

Board of Directors Meeting Minutes September 14, 2011



Pleasant Hill
Recreation & Park District

People, Parks, and Programs Since 1951

DRAFT

The September 14, 2011 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Dennis Donaghu at 6:01 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Vice Chair Dennis Donaghu led the Pledge of Allegiance.

ROLL CALL

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

Board Chair Bonato arrived at 6:05 p.m.

STAFF PRESENT: Berggren, Hunn, Luke, Miller, Spatz, Young

PUBLIC COMMENT

There was no public comment.

BOND PROJECT UPDATES/STATUS

a. Senior Center Update

b. Teen Center Update

The General Manager asked Bond Facilities Coordinator Carrie Miller to report on the bond projects. Miller reported that the Senior Center building proper footprint is about a week ahead of schedule. She said there is a stall on the hook up to the sewer. She stated that the Teen Center is ahead of schedule by three weeks. Miller explained some of the challenges with the Senior Center underground work.

c. Community Center Update

Miller stated the demolition project for the Community Center will be awarded later tonight. She mentioned that there is a new CSI employee, Caitlin Zeuli, who will be assisting Construction Manager Kelly Johnson with the Community Center demolition project.

Board Member Sterrett thanked Miller for her weekly bond project update reports.

HAROLD JEFFREY, Pleasant Hill resident and Bond Oversight Committee Member – He said he is taking video for the District records on the progress of the bond projects. Board Chair Bonato thanked Jeffrey.

TO CONSIDER WATER CONNECTION WORK FOR SENIOR CENTER AND TEEN CENTER PROJECT TO BE COMPLETED BY THE CONTRA COSTA WATER DISTRICT (ACTION)

Board Chair Bonato stated that this agenda item has a resolution that was added after the agenda was posted. She said if there is need for immediate action subsequent to the agenda being posted; it can be added as an emergency if there is a two-thirds vote. The majority of the Board approved to accept the resolution for discussion and possible approval.

The General Manager said the Contra Costa Water District gave the District a "shotgun" estimate at the beginning of the project and now with all the plans completed, they came back with an updated estimate. The updated estimate is \$86,000. Labor is not included in the estimate. The General

Manager said the civil engineer said the cost would be approximately \$50,000 - \$60,000. He stated that they gave this request to McFadden to bid on as well. They came back with a quote of \$141,000. He said there would not be any competitive bidding if the contractor did it as a change order. He stated legal counsel advised to have the resolution added to withdraw competitive bidding. Board Chair Bonato read the resolution.

Board Chair Bonato asked about the extra costs and where the extra funds will come from. She would like to revisit the deductions and what has been reduced.

Upon motion of Sterrett/Glover, the Board unanimously approved the resolution with a minor spelling correction and approved the Contra Costa Water District's **bid** to complete the water connection work for the Senior and Teen Centers for the amount estimated at \$86,115.

TO AWARD BID FOR COMMUNITY CENTER DEMOLITION PROJECT (ACTION)

The General Manager stated three bid proposals were received. PARC Services, Inc. came in with a bid of \$216,000, Jos J Albanese, Inc. at \$234,663 and W.C. Maloney, Inc. at \$318,500. The estimate for bids was \$222,000, so he mentioned they are pleased that the lowest bid came in lower than estimated. The General Manager said that staff and Project Manager Ron Johnson have met with PARC Services staff and all the documents are in order. They have the expertise and have completed a number of jobs in California. Project Manager Ron Johnson has checked on further references and feels good about the company. He recommends approval of the lowest bid at \$216,000 for PARC Services, Inc. to start work approximately September 26 with completion of the demolition project around 60 days later.

Board Chair Bonato asked if the playground will stay during construction. She wanted staff to confirm whether the playground structure is going to stay or if it will be temporarily moved. She asked about some memorial plaques and tiles from families. The General Manager stated that the plaques were saved and will be put back, perhaps in a different area. Staff was not able to save the tiles at the playground. Board Member Sterrett asked about the tapestries in the Parkside room. Miller stated they are stored and in the future they will determine where they will be located, if possible.

HAROLD JEFFREY, Pleasant Hill resident and BOC member – He asked if the bricks going out to the gazebo are going to be saved. Bond Facilities Coordinator Carrie Miller stated the bricks will be moved temporarily, stored, and brought back to install after the construction of the Community Center. He mentioned that they may be able to photograph the tiles from the playground and have a photo of the tile wall displayed later.

Upon motion of Donaghu/Shepard, the Board approved to award the bid for the Community Center Demolition Project to PARC Services, Inc. for the amount of \$216,000.

REVIEW STATUS OF BOND PROJECT BUDGET

Board Chair Bonato said the Board had requested Project Manager Ron Johnson to provide them with a summary data on where we stand on our bond projects budget. The General Manager stated that Accounting Supervisor Mark Blair has put together a summary to explain and follow the bond project budgets. Blair reviewed the bond project budget and stated the numbers are following **Johnson's** break down of the budget in chronological order of the projects. He stated the budget numbers reflect invoices paid out since August 31, 2011. Board Chair Bonato said there are many questions on the contingencies. She clarified that with any new contract amount; the contingency is established from that amount. She requested to have a "snapshot" of the bond budget on the summary page. The Board continued to ask some questions on the bond budget. Board Chair

Bonato thanked Blair and the General Manager for their efforts on working on this bond budget report.

