

Bond Oversight Committee Meeting Minutes August 11, 2011



Pleasant Hill
Recreation & Park District
People, Parks, and Programs Since 1951

The August 11, 2011 Bond Oversight Committee Meeting of the Pleasant Hill Recreation & Park District (PHRPD) was called to order by Committee Chair Norman Vanhole at 6:00 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Committee Member Steve Ganguet led the Pledge of Allegiance.

ROLL CALL

MEMBERS PRESENT: Ganguet, Gorham, Hagopian, Jeffrey, Simons, Vanhole, Vardas, and Alternate Hirst

ABSENT: None

STAFF & BOARD PRESENT: Blair

PUBLIC COMMENT

There was no public comment. Committee Chair Vanhole announced that Wendy Lack, a resident within the PHRPD, was in the audience to observe the meeting and welcomed her.

TO APPROVE MINUTES OF JUNE 23, 2011 (ACTION)

Upon motion of Vardas/Hagopian, the Committee approved the minutes of June 23, 2011.

COMMITTEE REPORTS

Committee Chair Vanhole moved this topic item to the end of the agenda.

Committee Member Jeffrey introduced Sandy Noack as the Capital Campaign Coordinator who was retained by the PHRPD to raise the non bond funds that will be required to furnish the Measure E facilities. Ms. Sandy Noack reported to the BOC that she would be raising an estimated \$1.8 million by writing grant proposals and seeking donations. In addition, she indicated that the fundraising process was in the "quiet phase" in that she would be outreaching to private foundations and requesting donations from Board and Committee members before going to the general public.

REVIEW AND DISCUSS RESPONSES TO BOC QUESTIONS FROM JUNE 23, 2011 MEETING

Committee Chair Vanhole moved this topic on the agenda before the "Committee Reports" and gave a brief overview of the July, 6, 2011 meeting that included in attendance both he and Alternate Committee Member Hirst with District Manager Bob Berggren, District Accounting Supervisor Mark Blair, Ron Johnson of CSI, the District's Construction Manager and Hamid Sarvi, the District's Interim Project Manager. Committee Chair Vanhole further stated that Ron Johnson responded to most of the questions put forth by the BOC and that he had noted he was retained by the PHRPD Board after the Measure E project budget estimates were established and was playing catch up.

Committee Chair Vanhole mentioned to the BOC that some of the requested items listed in the BOC report of questions were still forth coming by District staff such as the "schedule of values" and "organization chart".

Committee Member Jeffrey asked what Sub Committee would be involved with the review of construction progress payments. Alternate Committee Member Hirst of the Budget Sub Committee responded with a brief explanation of how "schedule of values" are associated with construction progress payments.

Committee Member Gorham of the Construction Sub Committee discussed his review concept that included a review of the initial contract scope. He also questioned if a segregation of bond and non-bond funded tasks and items had been identified at the start of the contract administration.

Committee Member Hagopian of the Budget Sub Committee reminded the members that it was not the role of the BOC to manage the actual construction process but to only ensure that the expenses are in accordance with the voter approved Measure E.

REVIEW AND APPROVE BOC REPORT FOR PERIOD ENDING JUNE 30, 2011 (ACTION)

Committee Chair Vanhole moved this topic on the agenda before the "Committee Reports" but after the "Review and Discuss Responses to BOC Questions from June 23, 2011 Meeting".

Committee Chair Vanhole opened for discussion the review of the BOC Quarterly Report. He mentioned that all reports by Sub Committee Members submitted during the respective time period had been attached for review by the PHRPD Board and public. Committee Member Jeffrey stated that he had updated his review of expenses through July 31, 2011. It was the consensus of the BOC to keep the dates of expense review through May 31, 2011 for the purpose of the BOC Quarterly Report. The update through July 31, 2011 would be part of the on-going review by the Audit Sub Committee. Committee Member Jeffrey offered to split out his expense review as of June 30, 2011 to coordinate with the District's Independent Audit that was in progress.

Alternate Committee Member Hirst proposed an amendment to the BOC Quarterly Report to replace Attachment F with the email that included both the BOC Questions from June 23, 2011 and the responses by District General Manager Berggren. In addition, Member Hirst recommended that on page 3 of the BOC Report that the sixth paragraph be revised to include the fact that District staff had responded to the BOC questions.

Upon motion of Hagopian/Vardas, the Committee approved the BOC Report for Period Ending June 30, 2011 with the amendments as proposed by Alternate Committee Member Hirst.

ADJOURNMENT

Committee Chair Vanhole adjourned the meeting at 6:45 p.m.

Marie Simons, Committee Secretary