



Board of Directors Meeting Minutes December 19, 2012

The December 19, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:57 p.m. in the Conference Room at the Administration Office. Glover announced that the Board met in closed session but no action was taken.

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Glover, Bonato, Sterrett, Donaghu

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

Board Member Bonato asked for a moment of silence for the Connecticut school tragedy

PUBLIC COMMENT

None

UPDATE ON FUNDRAISING

The General Manager reviewed the updated fundraising summary. He reported to the Board that the District is continually adding money to the Capital Campaign, and as of December 6, 2012 the pledges that have been committed total \$679,974.84. Board member Bonato questioned where the sale of the Little House property was listed in the report. The General Manager explained that it could be moved on the report, but he has not done this because the Board has not committed to selling the Little House property.

The General Manager reviewed the update from Accounting Supervisor Mark Blair on the fundraising procedures and the current capital campaign balances. Board member Bonato questioned if the funds collected shown on Blair's schedule had been reconciled to the total of funds on deposit with the Pleasant Hill Foundation. Blair explained that he was given a total for funds on hand at the Foundation for the Capital Campaign, by the Foundation Treasurer, Suzanne Salter. Blair stated that the total given was slightly higher than the total shown on Blair's schedule. He further stated that this difference could be attributable to funds collected directly by the Foundation or any earnings on collected funds held by the Foundation. Bonato requested that Blair follow-up with the Foundation to obtain a complete reconciliation between their two respective reports

Board member Sterrett asked if the Pleasant Hill Foundation is holding funds from the Senior Summit Event. The General Manager explained that the funds collected from that event are earmarked for the new Senior Center, but he will look into this in more detail.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

SENIOR CENTER

- The City inspections will be completed tomorrow.
- The furniture arrived today, and the remainder will arrive tomorrow.

TEEN CENTER

- The signs for the exterior of the building were installed.
- The District applied for an award from CPRS for the Teen Center.

COMMUNITY CENTER

- The slab preparation has begun.
- The electrical work has been completed.

PLEASANT OAKS PARK

- Staff was very pleased with the bids that came in for the tree removal work.
- The District had a meeting with the City of Pleasant Hill and the noise consultants to come up with other solutions to the fencing issue.

Board Member Bonato commented that she appreciated the monthly attendance reports for the Teen Center, and would like the report to include the monthly rentals for the center.

Bonato also questioned where things stood with the Senior Center landscaping and the concerns of the Patricia Drive neighbors. The General Manager has sent the neighbors the plans and to date has not heard back from them.

Board Chair Glover started the regular meeting at 7:27 p.m.

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

Ex-Officio Cassidy gave the following report:

- The Teen Council had their meeting on Monday. They went over to the City Council Chambers to view the swearing in of the new Council members.
- College Park High School tested out "food day" where outside food is brought in to sell.
- Winter break is the next two weeks, and finals will be at the end of January.

CONSENT CALENDAR (ACTION)

a. TO APPROVE BILLS TO BE PAID

b. TO APPROVE MINUTES OF OCTOBER 24, 2012

Upon motion of Board Members Donaghu & Bonato, the Board approved the Consent Calendar.

TO CONSIDER BOARD MEMBER SELECTION PROCESS (ACTION)

As of November 30, 2012, Board Member Cecile Shepard resigned from her position on the Board. The District has contacted the County Elections Office to report the vacancy. The General Manager reported to the Board that there are two options open to the Board for filling the vacancy: 1) To call for a special election or 2) To make a selection by the Board of Directors through an interview process from interested applicants.

Since calling for a special election would be expensive for the District, the General Manager recommended that the Board select a new Board Member through an interview process. If the Board approves the process, applicants will need to submit letters of interest to the Board by Wednesday, January 9th. Then the Board will interview and make their selection of the new Board Member at the January 24, 2013 board meeting.

Board Member Sterrett questioned if the deadline could be pushed back to January 16, 2013. She and Board Member Bonato were concerned that people would not see the announcement due to the Holidays. The General Manager said that January 16, 2013 would be fine for the applicant deadline date.

The Board agreed on the dates of January 16, 2013 as the application deadline and January 24, 2013 as the Board meeting date at which the new member would be interviewed and selected.

Board Member Bonato asked how the interview questions are formulated. The General Manager explained that the questions are very general, and that he will give Board Chair Glover the questions to review ahead of time.

