



Board of Directors Meeting Minutes
March 28, 2012
DRAFT

The March 28, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:12 p.m. in the Conference Room at the Administration Office. He announced that the Board met in closed session, and there was nothing to report on.

PLEDGE OF ALLEGIANCE

Board Chair Dennis Donaghu led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato (Via teleconference called in at 6:15), Shepard, Sterrett, Donaghu, Glover

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

PUBLIC COMMENT

There was no public comment.

To Approve Resolution 2012-03-28A, Authorizing the Issuance and Sale of Its General Obligation Bonds, Election of 2009, Series B (2012) in the Aggregate Principal Amount of Not to Exceed \$8,000,000 (ACTION)

Bond Counsel Brian Quint had provided the resolution that the Board needs to approve for the authorization sale of the final \$8,000,000 for the District bond projects.

Financial advisor Craig Hill with Northcross Hill & Ach. was present. He stated that the Series B was on schedule and they expect to hear any day what the rating will be. Hill expects the final results on the sale of the bonds to be coming back to the May Board meeting.

Upon motion of Board Members Shepard & Glover, the Board approved the Resolution 2012-03-28A, Authorizing the Issuance and Sale of Its General Obligation Bonds, Election of 2009, Series B (2012) in the Aggregate Principal Amount of Not to Exceed \$8,000,000.

TO CONSIDER Going to Bid for the Community Center Bond Project (Action)

Project Manager Ron Johnson was present to give information on this item along with Dahlin Group Architects Ritch Voss and Karl Danielson. Johnson said bid documents for the Community Center will be available April 9th. He stated that outreach was done in the community to potential bidders, and they had 20 positive responses from this. Johnson reported that the budget is in-line, but in order to plan for the unforeseen, the bid will include some Add-Alternatives. They are also working closely with PG&E and CCWD and hoping to have a proposal from them by the April 11th meeting.

The schedule for the Community Center project is as follows:

Advertise for Bids	March 30, 2012
Bids available	April 9, 2012

Pre-Bid Conference	April 12, 2012
Issue Addendum 1, if needed	May 2, 2012
Bid opening	May 8, 2012
Award contract at Board of Directors Mtg.	May 23, 2012
Notice to Proceed with Construction	May 30, 2012

Upon motion of Shepard & Sterrett, the Board approved going to Bid for the Community Center Bond Project

Board Chair Donaghu announced that there would be a fifteen minute break between meetings. Due to illness Board member Bobby Glover left at 6:45 p.m.

Board Chair Donaghu started the regular board meeting at 7:02 p.m.

PUBLIC COMMENT

There was no public comment.

Ex-Officio Member Report, Genesis Cassidy – College Park High School

- The Prom Preview Fashion Show on March 11th went very well
- The CASTLE Conference will be held next week
- A multi-cultural rally was held
- The theme for the Junior Prom was "Fly Me to the Moon"
- Every 15 minutes was held on March 27th and 28th

CONSENT CALENDAR (ACTION)

- A. To Approve Bills to be Paid**
- B. To Approve Minutes of October 12 and 26, 2011**
- C. To Approve Resolution 2012-03-28C, Authorization to Apply for Local Grant Funds from the East Bay Regional Park District Under Measure WW Park Bond Extension for the Teen Center Bond Project**
- D. To Approve Resolution 2012-03-28D, Authorization to Apply for Local Grant Funds from the East Bay Regional Park District Under Measure WW Park Bond Extension for the Community Center Bond Project.**

Board member Bonato asked for discussion on items C & D before the vote was made. After discussion of these items upon motion of Sterrett/Shepard, the Board approved: A. Bills to be paid and B. Minutes of October 12th, and 26th with revisions. Items C & D upon motion of Bonato & Sterrett were approved.

Report on Plans for 2012 Blues and Brews Festival

This item was tabled until the April 25th Board Meeting.

To Consider Resolution 2012-03-28B, Intention to Approve Amendment to Contract for Public Employee Retirement System (ACTION)

The District needs to amend its contract with CalPERS in order to establish this second tier PERS plan for employees hired after July 1, 2011. This amended plan will establish the rate of 2% at 60 for new employees along with three year final compensation for employees hired after July 1, 2011.

Board Member Bonato asked that the effective date be changed to June 30, 2011

Upon motion from Sterrett/Bonato the Board approved the amendment to contract for Public Employee Retirement System with the effective date being changed to June 30, 2011

Report from the Program Committee

Board Member Sterrett reported on the Program Committee meeting that was held on Thursday March 22, 2012. The following program areas were discussed:

- KIDSTOP Report
- Adult sports report (football, softball, basketball, volleyball, bocce, & Soccer)
- Update on donated bus
- Water polo report
- Facility rentals

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett- Just received the April e-news and said it was very worthwhile, also really likes the changes to the Senior Sounds. A training by CAPRCBM will be April 28th. Sterrett & Bonato may attend. The LAFCO election will be on April 16th, Sterrett and Glover will be attending, Bonato may attend.

Donaghu- Attended Thora's retirement party and said it was a lot of fun.

Bonato- The original submittal to the City of Pleasant Hill regarding the AT&T cell tower was withdrawn. It was re-submitted to the City but she doesn't know when the consultant will weigh in. She attended the first Youth Summit meeting and encouraged other board members as well as Katrina Hunn to attend future meetings. The City Council has disbanded the Redevelopment Advisory Committee. Bonato asked that when we advertise the bids for the Community Center to make sure the building trades are sent the information.

Shepard- Nothing to report

Glover- Absent

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- Lynn Spatz has retired. She is still working 2 days per week, but she has been on jury duty since Monday
- The EggCiting Egg Hunt will be on April 7th
- Love, Laugh, and Learn will be held on April 13th- it is sold out
- Literary Women is on April 28th – it is sold out
- Tina Young and Nancy Whaley attended the Soroptomist Women of Distinction luncheon and were presented with the \$55,000 check from the Soroptomist Club.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 8:26 p.m.

Robert B. Berggren, Clerk of the Board

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
16605	04/11/2012	AEC	Architectural Energy Coporatio	1,000.00	000000
16606	04/11/2012	Aflac	Aflac	214.80	000000
16607	04/11/2012	AlhEle	Alhambra Electric	2,617.00	000000
16608	04/11/2012	AmerExp	American Express	699.59	000000
16609	04/11/2012	AmerSta	American Stage Tours	1,106.00	000000
16610	04/11/2012	AmFid	American Fidelity	2,768.71	000000
16611	04/11/2012	BankSac	Bank Of Sacramento Escrow Dept	42,373.14	000000
16612	04/11/2012	BayAlar	Bay Alarm Company	219.00	000000
16613	04/11/2012	BayAreA	Bay Area Barricade Service Inc	204.45	000000
16614	04/11/2012	BenkeKar	Karen Benke	325.00	000000
16615	04/11/2012	BerBob	Robert B. Berggren	350.00	000000
16616	04/11/2012	BillAce	Bill's Ace Hardware	284.12	000000
16617	04/11/2012	BnyWest	BNY Western Trust Company	29,000.00	000000
16618	04/11/2012	BonaSan	Sandra Bonato	200.00	000000
16619	04/11/2012	Capri	CAPRI	18,251.00	000000
16620	04/11/2012	CassGen	Genesis Cassidy	20.00	000000
16621	04/11/2012	CaSt	California State Disbursement	297.00	000000
16622	04/11/2012	CaUsss	California USSSA	68.00	000000
16623	04/11/2012	CCPhon	Contra Costa Phone Service	110.00	000000
16624	04/11/2012	CCSNP	Contra Costa Senior Nutrition	8,893.77	000000
16625	04/11/2012	CenCon	Central Contra Costa Sanitary	1,486.98	000000
16626	04/11/2012	Cole	Cole Supply Co., Inc.	780.84	000000
16627	04/11/2012	CommPool	Commercial Pool Systems, Inc.	1,418.78	000000
16628	04/11/2012	ConSoft	Concord Softball Umpires	1,504.00	000000
16629	04/11/2012	CozAng	Angela Cozad	1,200.00	000000
16630	04/11/2012	Cresco	Cresco Equipment Rentals	197.02	000000
16631	04/11/2012	Denelect	Denalect Alarm Company	246.30	000000
16632	04/11/2012	DiaTro	Diablo Trophies & Awards	349.65	000000
16633	04/11/2012	DonDen	Dennis A. Donaghu	200.00	000000
16634	04/11/2012	Eames	Eames Hardware & Supply	874.63	000000
16635	04/11/2012	EBMUD	East Bay Mud	993.48	000000
16636	04/11/2012	Ed2go	Education To Go	186.75	000000
16637	04/11/2012	Ewing	Ewing Irrigation	987.01	000000
16638	04/11/2012	FarWest	Farwest Sanitation	338.60	000000
16639	04/11/2012	FerZoe	Zoe Ferraris	325.00	000000
16640	04/11/2012	FranTx	Franchise Tax Board	90.00	000000
16641	04/11/2012	GenPlum	General Plumbing Supply	16.02	000000
16642	04/11/2012	GlovBob	Bobby Glover	200.00	000000
16643	04/11/2012	Grainger	Grainger	117.35	000000
16644	04/11/2012	Harriman	Stephen E. Harriman AIA & Asso	11,335.05	000000
16645	04/11/2012	LeadingE	Leading Edge Pest Management	610.00	000000
16646	04/11/2012	Leslie	Leslie's Pool Supplies Inc.	38.93	000000
16647	04/11/2012	LincEqu	Lincoln Equipment, Inc.	578.15	000000
16648	04/11/2012	LukeA	Ann Luke	350.00	000000
16649	04/11/2012	McFadden	McFadden Construction	381,358.24	000000
16650	04/11/2012	MDUSD	Mt. Diablo Unified School Dist	2,077.00	000000
16651	04/11/2012	MJStudio	Bruce Jackson MJ Sudios	424.90	000000
16652	04/11/2012	MtDiablo	Mt Diablo Landscape Centers	231.47	000000
16653	04/11/2012	MurdDeb	Debbie Murdock	1,402.80	000000
16654	04/11/2012	Nextel	Nextel Communications/Sprint	536.88	000000
16655	04/11/2012	PERS	PERS	13,461.83	000000
16656	04/11/2012	PG&E	Pacific Gas & Electric Co	3,816.65	000000
16657	04/11/2012	PhCit	Pleasant Hill, City of	7,843.54	000000
16658	04/11/2012	PhiChr	Christi Phillips	325.00	000000
16659	04/11/2012	PleaHill	Pleasant Hill Rec & Park Distr	101,176.52	000000
16660	04/11/2012	ReeseJ	Jennifer Reese	325.00	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
16661	04/11/2012	ShepCec	Cecile Shepard	200.00	000000
16662	04/11/2012	SiePac	Sierra Pacific Tours	790.00	000000
16663	04/11/2012	SiePac	Sierra Pacific Tours	849.00	000000
16664	04/11/2012	Speedy	Speedy Glass Lockbox	604.55	000000
16665	04/11/2012	SterSher	Sherry Sterrett	200.00	000000
16666	04/11/2012	TheGarde	The Garden Conservancy	435.00	000000
16667	04/11/2012	UniBank	Union Bank Of California	1,585.02	000000
16668	04/11/2012	USBankP	U.S. Bank Corporate Payment	17,563.09	000000
16669	04/11/2012	Valic	Valic	1,850.00	000000
16670	04/11/2012	Xerox	Xerox Corporation	534.20	000000

CHECK TOTAL: \$671,016.81

Accounts Payable Computer Check Proof List

User: julie
Printed: 04/05/2012 - 11:48 AM



Pleasant Hill Recreation & Park District

People, Parks & Programs Since 1951

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:AEC 4368	Architectural Energy Coporaito CC commissioning Check Total:	1,000.00 1,000.00	04/11/2012	Check Sequence: 1 175-0000-81020	ACH Enabled: No Cal Green
Vendor:Aflac 03/2012 03/2012 03/2012 03/2012	Aflac AFLAC AFLAC Aflac Aflac Check Total:	62.05 45.35 62.05 45.35 214.80	03/13/2012 03/13/2012 04/11/2012 04/11/2012	Check Sequence: 2 100-0000-21355 100-0000-21355 100-0000-21355 100-0000-21355	ACH Enabled: No
Vendor:AlhEle 17665	Alhambra Electric wiring VFD Check Total:	2,617.00 2,617.00	04/11/2012	Check Sequence: 3 100-1500-80844	ACH Enabled: No new filter
Vendor:AmerExp 04032012 04032012	American Express Costco purchases Costco purchases Check Total:	82.50 617.09 699.59	04/11/2012 04/11/2012	Check Sequence: 4 100-1255-73335 100-1270-75250	ACH Enabled: No Costco Costco
Vendor:AmerSta 17560	American Stage Tours Alactraz 2692.012 Check Total:	1,106.00 1,106.00	04/11/2012	Check Sequence: 5 100-1220-75630	ACH Enabled: No Sen trip
Vendor:AmFid 03/2012 03/2012 03/2012 03/2012 03/2012	American Fidelity American Fidelity 125/Daycare American Fidelity 125/Daycare American Fidelity 125/Daycare American Fidelity 125/Daycare American Fidelity 125/Daycare	125.00 454.16 789.99 83.33 789.99	04/11/2012 04/11/2012 03/13/2012 03/13/2012 04/11/2012	Check Sequence: 6 100-0000-21345 100-0000-21345 100-0000-21345 100-0000-21345 100-0000-21345	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
03/2012	American Fidelity 125/Daycare	345.82	03/13/2012	100-0000-21345	
03/2012	American Fidelity 125/Daycare	180.42	04/11/2012	100-0000-21345	
	Check Total:	2,768.71			
Vendor:BankSac	Bank Of Sacramento Escrow Dept			Check Sequence: 7	ACH Enabled: No
9	MCFadden invoice #9	16,396.83	04/11/2012	175-0000-81000	escrow
9	MCFadden invoice #9	2,150.44	04/11/2012	100-1500-80847	escrow
9	MCFadden invoice #9	23,825.87	04/11/2012	175-0000-81010	escrow
	Check Total:	42,373.14			
Vendor:BayAlar	Bay Alarm Company			Check Sequence: 8	ACH Enabled: No
3411924120315m	Pool	219.00	04/11/2012	100-1280-65365	alarm
	Check Total:	219.00			
Vendor:BayAreA	Bay Area Barricade Service Inc			Check Sequence: 9	ACH Enabled: No
0280491-in	stripes & paint	204.45	04/11/2012	100-1300-75505	paint
	Check Total:	204.45			
Vendor:BenkeKar	Karen Benke			Check Sequence: 10	ACH Enabled: No
04/28/12	Literary Women	325.00	04/11/2012	100-1240-75620	
	Check Total:	325.00			
Vendor:BerBob	Robert B. Berggren			Check Sequence: 11	ACH Enabled: No
03/2012	Car Allowance	350.00	04/11/2012	100-1100-60350	
	Check Total:	350.00			
Vendor:BillAce	Bill's Ace Hardware			Check Sequence: 12	ACH Enabled: No
412825	solder	63.80	04/11/2012	100-1300-75520	supplies
412847	cleaner	29.95	04/11/2012	100-1280-75530	supplies
412900	cable ties	25.53	04/11/2012	100-1300-75505	supplies
412904	socket	6.81	04/11/2012	100-1280-75535	supplies
412927	bulb	8.65	04/11/2012	100-1300-75520	supplies
412932	oil	18.37	04/11/2012	100-1280-75530	supplies
412947	grease	12.10	04/11/2012	100-1300-75520	supplies
412987	concrete	28.09	04/11/2012	100-1280-75530	supplies
413007	union	5.40	04/11/2012	100-1300-75501	supplies
413023	grill	16.23	04/11/2012	100-1300-75520	supplies
413032	wire brush	4.32	04/11/2012	100-1300-75520	supplies
413061	key	8.65	04/11/2012	100-1280-75535	supplies
413068	paint	22.68	04/11/2012	100-1300-76500	supplies

