MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: January 20, 2016

RE: January 28, 2016 Board Meeting

Starting at 5:00 p.m. there will be two closed sessions as listed below.

CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Pursuant to California Government Code Section 54856.9(d)(4): Regarding 1 matter of anticipated litigation

CONFERENCEN WITH REAL PROPERTY NEGOTIATORS
Pursuant to California Government Code Section 54956.8
Assessor's Parcel Number: 149-230-005 & 008 (1700 Oak Park Blvd.)
Agency Negotiator: Bob Berggren, General Manager
Seller: Contra Costa County Public Works Regarding: Price and terms of payment

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: January 20, 2016

RE: January 28, 2016 Board Meeting

Consent Calendar (ACTION)

a. To Approve Bills to be Paid
b. To Approve Minutes of September 14, 2015 and November 5, 2015
c. To Approve Resolution 2016-01-28, Approving the Application for Land and Water Conservation Fund for Pleasant Hill Aquatic Park Project

This resolution needs to be included for the first grant application prepared by California Consulting to the Land and Water Conservation Fund of the State of California.

Accounts Payable
Computer Check Register Totals

Check	Date	Vendor No	Vendor Name	Amount	Voucher
22290	01/28/2016	ActNet	Active Network LLC	3,580.50	000000
22291	01/28/2016	AmerSta	American Stage Tours	2,255.00	000000
22292	01/28/2016	AmFidAs	American Fidelity Assurance	302.70	000000
22293	01/28/2016	Antai	Antai Solutions LLC	8,324.00	000000
22294	01/28/2016	ATT3	ATT CALNET 2	265.99	000000
22295	01/28/2016	BayAreA	Bay Area Barricade Service Inc	111.02	000000
22296	01/28/2016	BillAce	Bill's Ace Hardware	192.03	000000
22297	01/28/2016	CaDoj	California DOJ	96.00	000000
22298	01/28/2016	Capri	CAPRI	90,167.50	000000
22299	01/28/2016	CCCOofEd	Contra Costa County Office of	75.00	000000
22300	01/28/2016	CCHeal	Contra Costa Health Services	1,892.00	000000
22301	01/28/2016	CCSNP	Contra Costa Senior Nutrition	1,990.00	000000
22302	01/28/2016	CCWat	Contra Costa Water District	506.54	000000
22303	01/28/2016	CenCon	Central Contra Costa Sanitary	1,163.32	000000
22304	01/28/2016	Centro	Centro Print Solutions	203.71	000000
22305	01/28/2016	CintCorp	Cintas Corp # 185	184.43	000000
22306	01/28/2016	Cole	Cole Supply Co., Inc.	192.03	000000
22307	01/28/2016	DelDen	Preferred Benefit	3,362.40	000000
22308	01/28/2016	EBMUD	East Bay Mud	199.30	000000
22309	01/28/2016	Ecolab	Ecolab	469.96	000000
22310	01/28/2016	EDD	Employment Development Dept.	4,268.00	000000
22311	01/28/2016	Ewing	Ewing Irrigation	366.42	000000
22312	01/28/2016	Fechter	Fechter & Co CPA's	4,571.00	000000
22313	01/28/2016	FranTx	Franchise Tax Board	105.00	000000
22314	01/28/2016	Furber	Furber Saw, Inc.	215.10	000000
22315	01/28/2016	KaisFou	File #73029 Kaiser Foundation Health Plan	26,414.65	000000
22316	01/28/2016	KiddCur	Law Office of Curtis S. Kidder	4,770.00	000000
22317	01/28/2016	Legal S	Legal Shield	47.85	000000
22318	01/28/2016	LincEqu	Lincoln Aquatics	105.46	000000
22319	01/28/2016	MacAlv	Mac Alvey's Nursery	199.20	000000
22320	01/28/2016	McInerne	McInerney & Dillon	320.60	000000
22321	01/28/2016	MDUSD	Mt. Diablo Unified School Dist	3,319.00	000000
22322	01/28/2016	Mity-Lit	Mity-Lite	3,178.82	000000
22323	01/28/2016	MJStudio	Bruce Jackson MJ Studios	100.80	000000
22324	01/28/2016	Navlet	Navlet's Inc.	142.79	000000
22325	01/28/2016	NelsRob	Robert Nelson	500.00	000000
22326	01/28/2016	PerrSte	Stephanie Perry	2,267.70	000000
22327	01/28/2016	PERS	CalPERS	15,830.84	000000
22328	01/28/2016	PG&E	Pacific Gas & Electric Co	10.91	000000
22329	01/28/2016	PhCham	Pleasant Hill Chamber Of Comme	700.00	000000
22330	01/28/2016	PhCit	Pleasant Hill, City of	4,390.88	000000
22331	01/28/2016	PleaHill	Pleasant Hill Rec & Park Distr	127,895.56	000000
22332	01/28/2016	PurcPow	Purchase Power	25.81	000000
22333	01/28/2016	R&S	R & S Erection of Concord, Inc	280.45	000000
22334	01/28/2016	R-Comput	R-Computer	10,073.49	000000
22335	01/28/2016	Republic	Republic Services #210	2,138.25	000000
22336	01/28/2016	SafeCom	Safety Compliance Management	1,995.00	000000
22337	01/28/2016	Spinitar	Spinitar	1,819.99	000000
22338	01/28/2016	Standard	Standard Insurance Company	1,551.84	000000
22339	01/28/2016	SuppWor	Supply Works	1,821.06	000000
22340	01/28/2016	USBank	U.S. Bank	1,567.30	000000
22341	01/28/2016	VSP	Preferred Benefit	61.80	000000
22342	01/28/2016	WineWo	Wine, Women & Shoes Inc	7,000.00	000000
			CHECK TOTAL:	**$343,589.00**	

