

Board of Directors Meeting Minutes September 28, 2011



**Pleasant Hill
Recreation & Park District**

People, Parks, and Programs Since 1951

The September 28, 2011 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Secretary Bobby Glover at 6:06 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Secretary Bobby Glover led the Pledge of Allegiance.

ROLL CALL

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

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

PUBLIC COMMENT

There was no public comment.

BOND PROJECT UPDATES/STATUS

a. Fundraising Report

Campaign Coordinator Sandy Noack reported on the campaign fundraising. She mentioned that the Executive Director of one of the major foundations visited the District and met with the General Manager, Ron Johnson, Bobby Glover and her. She said he issued some challenges and we have met the challenges. The Executive Director was meeting with their Foundation Board last week and we are waiting to hear back. Noack said there are two other naming opportunities that need to be approved and the Pleasant Hill Rotary Club has donated \$25,000 towards the Community Center main entrance that and Bobby Glover and Stacey Sprenkel has donated \$10,000 towards the ball field at Pleasant Oaks Park.

Upon motion of Sterrett/Shepard, the Board approved the two naming opportunities presented for the Community Center main entrance and seating area by the Rotary Club of Pleasant Hill for \$25,000 and one ball field at Pleasant Oaks Park by Bobby Glover and Stacey Sprenkel for \$10,000.

Campaign Coordinator Sandy Noack continued to report on the fundraising campaign and said a campaign business steering committee will start to solicit merchants. She said they had a cultivation lunch meeting with a major donor and they are continuing to cultivate new donors. Board Member Shepard requested that a list of past board members be sent to Noack to solicit donations from.

b. Senior Center Update

c. Teen Center Update

Acting General Manager Lynn Spatz reported on the bond project progress. She spoke about the challenges with the Senior Center and distributed some photos of the underground drainage. She said there were various unforeseen situations that have been resolved.

d. Community Center Update

Spatz said they had a meeting with PARC Services; and they are looking at demolition to start on October 10 and are continuing to work on getting all the permits. She stated on average the company recycles about 90% of the material from demolition projects even though the

requirement is that a minimum of 50% of the building be recycled. She said the water and gas have been disconnected and the project should not take more than 60 days.

Board Chair Bonato arrived at 6:25 p.m.

INDEPENDENT BOND OVERSIGHT COMMITTEE QUARTERLY REPORT

Board Chair Bonato invited Bond Oversight Committee Chair Norman Vanhole to speak. He reviewed the six month report, which the Bond Oversight sub-committee members contributed to. Board Chair Bonato asked why the Board did not receive all the attachments. She requested to have the full report with attachments before the Board can make any comments. She thanked Vanhole.

Vanhole mentioned that he attended an event at Rodgers Smith Park and said he received comments on how much his group loved the park for their event, but questioned if there were any handicap picnic benches. Board Member Sterrett said staff can look into that.

Vanhole said he is part of the Pleasant Hill Task Force and said a developer has approached the County regarding the old school yard by Pleasant Hill Middle School. He would like to install ball fields to use until it is developed or purchased.

Board Chair Bonato recessed at 6:30 p.m. to reconvene at 7:00 p.m.

Board Member Donaghu arrived at 7:00 p.m.

PUBLIC COMMENT

There was no public comment.

PRESENTATION OF SIGNED COPY OF SPARE TIME SPOTLIGHT TO IZAAC JINKS

Recreation Supervisor Tina Young introduced Izaac Jinks and his family. She commented that he was a participant in our District preschool program. Jinks signed several copies of the Spare Time Spotlight. He also signed a copy to add to the District's "Wall of Fame". Young introduced Ann Luke of Luke Designs who took the photo of Izaac Jinks. She presented a framed copy of the Spare Time Spotlight cover to Jinks. Photographs were taken. Board Chair Bonato thanked Jinks and his family.

REPORT FROM EAST BAY ARTISTS GUILD

Board Chair Bonato invited the East Bay Artists Guild to make their presentation. East Bay Artists Guild Vice President Glynda Dixon mentioned that they would like to offer more children's art to the public and hope to be able to participate in the Art on the Plaza again this year. She stated that they offered it last year and had colored pencil and paper at a table and assisted children with a drawing project.

East Bay Artists Guild New President Kabir Adejare reported that the guild is a non-profit group formed to benefit the community through art. He stated they have various art exhibits and are actively seeking other areas to display their art. The guild offers a wide variety of art that is 2D and 3D. He said they have monthly meetings on the second Sunday of the month from 7 – 8:30 p.m. and send out monthly newsletters to their members, which is currently 48 members. He said they hope to have various open studios in the future. Adejare said they are interested in participating in the Light Up the Night event. Recreation Supervisor Katrina Hunn gave him the contact for the Downtown Merchants Association.

