



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: January 6, 2016

RE: January 14, 2016 Special Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid
- b. To Approve Minutes of October 8, 2015, October 22, 2015 and December 3, 2015

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22236	01/14/2016	Aantex	Aantex Pest Control	1,485.00	000000
22237	01/14/2016	Aflac	Aflac	24.10	000000
22238	01/14/2016	AmFid	American Fidelity	2,239.96	000000
22239	01/14/2016	Antai	Antai Solutions LLC	8,324.00	000000
22240	01/14/2016	Ascap	ASCAP	336.00	000000
22241	01/14/2016	ATT CC	AT & T	200.44	000000
22242	01/14/2016	BayAlar	Bay Alarm Company	1,359.78	000000
22243	01/14/2016	BayArcA	Bay Area Barricade Service Inc	122.08	000000
22244	01/14/2016	BerBob	Robert B. Berggren	400.00	000000
22245	01/14/2016	BillAce	Bill's Ace Hardware	366.28	000000
22246	01/14/2016	BonaSan	Sandra Bonato	200.00	000000
22247	01/14/2016	CaCham	California Chamber Of Commerce	294.89	000000
22248	01/14/2016	CaliCon	California Consulting	4,500.00	000000
22249	01/14/2016	Capri	CAPRI	10,374.00	000000
22250	01/14/2016	CCTimes	Contra Costa Times	182.40	000000
22251	01/14/2016	CCWat	Contra Costa Water District	702.80	000000
22252	01/14/2016	CGSgym	CGS Gymnastic Services, Inc	888.00	000000
22253	01/14/2016	CintCorp	Cintas Corp # 185	173.50	000000
22254	01/14/2016	Cole	Cole Supply Co., Inc.	170.94	000000
22255	01/14/2016	CommPool	Commercial Pool Systems, Inc.	768.18	000000
22256	01/14/2016	Denelect	Denalect Alarm Company	138.00	000000
22257	01/14/2016	DonDen	Dennis A. Donaghu	200.00	000000
22258	01/14/2016	EBMUD	East Bay Mud	677.14	000000
22259	01/14/2016	Elavon	Elavon	285.27	000000
22260	01/14/2016	Ewing	Ewing Irrigation	570.45	000000
22261	01/14/2016	FarWest	Farwest Sanitation	79.53	000000
22262	01/14/2016	FranTx	Franchise Tax Board	105.00	000000
22263	01/14/2016	Furber	Furber Saw, Inc.	49.99	000000
22264	01/14/2016	GenPlum	General Plumbing Supply	85.22	000000
22265	01/14/2016	GlovBob	Bobby Glover	200.00	000000
22266	01/14/2016	Guttmann	Guttmann & Blaevoet	1,575.00	000000
22267	01/14/2016	IdealSer	Ideal Service Company, Inc.	1,199.74	000000
22268	01/14/2016	JoneMad	Jones & Madhavan	17,000.00	000000
22269	01/14/2016	LiebCas	Liebert Cassidy Whitmore	2,280.00	000000
22270	01/14/2016	NaccAll	Allie Naccara	20.00	000000
22271	01/14/2016	Nextel	Nextel Communications/Sprint	689.02	000000
22272	01/14/2016	PERS	CalPERS	15,783.33	000000
22273	01/14/2016	PG&E	Pacific Gas & Electric Co	5,138.55	000000
22274	01/14/2016	PleaHill	Pleasant Hill Rec & Park Distr	129,255.91	000000
22275	01/14/2016	PreAll	Preferred Alliance Inc	462.60	000000
22276	01/14/2016	RothDar	Darlene Roth	522.20	000000
22277	01/14/2016	RuizMon	Monica Ruiz-Hiramoto	3,402.00	000000
22278	01/14/2016	ShessZac	Zac Shess	200.00	000000
22279	01/14/2016	SierChe	Sierra Chemical Co	884.71	000000
22280	01/14/2016	SterSher	Sherry Sterrett	200.00	000000
22281	01/14/2016	SuppWor	Supply Works	419.03	000000
22282	01/14/2016	UNIVAR	UNIVAR USA Inc	533.82	000000
22283	01/14/2016	USBank	U.S. Bank	2,081.47	000000
22284	01/14/2016	USBankEq	US Bank Equipment Finance	340.26	000000
22285	01/14/2016	USBankP	U.S. Bank Corporate Payment	30,762.43	000000
22286	01/14/2016	Valic	Valic	1,200.00	000000
22287	01/14/2016	WhitCas	Casey White	760.00	000000
22288	01/14/2016	whitecas	Whitecastle Tours Inc.	1,476.57	000000

CHECK TOTAL: **\$251,689.59**

Pleasant Hill
julie

Accounts Payable
Computer Check Register Totals

Printed: 01/07/16 15:37

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22289	01/14/2016	USBKLoan	US Bank	170,993.84	000000

CHECK TOTAL:				\$170,993.84	

**Board of Directors Meeting Minutes
October 8, 2015
DRAFT**



The October 8, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:01 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

Ex-Officio Naccara led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Shess, Donaghu, Sterrett, Bonato

ABSENT: Glover

STAFF PRESENT: Berggren, Bradley

PUBLIC COMMENT

None

CONSENT CALENDAR (ACTION)

a. To Approve Bills to be Paid

b. To Approve Minutes of July 23, 2015

Upon motion of Board Members Donaghu & Shess the Board approved the consent calendar.

EX-OFFICIO MEMBER REPORT, ALLIE NACCARA – COLLEGE PARK HIGH SCHOOL

Ex-Officio Naccara gave the following report:

Teen Council news:

- The Teen Council had its annual scavenger hunt in Pleasant Hill on October 5, 2015.
- They will be having a Halloween party.
- The Trunk or Treat event is on October 30, 2015.
- Breakfast with Santa will be December 5, 2015.
- The Holiday Festival will be on December 9, 2015.

College Park news:

- Homecoming week is this week. The theme is The Wizard of Oz.
- Tomorrow there will be a tailgate party before the Homecoming game.
- The Homecoming dance is this Saturday.
- The PSAT will be on October 14, 2015.
- There is no school on October 16, 2015.
- The new class schedule begins next week.
- Mid-quarter progress reports were handed out last Friday.
- College Park will be hosting the ACT on Saturday, October 24, 2015.

