



## Board of Directors Meeting Minutes February 8, 2012

The February 8, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Dennis Donaghu at 6:05 p.m. in the Conference Room at the Administration Office.

### **PLEDGE OF ALLEGIANCE**

General Manager Bob Berggren led the Pledge of Allegiance.

### **ROLL CALL**

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

**STAFF PRESENT:** Berggren, Blair, Hunn, Kubota, Luke, Miller, Spatz, Young

### **PUBLIC COMMENT**

There was no public comment.

### **BOND PROJECT UPDATES/STATUS**

#### **a. To Consider Contract for Design Services with Abey Arnold & Associates for Pleasant Oaks Park (ACTION)**

The General Manager introduced Phil Abey with Abey Arnold & Associates. He said that Project Manager Ron Johnson has been working with Phil Abey to complete the contract and to take on additional responsibilities such as civil work and signage with GNU Group, whom they also met with. He recommended approving the contract with Abey Arnold & Associates to complete the plans for the Pleasant Oaks Park for the amount of \$248,750.

Board Chair Donaghu invited Phil Abey to the Board table. Abey mentioned that they will be meeting with some of the user groups such as PHBA and PHMSA to get their feedback. He said the plan is to have the one side leveled out, to have ADA pathways built around the fields, a maintenance building, and another picnic area. Paving and completing the parking area and painting crosswalks to the fields are also planned. He said they will have a progress meeting in the near future with the Board and staff. Board Members continued to ask some questions and discussion followed. The General Manager said the schedule has been adjusted from the original schedule to try and accommodate the PHBA and PHMSA seasons. He stated they will begin on June 1 and work to completion, which should be about 5 – 6 months of work. Board Member Bonato expressed her concerns on budget.

Upon motion of Bonato/Glover, the Board unanimously approved the design services contract with Abey Arnold & Associates, Inc. for the Pleasant Oaks Park in the amount of \$248,750.

#### **b. Senior Center Update**

#### **c. Teen Center Update**

#### **d. Community Center Update**

The General Manager reviewed the latest report from January 30, 2012 and pointed out the last stages of construction for both the Senior Center and Teen Center. He did mention that the fencing will be adjusted to allow entrance to the pool. He said that the Architectural Review Commission on February 16 will be reviewing the signage for Senior, Teen and Community Centers and Pleasant Hill Park. With the Community Center, the General Manager said they

hope to go out to bid in April. He stated that the Contra Costa Water District might be able to hook up across Taylor Boulevard for a fire hydrant, which will be better and closer and lower in costs. He said the Water District should be completed with their work for the Senior and Teen Centers and so far, costs are less than estimated. Board Chair Donaghu asked Bond Project Facilities Coordinator Carrie Miller if she will be putting together an album of all the photos of each facility on the progress. She said she sorts them for CSI and the District will have a copy as well. She stated there are over 10,000 photographs so far. The General Manager extended the Board's appreciation, which was expressed at the Board Study Session, to Bond Facilities Coordinator Carrie Miller and complimented her on the weekly bond project reports and stated how great it is to get this information to the Bond Oversight Committee and onto the website. He thanked Miller for her efforts and work.

**e. To Clarify Change Order Payments to Jerry Haag and Janus Corporation**

The General Manager mentioned that at the last Board Meeting, resident Jack Prosek brought up his concerns about the change order payments to Jerry Haag and Janus Corporation. Accounting Supervisor Mark Blair explained that there was a change order early in the process before CSI was hired. He stated there was a memo format with Haag and there was also work being completed for the Winslow Center. He coded the costs to the Winslow Center at first, but realized some of the costs were related to the Senior and Teen Centers. Bond Oversight Committee Member Harold Jeffrey spoke about researching the invoices and change orders and everything adds up with just a slight overpayment of over \$100, which the City required. He said the Oversight Committee is comfortable and all works out with the Janus Corporation too.

**CONFIRM DATE OF BOARD TOUR OF TEEN CENTER AND SENIOR CENTER**

The General Manager confirmed the date of Wednesday, February 22, 2012 at 4:00 p.m. to tour the Senior Center and Teen Center bond sites. He said Fundraising Consultant Marjorie Winkler also wanted to conduct training for the Board in regards to the Campaign and asked if it could be before the next board meeting. He said the training could be after the tour and should take about 30 – 45 minutes. The training would be at 5:15 p.m. following the tour and there will be a light dinner provided. The Board agreed and the date of February 22, 2012 starting at 4:00 p.m. was confirmed.

Board Chair Donaghu announced a 15 minute break at 6:45 p.m. Board Member Bonato excused herself and left the meeting ill at 6:45 p.m.

**PUBLIC COMMENT**

Board Chair Donaghu reconvened the board meeting at 7:00 p.m. and said there was one card for public comment request.

TIM ERNST, Pleasant Hill resident – He mentioned that he was on the District's new website and tried to find the board meeting information and agenda and could not locate it. The General Manager remarked that the non revenue topics are located at the bottom of the web page, which is where the District Board button is. It directs you to the Board page where the agenda, minutes and all the board packet information is located.

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

Ex-Officio Member Genesis Cassidy reported that finals were last week. She said the freshmen class is selling carnations for their fundraiser. She said starting on Valentine's Day, they will have Spirit week with a Love Day, Elementary School Day, Drama day and When I Grow Up Day. She said CASTLES is coming up on March 31 in Costa Mesa, CA, which is the California Leadership Council Seminar. She mentioned that on February 22 they will be going over to Concord High School for a leadership exchange. Board Chair Donaghu thanked Cassidy for her report.