REVIEW JUNE 30, 2011 QUARTERLY REPORT

A. Review Investment Report

B. Review Public Agency Retirement Services (PARS)

Accounting Supervisor Mark Blair reviewed the summary page of the June 30, 2011 quarterly report. He mentioned that there were two bills received recently from the Water District for three months totaling over \$9,000 and also an invoice from the School District for gym use, which were not reflected in the budget. Blair said there is a loss of \$177,000, the budgeted number was a loss of \$165,000. He said last year there was a budget shortfall of \$79,722 and some funds were moved from parks to the L&L District #6. The total combined loss at \$195,000 and the prior year the loss was at \$145,000. He reviewed each department's revenue versus expenses. Bonato asked for the significant numbers to come to this loss. Blair pointed out that in the previous year there were significant expenses including paying the CRDEB loss to employees as well as the legal fees involved. Additionally, there were substantial shoring expenses for the Community Center. Bonato asked if Measure E can be separated from the General Ledger. She would also like to see a dollar differential on the two columns. Blair said he can add a column for the actuals. He continued to review the quarterly report in detail. The Board asked some questions, expressed some concerns and made some suggestions. Blair reported on Local Agency Investment Fund (LAIF) and the Public Agency Retirement System (PARS). Board Chair Bonato asked if the CRDEB balance can be removed from the LAIF report. Blair answered that he will make that change. The Board thanked Blair for his report.

TIM ERNST, Pleasant Hill resident – He suggested Blair to look at the auditors annual report notes and said under miscellaneous funds, to identify each fund. Bonato asked Blair if he can bring this up to the auditor. Bonato thanked Ernst for his suggestion.

CONSENT CALENDAR (ACTION)

A. To Approve Bills to be Paid

B. To Approve Minutes of June 22, 2011

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

TO CONFIRM BOARD MEETING DATE CHANGES FOR NOVEMBER AND DECEMBER TO THE FIRST AND THIRD WEDNESDAYS (ACTION)

The Acting General Manager stated that traditionally the Board Meetings are changed to the first and third Wednesdays for the months of November and December due to the holidays.

Upon motion of Sterrett/Glover, the Board approved to change the Board Meetings for November and December to the first and third Wednesdays of the month.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Board Member Sterrett reminded the Board that the Contra Costa Special Districts Association quarterly meeting is on October 17. She asked Park Superintendent to check Rodgers-Smith Park regarding the handicap picnic tables. Spatz said when new tables are ordered they are ADA accessible and it will be a transition with the picnic tables at all parks. She will try and move one up to Rodgers-Smith Park when the next one is purchased. She stated that one of the options for the memorial program is a picnic table and if one is ordered it would be an ADA accessible table.

Board Member Donaghu said he worked the Community Service Day and said it was successful and there may have been as many participants as last year. He said they drove around to the various community work sites and said DVC Lacrosse Team assisted with planting flowers at Gregory Gardens Elementary. He announced that the tickets for the City's 50th Anniversary Dinner Gala are

on sale at City Hall for \$95 and now you can purchase more than two tickets. He asked Susie Kubota to send out a notice to District staff to get the word out regarding the event.

Board Member Shepard was wondering about the preschool and the decrease in revenue. She said she read an article in the New York Times that the unemployment rate will not improve for 4 – 7 years and we are in the worst economic situation that will not improve soon. She asked about unconventional ways to promote more attendance, maybe mailer coupons for new families and have the second child half off or offer drop-ins for certain age groups for families. Bonato said that the General Manager has been working on marketing efforts and foresees a report at the last meeting in October. She agrees that creative marketing and new ideas to the focus committee would help.

Board Member Bonato asked if the Chamber Board and the District Board can meet. She also said at the last board meeting she mentioned that the Master Gardener program at the Contra Costa Times facility in Walnut Creek will have to find a new home due to that facility closing. She scheduled a meeting in regards to. She attended the meeting with Park Superintendent Lynn Spatz, General Manager Bob Berggren, FORR member Denise Koroslev and Master Gardener Janet Miller to discuss the possibility of using some land at Rodgers Ranch for the Master Gardeners program. They will consider the site. Bonato said it would be a good opportunity for the District and explained some of their existing programs. She attended the Employee Service Awards at Rodgers-Smith Park and said it was a beautiful day and said it was a great event. Board Member Glover attended the event and enjoyed seeing the employee family members at the event. Bonato requested to have a marketing report at the second board meeting in October. She stated we should be receiving a report on the proposed deductions with the Senior and Teen Center by CSI. Bonato also asked when the next program committee meeting will take place and Sterrett said probably in October. She wants a report on the Winslow Center before the Board Tour and wondered if there is a wood report that will be completed by then and if so, she asked if the Board can receive the report before the tour. Lastly, Bonato said she will join staff for selection of a new District logo design.

STAFF ANNOUNCEMENTS

Acting General Manager Lynn Spatz made the following announcements:

- Harold Jeffrey, Bond Oversight Committee Member, has volunteered to videotape the Community Center demolition. Once determined, an email will be sent out with the date the demolition will take place.
- Board Chair Bonato said she will be attending the CCSDA quarterly meeting on October 17, but will not stay for dinner.
- On October 12 at 4:30 p.m., there will be a closed session regarding potential litigation, prior **to that night's** board meeting. A light dinner will be served.
- Board Members Dennis Donaghu and Bobby Glover will not be at the October 26, 2011 Board Meeting.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 9:30 p.m.

Lynn Spatz, Acting Clerk of the Board