



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 27, 2012

RE: Closed Session – January 10, 2013 Board Meeting at 4:00 p.m.

Please note that there will be a **closed session starting at 4:00 p.m.**



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: December 27, 2012
RE: Agenda Item #4 – January 10, 2013 Board Meeting

TO DISCUSS PROCESS OF SALE OF LITTLE HOUSE AT 249 GREGORY LANE

BACKGROUND

The District purchased 249 Gregory Lane in 1991 for a total price of \$170,000. The Little House was an extension of the former Senior Center complex and was utilized for a number of programs including the care management program, small group activities, the two bedrooms were converted into one room for computer classes and one bedroom housed the printing equipment for the monthly senior newsletter. It also was the home for the senior repair and "fix-it" program in the garage. Since all the existing programs will be relocated into the new Senior Center, the Little House is no longer necessary for District programs.

CAPITAL CAMPAIGN PROGRAM

The General Manager has discussed the consideration of the Little House to be sold with the proceeds for the Capital Campaign program. The recent estimate, which was appraised by a local realtor, was estimated at \$250,000-\$275,000 for the sale of the Little House. The intent would be to sell the property "as is" without too much costs in fixing the house up.

SURPLUS PROPERTY

Attorney Mark Cornelius has outlined the process regarding surplus property. The Little House property is 6,336 square feet, so it doesn't fall under the exemption "B.1" as outlined by Attorney Cornelius. The District would need to declare the Little House as surplus property and follow the procedures as outlined by Attorney Cornelius. The first action would be to declare the property surplus and then announce the notification of intent to sale the property. The property would need to be offered to various agencies and organizations as outlined by Attorney Cornelius. There is a timeline of 60 days for the appropriate agencies to respond to the District's notification of intent to sale. As indicated in Section K, if no notice of intent to purchase or lease is received by the disposing entity within the 60 day period the disposing entity may proceed with a sale or lease on the open market. The General Manager has had some inquiries regarding 249 Gregory Lane including the Pleasant Hill Martinez Soccer Association as well as the Contra Costa Humane Society.

Tonight, at the board meeting, this is for discussion purposes only. No action will be taken. We can place this on a future agenda to start the process of declaring the property surplus.

Memo

To: Robert B. Berggren, PHRPD General Manager
From: Mark Cornelius, District Counsel
Date: December 21, 2012
Re: Surplus Property – Government Code Procedures Outline

**CONFIDENTIAL – ATTORNEY/CLIENT AND/OR ATTORNEY WORK
PRODUCT PRIVILEGES**

- I. UNLESS PUBLIC SURPLUS LAND IS DESCRIBED BY AN EXEMPTION, IT MUST NORMALLY BE OFFERED FOR SALE OR LEASE TO VARIOUS ENTITIES PRIOR TO DISPOSAL.
 - A. SURPLUS LAND IS DEFINED AS PUBLIC LAND THAT IS DETERMINED TO BE NO LONGER NECESSARY FOR THE PUBLIC ENTITY'S USE EXCEPT FOR PROPERTY BEING HELD BY THE PUBLIC ENTITY FOR THE PURPOSE OF EXCHANGE. [GOVERNMENT CODE SECTION 54221(b)].
 - B. EXEMPT SURPLUS LAND [LAND WHICH NEED NOT BE OFFERED FOR SALE] IS, PERTINENT TO THE ISSUE AT HAND:
 1. SURPLUS LAND WHICH IS LESS THAN 5,000 SQUARE FEET.
 2. SURPLUS LAND WHICH IS LESS THAN THE MINIMUM RESIDENTIAL BUILDING LOT SIZE FOR THE JURISDICTION WHERE THE PARCEL IS LOCATED, OR LESS THAN 5,000 SQUARE FEET, WHICHEVER IS LESS.
 3. SURPLUS LAND WHICH;
 - HAS NO RECORD ACCESS;

- IS LESS THAN 10,000 SQUARE FEET;
- IS NOT CONTIGUOUS TO LAND OWNED BY A STATE OR LOCAL AGENCY WHICH IS USED FOR PARK, RECREATIONAL, OPEN SPACE OR LOW AND MODERATE INCOME HOUSING PURPOSES;
- IS NOT LOCATED WITHIN AN ENTERPRISE ZONE; AND
- IS NOT A DESIGNATED PROGRAM AREA.

4. AS TO CATEGORY 3 ABOVE, IF THE SURPLUS LAND IS NOT SOLD TO AN OWNER OF CONTIGUOUS LAND IT MUST BE OFFERED FOR SALE OR LEASE AS SET FORTH BELOW. [GOVERNMENT CODE SECTION 54221(e)(2); SEE ALSO GOVERNMENT CODE SECTIONS 7073 AND 7082].

II. REGARDLESS OF THE EXEMPTIONS SET FORTH ABOVE, THE FOLLOWING CATEGORIES OF PROPERTY MUST BE OFFERED FOR SALE OR LEASE;

A. LAND WITHIN 1,000 YARDS OF AN HISTORICAL UNIT OF THE STATE PARKS SYSTEM.

B. LAND WITHIN 1,000 YARDS OF PROPERTY THAT HAS BEEN LISTED ON OR DETERMINED BY THE STATE OFFICE OF HISTORIC PRESERVATION TO BE ELIGIBLE FOR THE NATIONAL REGISTER OF HISTORIC PLACES.

