



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: February 3, 2014

RE: Agenda Item #4 – February 13, 2014 Board Meeting

To Consider Additional Signage at Pleasant Oaks Park (ACTION)

Enclosed in your packet is the additional signage related to Pleasant Oaks Park. These items were requested by the Board of Directors for further review. The items include the Pleasant Hill Baseball Association's (PHBA) banner on backstop #1 and the Pleasant Hill/Martinez Soccer Association (PHMSA) identification sign also at Pleasant Oaks Park. The final signage is the recommendation for street sign identification. The example shows Pleasant Oaks Park, but this could also be used for Rodgers Ranch or any other facility that requires a sign off of the main thoroughfare. Most of the District facilities are on major streets and don't require this, but both Pleasant Oaks Park and Rodgers Ranch are good examples of parks that need additional signage for identification. These signs will be paid for by the individual groups, PHBA and PHMSA. Any type of street identification sign would be paid by the District.

The General Manager and staff are recommending the Board approve the additional signage for Pleasant Oaks Park.



Pleasant Oaks Park
Exterior Sign Program
Soccer / Baseball Signage

January 15, 2014

Program: 14-PHPR-004

DRAWINGS CHECKED BY:

- PROGRAM MANAGEMENT _____
- DESIGN _____
- PRODUCTION _____
- INSTALLATION _____

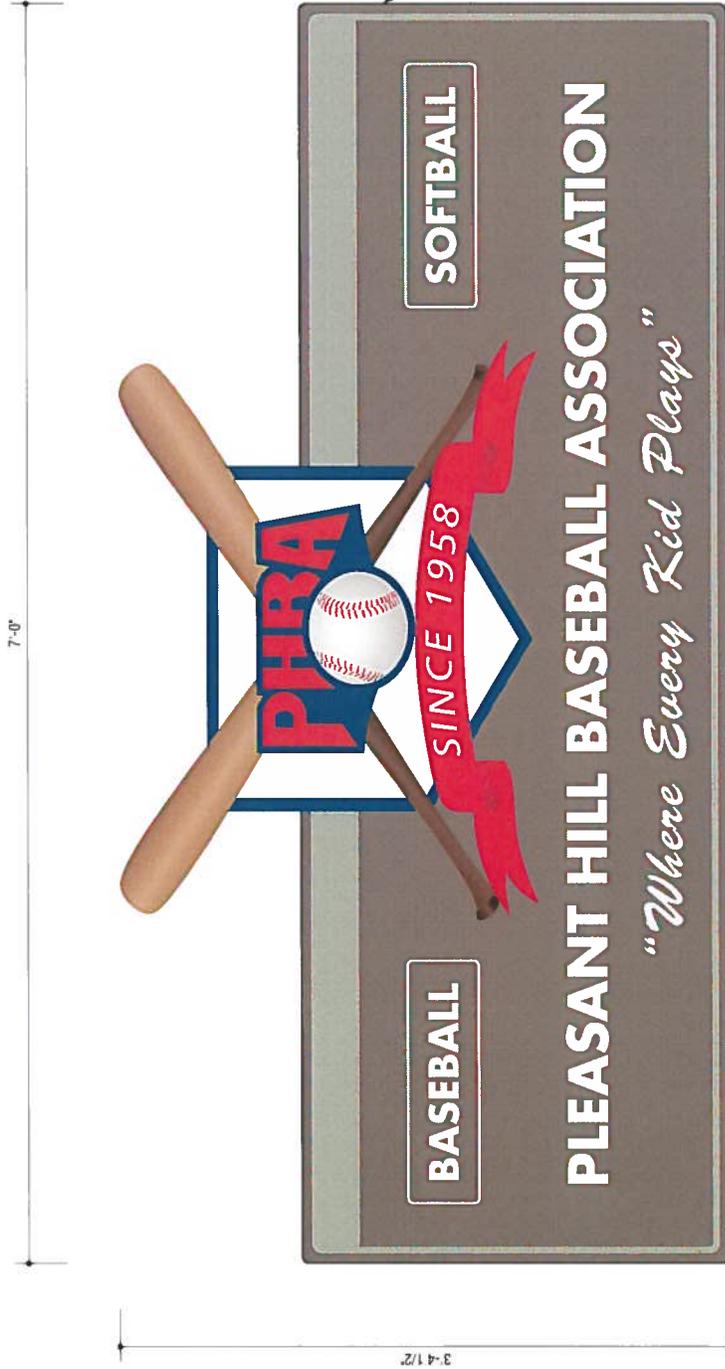
3445 Mt. Diablo Blvd.
Lafayette, California 94549
925-444-2030 Telephone
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4550 MacArthur Blvd., 5th Floor
Newport Beach, California 92660
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PHOTO MOCK UP



BACKSTOP IDENTIFICATION - CONCEPT 1

Front View

Scale: 1 1/2"=1'-0"

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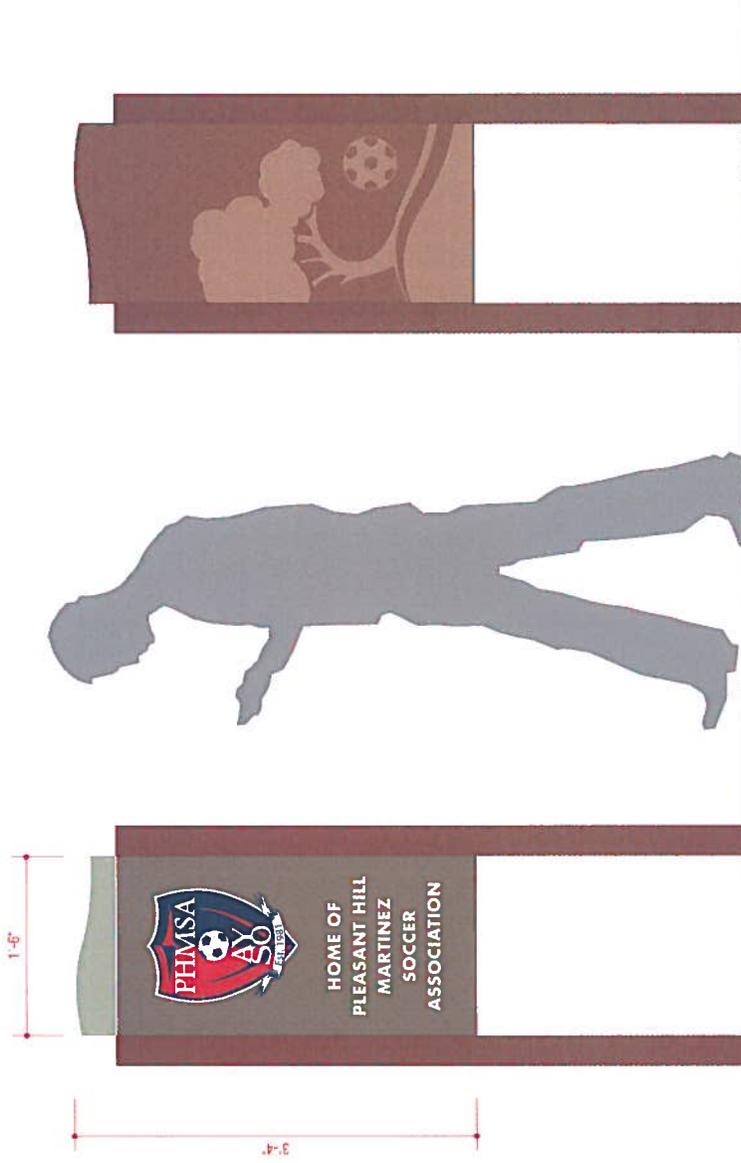
Pleasant Oaks Park

