



Board of Directors Meeting Minutes May 9, 2012

The May 9, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:04 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

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

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

PUBLIC COMMENT

No public comment.

PRESENTATION OF THE DECEMBER 31, 2011 BOND OVERSIGHT COMMITTEE REPORT BY CHAIR NORM VANHOLE

Norm Vanhole presented to the Board the December 31, 2011 Quarterly report of the Citizens Bond Oversight Committee. Vanhole stated that as of today the Bond Project is approximately 49% complete. He said the planning and execution of the construction phases of the Senior and Teen Centers are progressing in a timely manner. Vanhole said that cooperative weather has strengthened the construction activities to-date.

Vanhole continued by saying the demolition of the old Community Center has been completed; and with the design completed, the drawings have been submitted to the City of Pleasant Hill for approval.

Based upon the information provided by District Staff to the Subcommittees, the Bond Oversight Committee believes the District continues to comply with their mandated requirements and fiscal policies by appropriately spending Measure E funds on the voter approved Bond Projects.

Vanhole indicated that their only concern is with the process for approving Change Orders, and when they meet again this concern will be addressed. Bonato asked for clarification on the Change Order concerns. Vanhole stated that the Change Orders are affecting the schedule. The Board stressed that if there are concerns that should be addressed, that the BOC should not wait until their 6 month report.

The Board commented on how well the report was put together by the Committee, and thanked them for their time.

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

This item was brought back after it was agreed to table it from the last meeting. The General Manager reported that since the furniture for the Teen Center is primarily being funded by the HEDCO grant the main focus of discussion was on the Senior Center furniture. The Board was given an updated furniture spreadsheet which showed more description of the packages and the Add Alternates for the packages. Bonato raised concern about whether the District has enough money to buy any of the furniture packages. She is still concerned about the bundling of the items. Shepard also expressed concern about putting furnishings for the public use first and not for the staff offices.

Glover and Donaghu both felt comfortable moving forward with the bid process. Donaghu wanted to make sure that the buildings would open with furniture in them.

Mal Malpass from Pleasant Hill stated that the fact that if pricing on furniture is negotiated the price will change. He checked with the distributor who said the pricing is the suggested manufacturer price.

Bonato asked what would be the downside of separating the phases. Carrie Miller indicated that if the packages were cut up it would affect the pricing. Bonato said she would like to have the Library/Lounge Area split out into a different package.

Sterrett felt very strongly that the front of the building should be the "wow" factor, and that she would put her priority in that area.

Sterrett and Glover made a motion to go out to bid for the Senior Center and Teen Center Furniture. Bonato made a substitute motion which was seconded by Shepard to put the Senior Center and Teen Center furniture out for bid putting the Library/Lounge area in a separate package for bidding purposes. A vote for the substitute motion resulted in Bonato and Shepard, Yes; Sterrett, Glover, and Donaghu; Nay. The Substitute motion did not pass.

The original motion of Going to Bid for Senior Center and Teen Center Furniture resulted in the votes of Sterrett, Glover, and Donaghu; Yes, Shepard and Bonato; Nay. The original motion was passed.

Staff was asked that a special meeting with Board Members be arranged to look at the program budgets and totals for furniture, fixture and equipment more closely.

BOND UPDATES

The General Manger gave the following updates:

- The goal for both the Senior Center and the Teen Center is to get both buildings water tight.
- The stoplight work for the Senior Center will begin on May 16th.
- Work on the new picnic area will begin in the next couple of weeks and should be completed in mid June.
- Continuing work with Phil Abbey on the Pleasant Oak Park plans.
- Currently the most time spent has been on the Community Center plans; there have been corrections to the plans for a total of 3 addendums.

- Bid openings for the Community Center will be May 15th at 2:00 p.m. There are 10 contractors that have bid packages. Staff is hoping to get 8-10 bids on the project.
- May 31st at 5p.m. is the tentative ground breaking for the Community Center. May 30th was a better day for most of the Board Members.
- At the May 23rd Board Meeting there will be a tour of the Senior Center and the Teen Center.

Board Chair Donaghu started the regular board meeting at 7:09 p.m.

PUBLIC COMMENT

No Public Comment

EX-OFFICIO MEMBER GENESIS CASSIDY GAVE THE FOLLOWING REPORT:

- The Senior Ball will be on Saturday May 12, 2012.
- Teen Council will be interviewing new members on May 30, 2012.
- Senior fever has set in!

CONSENT CALENDAR (ACTION)

a. TO APPROVE BILLS TO BE PAID

b. TO APPROVE MINUTES OF NOVEMBER 16, 2011 & APRIL 25, 2012

The General Manager requested that Bonato e-mail her wording for the changes of the April 25th meeting. All Board members agreed that they would like to see the revised minutes of this meeting before approving them.

Upon motion of Board Members Glover & Bonato, the Board approved the Bills to be Paid and the November 16th minutes with the noted changes.

TO HONOR AND RECOGNIZE THE 2011-2012 TEEN COUNCIL

a. PRESENTATION TO TEEN COUNCIL MEMBERS

b. PRESENTATION TO CHAIR JIMMY TORRES

c. PRESENTATION TO EX-OFFICIO GENESIS CASSIDY

Supervisor Katrina Hunn presented the current Teen Council members with their certificates. Hunn said that twenty teens served on the council this year and she is expecting to have 25 for the next year. They have received 35 applications for next year and will be conducting interviews on May 30, 2012. The following Teen Council Members received certificates for their time on the Teen Council; Brad Thompson, Marissa St. Marseille, Matt Cary, Brandon Huttsler, Breanna Klipple, Breanna Singleton, Helena Strand, Jaime Pitcher, Cara Lowery, Kayla Brooks, Kevin Neys, Melissa Torres, Monica Rodriguez, Becca Monroe, & Sarah Chenney.