Invoice No.	Description	Amount	Pay Date	Acct Number	Reference
413111	ratchet Check Total:	33.54 284.12	04/11/2012	100-1280-75525	supplies
Vendor: BnyWest 03152012	BNY Western Trust Company 1998 COP Check Total:	29,000.00 29,000.00	04/11/2012	Check Sequence: 13 100-1400-95807	ACH Enabled: No COP
Vendor: BonaSan 03312012	Sandra Bonato Mar 2012 Check Total:	200.00 200.00	04/11/2012	Check Sequence: 14 100-1100-60100	ACH Enabled: No Board
Vendor: Capri 1348	CAPRI 4th qtr W Comp Check Total:	18,251.00 18,251.00	04/11/2012	Check Sequence: 15 100-0000-15100	ACH Enabled: No WComp
Vendor: CassGen 03312012	Genesis Cassidy Mar 2012 Check Total:	20.00 20.00	04/11/2012	Check Sequence: 16 100-1100-60100	ACH Enabled: No Board
Vendor: CaSt 03/30/2012	California State Disbursement John L Taylor 0139012492-01 Check Total:	297.00 297.00	04/11/2012	Check Sequence: 17 100-0000-21390	ACH Enabled: No
Vendor: CaUss 04042012	California USSSA Spring league registrations Check Total:	68.00 68.00	04/11/2012	Check Sequence: 18 100-1250-75620	ACH Enabled: No kickball
Vendor: CCPhon 03262012	Contra Costa Phone Service conference call Bonato Check Total:	110.00 110.00	04/11/2012	Check Sequence: 19 100-1210-65365	ACH Enabled: No phone
Vendor: CCSNP 03312012	Contra Costa Senior Nutrition Oct 2011 - Mar 31, 2012 Check Total:	8,893.77 8,893.77	04/11/2012	Check Sequence: 20 100-1220-75700	ACH Enabled: No Sen nutrition
Vendor: CenCon 03132012	Central Contra Costa Sanitary cc	1,486.98	04/11/2012	Check Sequence: 21 100-1300-65710	ACH Enabled: No water

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,486.98			
Vendor: Cole 839254 839254-1	Cole Supply Co., Inc. Rest room supplies soap Check Total:	757.21 23.63 780.84	04/11/2012 04/11/2012	Check Sequence: 22 100-1280-75515 100-1280-75515	ACH Enabled: No supplies supplies
Vendor: CommPool 1203020 1203021 1203039	Commercial Pool Systems, Inc. PHEC chlorine PHEC 3" pvc Check Total:	480.36 891.33 47.09 1,418.78	04/11/2012 04/11/2012 04/11/2012	Check Sequence: 23 100-1280-75527 100-1280-75527 100-1500-80844	ACH Enabled: No acid acid supplies
Vendor: ConSoft 03312012	Concord Softball Umpires 3/18-3/31/12 Check Total:	1,504.00 1,504.00	04/11/2012	Check Sequence: 24 100-1250-75622	ACH Enabled: No Umps
Vendor: CozAng 04/28/12	Angela Cozad Literary Women Check Total:	1,200.00 1,200.00	04/11/2012	Check Sequence: 25 100-1240-75620	ACH Enabled: No
Vendor: Cresco 3064374-001 3070217-0001	Cresco Equipment Rentals hilti carpet blower Check Total:	47.63 149.39 197.02	04/11/2012 04/11/2012	Check Sequence: 26 175-0000-81010 100-1280-75530	ACH Enabled: No rental rental
Vendor: Denelect r36565	Denalect Alarm Company alarm Check Total:	246.30 246.30	04/11/2012	Check Sequence: 27 100-1232-75515	ACH Enabled: No
Vendor: DiaTro 8686	Diablo Trophies & Awards District EE name badges Check Total:	349.65 349.65	04/11/2012	Check Sequence: 28 100-1290-75610	ACH Enabled: No name badges
Vendor: DonDen 03312012	Dennis A. Donaghu Mar 2012 Check Total:	200.00 200.00	04/11/2012	Check Sequence: 29 100-1100-60100	ACH Enabled: No Board



Invoice No

Description

Amount

Payment Date

Acct Number

Reference

Vendor	Description	Amount	Payment Date	Acct Number	Reference
Eames	Hardware & Supply				ACH Enabled: No
4344	fuses	2.48	04/11/2012	100-1300-75505	parts & supplie
4345	stucco patch	32.44	04/11/2012	175-0000-81010	parts & supplie
4350	bolts	40.27	04/11/2012	100-1500-80844	supplies
4351	keys R Ranch	25.85	04/11/2012	100-1300-75520	parts & supplie
4352	keys R Ranch	36.19	04/11/2012	100-1232-75515	parts & supplie
4355	DO desk	5.09	04/11/2012	100-1210-75515	parts & supplie
4359	work belt bag	190.82	04/11/2012	100-1230-75515	parts & supplie
4360	concrete	64.82	04/11/2012	175-0000-81010	parts & supplie
4361	keys	10.77	04/11/2012	100-1300-75520	parts & supplie
4362	cement	37.81	04/11/2012	175-0000-81010	parts & supplie
4363	tubing cutter	43.29	04/11/2012	100-1230-75515	parts & supplie
4364	rebar	50.30	04/11/2012	100-1500-80844	supplies
4366	key	2.15	04/11/2012	100-1300-75520	parts & supplie
4369	sand	6.81	04/11/2012	175-0000-81010	parts & supplie
4370	straps	71.92	04/11/2012	100-1500-80844	supplies
4380	keys	83.42	04/11/2012	100-1300-75520	parts & supplie
4381	keys	8.21	04/11/2012	100-1300-75520	parts & supplie
4386	cement	20.55	04/11/2012	100-1300-75520	parts & supplie
4389	foam	6.81	04/11/2012	100-1300-75520	supplies
4390	grommets	9.71	04/11/2012	100-1220-75540	parts & supplie
4472	batteries	10.59	04/11/2012	100-1220-75540	parts & supplie
4476	bolts	15.85	04/11/2012	100-1300-75520	parts & supplie
4477	paint brush	8.10	04/11/2012	100-1300-75520	parts & supplie
4481	drill bit	21.64	04/11/2012	100-1280-75535	parts & supplie
4481	unistrut	25.07	04/11/2012	100-1500-80844	parts & supplie
4482	energy	6.71	04/11/2012	100-1500-80844	parts & supplie
4488	nylock	4.14	04/11/2012	100-1300-75520	parts & supplie
4491	wire	0.39	04/11/2012	100-1300-75520	supplies
4501	hose bib	19.47	04/11/2012	100-1300-75511	parts & supplie
4502	dies	12.96	04/11/2012	100-1280-75530	parts & supplie
	Check Total:	874.63			

Vendor	Description	Amount	Payment Date	Acct Number	Reference
EBMUJ	East Bay Mud				ACH Enabled: No
03222012	R Ranch	123.18	04/11/2012	100-1233-65705	water
03232012	shannon hills	71.97	04/11/2012	100-1300-65710	water
04032012	Brookwood Pk	472.84	04/11/2012	100-1300-65710	water
04032012	R Smith Pk	325.49	04/11/2012	100-1300-65710	water
	Check Total:	993.48			

Vendor	Description	Amount	Payment Date	Acct Number	Reference
Ed2go	Education To Go				ACH Enabled: No
1046745	instructor fees	180.00	04/11/2012	100-1210-75620	on line
1047794	reg fees	6.75	04/11/2012	100-1210-75620	on line

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	186.75			
Vendor:Ewing	Ewing Irrigation			Check Sequence: 33	ACH Enabled: No
4408851	pvc drains	122.57	04/11/2012	100-1300-75511	parts
4417944	pre-fill	50.88	04/11/2012	175-0000-81010	parts
4417945	carson box	56.15	04/11/2012	100-1300-75511	parts
4422417	drain	10.36	04/11/2012	100-1300-75520	parts
4439968	paint	102.86	04/11/2012	100-1300-75505	parts
4467593	sched 40	503.63	04/11/2012	100-1300-75511	parts
4467594	pvc	6.97	04/11/2012	100-1300-75511	parts
4493412	paint	23.17	04/11/2012	100-1300-75505	parts
4508328	pvc flex	110.42	04/11/2012	100-1300-75511	parts
	Check Total:	987.01			
Vendor:FarWest	Farwest Sanitation			Check Sequence: 34	ACH Enabled: No
100193	CPHS	107.15	04/11/2012	100-1250-75620	temp RR
99818	restrooms PH Park	169.76	04/11/2012	175-0000-81000	temp RR
99818	restrooms PH Park	61.69	04/11/2012	175-0000-81010	temp RR
	Check Total:	338.60			
Vendor:FerZoe	Zoe Ferraris			Check Sequence: 35	ACH Enabled: No
04/28/12	Literary Women	325.00	04/11/2012	100-1240-75620	
	Check Total:	325.00			
Vendor:FranTx	Franchise Tax Board			Check Sequence: 36	ACH Enabled: No
03/30/2012	Thomas Bradley 554671837	90.00	04/11/2012	100-0000-21390	
	Check Total:	90.00			
Vendor:GenPlum	General Plumbing Supply			Check Sequence: 37	ACH Enabled: No
s3228596.001	4 in	16.02	04/11/2012	100-1500-80844	pvc
	Check Total:	16.02			
Vendor:GlovBob	Bobby Glover			Check Sequence: 38	ACH Enabled: No
03312012	Mar 2012	200.00	04/11/2012	100-1100-60100	Board
	Check Total:	200.00			
Vendor:Grainger	Grainger			Check Sequence: 39	ACH Enabled: No
9781112991	hub conduit	117.35	04/11/2012	100-1280-75530	parts



Description

Invoice No	Description	Amount Paid	Acct Number	Reference
	Check Total:	117.35		
Vendor:Harriman 26	Stephen E. Harriman AIA & Asso Mar 2012 fees	7,817.69	Check Sequence: 40 175-0000-81000	ACH Enabled: No architect
26	Mar 2012 fees	3,517.36	175-0000-81010	architect
	Check Total:	11,335.05		
Vendor:LeadingE 066811	Leading Edge Pest Management 147 Gregory	305.00	Check Sequence: 41 100-1210-75515	ACH Enabled: No pest control
066811	147 Gregory	305.00	100-1300-75370	pest control
	Check Total:	610.00		
Vendor:Leslie 137333066	Leslie's Pool Supplies Inc. chlorine	38.93	Check Sequence: 42 100-1280-75525	ACH Enabled: No pools
	Check Total:	38.93		
Vendor:LinoEqu si182674	Lincoln Equipment, Inc. reagent	276.59	Check Sequence: 43 100-1280-75525	ACH Enabled: No chemicals
si182817	reagent	301.56	100-1280-75620	chemicals
	Check Total:	578.15		
Vendor:LukeA	Ann Luke design ad for Comm Focus	200.00	Check Sequence: 44 100-1280-75625	ACH Enabled: No photography
	design ad for Comm Focus	150.00	100-1240-75625	photography
	Check Total:	350.00		
Vendor:McFadden 9	McFadden Construction Mar 2012 construction costs	147,571.50	Check Sequence: 45 175-0000-81000	ACH Enabled: No Mar 2012
9	Mar 2012 construction costs	19,353.91	100-1500-80847	Mar 2012
9	Mar 2012 construction costs	214,432.83	175-0000-81010	Mar 2012
	Check Total:	381,358.24		
Vendor:MDUSD AR253525	Mt. Diablo Unified School Dist utilities KS	77.00	Check Sequence: 46 100-1270-65700	ACH Enabled: No GG
AR253525	rent rms 10 & 11	2,000.00	100-1260-73410	GG
	Check Total:	2,077.00		
Vendor:MJStudio 5108.502	Bruce Jackson MJ Studios drawing	107.80	Check Sequence: 47 100-1255-75626	ACH Enabled: No instructor

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
6050.502	acrylics	161.70	04/11/2012	100-1260-75100	instructor
6051.502	cartooning	155.40	04/11/2012	100-1260-75100	instructor
	Check Total:	424.90			
Vendor: MtDiablo	Mt Diablo Landscape Centers				ACH Enabled: No
180634	track mix	231.47	04/11/2012	Check Sequence: 48	mix
	Check Total:	231.47		100-1300-75505	
Vendor: MurdDeb	Debbie Murdock				ACH Enabled: No
2202.503	weight	1,402.80	04/11/2012	Check Sequence: 49	instructor10012
	Check Total:	1,402.80		100-1220-75620	
Vendor: Nextel	Nextel Communications/Sprint				ACH Enabled: No
709409312-119	nextel Mar	317.25	04/11/2012	Check Sequence: 50	phones
709409312-119	nextel Mar	24.40	04/11/2012	100-1300-65365	phones
709409312-119	nextel Mar	48.81	04/11/2012	100-1250-65365	phones
709409312-119	nextel Mar	24.40	04/11/2012	100-1231-65365	phones
709409312-119	nextel Mar	48.81	04/11/2012	100-1220-65365	phones
709409312-119	nextel Mar	73.21	04/11/2012	100-1100-65365	phones
	Check Total:	536.88		100-1280-65365	phones
Vendor: PERS	PERS				ACH Enabled: No
03/31/2012	PERS	717.29	04/11/2012	Check Sequence: 51	
03/31/2012	PERS	82.62	04/11/2012	100-0000-21250	
03/31/2012	PERS	302.95	04/11/2012	100-0000-21250	
03/31/2012	PERS	85.58	04/11/2012	100-0000-21250	
03/31/2012	PERS	9.57	04/11/2012	100-0000-21250	
03/31/2012	PERS	35.10	04/11/2012	100-0000-21250	
03/31/2012	PERS	3,453.38	04/11/2012	100-0000-21250	
03/31/2012	PERS	7,833.57	04/11/2012	100-0000-21250	
03/31/2012	PERS	941.77	04/11/2012	100-0000-21250	
	Check Total:	13,461.83			
Vendor: PG&E	Pacific Gas & Electric Co				ACH Enabled: No
03202012	704 Falls Ct	12.68	04/11/2012	Check Sequence: 52	utilities
03202012	27 Driftwood	14.27	04/11/2012	300-3000-65701	utilities
03202012	504 Heritage	14.27	04/11/2012	340-3400-65701	utilities
03202012	804 Cliffside	12.68	04/11/2012	300-3000-65701	utilities
03202012	PH Park	15.41	04/11/2012	100-1300-65705	utilities
03202012	WC	39.64	04/11/2012	100-1230-65705	utilities
03202012	R Ranch	44.57	04/11/2012	100-1233-65701	utilities