III. WHEN PUBLIC SURPLUS LAND DOES NOT FALL WITHIN ONE OF THE ABOVE-REFERENCED EXEMPTIONS OR ANOTHER EXEMPTION, A WRITTEN OFFER TO SELL OR LEASE THE PROPERTY NORMALLY MUST BE SENT PRIOR TO DISPOSAL OF THE PROPERTY, AS SET FORTH BELOW [GOVERNMENT CODE SECTION 54222]:

A. TO ANY LOCAL PUBLIC ENTITY WITHIN THE JURISDICTION RESPONSIBLE FOR DEVELOPING LOW AND MODERATE INCOME HOUSING, FOR THE PURPOSE OF DEVELOPING LOW AND MODERATE INCOME HOUSING [GOVERNMENT CODE SECTION 54222; HEALTH AND SAFETY CODE SECTION 50079].

B. TO HOUSING SPONSORS AS DEFINED BY HEALTH AND SAFETY CODE SECTION 50074 IF THEY HAVE SUBMITTED A REQUEST IN WRITING TO BE SENT WRITTEN OFFERS TO SELL OR LEASE SURPLUS LAND FOR LOW AND MODERATE INCOME HOUSING.

- C. TO THE FOLLOWING, FOR PARK AND RECREATION OR OPEN SPACE PURPOSES:
1. TO ANY PARK OR RECREATION DEPARTMENT OF ANY CITY WHERE THE LAND IS SITUATED.
 2. TO ANY PARK OR RECREATION DEPARTMENT OF ANY COUNTY WHERE THE LAND IS SITUATED.
 3. TO ANY REGIONAL PARK AUTHORITY HAVING JURISDICTION WHERE THE LAND IS SITUATED.
 4. TO THE STATE RESOURCES AGENCY OR ANY AGENCY WHICH SUCCEEDS THAT AGENCY.
- D. TO ANY NON-PROFIT NEIGHBORHOOD ENTERPRISE ASSOCIATION CORPORATION FOR ANY ENTERPRISE ZONE THAT COINCIDES WITH THE AREA OF THE SURPLUS PROPERTY [GOVERNMENT CODE SECTION 7073].
- E. TO ANY COUNTY, CITY, COMMUNITY REDEVELOPMENT AGENCY, PUBLIC TRANSPORTATION AGENCY OR HOUSING AUTHORITY WITHIN WHOSE JURISDICTION THE SURPLUS LAND IS LOCATED FOR DEVELOPMENT OF PROPERTY WITHIN AN INFILL OPPORTUNITY ZONE OR A TRANSIT VILLAGE PLAN AREA.
- F. TO ANY SCHOOL DISTRICT IN WHOSE JURISDICTION THE LAND IS LOCATED IF THE LAND IS SUITABLE FOR SCHOOL FACILITIES CONSTRUCTION OR OPEN SPACE PURPOSES.
- G. AS TO CATEGORIES "A" THROUGH "F" ABOVE, THE WRITTEN OFFER TO SELL OR LEASE NEEDS TO BE SENT BY FIRST-CLASS MAIL AND MUST INCLUDE THE LOCATION AND THE DESCRIPTION OF THE PROPERTY.
- H. AS TO CATEGORIES "A" THROUGH "F" ABOVE, THERE IS IMPLIED AUTHORITY TO SET FORTH A MINIMUM BID AMOUNT WOODLAND HILLS HOMEOWNERS ORGANIZATION V. LOS ANGELES COMMUNITY COLLEGE DISTRICT, ET AL., (1990) 218 CAL. APP. 3D 79].
- I. ANY ENTITY DESIRING TO PURCHASE OR LEASE THE SURPLUS LAND FOR ANY OF THE AUTHORIZED PURPOSES

MUST NOTIFY THE DISPOSING ENTITY IN WRITING OF ITS INTENT WITHIN SIXTY (60) DAYS OF RECEIPT OF THE DISPOSING ENTITY'S NOTIFICATION OF INTENT TO SELL THE LAND [GOVERNMENT CODE SECTION 54222(f)].

- J. AFTER RECEIVING NOTICE OF INTENT TO PURCHASE OR LEASE, THE DISPOSING ENTITY AND THE PROSPECTIVE PURCHASER/LESSEE SHALL ENTER INTO GOOD FAITH NEGOTIATIONS ON SALES PRICE OR LEASE TERMS. IF AFTER A GOOD FAITH NEGOTIATION PERIOD OF NOT LESS THAN 60 DAYS NO AGREEMENT IS REACHED, THE LAND MAY BE SOLD OR LEASED ON THE OPEN MARKET. [GOVERNMENT CODE SECTION 54223].
- K. ADDITIONALLY, IF NO NOTICE OF INTENT TO PURCHASE OR LEASE IS RECEIVED BY THE DISPOSING ENTITY WITHIN THE SIXTY (60) DAY PERIOD REFERENCED IN "I" ABOVE, THE DISPOSING ENTITY MAY PROCEED WITH A SALE OR LEASE ON THE OPEN MARKET.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: December 27, 2012
RE: Agenda Item #5 – January 10, 2013 Board Meeting

TO CONSIDER CLAIM FROM MCFADDEN CONSTRUCTION COMPANY (ACTION)

The District received a Government Code Section 900 claim from McFadden Construction, Inc. on December 3, 2012. The General Manager is recommending that the Board reject the claim from McFadden Construction Company per the California Government Code.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: December 27, 2012
RE: Agenda Item #6 – January 10, 2013 Board Meeting

Update on Bond Projects

- **Senior Center**
- **Teen Center**
- **Community Center**
- **Pleasant Oaks Park**