Board Member Donaghu asked how the College Park Tennis team was doing. Naccara said they are doing very well.

TO CONSIDER ANDREW TKACHENKO CLAIM (ACTION)

The General Manager reviewed the Tkachenco claim with the Board. Tkachenko's car windshield was broken from a softball on District property. He has filed a claim for his deductible of \$250.

Following CAPRI's procedures the General Manager is recommending that the District reject the claim with action from the Board.

Upon motion of Board Members Donaghu & Sterrett the Board rejected the Andrew Tkachenko claim for damage to his windshield.

TO CONSIDER CANDELARIO RODRIGUEZ CLAIM (ACTION)

The General Manager reviewed the Rodriguez claim with the Board. Rodriguez, a former District employee, is claiming that his car was damaged when Park Superintendent Tom Bradley accidentally spilled some oyster shells on it in the public services yard.

Similar to the Tkachenco claim, the General Manager is recommending the Board of Directors reject the claim.

Upon motion of Board Members Donaghu & Shess the Board rejected the Candelario Rodriguez claim for damage to his car.

TO CONSIDER BIDS FOR PLEASANT HILL PARK PATHWAYS PROJECT (ACTION)

No action was taken on this item, as no bids were received for the project by the September 30, 2015 deadline.

The General Manager is recommending putting the project out to bid again with an alternate bid for concrete instead of pavers.

TO CONFIRM BOARD MEETING DATES FOR NOVEMBER 2015 AND DECEMBER 2015

The Board confirmed the November Board meeting dates as Thursday, November 5, 2015 and Wednesday, November 18, 2015. There will be one meeting in December on Thursday, December 10, 2015.

TO REVIEW BOARD POLICIES

a. To Consider Board Member Policy #1210-Membership in Associations (ACTION)

Upon motion of Board Members Donaghu & Shess the Board approved policy #1210 with the correction of "should" to "will" in the last sentence.

b. To Consider Board Member Policy #1220-Renumeration to the Board of Directors (ACTION)

Upon motion of Board Members Donaghu & Sterrett the Board approved policy #1220 as written.

c. To Consider Board Member Policy #1225-Review of Administrative Duties (ACTION)

Upon motion of Board Members Donaghu & Sterrett the Board approved policy #1225 as written.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. **Land and Facility Development Committee**
- b. **Personnel Committee**
- c. **Budget & Finance Committee**
- d. **Program Committee**

Land and Facility Development Committee: Board Member Shess reported that the Committee will be meeting again after receiving property appraisals and information from the District's Legal Counsel.

Personnel Committee: The General Manager reported that a Personnel Committee meeting should be scheduled to discuss benefits for new hires.

Budget & Finance Committee: Board Chair Bonato commented that a meeting should be scheduled soon.

Program Committee: Board Member Donaghu reported that a meeting is scheduled for October 21, 2015 at 4:00 p.m. to review the upcoming Spotlight information. Board Chair Bonato commented that she would like the program committee more involved in the Oversight Working Group projects. Board Member Donaghu said that would be a good idea.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Shess made the following announcements/questions:

- He took part in Community Service Day. He helped clean up Dinosaur Hill, and worked at Rodgers Ranch.
- He commented about the new poles at the Pleasant Hill Park Bocce courts. He feels they can be designed differently. He has received comments from the public that they are obtrusive.
- He commented that the main field at Pleasant Oaks Park is looking a little beat up.
- He complimented Recreation Supervisor Katrina Hunn on her appearance on the "Inside Pleasant Hill" show.

Donaghu made the following announcements/questions:

- He attended the Chamber Mixer at Republic Services before the Board Meeting tonight. He said there was a very small group there.
- He commented that there were lots of positive comments regarding the Art, Jazz, & Wine Festival. He thought it was the best one yet, and the kid zone was incredible.
- He worked the beginning and the end of the Community Service Day event. He felt that less people were checking in at the park.

Sterrett made the following announcements/questions:

- She shared pictures of the Community Service Day.
- She distributed the program from the Senior Center's 60th Anniversary event.
- She commented that she really enjoyed having the Chamber Calendar included in the Board Packet.
- She shared the article that was in the paper regarding the CALPERS Martinez issue. She said Pleasant Hill was listed, too. The General Manager commented that this was regarding the City not the District.

- The next chapter meeting for CSDA will be held at the Community Center.
- She reported that the CSDA Conference had a huge draw of 700 participants this year.

Bonato made the following announcements/questions:

- She asked staff to connect with Rodgers Ranch regarding their fundraising efforts for the barn project.
- She was very impressed with the Senior Center Anniversary event.
- She asked about the directional signs for Pleasant Oaks Park. The General Manager stated that those are the old signs. She asked if the District was involved in the Cities Gateway Project. She would like to see the District logo on the directional signage. The General Manager said he would look into it.
- She was not able to attend the Art, Jazz, & Wine Festival.
- She asked the General Manager if he was pleased with the District projects at the Community Service Day. He said he was.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The quarterly CSDA meeting will be on October 18, 2015 at the Sanitary District.
- The appraisal for the Oak Park property will be available November 10, 2015.

Board Chair Bonato adjourned the meeting at 8:48 p.m.

Robert B. Berggren, Clerk of the Board

Board of Directors Meeting Minutes
October 22, 2015
DRAFT



The October 22, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:00 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

General Manager Berggren led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Shess, Donaghu, Sterrett, Bonato

ABSENT: Glover

STAFF PRESENT: Berggren, Bradley, Hunn

PUBLIC COMMENT

None

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid
- b. To Approve Minutes of September 14, 2015 and September 30, 2015

Upon motion of Board Members Donaghu & Shess the Board approved the consent calendar with corrections to the September 14, 2015 minutes.

EX-OFFICIO MEMBER REPORT, ALLIE NACCARA – COLLEGE PARK HIGH SCHOOL

Ex-Officio Naccara gave the following report:

Teen Council news:

- The Teen Council will be hosting a Halloween party tomorrow at the Teen Center.
- The Trunk or Treat event is on October 30, 2015.
- At the last Teen Council meeting they discussed ideas for future events for Middle School age students.