03202012	Sch HOuse	9.86	04/11/2012	100-1300-65701	utilities
03202012	PH Park Pool	840.46	04/11/2012	100-1300-65701	utilities
03202012	PH Park	138.72	04/11/2012	100-1280-65705	utilities
03202012	ball park	27.21	04/11/2012	100-1300-65701	utilities
03202012	Hospice tree	9.86	04/11/2012	100-1300-65701	utilities
03202012	R Smith	58.59	04/11/2012	100-1300-65701	utilities
03202012	shannon hills	16.75	04/11/2012	100-1300-65701	utilities
03202012	Las Juntas	16.30	04/11/2012	100-1300-65701	utilities
03202012	CC REC	599.00	04/11/2012	100-1300-65701	utilities
03202012	tennis ct	536.61	04/11/2012	100-1300-65701	utilities
03202012	chilpancingo	10.51	04/11/2012	100-1300-65701	utilities
03202012	shadowood	11.23	04/11/2012	100-1300-65701	utilities
03202012	PH Park Pool	840.47	04/11/2012	100-1280-65701	utilities
03202012	WC	485.32	04/11/2012	100-1230-65701	utilities
03202012	Sch HOuse	62.24	04/11/2012	100-1232-65701	utilities
	Check Total:	3,816.65			

Vendor:PhCit	Pleasant Hill, City of			Check Sequence: 53	ACH Enabled: No
900006282	PSC Mar	885.00	04/11/2012	100-1300-73730	shared exps
900006283	City server	2,000.00	04/11/2012	100-1210-75504	shared exps
900006284	fuel Feb	3,318.60	04/11/2012	100-1300-75545	shared exps
900006285	clerical 2/15-29/12	1,639.94	04/11/2012	100-1300-73730	shared exps
	Check Total:	7,843.54			

Vendor:PhiChr	Christi Phillips			Check Sequence: 54	ACH Enabled: No
04/28/12	Literary Women	325.00	04/11/2012	100-1240-75620	
	Check Total:	325.00			

Vendor:PleaHill	Pleasant Hill Rec & Park Distr			Check Sequence: 55	ACH Enabled: No
033012	Reimburse Payroll	101,176.52	04/11/2012	100-0000-10410	
	Check Total:	101,176.52			

Vendor:ReeseJ	Jennifer Reese			Check Sequence: 56	ACH Enabled: No
04/28/12	Literary Women	325.00	04/11/2012	100-1240-75620	
	Check Total:	325.00			

Vendor:ShepCec	Cecile Shepard			Check Sequence: 57	ACH Enabled: No
03312012	Mar 2012	200.00	04/11/2012	100-1100-60100	Board
	Check Total:	200.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:SiePac 62784	Sierra Pacific Tours safari 2691.012 Check Total:	790.00 790.00	04/11/2012	Check Sequence: 58 100-1220-75630	ACH Enabled: No Sen trips
Vendor:SiePac 62860	Sierra Pacific Tours Mystery Apr 2474.012 Check Total:	849.00 849.00	04/11/2012	Check Sequence: 59 100-1220-75630	ACH Enabled: No Sen trips
Vendor:Speedy 9689-941944	Speedy Glass Lockbox Aquatic Center glass Check Total:	604.55 604.55	04/11/2012	Check Sequence: 60 175-0000-81010	ACH Enabled: No replace
Vendor:SterSher 03312012	Sherry Sterrett Mar 2012 Check Total:	200.00 200.00	04/11/2012	Check Sequence: 61 100-1100-60100	ACH Enabled: No Board
Vendor:TheGarde 04272012	The Garden Conservancy Alcatraz garden tour 2692.012 Check Total:	435.00 435.00	04/11/2012	Check Sequence: 62 100-1220-75630	ACH Enabled: No Sen trip
Vendor:UniBank 03/20/12 03/20/12	Union Bank Of California Pars Pars Check Total:	528.34 1,056.68 1,585.02	04/11/2012 04/11/2012	Check Sequence: 63 100-0000-21335 100-0000-21330	ACH Enabled: No
Vendor:USBankP 03222012	U.S. Bank Corporate Payment Cal Card 03222012 Check Total:	17,563.09 17,563.09	04/11/2012	Check Sequence: 64 100-0000-20100	ACH Enabled: No Cal Card
Vendor:Valic 03/2012 03/2012 03/2012 03/2012	Valic VALIC VALIC VALIC VALIC Check Total:	375.00 475.00 25.00 975.00 1,850.00	04/11/2012 04/11/2012 03/13/2012 03/13/2012	Check Sequence: 65 100-0000-21340 100-0000-21340 100-0000-21340 100-0000-21340	ACH Enabled: No
Vendor:Xerox 90934765	Xerox Corporation DO copier	534.20	04/11/2012	Check Sequence: 66 100-1210-75510	ACH Enabled: No copier



Check Total:

534.20

Total for Check Run:

671,016.81

Total Number of Checks:

66





Board of Directors Meeting Minutes November 2, 2011

DRAFT

The November 2, 2011 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 6:04 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Member Bobby Glover led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Blair, Hunn, Kubota, Luke, Miller, Wusthoff, Young

PUBLIC COMMENT

There was no public comment.

TO CONSIDER CHANGING BOND OVERSIGHT COMMITTEE QUARTERLY REPORTS TO BI-ANNUAL REPORTS (ACTION)

Board Chair Bonato invited Bond Oversight Committee (BOC) Chair Norm Vanhole to address the Board. She mentioned that she attended the last BOC Quarterly meeting and there seems to be a timing issue regarding the reports. She said if the reports are bi-annual, how it would work out better for the committee. The General Manager said the meetings are still going to be quarterly, but the reports will be on a bi-annual basis. BOC Chair Vanhole explained there are sub-committees that meet with staff and conduct the research. Board Member Sterrett asked if streamlining the reports without all the attachments would be easier for the reports. She suggested asking Project Manager Johnson how the bond oversight committee that he was involved with in Walnut Creek completed their reports and possibly checking with other agencies. Board Chair Bonato agreed that attaching the detailed reports is too much and suggested a more simple way of reporting. Board Member Sterrett requested to have a schedule of meeting dates for the whole year.

JACK PROSEK, Pleasant Hill resident – He said in the last five months there has been a lot of important information on bond funds for the bond projects and feels strongly that the Bond Oversight Committee should prepare reports for September 30 and December 31 of this year. After that point in time, it can change. There is too much going on to ensure the success of the bond measure.

Board Member Donaghu said he would be in support of having the Bond Oversight Committee conduct bi-annual reports. He said there are quarterly meeting minutes that can be viewed by the public. He commented that he knows the Walnut Creek School District bond oversight committee only had reports completed once a year. Board Chair Bonato clarified that the Committee will bring back a schedule of the report due dates to review at the November 16, 2011 Board Meeting. Board Member Glover feels that a report in December would be good and changing to bi-annual later. Having a schedule would be a great idea. He is confident with the bi-annual reporting will be more thorough and the minutes will still be available if there are any concerns. Board Member Sterrett asked BOC Chair Vanhole to inform the committee that the Board of Directors really appreciates the Bond Oversight Committee members' help and efforts.

TO CONSIDER REPLACEMENT FURNITURE FOR SENIOR CENTER AND TEEN CENTER (ACTION)

Board Chair Bonato explained that there are possibilities of options for furniture for the Senior and Teen Centers. She stated that the Senior Board has voted and expressed their opinions on the options. Recreation Supervisor Kendra Luke said there were four new samples along with the originally selected chair. She said they narrowed it down to two options for the chairs. Shepard asked about the Leland style chair that the designers had as their first option and Board Member Shepard liked. Luke said that it got no votes from the Seniors. Shepard does not feel that the seniors should make that decision before the Board. Luke said the style of the chair is what the Board is voting on, not the color or fabric yet. There was a black similar style from the San Leandro Senior Center that Luke presented to get an idea of a darker color. Board Member Sterrett said it is the most comfortable chair. She explained that the seniors are moving the furniture and it is the easiest chair to move around, with a handle in the back, and they stack easy. Board Member Donaghu said he agrees that it is the most comfortable chair and with the handle, like Sterrett mentioned is easier to move. Board Chair Bonato did not agree that the look of the chair is good. She is unhappy the Leland style chair is not one of the choices. Sterrett feels that the seniors should be able to choose the chair they prefer since they are the ones who will be them. Shepard is unhappy that the Board did not get to see all the choices first before the seniors and teens. Board Member Glover said he understands that there is a process, but the Board may not have the seniors number one choice if they decided on the choices first.

MAL MALPASS, Pleasant Hill resident and senior member – He said the only problem with the chair is that the legs are angled and stick out slightly possibly being a tripping hazard. However, it is the most comfortable, had versatility and was the seniors number one choice.

Board Chair Bonato was not aware they can choose the color. She does not care for the white chair and would like a darker color. She likes the wood chair and wishes it had not only looks, but the functionality as the other Fetch style chair. Sterrett said it is not only the look of the chair that is important, but who is moving the chairs and the ease of moving the chairs. She said it is comfortable with the built in cushion. **Shepard wouldn't mind the gray color.**

Recreation Supervisor Katrina Hunn presented the chairs the Teen Council decided on and said they wanted the darker color for the Blob style chair and Board Member Shepard suggested to ask Bev Norris for the other color options and maybe have the piping color gray on the black chair. Hunn said the Jenny style chair will be multi-colored with one solid color on the back and another solid color bottom. Board Chair Bonato does not want the white color fabric for the Blob style chair and tabled the approval of the furniture for the Senior and Teen Centers until they can find out about the darker color options.

TO DISCUSS CHANGES TO CAPITAL CAMPAIGN

Board Chair Bonato said this agenda item is an addition and stated that this arose subsequent to the agenda being posted. Upon motion of Glover/Donaghu, the Board approved to amend the agenda to include this agenda item. Board Member Shepard abstained from the decision.

Board Chair Bonato invited Fundraising Consultant Marjorie Winkler to discuss the changes to the Capital Campaign and the presentation of the new campaign brochure. Bonato said she is a bit uncomfortable with how the campaign plan is going, but open to hearing about the changes and the reason why. Winkler spoke about the possible major donor foundation that challenged the District to see how much the community is supporting the bond projects. They wanted to see about 50% of the funds needed for the Furniture, Fixtures and Equipment raised before they would consider donating. She stated they need credible evidence we can raise the funds.

The District accepted the challenge and Winkler explained that they took on the challenge full speed with many hours spent on producing a campaign brochure they hope to get included in the new Spotlight production. Board Member Glover explained a bit from the meeting he had **with the Director of the Foundation along with staff and Winkler. He said the Foundation's** primary focus is the Senior Center and Teen Center. He agrees to move forward with the new campaign plans. Board Chair Bonato had some suggestions for the brochure and wanted to make sure the amount so far raised is correct. Winkler mentioned they have gone public with the brick campaign for the Senior Center already. There was some further discussion on the campaign plans. Bonato thanked Winkler for all her efforts.

MAL MALPASS, Pleasant Hill resident and Senior Club Member – He mentioned that the Senior Club has raised over \$100,000 so far.

TO CONSIDER DATE TO TOUR THE SENIOR CENTER AND TEEN CENTER CONSTRUCTION SITES

The Board decided to meet at the District Office on Monday, November 7, 2011 at 3:30 p.m. for the tour of the Senior Center and Teen Center.

BOND PROJECT UPDATES/STATUS

- a. Senior Center Update**
- b. Teen Center Update**
- c. Community Center Update**

The General Manager handed out photos of the bond projects. He gave some updates on the bond projects, the slab for the Teen Center was poured on October 31 and the first pour for the Senior Center is scheduled for November 4. The Community Center demolition plans are rolling along with the towers down now. He said the Dahlin Group will give a presentation the first meeting in December where they may have a start time of 5:30 p.m. to have more time for bond project items. He also announced that there will be closed session for the November 16 Board Meeting starting at 5:00 p.m. with the regular board meeting starting at 7:00 p.m.

PUBLIC COMMENT

There was no public comment.

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

Ex-Officio Member Genesis Cassidy reported they finished the costume contest at College Park High School. She announced that the Teen Council assisted with the cell phone workshop for the seniors. Board Member Glover mentioned that the College Park High School football team is playing Concord High for the championship. Cassidy said the Freshmen football team is playing Clayton Valley High next week. Board Chair Bonato thanked Cassidy for her report.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid**

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

TO REVIEW AUGUST 31, 2011 FINANCIAL REPORT

Board Chair Bonato asked what the seasonality is and noticed an absence of that. She wants more heightened awareness especially during this tight budget.

Accounting Supervisor Mark Blair pointed out that normally he has quarterly reports that he reviews with the Board and not monthly reports. Some questions and issues were brought up that Blair answered. One question was regarding the unemployment expenses. Blair explained that the

District does not pay for unemployment insurance and only pays per claim. Since the closures of District facilities, there are more employees that have been laid off and more claims than what is historical. The Board continued to discuss the August 31, 2011 monthly financial report. Board Chair Bonato thanked Blair for his report.

UPDATE ON WINSLOW CENTER

Bond Facilities Coordinator Carrie Miller said **the engineer's report on the Winslow Center** will be completed by mid-next week and be ready for the next board meeting. Millers said, in regards to the glue-lam beams, Al Horeis will give two references of people/firms that can complete the required repairs for the beams.

REPORT ON UPDATE OF DISTRICT'S MASTER PLAN

Board Chair Bonato thanked the General Manager for his update on the schedule for the update of **the District's Master Plan**. She stated there should be some proposals received and interviews conducted by the beginning of the new year.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Board Member Donaghu said the Chamber is doing better. The Art, Jazz and Wine Festival was well attended and a good event. They **don't have any numbers yet, but there were more expenses this year** and not as many corporate donors. He mentioned that the Community Service Awards will be on January 19, 2012 at the Back Forty BBQ Restaurant. The General Manager asked to have any suggestions emailed to him in regards to awards. Board Member Sterrett suggested the VFW. Donaghu gave an update on the 50th Anniversary Dinner Gala and said the Open House is on Sunday, November 13 at City Hall from Noon – 5:00 p.m.

Board Member Glover said that he read an article about the City of Concord building additional bocce courts with the Measure WW funds.

Board Member Sterrett said she read an article regarding the City of Brentwood building some new bocce courts with a bad design and commented we know what not to do when building our courts. She commented that the program committee said staff mentioned there is an opportunity to get an evaluation of our programs and get new ideas through a pilot program with a class at Cal State Hayward East Bay Campus. The class is a program analysis course and the students will evaluate existing District classes and programs and will make recommendations for new programs for the District. Supervisors Kendra Luke and Katrina Hunn will take part in this pilot program and also assist in the grades of each student **group's** presentation. She said in the CCSDA newsletter, revised dates were reported for the upcoming quarterly meetings and asked the Board to make note of the revised dates.

