



Board of Directors Meeting Minutes July 11, 2012

The July 11, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:02 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, Glover, Shepard

STAFF PRESENT: Berggren, Blair, Lischeske, Miller, Young, Spatz, Bradley, J. Pitcher

PUBLIC COMMENT

No public comment.

TO CONSIDER SECURITY BIDS FOR THE SENIOR CENTER AND THE TEEN CENTER (ACTION)

The General Manager reported that 2 bids were received for the Security of the Senior Center and the Teen Center. In reviewing the bids with CSI and the Contractors, it was felt that the District would do better with an analog camera system instead of the IP camera system. The analog could be installed with cost savings as much as \$20,000. Based on this information the General Manager recommended to reject all bids and re-bid the project based on an analog system not a digital system.

Bonato asked if the District were to use the analog system would it be worthwhile to get more cameras. Bond Projects Facilities Coordinator Carrie Miller stated that ideally there should be 3 extra analog cameras. Miller also explained that all of our current systems are analog.

Upon motion of Board Members Bonato & Sterrett, the Board approved to reject all security bids and go back to CSI to rebid using an analog system with additional cameras.

TO CONSIDER SIGNAGE BIDS FOR THE SENIOR CENTER AND THE TEEN CENTER (ACTION)

The bids were opened on June 28, 2012 for the Senior Center and Teen Center signage project. Out of the 4 bidders that participated, the apparent low bidder is Vomar Products for a total of \$59,288. The bid did include the breakdown of the items for both the Senior Center and the Teen Center. The total Bond coverage for this would be \$41,501, and the non-bond amount would be \$17,786. The board questioned what is covered by McFadden and what would be covered in the bid. The General Manager indicated that McFadden will handle the "required" signage. Bonato asked if the signs would be done to the GNU specs. The General Manager explained that these were code signs such as ADA and parking signage.

The General Manager recommended that the board approve the Signage bids. Bonato asked where the non-bond money will come from, and it was explained that it will come from FF&E monies. Donaghu asked if some money could be taken out of capital. Bonato felt that since the fundraising is low this money should be taken out of capital money. Bonato asked at what point the non-bond signage issue would come back to the board to make a decision as to where the non-bond money

will come from to pay for the overage. Donaghu said he has no problem using reserve money to pay for the non-bond signage items.

Upon motion of Board Members Bonato & Sterrett, the Board approved to accept the bid from Vomar products in the amount of \$59,288 for the Senior Center and Teen Center site signage, with \$41,501 coming from Bond funds and \$17,786 coming from non-bond funds. The source of the additional funds to be determined later with an emphasis of utilizing reserve funds instead of Capital Campaign Funds.

TO CONSIDER ESTABLISHMENT OF A HEARING COMMITTEE FOR BID PROTESTS (ACTION)

The re-bid for the Community Center will be opened on July 17, 2012. Attorney Bill McInerney is recommending that the Board establish a Hearing Committee for the possibility of bid protests. The reason for this is to move along the process so that the Board could still make a decision on the bid results at the July 25, 2012 Board Meeting.

The General Manager recommended that the bid protest committee would include Attorney Bill McInerney, Attorney Mark Cornelius and the General Manager.

Sterrett asked if there should be one or two Board Members on the committee as well. The General Manager explained that it was not necessary for the Board Members to be on the committee, but if two members would like to volunteer they could do so.

Upon motion of Board Members Sterrett & Bonato, the Board approved the establishment of a Hearing Committee for potential bid protests. The Committee shall be Attorney Bill McInerney, Attorney Mark Cornelius, General Manager Bob Berggren, Board Member Sherry Sterrett and Board Member Sandy Bonato.

Upon additional motion of Sterrett & Bonato, the Board approved the establishment of the hearing committee and if Sterrett & Bonato have calendar conflicts, another Board Member may take their place on the committee.

UPDATES ON BOND PROJECTS

- **SENIOR CENTER**
- **TEEN CENTER**
- **COMMUNITY CENTER**
- **PLEASANT OAKS PARK**

The General Manger made the following comments:

- 22 Contractors showed up for the mandatory pre-bid meeting for the Community Center site. 7 Contractors have ordered plans. Hoping for 10 bids to be turned in, but 7or 8 will still be good. Donaghu asked if the two contractors who missed the last bid are back in. The General Manager indicated that those two contractors were present at the meeting.
- At the Senior Center, 75% of the drywall has been completed, 42% of the HVAC has been completed, and 80% of the rough plumbing is in.
- At the Teen Center, the Poly Vinyl paint coat has been completed inside the building, and all the dry wall and sprinklers are in and have passed inspection.