Jimmy Torres was acknowledged for being the Chair of the Council.

Genesis Cassidy was acknowledged for being the Ex-Officio on the Board.

The Board thanked Supervisor Katrina Hunn for all her hard work with the Teen Council.

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO JACOB LAMBUTH

Along with Jacob and his family, photographer Ann Luke was present for the presentation of the signed copy of the Spotlight to Jacob. Jacob signed a framed copy of the Spotlight to be added to the "Wall of Fame" at the District Office.

PRESENTATION OF PLAYER PARTICIPATION FEE FOR FIELD USAGE AND MAINTENANCE FROM PLEASANT HILL BASEBALL ASSOCIATION

Mark Rolandelli presented the Board with a donation check in the amount of \$58,440.00 which is two years worth of player fees. Rolandelli reported that the partnership with the District is working out really well. PHBA was able to give scholarships to children in the community that could not afford to play. He reported that they have a squad of High School boys now, and it has really helped to build up their age group. Typically they have 1000 kids on the field which he feels is due to having such a nice facility that is maintained properly.

Rolandelli expressed how important it is to make sure the design of the park is funded. He said he would like to potentially see Bocce Courts out in the park. He would like to see the Redwood Trees saved. PHBA would like to sell tiles for the new backstop. He expressed the need to look at the future agreement for the Park as to who is going to maintain what. He is requesting a meeting soon to draw up the Park Plans.

Rolandelli brought up the fact that people are coming from other leagues to play in Pleasant Hill, which is great exposure for our Community.

The Board commended Mark on being such a strong leader for so many years, and thanked PHBA for all that they do. Glover mentioned that they bring so much to the Community.

REVIEW MARCH 31, 2012 QUARTERLY REPORT

- a. REVIEW INVESTMENT REPORT**
- b. REVIEW PUBLIC AGENCY RETIREMENT SERVICES (PARS)**

Accounting Supervisor Mark Blair reviewed the March 31, 2012 Quarterly Report. He reminded the Board that there have been several departmental changes that must be considered when comparing this year's budget to last year's budget. The combined bottom line results for the General Fund and L&L Fund show a significant improvement over the prior year. The second tax installment payment has not been posted as of yet. Assessments received from L&L #6 were up 2.3 % from last year. Program revenue in the areas of Rec Admin to Communication is down from last year. This can be mainly attributed to the closure of the Senior Center and the Community Center. Departments showing revenue increases are Rental Revenue at the Winslow Center, and the Child Care Department.

a. The Investment Report shows the interest rate that was earned in the quarter ending March 31, 2012 was 38 basis points or .38%. Bonato stated that staff made the decision to include the maintenance reserve fund in the Capital Projects. The Board questioned why the money for maintenance reserve is included in the Capital Projects fund. They don't want to loose sight of what that money is for. Sterrett asked if the building fund money set up by Alan Hart can be transferred into the FF&E Fund. Blair responded that all of these miscellaneous funds were created and funded by Board decisions. The Board can decide to combine, transfer or eliminate any of these miscellaneous funds at any time. Bonato felt that it is important to have as much health as the District can in the Budget to help with our Fiscal Rating.

b. The District still has two PARS plans, one for the current employees and one from the rollover of the old CIRDEB plan. The interest earnings were reviewed by the Board.

PRESENTATION OF PRELIMINARY BUDGET FOR FISCAL YEAR 2012-2013 AND AMENDING FISCAL YEAR 2011-2012 BUDGET

a. TO SET A DATE FOR BUDGET AND FINANCE COMMITTEE MEETING

This item was put on the agenda by the General Manager to show the highlights of the budget. Bonato asked that if any of the Board Members have any comments to let Glover and herself know before the Budget and Finance Committee Meeting.

- a. The Budget and Finance Committee Meeting will be on May 16, 2012 at 2:00 p.m.

REPORT ON THE BOARD AND COMMISSIONERS WORKSHOP THAT WAS HELD AT AMBROSE RECREATION & PARK DISTRICT ON APRIL 28, 2012

Sterrett attended the Board and Commissioners Workshop held at Ambrose Recreation & Park District on April 28th. She reported that the agenda of the Workshop pertained to basic Board rules. Sterrett said it was a good class, and an excellent networking opportunity. It was a really good workshop to both support Ambrose Recreation & Park District and to visit with other agencies.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- Asked if at the next meeting they have an update on the upcoming Blues & Brews Festival.

Glover made the following announcements/questions:

- Had the privilege of attending the Annual Soroptimist Awards.

Shepard made the following announcements/questions:

- Also request an update on the Blues & Brews Festival

Donaghu made the following announcements/questions:

- Attended the Chamber Board Meeting, the Chamber is working on purchasing street banners to promote shopping in Pleasant Hill they are hoping for 56 banners to promote local businesses. The Chamber is also talking about bringing back the Wine Walks.
- Attended the ribbon cutting at the Pleasant Hill YMCA, he was very impressed with the improvements that have been made to the facility.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The Board Tour of the Senior Center and the Teen Center will be before the May 23rd Board Meeting.
- May 15, 2012 will be the photo shoot at Pleasant Oaks Park
- Literary Women went very well, but the parking was difficult
- May 16, 2012 Youth Summit Meeting
- May 24, 2012 Youth Summit will be held at Valley View Middle School- Sterrett is planning on attending.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 8:40 p.m.

Robert B. Berggren, Clerk of the Board