Board of Directors Special Meeting Minutes
September 14, 2015
DRAFT

The September 14, 2015 special meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 8:00 a.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE
Board Member Donaghu led the Pledge of Allegiance.

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

STAFF PRESENT: Berggren

PUBLIC COMMENT
Pleasant Hill Resident Jack Prosek was present and indicated that he would like to speak on item #4. Board Chair closed public comment.

TO CONSIDER RESPONSES TO CONTRA COSTA COUNTY'S SURPLUS PROPERTY NOTICES FOR THE PARCELS OF REAL PROPERTY IDENTIFIED AS ASSESSOR'S PARCEL NUMBERS 149-230-005 & 008 AND 149-130-020 TO 024 AND 030 (ACTION)
Pleasant Hill Resident Jack Prosek commented that it is his hope that the Recreation & Park District purchases the property at the former Oak Park Elementary School site and that the Board would consider the possibility of a location of a library.

The General Manager indicated that Contra Costa County sent the District a letter on July 14 that they plan to dispose of surplus properties located on Oak Park Boulevard. Attorney Curt Kidder explained the zoning of the property as identified as parcel number 149-230-005 and 008 or as described as the former Oak Park Elementary School site. The Board of Directors further discussed their interests in the former Oak Park Elementary School site and the possibility of athletic fields for District residents. Board Member Bobby Glover felt strongly that it is the responsibility of the Recreation & Park District to consider all parcels that have not been developed for athletic fields and facilities. Glover stated that most of Pleasant Hill is built out and there are only a few parcels left that the District needs to consider for possible recreation sites for District residents.

Upon motion of Donaghu and seconded by Glover, the Board instructed the General Manager to write a letter of intent by the District to purchase the surplus properties identified as APN 149-230-005 and 008. The motion passed with all Board of Directors in favor of the motion.

Chair Bonato requested that the General Manager write a letter to the City of Pleasant Hill explaining the Board's action. The Board also requested that the General Manager contact the leaders of the Pleasant Hill Baseball Association and the Pleasant Hill/Martinez Soccer Association regarding a possible purchase of this property.

ADJOURNMENT
Board Chair Bonato adjourned the meeting at 8:25 a.m.

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Robert B Berggren, Clerk of the Board

Board of Directors Meeting Minutes
November 5, 2015
DRAFT

The November 5, 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
Board Member Glover led the Pledge of Allegiance.