- Overall, 73% of the costs for the Senior Center and Teen Center have been paid.
- The Standard Furniture Bids will be opened on Tuesday.

Board Chair Donaghu started the regular board meeting at 7:00 p.m., Board Member Glover arrived at 6:58 p.m. and Board Member Shepard arrived at 7:10 p.m.

PUBLIC COMMENT

Pleasant Hill resident Joe McNeil was present to comment on the Paso Nogal Dog Park. McNeil stated that only one portion of Paso Nogal Park is the Dog Park and he has witnessed a lot of non-compliant dog owners in regard to the leash law in the other areas of the park. McNeil would like some ideas from the Board as to how to “take back” the park area. He will be sending an e-mail out to all the Board Members and would like to hear the Board members ideas on the off leash dog issue.

CONSENT CALENDAR (ACTION)

A. TO APPROVE BILLS TO BE PAID

B. TO APPROVE MINUTES OF DECEMBER 14, 2011

Upon motion of Board Members Glover & Bonato, the Board approved the Bills to be Paid and the December 14th minutes. Board member Shepard abstained from the vote.

PUBLIC HEARING

PRELIMINARY BUDGET FISCAL YEAR 2012-2013

Board Chair Donaghu opened Public Hearing. Seeing that there was no public present, Board Chair Donaghu closed the Public Hearing.

REPORT AND UPDATE ON THE STATUS OF REDEVELOPMENT AGENCIES

City Redevelopment Director Bob Stewart was present to address the current status of redevelopment agencies in the State of California, and how it affects the District’s obligation to the City. Stewart explained that in the dissolution of the redevelopment agencies the District will eventually receive more property tax money. The agreement made in 1990 will still be upheld so the District will still receive around \$80,000 which is the same amount that was received last year. Bonato asked about the “big picture” from the State’s perspective. Stewart explained that the idea behind dissolving the redevelopment agencies was that the redevelopment funds would be used for education and therefore relieving the State from obligation of these funds. Sterrett asked if Special Districts are vulnerable to the States cuts and closures. Stewart stated that he hadn’t heard anything specifically about Special Districts, but he felt that if the State wanted to look more closely at Special Districts they could. The State is not getting anywhere near the money they were hoping for by dissolving the redevelopment agencies.

The Board thanked Bob Stewart for coming to the meeting and giving his report.

TO CONSIDER FISCAL YEAR 2012-2013 BUDGET (ACTION)

The Board discussed the following budgetary items to decide what items should be included or taken out of the Fiscal Year 2012-2013 Budget:

1. Additional Marketing Ideas

\$15,000 cost

District staff is looking into marketing ideas to promote programs not only at the new Senior Center and Teen Center but throughout the District. Bonato stated that she has been thinking about the costs for the Grand Openings of the new buildings. The Board felt that the marketing money should not be used for the Grand Opening festivities at the buildings (i.e. Food items etc...). It was decided that marketing is a large part of the budget and one of the most important items to be left in.

- 2. Additional seasonal Park Maintenance Position** **\$15,000 cost**
The Board was divided on this item. The General Manager is supportive of putting it in the budget if needed, and keeping it in as a placeholder. Glover stated he would rather spend this money to reward staff who are getting the job done.
- 3. Monument Signs for the Parks (\$7,500 each)** **\$15,000 cost**
In the current budget there is \$15,000 for the placement of two monument signs, one at Rodgers-Smith Park and one at Paso Nogal Park. The board felt that this signage was not a high priority at this time therefore this item was taken out of the budget, leaving an additional \$15,000 to be used in other areas of the budget.
- 4. Chlorine Storage Facility at Pleasant Hill Aquatic Park** **\$10,000 cost**
Originally this item was budgeted for \$40,000 as staff did not know exactly what the cost would be for additional storage for chlorine or upgrades to the storage facility. The Contra Costa Fire District has indicated that the District does not need the separate storage area that they were requiring following a recent inspection. Without the need for this separate storage area there is a \$30,000 savings thus creating a \$10,000 cost for the purchase of the chlorine tanks which the District is currently leasing. It was decided to leave the \$10,000 in the budget for this item.
- 5. Tennis Court Resurfacing (Pleasant Hill Middle School only)** **\$ 8,000 cost**
Currently there is a total of \$16,000 in the Capital Budget for the tennis court resurfacing at Pleasant Hill Middle School and College Park High School. The Board discussed that in general they are in favor of resurfacing both courts, but would like to emphasize Pleasant Hill Middle School for new programming purposes. It was felt that although the College Park site is important because our tennis lessons are held there, the amount of \$8,000 for this site could be put on hold for now.
- 6. Replacement Truck-Park Maintenance** **\$20,000 cost**
It is a goal every year to try and replace a truck or major piece of Park Maintenance equipment. Last year new equipment was purchased so this year a truck should be purchased. It was decided by the Board to leave this item in the budget.
- 7. Bocce Courts at Rodgers-Smith Park Drainage Project** **\$10,000 cost**
Originally this item was budgeted for \$17,000. After more research into the cost of fixing the courts it was determined that \$10,000 was a more accurate number. In general the Board felt this was a necessary item for programs and left it in the budget at the \$10,000 cost.
- 8. Pleasant Hill Park Pathways** **\$17,000 cost**
The safety concerns in the Park are a major concern with this item. It was decided by the Board that this item should stay in the budget.
- 9. Salary position adjustments (not COLA)** **\$20,000 cost**