The General Manager and District staff will give an update on the various bond projects.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 27, 2012

RE: Agenda Item #9 – January 10, 2013 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of November 14, 2012, and November 29, 2012**
- c. To Approve Resolution 2013-01-10A, Honoring the Chateaus, and Resolution 2013-01-10B, Honoring Aegis of Pleasant Hill for 2012 Community Service Award**
- d. To Approve Resolution 2013-01-10C, Honoring Gregory Gardens Elementary School Principal Cheryl Kolano for Board Appreciation Award**
- e. To Confirm February 11, 2013 for Board Study Session**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
17784	01/10/2013	Aflac	Aflac	141.90	000000
17785	01/10/2013	AlhEle	Alhambra Electric	593.00	000000
17786	01/10/2013	AllWast	Allied Waste Services #210	359.35	000000
17787	01/10/2013	AmerSta	American Stage Tours	756.00	000000
17788	01/10/2013	AmFid	American Fidelity	2,768.71	000000
17789	01/10/2013	Antai	Antai Solutions LLC	6,859.00	000000
17790	01/10/2013	ARC	ARC	15.87	000000
17791	01/10/2013	Ascap	ASCAP	327.00	000000
17792	01/10/2013	ATT3	ATT CALNET 2	80.35	000000
17793	01/10/2013	ATTYel	AT&T Yellow Pages	26.75	000000
17794	01/10/2013	BerBob	Robert B. Berggren	350.00	000000
17795	01/10/2013	BonaSan	Sandra Bonato	200.00	000000
17796	01/10/2013	Bricky	Brickyard Building Materials	1,844.34	000000
17797	01/10/2013	CaCham	California Chamber Of Commerce	172.76	000000
17798	01/10/2013	Cashand	Cash and Carry Warehouse	3,234.05	000000
17799	01/10/2013	CassGen	Genesis Cassidy	20.00	000000
17800	01/10/2013	CaSt	California State Disbursement	297.00	000000
17801	01/10/2013	CCWat	Contra Costa Water District	2,198.76	000000
17802	01/10/2013	Centro	Centro Print Solutions	181.88	000000
17803	01/10/2013	Cleansou	Cleansource	2,253.93	000000
17804	01/10/2013	Cole	Cole Supply Co., Inc.	617.14	000000
17805	01/10/2013	CommPool	Commercial Pool Systems, Inc.	552.07	000000
17806	01/10/2013	ConSoft	Concord Softball Umpires	660.00	000000
17807	01/10/2013	CornMar	Mark Cornelius	4,147.50	000000
17808	01/10/2013	CPRS Ren	CPRS	150.00	000000
17809	01/10/2013	Cresco	Cresco Equipment Rentals	173.20	000000
17810	01/10/2013	Critical	Critical Solutions, Inc	58,255.66	000000
17811	01/10/2013	Dahlin	Dahlin Group	17,066.40	000000
17812	01/10/2013	Denelect	Denalect Alarm Company	246.30	000000
17813	01/10/2013	DonDen	Dennis A. Donaghu	200.00	000000
17814	01/10/2013	EastBay	East Bay Blue Print & Supply C	38.10	000000
17815	01/10/2013	EBMUD	East Bay Mud	978.42	000000
17816	01/10/2013	Ed2go	Education To Go	186.75	000000
17817	01/10/2013	FaithLut	Faith Lutheran Church	1,277.50	000000
17818	01/10/2013	FranTx	Franchise Tax Board	90.00	000000
17819	01/10/2013	Furber	Furber Saw, Inc.	15.80	000000
17820	01/10/2013	GlovBob	Bobby Glover	200.00	000000
17821	01/10/2013	Grundfos	Grundfos CBS Inc	2,975.00	000000
17822	01/10/2013	Harriman	Harriman Kinyon Architects Inc	8,730.59	000000
17823	01/10/2013	HurdAss	Hurd & Associates	1,435.50	000000
17824	01/10/2013	INKEM	INKEM	308.51	000000
17825	01/10/2013	KidzLove	Kidz Love Soccer Inc	11,174.40	000000
17826	01/10/2013	LeadingE	Leading Edge Pest Management	1,290.00	000000
17827	01/10/2013	LincEqu	Lincoln Equipment, Inc.	171.83	000000
17828	01/10/2013	Matrisc	Matriscope Engineering Labs	810.00	000000
17829	01/10/2013	MDUSD	Mt. Diablo Unified School Dist	2,761.00	000000
17830	01/10/2013	MobiMod	Mobile Modular Mngmnt Corp	151.56	000000
17831	01/10/2013	MurdDeb	Debbie Murdock	774.90	000000
17832	01/10/2013	Nextel	Nextel Communications/Sprint	697.41	000000
17833	01/10/2013	OneWork	One WorkPlace	47,574.33	000000
17834	01/10/2013	Pacheco	Pacheco Community Center	260.00	000000
17835	01/10/2013	Parker C	Parker Communications	13,335.27	000000
17836	01/10/2013	PERS	PERS	14,150.72	000000
17837	01/10/2013	PG&E	Pacific Gas & Electric Co	6,514.61	000000
17838	01/10/2013	PhCit	Pleasant Hill, City of	19,015.31	000000
17839	01/10/2013	PHFOCUS	Community Focus LLC	800.00	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
17840	01/10/2013	PHSC	Pleasant Hill Senior Center	100.00	000000
17841	01/10/2013	PitBow	Pitney Bowes	290.43	000000
17842	01/10/2013	PleaHill	Pleasant Hill Rec & Park Distr	95,484.49	000000
17843	01/10/2013	PreAll	Preferred Alliance Inc	402.68	000000
17844	01/10/2013	R-Comput	R-Computer	190.52	000000
17845	01/10/2013	RJM	RJM	1,548.00	000000
17846	01/10/2013	RotoRoot	Roto-Rooter Sewer Service	329.19	000000
17847	01/10/2013	SiePac	Sierra Pacific Tours	660.00	000000
17848	01/10/2013	SterSher	Sherry Sterrett	200.00	000000
17849	01/10/2013	USBank	U.S. Bank	1,724.58	000000
17850	01/10/2013	USBankP	U.S. Bank Corporate Payment	18,805.98	000000
17851	01/10/2013	Valic	Valic	1,350.00	000000
17852	01/10/2013	WatersM	Waters Moving & Storage	168.00	000000
17853	01/10/2013	Waxie	Waxie Sanitary Supply	1,473.11	000000
17854	01/10/2013	Xerox	Xerox Corporation	82.61	000000