Design Snapshot™ Package

January 15, 2014

14-PHPR-004

DS.01



PHMSA IDENTIFICATION

Front & Back Views

Scale: 1"=1'-0"

2-2013 02/16/2014 4:17 PM PHMSA



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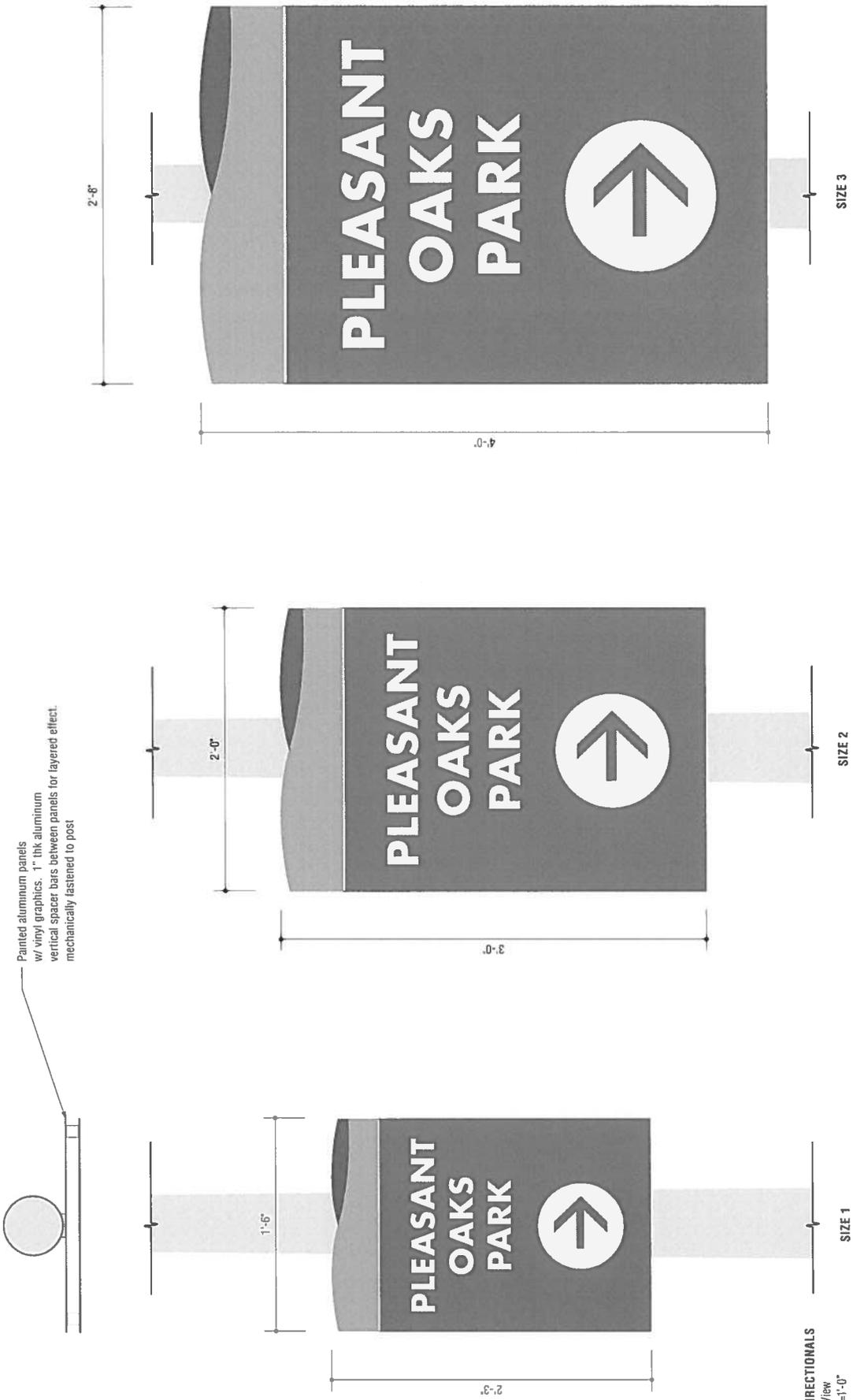
4000 MacArthur Blvd. Suite 900
Newport Beach, California 92660

800-971-5225 Telephone
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Pleasant Oaks Park
Design Snapshot™ Package

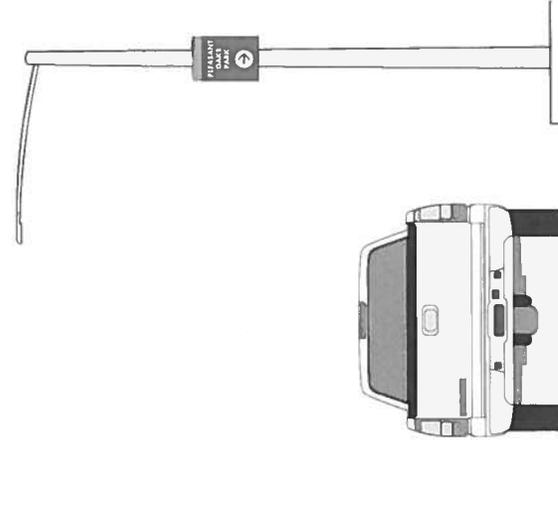
January 15, 2014
14-PHPR-004

DS.02

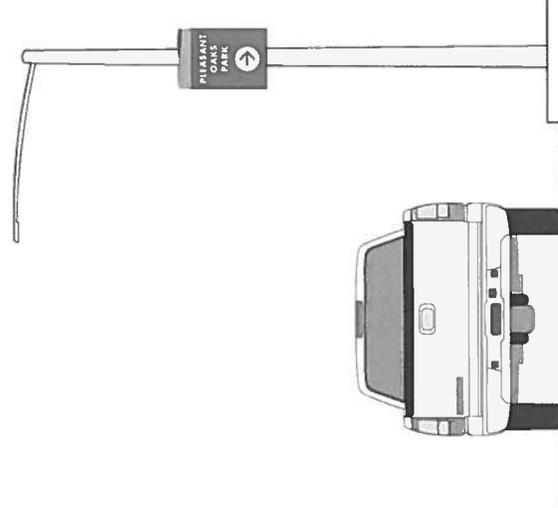


OFFSITE DIRECTIONALS
 Front & Top View
 Scale: 1/2" = 1'-0"