Board Member Sterrett commented that she would like to see more relationships with the Special Needs teen population. Naccara said she will bring the request to the council.

Board Chair Bonato asked if there had been discussion about bringing the Haunted House back. Naccara commented that they are looking into it for next year.

College Park news:

- There will be a sports meeting on November 4, 2015 from 6:00p.m. – 8:00p.m.
- The football field has lights now.
- The first Collage Park Orchestra Showcase of the year will be on October 24, 2015 at the Concord Hilton.
- The Senior Class picture for the yearbook will be completed tomorrow.
- Drama's first production of the year will begin next week. The play is "You Can't Take it with You"

REPORT ON BLUES & BREWS FESTIVAL

• Presentation of Check to Pleasant Hill Chamber of Commerce

Recreation Supervisor Katrina Hunn was present to give her report on the sixth annual Blues & Brews event held on Friday July 17, 2015, and Saturday July 18, 2015 to the Board. Hunn also presented a check in the amount of \$13,000 to representative, Ann Luke from the Pleasant Hill Chamber of Commerce. Hunn's report of the event is attached to the minutes.

Hunn reported that the Chamber and District staff has met to complete the post event evaluation, and all were extremely pleased with this year's event. Hunn commented that the committee has already begun the planning for the 2016 event. She said they have been brainstorming new ideas to help add to the event's success. The new ideas include: a home brew contest on Friday night, new sponsorship ideas, and bringing in a few kid friendly activities.

The Board thanked Hunn for her report, and thanked everyone involved in the success of the event.

Board Chair Bonato commented that she was happy to see a designated driver area at the event.

TO CONSIDER MOVING REGULAR BOARD MEETING OF THURSDAY, NOVEMBER 19 TO WEDNESDAY, NOVEMBER 18 AT 7 PM (ACTION)

The General Manager reported that staff is recommending changing the Board Meeting date to accommodate The Hospice Tree of Lights Celebration.

Upon motion of Board Members Donaghu & Sterrett the Board approved moving the regular board meeting of Thursday November 19, 2015 to Wednesday November 18, 2015.

TO REVIEW AND CONSIDER BOARD POLICIES (FIRST READING)

- 1500- General Manager-Employment Agreement
- 1505- Performance Evaluation - General Manager
- 3005- Budget Preparation
- 3010- Check Processing
- 3015- Credit Card Usage
- 3020- Expense Authorization
- 3025- Financial Management
- 3030- Financial Controls
- 3035- Fixed-Asset Accounting Control
- 3040- Fixed-Asset Capitalization
- 3050- Purchasing

The Board reviewed and made adjustments to policies 1500, 1505, 3005, 3010, and 3015. these policies will be re-reviewed by District Counsel. Board Chair Bonato commented that policy numbers 3020, 3025, 3030, 3035, 3040, and 3050 will be re-agendized for another meeting.

REPORT ON CONTRA COSTA SPECIAL DISTRICT ASSOCIATION QUARTERLY MEETING

Board Member Sterrett reported on the CSDA quarterly meeting from October 19, 2015. Sterrett commented that it was a good meeting with approximately forty people in attendance. She said that there were three speakers on the agenda, two of which ended up being public hearings for the organizations who spoke. Gail Murray was at the meeting to speak about BART, Contra Costa Resource was there, and a representative from LAFCO was also at the meeting.

Board Member Sterrett gave the Board a brief synopsis of the CSDA conference that was in Monterey. She reported that the next CSDA meeting will be on January 25, 2016 at 10:00 a.m. at the Pleasant Hill Community Center.

TO SET PERSONNEL COMMITTEE MEETING

A meeting was scheduled for November 4, 2015, depending upon Board Member Glover's availability.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. **Land and Facility Development Committee**
- b. **Personnel Committee**
- c. **Budget & Finance Committee**
- d. **Program Committee**

Land and Facility Development Committee: Board Member Shess reported that the Committee is still waiting on information from appraisals and legal counsel.

Personnel Committee: The General Manager reported that a Personnel Committee meeting should be scheduled to discuss benefits for new hires.

Budget & Finance Committee: Board Chair Bonato commented that a meeting has been scheduled for November 3, 2015 at 5:00 p.m.

Program Committee: Board Member Donaghu reported that the committee met yesterday. He said that there is interesting and exciting information about the Teen Program; he has asked Recreation Supervisor Katrina Hunn to give the entire Board a report at a future Board meeting.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She updated the Board on the latest Library Task Force meeting.
- She was very pleased and excited about the Special Rec dance that was held at the Pleasant Hill Senior Center on October 16, 2015. She said there were one hundred and forty five participants. She suggested running an informational program for the parents while the dance is going on.
- She will be attending the Share the Magic event tomorrow night.

Bonato made the following announcements/questions:

- She received a call from a woman looking for a location for their cancer support group. She reported that they are considering the Grayson golf course site.
- She has received emails from some Senior Club members who are upset with the non-resident rate for the trips. She said that Accounting Supervisor Mark Blair has done a nice

job explaining the changes, but she is concerned how the changes had been communicated to the Seniors.

- She brought up the Urban Farm suggestion that came about at the Library Task Force meeting.
- She shared information about a science festival at AT&T Park. She felt this would be a good collaborative event to pursue.
- She commented that she heard the staff presentation to the Rotary Club was very good.
- She attended the Senior volunteer luncheon, and shared a short video of the event with the Board.
- She asked the General Manager to look into the grant writing information from CSDA.
- She commented that she has been following the DVC sign controversy. She asked the General Manager to look into the District's involvement.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The membership orientation for the Chamber will be on November 4, 2015.
- The Hospice Tree of Lights is holding their fundraising right now.
- On October 12, 2015 a car in the District Office parking lot was lit on fire from a Molotov Cocktail. He said an incident report had been completed.
- The Holiday Festival will be on December 9, 2015.
- KIDSTOP site Director Elizabeth Hurley was admitted to Kaiser on Monday.
- He would like to agendize the City's traffic calming issue.

Board Chair Bonato adjourned the meeting at 9:58 p.m.

Robert B. Berggren, Clerk of the Board

**Board of Directors Special Meeting Minutes
December 3, 2015
DRAFT**



The December 3, 2015 special board meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 5:05 p.m. in the Conference Room at the Administrative Office.

