



Board of Directors Meeting Minutes November 14, 2012

The November 14, 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

ABSENT: Glover, Shepard

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

PUBLIC COMMENT

No public comment.

CONSIDER THE FOLLOWING NAMING OPPORTUNITIES (ACTION)

- a. **A NAMING OPPORTUNITY HAS BEEN PURCHASED BY ERAN AND RUPERT PERERA FOR THE PAVILION ROOM AT THE COMMUNITY CENTER**

The General Manager reported that Pleasant Hill residents, and long time District supporters, Eran and Rupert Perera have purchased naming rights for the Pavilion Room at the Pleasant Hill Community Center for \$100,000. The District staff is recommending naming the room the "Perera Pavilion". The Perera's have put down a deposit of \$5,000 and will be paying \$5,000 per quarter for the next five years.

The Board expressed deep appreciation for the Perera's support.

Upon motion of Board Members Bonato & Sterrett, the Board approved the Naming Opportunity of the "Perera Pavilion" for the large pavilion room at the Community Center.

After the motion, Board members asked if donors are invoiced for their yearly payments. The General Manager explained that the District does send out invoices for the promised pledged amounts.

REPORT ON CURRENT FUNDRAISING ACTIVITIES AND GIFT TOTALS

The General Manager reviewed the current fundraising activities and gift totals. The General Manager will be updating the monthly spreadsheet given to the Board to show the actual amounts still needed in the fundraising efforts. The General Manager stated that he feels the District has been able to tighten up the budget so as to show actual numbers in the fundraising efforts.

Board member Sterrett asked what the "A.N." means in the report. Senior Center Supervisor Kendra Luke explained that if customers have a credit on their Active Net registration account they have the opportunity to donate that money to the Capital Campaign.

Board member Bonato asked if the District has met the fundraising challenge from the HEDCO grant. The General Manager explained we still need \$3000, and have a year and a half left to collect this amount.

Acting Recreation Superintendent Tina Young reported that the Simply Wine fundraising event brought in approximately \$1,000. Young said they are hoping to do this event again, and possibly utilizing the Senior Center.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

TEEN CENTER:

- The punch list items for the Teen Center are continuing.
- The tear out and replacement of the carpet at the Teen Center is planned for the Holiday Break.
- We will be submitting the Teen Center project for the California Parks & Recreation Society Excellence in Design Award.
- We are currently renting the Teen Center for a variety of different events.
- The Teen Center will be renting to the group of Parents of Murdered Children every Monday on a monthly basis.

SENIOR CENTER:

- The Bead Blasting of the slab is currently taking place.
- The final flooring has the completion goal of December 13th.
- December 13th is the goal for the substantial completion of the project.
- The kitchen was inspected on November 26th with the kitchen training scheduled for December 4th.
- The VIP opening is January 2nd and the Grand Opening will be January 5th. There will be a program of events at the VIP opening.
- There was an e-mail that came to the General Manger from the neighbors on Patricia Drive regarding how the back of the building looks to them. The General Manager will be having the landscape architect look into additional trees or foliage for that side of the building.
- Punch list items are being prepared. The Senior Center commissioning still needs to be completed.

COMMUNITY CENTER:

- The under slab plumbing and electrical work is completed.
- The fire hydrant will be tested.
- Hoping to get the remainder of the concrete poured.
- We have had a total of 15 rain delay days on this project to date.

PLEASANT OAKS PARK:

- Plans are underway to remove the designated trees.
- The General Manager attended a Prop 84 grant workshop in Richmond. He is hoping that the Pleasant Oaks Park project might meet the criteria for this grant.