The District has had a reduction in the number of employees due to retirement. Since these full time positions were not replaced, a number of current employees have been working at higher levels to take on the work loads of the employees that have retired. Sterrett felt that potentially recognizing some employees over others is not a good idea. She feels that in such a small agency this could hamper morale. Glover felt that there should be rewards for employees who have taken on more responsibilities. It was decided by the Board that the \$20,000 could be included only if the funds can be found.

10. Furniture, Fixtures & Equipment

\$30,000 cost

There has been discussion regarding placing additional money into the FF&E account. It was decided not to do this at this time until it is more understood what the needs are. It was decided to take this item out of the budget.

A discussion on the reserve balances in the District's various funds occurred. Accounting Supervisor Blair stated that the reason for the recent downgrade on the District's bonds were due to several successive years of deficits in the General Fund.

These deficits were attributable to a series of unusual business occurrences (funding the CRDEB Plan, shoring expenses at the Community Center, expenses incurred to plan and design modular units for childcare services at the Winslow Center that were later terminated, etc). These deficits have left the District's Unrestricted General Fund balance in an overdrawn position as of the most recent audit on June 30, 2011.

All the members of the Board agreed that it is important to put money in reserves so this money could be kept in a fluid state for future needs.

Donaghu stated that the only item which seemed to be agreed upon adding to the budget would be the marketing item. Sterrett would like to see money for staff not marketing.

No formal action was taken by the Board on this agenda item. The General Manager was asked to add Marketing to the budget in the amount of \$15,000.

TO APPROVE RESOLUTION 2012-07-12, CALLING FOR AN ELECTION FOR EVEN-YEAR BOARD OF DIRECTORS; CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER (ACTION)

Upon motion of Board Members Glover & Bonato, the Board approved Resolution 2012-07-12, calling for an election for even-year board of directors; consolidation of elections; and specifications of the election order.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- Supervisor Karen Mitchoff put out her summer newsletter which included an article on the District's Capital Campaign Fund.
- She brought a copy of the Grand Jury report from the newspaper if anyone wanted to see it.
- July 16th is the Contra Costa Special District's chapter meeting at the Sanitation District.
- She asked about the Fee Waiver Assistance program that was discussed in the General Manager's Report. She requested that the Board see the Fee Waiver Assistance program documents once they have been completed.
- She thought the 4th of July festivities were great.

- She would like to adjourn tonight's meeting in honor of John Price, local supporter of the community, who passed away last week.

Bonato made the following announcements/questions:

- She said the 4th of July event in the Park was wonderful, gave kudos to the staff for all their preparations in the Park.
- She asked if there were plans for shade in the Park in the future.
- She said she was saddened to see nothing advertising the District's programs on the 4th.
- The report has come back from the consultant that the knoll adjacent to Paso Nogal Park would be the best spot for the AT&T tower. She will be following up with the city officials on this matter.

Donaghu made the following announcements/questions:

- He presented a Certificate of Participation from the 4th of July Commission.
- He had questions regarding information in the General Manager's report regarding the e-news report. He was concerned that the report showed that the views to the e-news link were down from last year. It was explained by staff that they are looking at better ways to report the e-news views and that numbers have actually increased from last year.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- There was a nice letter to Aquatics Supervisor's Korey Riley & Talli Pitcher regarding one of their swim instructors.
- July 15th Rodgers Ranch will be hosting an Herb Day.
- July 28th there will be an open house for Senator DeSaulnier.
- Seniors are having a furniture fundraiser at Tahoe Joes on August 15th.
- At the next Board Meeting there may need to be a closed session at 5:00 or 5:30.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 10:40 p.m. in honor of John Price.

Robert B. Berggren, Clerk of the Board