



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: September 5, 2012
RE: Agenda Item #4 – September 12, 2012 Board Meeting

To Consider Utilizing Funds From Special Designated Accounts for Furniture Fixtures and Equipment (ACTION)

The District currently has \$219,616 in funds that could be used for the Bond Projects. They consist of Capital Project Fund (\$108,854), Reserve Fund (87,020), Building Fund (\$7,246), and a Computer Reserve Fund (16,495). All these funds could be utilized for the purchase of furniture, fixtures, and equipment for the Senior, Teen, and Community Centers.

Accounting Supervisor Mark Blair is recommending (see attached memo) the Board to consider utilizing those funds to reduce the amount that we borrow from the \$500,000 to \$300,000 through CSDA for the purchase of the furniture, fixtures and equipment for the Community Center, Senior Center and Teen Center.

This does make a lot of sense in that the District would reduce our potential debt obligation and we would not pay as much interest. This would occur by reducing the \$500,000 loan to \$300,000 and paying it off in fewer years. The interest rate also goes down to 4.25% in reducing the amount from 10 years to 7 years. So, as Mark points out, there are significant savings.

The following options could be considered by the Board in the use of these designated funds:

1. Utilize the CSDA service for \$500,000 loan at 10 years. As outlined this is a payment on an annual basis for approximately \$64,000 and the total interest rate is 4.75% with interest cost of approximately \$140,000. See attached information from CSDA.
2. Utilize the designated funds from the Capital Project fund, reserve fund and building fund and reduce the \$500,000 debt to \$300,000 and pay it off in a shorter period of time of 7 years and a lower rate of 4.25%. The annual payment is approximately \$50,500 for 7 years and the interest cost is just over \$53,000 for the 7 year period. See the attached information from CSDA.

3. Take a combination of the first two options. We do not have the exact rate, but the Board could approve \$400,000 in a CSDA loan and utilize \$100,000 of the special designated reserve funds. We don't have exact figures, but it would be a combination between the \$300,000 loan versus the \$500,000 and you are taking \$100,000 less in the special designated funds.

RECOMMENDATION

The Board of Directors expressed strong concerns regarding going into further debt with the additional loan of \$500,000 with CSDA. There seems to be a better alternative to lessen the debt to \$300,000 utilizing the CSDA loan and utilizing the special designated funds. The General Manager would recommend utilizing the capital fund, reserve fund and the building fund and leave the computer reserve fund alone at this time. There may be other computer needs forthcoming in the future.

The benefits include:

- better interest rate (4.75% to 4.25%)
- reduced payments (\$64,000 to \$50,500)
- shorter period of time (10 years to 7 years)
- The \$50,500 is easier to budget than the \$64,000 for 10 years, so budget implications are more positive in reducing the debt amount from the \$500,000 to \$300,000.

Staff is looking for direction from the Board of Directors on which option you would like the District to proceed with and then we will follow up with finalizing the arrangements with the California Special Districts Association (CSDA) lease finance program.

Aug 29, 2012

To: Bob Berggren

From: Mark Blair

Re: CSDA Loan/LAIF Funds

At the Aug 23, 2012 Board Meeting, the Board approved moving forward on the purchase of various FF&E items for which outside funding is needed. It was suggested that we proceed with a CSDA loan for this needed funding.

I would recommend that we reduce the loan amount with CSDA to \$300k and that we utilize the various fund balances shown on the attached schedule currently invested in LAIF to reduce the loan. If these funds are used in entirety we would still have \$915,629 in LAIF that belongs to our General Fund, \$82,177.26 in Parkland and \$11,056.10 in the Arts Fund.

Judging from the name of these funds (Capital Projects, Reserve, Building & Computer Reserve Funds) this use would seem to be the exact purpose for which they were created. These funds earned .35% in the quarter ending Jun 30, 2012. Using these funds instead of borrowing this amount from CSDA at 4.75% would save almost \$10k in interest in the first year when considering the interest rate we would be paying vs. what they are earning.

The loan payments to CSDA (both P & I) constitute an expense against the Gen Fund. As the LAIF balances in these various funds exist outside the Gen Fund spending their cash balances would not be reflected as an expense in the Gen Fund. The Gen Fund is the measuring stick used to gauge our financial health. Our Gen Fund currently has a negative unrestricted fund balance of \$197k as of the 6/30/11 audit report. I have just closed the activity for the year ending Jun 30, 2012 and I show we had a profit of \$56K. If we are able to continue annual surpluses in this range it will still take several years to offset the current deficit.