ROLL CALL

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

STAFF PRESENT: Berggren

PUBLIC COMMENT

There was no public comment therefore Board Chair Bonato closed public comment.

ETHICS TRAINING AB 1234

Ethics Training for Agency Directors and designated staff was conducted by Curt Kidder, Attorney for Pleasant Hill Recreation and Park District. Curt Kidder made the presentation on the Ethics Topics, which included:

1. Conflicts of Interest
2. Limitations While in Office
3. Bidding of Construction Projects
4. The Ralph M. Brown Act
5. The Public Records Act
6. General Ethics and Principles.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 7:20 p.m.

Robert B Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: January 6, 2016
RE: January 14, 2016 Board Meeting

To Consider Accepting the Report on the Senior Club Review (ACTION)

On an annual basis RJ Ricciardi who completes the District's audit, does a review on the Senior Club. Attached for your information is the review for the Senior Club. We are asking the Board to accept the Senior Club Review.

Jan 7, 2016

To: Bob Berggren

From: Mark Blair

Our outside financial auditors, Fechter & Co have completed their review of the Senior Club's records for the year ended Jun 30, 2015.

As this is a review and not an audit they do not express an opinion on these statements fairly representing the financial results of the Senior Club. A review does not include the extensive levels of testing and documentation that occur in an audit and as such they cannot express the opinion associated with an audit.

They are however required to disclose any material issues they became aware of or discovered during their limited review and preparation of these statements. As shown on pg 1 they are not aware of any material modifications needed for these statement.

These statements reflect a loss for the year of \$21,159 but this does include the non-cash expense of depreciation totaling \$36,864 for the year. This depreciation is associated with the tables and chairs that were paid with Sen. Club funds when the center was opened.

PLEASANT HILL SENIOR CLUB
PLEASANT HILL, CALIFORNIA
FINANCIAL STATEMENTS
JUNE 30, 2015

PLEASANT HILL SENIOR CLUB

**Financial Statements
June 30, 2015**

Table of Contents

Independent Accountant's Review Report	1
Statement of Assets, Liabilities and Net Assets – Modified Cash Basis	2
Statement of Revenues, Expenses, and Changes in Net Assets - Modified Cash Basis	3
Statement of Operating Revenues – Modified Cash Basis	4
Statement of Operating Expenses – Modified Cash Basis.....	5
Notes to Financial Statements – Modified Cash Basis	6-10



Craig R. Fechter, CPA, MST
Scott A. German, CPA

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Pleasant Hill Senior Club
Board of Directors
Pleasant Hill, California

We have reviewed the accompanying statement of assets, liabilities, and net assets—modified cash basis of the Pleasant Hill Senior Club (a nonprofit organization) as of June 30, 2015 and the related statement of revenues, expenses, and other changes in net assets—cash basis for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with the modified cash basis of accounting, as described in Note 2.

Fechter & Company, Certified Public Accountants

A handwritten signature in black ink, appearing to read 'Craig R. Fechter', written over a horizontal line.

Sacramento, CA
December 28, 2015

PLEASANT HILL SENIOR CLUB
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
MODIFIED CASH BASIS
JUNE 30, 2015

ASSETS

Current Assets:	
Cash and investments	\$ 391,565
Total current assets	<u>391,565</u>
Capital assets, net	<u>93,933</u>
Total assets	<u><u>485,498</u></u>

NET ASSETS

Unrestricted	434,902
Permanently restricted	<u>50,596</u>
Total net assets	<u><u>\$ 485,498</u></u>

PLEASANT HILL SENIOR CLUB
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS -
MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Unrestricted	Permanently Restricted	Total
Revenues:			
Operating revenues	\$ 190,185	\$ 1,972	\$ 192,157
Total revenues	190,185	1,972	192,157
Expenses:			
Operating expenses	212,936	380	213,316
Total expenses	212,936	380	213,316
Changes in net assets	(22,751)	1,592	(21,159)
Net assets, beginning of period	457,653	49,004	506,657
Net assets, end of period	\$ 434,902	\$ 50,596	\$ 485,498

PLEASANT HILL SENIOR CLUB
STATEMENT OF OPERATING REVENUES - MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Total
Operating revenues:	
Active sports	\$ 33,594
Bingo	4,857
Boutique	8,708
Care management	224
Special events	36,965
Donations	22,404
Interest	478
Senior club	46,503
Transportation	34,088
Trips	3,689
Miscellaneous	647
Total operating revenues	\$ 192,157

PLEASANT HILL SENIOR CLUB
STATEMENT OF OPERATING EXPENSES - MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Total
Operating expenses:	
Active sports	\$ 20,373
Bingo	5,914
Building & equipment	10,332
Boutique	1,226
Care management	-
Special events	21,334
Center supplies	27,822
Depreciation	36,864
Donations	5,100
Senior club	40,443
Bank service charges	2,465
Transportation	31,744
Trips	7,841
Miscellaneous	1,858
Total operating expenses	\$ 213,316

PLEASANT HILL SENIOR CLUB

Notes to Financial Statements – Modified Cash Basis
June 30, 2015

NOTE 1: ORGANIZATIONS AND NATURE OF ACTIVITIES

Pleasant Hill Senior Club was established in 1956 as an unincorporated nonprofit organization sponsored by the Pleasant Hill Recreation and Park District. Its purpose is to provide friendship, fellowship, recreation, education, and social activities for its members. Membership is open to all adults 50 years and over, regardless of race or creed.

Pleasant Hill Senior Club is governed by a board of ten Directors who hold regularly scheduled meetings once a month. A general business meeting is also held once a month. The Directors are elected by a majority vote of the general membership for a one-year term.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting

The accompanying financial statements have been prepared on the modified cash basis of accounting. That basis differs from U.S. generally accepted accounting principles primarily because Pleasant Hill Senior Club does not recognize dues receivable from members, accounts payable to vendors, and their related effects on the change in net assets.

B. Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statement of Not-for-Profit Organizations*. Under SFAS No. 117, Pleasant Hill Senior Club is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

C. Unrestricted Net Assets

Unrestricted net assets generally result from revenues obtained by providing services, receiving unrestricted contributions, and receiving interest and dividends from income-producing assets. The only limits on the use of unrestricted net assets are the broad limits resulting from the nature of Pleasant Hill Senior Club and the purposes specified in its Articles of Incorporation or Bylaws and limits resulting from contractual agreements entered into by Pleasant Hill Senior Club in the course of its operations.