Board Chair Bonato gave Board Member Glover a "big hand" on his Capital Campaign efforts. She said there is nothing new to report on the Master Gardeners possible program at Rodgers Ranch. She attended the Senior Volunteer Recognition luncheon and commended the seniors on their 29,779 hours of volunteer time and said the lunch was donated by the Chateaus. She said the new District logo committee met and at the next Board Meeting the final choices will be presented to the Board.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- **Park Superintendent Lynn Spatz's mother is ill and** she is in Oregon assisting her mother.
- He said there are two employees who had to have surgery recently; Nancy Allison broke her wrist and had to have surgery and Pam Lischeske had eye surgery today. She is doing well.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 9:10 p.m.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 4, 2012

RE: Agenda Item #10 – April 11, 2012 Board Meeting

Consent Calendar

a. To Approve Bills to be Paid

b. To Approve Minutes of November 2, 2011 and March 28, 2012

I would like to point out that Pam Lischeske made her “debut” in completing the March 28, 2012 minutes. We are attempting to make the minutes a little more streamlined. I **would like the Board’s review of the March 28, 2012 minutes to consider** the format and make any recommendations you might have. Staff is trying to be more efficient in getting the facts accurate and description of the items, and get the minutes out in a timely manner.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 4, 2012

RE: Agenda Item #11 – April 11, 2012 Board Meeting

Update and Report on the Master Gardener Program at Rodgers Ranch

John Matthesen, who we had heard from before regarding the Master Gardener Program will attend the April 11, 2012 meeting to give an update on the current program and what is taking place at Rodgers Ranch.



“Shannon Hills is a beautiful, peaceful, little park almost hidden from street view. It's not really a good park though for kids who need a lot of stimulation or need to burn off energy. There's only a small sand area with a sand play structure.

What there is though is a wonderful creek that runs the length of the park, wooded areas, a raised plank walkway, lots of foliage, and a nice, short walking path.”

- Excerpt from www.great-kids-parks.com website.

My name is Andrew Pierce. I, my wife, and our two-year-old son Evan moved to the Shannon Hills neighborhood of Pleasant Hill just over one year ago – our first house. What we loved so much about the area, aside from the home itself, was the fact that we could walk to a lush, spacious park in less than five minutes. As the excerpt from the previous page reads, Shannon Hills Park is indeed a “beautiful, peaceful little park...”



Evan thoroughly enjoys floating leaves downstream at the park.

There is also mention in that excerpt of a “small sand area with a sand play structure.” Per information obtained from Pleasant Hill Recreation and Parks District, this structure was donated when the original wooden playground was failing and had to be replaced approximately eight years ago:



Pleasant Hill contains 15 parks and open space areas within the city limits (many of which include a children's playground).

In my opinion, Shannon Hills Park lacks an adequate children's playground structure.

I contacted the Pleasant Hill Recreation and Parks District to inquire as to the possibility of replacing the current sand structure with an actual playground structure and what I could do to spearhead the effort. The District, whose staff was incredibly responsive, directed me to Jon Bawden, Sales Associate with Ross Recreation Equipment. Jon subsequently met with me personally at the park to discuss some potential options for replacing the sand structure, and within a short period of time presented these potential choices:



\$10,000. Appropriate for toddlers.



\$13,000. Appropriate for toddlers.



\$22,948.00. Suitable for children ages 5-12.

Shadowood Park, located on Spar Court (off of Camelback Road) has a similar structure already in place in an area similar in size to that of Shannon Hills Park:



2011 Neighborhood Demographic Report (courtesy of www.redfin.com):

This report is a detailed community overview for SHANNON HILLS, PLEASANT HILL, CA.

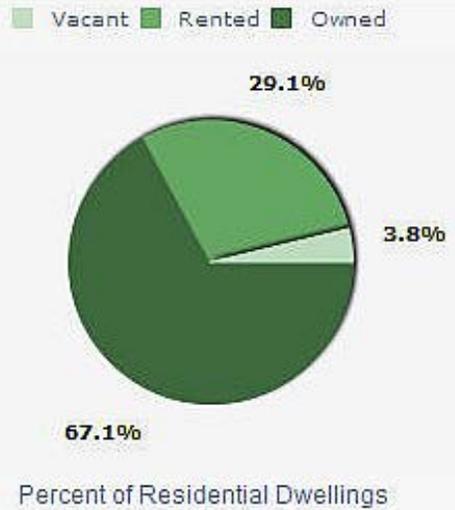
Community Summary

Population Growth (since 2000)	n/a
Population Density (ppl / mile)	6,104
Household Size (ppl)	2
Households w/ Children	32%

Housing Stability

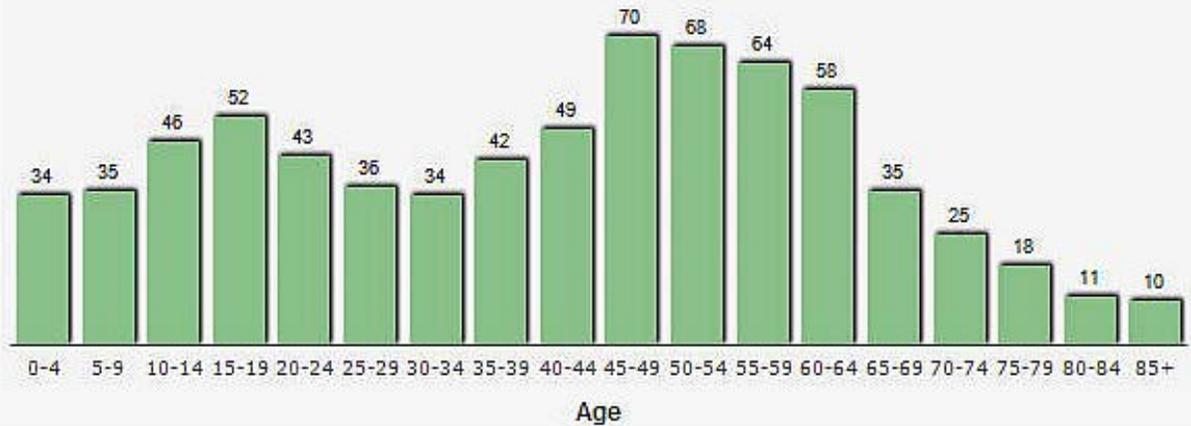
Annual Residential Turnover	17%
5+ Years in Residency	46%
Median Year in Residency	4.83

Housing Inventory



Population Demographics (FAQ)

The population of the community broken down by age group. The numbers at the top of each bar indicate the number of people in the age bracket below.



Total: 728

Households: 301

Median Age: 43.04

Specifically, this report indicates that 32% of the 301 households within the Shannon Hills Neighborhood contain children and that the median age of adult residents are 43.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 4, 2012

RE: Agenda Item #12 – April 11, 2012 Board Meeting

Presentation by Andrew Pierce Regarding Potential New Playground Equipment at Shannon Hills Park

Recently, I was approached by a neighbor of Shannon Hills Park who just moved into Pleasant Hill and loves the park. He has one small child, another one on the way, and wanted to have the District consider potential new playground equipment at Shannon Hills Park. Enclosed in your packet are some ideas that Andrew has pursued. Staff has met with Andrew on a number of occasions to discuss the playground ideas. He is willing to fundraise for the new equipment and approached the District on how the overall process works. I requested that he attend a board meeting to discuss his concerns and ideas regarding Shannon Hills Park.

**Pleasant Hill Recreation & Park District
Board of Directors Summary Sheet**

Date: April 4, 2012

Agenda Item: To Consider Consultant Services for Strategic Business Plan

Organization/Board Member/Staff Request: General Manager

Summary of Item: The Board of Directors approved an expenditure of \$25,000 to update the District's Master Plan in the FY 2011-12 Budget. In November and December the District requested RFP's for an updated Master Plan. The Land & facility Development Committee interviewed two firms and recommended that the plan the District was most interested in was a Strategic Business Plan rather than updating the Master Plan. The Land & Facility Development Committee recommended that RJM Design Group re-submit their proposal into a Strategic Business Plan. The District has received their updated proposal for the Board of Directors to review.

Cost of Item: \$24,685 plus reimbursable expenses up to \$2,500

Financial Information:

Budget Item ___ Professional Services \$25,000
Would need to add approx. \$2,185 to existing budget
Approve amending the FY 2011-12 Budget

Account Number ___ 11000-7000

Overseen/Supervised by: General Manager

GM Recommendation: General Manager recommends to the Board of Directors to approve the consultant agreement with RJM Design Group for completing the Strategic Business Plan.

Board Action Requested: Approve the agreement with RJM Design Group for consulting services for the District's Strategic Business Plan.

601 University Ave. • Suite 181
Sacramento, CA 95825
www.RJMdesigngroup.com
[916] 570-2233
[916] 570-2050

Community Inspired Spaces



RJM DESIGN
GROUP

March 29, 2012

Mr. Bob Berggren, General Manager
Pleasant Hill Recreation and Park District
147 Gregory Lane
Pleasant Hill, CA 94523

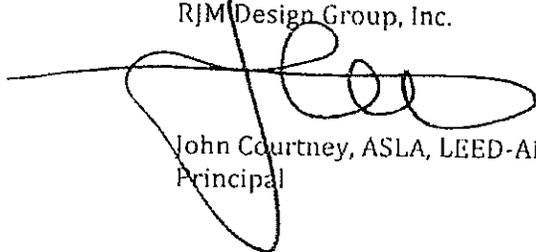
RE: Scope of Work and Fee Statement for PHRPD Strategic Business Plan

Dear Mr. Berggren,

On behalf of RJM Design Group, Inc. we are pleased to submit the attached scope of work description and associated fee statement to complete a comprehensive Strategic Business Plan for the District. We appreciated the opportunity to discuss the needs of the community with your interview panel, and I believe that our approach to the project responds well to the desires of the District and the community for the sustainable operations of the Park District's properties, facilities and programs.

We look forward to your review and evaluation of the attached scope of work. Please do not hesitate to call if you need any clarification or additional information.

Sincerely,
RJM Design Group, Inc.


John Courtney, ASLA, LEED-AP, QSD
Principal

Pleasant Hill Recreation and Park District Strategic Business Plan Scope of Work – RJM Design Group, Inc.

Management, Coordination, and General Project Management

Consultants shall provide progress/coordination meetings once a month (teleconference) and in-person meetings at key milestones (up to three).

The outcome of the process will be to provide a clear vision and plan for the future by thinking through the organization's core business within the context of current and future demographic, political, and economic challenges. A set of goals and key strategies will be established.

The strategic plan will establish a vision and agenda for the Pleasant Hill Recreation and Park District

In conducting these core activities, RJM's role will be to:

- facilitate the process of the meetings by ensuring clarity of purpose and direction
- provide technical expertise by asking questions that move the agenda forward
- provide advice on lessons learned in similar work elsewhere
- *produce a final strategic business plan which includes measurable outcomes of the accomplishments of the strategy.*

Pleasant Hill Recreation and Park District's role will be to:

- provide logistical support i.e., setting up the meetings, getting out notices, etc.
- identify a contact person for RJM
- organize focus groups, i.e. identify and invite participants and find space, based on RJM specifications
- assist in the development of various products, including notes from the various meetings.

Task 1—Outreach

Public, community and agency outreach. Consultant shall meet with Pleasant Hill and identify a list of stakeholders to interview with respect to the Strategic Business Plan, as well as agree on the questionnaire and format of the interviews. RJM shall then facilitate interviews with representatives of key stakeholders including city, county, youth and sports organizations, seniors and other stakeholders regarding District mission, vision, community needs and development strategies.

The consultant shall develop a community outreach plan for the SBP process, including:

- Creation of a Strategic Planning Team of selected Board members and the General Manager of the District;
- Conduct a half day (8:30 to 1:00) facilitated retreat with the full board to provide direction to the Strategic Planning Team on what board members collectively see as the key strategic challenges over the next two to three years that need to be addressed;
- Hold one open house. RJM shall facilitate the Strengths, Weaknesses, Opportunities and Threats (SWOT) workshop and work with Pleasant Hill District staff to agree on format and list of invitees.

The process outlined above is designed to answer several key strategic planning questions, including:

- ✓ What impact do we want to have on our customers?
- ✓ What impact do we want to have in the community?
- ✓ What business is the organization in?
- ✓ Who is our primary customer(s)?
- ✓ What are the future opportunities?
- ✓ What strategic alliances need to be built?
- ✓ What do our stakeholders expect?
- ✓ What do our customers expect?
- ✓ What do we do well that we need to continue to do?
- ✓ What do we need to do differently?
- ✓ How do we leverage our new opportunities?
- ✓ What core competencies and knowledge does the organization need to survive and thrive into the future?

Task 2-- Data Collection and Inventory

RJM will compile existing, relevant data on Pleasant Hill history, mission, goals and objectives from previous plans and studies, financial reports, existing park conditions, recreation programming, and etc. Consultant Team shall conduct a start-up meeting with staff and a site visit to conduct a visual assessment of Pleasant Hill's, facilities, recreational programming and current level of service.

Task 2A-Evaluate Current Facilities, Inventory Maintenance/Operation Standards

Conduct an on-site review of existing and newly constructed facilities and parks to assess current maintenance and operations practices. Provide an assessment of current conditions of each facility and prepare a list of any maintenance or rehabilitation that may need to be performed to bring each facility to a good state of repair or to meet Federal and state requirements. Review existing maintenance and operation standards, maintenance cycles, sustainability practices, contractual arrangement and staffing levels in order to determine the existing levels of service and support and identify shortfalls. Assemble and review available documentation on maintenance, operations, and sustainability from the Department. Synthesize findings regarding current maintenance and operations practices in the Parks and Recreation District.

Update the inventory and complete assessment of the existing parks, trails, open space and recreational facilities located within the District's boundaries, regardless of ownership. The goal of this inventory and assessment is to provide District leadership with strong data on the amenities within the District boundaries. This analysis will evaluate the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort and convenience.

Task 2B--Maintenance & Operation Evaluation & Recommendations

Prepare recommendations for maintenance and operations standards needed to meet the current and future program and facilities needs of the District. A detailed report will identify current park and recreation facility maintenance standards and practices for communities of similar size, composition and demographics as those of the District. This report will include recommendations based on the District's needs, National Recreation and Park Association (NRPA) guidelines for park and recreation maintenance, sustainability practices, and best professional practices. Prepare recommendations for policies, maintenance standards and levels of service for each type of facility and program. Prepare a summary of key findings related to maintenance, operations and sustainability practices.

Task 2C--Analysis of Programs and Services

A complete inventory will be compiled of recreation programs and services offered by the District and by area providers in the region within the last two years. This inventory will include current program offerings and uses of park and recreation facilities and identify other service providers that also meet the recreation needs of the community to set the baseline for analysis.

Task 2D--Market and Economic Analysis

RJM will conduct a review and analysis of existing parks and recreation funding and market strategies. This will include an examination of economic and market conditions, and recreation opportunities for expanded markets and a benchmark analysis of surrounding communities in the East Bay area. RJM will evaluate current economic conditions, staffing levels and level of service provided to the community to identify existing revenue, potential funding levels, strategies, costs and potential opportunity to create savings. The marketing data will be linked to an updated financial business plan highlighting opportunities and constraints, to assist in determining whether certain programs and/or resources should be maintained internally to the department or outsourced to other entities.

Funding strategies will take into account future development projects, land acquisition needs as well as future staffing, maintenance and operations and programming needs. The evaluation should consider revised budget and revenue impacts, evaluation of potential State of California tax and other potential funding sources such as:

- Developer and Impact Fees
- Landscape and Lighting District Modifications
- Transportation Funds
- Bond Fund Initiatives

- Grant Programs
- Private Funding including Donations, Volunteers and Foundations
- Partnership and Collaboration Opportunities

Task 3--Draft Strategic Business Plan

Working with the Strategic Planning Team, Board Members, Pleasant Hill District staff, and stakeholders, develop an objectives statement as well as goals and policies for the SBP, identify current and future revenue, strategies, and priorities. Develop draft SBP, with alternative strategies.