Borrowing \$500k, results in an annual Gen Fund expense of approximately \$64k for ten years. Using these other funds to reduce the loan would result in an annual Gen Fund expense of approximately \$36k a year. The 10 year impact would be approximately \$280k more (see attached schedule) in our Gen Fund Reserve balance that I believe is needed to restore our financial stability.

LAIF Balances in Miscellaneous Funds as of Jun 30, 2012

Capital Project Fund	\$108,854.21
Reserve Fund	\$87,020.22
Building Fund	\$7,246.34
Computer Reserve Fund	\$16,495.50
Total	\$219,616.27

\$500k loan requires annual P&I payment of	\$64,000
total payments over 10 years	\$640,000.00
\$300k loan requires annual P&I payment of	\$53,119.00
total payments over 7 years	\$353,120.00
estimated savings with lower loan	\$286,880.00

PREPARED BY CSDA FINANCE CORPORATION

DATE: August 30, 2012

PROPOSED LEASE PURCHASE FOR: Pleasant Hill RPD

RE: Furniture, fixtures and equipment

NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED

Purchase Option amount is exclusive of the rental payment due on same date.

Interest rate quote is valid for an acceptance within 15 days and lease funding within 60 days.

Payments: Annually in arrears

7 years

4.25%

PMT #	Due Date	Rent Payment	To Principal	To Interest	Purchase Option
1		\$50,445.66	\$37,695.66	12,750.00	268,861.95
2		50,445.66	39,297.73	11,147.93	228,581.78
3		50,445.66	40,967.88	9,477.78	186,589.70
4		50,445.66	42,709.01	7,736.65	142,812.96
5		50,445.66	44,524.15	5,921.51	97,175.71
6		50,445.66	46,416.42	4,029.24	49,598.88
7		50,445.66	48,389.15	2,056.51	0.00

TOTALS:

\$353,119.62

\$300,000.00

\$53,119.62

Approved and agreed to:

Pleasant Hill RPD

By: _____

Title: _____

Date: _____



To: Bob Berggren, General Manager
From: Katrina Hunn, Supervisor - Teen Center

Date: September 6, 2012

Re: Teen Center Grand Opening

We have been working on the Grand Opening planning for the Teen Center since we finally received the exact date. On Wednesday, October 17th from 6:30pm -8:30pm we will hold a VIP Grand Opening for the Capital Campaign donors of \$500+, Board Members and other dignitaries, District staff, as well as consultants and contractors involved in the project. This reception will include entertainment, hors d'oeuvres, welcome speeches and introductions and recognition of donors. We will show a slideshow of the Teen Center project and also offer tours of the Senior Center. We will also use this opportunity to invite potential donors and encourage participation in the Capital Campaign. The Teen Council will be servers for the evening. An invitation will be sent to VIP in the next week.

A public Open House & Ribbon Cutting will be held on Saturday, October 20th from 11am-3pm. We will start the day outside the Teen Center with speeches and recognitions. After speeches, there will be a ceremonial ribbon cutting by the Chamber of Commerce in front of the building after which the doors to the Teen Center will be opened. A slideshow of the Teen Center Construction and programs will be show on the TV. We will offer a BBQ from Noon-2pm. We will have a teen jazz band playing in the courtyard, a photo booth, a Facebook check-in contest to build awareness of the Teen Center Facebook page, whiteboard graffiti in the Meeting Room, sales of tiles and Teen Center Memberships, snacks from the snack shack, and everyone can enjoy use of the game tables. The Teen Council will come up with additional activities at their meeting on Sept 17th. We are working with the Community Focus, the Pleasant Hill Patch, and the Record to get the word out. The Teen Council will hand out flyers that look like tickets to let other teens know about the Grand Opening. We distributed a Save the Date postcard at the September 2nd Concert by the Lake. A Grand Opening poster is currently being developed. We are looking forward to a fun and exciting opening for the new Teen Center.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: September 5, 2012

RE: Agenda Item #6 – September 12, 2012 Board Meeting

Update on Bond Projects

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

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



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: September 5, 2012

RE: Agenda Item #8 – September 12, 2012 Board Meeting

Presentation of Signed Copy of The Spotlight to Members of the Teen Council

Teen Council Members, Marissa St. Marseille, Breanna Klippel, Helena Encarnacion, Genesis Cassidy, Kayla Brooks and Matt Cary will be present to sign The Spotlight. This signed Spotlight cover will be added to the "Wall of Fame" and a framed copy will be presented to each member.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: September 5, 2012