D. Property and Equipment

Property and equipment have been recorded at cost and depreciated using the straight-line method over their estimated useful lives. Building improvements have a useful life of 7-15 years and equipment and furniture have a useful life of 3-7 years.

PLEASANT HILL SENIOR CLUB

Notes to Financial Statements – Modified Cash Basis
June 30, 2015

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

D. Property and Equipment - continued

Pleasant Hill Senior Club capitalizes all expenses for property and equipment in excess of \$5,000 and a useful life of more than one year.

E. Income Taxes

Pleasant Hill Senior Club is exempt under the Pleasant Hill Recreation and Park District tax exempt status and therefore, no provision for income tax has been made.

F. Restrictions on Net Assets

Permanently restricted net assets consist of donations to Pleasant Hill Foundation Senior Center Endowment Fund. The fund's investments are to be held indefinitely, the income from which is expendable to support the Senior Center activities.

G. Use of Estimates

The financial statements include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

H. Risk Management

Pleasant Hill Senior Club is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; and errors and omissions for which Pleasant Hill Recreation and Park District carries insurance.

I. Donations

Donations represent contributions to the program from private organizations and individuals and are recognized as support when received.

PLEASANT HILL SENIOR CLUB

Notes to Financial Statements – Modified Cash Basis
June 30, 2015

NOTE 3: CASH AND INVESTMENTS

A. Cash

Cash and investments as of June 30, 2015, amounted to \$391,565 and were deposited in the following depositories:

	<u>Carrying Amount</u>	<u>Market Value</u>
Cash in Bank	\$ 239,195	\$ 239,195
Pleasant Hill Community Foundation Investment Pool	50,596	50,596
Funds Invested – Local Agency Investment Fund (LAIF)	<u>101,774</u>	<u>101,774</u>
Totals	<u>\$ 391,565</u>	<u>\$ 391,565</u>

The bank balance as of June 30, 2015 was \$398,640 held at different banks and the entire amount was covered by the Federal Deposit Insurance Corporation (FDIC). The difference between the bank balance and the carrying amount is due to reconciling items such as deposits in transit and outstanding checks.

B. Investments

At June 30, 2015, Pleasant Hill Senior Club held cash of \$101,774 in the State of California's Local Agency Investment Fund. The Local Agency Investment Fund through the State Treasurer's Office invests State and local agency funds in a Pooled Money Investment Account. The State Treasurer is responsible for the control and safekeeping of all securities purchased. In addition, the Pleasant Hill Senior Club holds a pooled investment with the Pleasant Hill Community Foundation Investment Pool in an amount totaling \$50,596.

C. Restricted Cash and Investments

Restricted cash and investments consist of donations to the Pleasant Hill Foundation Senior Center Endowment Fund. As of June 30, 2015, the amount of \$50,596 was recorded as restricted cash and investments.

PLEASANT HILL SENIOR CLUB

Notes to Financial Statements – Modified Cash Basis
June 30, 2015

NOTE 3: CASH AND INVESTMENTS - continued

D. Summary of Fair Value Exposure

FASB ASC 820-10 and subsections, *Fair Value Measurements and Disclosures* clarifies the definition of fair value for financial reporting, establishes a framework for measuring fair value, and requires additional disclosure about the use of fair value measurements in an effort to make the measurement of fair value more consistent and comparable. Pleasant Hill Senior Club has adopted FASB ASC 820-10 for its financial assets and liabilities measured on a recurring and nonrecurring basis.

FASB ASC 820-10 defines fair value as the amount that would be received from the sale of an asset or paid for the transfer of a liability in an orderly transaction between market participants, i.e. an exit price. To estimate an exit price, a three-tier hierarchy is used to prioritize the inputs:

Level 1: Quoted prices in active markets for identical securities.

Level 2: Other significant observable inputs (including quoted prices for similar securities, interest rates, prepayment spreads, credit risk, etc.)

Level 3: Significant unobservable inputs (including the organization's own assumptions in determining the fair value of investments).

The inputs and methodology used for valuing Pleasant Hill Senior Club's financial assets and liabilities are not indicators of the risks associated with those investments.

As of June 30, 2015, the investment balance of \$50,596 was all classified to be Level 1.

NOTE 4: CAPITAL ASSETS

The following is a summary of capital assets as of June 30, 2015

Equipment and furniture	\$ 184,326
Accumulated depreciation	<u>(90,393)</u>
	<u>\$ 93,933</u>

Depreciation recorded for the year ended June 30, 2015 was \$36,864.

PLEASANT HILL SENIOR CLUB

Notes to Financial Statements – Modified Cash Basis
June 30, 2015

NOTE 4: SUBSEQUENT EVENTS

The Organization's management has evaluated subsequent events from the consolidated statement of position date through December 28, 2015; the date the consolidated financial statements were available to be issued for the year ended June 30, 2015, and determined that there were no other items to disclose.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: January 6, 2016
RE: January 14, 2016 Board Meeting

To Set Committee Assignments for 2016

Board Chair Zac Shess has completed committee assignments for 2016. They are attached for your review.