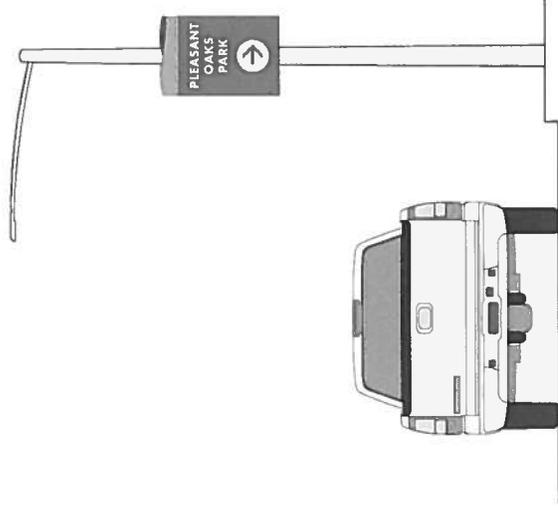
	2418 E. Duane Ave. Los Angeles, California 90058	(323) 442-2007 / (800) 451-7669 (323) 442-7669 / (323) 442-7669	www.gnuonline.com	4859 Macomber Blvd., Suite 407 Newport Beach, California 92660 (949) 573-2625 / (949) 573-5447 / (949) 573-5447	Pleasant Oaks Park Design Snapshot™ Package	January 15, 2014 14-PPR-004	DS.03
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SIZE 1



SIZE 2



SIZE 3

OFFSITE DIRECTIONALS - SAMPLE ELEVATIONS

Front & Top View
Scale: 1/4"=1'-0"

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Pleasant Oaks Park
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January 15, 2014
14-PHPR-004

DS.03A



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: February 3, 2014
RE: Agenda Item #5 – February 13, 2014 Board Meeting

Update on Bond Projects

- **Community Center**
- **Pleasant Oaks Park**

The General Manager and staff will give an update on the Community Center and Pleasant Oaks Park bond projects.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: February 3, 2014

RE: Agenda Item #8 – February 13, 2014 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of December 5, 2013**
- c. To Approve Resolution 2014-02-13A, Honoring Paul Cotruvo for 2013 Community Service Award**
- d. To Approve Resolution 2014-02-13B, Honoring John Matthesen & Marian Woodward and Resolution 2014-02-13C, Honoring Harold Jeffrey for 2013 Board Appreciation Awards**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
19448	02/13/2014	Aflac	Aflac	88.40	000000
19449	02/13/2014	AmFid	American Fidelity	2,413.28	000000
19450	02/13/2014	AmirMaz	Mazar Amiri	180.00	000000
19451	02/13/2014	Antai	Antai Solutions LLC	14,359.00	000000
19452	02/13/2014	ATT CC	AT & T	207.59	000000
19453	02/13/2014	BayAlar	Bay Alarm Company	12.00	000000
19454	02/13/2014	BayAreA	Bay Area Barricade Service Inc	542.50	000000
19455	02/13/2014	BerBob	Robert B. Berggren	350.00	000000
19456	02/13/2014	BillAce	Bill's Ace Hardware	555.61	000000
19457	02/13/2014	BlyJan	Jan Blythe	737.60	000000
19458	02/13/2014	BonaSan	Sandra Bonato	200.00	000000
19459	02/13/2014	BsnPas	BSN Sports/Sport Supply Group	96.38	000000
19460	02/13/2014	CaliBan	California Bank of Commerce	11,895.11	000000
19461	02/13/2014	Cashand	Cash and Carry Warehouse	3,458.17	000000
19462	02/13/2014	CCCPubWo	Contra Costa County Public Wor	765.15	000000
19463	02/13/2014	CCTopsoi	Contra Costa Topsoil Inc	3,978.20	000000
19464	02/13/2014	CCWat	Contra Costa Water District	445.74	000000
19465	02/13/2014	CenCon	Central Contra Costa Sanitary	3,138.56	000000
19466	02/13/2014	Century	Century Mfg	65.92	000000
19467	02/13/2014	CintCorp	Cintas Corp # 185	82.08	000000
19468	02/13/2014	Cleansou	Cleansource	7,261.24	000000
19469	02/13/2014	CleVent	Clean Vent	695.00	000000
19470	02/13/2014	Cole	Cole Supply Co., Inc.	233.25	000000
19471	02/13/2014	CopySt	Copy Station	295.37	000000
19472	02/13/2014	Cresco	Cresco Equipment Rentals	89.51	000000
19473	02/13/2014	Cyber	Cybercopy	378.61	000000
19474	02/13/2014	DeltaBl	Delta Bluegrass Company	7,710.00	000000
19475	02/13/2014	DevMtnur	Devil Mountain Wholesale Nurse	14,131.61	000000
19476	02/13/2014	DiaTro	Diablo Trophies & Awards	10.31	000000
19477	02/13/2014	DigThis	Dig This Inc	340.00	000000
19478	02/13/2014	DLFalk	DL Falk	226,007.10	000000
19479	02/13/2014	DonDen	Dennis A. Donaghu	200.00	000000
19480	02/13/2014	Eames	Eames Hardware & Supply	43.94	000000
19481	02/13/2014	EBMUD	East Bay Mud	973.60	000000
19482	02/13/2014	Ed2go	Education To Go	67.25	000000
19483	02/13/2014	Egroup	The E Group, LLC	300.00	000000
19484	02/13/2014	Ewing	Ewing Irrigation	3,377.68	000000
19485	02/13/2014	FarWest	Farwest Sanitation	85.53	000000
19486	02/13/2014	FastSign	Fast Signs	951.77	000000
19487	02/13/2014	FranTx	Franchise Tax Board	352.75	000000
19488	02/13/2014	Gates	Gates & Assoc Landscape Arch	885.00	000000
19489	02/13/2014	GlovBob	Bobby Glover	200.00	000000
19490	02/13/2014	Goodland	Goodland Landscape Constr Inc	129,750.08	000000
19491	02/13/2014	HardBret	Bret Hardwick-Renner	180.00	000000
19492	02/13/2014	IdealSer	Ideal Service Company, Inc.	615.78	000000
19493	02/13/2014	INKEM	INKEM	426.41	000000
19494	02/13/2014	LaserPri	Laser Printer Resource	109.95	000000
19495	02/13/2014	Lesco	John Deere Landscapes	1,861.19	000000
19496	02/13/2014	LincEqu	Lincoln Equipment, Inc.	3,461.03	000000
19497	02/13/2014	LukeDes	Luke Design Associates	1,469.59	000000
19498	02/13/2014	MadDog	Mad Dog Drilling Co	375.00	000000
19499	02/13/2014	MDUSD	Mt. Diablo Unified School Dist	1,557.75	000000
19500	02/13/2014	MJStudio	Bruce Jackson MJ Studios	103.60	000000
19501	02/13/2014	MobiMod	Mobile Modular Mngmnt Corp	265.83	000000
19502	02/13/2014	MurdDeb	Debbie Murdock	1,731.73	000000
19503	02/13/2014	Nextel	Nextel Communications/Sprint	639.24	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
19504	02/13/2014	PaciGen	Pacific General Engineering	4,928.56	000000
19505	02/13/2014	Parker C	Parker Communications	11,122.69	000000
19506	02/13/2014	PERS	PERS	17,048.44	000000
19507	02/13/2014	PG&E	Pacific Gas & Electric Co	10,375.80	000000
19508	02/13/2014	PhCit	Pleasant Hill, City of	4,813.88	000000
19509	02/13/2014	PHFOCUS	Community Focus LLC	575.00	000000
19510	02/13/2014	PhSen	Pleasant Hill Seniors Club	1,513.44	000000
19511	02/13/2014	PleaHill	Pleasant Hill Rec & Park Distr	107,413.08	000000
19512	02/13/2014	Prestige	Prestige Landscape & Construct	31,550.00	000000
19513	02/13/2014	Proclaim	Proclaim Promotions	2,462.85	000000
19514	02/13/2014	R-Comput	R-Computer	9,417.66	000000
19515	02/13/2014	Safeplay	Safeplay by Design, Inc	425.00	000000
19516	02/13/2014	SanchezW	Walter C Sanchez	80.00	000000
19517	02/13/2014	SandSaf	Sanderson Safety Supply Co	70.38	000000
19518	02/13/2014	ShessZac	Zac Shess	200.00	000000
19519	02/13/2014	SiePac	Sierra Pacific Tours	2,375.00	000000
19520	02/13/2014	ST BOE	CA St Bd of Equilization	297.00	000000
19521	02/13/2014	StePrint	Steven's Printing	199.65	000000
19522	02/13/2014	SterSher	Sherry Sterrett	200.00	000000
19523	02/13/2014	ThomWest	Thompson Reuters	43.95	000000
19524	02/13/2014	UNIVAR	UNIVAR USA Inc	221.43	000000
19525	02/13/2014	USBank	U.S. Bank	1,604.65	000000
19526	02/13/2014	Vagabond	The Vagabond Players	400.00	000000
19527	02/13/2014	Valic	Valic	1,350.00	000000
19528	02/13/2014	Xerox	Xerox Corporation	332.11	000000
19529	02/13/2014	YRC Frei	YRC Freight	323.00	000000

