



Board of Directors Meeting Minutes September 12, 2012

The September 12, 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, Lischeske, Spatz, Luke, Hunn, Blair, Young

PUBLIC COMMENT

No public comment.

TO CONSIDER UTILIZING FUNDS FROM SPECIAL DESIGNATED ACCOUNTS FOR FURNITURE FIXTURES AND EQUIPMENT (ACTION)

The General Manager reported that the District currently has \$219,616 in designated funds that could be used for the Bond Projects. He said they consist of the Capital Project Fund (\$108,854), the Reserve Fund (\$87,020), the Building Fund (\$7,246), and the Computer Reserve Fund (\$16,495). The General Manager indicated that all these funds could be utilized for the purchase of furniture, fixtures, and equipment for the senior, Teen, and the Community Center. The General Manager recommended that the Board consider utilizing these designated funds (\$200,000 of the \$219,616) to reduce the amount that is borrowed from the CSDA Loan from \$500,000 to \$300,000.

Sterrett is hesitant to use all of the Capital Reserve Funds. She likes the idea of reducing the loan amount to \$300,000. After reviewing the accounts with Accounting Supervisor Mark Blair, she feels it is not a good idea to dip into the LAIF fund. Sterrett feels it would be good to have some funds in the Capital Reserve Fund in case of an emergency.

Donaghu supported using the alternative funds. He asked about the possibility of delaying the loan until the time comes when it is really needed. Both the General Manager and the Accounting Supervisor explained that there are current bills that need to be paid now therefore; the loan should not be delayed.

Bonato asked if the District could use money from the Pleasant Hill Foundation to cover our current bills. Blair stated that this could be an option. Bonato asked for an accounting from the Foundation. Bonato is concerned that the District does not have enough money for the commitments to the buildings that have been made to date. Due to the debt service impact on the budget she is not in favor of borrowing the money and feels that the District should only spend the money that we have. She knows that if she does not support the loan there is the potential that there would not be enough money left for the Community Center project. She stated that the Budget Committee had told the Board that money could be taken out of the LAIF account for the FF&E.

Glover asked if there is an early payoff provision on the loan. The General Manger and the Accounting Supervisor both thought there would not be a penalty for early payoff of the loan. Glover asked how the money would be distributed if the loan can not be paid off. Blair explained that it would be best to pay off the loan then the additional surplus can be used in different accounts. Glover supports going forward with the loan but he is a little nervous about being able to pay it off. Blair suggested that the District find out definitively from the Pleasant Hill Foundation what funds they have designated for us, then base the loan amount on the extra money that is needed. Glover stated that the goal is still to raise money through fundraising which he hopes would help pay off the loan faster. He is supportive of the lesser amount loan at \$300,000.

Shepard asked what happened to the extra \$100,000 that Mal Malpass spoke about in the Senior Fund. The General Manager explained that the money Malpass was referring to was already allocated to FF&E. Shepard felt that the District would be taking all of our savings and putting everything into the Senior Center and Teen Center without leaving anything for the Community Center. She is not supportive of obtaining a loan.

Upon motion of Board Members Glover & Sterrett, the majority of the Board approved the option of utilizing the designated funds from the Capital Project fund, reserve fund and building fund thus reducing the CSDA loan from \$500,000 to \$300,000 and paying it off in a 7 year period of time at an interest rate of 4.25%. The annual payment for this loan would be approximately \$50,500 for 7 years and the interest cost would be just over \$53,000. Board members Bonato and Shepard voted against the motion.

TO DISCUSS PLANS FOR THE GRAND OPENING OF THE TEEN CENTER

Recreation Supervisor Katrina Hunn was present to report on the Grand Opening plans for the Teen Center. The VIP Grand Opening is scheduled for October 17, 2012 from 6:30-8:30 p.m. The public Grand Opening will be on October 20, 2012 from 11:00 a.m.-3:00 p.m. Invitations for the VIP Grand Opening will go to all the major donors and public figures. This reception will include entertainment, hors d'oeuvres, welcome speeches and recognition of donors. There will be a slideshow of the Teen Center project. Hunn will also try to pinpoint some people that might be interested in donating.

The public Grand Opening on the 20th will have the official Ribbon Cutting. The day will begin outside the Teen Center with speeches and recognitions. After speeches, there will be a ceremonial ribbon cutting in front of the building after which the doors to the Teen Center will be officially opened. Along with a slideshow of the Teen Center construction, there will be a BBQ in the courtyard, a photo booth, a teen jazz band playing, and a Facebook check-in contest to build awareness of the Teen Center Facebook page. The Teen Council will come up with additional activities at their meeting on September 17th. Hunn is working with the Community Focus, the Pleasant Hill Patch, and the Record to get the word out about the Grand Opening.

Bonato asked how we will be promoting the event to the private schools; Hunn explained that we can only put the tickets in the offices of these schools, as staff is not allowed to pass items out on the campuses. Shepard said it would be good to contact the youth ministers at the private schools. She feels that it is important to have the private schools involved. Shepard and Bonato also discussed getting the Home School organizations involved. Hunn has also reached out to the Mt. Diablo High School for the Homeless Children Program.

The Board thanked Hunn for her report on the Grand Opening, and they are all looking forward to the events.