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

PUBLIC COMMENT

None

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

- College Park students are working on Holiday activities.
- The Teen Council meeting was held for the first time at the Teen Center. After the meeting, the Council went over to the Pleasant Hill City Council meeting.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF JANUARY 25, 2012, SEPTEMBER 12, 2012, SEPTEMBER 26, 2012**
- TO APPROVE CHANGING THE SECOND BOARD OF DIRECTORS MEETING IN NOVEMBER FROM NOVEMBER 28, 2012 TO NOVEMBER 29, 2012**
- TO CONFIRM THE STRATEGIC BUSINESS PLAN BOARD STUDY SESSION ON DECEMBER 6, 2012 AT 7:00 P.M.**

Upon motion of Board Members Bonato & Sterrett, the Board approved the Consent Calendar with revisions to the September minutes and pulling the January 25th minutes until changes are made by Craig Hill and Board member Bonato.

TO CONSIDER SELECTION OF PHONE SYSTEM VENDOR (ACTION)

The General Manager reported that we received eight quotes for the District-wide phone system. The staff was very pleased with the bids. The General Manager is recommending accepting the bid from Parker Communications for the Toshiba VoIP system with two years free maintenance and a seven year warranty. This system is designed to provide integrated communication between the Senior Center, Teen Center, Aquatics, District Office, Community Center, and the Pleasant Hill Recreation staff at the Public Services Center.

Upon motion of Board Members Sterrett & Bonato, the Board approved the selection of Parker Communications in the amount of \$20,726 fro the Toshiba VoIP phone system.

REPORT FROM THE PROGRAM COMMITTEE MEETING ON NOVEMBER 1, 2012

- TO CONSIDER TEEN CENTER PROGRAMMING (ACTION)**
- WINTER SPOTLIGHT REVIEW**

a. To Consider Teen Center Programming

Board member Sterrett reported on the Program Committee meeting on November 1, 2012 in which the committee reviewed the planned Teen Center operation and budget. Sterrett said that there was significant discussion on the Teen Center program plans proposed by the staff of a hybrid program consisting of approximately eight hours of free usage versus a total free usage program. There was also much discussion on the Teen Center participant age bracket. Sterrett said that she heard from many people in the community after the newspaper articles were released about the Teen Center program. She said the information given in the paper was correct but it only discussed the Middle School program.

Sterrett reported that at the Program Committee meeting there was a discussion on how to resolve the Teen Center programming differences between staff and the Board. The Committee and staff discussed who is eligible to attend the Teen Center, and that the eligibility should be based on grade

level (6-12) not age. There was also a discussion about the budget at the Program Committee meeting and how it would be impacted by offering an entirely free program. In the end the Program Committee is recommending to the Board that the Teen Center after school program be offered as a free program until the end of March 2013, but keeping the \$25 registration fee for residents and \$35 for non-residents. The Program Committee would like to bring this subject back to the Board in February for further review. This will give time for staff evaluations, production of the March quarterly financial review, and an opportunity to evaluate the program before the Spring/Summer spotlight. Sterrett said she would also like to see the summer program offered free to the teens. She also requested a monthly report of attendance for the afterschool program.

Tirza Harrison, resident of Pleasant Hill, spoke on this agenda topic. She said she had voted for Measure E and was disappointed when she went to the Teen Center Open House and found out that the High Schoolers could only be in the program as volunteers. Board member Bonato asked Harrison how she felt about the program being fee based. Harrison said that the fee does not bother her; she felt that money should be raised for the Teen Center, and she would not have a problem paying for the services. She felt that if the program was offered for free that people may take it for granted. Harrison liked the idea of offering eight hours of free usage. Since it is called a "Teen Center" she said the center should be open to teens up to the age of eighteen so as not to exclude age groups. Board member Sterrett explained that it was poor communication on the District's part in regards to the age group the program would be offered to.

Board member Bonato commented that when this issue was brought up at budget time it was discussed that there should not be any segregation of age groups, and that the Center should be more than a day care. Bonato is hoping to see the Program Committee bring back to the Board other revenue producing ideas to offer at the Teen Center to cover costs so that the after school program could still be offered for free. Staff explained that it is their intent to offer other activities or programs concurrently with the after school program, but that space and noise levels are an issue. Bonato would like to have the Teen Center program support itself with other fee-based programs and rentals. Bonato suggested that the Budget Committee meet in February with as much data that can be collected on the Teen Program.