BOARD OFFICERS 2016

DRAFT

Zac Shess	Chair	952-4233 (hm) 212-6572 (cell) zac@escribacommm.com
Dennis Donaghu	Vice Chair	937-8283 (hm) 933-4680 (FAX) dennislux62@hotmail.com
Bobby Glover	Secretary	954-7070 (hm) 951-6842 (wk) bglover@biabayarea.org
Sandra Bonato	Member	938-5433 (hm) 838-2090 (wk) smbonato@aol.com sbonato@berding-weil.com
Sherry Sterrett	Member	687-2888 (hm) 671-7591 (FAX) sterrett.sherry@gmail.com
Curt Kidder	Legal Counsel	510-333-9956 (wk & cell) curt@cskidderlaw.com
Allie Naccara	Ex-Officio	

BOARD COMMITTEES 2016

Budget & Finance	Shess, Chair	Bonato, Member
Land/Facility Development	Glover, Chair	Bonato, Member
Personnel	Glover, Co-Chair	Donaghu, Co-Chair
Program	Donaghu, Chair	Sterrett, Member
City/District Liaison	Glover	Shess
Chamber Representative	Donaghu	
Library Task Force	Bonato	Sterrett (Alternate)
Oversight Working Group (OWG)	Shess	
CSDA Representative	Sterrett	
CAPRI Representative	Bob Berggren	
GM Search	Bonato, Co-Chair	Sterrett, Co-Chair
General Manager	Bob Berggren	Office: 682-0896, ext. 618 Direct: 687-8610 Cell: 250-5698 bberggren@pleasanthillrec.com



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: January 6, 2016
RE: January 14, 2016 Board Meeting

To Consider Contract with California Consulting for Grant Writing (ACTION)

BACKGROUND

Board Member Sherry Sterrett heard a presentation from California Consulting regarding grant writing at a recent California Special Districts Association Quarterly Meeting. She recommended that we contact Steven Sanger of California Consulting to see if there were grant possibilities for the District. The General Manager met with Steven Sanger with California Consulting on two occasions with some key team members of District Staff.

CALIFORNIA CONSULTING

California Consulting was founded in 2004 and has established a reputation for hard work and a commitment to success for their clients, specifically Public Agencies. The California Consulting Grant Team consists of 20 grant writers as well as support staff. They have tremendous amount of experience and a proven track record of success and have mastered the skills of identifying, researching, obtaining funding for significant projects at every level of government.

Currently, California Consulting is the State's largest and is the most effective grant writing company. They have secured well over \$152 million in State and Federal competitive grants for their clients including over 651 approved applications.

BUDGET COMMITTEE

The Budget Committee made up of Board Members Sandy Bonato and Zac Shess met on December 2, 2015 with representatives of the California Consulting Group. The representatives from California Consulting were Steven Sanger and Dana Leusch. They expressed that there are programs that the District could be involved in and at the time the Budget Committee reviewed their work and recommended that the District go on a monthly retainer of \$4,500/per month. The termination agreement is a 30 day notice, so it is a month to month contract. The Budget Committee recommended that the General Manager start California Consulting to research various grants and to do a needs assessment for the District. The Budget Committee agreed to place this on the January 14, 2016 Board Agenda for the Board of Directors approval.

RECOMMENDATION

The General Manager and key staff have met with California Consulting. They have completed the needs assessment where they have identified the priority projects, needs, objectives and goals. We are now working directly with Grant Writer Brian Royer. He has identified more specific grant opportunities and will be submitting some applications by the end of the month in January 2016. California Consulting has reviewed Public State and Federal grants and they will be also reviewing private foundation and private funding for the District through utilization of the Pleasant Hill Community Foundation.

The General Manager is recommending to continue the monthly retainer of \$4,500 with California Consulting. There will need to be a budget adjustment under Administration, professional services. This will be an adjustment of \$31,500 to the professional services budget category for the rest of this fiscal year. There is some information related to California Consulting and what they are working on for the District attached to your packet.

Pleasant Hill Recreation and Park District Needs Assessment

Conducted by Dana Leusch, Senior Director
11/17/15

Project # 1

Swimming pool: deck and underground lights/wiring need replaced.
\$165,000 earmarked in budget - total cost \$450,000.

Grants

California State Parks and Recreation Land and Water Conservation Fund

Deadline: February 3, 2016

Funding up to \$2 million to acquire, develop, operate and maintain park and recreation areas and facilities. Priority development projects include trails, campgrounds, picnic areas, natural areas and cultural areas for recreational use.

California Office of Housing and Community Development (HCD): Housing-Related Parks Program

Deadline: February 4, 2016

Amount: Minimum grant amount: \$75,000; no set maximum award

Match: None

Eligibility: cities and counties or a combination of those entities – please note – City would have to serve as applicant.

<http://www.hcd.ca.gov/housing-policy-development/housing-related-parks-program/>

The Housing Related Parks Program provides grants for the creation of new parks/community recreation facilities or rehabilitation or improvements to existing parks/community recreation facilities. Grant amounts are based on the numbers of bedrooms in newly constructed rental and ownership units restricted for very low and low-income households. Building permits could have been issued as early as Jan. 1, 2010. Eligible applicants can receive up to \$2,200 per bedroom for LI units/\$2,725 per bedroom for

VLI/ELI units. Units substantially rehabilitated, converted from market rate to affordable, and preserved with certificates of occupancy issued during the designated program year are also eligible to receive funding provided they meet the requirements of paragraph (2) of subdivision (c) of Section 65583.1 of the Government Code. Qualifying rental units must be rent-restricted for at least 55 years. Ownership units must be initially sold to qualifying households at affordable cost. Any public funds used to achieve affordability in ownership units must be recovered on resale and reused for affordable housing for at least 20 years. Very low income means not over 50 percent of area median income, adjusted for family size. Low-income means not over 80 percent of area median income, adjusted for family size.

PROJECT #2

Pleasant Hill Park pathway: 27,000 square feet of concrete/asphalt/rubberized pathway needs replacing. Must be able to hold maintenance vehicles; primarily used as jogging/walking trail. \$220,000 in budget - total cost \$600,000.

Grants

California Department of Parks and Recreation: Recreational Trails Program - Non Motorized Applications

Deadline: September 2016 (approx.)

Amount: No minimum or maximum limit

Match: 12% of the total project cost

Eligibility: Cities and Counties; Districts; State Agencies; Federal Agencies; Non-Profit Organizations with management responsibilities of public lands

The Recreational Trails Program (RTP) provides funds annually for recreational trails and trails-related projects. The RTP is administered at the federal level by the Federal Highway Administration (FHWA). It is administered at the state level by the California Department of Parks and Recreation (DPR). Non-motorized projects are administered by the Department's Office of Grants and Local Services and motorized projects are administered by the Department's Off-Highway Motor Vehicle Recreation Division. The non-motorized RTP funds recreation trail projects for pedestrians, bicyclists, and equestrians that may also serve as non-motorized transportation corridors, including: Construction of new trails or expanding/linking trails; Renovation of existing trails; Pedestrian bridges

over roads and waterways; Development of Trailhead Facilities; Development of Trailside Features; and Landscaping and Habitat Restoration.