## **CONSENT CALENDAR (ACTION)**

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of August 10, 2011**

Upon motion of Sterrett/Shepard, the Board approved the consent calendar as presented.

## **PRESENTATION AND APPROVAL OF AUDIT AND MANAGEMENT LETTER (ACTION)**

### **Review District Annual Audit**

### **Review Measure E Annual Audit**

### **Review Pleasant Hill Seniors Club Annual Audit**

The General Manager introduced Auditor Michael O'Connor from R.J. Ricciardi. O'Connor reviewed the District financial statements and stated there were no issues and it was an unqualified opinion. He commended management staff on \$129,500 in fund balances to have as a buffer in the general fund. He said it is a "weak" buffer and management does well in keeping the District going on such tight funds, it is not an easy task. Board Member Sterrett asked a question on the long term debt to the Mt. Diablo Unified School District of \$25,000. She thought the debt was already paid off, but Accounting Supervisor Mark Blair said that the School District has not invoiced us for two years now and the District needs an invoice in order to make a payment. He has made efforts to contact the School District's accounting department and still has not received any invoices. He said at one point the General Manager was going to approach the School District about money owed in regards to some pool chemicals, which are costs shared, and try to get the debt off set with money owed for the pool chemicals, but it did not work out. Sterrett suggested paying off the debt. O'Connor continued to review the financial statements for Measure E funds and the Pleasant Hill Seniors Club. Board Member Sterrett had a question on the Seniors Club financial statement and pointed out that member dues are at \$525 and she said the membership population is close to 2,000. O'Connor will look into that number and get back to the Board. Sterrett clarified that the Senior Club knows that the rental fees with the new Senior Center will come back to the District and the General Manager stated they do know.

Board Chair Donaghu said he has one public comment card and invited Tim Ernst to come up and speak.

TIM ERNST, Pleasant Hill resident – He said on page 16 under "other government funds", there is no supplemental information and no details as to how much and what they funds are for. He feels it would be good information to have. O'Connor said it is not required, but it is information that can be added. Ernst had a question as to how the GASB 42 comes into play with the Community Center, Senior Center and Teen Center not being operated currently due to new construction, and wondered how this affects the audit. O'Connor said that if there is a decline it would be written off, but he was not sure how much has depreciated, so he will have to research it. He appreciates the Board breaking out the Measure E funds, but he would like to see it broken down by each bond project. Accounting Supervisor Mark Blair said they actually do have the expenditures broken out by each project and this information is available for the public to review. He said they are combined for reporting purposes. Board Chair Donaghu thanked Ernst for his comments.

Upon motion of Shepard/Sterrett, the Board approved the District annual audit, Measure E fund audit and Pleasant Hill Senior Club audit.

## **REPORT FROM CONTRA COSTA SPECIAL DISTRICTS QUARTERLY MEETING**

Board Member Sherry Sterrett attended the Contra Costa Special Districts Quarterly Meeting with guest speaker Lisa Vorderbrueggen, Contra Costa Times Political Editor. Sterrett mentioned some of the topics Vorderbrueggen spoke about such as the open primary, elimination of RDAs (Reclamation Districts) and other topics. She stated there was a question and answer session with many good

questions and one person asked about the Chevron property tax refund of \$102 million and how there is a committee making the decision, which everyone is awaiting the outcome. Sterrett said there were several other issues brought up. The next meeting will be on April 16 at 10:00 a.m. when the LAFCO elections will be conducted. Sterrett mentioned that there is a LAFCO position open for a Special District representative and she remembers that Board Member Bonato expressed an interest. Board Member Glover said he remembered that Bonato did express that she would be interested, but not if Mike McGill is going to run for the LAFCO position, which Glover stated he heard is true. Glover requested to discuss this topic at a future Board Meeting to support McGill.

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

Board Member Sterrett gave a Risk Management Authority program packet to the General Manager and Accounting Supervisor Mark Blair. She understands that their fees have been reduced considerably and as a SDRMA member you can attend their workshops for a discounted rate. She asked that the Board Meeting be adjourned in honor of long time senior member and former employee of the District Elaine Flatley who passed away recently.

Board Member Glover said he attended a great presentation that Staff conducted for the Soroptimist organization. He said there may be an opportunity to receive a contribution towards our campaign. Board Chair Donaghu said he is looking forward to a presentation that he will be attending with Recreation Supervisor Kendra Luke at Stonebrook tomorrow.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He passed out a card complimenting employee Nancy Allison and how she was great to work with, had great ideas and was very responsive and professional. It was from a representative with the Contra Costa Humane Society, who had a picnic at Pleasant Hill Park.
- He passed out a marketing and website project review that Board Member Bonato requested an update on.
- The California Association of Recreation and Park Districts (CARPD) have their annual conference in Sacramento May 3 – 5, 2012.
- He will be out this Thursday and Friday and will be back on Monday, February 13, but then out at the PARMA annual conference in Monterey for the rest of the week. He has been re-elected as President of the CAPRI Board and will be attending on their behalf.
- He welcomed Spatz back and expressed condolences on her mother's passing last week. Board Member Shepard said she is sad to see that Lynn Spatz will be retiring.

### **ADJOURNMENT**

Board Chair Donaghu adjourned the meeting at 7:52 p.m. in honor of Elaine Flatley and Park Superintendent Lynn Spatz's mother Giney Foster

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Robert B. Berggren, Clerk of the Board