CHECK TOTAL:				\$363,276.02	



Board of Directors Meeting Minutes November 14, 2012 DRAFT

The November 14, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:02 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Bonato, Sterrett

ABSENT: Glover, Shepard

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

PUBLIC COMMENT

No public comment.

CONSIDER THE FOLLOWING NAMING OPPORTUNITIES (ACTION)

- a. **A NAMING OPPORTUNITY HAS BEEN PURCHASED BY ERAN AND RUPERT PERERA FOR THE PAVILION ROOM AT THE COMMUNITY CENTER**

The General Manager reported that Pleasant Hill residents, and long time District supporters, Eran and Rupert Perera have purchased the Pavilion Room at the Pleasant Hill Community Center for \$100,000. The District staff is recommending naming the room the "Perera Pavilion". The Perera's have put down a deposit of \$5,000 and will be paying \$5,000 per quarter for the next five years.

Upon motion of Board Members Bonato & Sterrett, the Board approved the Naming Opportunity of the "Perera Pavilion" for the large pavilion room at the Community Center.

After the motion, Board members asked if donors are invoiced for their yearly payments. The General Manager explained that the District does send out invoices for the promised pledged amounts.

REPORT ON CURRENT FUNDRAISING ACTIVITIES AND GIFT TOTALS

The General Manager reviewed the current fundraising activities and gift totals. The General Manager will be updating the monthly spreadsheet given to the Board to show the actual amounts still needed in the fundraising efforts. The General Manager stated that he feels the District has been able to tighten up the budget so as to show actual numbers in the fundraising efforts.

Board member Sterrett asked what the "A.N." means in the report. Senior Center Supervisor Kendra Luke explained that if customers have a credit on their Active Net registration account they have the opportunity to donate that money to the Capital Campaign.

Board member Bonato asked if the District has met the fundraising challenge from the HEDCO grant. The General Manager explained we still need \$3000, and have a year and a half left to collect this amount.

Acting Recreation Superintendent Tina Young reported that the Simply Wine fundraising event brought in approximately \$1,000. Young said they are hoping to do this event again, and possibly utilizing the Senior Center.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

TEEN CENTER:

- The punch list items for the Teen Center are continuing.
- The tear out and replacement of the carpet at the Teen Center is planned for the Holiday Break.
- We will be submitting the Teen Center project for the California Parks & Recreation Society Excellence in Design Award.
- We are currently renting the Teen Center for a variety of different events.
- The Teen Center will be renting to the group of Parents of Murdered Children every Monday on a monthly basis.

SENIOR CENTER:

- The Bead Blasting of the slab is currently taking place.
- The final flooring has the completion goal of December 13th.
- December 13th is the goal for the substantial completion of the project.
- The kitchen was inspected on November 26th with the kitchen training scheduled for December 4th.
- The VIP opening is January 2nd and the Grand Opening will be January 5th. There will be a program of events at the VIP opening.
- There was an e-mail that came to the General Manger from the neighbors on Patricia Drive regarding how the back of the building looks to them. The General Manager will be having the landscape architect look into additional trees or foliage for that side of the building.
- Punch list items are being prepared. The Senior Center commissioning still needs to be completed.

COMMUNITY CENTER:

- The under slab plumbing and electrical work is completed.
- The fire hydrant will be tested.
- Hoping to get the remainder of the concrete poured.
- We have had a total of 15 rain delays on this project to date.

PLEASANT OAKS PARK:

- Plans are underway to remove the designated trees.
- The General Manager attended a Prop 84 grant workshop in Richmond. He is hoping that the Peasant Oaks Park project might meet the criteria for this grant.

Board Chair Donaghu started the regular board meeting at 7:00 p.m.

PUBLIC COMMENT

None

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

- College Park students are working on Holiday activities.
- The Teen Council meeting was held for the first time at the Teen Center. After the meeting, the Council went over to the Pleasant Hill City Council meeting.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF JANUARY 25, 2012, SEPTEMBER 12, 2012, SEPTEMBER 26, 2012**
- TO APPROVE CHANGING THE SECOND BOARD OF DIRECTORS MEETING IN NOVEMBER FROM NOVEMBER 28, 2012 TO NOVEMBER 29, 2012**
- TO CONFIRM THE STRATEGIC BUSINESS PLAN BOARD STUDY SESSION ON DECEMBER 6, 2012 AT 7:00 P.M.**

Upon motion of Board Members Bonato & Sterrett, the Board approved the Consent Calendar with revisions to the September minutes and pulling the January 25th minutes until changes are made by Craig Hill and Board member Bonato.