CalRecycle Rubberized Pavement Grant

Deadline: December 15, 2015

The Pavement Grant Program is designed to promote the use of rubberized pavement while encouraging the recycling of California-generated waste tires. The grants fund public works projects that use Hot-Mix Rubberized Asphalt Concrete (RAC) or rubberized chip seal (also referred to as rubberized pavement) materials from only California-generated waste tire material.

CalRecycle Tire-Derived Product Grant

Deadline: Spring 2016

*Up to \$150,000 toward purchase of eligible rubber product material
Eligible grant costs are limited to material costs for the rubberized products.*

Applicants can request rubber product materials for a variety of uses at different sites: Agriculture/Landscape Mulch, Bark, Weed Abatement, Tree Care Products, Recreation, Playgrounds, Sidewalks/Pathways, Sport Surfacing.

PROJECT #3

*Pleasant Oak Park sports park: 11.5 acres slated for two playgrounds; only 0-5 playground was installed. Looking for funds for 6+ play structure.
\$8,000 donations in budget - total cost \$100,000.*

Wayne and Gladys Valley Foundation

Primary areas of interest include higher, secondary, and other education, medical research, health care, youth, local parks and recreational facilities and local Catholic organizations.

Giving activities include:

\$10,381,428 for 48 grants (high: \$3,571,428; low: \$5,000)

Rubberized surfacing:

CalRecycle Tire-Derived Product Grant

Deadline: Spring 2016

*Up to \$150,000 toward purchase of eligible rubber product material
Eligible grant costs are limited to material costs for the rubberized products.*

Applicants can request rubber product materials for a variety of uses at different sites: Agriculture/Landscape Mulch, Bark, Weed Abatement, Tree Care Products, Recreation, Playgrounds, Sidewalks/Pathways, Sport Surfacing.

Aetna Foundation Regional Community Health Grants **MUST BE NONPROFIT**

The Aetna Foundation, a philanthropic program of Hartford-based Aetna, is inviting proposals for its Regional Community Health Grants Program. The program provides funding focused on reducing disparities in health care among racial and ethnic populations in eligible geographic areas. Grant requests ranging from \$25,000 to \$50,000. Applicants must be nonprofit organizations with evidence of IRS 501(c)(3) designation or de facto tax-exempt status.

Proposals are accepted only through the Aetna Foundation's online system. See the foundation's Web site for complete program guidelines, eligible geographic areas, regional deadlines, and application procedures.

Deadlines:

** February 15*

** May 15*

** August 15*

** November 15*

<http://www.aetna-foundation.org/foundation/apply-for-a-grant/index.html>

Build a Bear Workshop Grants

Deadline: March 31, 2016

The Build-A-Bear Workshop Foundation is a 501(c)(3) organization committed to improving communities and impacting lives through unique philanthropic programs that help children and families, animals and the environment. If you are an organization seeking support on behalf of these causes, you are encouraged to apply for a grant. To apply for a grant from the Build a Bear Workshop, go to the following link for more information:

<http://www.buildabear.com/shopping/contents/content.jsp?catId=400002&id=700010>

General Mills Champions for Healthy Kids Initiative

The General Mills Foundation has partnered with the American Dietetic Association Foundation and the President's Council on Physical Fitness to implement the General Mills Champions for Healthy Kids initiative. The purpose of Healthy Kids is to improve the nutritional habits and physical activity patterns of youngsters aged 2 through 18.

Eligible to apply are youth organizations (YMCA's, Boys & Girls clubs, etc.) park districts, health departments, government agencies, Native American tribes, municipal organizations, and other nonprofits.

http://www.generalmills.com/Responsibility/Community_Engagement/Grants/Champions_for_healthy_kids.aspx

Finish Line Youth Foundation – need nonprofit status to apply

LEGACY GRANT

\$10,000 - \$75,000

The Legacy Grants will be awarded to qualifying organizations in need of improvements and/or renovations to existing buildings, grounds, and property or for new facilities and/or grounds.

<http://www.finishline.com/store/youthfoundation/special-grants.jsp>

PROJECT #4

Parkland acquisition: the County recently announced a 10-acre parcel for sale, a former elementary school site with building demolished. Cost: \$2.5 to \$7.5 million. Part of flood control basin.

Wayne and Gladys Valley Foundation

Primary areas of interest include higher, secondary, and other education, medical research, health care, youth, local parks and recreational facilities and local Catholic organizations.

Giving activities include:

\$10,381,428 for 48 grants (high: \$3,571,428; low: \$5,000)

California State Parks and Recreation Land and Water Conservation

Fund

Deadline: February 3, 2016

Funding up to \$2 million to acquire, develop, operate and maintain park and recreation areas and facilities. Priority development projects include trails, campgrounds, picnic areas, natural areas and cultural areas for recreational use.

California Department of Parks and Recreation: Habitat Conservation Fund (HCF) Program

Deadline: October 2016 (approx.)

Amount: Varies by project; \$2 Million allocated for entire program annually

Match: Dollar-for-dollar from local, private, non-State sources

Eligibility: Cities, Counties, and Districts (**any regional park or open-space district**)

HCF provides funds to local entities to protect threatened species, to address wildlife corridors, to create trails, and to provide for nature interpretation programs which bring urban residents into park and wildlife areas. Eligible projects include applications that address: Deer/Mountain Lion Habitat; Rare, Endangered, Threatened, or Fully-Protected Species Habitat; Wetlands; Riparian Habitat; Anadromous Salmonids and Trout Habitat; Trails; and Wildlife Area Activities.