Upon motion of Board Members Donaghu & Bonato, the Board approved the appointment selection process in lieu of the Election Process.

TO CONSIDER NOMINATIONS FOR 2012 COMMUNITY SERVICE AWARD AND BOARD APPRECIATION AWARD (ACTION)

The Annual Community Awards night will take place on January 17, 2013 at Back Forty BBQ. The District traditionally gives two awards; the Community Service Award, and the Board Appreciation Award. Staff is recommending Principal Cheryl Kolano of Gregory Gardens Elementary School, Steve Wallace, and The Chateaus and Aegis organizations. These were selected by the staff because of their support during the District's building construction projects.

Board Member Bonato would like to recognize the School District as a whole next year, and Marion Woodward and John Matheson.

Upon motion of Board Members Bonato & Donaghu, the Board approved Principal Cheryl Kolano of Gregory Gardens Elementary for the Board Appreciation Award and Chateau & Aegis for the Community Service Award.

REVIEW OF SEPTEMBER 30, 2012 QUARTERLY REPORT

a. REVIEW OF INVESTMENT REPORT

b. REVIEW OF PUBLIC AGENCY RETIREMENT SERVICES

Accounting Supervisor Mark Blair was present to review the financial quarterly report ending September 30, 2012. The main change to the report is the separation of Building Maintenance into its own department.

Blair reported that overall the bottom line results for the General Fund show a slight improvement over last year. The District will not receive our first Secured Tax payment until December 2012. The District has received our first Unsecured Tax payment which was down 2.3% compared to last year. Overall the District's total program revenue is down by 1.4% compared to last year, but total program expenses are also lower than last year by \$86,000. The Capital Expenditures account shows an increase compared to last year which is due to the new Bocce Courts, and non-bond covered expenses for the new Teen & Senior Centers.

Board Member Bonato questioned why Special Events were included in the Preschool/Youth category of the budget. Blair responded that the Blues & Brews event was moved from the Teen Department to the Preschool/Youth Department after a Board request to have all special events reflected in one department. Bonato would like the Budget Committee to look into isolating the District's Special Events into their own category. Board Chair Glover liked the idea of the Budget Committee looking into placing Special Events in their own category in the budget.

The General Manager reported to the Board that the new Bocce courts are in full use, and Board Chair Glover felt this venue may be a good photo opportunity for the new Board photo.

TO ANNOUNCE BOARD COMMITTEE ASSIGNMENTS FOR 2013

Board Chair Glover will be contacting the Board members individually regarding their assignments. The formal list will be finalized at the first Board meeting in January. Donaghu will continue as the Pleasant Hill Chamber of Commerce liaison.

TO CONSIDER DATES FOR BOARD STUDY SESSION

The General Manger requested the Board to set a date for their Annual Board Study Session. The date was set for Monday February 11, 2013 from 9:00 AM – 3:00 PM. The General Manager will check with RJM Strategic Planning to make sure this date works for them. Board Chair Glover would like to meet with the General Manager to come up with a timeline for RJM.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- Complimented the staff on the very successful Breakfast with Santa event.

Bonato made the following announcements/questions:

- The Legislative office has a document out regarding ERAF, and she would like to meet with the General Manager and Board Chair Glover to share the information with them
- She would like the Board to get a confidential report regarding security for our Preschool Programs. She is requesting this in light of the Sandy Hook Elementary tragedy.
- She will not be able to make the District Holiday Brunch.

Donaghu made the following announcements/questions:

- Attended the swearing in of the new Pleasant Hill City Council.
- Asked the General Manager to follow up with Mark DeSaulnier's Office about the ERAF monies. The General Manager said he would.

Glover made the following announcements/questions:

- Attended the Senior Holiday Luncheon. He thought it was a great event. He complimented Teen Supervisor Katrina Hunn on her quick response to a safety incident at the event.
- He has contacted staff regarding needs for donations for the upcoming District Holiday Brunch. He will stay in touch with Supervisor Hunn as to the Board involvement in the Brunch.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He reminded the Board about the R.S.V.P. date for the VIP open house at the Senior Center. He reported that over 150 people have sent in R.S.V.P's so far.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 9:20 p.m.

Robert B. Berggren, Clerk of the Board