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

STAFF PRESENT: Berggren, Hunn, Cooper, Young, Riley, Alden

PUBLIC COMMENT
Claire Shigley, resident of Pleasant Hill, spoke supporting the District's negotiations for purchasing the Oak Park property to be used for more field space. Darcy Mathews, resident of Pleasant Hill spoke in support of the District purchasing the Oak Park property. Norm VanHole, resident of Pleasant Hill spoke in support of the District continuing negotiations for the Oak Park property. Kim Brandt, resident of Pleasant Hill, spoke in support of the District purchasing the property and offered the support from her home owners group. Lenore Krause, resident of Pleasant Hill, spoke in support of the District purchasing the property.

The Board expressed how pleased they were with all the community support.

CONSENT CALENDAR (ACTION)
a. To Approve Bills to be Paid
b. To Approve Minutes of August 13, 2015

Upon motion of Board Members Donaghu & Sterrett 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:
- Naccara reported that she was unable to attend the Teen Council meeting last Monday, but she did receive notes from the meeting.
- The Halloween Party was a big success. The Council will be hosting a Holiday Party on December 18, 2015.
- The Council will be helping with the District Breakfast with Santa event and the Holiday Festival.

College Park news:
- Naccara reported that it had been a rough week due to the car accident. There was a candle light vigil today for the girls who lost their lives.
- The Collage Park Orchestra Showcase on October 24, 2015 was a success.
- The Senior Class Panoramic picture was taken on October 29, 2015.
- The Senior Class cap and gown meeting was yesterday.

- There will be no school on November 11, 2015.
- The College Park Choir will be having a holiday performance, and they just preformed at the Warriors game.
- The boosters club is offering fundraisers.
- College Park will be holding the last mock SAT and ACT on November 7, 2015.
- The grad night tickets are already on sale.

The General Manager reported that the Board of Directors will be purchasing Naccara's grad night ticket. Naccara thanked the Board.

TO CONSIDER RESOLUTION 2015-11-05, APPROVING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2015-16 (ACTION)

The General Manager reviewed the appropriation limit information with the Board.

Upon motion of Board Members Donaghu & Shess the Board approved the appropriation limit for fiscal year 2015-16.

REPORT ON THE TEEN CENTER PROGRAM

Recreation Supervisor Katrina Hunn introduced Teen Center staff members Jenny Cooper and Katie Alden to the Board. Hunn reviewed a progress report of the Teen Center from the last three years with the Board. Hunn commented that the after school program currently has a waiting list as they are full and cannot take any new students right now for safety reasons. Hunn reported that currently the Teen Center has 153 members. She reviewed a growth chart of all the Teen activities. Hunn reported that the reserve account will exceed the estimated budget revenue for 2015-16.

Board Member Sterrett asked if the Teen Center was accommodating special needs students. Hunn said they are.

Board Member Sterrett complimented Hunn on the program.

Board Chair Bonato asked about the transportation for the program. Hunn said the majority of the students are coming from Sequoia Middle School so they walk, but students from Valley View Middle School and Pleasant Hill Middle School are bused.

Board Member Glover commented that it was nice to see the students using the furniture. He commented that it may be time to go back to Headco for another grant.

Board Member Sterrett suggested a "wish list" for supplies.

The Board thanked Hunn and her staff for all their hard work in the program.

PROGRAM COMMITTEE

a. Review Winter/Spring Spotlight
b. Update on Class Cancellations

a. Board Member Donaghu reviewed the upcoming Spotlight with the Board.
b. Recreation Supervisor Tina Young reported that the program committee has been kept up to date from staff on the supervisor's cancellation policies for programs and classes.

TO CONSIDER OPTIONS FOR REDUCING SPEED ON PASO NOGAL ROAD (ACTION)
The General Manager reviewed a letter he received from the City regarding the Paso Nogal Road issue. He is recommending setting up a meeting with the City and the District regarding the issue.

Board Member Shess commented that there should be other alternatives regarding the speed issue on Paso Nogal Road discussed with the City. Shess would like to have the residents more involved in the discussions.

Board Chair Bonato commented that she was glad the City had put in writing what the constraints should be on the issue. Bonato agreed that the residents should be engaged in the process.

Board Member Sterrett commented that the home owners should be the ones working with the City.