CHECK TOTAL: \$660,051.56



**Board of Directors Meeting Minutes
December 5, 2013
DRAFT**

The December 5, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 7:06 p.m. in the Meeting Room at the Teen Center.

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

ROLL CALL

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

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

PUBLIC COMMENT

None

EX-OFFICIO MEMBER REPORT, KEVIN NEYS– COLLEGE PARK HIGH SCHOOL

Ex-Officio Neys gave the following report.

- The Light up the Night event in downtown Pleasant Hill went well.
- The Teen Council will be helping with Breakfast with Santa on December 14th.
- College Park's first basketball game of the season will be this Friday night.

Board Chair Glover announced that due to Board Member Bonato's attendance at the Architectural Review Meeting prior to the District Board meeting, agenda items #5 and #6 will be moved to the end of the Board Meeting.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF OCTOBER 10, 2013**

Upon motion of Board Members Donaghu & Sterrett, the Board approved the Consent Calendar.

TO CONSIDER NAMING OPPORTUNITY BY PLEASANT HILL HIGH SCHOOL ALUMNI AND FRIENDS FOR PLAZA AT THE COMMUNITY CENTER (ACTION)

The General Manager reported that the Pleasant Hill High School Alumni are requesting a naming opportunity for the Plaza at the new Pleasant Hill Community Center. He commented that their donation is for \$15,000 and they would like the area to be called the Rams Plaza, which is located just outside the Pleasant Hill Lions Club entrance lobby to the main Perera Room. The General Manager stated that he is recommending approval of the Rams Plaza for the new Pleasant Hill Community Center.

Upon motion of Board Members Donaghu & Shess, the Board approved the naming opportunity by Pleasant Hill High School Alumni and Friends for the Plaza at the Community Center.

Board Member Bonato arrived at 7:10 P.M.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

COMMUNITY CENTER

- The General Manager commented that the tour prior to the meeting had been great. He said he was pleased that the Board got to see more of the work being completed.

PLEASANT OAKS PARK

- There will be a punch list developed on December 16, 2013.
- The completion date of the project is scheduled for December 20, 2013.

Board Member Donaghu stated that he has received many comments from people on how nice the park looks.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She will be attending the CPRS Holiday Luncheon.
- She will be attending the Senior's Holiday Dinner. She stated that she would like to encourage all those eligible to join the Senior Center.

Donaghu made the following announcements/questions:

- He attended the Pleasant Hill Chamber Board meeting. He reported that the Annual Art, Jazz & Wine event had its best year ever with a net profit of \$54,000.
- He reported that December 18, 2013 will be the next Chamber Mixer.
- He attended the Light up the Night event. He said the event was very successful.

Glover made the following announcements/questions:

- He attended the Light up the Night event. He said it was a great event and the turnout was wonderful.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The General Manager commented that a new development is being proposed with twenty two new homes in Pleasant Hill. He said the development is still in the planning phases, but if it happens there would be money received from Parkland Dedication funds.
- He stated that at the December 19, 2013 Board meeting there will be two closed sessions.

RECOGNITION OF NEW BOARD OFFICERS AND INTRODUCTION OF FAMILIES AND GUESTS BY BOARD OF DIRECTORS

- CHAIR – SHERRY STERRETT**
- VICE CHAIR – SANDY BONATO**
- SECRETARY – ZAC SHESS**

Outgoing Board Chair Bobby Glover introduced the new Board Officers and officially passed on the Board Chair duties to new Chair Sherry Sterrett. Board member Shess introduced his family members in the audience, and new Board Chair Sterrett introduced her husband Mike.

Outgoing Board Chair Glover thanked the Board for all that had been accomplished this last year, and introduced his family members present in the audience.

The General Manager acknowledged the District staff present at the meeting.