Board Chair Donaghu felt that there is not enough data on the Teen Program right now. His feeling is that Teen Supervisor Katrina Hunn needs time to work with the scheduling of the building.

Accounting Supervisor Mark Blair was present and stated that he does not see how the District, with the current budget constraints, can afford to subsidize a free program for the teens.

Upon motion of Board Members Bonato & Sterrett, the Board approved that: 1. The Teen Center building will be open to all middle school through high school age groups. 2. That initially the program will run for a trial period from November 5-March 31 as a free drop-in program, but the \$25/\$35 registration fee will remain. 3. That the free program will be evaluated by the Program Committee and the Budget Committee through February at which point it will be brought back to the Board for further discussion on continuing the free program through the end of the school year.

b. Winter Spotlight Review

Board Member Sterrett reported that Colette Travel has purchased the back page of the Winter Spotlight in the amount of \$600 for their trip destinations ad. Sterrett reviewed the upcoming Winter Spotlight with the Board. Donaghu liked the use of the photos in the Spotlight. Bonato asked for a report on the Dolfin registration fees over the past few years. She would also like to see the spreadsheet that has been developed by staff showing the programming for the Senior Center. Donaghu and Bonato were both impressed with the look of the Spotlight.

REPORT ON CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION QUARTERLY MEETING

Board Member Sterrett and Board Chair Donaghu attended the CCSDA Quarterly Meeting on Monday October 15, 2012. Sterrett reported that she was pleased to see Board Chair Donaghu in attendance at the CCSDA meeting. She said that this was a routine business meeting. The speaker at the meeting was Contra Costa Sheriff David Livingston who showed a power point presentation about the Sheriff's Department.

It was announced at the meeting that the Contra Costa Chapter won the outstanding Chapter award for 2012 at the annual conference, that the new CSDA president is Stan Cauldwell, and there was discussion about the LAFCO report.

The next meeting will be January 28, 2013.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- Attended the Veteran's Day event at the Pleasant Hill Monument.
- She would like to see the District acquire a policy to hire Veterans whenever possible. She has heard that developing such a policy is not that easy, and would like the General Manager to ask legal council Mark Cornelius to look into the process. Sterrett commented that she would like to open jobs to past employees first.
- She did take a look at the back of the Senior Center regarding the neighbor's complaints about the landscaping in that area of the building.
- Her polling place for voting was at Rodger's Ranch again this year. The Ranch had about 50 people in line waiting to vote once the polls opened.
- She had seen something written in the paper regarding the loan the District is looking into and the pre-payment penalties. She would like staff to look into the issue further.
- She would like an accounting from the Pleasant Hill Foundation on the amount of money the District currently has with them.
- She asked when the Board will see the next financial reports from CSI. The General Manager is currently working on getting this information to the Board.

Sterrett made the following announcements/questions:

- Trunk or Treat went well; they ran out of candy twice. The First Generations group was pleased to be involved with the District on this event. Bonato commented that she would like the District to use our bus next year.
- On Election Day she was a roving inspector. She saw a couple of the District's staff working at polling places.
- She brought up the memo from the June 15, 2012 meeting from the General Manager to the Board regarding the money that was to be used for the Teen Center Grand Opening. She would like to know how much money was actually spent. The General Manager will get back to her with those numbers.

Donaghu made the following announcements/questions:

- Shared with the Board an e-mail he received from a member of the community complimenting the new facilities.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The General Manager shared with the Board the Tennis Club newsletter which had an announcement that Jim Utz will be stepping aside as a board member after thirty years.
- Teen Supervisor Katrina Hunn hosted a CPRS training at the Teen Center on Outdoor Programming.
- The Planning Commission met last night. At the meeting, the District requested removal of the Eucalyptus tree at Rodgers Ranch. They did approve the removal of the tree based on safety concerns.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 9:56 p.m.

Robert B. Berggren, Clerk of the Board