Task 4-- Final Strategic Business Plan

Based on comments from the Strategic Planning Team, Board Members, Pleasant Hill District staff, and stakeholders, revise the draft plan for presentation to the Board of the District. Once the SBP is adopted, finalize and deliver the completed Plan document with six hard copies and a digital version suitable for internet viewing.

Task 5 - Final Plan Production

Potential Strategic Business Plan Template

1—Pleasant Hill History and Mission

A brief introductory statement summarizing when the District was established and for what purposes, a statement of the District's current mission and if, why, and how the mission changed from the original purpose.

2--District's Overall Goals

A brief overview of the District's overall goals for specific areas, which should include (if applicable): parks and recreational facilities, undeveloped property, and facilities, management and Board structure, financial, environmental, and other factors important to the strategic business plan.

3--District Overview and Description

a) District Resources--What net revenue does the District derive from operations, both before and after depreciation is accounted for? What tax or other ongoing non-operational revenues does the District receive? Are District properties generating monies for specific District projects? How many months of cash reserves does the District currently have, utilizing the latest budget and audit? What is the annual average of grant dollars the District has received during the past five years and what have they been used for?

Looking back over the last five years has the District adequately funded capital asset development and/or replacement? Is the District relying on potentially unstable resources for funding operations?

b) Financial and Market Conditions--Who are the District and the community's competitors (i.e. other Cities/Districts, other facilities, other communities or regions)? Do District activities and facilities compete with private operations in the region? What existing markets are served by the District and the community's facilities? What are the District's resources (operational

surpluses, staff capacity) and assets (industrial land, buildings, other facilities) and what is the trend in the District's financial condition and capacity?

4--Defining the Problem and Opportunity

- a) District Demographic Profile (Income, Poverty, Education, etc.): Most of this information can be obtained from the US Census data.
- b) District Economic Profile (Workforce, Unemployment, Key Industries
- c) Recreational Trends for Regional, State, and National (if applicable) Key Industries. Which are growing, which are mature (flat) and which are declining?
- d) Community Role: identify any economic development issues not in the District's direct control, but for which the District has been a stakeholder or a partner. These can be private interests or other, local agency interests.
- e) Analysis--How do the District income, poverty and educational levels compare to the state and the nation? How are the demographics of the district changing? What's happening with the region's workforce and what are the job trends for the region? What's happening with the region's key industries (manufacturing, tourism, natural resources, services, etc.) -which are growing, which are declining – and how does that contrast with state and national trends?

6--Policy Context

- a) District is committed to following its governances and this strategic plan. The District will create and/or update its Capital Facilities Plan at least every five years, as well as conducting an annual review of each project and its goals and objectives. Provide a process for efficiently conducting an annual review.
- b) The plan should have flexibility to allow for unanticipated opportunities that contribute to the District's economic development or revenue enhancement goals.
- c) Environmental/Land Use Issues--Discuss the District's environmental values, sustainability practices and policies, and what the District's role is in addressing local and regional environmental issues. Include an analysis of how the District is currently meeting sustainability maintenance and operation practices.
- d) Other Local and Regional Plans: Reference other community, county and regional park and recreation plans and describe how they relate to the District's plan? If other plans reference District parks sites or programs, how does the District plan address them?
- e) Political Context and Analysis--Characterize the working relationship of the District with the county, local cities and special districts. What interest or advocacy groups are involved with local issues and how can they be engaged or consulted? Are demographic changes driving changes in local and regional public perceptions and attitudes?

7--Situational Analysis – in context of district demographic/economic profile.

- a) SWOT--identify strengths, weaknesses, opportunities and threats.
- b) Critical Issues--What issues does the District face that if left unaddressed would result in a serious erosion of the District's facilities, revenues or capacity.
- c) Demand Analysis--What type of recreational demand is growing in the local and regional area based on key industry trends? What type of recreational demand is decreasing? How do the District's assets match up with demand and opportunity?
- d) District Needs--Given demand, economic needs and the District's assets, capacity and resources, what kinds of projects and strategies can the District most effectively pursue to address the needs of its district and its residents?

e) Risk Analysis--What are the biggest risks facing the District in pursuing strategies to achieve its economic development and revenue goals, including political risk?

8--Goals and Objectives

- a) Recreational Service Goals-- background and status, strategic objectives, action plan.
- b) Financial Goals--property acquisition, debt management, depreciation, reserves.
- c) Marketing Goals--background and status, objectives, action plan.

9. Facilities and Business Plan

Develop the following plans and create a simple, efficient process for annually reviewing progress:

- a) Capital Facilities Plan--Based on District goals and objectives, updated annually as part of budget process to be updated every five years.
- b) Financial Plan--Based on financial goals and objectives, updated annually as part of budget process. As part of this plan, the District should evaluate the financial impacts of fee structure for recreational programming and park facility uses. Evaluation of financial support needed for on-going operations and maintenance of park and recreation facilities, as well as eventually upgrading, reconstructing, or replacing these facilities.
- c) Marketing Plan--Based on marketing goals and objectives, updated annually.

10-- Attachments and Exhibits

Include all background information and citations needed to complete the analysis.

Inventory of Deliverables and Meetings:

- Meetings:**
- One (1) Kickoff Meeting*
 - One (1) Half-day Strategic Planning Team retreat*
 - One (1) Open House meeting*
 - Three (3) Progress/Review Meetings*
 - One (1) Final Board Meeting Adoption Hearing*

- Deliverables:**
- Monthly progress memoranda*
 - Administrative Draft Report (5 copies)*
 - Final Draft Board Review Report (10 copies)*
 - Final Camera-Ready, Adopted Report (10 copies+ digital file for reproduction)*

Pleasant Hill Recreation and Park District
Strategic Business Plan
Task/Fee Breakdown – RJM Design Group, Inc.

1. BASIC FEE

It is the objective of our Design Team to provide the most comprehensive, yet efficient approach to the planning and design services. Compensation for the above professional services shall be a lump sum not to exceed **\$27,185.00** as detailed below by task. This fee includes all costs to be incurred by RJM Design Group and includes reimbursable expenses estimated at \$2,500.00, but does not include any supplemental services listed below that are optional or may become required as the project progresses.

Task 1	\$ 5,985
Task 2A	\$ 4,030
Task 2B	\$ 1,875
Task 2C	\$ 1,000
Task 2D	\$ 1,875
Task 3	\$ 2,430
Task 4	\$ 2,370
Task 5	\$ 5,120
SUBTOTAL	\$24,685
Reimbursable Expenses	<u>\$ 2,500</u>
TOTAL	\$27,185

2. SUPPLEMENTAL SERVICES

The following services will be performed at your request and shall be considered additional services to above, reimbursable on an hourly basis.

- A. Revisions to the work following authorization by client to proceed with incremental progress, changes in scope or modification of the project, design of and/or participation in work beyond the designated scope of work.
- B. Additional meetings beyond those identified in the Scope of Work.
- C. Tree surveying, arborists reports, environmental planning/design services, architectural/structural review of structures, horticultural analysis are not included and if deemed necessary to complete the project, will be provided as an additional services for a reasonable fee not to exceed the work required. In such cases, a written proposal will be prepared for approval prior to the execution of any additional work items.
- B. Any future revisions, design development plans, construction documents and drawings, bidding administration or construction administration shall be under separate Scope of Work and fee proposals.

Compensation for supplemental services will be on an hourly basis at our standard rates as follows.

PRINCIPAL LANDSCAPE ARCHITECT	\$145-\$165/HOUR
SENIOR ASSOCIATE	\$140-\$150/HOUR
ASSOCIATE LANDSCAPE ARCHITECT	\$130-\$140/HOUR
LANDSCAPE ARCHITECT/PROJECT MANAGER	\$115-\$125/HOUR
JOB CAPTAIN/LANDSCAPE DESIGNER	\$100-\$110/HOUR
CADD TECHNICIAN	\$85-\$95/HOUR
DRAFTSPERSON	\$70-\$80/HOUR
WORD PROCESSOR	\$55-\$65/HOUR

3. CONSULTANTS

- A. No special subconsulting services are included as part of the professional services.
- B. If it is in the interest of the project to engage or retain the services of any other consultants (arborist, structural engineer, building architect, etc.), then upon Client's written authorization, RJM Design Group, Inc. may engage or retain any such consultant, and the engagement of each consultant shall be an expenditure reimbursable to RJM Design Group, plus a 15% coordination fee.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 4, 2012

RE: Agenda Item #13 – April 11, 2012 Board Meeting

To Consider Proposal for Strategic Business Plan from RJM Design Group (ACTION)

As reported by the Land and Facility Development Committee made up of Board Member Cecile Shepard and Board Chair Dennis Donaghu, they requested that RJM Design Group present a strategic business plan to the District for consideration. John Courtney with RJM is planning on attending and the proposal is included in your packet.

The General Manager is recommending approval to continue with the strategic business plan as outlined by the Land and Facility Development Committee recommended by Board Member Donaghu and Shepard.

**Pleasant Hill Recreation & Park District
Board of Directors Summary Sheet**

Date: April 4, 2012

Agenda Item: To Consider Engineering Services for Valley High II, Woodside Hills I & III Landscaping & Lighting District

Organization/Board Member/Staff Request: General Manager

Summary of Item: The Land & Facility Development Committee reviewed the budgets of the five Lighting & Landscape Districts. Currently Valley High II and Woodside Hills III are running deficits and need adjustments to their assessments. The land & Facility Development Committee had a telephone meeting with Habib Issac of the Willdan Financial Services to discuss options and procedures. After much deliberation it was determined that Woodside Hills I & III could be combined due to the exact similar nature of the work that is completed at both of those assessment districts. Habib Issac proposal would work on combining Woodside Hills I & III into one assessments district and proceed with working toward increasing the assessment at Valley High II.

Cost of Item: \$17,000

Financial Information:

Budget Item ___ L & L Assessment District:
Valley High II
Woodside Hills I & III

Account Number 300-0000-10100 Valley High
330-0000-10100 Woodside Hills I
340-0000-10100 Woodside Hills III

Overseen/Supervised by: General Manager and Account Supervisor Mark Blair

GM Recommendation: General Manager recommends to the Board of Directors to approve the engineering services agreement with Willdan Financial Services for combining Woodside Hills I & III and increasing the assessment at Valley High II.

Board Action Requested: Approve the engineering services agreement Willdan Financial Services for combining Woodside Hills I & III and increasing the assessment at Valley High II.

March 21, 2012

Mr. Robert Berggren, General Manager
Pleasant Hill Recreation and Park District
147 Gregory Lane
Pleasant Hill, California 94523

RE: Proposal to Provide 1972 Act Assessment Engineering Services to the Pleasant Hill Recreation and Park District

Dear Mr. Berggren:

As a follow up to our last correspondence regarding the re-balloting of the Valley High 2, Woodside Hill 1 and Woodside Hill 3 Landscaping and Lighting Districts, the following outlines Willdan Financial Services ("Willdan") proposed scope of services and budget to assist the Pleasant Hill Recreation and Park District ("District") with the re-engineering and re-balloting of the districts. These services will be performed under the provisions of the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution (Proposition 218).

Scope of Services

Willdan will perform the following tasks to assist the District with the re-engineering and re-balloting of the Valley High 2 and Woodside Hill 3 Landscaping and Lighting Districts.

Task 1: Review Existing Assessment Methodology

Description: Based on recent California Supreme Court decisions regarding special benefit assessments (i.e. *Silicon Valley Taxpayers Association, Inc. versus the Santa Clara County Open Space Authority*), it is apparent that due to special benefit requirements, simply balloting for an assessment increase to the existing assessments is not a viable option. Therefore, certain modifications to the methodology may be warranted to ensure a more defensible methodology that accurately reflects the improvements and the current makeup of the Districts.

Willdan will incorporate our knowledge gained from extensive analysis of the Santa Clara case to ensure defensibility in the new proposed assessment, and incorporate elements we have already successfully used in other recent projects. Before creating the assessment methodology that will be the core of the new assessment structure, it will be necessary to create a thorough and thoughtful budget for the services to be funded by the assessment. The assessment budget will be apportioned amongst affected properties using an assessment methodology that equitably spreads the District's costs to properties that will be responsible for paying the assessments.

Meetings: Conference call to discuss any potential modifications to assessment methodology.

Deliverables: None.

Task 2: Prepare Engineer's Reports

Description: Prepare an Engineer's Report for each landscaping and lighting (L&L) district that addresses the goals and objectives of the District, integrating the method of apportionment and benefit analysis established to fund the maintenance of landscaping improvements. These reports, prepared under the Landscaping and Lighting Act of 1972 and the provisions of the California Constitution Article XIID (Proposition 218), will be the basis for developing the assessment ballots and notices to be mailed to the property owners and will be presented to the Board of Directors for consideration.

The Engineer's Reports will contain the following information:

- Plans and specifications describing the area of special benefit, the proposed increased assessment, and the improvements;
- Method of Apportionment outlining special benefit conferred on properties from the improvements, the calculations used to establish each parcel's proportional special benefit assessment, and a description of the assessment range formula establishing the maximum assessment rate in subsequent fiscal years;
- Budget that outlines the costs and expenses to provide, service and maintain the improvements; including authorized incidental expenses;
- Assessment diagram that identifies the boundaries of the districts;
- Assessment Roll that contains each of the Assessor Parcel numbers that comprise the district and the proportional new maximum assessment; and
- Affidavit stating that a professional engineer has prepared the report.

Meetings: None.

Deliverables: One (1) draft Engineer's Report for review by District staff prior to submittal to the Board of Directors for approval.

Task 3: Prepare Resolutions

Description: Prepare resolutions for the Intent Meeting and Public Hearing. We will forward all resolutions to the District for review prior to the Board meeting agenda deadline. We anticipate that the following resolutions will be necessary for each L&L district.

- **Intent Meeting (two [2] resolutions):**
 - Resolution Initiating Proceeding; and
 - Resolution of Intention (preliminarily approves the proposed increased assessments outlined in the Engineer's Report; sets the Public Hearing date; and calls for mailed ballots).
- **Public Hearing (two [2] resolutions):**
 - Resolution declaring results of the balloting; and
 - Resolution approving the Engineer's Report; confirming the assessment diagram, and ordering the levy and collection of assessments.

Meetings: None.

Deliverables: A total of four (4) resolutions, per district, will be required for approval by the Board of Directors.

Task 4: Prepare Notices and Ballots

Description: Prepare the required notices for the Public Hearing and the assessment ballots to be mailed to each property owner in compliance with the provisions of the California Constitution. Draft copies will be sent to District staff for review and comment prior to finalization of the documents.

Notices and ballots will be tailored so as to specifically address the assessments per individual property owner.



Meetings: None.

Deliverables: Draft notices and ballots will be delivered to District staff for review and comment prior to printing and mailing of the documents.

Task 5: Print and Mail Notices and Ballots

Description: Coordinate and facilitate the printing, processing and mailing of notices and ballots to property owners of record that will be subject to the proposed assessments in accordance with the California Constitution. Willdan will use the property owner information from the latest County Assessor's secured roll for determination of the owner of record and corresponding mailing address information for the required notices and ballots. Mailing of the ballots and notices will be done a minimum of 45 days prior to the Public Hearing date as required by law.