Board Member Donaghu commented that he feels speed bumps are the best solution.

Board Member Glover commented that his concern was more with the wording of the City's letter. He said he is not in favor of speed bumps. He is more interested in enforcement of the speed limit.

Martin Nelis from the City of Pleasant Hill was present. Nelis commented that the City would like to work further with the District on the Paso Nogal issue.

The majority of the Board would like the General Manager to arrange a meeting with the City at the staff level.

TO REVIEW AND CONSIDER BOARD POLICIES (FIRST READING)

a. **3025- Financial Management**
b. **3030- Financial Controls**
c. **3035- Fixed-Asset Accounting Control**
d. **3040- Fixed-Asset Capitalization**
e. **3050-Purchasing**

The Board reviewed and made adjustments to policies 3025, 3030, 3035, 3040, and 3050.

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 regarding the appraisal of the School House property.
Personnel Committee: Meeting scheduled for November 12, 2015 at 10:00 a.m.

Budget & Finance Committee: Board Chair Bonato commented that there had been a meeting with staff. They have no recommendations as of yet.
Program Committee: The report was given at tonight's meeting.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She attended the Share the Magic event. She said the spot light went out right at the beginning of the show. She commented that there should be an alternative plan for lighting.
- She asked to adjourn tonight's meeting in memory of KIDSTOP Site Director Elizabeth Hurley.

Donaghu made the following announcements/questions:

- He just returned from his Mexico trip.

Shess made the following announcements/questions:

- He attended the Chamber Speaker Series last Monday.
- He asked staff to contact PHBA to address neighbor's concerns about their storage building.
- He read about the City of Walnut Creek hiring a consulting firm to research their pools. He would like to keep up to date on the situation.

Glover made the following announcements/questions:

- He received a call regarding the fence at Rodgers- Smith Park. He will be referring the person to the General Manager and District Staff.

Bonato made the following announcements/questions:

- She asked to see the changes PHBA made to their building after the Architectural Review Committee requested changes.
- She asked for an update on the gate at Dinosaur Hill. The General Manager said staff is still working out the logistics of the gate.
- She requested the General Manager to send her the date of the next District Custodial staff meeting.
- She asked that a follow up thank you be sent to the Society of Magicians for the Share The Magic Show.
- She commented that she would like to do something symbolic from the District for the teens who lost their lives in the car accident.
- She commented that she would like to do something from the District for Elizabeth Hurley's family.
- She asked staff to give feedback on what should be done with the petitions received tonight regarding the Oak Park property. The General Manager commented that the issue should be discussed in a closed session. She asked for him to schedule a closed session with legal counsel.
- She commented that she appreciated the Chamber information in the Board packet.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He commented that there will probably be some special meetings for the Board scheduled in the next few weeks.
- The Ethics Training will be December 3, 2015.

- The annual audit and the reserve study will be on the next agenda.
- Marketing Director Jen Thoits has finished the press release regarding the tax payer's rate reduction due to the District's improved bond rating.

Board Chair Bonato adjourned the meeting at 10:50 p.m. in memory of Elizabeth Hurley.

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Robert B. Berggren, Clerk of the Board

147 Gregory Lane
Pleasant Hill, CA 94523
(925) 682-0896
(925) 682-1633 fax
pleasanthillrec.com

Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2016-01-28**
APPROVING THE APPLICATION FOR LAND AND WATER CONSERVATION FUND FOR PLEASANT HILL AQUATIC PARK PROJECT

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

WHEREAS, the Congress under Public Law 88-578 has authorized the establishment of a Federal Land and Water Conservation Fund Grant-In-Aid program, providing Matching funds to the State of California and its political subdivision for acquiring lands and developing Facilities for public outdoor recreation purposes; and

WHEREAS, the California Department of Parks and Recreation is responsible for administration of the program in the State, setting up necessary rules and procedures governing Applications by local agencies under the program; and

WHEREAS, the Applicant certifies by resolution the approval of the Application and the availability of eligible Matching funds prior to submission of the Application to the State; and

NOW, THEREFORE, BE IT RESOLVED THAT the Pleasant Hill Recreation and Park District Board of Directors hereby:

1. Approves the filing of an Application for Land and Water Conservation Fund assistance for the proposed; Pleasant Hill Aquatic Park Pool Renovations Project

2. Agrees to abide by Section 6(f)(3) of Public Law 88-578 which states "No property acquired or developed with assistance under this section shall, without the approval of the National Secretary of the Interior, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location."