TO CONSIDER SELECTION OF PHONE SYSTEM VENDOR (ACTION)

The General Manager reported that we received eight quotes for the District-wide phone system. The staff was very pleased with the bids. The General Manager is recommending accepting the bid from Parker Communications for the Toshiba VoIP system with two years free maintenance and a seven year warranty. This system is designed to provide integrated communication between the Senior Center, Teen Center, Aquatics, District Office, Community Center, and the Pleasant Hill Recreation staff at the Public Services Center.

Upon motion of Board Members Sterrett & Bonato, the Board approved the selection of Parker Communications in the amount of \$20,726 fro the Toshiba VoIP phone system.

REPORT FROM THE PROGRAM COMMITTEE MEETING ON NOVEMBER 1, 2012

- TO CONSIDER TEEN CENTER PROGRAMMING (ACTION)**
- WINTER SPOTLIGHT REVIEW**

a. To Consider Teen Center Programming

Board member Sterrett reported on the Program Committee meeting on November 1, 2012 in which the committee reviewed the planned Teen Center operation and budget. Sterrett said that there was significant discussion on the Teen Center program plans proposed by the staff of a hybrid program consisting of approximately eight hours of free usage versus a total free usage program. There was also much discussion on the Teen Center participant age bracket. Sterrett said that she heard from many people in the community after the newspaper articles were released about the Teen Center program. She said the information given in the paper was correct but it only discussed the Middle School program.

Sterrett reported that at the Program Committee meeting there was a discussion on how to resolve the Teen Center programming differences between staff and the Board. The Committee and staff discussed who is eligible to attend the Teen Center, and that the eligibility should be based on grade level not age. There was also a discussion about the budget at the Program Committee meeting and how it would be impacted by offering an entirely free program. In the end the Program Committee is recommending to the Board that the Teen Center after school program be offered as a

free program until the end of March 2013, but keeping the \$25 registration fee for residents and \$35 for non-residents. The Program Committee would like to bring this subject back to the Board in February for further review. This will give time for staff evaluations, production of the March quarterly financial review, and an opportunity to evaluate the program before the Spring/Summer spotlight. Sterrett said she would also like to see the summer program offered free to the teens. She also requested a monthly report of attendance for the afterschool program.

Tirza Harrison, resident of Pleasant Hill, spoke on this agenda topic. She said she had voted for Measure E and was disappointed when she went to the Teen Center Open House and found out that the High Schoolers could only be in the program as volunteers. Board member Bonato asked Harrison how she felt about the program being fee based. Harrison said that the fee does not bother her; she felt that money should be raised for the Teen Center, and she would not have a problem paying for the services. She felt that if the program was offered for free that people may take it for granted. Harrison liked the idea of offering eight hours of free usage. Since it is called a "Teen Center" she said the center should be open to teens up to the age of eighteen so as not to exclude age groups. Board member Sterrett explained that it was poor communication on the District's part in regards to the age group the program would be offered to.

Board member Bonato commented that when this issue was brought up at budget time it was discussed that there should not be any segregation of age groups, and that the Center should be more than a day care. Bonato is hoping to see the Program Committee bring back to the Board other revenue producing ideas to offer at the Teen Center to cover costs so that the after school program could still be offered for free. Staff explained that it is their intent to offer other activities or programs concurrently with the after school program, but that space and noise levels are an issue. Bonato would like to have the Teen Center program support itself with other fee-based programs and rentals. Bonato suggested that the Budget Committee meet in February with as much data that can be collected on the Teen Program.

Board Chair Donaghu felt that there is not enough data on the Teen Program right now. His feeling is that Teen Supervisor Katrina Hunn needs time to work with the scheduling of the building.

Accounting Supervisor Mark Blair was present and stated that he does not see how the District, with the current budget constraints, can afford to subsidize a free program for the teens.

Upon motion of Board Members Bonato & Sterrett, the Board approved that: 1. The Teen Center building will be open to all middle school through high school age groups. 2. That internally the program will run for a trial period from November 5-March 31 as a free drop-in program, but the \$25/\$35 registration fee will remain. 3. That the free program will be evaluated by the Program Committee and the Budget Committee through February at which point it will be brought back to the Board for further discussion on continuing the free program through the end of the school year.

b. Winter Spotlight Review

Board Member Sterrett reported that Colette Travel has purchased the back page of the Winter Spotlight in the amount of \$600 for their trip destinations ad. Sterrett reviewed the upcoming Winter Spotlight with the Board. Donaghu liked the use of the photos in the Spotlight. Bonato asked for a report on the Dolfin registration fees over the past few years. She would also like to see the spreadsheet that has been developed by staff showing the programming for the Senior Center. Donaghu and Bonato were both impressed with the look of the Spotlight.

REPORT ON CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION QUARTERLY MEETING

Board Member Sterrett and Board Chair Donaghue attended the CCSDA Quarterly Meeting on Monday October 15, 2012. Sterrett reported that she was pleased to see Board Chair Donaghue in attendance at the CCSDA meeting. She said that this was a routine business meeting. The speaker at the meeting was Contra Costa Sheriff David Livingston who showed a power point presentation about the Sheriff's Department.

It was announced at the meeting that the Contra Costa Chapter won the outstanding Chapter award for 2012 at the annual conference, that the new CSDA president is Stan Cauldwell, and there was discussion about the LAFCO report.