Meetings: None.

Deliverables: Notices and ballots mailed to the property owners of record within the district boundaries.

Task 6: Public Hearing and Ballot Tabulation

Description: Upon the close of the Public Hearing, the Board Secretary will be directed to open the ballots received, and upon completion of the tally, announce the results either at the same Board meeting or the next regularly scheduled session (depending on the number of ballots to be tabulated).

Meetings: Attendance at the Public Hearing to answer questions and assist with ballot tabulation.

Deliverables: None.

Client Responsibilities

The District will prepare or provide the following, if necessary:

- Provide sample District resolutions in electronic format and in sufficient detail to establish the required format;
- Prepare internal memorandums, staff reports and other supporting documents necessary for agendas to the Board of Directors;
- Maintenance budget for the proposed improvements to be funded by the L&L district; and
- Review the draft reports and resolutions before the final documents are prepared. This review is typically performed by District staff but may include your legal counsel. Requested changes shall be submitted to Willdan in writing.

The Pleasant Hill Recreation and Park District acknowledges that Willdan shall be relying upon the accuracy of the information provided by the District, property owner(s) and the County Assessor, and agrees that Willdan shall not be liable for any inaccuracies contained in such information.

Legal Opinions: In preparing the resolutions, notices and ballots, Willdan will provide our professional expertise. Since we do not practice law, we ask that the District's legal counsel review the documents. We will assist the attorney in identifying pertinent legal issues.



Fees for Service

Willdan purposes to perform the tasks outlined in the Scope of Services for a *fixed price fee of \$17,000*.

Please note the following:

- Additional task or meetings, including public workshops, outside our proposed scope of work will require an additional fee.
- Telephone conference calls are not considered "meetings" for the purpose of our proposal and are not limited by our scope of services.
- We will invoice the District monthly based on percentage of project completion.

Additional Services

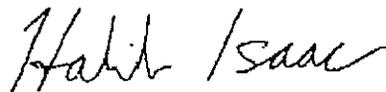
Additional services may be authorized by the District and will be billed at our then-current hourly overhead consulting rates. Our current hourly rates are:

Willdan Financial Services Hourly Rate Schedule	
Position	Hourly Rate
Group Manager	\$210
Principal Consultant	\$260
Senior Project Manager	\$165
Project Manager	\$145
Senior Project Analyst	\$130
Senior Analyst	\$120
Analyst	\$100
Analyst Assistant	\$75
Property Owner Services Representative	\$55
Support Staff	\$50

We appreciate this opportunity to continue to serve the Pleasant Hill Recreation and Park District and look forward to hearing from you. If you have any questions regarding our proposal, please contact me directly at (951) 587-3574 or via email at hisaac@willdan.com.

Sincerely,

WILLDAN FINANCIAL SERVICES



Habib Isaac, Principal Consultant
Financial Consulting Services Group





MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 4, 2012

RE: Agenda Item #14 – April 11, 2012 Board Meeting

To Consider Proposal to Provide 1972 Act Assessment Engineering Services for Valley High II, Woodside Hills I and Woodside Hills III Landscaping and Lighting District (ACTION)

The Land and Facility Development Committee also reviewed the proposal by Willdan Financial Services to consider combining Woodside Hills I and III into one district and also to attempt to increase the assessment at Valley High II. Attached to your packet is the proposal from Habib Isaac from Willdan Financial Services group.

The General Manager is recommending the Board to approve the proposal from Willdan Financial Services to provide engineering services for Woodside Hills I and III and Valley High II.

**Pleasant Hill Recreation & Park District
Board of Directors Summary Sheet**

Date: April 4, 2012

Agenda Item: To Consider Winslow Center Canopy Repairs

Organization/Board Member/Staff Request: Interim Building
Maintenance Superintendent Carrie Miller

Summary of Item: Structural Engineer Alan Horeis reviewed the alternative repair plan recommended by Scotty Kettlewell of Construction West. Kettlewell bid on the project at \$19,500 and Rolandelli Construction bid on at \$10,650. This option extends the Winslow Center life to approximately four additional years. It will also eliminate the less than attractive orange fencing surrounding the entrance to the Winslow Center.

Cost of Item: \$10,650

Financial Information:

Budget Item ___ Capital Expenditures, Winslow Center
Budget \$31,000 have spent 22,637:

Alan Horeis Structural Eng.	3,222.50
Flynn & Assoc – Inspection	7,500.00
Rainbow Waterproofing	8,115.00
Flynn & Assoc -- Inspection	991.30
Alan Horeis Structural Eng.	2,502.50
TeeCom -- connections	306.05
	Leaving \$8,363.

Additional Expenses:

Alan Horeis Structural Eng.	1,650.00
Mark Rolendelli Const.	10,650.00

Will need to add \$3,937.00 to budget.

Account Number ___ 1500 - 80141

Overseen/Supervised by: Interim Building Maintenance Superintendent Carrie Miller.

GM Recommendation: General Manager recommends to the Board of Directors to approve the Winslow Center Canopy repairs completed by Mark R. Rolandelli Construction, Inc.

Board Action Requested: Approve completing Winslow Center Canopy repairs by Mark R. Rolandelli Construction, Inc.

MEMO - Winslow Center Canopy Repair Options

2 April 2012

To: Bob Berggren, General Manager & Tina Young, Acting Recreation Superintendent

From: Carrie Miller, Acting Building Maintenance Superintendent

WINSLOW CENTER TEMPORARY SHORING TIMELINE 2011-2012

MAY 2011

- Temporary shoring of canopy installed (Rolandelli)
- Evaluation & repair specification for canopy by structural engineer (Spurgeon)

JUNE 2011

- Quotes for canopy repair

FEBRUARY 2012

- Materials estimate for trellis/arbor and awning treatments (plus canopy demolition)
- Contractor/renter alternative repair plan (Scotty Kettlewell – Construction West -\$19,500)

MARCH 2012

- Structural engineer: evaluation of & specification for alternative repair plan (Al Horeis)
- Structural engineer consultation for modifying (e)temporary shoring for 4 year service life
- Contractor quote for Kettlewell repair design (Rolandelli \$10,650)

The Winslow Center Canopy (trellis) is currently being supported by temporary shoring elements that were installed in May 2011. The shoring was erected on an emergency basis and was not intended for long term duty.

Recent epoxy repairs to the interior glulams have extended the safe service life of the building for approximately five years. The alternative canopy repair plan would extend the safe service life of the modified temporary shoring to approximately four years. See attached plan sheet and letter from Structural Engineer Alan Horeis for details.

Alan Horeis also provided consultation to Building Maintenance for modifying the (e) temporary shoring for strength alone, rather than for strength and aesthetic appeal, if the District elects not to do the alternative repair at this time. This work could be accomplished in-house for less than \$3000 in materials. The existing shoring would be strengthened and the concrete columns would remain.

Staff recommends accepting the repair proposed by Mark Rolandelli (quoted at \$10,650) and approved by Alan Horeis. See attached proposal scope of work. The benefits of accepting this proposal:

- Economical reuse of existing shoring timbers
- In-house electrical modification and painting of repairs elements
- Four years of visually appealing service life – potential rental revenue increase
- Leaves the existing canopy “roof” in place, protecting the building and users from weather

Mark G. Rolandelli Construction, Inc.

3108 Teigland Rd.
Lafayette, CA 94549
(925) 935-3100
License # 966836

March 26, 2012

Proposal No.:

Pleasant Hill Park & Recreation Dept.
2590 Pleasant Hill Rd.
Pleasant Hill, CA 94523

PROPOSAL

Canopy Shoring

Mark G. Rolandelli Construction, Inc. would perform work as indicated by Alan Hores drawing dated 3/5/12. Existing 6 x 12 and 6 x 6 temporary beams to be reused as indicated by the new plans. The old concrete piers to be jack hammered 6" below grade level. The old beams and cut off debris to be hauled away off job site. Concrete footings would be dug under the existing slab from the out side and poured. All straps and clips to be installed on beams. Down spouts to be installed into drainage system. We would need electrical power and use of restrooms to be complete job. Rec and Park to be responsible for painting, landscaping and irrigation for the job. All permits to be included for the job.

Total \$10,650.00

Payment Plan

- 1) \$ 1,000 on commencement of permits and job.
- 2) \$ 5,000.00 on completion of demolition.
- 3) \$ 4,650.00 on completion of job.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon, accidents or delays beyond our control. Owner to carry fire and other necessary insurance on the above property being worked on. Workman's Compensation and Public Liability Insurance will be provided by Contractor.

Respectfully submitted:



Mark G. Rolandelli, Owner
Mark G. Rolandelli Construction, Inc.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: _____ **Signature:** _____

Date: _____ **Signature:** _____

ALAN R. HOREIS
Structural Engineers, Inc.

March 9, 2012

Proj. No. 11030

Pleasant Hill Recreation & Park District
147 Gregory Lane
Pleasant Hill, CA 95623

Attention: Carrie Miller
Bonds Project Facilities Coordinator

Subject: **Canopy Shoring**
Winslow Center
2590 Pleasant Hill Road
Pleasant Hill, California

Dear Ms. Miller:

It accordance with your request we have provided structural engineering services for the above subject Walkway Canopy support. The drawing is attached.

We expect that very little if any maintenance will be required for the first several years. After the first two years it should again be inspected, and only minimal maintenance is expected up to four years.

Our observations, conclusions and summaries have been performed using that degree of care and skill ordinarily exercised, under similar circumstances, by reputable structural engineers practicing in this area. No other warranty, expressed or implied, is made.

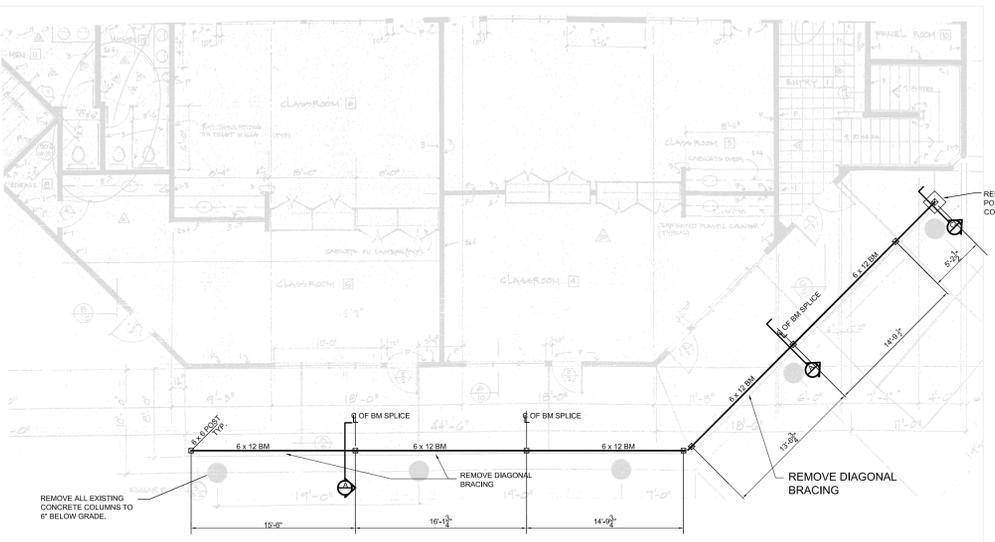
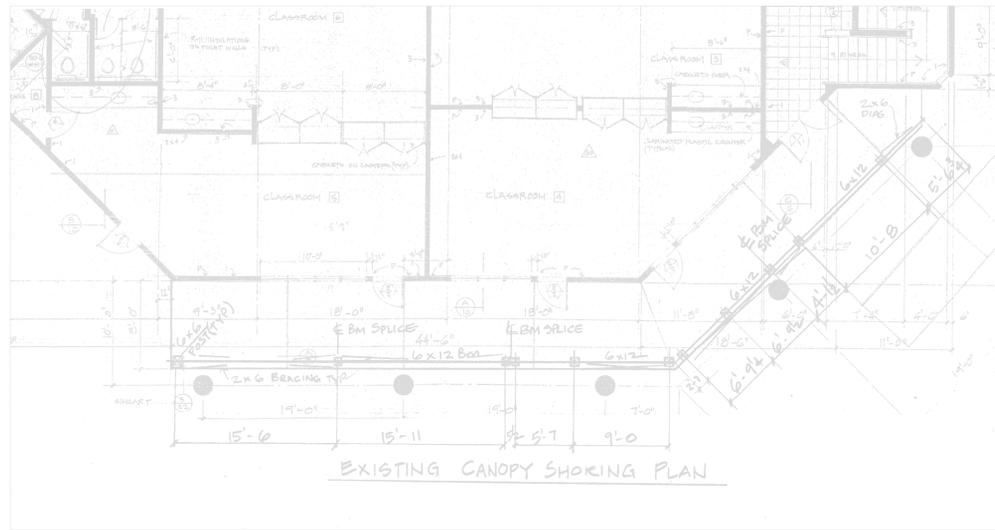
If you have further questions or need clarification please do not hesitate in contacting me.

Very truly yours,
ALAN R. HOREIS
STRUCTURAL ENGINEERS, INC.