3. Certifies that said agency has Matching funds from eligible source(s) and can finance 100 percent of the Project, which up to half may be reimbursed; and

4. Appoints Robert B. Berggren, Pleasant Hill Recreation and Park District General Manager as agent of the applicant to conduct all negotiations and execute and submit all documents, including, but not limited to applicable current state and federal laws which may be necessary to the completion of the aforementioned Project.

PASSED AND ADOPTED ON January 28, 2016, by the following vote:

AYES:
NOES:
ABSENT:

Zac Shess, 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 28, 2016.

Robert B. Berggren, Clerk of the Board

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: January 20, 2016

RE: January 26, 2016 Board Meeting

To Consider Support of "Every 15 Minutes" Program at College Park High School (ACTION)

Representatives from College Park High School along with the California Highway Patrol are hosting the "Every 15 Minutes" program again at College Park High School on March 22 and 23. Denise Getty approached us about sponsoring this event through the donation of the Community Center. They would like to utilize the Perera Pavilion and kitchen on March 22 and ending on March 23. There is a letter attached from Derek Knapp, the "Every 15 Minutes" Chair. Denise Getty will be on hand at the Board Meeting to answer questions.

The General Manager would like to recommend that the Board of Directors approve the sponsorship of the "Every 15 Minutes" program for College Park High School. It is a terrific program. It certainly has had an impact on the students of our community. I have checked with Ryan Herriman and the facility is available for this utilization.

COLLEGE PARK HIGH SCHOOL
HOME OF THE FALCONS

201 VIKING DRIVE, PLEASANT HILL CA 94523
925.682.7670

December 7, 2015

Bob Berggren, GM
Pleasant Hill Recreation
147 Gregory Lane
Pleasant Hill, CA 94523

Dear Bob,

In March of 2015 College Park High School in cooperation with the California Highway Patrol and our community will be hosting the *Every 15 Minutes* program at College Park High School on March 22 and 23. *Every 15 Minutes* is a two-day program involving high school junior and seniors which encourages them to think about personal safety when alcohol is involved. The program challenges the involved participants to make mature decisions and recognize that their actions affect others besides themselves.

We would like to invite the PH Rec Center to participate as a sponsor for this event. In order to guarantee the success of this program we need to secure a facility to host the students, teachers and administrators involved for the two day program.

We would need the facility beginning at 6am on Tuesday, March 22th until Wednesday, March 23th morning around 9am. With use of a room to use as a command center, kitchen area and a room to have the 35 students and faculty spend the night.

If you have any questions regarding the program, please feel free to contact me or one of our student program committee members.

Thank you in advance for your participation in this program.

Sincerely,

Derek Knapp
CP Every 15 Minutes Chair

Every 15 Minutes

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: January 20, 2016

RE: January 28, 2016 Board Meeting

Review of Accomplishments for 2015 and Goals for 2016

On Tuesday, January 26, the Board of Directors will be meeting to review the accomplishments of 2015 and goals for 2016. This item is to formalize and review the final list of accomplishments of 2015 and goals for 2016.

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: January 25, 2016

RE: January 28, 2016 Board Meeting

Report on the Process in the Selection of the General Manager

The AD-HOC Committee made up of Board Members Sterrett and Bonato met on Friday, January 22 to discuss the process in the selection of the General Manager. Board Member Sterrett will give an update and report to the Board.

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: January 20, 2016

RE: January 28, 2016 Board Meeting

Report on the Quarterly Meeting of the Contra Costa Special Districts Association

The Contra Costa Special Districts Association will be meeting on Monday, January 25 at the Pleasant Hill Community Center. Board Member Sherry Sterrett will report on the quarterly meeting of CCSDA.

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: January 20, 2016

RE: January 28, 2016 Board Meeting

Reports and To Set Board Committee Meeting Dates

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