Board Chair Bonato requested a 3 – 4 minute break to reconvene at 7:30 p.m.

PUBLIC COMMENT

There was no public comment.

REPORT FROM CONTRA COSTA CAMERA CLUB

Contra Costa Camera Club President Jane Postiglione shared a presentation that one of their club members completed for the Photographic Society of America (PSA) to promote the upcoming conference. She said the conference is in San Francisco in 2012 and they will compete with many other countries in various categories. She reported that there are 68 members and currently are meeting at the First Christian Church in Pleasant Hill on Pleasant Hill Road. She stated they participate with the Northern California Council of Camera Clubs, made up of 11 other camera clubs in Northern California, and other clubs as well, and participate in a 3 day seminar called a Phoclave. The Board was impressed with the presentation and they thanked Postiglione for her report.

TO CONFIRM OCTOBER 5 AT 3:00 P.M. FOR THE BOARD TOUR OF DISTRICT FACILITIES

Board Chair Bonato confirmed the date and stated she is excited to see the bond project sites. The General Manager reminded the Board to wear appropriate shoes. The Bond Oversight Committee is also being invited. He said the wood report for the Winslow Center may be completed by then. Bonato asked to visit the Winslow Center and also the guard room at the Pleasant Hill Aquatic Park pool.

TO CONSIDER CHANGING THE REGULAR BOARD MEETING START TIME FROM 7:30 P.M. TO 7:00 P.M.

Board Chair Bonato remarked that the bond agenda items have shortened and staff has recommended starting the regular board meetings at 7:00 p.m. She said if the bond agenda items are taking longer than an hour, they may go over if it is an important subject.

Upon motion of Donaghu/Glover, the Board approved to change the regular board meeting start time from 7:30 p.m. to 7:00 p.m.

REPORT ON STATUS OF CELL TOWER ADJACENT TO PASO NOGAL PARK

Board Chair Bonato asked to review the Architectural Review Commission (ARC) meeting and then the City Council meeting, which the applicant (AT&T) asked for a continuance due to several pieces of information required by the ARC. She asked the General Manager if ARC contacted him in regards to asking if there can be vegetation planted separating the park from the open space. The General Manager remarked that he has not heard anything from the City. Bonato said that the City Council did agree to hold the hearing and did not accept the continuance requested. AT&T will hire staff to look into other options. Currently, the way the city ordinance reads is to protect parklands and trails. She said the City Council was adamant that unless the criteria meets the standards, where there is no other feasible area for the tower, then they will reconsider acceptance. She said that City Council was made aware of the situation and will choose to **do the "right" thing**. She said the Homeowners Association offered some of their land for the tower as well. Bonato continued to report on this agenda item and said it was a victory that night.

REPORT FROM PROGRAM COMMITTEE

Board Member Sterrett reported on the Program Committee meeting starting with the Aquatics Department. She stated that some of the new classes were from staff suggestions and from the Focus Committee. She reported on the Aquatics classes, lifeguard training and audits with the City

of Concord and City of Walnut Creek. She stated that Aquatics Supervisor Korey Riley reported on how she evaluates her classes, which is by attendance and needs of staffing. Sterrett asked specific questions on subsidies. She stated that overhead is high due to high chemical costs, water costs, and the need for two staff representatives to be present at all times. Riley stated that it is about a 45% subsidized program. Sterrett mentioned that the Pleasant Hill Education Center pool has strong fall and spring programs and has extensive use of the pool along with rentals of the pool. She stated in the summer it is the home for the Pleasant Hill Dolphins Swim Team. Board Member Glover added that he did not realize how important the Pleasant Hill Dolphins Swim Team is to our programs. He said the team participants are the ones attending the swim clinics that are offered. Glover asked about water polo and Riley said coaches would come from the high school and we **don't have the capability to form a league and staffing is an issue.** He said there was discussion on rental of the high school pool and other options. He said if other Board Members have questions or issues to bring up to Riley, he said to let the committee know.

Sterrett continued to report on the Aquatic programs and **handed out Riley's report.** Board Chair Bonato looked at the report and stated she looked at facilities and noticed some time gaps. With two pools, she wanted to know if there are other programs that can be put in to fill the gaps and what revenue can they **generate.** She said she can't tell if we are utilizing the pools at as much capacity as we could. She commented that she wants to see how we can have the Sprayground more accessible to the public. She stated that the last set of plans she saw, had the fencing from the Teen Center separating the Sprayground/pool area and she feels that there can be a slope installed to access the Sprayground from the public park and still keep the Teen Center outdoor patio fenced in. She asked to take a risk and look into it more. Bonato said another question she has is why **we don't** keep the aquatic park pool open year round and wants staff to look into the possibility and explore the option. Board Member Shepard wants to know what the possibility is to rent the Education Center pool instead of the joint use agreement the District currently has with the School District. Board Member Sterrett asked the General Manager to look into the School District rental rates for the pool. Shepard asked what the Recreation and Park District rental rates are for the Ed Center pool, specifically for the Team in Training group.