PRESENTATION TO HONOR BOARD CHAIR BOBBY GLOVER FOR 2013

Board Chair Sterrett presented outgoing Chair Glover with a plaque from the District and the Board of Directors thanking him for his term as chair of the Board. Glover thanked the District staff, the Board Members and the General Manager

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 7:40 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 2014-02-13A

HONORING PAUL COTRUVO

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

WHEREAS, Paul Cotruvo has been involved with the District for many years and with many events and programs such as the past 4 years he volunteered with Breakfast with Santa program and provides music and sing-along for the kids; and

WHEREAS, He has been involved with organizing and conducting the Friday night concerts for teens since 2007 and has now raised over \$25,000 for the District's teen programs. Now the event is held each year as the "Come Together Benefit Concert" continuing to raise funds for the District's teen programs; and

WHEREAS, Paul has also been a major part of the Blues and Brews Festival planning and securing the bands for the event including assisting the bands on stage and behind the stage, as well as the hospitality area and the most recent event Paul has helped arrange and organize was the New Years Eve Party, which was sold out and enjoyed by over 200 people and raised \$9,000 for the capital campaign for the bond projects; and

THEREFORE, BE IT RESOLVED that the Board of Directors and Staff of the Pleasant Hill Recreation & Park District hereby honor Paul Cotruvo with the Community Service Award for the Year 2013.

PASSED AND ADOPTED on February 13, 2014, by the following vote:

AYES: Bonato, Donaghu, Glover, Shess, Sterrett

NOES:

Sherry M. Sterrett, 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 February 13, 2014.

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 2014-02-13B

HONORING JOHN MATTHESEN & MARIAN WOODARD

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

WHEREAS, John and Marian have been instrumental in the planning and development of the Rodgers Ranch Urban Farm and Teaching Gardens and took on a huge undertaking; and

WHEREAS, They have put in countless hours and labor into turning the hillside at Rodgers Ranch into a viable urban farm and garden. Both have enhanced the Rodgers Ranch site bringing hundreds of new people to the property and creating the first annual Urban Farm Plant Expo, which the District greatly appreciates all their efforts; and

WHEREAS, The Urban Farm has brought many volunteers to the site and John directed the preparation of the soil for future planting and Marian, as a Master Gardener, has taught various classes on plants especially vegetables for your own garden; and

THEREFORE, BE IT RESOLVED that the Board of Directors and Staff of the Pleasant Hill Recreation & Park District hereby honor John Matthesen and Marian Woodard with the Board Appreciation Award for the Year 2013.

PASSED AND ADOPTED on February 18, 2014, by the following vote:

AYES: Bonato, Donaghu, Glover, Shess, Sterrett

NOES:

Sherry M. Sterrett, 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 February 18, 2014.

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 2014-02-13C

HONORING HAROLD JEFFREY

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

WHEREAS, Harold Jeffrey has been involved with the District bond projects and has made significant contributions as well as being a member of the Bond Oversight Committee since his appointment in 2010 and served on the audit committee for the entire time. He has volunteered his time diligently reviewing the expenditures are spent only on the bond projects; and

WHEREAS, Harold has spent hours videotaping both the demolition and construction progress at each site using his own personal camera and supplies; and

WHEREAS, He has demonstrated his belief in these projects by becoming a donor, sponsoring the children's playground at the Community Center and the District appreciates his efforts and hours contributed to this community; and

THEREFORE, BE IT RESOLVED that the Board of Directors and Staff of the Pleasant Hill Recreation & Park District hereby honor Harold Jeffrey with the Board Appreciation Award for the Year 2013.

PASSED AND ADOPTED on February 18, 2014, by the following vote:

AYES: Bonato, Donaghu, Glover, Shess, Sterrett

NOES:

Sherry M. Sterrett, 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 February 18, 2014.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: February 3, 2014

RE: Agenda Item #9 – February 13, 2014 Board Meeting

Report from Contra Costa Special Districts Quarterly Meeting a. Local Agency Formation Commission Election

Board Chair Sherry Sterrett and the General Manager attended the CCSDA quarterly meeting. Also, in your packet is the information for the Local Agency Formation Commission upcoming election.



January 14, 2014

TO: Each Board Member and General Manager of Each Independent Special District in Contra Costa County

FROM: Lou Ann Texeira, LAFCO Executive Officer 

SUBJECT: Announcement of Upcoming Special District Vacancies on LAFCO, Call for Nominations and for Names of Voting Delegates

This is to advise all independent special districts that the terms of two special district members on the Contra Costa Local Agency Formation Commission (LAFCO) will expire on May 5, 2014. The vacancies are for a regular member seat currently held by Dwight Meadows (Contra Costa Resource Conservation District) and the alternate seat currently held by George Schmidt (West County Wastewater District). We are accepting nominations to fill these seats.

Pursuant to Government Code Section 56332 and the Procedures for the Special District Selection Committee, both of which are enclosed, I am announcing the election and calling for nominations for the vacancies to be submitted to the LAFCO office by February 28, 2014. Please see attached 2014 Election Schedule.

The following summarizes the process.

Selection Committee: The Independent Special District Selection Committee (ISDSC) consists of the presiding officer (or his/her designee) of the legislative body of each independent special district. This group appoints the special district members of LAFCO.

Attached please find the current roster of the ISDSC, which was used in conjunction with the 2012 election. Please review and provide us with any updates. For those who did not previously respond, please provide us with the name of your District's presiding officer or designee (must be a board/trustee member). Please respond by February 28, 2014.

Nominations: Each candidate must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by the deadline of February 28, 2014. Each independent special district is entitled to nominate a maximum of one board member.

In accordance with established Procedures for the Special District Selection Committee, nominations (by Board resolution) may be made from the floor during the Selection Committee meeting, *but only if no prior nominations by resolution were submitted by any of the independent special districts.*

Election Procedures: A publicly noticed meeting of the Independent Special District Selection Committee is scheduled for Monday, April 21, 2014 at 10:00 a.m. in conjunction with the quarterly meeting of the Contra Costa Special Districts Association, to be held at the Central Contra Costa Sanitary District Multipurpose Room, located at 5019 Imhoff Place in Martinez.

Prior to the meeting, a list of candidates and nominating resolutions will be sent to each special district.

Official ballots will be distributed at the meeting on April 21. Please ensure that the presiding officer/designated alternate for your district will attend this meeting. *Without a quorum of Independent Special Districts no action can be taken at the meeting to fill the vacancies.* Only the presiding officer, or his/her Board designee can vote; staff members/counsel are not authorized to vote.

Prior to or at the election meeting, eligible nominated candidates may circulate a statement of qualifications. At the Selection Committee meeting, each candidate will be given an opportunity to make a brief presentation to the Selection Committee.

Majority Vote: For the Selection Committee to transact business on April 21, a quorum (50% plus one) of independent special districts must be present. We encourage presiding officers to attend; but if they cannot, please authorize another member of the governing board to attend the meeting.

Obligation to Serve on LAFCO: The Commission typically meets monthly on the second Wednesday. Meetings start at 1:30 p.m. and are generally over before 5:00 p.m. Most meetings are held in the County Administration Building in Martinez. A packet of materials to review for each meeting is distributed to Commissioners approximately one week prior to the meeting.