The next meeting will be January 28, 2013.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- Attended the Veteran's Day event at the Pleasant Hill Monument.
- She would like to see the District acquire a policy to hire Veterans whenever possible. She has heard that developing such a policy is not that easy, and would like the General Manager to ask legal council Mark Cornelius to look into the process. Sterrett commented that she would like to open jobs to past employees first.
- She did take a look at the back of the Senior Center regarding the neighbor's complaints about the landscaping in that area of the building.
- Her polling place for voting was at Rodger's Ranch again this year. The Ranch had about 50 people in line waiting to vote once the polls opened.
- She had seen something written in the paper regarding the loan the District is looking into and the pre-payment penalties. She would like staff to look into the article further.
- She would like an accounting from the Pleasant Hill Foundation on the amount of money the District currently has with them.
- She asked when the Board will see the next financial reports from CSI. The General Manager is currently working on getting this information to the Board.

Sterrett made the following announcements/questions:

- Trunk or Treat went well; they ran out of candy twice. The First Generations group was pleased to be involved with the District on this event. Bonato commented that she would like the District to use our bus next year.
- On Election Day she was a roving inspector. She saw a couple of the District's staff working at polling places.
- She brought up the memo from the June 15, 2012 meeting from the General Manager to the Board regarding the money that was to be used for the Teen Center Grand Opening. She would like to know how much money was actually spent. The General Manager will get back to her with those numbers.

Donaghue made the following announcements/questions:

- Shared with the Board an e-mail he received from a member of the community complimenting the new facilities.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The General Manager shared with the Board the Tennis Club newsletter which had an announcement that Jim Utz will be stepping aside as a board member after thirty years.
- Teen Supervisor Katrina Hunn hosted a CPRS training at the Teen Center on Outdoor Programming.
- The Planning Commission met last night. At the meeting, the District requested removal of the Eucalyptus tree at Pleasant Oaks Park. They did approve the removal of the tree based on safety concerns.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 9:56 p.m.

Robert B. Berggren, Clerk of the Board



Board of Directors Meeting Minutes November 29, 2012 DRAFT

The November 29, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Glover at 6:35 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Vice Chair Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Glover, Bonato, Sterrett, Shepard arrived at 6:40

ABSENT: Donaghu,

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

PUBLIC COMMENT

No public comment.

TO CONSIDER IN-KIND DONATION FROM BERDING | WEIL (ACTION)

Board Member Bonato excused herself for this agenda item, due to the fact that the donations came from her place of business. The General Manager reviewed the donated 67 pieces of furniture from BERDING | WEIL of Walnut Creek. He is recommending approval from the Board for this business to be included on the naming wall. These nearly new items will be used throughout all the new buildings to take the place of projected Bond Project FF&E items that have or will be eliminated from the purchase list.

Upon motion of Board Members Sterrett & Shepard, the Board approved the In-Kind donation from BERDING | WEIL and to include them on the naming wall.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

TEEN CENTER:

- The punch list items for the Teen Center are continuing.
Board Member Sterrett asked about the participant numbers at the Teen Center. She said it looked to her like there have been less kids in attendance. She would like to get monthly attendance updates. Teen Supervisor Katrina Hunn said she will have an attendance report for November to give to the Board in December.

SIGNAGE:

- The slab work for the monument sign will begin tomorrow.
- The placement of the exterior signage has begun.
- Most of the interior signs will be arriving during the first week of December.

SENIOR CENTER:

- The flooring work has begun.
 - The carpet areas will begin tomorrow and should be completed by December 7th.
 - The Commissing process continues, there are a lot of items that still need to be completed.
 - The Senior Center did well during the last rain.
 - The cabinets and woodwork still need to be certified.
 - The parking lot should be completed next week.
 - The Kitchen passed the County Health Inspection today for the operating permit.
 - The computers will be installed December 18th & 19th.
 - The phone system will be installed on December 21st.
 - The General Manager is considering planning a fundraising tour the week before the openings.
- Senior Center Supervisor Kendra Luke passed out the invitations to the Board for the VIP opening on January 2nd.

COMMUNITY CENTER:

- Work is continuing when weather permits.
- The plumbing is completed and the electrical work has begun.
- The pouring of the slab is scheduled for early January.

PLEASANT OAKS PARK:

- The tree removal bids will be going out on Monday.
- The General Manager will be sending a plan to the City regarding the fence issue.
- The General Manager attended a Prop 84 grant workshop in Richmond. He is hoping that the Peasant Oaks Park project might meet the criteria for this grant.

Board Vice Chair Glover started the regular board meeting at 7:17 p.m.

PUBLIC COMMENT

None

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

- The Teen Council worked at the Light up the Night event last night.
- The Teen Council is in the process of planning volunteer projects for the holidays.
- College Park will be on Holiday break beginning December 21, 2012.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF OCTOBER 10, 2012, & NOVEMBER 7, 2012 (SPECIAL BOARD MEETING)**

Upon motion of Board Members Shepard & Bonato, the majority of the Board approved the Consent Calendar. Sterrett abstained from the vote on the consent calendar due to her absence at the October 10, 2012 meeting.