Flood control:

FEMA: FY2015 Hazard Mitigation Assistance Program – Flood Mitigation Assistance Grant

Deadline: August 28, 2015

Amount: \$100,000 max. federal share

Match: 25% in non-federal funds

Eligibility: State, local, and tribal governments (California cities and counties apply via CalOES)

<http://www.grants.gov/view-opportunity.html?oppld=276901>

The Flood Mitigation Assistance (FMA) Program makes available federal funds to implement and sustain cost-effective measures that minimize or negate the risk of flood damage to residential or non-residential properties insured under the National Flood Insurance Program (NFIP). Priority project categories include:

- 1) Flood mitigation planning activities
- 2) Flood projects that mitigate at least 50 percent of structures that meet definition part (b)(ii) of a severe repetitive loss (SRL) property: At least 2 separate NFIP claim payments have been made with the cumulative

amount of such claims exceeding the market value of the insured structure

- 3) Flood projects that mitigate at least 50 percent of structures that meet the definition of a Repetitive Loss (RL) property: Have incurred flood-related damage on 2 occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event
- 4) Flood projects that mitigate at least 50 percent of structures that meet definition part (b)(i) of a SRL property: 4 or more separate NFIP claims payments have been made with the amount of each claim exceeding \$5,000, and with the cumulative amount of claims payments exceeding \$20,000
- 5) Flood projects that will reduce the risk profile in communities through mitigation of the largest number of contiguous NFIP-insured properties.

Wildlife Conservation:

US Fish & Wildlife Service: 2016 Endangered Species Grants

Release: TBD (likely October 2015)

Deadline: TBD (likely January 2016)

Amount: Varies. \$50 Million in previous 2015 program budget.

<http://www.fws.gov/endangered/grants/grant-programs.html>

Program Description Matrix:

Grant Program	Purpose	Species Benefiting	Applicants	Competition	Financial Match Requirement*
Conservation Grants	implementation of conservation projects	federally listed threatened or endangered species	States or Territories that have entered into cooperative agreements with the Service for endangered and threatened species conservation	formula	25% of estimated project cost; or 10% when two or more States or Territories implement a joint project

PROJECT #5

Restroom replacement at Rodgers-Smith Park: \$50,000. The park includes sports court, soccer fields, and playground.

California State Parks and Recreation Land and Water Conservation Fund

Deadline: February 2017 (if applying for Project #1 in 2016)

Funding up to \$2 million to acquire, develop, operate and maintain park and recreation areas and facilities. Priority development projects include trails, campgrounds, picnic areas, natural areas and cultural areas for recreational use.

US Soccer Foundation: 2016 Safe Places to Play Grants

Deadline: 2016 Spring Grant Cycle

- *LOIs due by January 29, 2016*
- *Application deadline - February 5, 2016*

Amount: \$4,000 - \$50,000 or a percentage of total project amount in form of vendor credit

Match: None required officially; applicants will have to contribute additional funds not covered by the grant award

California State Parks, Office of Grants and Local Services (OGALS): California Youth Soccer Recreation and Development Program

Release: TBD (likely Spring 2016)

Deadline: TBD (likely Fall 2016)

Amount: \$16 Million allocated to entire program.

Match: TBD

Eligibility: Local governments

http://www.parks.ca.gov/?page_id=1008

California State Parks, Office of Grants and Local Services (OGALS) is preparing guidelines to award up to \$16 million in competitive grants. The grants will fund new youth soccer, baseball, softball, and basketball recreation opportunities in heavily populated, low-income urban areas with a high youth crime and unemployment rate. Local agencies, recreation districts, school districts and community-based organizations are eligible to apply. Beginning November 2 through December 18, State Parks' draft application guide will be available on the OGALS website at www.parks.ca.gov/grants for public review and comment. Interested

parties are encouraged to comment on the draft application guide by e-mail at localservices@parks.ca.gov.

Lowe's Charitable and Educational Foundation: Community Partners

Deadline: TBD

Amount: \$25,000

To enhance the quality of life in the communities where Lowe's operates stores and distribution centers throughout the United States. The Foundation's Community Partners grant program supports nonprofit organizations and local municipalities undertaking high-need projects such as building renovations/upgrades, grounds improvements, technology upgrades, and safety improvements.



Pleasant Hill Recreation & Parks District
GRANTS IN-PROGRESS
December 2015

1. CA State Parks, Land, Water Conservation Fund Grant Program

Due: February 3, 2016

The current project is the CA State Parks, Land & Water Conservation Fund Grant program application to restore the Pleasant Hill swimming pool deck, underground lights and wiring.



Pleasant Hill Recreation & Parks District
MEETINGS & OTHER ACTIVITIES
December 2015

Meeting/ Activity Date	Purpose	Attendees
12/09/15	Follow-up email to Bob Berggren schedule telephone conference.	Bob Berggren
12/10/15	Conference call with Bob Berggren to discuss our Needs Assessment document and potential projects.	Bob Berggren
12/18/15	Emails with Bob Berggren to further discuss their "B" list of alternative smaller priority projects.	Bob Berggren
12/29/15	Emails with Bob Berggren developing 2 potential grant projects for the LWCF and US Soccer Foundation.	Bob Berggren

City of Upland – Rod Butler

Used them at last two cities he's worked in (Patterson before Upland)

Been in Upland for 14 months as City Manager

Brought CA Consulting back b/c success and good relationship with them

Good with follow-through, locating grant information, taking time to understand the types of grants your org is looking for

Just started CA Consulting in Upland in Aug/Sept 15, so no awards yet, but successful in Patterson – Cal Fire Urban Forestry Grant \$65K, loan from CA Energy Commission for major energy project throughout City, few smaller grants (\$25K or less) for fire department, youth programming grant \$40-50K from a private foundation

They are like an extension of your staff, but they can't do everything for you. They have a role in ID'ing grant sources, staff have to help provide info for the grant writer. It's more of a partnership.

They do a lot of work for school districts, cities and counties. Helped coordinate with school district for Patterson City/School District grant

City of Yuba City – Brad McIntire

Pretty good job for us as a City

Helped get soccer grant \$15-18K, working on land water conservation fund grant due Feb

Tristian is their main contact, does a pretty good job, have to stay on top of him a little bit

City wide – gotten about \$700-800K the last 2-3 years

Still takes staff time because he needs background information

Do a year to year contract – so can evaluate the results each year



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: January 6, 2016
RE: January 14, 2016 Board Meeting

Report on California Special District's Association Meetings

Board Member Sherry Sterrett was on the State Board of the California Special Districts Association. She will make a report on recent meetings of the California Special Districts Association.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: January 6, 2016
RE: January 14, 2016 Board Meeting

To Set Date/Time for Budget Committee Meeting

Budget Committee will need to set a meeting to review the pathway project as well as the pool deck project.