Board Member Sterrett continued to report on the program committee meeting discussing Teen and special events that Recreation Supervisor Katrina Hunn presented. Sterrett commented that the target age for the teen center will be middle school and first year in high school, they may have a membership fee and discount classes they sign up for. She thought the center could be open from 2:00 - 5:30p.m., Monday through Friday and two Fridays a month it would be open for special events until 8:30 p.m., teen council meetings, camp programs, weekend classes, rentals and tutoring groups and other programs. She said that texting is a major communication tool along with Facebook and mailing for marketing the new Teen Center. She said Hunn is excited with the opening being October 2012. She stated that Hunn is working with Recreation Supervisor Lance Hurtado on some after school sports programs affiliated with the teens at the center. She is looking into collaboration with the YMCA and DVC. This summer they had collaboration with the City of Danville with the teen camp programs in sharing costs of transportation. Sterrett continued to report on the ideas for the new teen center, surveys that are going out to parents and students of the middle schools and 5th graders. She also mentioned that Hunn also works on the special events for the District. Board Member Glover said he suggested having a grid with the usage of the facility. He said Hunn is also working to find programs that will generate more revenue. The Board also wants to look into offering more special needs programs.

CONSENT CALENDAR (ACTION)

A. To Approve Bills to be Paid

B. To Approve Minutes of June 8, 2011

Upon motion of Glover/Donaghu, the majority of the Board approved the consent calendar as presented. Board Chair Bonato and Board Member Shepard abstained from the approval of the minutes of June 8, 2011.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Board Member Donaghu reported on the City's 50th Anniversary Dinner Banquet planning and said they are getting close to finalizing the plans. Tickets will go on sale on Monday at City Hall. He said he will not be at the next board meeting on September 28, 2011. He attended the Rodgers Ranch Fundraiser at Mangini's Farm and said Board Chair Bonato was there as well. It was a nice event and well attended.

Board Member Shepard asked about the dining room chairs for the Senior Center and asked if the presentation boards are completed yet. The General Manager will look into it. She also wanted to know if there has been a replacement chair chosen for the Teen Center. Shepard mentioned that there is a need in the community to participate in more outdoor classes such as backpacking, fly fishing, kayaking and more. She encouraged staff to look into these activities and also said that orienteering is fun.

Board Member Sterrett asked a question about the ad in the Record that the District ran. She was wondering how much it has increased attendance in the program and wanted to know if there is a way to find out. She knows that ads can get expensive and wondered if that type of marketing is working. The General Manager said it is difficult to find out how many more participants came from the advertising. He will check. She said that CSDA is starting the exchange board for CSDA members and asked if the General Manager had anything from the District that needs to be up on the exchange board. He replied there is currently nothing to put on the board. She said at twin towers, she noticed that the shed and fencing around the shed has been removed. She wanted an update on the changes going on. She asked if there could be a community group that can take over the care of the garden due to the owner not being able to physically care for the garden any longer. The General Manager said there was an issue with that, but he will check with Park Superintendent Lynn Spatz. Sterrett announced that she will not be at the September 28, 2011 Board Meeting. She mentioned that the City of Martinez is converting two warehouses into a gym and recreation center. Glover said the City owns the warehouses and there is an outside agency that will convert it into a recreation center and gym. He said there were several sources of funding for this project.

Board Chair Bonato mentioned that she attended the Special Olympics dinner and met with Stefanie Hammond who has ideas for special needs programs for the District. Bonato said that University of California has a Master Gardeners program and will have to move their program from Walnut Creek. She said they have gardens that the group grows food and donates it to homeless shelters. She said she asked the General Manager to see if they can lure the group to Pleasant Hill. She suggested Rodgers Ranch or some other area that might work. Bonato was wondering if there could be a marketing report available for the next board meeting. The General Manager stated that he would not be at the next board meeting, but will have it for them at a later meeting. Bonato said she attended the Flood Control Task Force meeting. She said the Army Corps of Engineers presented two options to deal with flooding. She had a hard copy of the presentation available to any of the Board Members. She commented that one option was \$43 - \$47 million dollar costs and the other option was at a cost of \$17 - \$18 million. She reported that there will be another meeting to further review other options that are more affordable. She said another thing they are looking into is a benefit cost ratio. She continued to explain some of the other issues. She said she saw

Mark Celio, City Treasurer, and how excited he was with the Mt Diablo Family Camp Out and thanked staff for a terrific idea for a family event. She attended the 9-11 event at Frank Salfingere Park and said it was very well attended. She said the park looked great and complimented Park Maintenance staff.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He handed out the budget for the Board to review at a later date.
- Park Superintendent Lynn Spatz will be handling the next board meeting on September 28, 2011.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 9:40 p.m.

Robert B. Berggren, Clerk of the Board