REVIEW DISTRICT'S COMPUTER SERVICES WITH RICHARD MILLER OF ONTAI

Richard Miller of Ontai took over the District's IT duties from Marilyn Wojcik in January, 2012. Miller was present to give a six month update of the District's IT system under their management. Miller reviewed a summary of the ticket report, and general computer needs of staff to the Board. Miller stated that generally speaking the majority of the District's machines are in good working condition. Board Member Bonato asked if the District is paying a flat fee to ONTAI for their services. Miller explained that it was a flat fee. Board Member Sterrett asked for a few clarifications on the report,

which Miller explained to her. Board Member Bonato asked if Miller knew how long the ActiveNet system has been down at any given time. Miller said that to his knowledge Activenet has not been down for very long at any given time.

The Board thanked Miller for attending the meeting and giving his report.

TO CONSIDER EASEMENT WITH THE CITY OF PLEASANT HILL REGARDING THE COMMUNITY CENTER (ACTION)

This item was tabled until the December 5th meeting.

PRESENTATION OF NOVUSAGENDA SOFTWARE PROGRAM

Recreation Supervisor Pam Lischeske showed the Board a presentation of the Novus Agenda software by Novus Solutions. Novus Agenda is an electronic solution designed to create, approve and track items for upcoming and past Board meetings. Novus Solutions has offered the District to take part in a three month free pilot program.

The Board was interested in the software program, but would like staff to check with other Special Districts in our area to see what process/programs they are using. The Board felt that if the District is seriously looking into this, a higher end program might be more economical in the long run.

SELECTION OF BOARD OFFICERS (ACTION)

The annual change over meeting will take place on Wednesday, December 5, 2012 with the selection of Board Chair, Vice Chair, and Secretary. The following changes were proposed: Chair: Bobby Glover, Vice Chair: Sherry Sterrett, and Secretary: Sandra Bonato.

Upon motion of Board Members Sterrett & Bonato, the Board approved the Selection of Board Officers. Board Chair: Bobby Glover, Vice Chair: Sherry Sterrett, and Secretary: Sandra Bonato

TO CONSIDER CHANGING THE BOARD OF DIRECTORS MEETING DAYS FROM WEDNESDAYS TO THURSDAYS (ACTION)

Pleasant Hill Recreation & Park District has traditionally met on the 2nd and 4th Thursdays until last January 27, 2011 when the Board changed the days from Thursdays to Wednesdays. The reason for this change was to accommodate the 6:00 p.m. start time for the bond related items. There has been discussion at previous meetings to consider returning to the 2nd and 4th Thursdays. Board Member Glover has specific conflicts on Wednesdays and is requesting the Board to take action on this item.

Before action was taken on this item, Board Member Shepard announced that due to her personal business obligations, this will be her last Board meeting. As of tonight she is resigning from the Board. The Board understood her position, but asked her to put something in writing regarding her resignation. The Board would like her to come back to a future meeting to be recognized for her years of service. Shepard left the meeting after her announcement.

Upon motion of Board Members Bonato & Sterrett, the Board approved changing the Board of Directors meeting days from Wednesdays to Thursdays beginning January 1, 2013.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She is impressed with the District's web site and how up-to-date everything is.

Bonato made the following announcements/questions:

- She was questioned by someone in the Pleasant Hill community regarding rental discounts for District Co-Sponsored groups. The General Manager will look into the current status of rental rates for the co-sponsored groups.
- She ran into Larry Hunt at the Pleasant Hill Community Service Day. Larry would be interested in offering a video class or workshop for the Teen program.
- Attended the Light up the Night event last night. She felt it was a great event, but thought there were fewer activities for the kids to do this year. She is looking forward to the District's Holiday Festival returning when the Community Center is completed. She also commented that she thought the craft booths were very thin on products, and did not feel there was much patronage. Sterrett commented on the group at the event that had a manger scene displayed. She questioned the appropriateness of this display. The Board asked the General Manager to look into this.
- She asked about the status of the safety concern at the Pleasant Hill Park basketball courts that was brought to the Board at a previous meeting. The General Manager explained that he has looked into the matter and the District is working on future resurfacing of the area. At this time the General Manager does not feel there is a safety issue.
- She questioned the custodial positions currently open and if any more research had been done regarding the hiring of Veterans. The General Manager has checked with Leibert and Cassidy who said that the District could hire veterans over other applicants as long as they are qualified for the job. She requested the General Manager to ask staff if past employees have been contacted regarding the custodial job openings.

Glover made the following announcements/questions:

- Attended the Light up the Night event and thought it was a great event, but he is also looking forward to the return of the District's Holiday Festival once the Community Center is open.
- He received the latest Spotlight in the mail, and really liked how it looked.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The seniors have their annual Holiday Luncheon coming up on December 12th at St. Andrew's church.

ADJOURNMENT

Vice Board Chair Glover adjourned the meeting at 9:08 p.m.

Robert B. Berggren, Clerk of the Board



Board of Directors Resolution

**PLEASANT HILL RECREATION & PARK DISTRICT
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
BOARD OF DIRECTORS**

IN THE MATTER OF

RESOLUTION 2013-01-10B

HONORING AEGIS OF PLEASANT HILL

THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES FIND:

WHEREAS, Aegis of Pleasant Hill opened their buildings to a number of the District's senior center classes, programs, and activities; and

WHEREAS, Aegis of Pleasant Hill welcomed the following senior programs: two bridge groups, Wisdom Circles (peer counseling group), Mah-Jongg and the District's Grief Support group; and

WHEREAS, Aegis of Pleasant Hill accommodated the senior center's weekly schedule for the past year and a half, and offered additional space for one-time events and programs; and

WHEREAS, The Recreation and Park District appreciates the constant support of Aegis of Pleasant Hill with numerous senior special events, and look forward to their continued involvement with the new Senior Center; and

THEREFORE, BE IT RESOLVED that the Board of Directors and Staff of the Pleasant Hill Recreation & Park District hereby honor Aegis of Pleasant Hill with the Community Service Award for the Year 2012.