UPDATES ON BOND PROJECTS

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

The General Manager made the following comments:

- The Senior Center is 87% complete. Hoping for substantial completion by the end of October. The Little House Parking Lot is currently under construction and the hope is it will be completed by the end of this month. The mechanical systems will be fired up next week. The existing stove will be removed from storage and installed. The landscaping has begun.
- The Teen Center will have a punch list developed tomorrow. The Teen Center is 97% complete. The furniture will continue to arrive by October 15th. Substantial completion is two weeks out. Bay Alarm will begin their work on the 20th of September.
- The Community Center compaction has been completed and they are waiting for Geotech to sign off on the work. Central Sanitation has given the District permission to hook into the main sewer system.
- All the plans for Pleasant Oaks Park have been submitted to the Planning Commission and are scheduled to be reviewed on October 9th. Sterrett asked if the neighbors at Pleasant Oaks Park are aware of the October 9th meeting. The General Manager said that letters have been distributed to all the neighbors.

Board Chair Donaghu started the regular board meeting at 7:10 p.m.

PUBLIC COMMENT

No Public Comment

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO MEMBERS OF THE TEEN COUNCIL

Teen Council Members, Marissa St. Marseille, Breanna Klippel, Helena Encarnacion, Genesis Cassidy, Kayla Brooks, and Matt Cary were present to sign the cover of the Fall Spotlight for the District Office's "Hall of Fame". Each member was presented with their own framed copy as well. The General Manger and the Board thanked all the Teen Council Members for all their hard work and involvement in the Teen Council.

EX-OFFICIO MEMBER REPORT, GENESIS CASSIDY – COLLEGE PARK HIGH SCHOOL

- The theme for the College Park Homecoming is – Vegas. Homecoming week is October 1st-October 6th.
- The Teen Council will have their first meeting on September 17, 2012. At this meeting fundraising ideas for the new Teen Center will be discussed along with planning out the Teen activities for the upcoming school year.

CONSENT CALENDAR (ACTION)

A. TO APPROVE BILLS TO BE PAID

B. TO APPROVE MINUTES OF MAY 23, 2012, JULY 11, 2012, JULY 25, 2012 AND JULY 27, 2012

Upon motion of Board Members Bonato & Glover, the Board approved the Consent Calendar with the noted changes to the minutes.

TO CONFIRM BOARD MEETING DATES FOR DECEMBER 2012

The General Manager confirmed that the meeting dates for December will be December 5th and the 19th. December 5th will be the swearing in meeting and changing over of Board Member duties. Sterrett asked if the General Manager would contact County Supervisor Karen Mitchoff for the swearing in of the Board. The General Manger said he would contact her. The November Board meetings will be held on November 14th and 28th.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- The Tennis Club Newsletter will be online now so contact them if you would like to get on their e-mail list.
- She saw the article in the Outlook regarding the Contra Costa Water District's rebate program, and was wondering if that might be something the Master Gardener Program at Rodger's Ranch may be eligible for. Bonato explained that Rodger's Ranch was in East Bay MUD's information coverage area.
- She would like the Board to participate in the Trunk or Treat event on October 26th. She will be signing up for it, and discussed the possibility of decorating the District van.
- She stated that the Board Ethics Certificates probably should be listed on our website.
- The District of Distinction Certification needs to be updated by October 31st.
- On October 3rd the Pleasant Hill Chamber will be hosting the Candidates Night.

Bonato made the following announcements/questions:

- Would like to use some of the Marketing Money for the Aquatics program.
- She reported that there has been activity on the AT&T cell tower issue. New people from AT&T have been assigned to this project. They are working with our District along with the Home Owners Association. They have approached the General Manager with different venue options. There is interest from AT&T in having two small facilities instead of one big one.
- She asked about the status of the off-leash dog issue at Paso Nogal Park. The General Manager reported that Acting Park Superintendent Tom Bradley has contacted Animal Control and they are checking on the park more frequently. Bonato said it would be great if Animal Control notified the staff when they come out. The General Manager will follow up about where things currently stand with Animal Control on this issue.
- She recently attended a dinner hosted by the College Park Falcon Foundation. Bobby Glover has been inducted into their Hall of Fame. Bobby's father presented him with the award, and Bobby gave a nice speech.

Shepard made the following announcements/questions:

- She wanted to know when the Board would receive the final Blues & Brews report.
- She would like to know the status of the idea of offering Preschool programs free use of the Sprayground facility.

Donaghu made the following announcements/questions:

- Attended the last Chamber Board meeting. Ann Luke is their new temporary employee; they are still looking into a full time position. The Chamber is hoping to have a person in place by January. The Chamber currently has \$58,000 in the bank.
- He attended the Chamber Board Meeting last week. The marketing tool "Patch" was discussed at the meeting. He said that it could be another platform for the District to use for our marketing.

STAFF ANNOUNCEMENTS

- East Bay Regional Park District is in the process of updating their Master Plans.
- CSDA is calling for election nominations.
- Governor Jerry Brown signed the Pension Reform Bill today. Bonato asked if this Bill would affect our budget in any way. The General Manager feels that we should be covered with our current policies. Bonato asked the General Manager if he could do a memo regarding our budget and how if at all this Bill may affect the budget.
- The General Manager will be out of the office this Thursday and Friday. He will be back on Monday, then gone September 18th-21st. Tina Young will be the acting General Manager.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 7:50 p.m.

Robert B. Berggren, Clerk of the Board