



## Board of Directors Meeting Minutes November 29, 2012

The November 29, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Glover at 6:35 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:** Glover, Bonato, Sterrett, Shepard arrived at 6:40

**ABSENT:** Donaghu,

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

### **PUBLIC COMMENT**

No public comment.

### **TO CONSIDER IN-KIND DONATION FROM BERDING | WEIL (ACTION)**

Board Member Bonato excused herself for this agenda item, due to the fact that the donations came from her place of business. The General Manager reviewed the donated 67 pieces of furniture from BERDING | WEIL of Walnut Creek. He is recommending approval from the Board for this business to be included on the naming wall. These nearly new items will be used throughout all the new buildings to take the place of projected Bond Project FF&E items that have or will be eliminated from the purchase list.

Upon motion of Board Members Sterrett & Shepard, the Board approved the In-Kind donation from BERDING | WEIL and to include them on the naming wall.

### **UPDATES ON BOND PROJECTS**

The General Manager made the following comments:

#### **TEEN CENTER:**

- The punch list items for the Teen Center are continuing.  
Board Member Sterrett asked about the participant numbers at the Teen Center. She said it looked to her like there have been less kids in attendance. She would like to get monthly attendance updates. Teen Supervisor Katrina Hunn said she will have an attendance report for November to give to the Board in December.

#### **SIGNAGE:**

- The slab work for the monument sign will begin tomorrow.
- The placement of the exterior signage has begun.
- Most of the interior signs will be arriving during the first week of December.

### **SENIOR CENTER:**

- The flooring work has begun.
  - The carpet areas will begin tomorrow and should be completed by December 7<sup>th</sup>.
  - The Commissing process continues, there are a lot of items that still need to be completed.
  - The Senior Center did well during the last rain.
  - The cabinets and woodwork still need to be certified.
  - The parking lot should be completed next week.
  - The Kitchen passed the County Health Inspection today for the operating permit.
  - The computers will be installed December 18<sup>th</sup> & 19<sup>th</sup>.
  - The phone system will be installed on December 21<sup>st</sup>.
  - The General Manager is considering planning a fundraising tour the week before the openings.
- Senior Center Supervisor Kendra Luke passed out the invitations to the Board for the VIP opening on January 2<sup>nd</sup>.

### **COMMUNITY CENTER:**

- Work is continuing when weather permits.
- The plumbing is completed and the electrical work has begun.
- The pouring of the slab is scheduled for early January.

### **PLEASANT OAKS PARK:**

- The tree removal bids will be going out on Monday.
- The General Manager will be sending a plan to the City regarding the fence issue.
- The General Manager attended a Prop 84 grant workshop in Richmond. He is hoping that the Peasant Oaks Park project might meet the criteria for this grant.

Board Vice Chair Glover started the regular board meeting at 7:17 p.m.

### **PUBLIC COMMENT**

None

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

- The Teen Council worked at the Light up the Night event last night.
- The Teen Council is in the process of planning volunteer projects for the holidays.
- College Park will be on Holiday break beginning December 21, 2012.

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

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF OCTOBER 10, 2012, & NOVEMBER 7, 2012 (SPECIAL BOARD MEETING)**

Upon motion of Board Members Shepard & Bonato, the majority of the Board approved the Consent Calendar. Sterrett abstained from the vote on the consent calendar due to her absence at the October 10, 2012 meeting.

### **REVIEW DISTRICT'S COMPUTER SERVICES WITH RICHARD MILLER OF ONTAI**

Richard Miller of Ontai took over the District's IT duties from Marilyn Wojcik in January, 2012. Miller was present to give a six month update of the District's IT system under their management. Miller reviewed a summary of the ticket report, and general computer needs of staff to the Board. Miller stated that generally speaking the majority of the District's machines are in good working condition. Board Member Bonato asked if the District is paying a flat fee to ONTAI for their services. Miller explained that it was a flat fee. Board Member Sterrett asked for a few clarifications on the report,

which Miller explained to her. Board Member Bonato asked if Miller knew how long the ActiveNet system has been down at any given time. Miller said that to his knowledge Activenet has not been down for very long at any given time.