The Commission consists of two city members, two county members, two special district members and one public member, and an alternate member in each category. Alternates generally attend Commission meetings, participate in the deliberations and vote when a regular member in their category is absent or excused from voting.

Please contact the LAFCO office if you have any questions or need additional information.

c: Each Member of the Commission

Attachments

1. Government Code Section 56332
2. Procedures for the Special District Selection Committee
3. 2014 Election Schedule
4. 2012 ISDSC Voting Delegates

Government Code Section 56332

Independent Special District Selection Committee

Alternative member; one vote	56331.3. If two or more members are absent or disqualify themselves from participating in a meeting of the commission, any alternate member who is authorized to serve and vote in the place of a member shall only have one vote.
Independent special district selection committee	56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to attend a meeting of the independent special district selection committee, the legislative body of the district may appoint one of its members to attend the meeting of the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer. Members representing a majority of the eligible districts shall constitute a quorum.
Principal County	
Quorum	
Meetings	(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:
Anticipated vacancy	<p>(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the committee.</p> <p>(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.</p> <p>(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.</p>
Election in writing	(c) (1) If the executive officer determines that a meeting of the special district selection committee, for the purpose of selecting the special district representatives or for filling a vacancy, is not feasible, the executive officer may conduct the business of the committee in writing, as provided in this subdivision. The executive officer may call for nominations to be submitted in writing within 30 days. At the end of the nominating period, the executive officer shall prepare and deliver, or send by certified

mail, to each independent special district one ballot and voting instructions. If only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings.

Electronic mail ballot

(2) As an alternative to the delivery by certified mail, the executive officer, with the prior concurrence of the district, may transmit the ballot and voting instructions by electronic mail, provided that the executive officer shall retain written evidence of the receipt of that material.

Ballot requirements

(3) The ballot shall include the names of all nominees and the office for which each was nominated. The districts shall return the ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballots to the districts.

Ballot validation and results

(4) If the executive officer has transmitted the ballot and voting instructions by electronic mail, the districts may return the ballots to the executive officer by electronic mail, provided that the executive officer retains written evidence of the receipt of the ballot.

(5) Any ballot received by the executive officer after the specified date is invalid. The executive officer shall announce the results of the election within seven days of the specified date.

Appointment of special district members

(d) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed ***** members of the legislative body of an independent special district** residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. ***** Service on the commission** by a regular district member ***** shall not disqualify, or be cause for disqualification of, the member from acting on *** proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district ***** on whose legislative body** the member ***** serves.****

District member disqualification

(e) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

"Executive officer"

(f) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission. (Amended by Stats. 2013, Ch. 87)

CONTRA COSTA COUNTY SPECIAL DISTRICTS
Procedures for the Special District Selection Committee
(Revised January 2010)

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee (“Selection Committee”). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

Selection Committee Purpose

The purpose of the Selection Committee shall be to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular or alternate special district member seats. The term of office of each LAFCO member shall be four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee shall be comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to attend a Committee meeting, the district may appoint one of its other members to attend the meeting (Gov. Code §56332).

Selection Committee Meetings

The LAFCO Executive Officer shall notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and shall schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings shall be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer shall provide a schedule to submit nominations to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting shall be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members present.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district shall be entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

Balloting Process

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees shall be selected based on the following process:

- A ballot listing all known nominees shall be prepared and copied for the meeting. Each ballot shall have opposite the nominee's name a box to record the vote. In the event that no prior nominations by resolution are submitted, a ballot containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting shall be distributed at the meeting.
- Each ballot shall have a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

Selection of LAFCO Members

The person selected to serve shall have received a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent Selection Committee meeting to fill the new vacancy in the Alternate Member position.

Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

SPECIAL DISTRICT SELECTION COMMITTEE 2014 ELECTION SCHEDULE

<u>Date/Deadline</u>	<u>Task</u>
1/13/14	Send letter announcing vacancy and election schedule, call for nominations and names of voting delegates
2/28/14	Deadline for submitting names of voting delegates and nominating resolutions
3/6/14	Send election meeting reminder and list of candidates and nominating resolutions to each independent special district
3/24/14	Send notice of Special District Selection Committee meeting to newspapers (for publication on 3/31/14)
4/21/14	Conduct election in conjunction with CCSDA meeting
4/28/14	Transmit election results (within 7 days of election by statute)

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

Date: February 10, 2014

Agenda Item: To Consider Purchase of ABI Force for Field Preparation

Organization/Board Member/Staff Request: Tom Bradley/Lance Hurtado

Summary of Item: Park Maintenance Supervisor Tom Bradley and Recreation Supervisor II Lance Hurtado are recommending the purchase of the ADI Force machine for specifically the maintenance of baseball/softball infields. This machine will assist our park maintenance staff to properly prepare the infields at Pleasant Oaks Park as well as the fields at Pleasant Hill Park, College Park and Valley View school fields. The machine's versatility also allows it to maintain the bocce courts. Further information regarding this product is attached from Tom Bradley.

Cost of Item: \$16,537.00

Financial Information:

Budget Item ___ Capital Expenditures (\$20,000 truck)

Account Number __15000-80847

Overseen/Supervised by: Park Maintenance Supervisor Tom Bradley

GM Recommendation: General Manager recommends to the Board of Directors to approve the purchase of the ABI Force machine for field maintenance. This is an important piece of equipment to allow our staff to maintain fields and bocce courts in an efficient and effective manner.

Board Action Requested: Approve the purchase of the ABI Force machine for use at fields and bocce courts.

Quote

Customer Copy



1320 Third Street Osceola, IN 46561
877-788-7253 (toll free) | 574-674-5902 (fax)

Quote for:
Pleasant Hill Recreation and Park District
Tom Bradley
310 Civic Dr
Pleasant Hill, CA 94523
Phone: 925-671-4649

Quote Date: 2/4/2014
Ship Date: 1/1/1900
Quote #: 72881-220143
Terms: QUOTE
P.O. #:
Tax Exempt #:

Shipping Address:
Pleasant Hill Recreation and Park District
310 Civic Dr

Pleasant Hill, CA 94523

FrCo: UNI-SHIPPERS
FrTerms: FOB: Osceola, IN
Pro Num:
Tracking Num:
Sales Rep:
Sold By: brianheinsohn

<u>ProductID</u>	<u>Description</u>	<u>QTY</u>	<u>Price</u>	<u>Total</u>
ABI-S360	ABI Force (with Scarifiers and Finish Combs)	1	\$12,865.00	\$12,865.00
IR-VFD-5-3800	5' VibraFlex Drag 3800	1	\$535.00	\$535.00
IR-RGDRGMTLVBR	6' Rigid Drag Mat & Level Bar for Infield Rascal/Force	1	\$345.00	\$345.00
IR-PB	PROFILE BLADE FOR INFIELD RASCAL/FORCE (Order 2 Blades)	2	\$125.00	\$250.00
8091-H	120 lb Hydraulic Granular Hopper	1	\$1,095.00	\$1,095.00
80911	Plug Aerator	1	\$895.00	\$895.00
				SubTotal: \$15,985.00