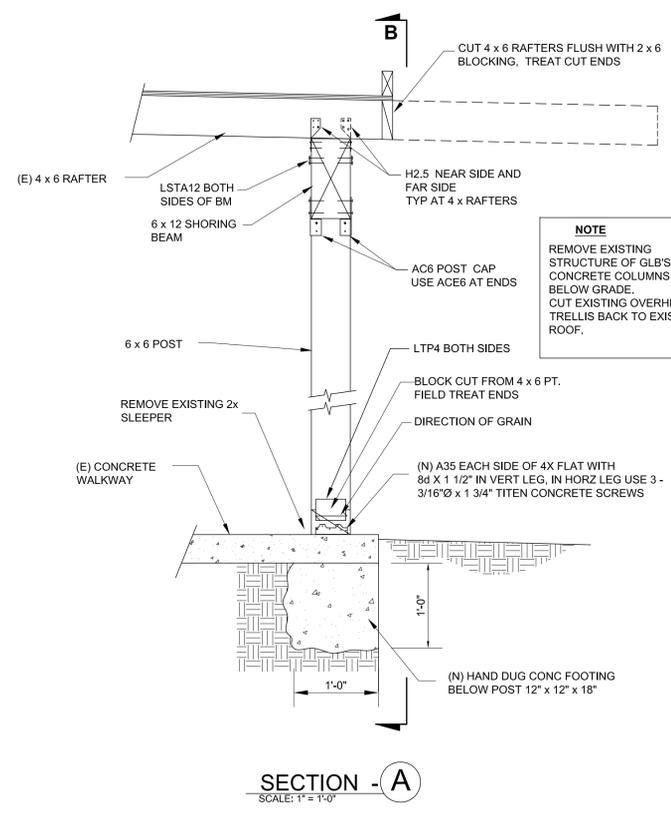


Alan R. Horeis
S.E. #2295
C.E. #25604
(Expires 12/31/13)

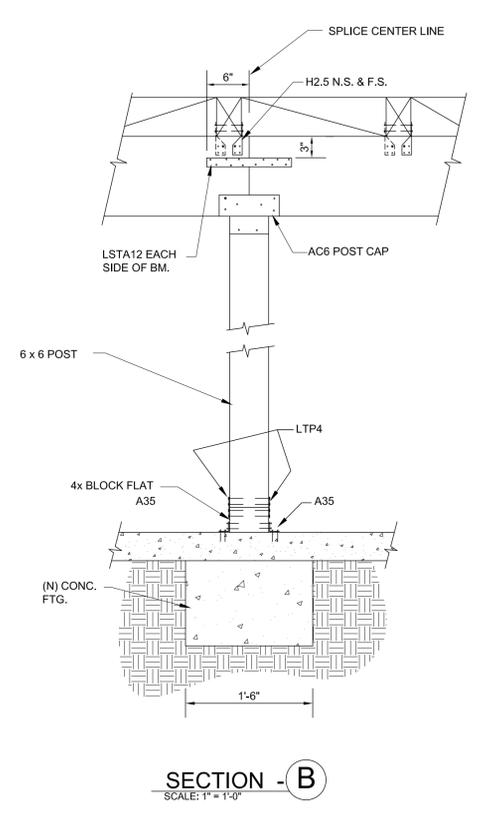
Attachment: Drawing CS-1



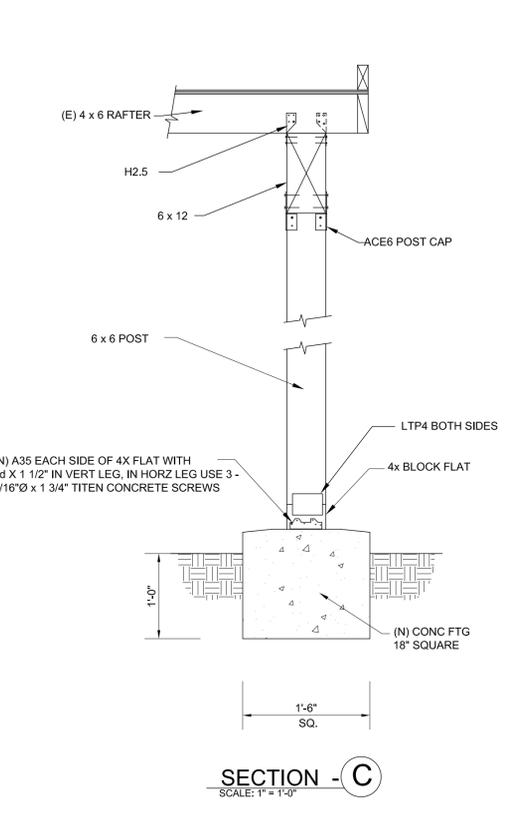
REWORKED CANOPY SHORING PLAN



SECTION - A
SCALE: 1" = 1'-0"



SECTION - B
SCALE: 1" = 1'-0"



SECTION - C
SCALE: 1" = 1'-0"

NOTE
REMOVE EXISTING STRUCTURE OF GLB'S AND CONCRETE COLUMNS TO 6" BELOW GRADE. CUT EXISTING OVERHEAD TRELLIS BACK TO EXISTING ROOF.

- WOOD NOTES**
- RE-USE OF EXISTING SHORING FRAMING SATISFIES ALL REQUIREMENTS. ALL ADDITIONAL FRAMING LUMBER SHALL BE DOUGLAS FIR, AND SHALL BE STAMPED WITH A GRADE MARK WITH THE FOLLOWING GRADES: BY AN APPROVED AGENCY, U.O.N.
 - STUDS AND PLATES - #2 MINIMUM
 - JOISTS AND RAFTERS - #2 MINIMUM
 - HEADERS, BEAMS, GIRDERS - #1 MINIMUM
 - POSTS: 4X POSTS - #1, 6X POSTS AND LARGER - #1
 - MISC. FRAMING - DF #2 OR BETTER
 - BOLT HOLES SHALL BE NOMINAL DIAMETER OF BOLT PLUS 1/16 INCH.
 - ALL WOOD BOLT CONNECTIONS SHALL HAVE A WASHER UNLESS STEEL PLATE IS SPECIFIED. HOLES SHALL BE PROPERLY ALIGNED. OVERSIZED HOLES ARE NOT ALLOWED. NUTS SHALL BE SNUG TIGHTENED. BOLTS SHALL BE 1/2 INCH DIAMETER, MINIMUM AND SHALL BE GRADE A307 OR BETTER.
 - WOOD CONNECTIONS TYPICAL AS SHOWN ON ATI DRAWINGS, U.O.N.
 - NAILING: MINIMUM NAILING REQUIREMENT FOR STANDARD CONNECTIONS SHALL CONFORM WITH ICC TABLE 2304.9.1.
 - FASTENING OF BUILT-UP BEAMS: USE (2) 16d NAILS AT 16" O.C. AT DOUBLE 2X MEMBERS. USE 1/2" DIAMETER BOLTS AT 16" O.C. AT ALL OTHER BUILT UP MEMBERS.
 - ALL MANUFACTURED CONNECTION HARDWARE SHALL BE AS DESIGNATED ON DRAWINGS AND INSTALLED (WITH ALL HOLES FILLED) IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS AND APPLICABLE ICC-ESR APPROVALS.
 - LAG SCREWS SHALL BE OF MATERIAL CONFORMING TO ASTM STANDARD A307, LOW-CARBON STEEL EXTERNALLY AND INTERNALLY THREADED STANDARD FASTENERS. LAG SCREWS SHALL BE INSERTED IN LEAD HOLES AND BORED AS FOLLOWS:
 - THE CLEARANCE HOLE FOR THE SHANK SHALL HAVE THE SAME DIAMETER AS THE SHANK, AND THE DEPTH OF PENETRATION AS THE LENGTH OF UNTHREADED SHANK.
 - THE LEAD HOLE FOR THE THREADED PORTION SHALL HAVE A DIAMETER EQUAL TO 50% OF THE SHANK DIAMETER AND A LENGTH EQUAL TO AT LEAST THE LENGTH OF THE THREADED PORTION.
 - LAGS SHALL BE SCREWED AND NOT DRIVEN INTO PLACE.
 - ALL EXTERIOR LAG SCREWS SHALL BE HOT-DIPPED GALVANIZED, PROVIDE WASHERS UNDER HEADS BEARING ON WOOD. HOLES SHALL BE PROPERLY ALIGNED.
 - NAILS SHALL BE COMMON WIRE NAILS. PLY SHEARWALL NAILING SHALL BE AS SPECIFIED IN THE ATI SHEARWALL SCHEDULE.

SCOPE OF WORK

GENERAL NOTES

- WINSLOW CENTER
TEMPORARY WALKWAY OVERHANG SUPPORT**
- The intent of these drawings to provide temporary support to the sidewalk overhang along the west side of the structure. This overhang was temporarily supported with 6x6 posts and 6x12 beams recently.
The intent is to utilize the above shoring members on a temporary repair that can be painted and utilized for the next several years. This shall be done in accordance with the attached drawings. The intent of the Recreation and Parks District is to determine the disposition of the property in the near future.
 - The outboard ends of the existing canopy are to be removed as shown on the drawings. The decayed wood and ends of the canopy are to be removed and disposed of.
 - The concrete columns that support the outboard end of the canopy are to be removed 6 inches below ground surface.
 - Remove existing downspouts to drain to the satisfaction of the Recreation and Park District.
 - The work shall be painted to match existing colors at the satisfaction of the Recreation and Park District.

- ALL NEW REPLACEMENT WORK SHALL BE DONE IN ACCORDANCE WITH THE 2010 CALIFORNIA BUILDING CODE
- THESE NOTES SHALL APPLY TO ALL STRUCTURAL DRAWINGS UNLESS OTHERWISE NOTED OR SHOWN.
- FEATURES OF CONSTRUCTION SHOWN ARE TYPICAL AND SHALL APPLY GENERALLY THROUGHOUT SIMILAR CONDITIONS, UNLESS SHOWN OTHERWISE. DETAILS SHOWN ON "TYPICAL DETAIL" SHEETS SHALL BE USED WHEREVER APPLICABLE. SPECIFIC DETAILS ON THE STRUCTURAL DRAWINGS TAKE PRECEDENCE OVER "TYPICAL DETAILS". SPECIFIC NOTES ON STRUCTURAL DRAWINGS TAKE PRECEDENCE OVER NOTES SHOWN IN "GENERAL NOTES".
- THE STRUCTURAL DRAWINGS SHOW STRUCTURAL FEATURES. EXACT CONFIGURATION OF INTERIOR PARTITION WALLS IS NOT NECESSARILY ALL SHOWN ON THE STRUCTURAL DRAWINGS. PROVIDE ANCHORAGE, INSERTS, ANCHOR BOLTS, ETC. FOR STRUCTURAL CONNECTIONS OF TOP SIDES AND BOTTOM OF ALL PARTITION WALLS AS LOCATED ON THE ARCHITECTURAL DRAWINGS.
- REFER TO THE ORIGINAL DRAWINGS REFERRED TO IN THE SCOPE OF WORK FOR THE BUILDING FOR THE FOLLOWING: FLOOR FINISHES; DEPRESSIONS AND CURBS ON FLOORS; OPENINGS REQUIRED FOR WINDOWS, DOORS, DUCTS, VENTS, PLUMBING, ETC.; FLASHING INSERTS, ANCHORAGES, HANGERS ETC. EMBEDDED IN OR ATTACHED TO THE STRUCTURE; ROADWAY, WALKS, PAVING, STAIRS, RAMPS, TERRACES, EXTERIOR GRADES, ELEVATIONS OF ROOF SURFACE AND LOCATIONS OF DRAINS AND PARTITION WALLS.
- THE CONTRACTOR SHALL COMPARE THE STRUCTURAL DRAWINGS WITH PRIOR DRAWINGS AS TO ALL LAYOUTS, DIMENSIONS AND ELEVATIONS. ANY DISCREPANCIES SHALL BE REPORTED TO THE ENGINEER FOR PROPER ADJUSTMENT BEFORE PROCEEDING WITH THE WORK.
- IN THE EVENT THAT CERTAIN FEATURES OF THE CONSTRUCTION ARE NOT FULLY SHOWN ON THE DRAWINGS OR CALLED FOR IN THE GENERAL NOTES, THEIR CONSTRUCTION SHALL BE OF THE SAME CHARACTER AS SHOWN FOR SIMILAR CONDITIONS, OR THAT SHOWN IN THE ORIGINAL BUILDING DRAWINGS BY AITL.
- BEAMS, JOISTS AND ANY OTHER STRUCTURAL ELEMENTS SHALL NOT BE CUT, NOTCHED, OR PENETRATED EXCEPT AS SHOWN IN THE STRUCTURAL DETAILS OR AS APPROVED BY THE STRUCTURAL ENGINEER.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN FIELD PRIOR TO ORDERING ANY OF THE REPLACEMENT ENGINEERED AND/OR GLUE LAMINATED BEAMS. ANY DISCREPANCIES SHALL BE CALLED TO THE ATTENTION OF THE ENGINEER/ARCHITECT BEFORE PROCEEDING WITH THE WORK.
- FEATURES OF EXISTING CONSTRUCTION SHALL BE VERIFIED BY THE CONTRACTOR IN THE FIELD AND DISCREPANCIES SHALL BE CALLED TO THE ATTENTION OF THE ENGINEER.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MEANS, METHODS, TECHNIQUES AND SEQUENCES OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SAFETY PROGRAMS AND PROCEDURES DURING CONSTRUCTION.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ADEQUATELY SHORE AND BRACE THE EXISTING BUILDING AS REQUIRED DURING CONSTRUCTION.
- THE CONTRACTOR SHALL FOLLOW ALL INSTRUCTIONS, RECOMMENDATIONS AND SAFETY PRECAUTIONS PROVIDED BY THE MANUFACTURER OR SUPPLIER OF ANY MATERIAL OR PRODUCT NOTED IN THE GENERAL NOTES OR DRAWINGS.
- SEE THE ARCHITECTURAL DRAWINGS FOR DETAILS ON REQUIRED VENTILATION OF ROOF JOISTS, FLOOR JOISTS, AND ATTIC SPACES.
- THE CONTRACTOR SHALL FIELD VERIFY EXISTING FRAMING CONDITIONS AND SHALL NOTIFY THE ENGINEER OF ANY VARIATION FROM CONDITIONS ASSUMED ON THE DRAWINGS. CONTRACTOR SHALL VERIFY THAT EXISTING FRAMING IS RE-SUPPORTED AND ALL LOADS ARE TRANSFERRED TO NEW OR EXISTING FOOTINGS. CONTRACTOR SHALL CONSULT WITH THE STRUCTURAL ENGINEER AS REQUIRED.

GENERAL FRAMING NOTES

- ALL REPLACEMENT MEMBERS IN BEARING SHALL BE ACCURATELY CUT AND ALIGNED SO THAT FULL BEARING IS PROVIDED.
- REPLACEMENT TOP PLATES SHALL BE DOUBLED ON ALL WALLS AND THE TOP PLATE SPLICE SHALL BE AS SHOWN.
- REPLACEMENT BEARING POSTS SHALL HAVE FULL BLOCKING OR SUPPORT TO FOUNDATION OR SUPPORTING MEMBER.
- REPLACEMENT SILLS AND PLATES AT SHEAR WALLS SHALL BE CONTINUOUS AND FREE OF CUTS AND NOTCHES. PERFORATIONS SHALL BE ALLOWED WITH A MAXIMUM OF 1-3/4" DIA. AND LOCATED AS CLOSE TO THE CENTER AS POSSIBLE.
- REFER TO OTHER NOTES ON ATI SHEETS S01 AND S02.

CONTRACTOR TO VERIFY ALL DIMENSIONS & CONDITIONS PRIOR TO ORDERING MATERIALS & CONSTRUCTION

1. REFER TO GENERAL NOTES

REV	DATE	DESCRIPTION	BY
PLEASANT HILL RECREATION & PARK DISTRICT WINSLOW CENTER 2590 PLEASANT HILL ROAD PLEASANT HILL, CALIFORNIA CANOPY SHORING			
ALAN R. HOREIS STRUCTURAL ENGINEERS, INC.			
DRAWING NO. CS-1 11030		DESIGNED BY: <u>ARH</u> SCALE: <u>AS NOTED</u>	DATE: <u>MAR 5, 2012</u>
		DRAWN BY: <u>FV</u>	PROJECT ENGINEER: <u>ARH</u>
		CHECKED BY: <u>ARH</u>	SUBMITTED BY: _____

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND THE PROPERTY OF ALAN R. HOREIS, STRUCTURAL ENGINEERS, INC. AND WERE CREATED, EVOLVED AND DEVELOPED FOR USE AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM, OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF ALAN R. HOREIS STRUCTURAL ENGINEERS, INC.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 4, 2012

RE: Agenda Item #15 – April 11, 2012 Board Meeting

To Consider Winslow Center Canopy Repair Options (ACTION)

Enclosed in your packet is correspondence from Carrie Miller regarding the repair options for the Winslow Center canopy. Staff is recommending at this time to accept the proposal from Mark Rolandelli endorsed by structural engineer Alan Horeis for the price of \$10,650. This will give the Winslow Center additional utilization of up to four years to plan accordingly for the future as we have already completed the repairs on the interior glue-lam beams, this will also eliminate the current orange fence "eye-sore" from the entrance of the Winslow Center site.