The Board thanked Miller for attending the meeting and giving his report.

**TO CONSIDER EASEMENT WITH THE CITY OF PLEASANT HILL REGARDING THE COMMUNITY CENTER (ACTION)**

This item was tabled until the December 5<sup>th</sup> meeting.

**PRESENTATION OF NOVUSAGENDA SOFTWARE PROGRAM**

Recreation Supervisor Pam Lischeske showed the Board a presentation of the Novus Agenda software by Novus Solutions. Novus Agenda is an electronic solution designed to create, approve and track items for upcoming and past Board meetings. Novus Solutions has offered the District to take part in a three month free pilot program.

The Board was interested in the software program, but would like staff to check with other Special Districts in our area to see what process/programs they are using. The Board felt that if the District is seriously looking into this, a higher end program might be more economical in the long run.

**SELECTION OF BOARD OFFICERS (ACTION)**

The annual change over meeting will take place on Wednesday, December 5, 2012 with the selection of Board Chair, Vice Chair, and Secretary. The following changes were proposed: Chair: Bobby Glover, Vice Chair: Sherry Sterrett, and Secretary: Sandra Bonato.

Upon motion of Board Members Sterrett & Bonato, the Board approved the Selection of Board Officers. Board Chair: Bobby Glover, Vice Chair: Sherry Sterrett, and Secretary: Sandra Bonato

**TO CONSIDER CHANGING THE BOARD OF DIRECTORS MEETING DAYS FROM WEDNESDAYS TO THURSDAYS (ACTION)**

Pleasant Hill Recreation & Park District has traditionally met on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays until last January 27, 2011 when the Board changed the days from Thursdays to Wednesdays. The reason for this change was to accommodate the 6:00 p.m. start time for the bond related items. There has been discussion at previous meetings to consider returning to the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays. Board Member Glover has specific conflicts on Wednesdays and is requesting the Board to take action on this item.

Before action was taken on this item, Board Member Shepard announced that due to her personal business obligations, this will be her last Board meeting. As of tonight she is resigning from the Board. The Board understood her position, but asked her to put something in writing regarding her resignation. The Board would like her to come back to a future meeting to be recognized for her years of service. Shepard left the meeting after her announcement.

Upon motion of Board Members Bonato & Sterrett, the Board approved changing the Board of Directors meeting days from Wednesdays to Thursdays beginning January 1, 2013.

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

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

- She is impressed with the District's web site and how up-to-date everything is.

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

- She was questioned by someone in the Pleasant Hill community regarding rental discounts for District Co-Sponsored groups. The General Manager will look into the current status of rental rates for the co-sponsored groups.
- She ran into Larry Hunt at the Pleasant Hill Community Service Day. Larry would be interested in offering a video class or workshop for the Teen program.
- Attended the Light up the Night event last night. She felt it was a great event, but thought there were fewer activities for the kids to do this year. She is looking forward to the District's Holiday Festival returning when the Community Center is completed. She also commented that she thought the craft booths were very thin on products, and did not feel there was much patronage. Sterrett commented on the group at the event that had a manger scene displayed. She questioned the appropriateness of this display. The Board asked the General Manager to look into this.
- She asked about the status of the safety concern at the Pleasant Hill Park basketball courts that was brought to the Board at a previous meeting. The General Manager explained that he has looked into the matter and the District is working on future resurfacing of the area. At this time the General Manager does not feel there is a safety issue.
- She questioned the custodial positions currently open and if any more research had been done regarding the hiring of Veterans. The General Manager has checked with Leibert and Cassidy who said that the District could hire veterans over other applicants as long as they are qualified for the job. She requested the General Manager to ask staff if past employees have been contacted regarding the custodial job openings.

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

- Attended the Light up the Night event and thought it was a great event, but he is also looking forward to the return of the District's Holiday Festival once the Community Center is open.
- He received the latest Spotlight in the mail, and really liked how it looked.

## **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- The seniors have their annual Holiday Luncheon coming up on December 12<sup>th</sup> at St. Andrew's church.

## **ADJOURNMENT**

Vice Board Chair Glover adjourned the meeting at 9:08 p.m.

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Robert B. Berggren, Clerk of the Board