Product SubTotal: \$15,985.00
Product Tax: \$0.00
Shipping & Handling Charge: \$1,104.00
Shipping & Handling Discount: (\$552.00)

Total: \$16,537.00
Amount Paid: \$0.00
Balance Due: \$16,537.00

Your Total Savings: (\$552.00)

Serial Num:

Invoice Comments: THANK YOU - COMMERCIAL DELIVERY / NO LIFT GATE / NO 24HR DELIVERY NOTICE

This Quote is Valid Until: 2/14/2014

24/7 Online Support Center
<http://www.ABIabsolute.com/support>

General Manager

To properly maintain and protect our investment of Pleasant Oaks Park Sports Complex (POP), we will need the proper equipment. I have researched field maintenance equipment and have concluded that the ABI FORCE is best suited for our needs. This machine is designed specifically for sports field maintenance. With this machine Park Maintenance Staff will be able to provide a professional level of field maintenance for all of our Baseball/Softball fields and bocce courts as well.

Include with the ABI FORCE:

1. ABI FORCE (with Scarifiers and Finish Combs)
2. 5' VibraFlex Drag
3. 6' Rigid Drag Mat & Level Bar
4. Profile Blade
5. 120lb Hydraulic Granular Hopper
6. Plug Aerator

Cost of item: \$16,537.00

I am recommending the purchase of the ABI FORCE to properly prepare and maintain our infields of Pleasant Oaks Park, Pleasant Hill Park, College Park and Valley View School. This will also allow us to prepare our Bocce Courts in a more efficient manner. With the Plug Aerator and Seed/Fertilizer we will also be able to serve the turf areas with out driving heavy equipment on the fields.

Sincerely,

Thomas Bradley

Park Maintenance Supervisor

FREE & REDUCED FREIGHT, FREE EXTENDED WARRANTY, & MORE ON SELECT PRODUCTS! [DETAILS >>>](#)

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ABI FORCE
Motorized Infield Groomer

ABI WILL NOT SHARE THIS INFORMATION.
 TERMS OF USE AGREED

TAKE THE VIDEO TOUR ▶



Design Concept



360 Spin View



DuraEdge Endorsed



VI

Self-Propelled, Zero-Turn, Multi-Task Vehicle

The ABI Force is a self-propelled, zero-turn, multi-task vehicle that responds as an extension of the human body, turning manual labor into mechanized efficiency. Leveraging ABI's proprietary technologies such as VibraFlex, Profile Blades, and fine-finishing attachments, the ABI Force ensures major-league performance on every infield no matter the soil's moisture, sand, silt, and clay ratio, or top conditioner applied. The ABI Force may be additionally equipped with a hydraulic fertilizer & seed spreader, a hydraulic scarifier rake, a cultipacker, and a plug aerator to extend its capabilities into commercial-grade aerating, fertilizing and seeding as well. With the ABI Force's selection of available attachments, giving one machine so much versatility, this investment will quickly pay for itself by getting more work done with fewer machines to maintain and purchase. For peace of mind, our Depth-Lock and Speed-Lock controls enable predetermined settings for consistent results regardless of operator skill or experience!

OUR INFIELD GROOMER LINEUP:

IR MVP	IR Pro	IR Rookie	Force
Towable	Towable	Towable	Motorized

FEATURES

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The Machine:

Zero-Turn & Stand-up Design - The Force is a self-powered stand-on zero-turn machine enabling a new level of efficiency to the groundskeeper. From the stand-up position the operator has exceptional control and vision of ground engaging components, and 360°-degree control to maneuver the vehicle. Paired with Speed Lock & Depth Lock limiting controls, the Force makes professional results available to any user!

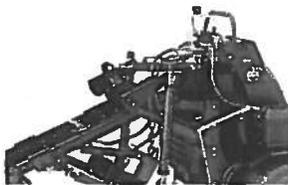
Commercial-Grade Engine - A 23-horsepower engine generates tremendous power to accomplish many tough jobs. An advanced debris management system ensures a clean-running engine even in a dusty environment. The V-Twin engine offers a smoother and more powerful design. The Force is built with enough power for daily infield maintenance, ripping & pushing dirt, pulling finishing attachments, carrying seed & fertilizer, and more!



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and wheel motors. Maneuvering tight
(877) 788-1253

The Operator Platform offers an easy-on-and-off step-through design for operator freedom. For comfort, a compression spring floor, knee pad, and comfort grip controls are provided.

Quick-Swap Attachments offer a truly game-changing advantage, enabling the ABI Force to be configured for both dirt and turf management work! No matter the infield surface material or seasonal maintenance challenges, the ABI Force can be configured with both mid-mount and rear-mount attachments to suit the conditions. Most attachments can be fully swapped in just a couple of minutes with no tools required! These attachments enable the ABI Force to perform an unprecedented amount of critical tasks on the infield surface and around the facility, making it a true multi-task vehicle.



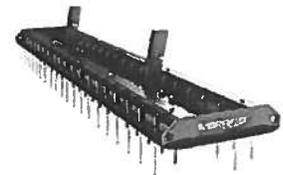
Mid-mount System - Hydraulic:

Unlike other motorized groomers, the Force's primary ground-engaging attachments are placed in front of and below the operator. The Force's patent-pending hydraulically-operated mid-mount system has 2,000 pounds of lifting power and is spring-loaded to provide constant downward force. Hydraulic levers enable precision fingertip adjustment to raise & lower attachments and adjust their pitch forward and backward. Ensuring smooth tracking with the ground, this spring-loaded design also prevents damage if an immovable object is accidentally struck. Midpoint positioning provides the optimal ground plane for consistent, level operation, and a depth-lock enables predetermined grooming depth

control!

Mid-mount Quick-swap Attachments:

Our Vibraflex Groomer, for daily grooming, is a patent-pending attachment that re-imagines infield grooming. Evenly staggered U-pins transfer vibration & flex from front to back, dancing along the infield to shatter surface tension and groom any engineered soil and surface conditioner. Two models provide the best solution for different infield formulations, uses, and levels of play: The model 5800 is for professional fields with four staggered rows creating 1/2" spacing with 1/8" or 1/4" U-shaped VibraFlex pins. The model 3800 is for recreational fields with four staggered rows creating 3/4" spacing with 1/4" or 3/8" U-shaped VibraFlex pins.



Profile Blades are a seasonal renovation tool that decompacts without up-ending the surface profile! For light renovation work, the patent-pending Profile Blade attachment yields unparalleled de-compaction results by slicing the complete profile of the infield material from 1/2" up to 3 inches under the infield surface. Occasionally de-compacting the infield surface encourages a quick-draining and consistent-playing ball field. Profile Blades can also cut weeds and grass at the root level to remove creeping grasses from infields and warning tracks and eliminate build-up along the outfield edge!