PASSED AND ADOPTED on January 10, 2013, by the following vote:

AYES: Bonato, Donaghu, Glover, Sterrett

NOES:

Bobby Glover, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on January 10, 2013.

Robert B. Berggren, Clerk of the Board



Board of Directors Resolution

**PLEASANT HILL RECREATION & PARK DISTRICT
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
BOARD OF DIRECTORS**

IN THE MATTER OF

RESOLUTION 2013-01-10A

HONORING THE CHATEAUS

THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES FIND:

WHEREAS, The Chateaus opened their buildings to a number of the District's senior center classes, programs, and activities; and

WHEREAS, The Chateaus welcomed the following senior programs: Tuesday Talkers, Dancercise, Golden Notes Chorus, Pinochle 101 and Taste of the Vine; and

WHEREAS, The Chateaus accommodated the senior center's weekly schedule for the past year and a half, and offered additional space for one-time events and programs; and

WHEREAS, The Recreation and Park District appreciates the constant support of The Chateaus with numerous special events, and look forward to their continued involvement with the new Senior Center; and

THEREFORE, BE IT RESOLVED that the Board of Directors and Staff of the Pleasant Hill Recreation & Park District hereby honor The Chateaus with the Community Service Award for the Year 2012.

PASSED AND ADOPTED on January 10, 2013, by the following vote:

AYES: Bonato, Donaghu, Glover, Sterrett

NOES:

Bobby Glover, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on January 10, 2013.

Robert B. Berggren, Clerk of the Board



Board of Directors Resolution

**PLEASANT HILL RECREATION & PARK DISTRICT
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
BOARD OF DIRECTORS**

IN THE MATTER OF

RESOLUTION 2013-01-10C

HONORING PRINCIPAL CHERYL KOLANO

THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES FIND:

WHEREAS, Cheryl Kolano, principal of Gregory Gardens Elementary School has worked collaboratively and cooperatively with Pleasant Hill Recreation and Park District for many years; and

WHEREAS, Cheryl Kolano has been a tremendous asset to the District's KIDSTOP Before & Afterschool Childcare Program on the Gregory Gardens school site; and

WHEREAS, More recently Cheryl has been an asset in working with the District's Preschool classes that have been housed at the Gregory Gardens School Site for almost two years; and

WHEREAS, Cheryl is very connected to each and every one of her students. She is regularly seen out on the school playground interacting with groups of children. She works in a positive manner with parents of the children; and

WHEREAS, The Recreation and Park District is grateful to Cheryl Kolano for making us feel part of her team and all the support she has given us over the years. The District looks forward to continuing this collaborative relationship into the future; and

THEREFORE, BE IT RESOLVED that the Board of Directors and Staff of the Pleasant Hill Recreation & Park District hereby honor Principal Cheryl Kolano with the Board Appreciation Award for the Year 2012.

PASSED AND ADOPTED on January 10, 2013, by the following vote:

AYES: Bonato, Donaghu, Glover, Sterrett

NOES:

Bobby Glover, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on January 10, 2013.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 27, 2012

RE: Agenda Item #10 – January 10, 2013 Board Meeting

TO REVIEW BOARD MEMBER SELECTION PROCESS

The final date for filing a letter of interest is January 16 for the Board vacancy. The General Manager will review the applicant list. This will be an opportunity for the Board to review the selection process prior to the interviews on January 24.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 27, 2012

RE: Agenda Item #11 – January 10, 2013 Board Meeting

To Consider Awarding Pool Chemical Bids

Attached is a memo from Aquatics Supervisor Korey Riley regarding the results of the recent bid for pool chemicals for the Pleasant Hill Aquatic Center and Pleasant Hill Education Center Pool. We were pleased with the results and staff is recommending awarding the bid to Lincoln Equipment.

Memo

To: Robert B. Berggren, General Manager

From: Korey Riley, Aquatics Supervisor II

Date: January 2, 2013

Re: Bid Results for Pool Chemicals

We recently completed the pool chemical bids. The table below shows the bids received. The column on the far right shows our current pricing.

Material	Commercial Pool Systems	Knorr Systems, Inc	Lincoln Equip.	Sierra Chemical Co	Current Pricing
Bulk Liquid Chlorine	\$1.72	\$1.92	\$1.63	\$1.74	\$1.79
Sodium Bicarbonate	\$26.00	\$25.00	\$25.00	\$28.00	\$26.10
Bulk Muriatic Acid (15%)	\$3.54	\$3.50*	\$3.40	\$3.70	\$3.55

Sales tax is in addition to all unit prices.

*Knorr Systems bid on 32% Muriatic Acid.

Based on the results, we recommend award to Lincoln Equipment our chemical deliveries, starting February 1, 2013 and running through June 30, 2013.

For chemical deliveries in FY 13/14, we are joining the Bay Area Chemical Consortium (BACC). The BACC will solicit bids in the spring, with deliveries from the winning bidder to start July 1.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 27, 2012

RE: Agenda Item #12 – January 10, 2013 Board Meeting

TO ANNOUNCE BOARD COMMITTEE ASSIGNMENTS FOR 2013

Chair Bobby Glover will announce the board committee assignments for 2013.