School we are getting ready for the end of the school year

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

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF MARCH 14, 2012 & APRIL 11, 2012**
- TO APPROVE RESOLUTION 2012-04-25A HONORING REVEREND SHEL WHITE'S RETIREMENT FROM ST. ANDREW'S PRESBYTERIAN CHURCH**

Upon motion of Board Members Bonato & Sterrett, the Board approved the Consent Calendar with changes to the March 14, 2012 & the April 11, 2012 Minutes

## **UPDATE & REPORT ON THE BLUES & BREWS FESTIVAL**

The Blues and Brews Festival report was postponed two meetings ago in order for staff to provide additional information on the event and the plans. Supervisor Katrina Hunn presented the updated report to the Board. Chamber of Commerce President Matt Rinn was also present and discussed marketing strategies. Rinn stated the Chamber is very appreciative of the District's increased time working on this event, since the Chamber is short staffed at the moment. This was taken into account when working out the new 90/10 split in revenue for the event. Bonato asked if the agreement includes sharing the risks as well as the profits.

Board member Bonato complimented Hunn on her presentation, and asked if the Board could get periodic reports on sponsorships as the event draws closer. The Board also thanked Matt Rinn and the Chamber for their continued involvement in the festival.

## **TO CONSIDER RESOLUTION 2012-04-25C APPROVING THE AMENDMENT TO THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM CONTRACT FOR THE 2% AT 60 PLAN (ACTION)**

This was the final reading for the Public Employees Retirement System Contract.

Upon motion of Board Members Bonato & Sterrett, the Board approved Resolution 2012-04-25c the Amendment to the California Public Employees Retirement System Contract for the 2% at 60 Plan to be effective June 30, 2011.

## **TO CONSIDER RESOLUTION 2012-04-25B APPROVING PURCHASE OF DISTRICT TELEPHONE SYSTEM VIA REQUESTS FOR QUOTATIONS (ACTION)**

Legal Counsel Mark Cornelius was present to discuss Resolution 2012-04-25b which would allow the District to secure proposals for the District wide telephone system. Cornelius explained that the purpose of the resolution would be to exempt the District from the standard bidding procedures for equipment as provided in the District Policy Handbook. The Handbook allows exceptions from bidding requirements in accordance with State law. Established principals state that competitive bidding is not applicable where it is practically impossible to obtain what is required and to observe competitive bidding. In the District's case there is a need to match existing equipment. With vendors commonly offering alternative systems and services from those requested by the buyer, while the District has specific needs for upgrades suitable to link existing and new facilities, it would be nearly impossible to develop specifications that would lead to bids that can be compared to determine a lowest responsive and responsible bidder. Cornelius recommended that the District should therefore go out with requests for quotations.

Upon motion of Board Members Bonato & Shepard, the Board approved Resolution 2012-04-25b approving the purchase of District telephone system via requests for quotations.

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

A the Land & Facility Development Committee meeting it was recommended that proceedings begin to combine Assessment District's Woodside Hill's I & III into one District and to consider raising Valley High II's annual assessment. Staff is recommending hiring Wildan Financial Services for this process. The fees of \$17,000 associated with this project would include the following scope of services:

- Reviewing Existing Assessment Methodology
- Preparing Engineer's Reports
- Prepare Resolutions
- Prepare Notices and Ballots
- Print and Mail Notices and Ballots
- Public Hearing and Ballot Tabulation

Upon motion of Board Members Bonato & Shepard, the Board accepted the recommendation to consider the proposal to provide 1972 Act Assessment Engineering Services for Valley High II, Woodside Hills I, & Woodside Hills III Landscaping & Lighting District.

### **REPORT ON CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION QUARTERLY MEETING**

Board members Sterrett and Glover attended the Contra Costa Special Districts Quarterly meeting on Monday April 16, 2012. Sterrett reported that Mike McGill won the vote for the Representative to the LAFCO Board. At the regular Special Districts Meeting there was a guest speaker who spoke on issues related to flood control matters in the Central District. Sterrett found the presentation technical but very interesting. The next Contra Costa Special Districts Association meeting will be July 16, 2012.

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

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

- Questions have come up from the Fourth of July Commission as to the status of the park for the 4<sup>th</sup> of July festivities. The General Manger stated that everything should be available to them by that time.
- Question about the Bocce courts and the drainage situation. The General Manager said that plans are in the works for redesigning the courts after this current season. The cost estimates are approximately \$10,000-\$15,000 and will come out of next year's budget.
- Asked about the status of the new bus paint job, requested that Jessie be involved in looking at the paint color.
- Requested to set a Budget Meeting.
- Was very happy about the report on the Bond Sale. She said the District should be ecstatic that it was able to achieve its promise to the voters.

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

- Got a request from Pleasant Hill Baseball Association for information for the District Board to be included in their yearbook. The General Manager had passed on this information to Tina Young to complete.
- The Star Quests 20<sup>th</sup> Anniversary show was held last weekend and was sold out both days. Since it was the 20<sup>th</sup> Anniversary many past performers and committee members attended. The District received acknowledgement as a sponsor of the event.
- Gave compliments on the new edition of the e-news.
- Totally agreed and supports making sure we receive positive press for the Bond sale.
- This Saturday, April 28<sup>th</sup> she will be attending the Alameda/Contra Costa County Park & Recreation Commissioners & Board Members workshop at Ambrose Recreation & Park District.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- The Special District's Legislative Days will be on May 16<sup>th</sup> & 17<sup>th</sup>.

- This Saturday, April 28<sup>th</sup> is the Literary Women Event which is sold out with 276 people registered.

**ADJOURNMENT**

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

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Robert B. Berggren, Clerk of the Board