The **Ripping Teeth** make easy work of extreme hardpan and vegetation outside of the field. The rippers enable the ABI Force to be used to maintain gravel roads, parking lots, and even complete seedbed preparation jobs. These teeth temporarily replace the VibraFlex™ bolt on tips are easily replaced.

[Start Online Chat](#)



The Multi-function Rake is not typically used for daily grooming, but is invaluable during infield renovation and off-the-field work. Because the rake is mounted directly to the mid-mount hydraulic system, it may be pitched into a wide variety of positions to tackle a number of jobs. It pulverizes clumps of material during infield renovation work, can be pitched vertically to back blade material from high areas and fill into low areas, it can pull off loose vegetation and debris into piles, and it creates an ideal finish on gravel parking lots and for other heavy dirt work. The rake is constructed of 1/2" hardened steel for long life and is replaceable in 1' sections.

Rear-mount System - Manual or Hydraulic:

The rear-mount system allows for a variety of quick-swap finishing attachments to be pulled for grooming and then manually latched out-of-play for transport. However, if ultimate efficiency is of critical concern, our available rear hydraulic lift allows fingertip control of these attachments. This rear-lift hydraulic system makes engaging and disengaging any finishing attachment for either grooming or transport quick and easy.



Rear Quick-swap Attachments:



The Rigid Drag Mat with leveling bar is an all-purpose attachment to level, smooth, and finish. This drag mat is 6' wide and 1.5' long and is designed to float material from high areas into low areas WITHOUT following small contours of the ground. The innovative integrated leveling also serves as a nearly indestructible tow bar and allows the steel mesh to be replaced once worn.



The Fine Finish Broom creates the perfect finish in both high and low moisture conditions on well-maintained surfaces. This broom is 7' wide and offers 3 rows of bristles. The mounting arms are adjustable to set the exact working angle desired and the broom has an ideal weight for the perfect amount of down pressure needed for beautiful performance. The 3 ideally spaced rows of easily replaceable bristles, will help to float a small amount of material into low areas and finish the infield in a pristine "game ready" manner.



The Extreme-Duty Flexible Mat is designed to quickly break down small clay clods and reset a surface that is infrequently maintained or after light renovation work. This mat is 6' wide by 3' long and is the most extreme duty drag mat on the market. The steel mesh is made of extremely thick rust resistant galvanized steel. The rods are an impressive 6 Gauge and the ends are welded to protect the edges from fraying as it hits bases, fencing and other obstacles. The drag bar is 1/8" thick angle iron to eliminate bending. Also nicely breaks up

aeration cores.



The Coco Mat is an ideal solution to get wet fields ready for games! This 6' wide and 2' long mat incorporates a leveling bar and allows the coco matting to be replaced once worn.

Aerating, Fertilizing, & Seeding - Configure In Minutes:

By adding available attachments, the ABI Force quickly transforms into a zero-turn commercial-grade seeding and fertilizing system, a gravel and dirt-work scarifier rake, a plug aerator, and an overseeder! The ABI Force is additionally equipped with a rear hitch for towing equipment, such as a cultipacker, dump trailer, or ABI Water Trailer. Change configurations in minutes no tools required!



The Hydraulic Seed & Fertilizer Spreader can hold 120lbs of material and has an adjustable spread pattern from 4 to 25 feet, adjustable flow, and side deflector. This commercial-grade and independently-controlled hydraulic spreader is ideal for precisely broadcasting grass seed and fertilizer. Spread seed after plug aerating and pull a seed-drill cultipacker behind to overseed. Spreader must be ordered at time of original purchase for factory installation.

The 40" Plug Aerator is capable of working 80,000 square feet per hour, and at 400lbs., can produce core depths up to 3 1/2". With this option, the ABI Force® transforms into an efficient and maneuverable zero-turn plug aerator, with manual weight and hydraulic down-pressure to ensure consistent penetration! Pull an XD drag mat or cultipacker behind to breakup aeration cores in the same pass! Swap between grooming attachments and the plug aerator in 10 minutes with no tools required! May be added after original purchase.



The 48" Seed-drill Cultipacker weighs 272 lbs. and presses fresh-spread seed into the soil for superior germination. The packer wheels are 9.5" around with a solid 1 3/4" steel packer wheel shaft and agricultural-grade pillow block greaseable bearings. These units are also equipped with two pneumatic tires for easy flip-over transport.

The Hydraulic Scarifier Rake tackles aggressive gravel and dirt work from removing potholes in parking lots to preparing the perfect seedbed. These adjustable scarifiers and multi-function rake have the teeth for tough work! FOR A START-TO-FINISH seeding solution, add the ripper teeth, the hydraulic seed spreader, and the rear seed-drill cultipacker. Easily seed tight areas near buildings, around irrigation heads, trees, and landscape beds, between sidewalks, and along curbs & fences.



SPECS

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Force Machine Specs:

Power	23 hp, V-Twin cylinder, air cooled, gasoline, electric start
Drive	Hydrostatic Zero-Turn, Hydro Gear variable displacement pumps; Parker Wheel Motors.
Speed	Forward 0 - 8 mph; Reverse 0 - 4 mph
Braking	Dynamic breaking via hydrostatic transmission, Plus parking brake
Dimensions	90" L x 66" W x 55" T (w/Rake & Rippers)
Base Unit Weight	1,100 lbs. (w/Rake & Rippers)

Attachment Specifications (sold à la carte):

Mid-Mounted Attachment:	Rear-Mounted Attachment:
VibraFlex - 60" (5'), 83 lbs.	Finish Broom - 84" (7'), 76 lbs.
Profile Blades - 60" (5'), 42 lbs.	Rigid Drag Mat - 72" (6'), 68 lbs.
Ripper Teeth - 48" (4'), (In Base Unit)	Coco Drag Mat - 72" (6'), 70 lbs.
Multi-function Rake - 66" (5.5'), (In Base Unit)	EX Flexible Mat - 72" (6'), 75 lbs.
Plug Aerator - 40" (3'), 400 lbs.	Cultipacker - 48" (4'), 272 lbs.

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MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: February 3, 2014

RE: Agenda Item #10 – February 13, 2014 Board Meeting

To Set Date for the Personnel Committee Meeting

The Personnel Committee consists of Bobby Glover and Dennis Donaghu. I would like to set up a meeting to review salary and benefit comparables.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: February 3, 2014

RE: Agenda Item #11 – February 13, 2014 Board Meeting

To Set Date for Land & Facilities Development Committee Meeting

The Land & Facilities Development Committee members are Zac Shess and Bobby Glover. The items to be discussed at that meeting include Pleasant Oaks Park, Rodgers Ranch, the School House and the Winslow Center.