Memo



To: Bob Berggren
From: Katrina Hunn
CC:
Date: 4/6/2012
Re: Soroptimist Youth Award Nominations

For this year's Soroptimist Youth Award I would like to nominate the Senior Members of the Pleasant Hill Teen Council Hiroki Butterfield, Kara Lowry, Sarah Chaney, Jimmy Torres, and Melissa See, as well as the Ex-Officio Member Genesis Cassidy.

This is Genesis' first year on Teen Council. Genesis is a great addition to the Council. She has been very active and volunteers often. We look forward to having her continue to serve on council.

Hiroki, Kara, Sarah, Jimmy and Melissa have all served on Council for at least 3 years. They have all been tremendous leaders to the younger council members and have volunteered for almost every activity Teen Council has been asked to participate in. These young people have been great assets to our community and should be recognized for their years of service.

Apr 2, 2012

To: Bob Berggren

From: Mark Blair

The process to establish a second tier (2% at 60) plan with PERS is a three step process.

- 1) Pass and sign the Resolution of Intention and Certification of Governing Body's Action. This must take place at least 20 days prior to step 3 signing the Amendment to Contract (step 3) We completed this step at the 3/28/12 Board Meeting.

- 2) Disclose at a Board Meeting the future annual costs of this change (see attached Mar1, 2012 letter from CalPERS pg 2 where this costs is determined to be 7.733% of reportable earnings). Disclosing this cost is required under Government Code Section 7507. This can be accomplished at the Apr 11, 2012 Board Meeting. Once completed the Certification of Compliance with Government Code Section 7507 (copy attached) can be completed. This must take place at least two weeks prior to the formal adoption of the final resolution

- 3) Approve and sign the Amendment to Contract and complete the Certification of Compliance with Government Code Section 20475(see both attached). Government Code 20475 requires the employer to comply with any MOU's in effect at the time of the contract amendment. Even though we do not have any MOU's PERS requires this certification of compliance. This can be accomplished at the Apr 25, 2012 Board Meeting.

At this point all executed forms can be sent into PERS for their review and creation of the new plan.



Employer Services Division
P.O. Box 942709
Sacramento, CA 94229-2709
Telecommunications Device for the Deaf - (916) 795-3240
888 CalPERS (or 888-225-7377) FAX (916) 795-3005

March 1, 2012

CalPERS ID# 6232522932

Mr. Mark Blair
Accounting Supervisor
Pleasant Hill Recreation and Park District
147 Gregory Lane
Pleasant Hill, CA 94523

Dear Mr. Blair:

Enclosed are two copies of the Resolution of Intention and Exhibit Amendment to Contract to amend the agency's contract to provide Section 20475 (Different Level of Benefits). Section 21353 (2% @ 60 Modified formula) and Section 20037 (Three-Year Final Compensation) are applicable to local miscellaneous members entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract.

The indemnification language was added in paragraph 3 of the Amendment to Contract because you have requested a change to existing retirement benefits, provisions or formulas.

Also enclosed are the following documents:

1. Form CON-12, Certification of Governing Body's Action.
2. Form CON-12A, Certification of Compliance with Government Code Section 7507.
3. Summary of Major Provisions (2% @ 60 Formula).
4. Form CON-30, Certification of Compliance With Government Code Section 20475.

Any change in the employee or employer contribution rates will become effective after of the effective date of this contract amendment.

Disclosure of the cost of this Contract Amendment

We require that the agency disclose the following rates identified in the amendment actuarial valuation for the adoption of this plan amendment:

The employer contribution rate will be 7.733% of reportable earnings for local miscellaneous members entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract.

Government Code Section 7507 requires that the **future annual costs or benefit change** of the proposed contract be made public at a public meeting at least two weeks prior to the adoption of the final Resolution. The agency is to certify compliance on the enclosed Certification of Compliance with Government Code Section 7507.

An agency can only amend its contract to provide a different level of benefits once every three years with respect to each of the member categories.

When amending for Section 20475 (Different Level of Benefits), it is the employer's responsibility to ensure compliance with any Memorandum of Understanding in effect at the time of the contract amendment.

In summary, the following documents must be returned to this office before we can forward the actual contract and other final documents necessary to complete the proposed amendment. **DO NOT HOLD THESE DOCUMENTS PENDING ADOPTION OF THE FINAL RESOLUTION.**

ORIGINAL SIGNATURES ARE REQUIRED

1. Resolution of Intention, original or certified copy.
2. Certification of Governing Body's Action (CON-12), original.
3. Certification of Compliance with Government Code Section 7507, (CON-12A), original or certified copy.
4. Certification of Compliance with Government Code Section 20475 (CON-30), original or certified copy.

If your agency adopts the Resolution of Intention on March 14, 2012, the earliest date the final Resolution may be adopted is April 3, 2012. There must be a 20 day period between the adoption of the Resolution of Intention and the adoption of the final Resolution pursuant to Government Code Section 20471. THERE ARE NO EXCEPTIONS TO THIS LAW.

The effective date of this amendment cannot be earlier than the first day of a payroll period following the effective date of the final Resolution.

Please do not retype the Amendment to Contract and/or agreement documents. Only documents provided by this office will be accepted. If you have a problem with any of the documents, please contact this office prior to presenting to your governing body for adoption. Another contract amendment cannot be started until this amendment is completed or cancelled.

If you have any questions regarding this letter or the enclosed material, please call (888) CalPERS (225-7377).

Sincerely,

David Peeples
Employer Representative
Public Agency Contract Services

DP:pm

Enclosures

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Actuarial and Employer Services Branch

Public Agency Contract Services

P.O. Box 942709

Sacramento, CA 94229-2709

(888) CalPERS (225-7377)

**CERTIFICATION OF COMPLIANCE WITH
GOVERNMENT CODE SECTION 7507**

I hereby certify that in accordance with Section 7507 of the Government Code the future annual costs as determined by the System Actuary for the increase/change in retirement benefit(s) have been made public at a public meeting of the

_____ of the
(governing body)

_____ of the
(public agency)

on _____ which is at least two weeks prior to the adoption of the
(date)

Resolution / Ordinance.

Adoption of the retirement benefit increase/change will not be placed on the consent calendar.

Clerk/Secretary

Title

Date _____

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Actuarial and Employer Services Branch

Public Agency Contract Services

P.O. Box 942709

Sacramento, CA 94229-2709

(888) CalPERS (225-7377)

**CERTIFICATION OF COMPLIANCE WITH
GOVERNMENT CODE SECTION 20475**

I hereby certify that the _____ of the
(governing body)

(public agency)

has fully discharged all of the obligation imposed by Chapter 10 (commencing with
Section 3500) of Division 4 of Title 1, Government Code.

By _____

Title

Witness

Date



EXHIBIT

California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
Pleasant Hill Recreation and Park District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective January 1, 1984, and witnessed December 22, 1983, and as amended effective August 10, 1990, October 15, 1999, June 28, 2002 and October 19, 2004 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 11 are hereby stricken from said contract as executed effective October 19, 2004, and hereby replaced by the following paragraphs numbered 1 through 13 inclusive:
 1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members entering membership in the miscellaneous classification on or prior to the effective date of this amendment to contract and age 60 for local miscellaneous members entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract.

2. Public Agency shall participate in the Public Employees' Retirement System from and after January 1, 1984 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorneys fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
 - (d) Public Agency's election to file for bankruptcy under Chapter 9 (commencing with section 901) of Title 11 of the United States Bankruptcy Code and/or Public Agency's election to reject this Contract with the CalPERS Board of Administration pursuant to section 365, of Title 11, of the United States Bankruptcy Code or any similar provision of law.
 - (e) Public Agency's election to assign this Contract without the prior written consent of the CalPERS' Board of Administration.

- (f) The termination of this Contract either voluntarily by request of Public Agency or involuntarily pursuant to the Public Employees' Retirement Law.
 - (g) Changes sponsored by Public Agency in existing retirement benefits, provisions or formulas made as a result of amendments, additions or deletions to California statute or to the California Constitution.
- 4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
- 5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **ELECTED OFFICIALS; AND**
 - b. **SAFETY EMPLOYEES.**
- 6. Assets heretofore accumulated with respect to members in the local retirement system have been transferred to the Public Employees' Retirement System and applied against the liability for prior service incurred thereunder. That portion of the assets so transferred which represent the accumulated contributions (plus interest thereof) required of the employees under said local system has been credited to the individual membership account of each such employee under the Public Employees' Retirement System.
- 7. The percentage of final compensation to be provided for local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% for local miscellaneous members entering membership in the miscellaneous classification on or prior to the effective date of this amendment to contract and determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 55 Modified).

8. The percentage of final compensation to be provided for each year of credited current service as a local miscellaneous member entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).
9. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 21536 (Local System Service Credit Included in Basic Death Benefit).
 - b. Section 20965 (Credit for Unused Sick Leave).
 - c. Section 20042 (One-Year Final Compensation) for those local miscellaneous members entering membership on or prior to the effective date of this amendment to contract.
 - d. Section 20903 (Two Years Additional Service Credit).
 - e. Section 20475 (Different Level of Benefits). Section 21353 (2% @ 60 Modified formula) and Section 20037 (Three-Year Final Compensation) are applicable to local miscellaneous members entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract.
10. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
11. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.

12. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
13. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
PLEASANT HILL RECREATION AND
PARK DISTRICT

BY _____
KAREN DE FRANK, CHIEF
CUSTOMER ACCOUNT SERVICES DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 4, 2012

RE: Agenda Item #17 – April 11, 2012 Board Meeting

Report on Future Annual Costs of the CalPERS 2% at 60 Plan

As outlined in our first meeting, we will have three meetings planned to institute the new CalPERS 2% at 60 Plan. This meeting does not require any action, just requires that the District disclose the future annual costs of this change in the plan. The cost for the tiered 60 year and 3 years final compensation will be a total of 7.733% of reportable earnings.

Enclosed in your packet is correspondence from Accounting Supervisor Mark Blair along with the CalPERS information and requirements.

PERS requires the District to disclose the following rates identified in the amendment actuarial valuation for the adoption of this plan amendment:

“The employer contribution rate will be 7.733% of reportable earnings for local miscellaneous members entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract.”



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 5, 2012

RE: Agenda Item #4 – April 11, 2012 Board Meeting

To Consider Work to be Completed by PG&E for Community Center (ACTION)

Similar to the Teen Center and Senior Center, the District needs to contract with PG&E to provide gas and electrical services for the Community Center. The work included by PG&E includes reviewing the plans, design and provide, including placement and installation PG&E, and related work for the Community Center project. Scope of work **includes PG&E's engineering, administrative costs, distribution tie in, electric metering,** installation, distribution line and transformer. The total cost including the non-refundable payment is \$30,266 with a deposit of \$2,000, plus \$28,266. The District will be furnishing a transformer pad (under \$1,000) that will be installed by PG&E. The cost of the transformer pad will be assigned to the miscellaneous District construction expenses. The Community Center budget, including the total of \$32,000 for PG&E Scope of Work, is approximately \$2,734 under the budgeted amount.

Staff is recommending approval to contract with PG&E for the electrical hook ups and providing power to the Community Center.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 5, 2012

RE: Agenda Item #5 – April 11, 2012 Board Meeting

To Consider Work to be Completed by Contra Costa Water District for the Community Center (ACTION)

The Contra Costa Water District said they would have the proposed scope of work including the budgeted amount to us this week. We have not received it at this time to get the information out to you. We will have to table this item until April 25. Hopefully, by the April 11 meeting, we will be able to report to you what the cost of the water related work will be for the Community Center by the Contra Costa Water District.

**Pleasant Hill Recreation & Park District
CAPITAL CAMPAIGN
\$1.8 Million Goal
Expense Budget**

Purpose	Projected Costs			Totals
Furniture, Fixtures & Equipment	Year 1	Year 2	Year 3	
Teen Center		\$174,276		
Senior Center		\$688,871		
Community Center			\$627,306	
Subtotal – FF&E		\$863,147	\$627,306	\$1,490,453
Fundraising Staffing & Expenses	Year 1	Year 2	Year 3	
Campaign Coordinator, .48 FTE, plus 11.5% benefits	\$31,356	\$27,876	\$30,104	\$89,336
Grantwriter	\$6,698	\$15,000	\$15,000	\$36,698
Campaign Consultant	\$41,600	\$41,600	\$41,600	\$124,800
Consultant Expenses	\$305	\$400	\$400	\$1,105
Subtotal – Fundraising Staffing & Expenses	\$79,959	\$84,876	\$87,104	\$251,939
Other Campaign Expenses				
▪ Printing	Spotlight \$8,657	Spotlight \$9,200	Spotlight \$9,400	\$27,257
▪ Postage	-0-	\$100	\$75	\$175
▪ Supplies	\$50	\$100	\$100	\$250
▪ Donor recognition gifts & certificates		\$1,300	\$650	\$1,950
▪ Pre-Opening Donor Receptions, Including Invitations & Postage	-0-	Teen Ctr. \$1,000 Senior Ctr. \$2,000	CC: \$2,000	\$5,000
Subtotal – Other Fundraising Expenses	\$8,707	\$13,700	\$12,225	\$34,632
Subtotal – All Fundraising Expenses				\$286,571
Contingency				\$22,976
Fundraising Expenses Plus Contingency				\$309,547
TOTAL ALL CAMPAIGN EXPENSES				\$1,800,000



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 5, 2012
RE: Agenda Item #6 – April 11, 2012 Board Meeting

Fundraising Update

A. Review fundraising budget

Enclosed in your packet is an update of the expenses and costs of the fundraising expenses completed by Marjorie Winkler.

B. Consider the following naming opportunities (ACTION)

Staff is requesting that the Board of Directors approve the following naming opportunities:

i. The Soroptimist Club has selected three naming opportunities in memory of Sally Schultz:

Teen Center Snack Shack - \$25,000

Community Center Multi-Purpose Room - \$25,000

Senior Center Coffee Bar - \$5,000

ii. A naming opportunity has been purchased by Michael Harris and Dawn Block for one park bench in front of the Community Center - \$5,000

iii. A naming opportunity has been purchased by Marcia Ribner for the Senior Center Café Kitchen - \$5,000

iv. CSI purchased the Meeting/Study Room at the Teen Center - \$25,000

C. To consider new naming opportunities at the Community Center (ACTION)

Staff would like to have the Board consider new naming opportunities for the Community Center. We are trying to look at opportunities in the \$10,000 - \$15,000 range to entice more fundraising donations. We would like the following areas to be approved:

Community Center

Parkside Plaza - \$15,000

Parkside Terrace - \$10,000

Parkside Gardens - \$10,000

12 ft Concrete Bench at Entry - \$8,000

10 ft Concrete Bench at Entry - \$6,000

Circular Bench surrounding tree in Parkside Terrace - \$7,000

Teen Center

Lobby - \$10,000

Lounge - \$15,000

Game Room - \$10,000



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 5, 2012
RE: Agenda Item #7 – April 11, 2012 Board Meeting

Updates on Bond Projects

- a. Senior Center**
- b. Teen Center**
- c. Community Center**
- d. Pleasant Oaks Park**

The General Manager and Staff will give an update on the bond projects.