RE: Agenda Item #10 – September 12, 2012 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of May 23, July 11, July 25 and July 27, 2012**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
17250	09/12/2012	Aflac	Aflac	195.40	000000
17251	09/12/2012	AmFid	American Fidelity	2,768.71	000000
17252	09/12/2012	Antai	Antai Solutions LLC	6,859.00	000000
17253	09/12/2012	BayAlar	Bay Alarm Company	229.95	000000
17254	09/12/2012	BerBob	Robert B. Berggren	350.00	000000
17255	09/12/2012	BillAce	Bill's Ace Hardware	551.28	000000
17256	09/12/2012	CaseyPri	Casey Printing	8,840.95	000000
17257	09/12/2012	CaSt	California State Disbursement	297.00	000000
17258	09/12/2012	CCCLibr	Contra Costa County Library	150.00	000000
17259	09/12/2012	CCWat	Contra Costa Water District	5,338.48	000000
17260	09/12/2012	Cintas	CINTAS Fire Protection # F44	271.05	000000
17261	09/12/2012	CmeLt	CME Lighting Supply Company	16.31	000000
17262	09/12/2012	Cole	Cole Supply Co., Inc.	604.51	000000
17263	09/12/2012	CommPool	Commercial Pool Systems, Inc.	5,362.54	000000
17264	09/12/2012	ConSoft	Concord Softball Umpires	8,478.00	000000
17265	09/12/2012	CopySt	Copy Station	54.13	000000
17266	09/12/2012	CornMar	Mark Cornelius	2,100.00	000000
17267	09/12/2012	Cresco	Cresco Equipment Rentals	166.33	000000
17268	09/12/2012	Deluxe	Deluxe For Business	419.52	000000
17269	09/12/2012	DolChar	Dolphin Charters	2,000.00	000000
17270	09/12/2012	Eames	Eames Hardware & Supply	388.19	000000
17271	09/12/2012	EastBay	East Bay Blue Print & Supply C	2,087.67	000000
17272	09/12/2012	EBMUD	East Bay Mud	1,670.07	000000
17273	09/12/2012	Ed2go	Education To Go	311.25	000000
17274	09/12/2012	Ewing	Ewing Irrigation	76.91	000000
17275	09/12/2012	FranTx	Franchise Tax Board	90.00	000000
17276	09/12/2012	Furber	Furber Saw, Inc.	39.77	000000
17277	09/12/2012	GoldDis	Gold Discovery Park Assoc	100.00	000000
17278	09/12/2012	Grainger	Grainger	86.49	000000
17279	09/12/2012	Incred	Incrediflix, Inc.	1,440.00	000000
17280	09/12/2012	KidzLove	Kidz Love Soccer Inc	7,231.20	000000
17281	09/12/2012	Leslie	Leslie's Pool Supplies Inc.	223.53	000000
17282	09/12/2012	LincEqu	Lincoln Equipment, Inc.	51.92	000000
17283	09/12/2012	MacJam	James MacCabe	1,550.00	000000
17284	09/12/2012	MadSci	Mad Science Of Mt Diablo	1,000.00	000000
17285	09/12/2012	McInerne	McInerney & Dillon	4,011.25	000000
17286	09/12/2012	MDUSD2	MDUSD	7,281.50	000000
17287	09/12/2012	Muir	Muir/Diablo Occupational Medic	77.00	000000
17288	09/12/2012	MurdDeb	Debbie Murdock	889.70	000000
17289	09/12/2012	Nextel	Nextel Communications/Sprint	70.32	000000
17290	09/12/2012	Pacheco	Pacheco Community Center	4,320.00	000000
17291	09/12/2012	PaciCoa	Pacific Coast Gen Engineering	5,663.00	000000
17292	09/12/2012	PerlGui	Guillermo Perla	1,525.00	000000
17293	09/12/2012	PERS	PERS	14,282.94	000000
17294	09/12/2012	PG&E	Pacific Gas & Electric Co	6,941.00	000000
17295	09/12/2012	PhCit	Pleasant Hill, City of	4,375.55	000000
17296	09/12/2012	PhComm	Pleasant Hill Community Founda	1,460.00	000000
17297	09/12/2012	PHFOCUS	Community Focus LLC	225.00	000000
17298	09/12/2012	PitBow	Pitney Bowes	357.00	000000
17299	09/12/2012	PleaHill	Pleasant Hill Rec & Park Distr	115,555.20	000000
17300	09/12/2012	R&S	R & S Erection of Concord, Inc	2,126.00	000000
17301	09/12/2012	RJM	RJM	7,024.05	000000
17302	09/12/2012	RotoRoot	Roto-Rooter Sewer Service	3,206.20	000000
17303	09/12/2012	SandSaf	Sanderson Safety Supply Co	208.03	000000
17304	09/12/2012	SiePac	Sierra Pacific Tours	1,693.00	000000
17305	09/12/2012	StanOva	Standing Ovations	600.00	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
17306	09/12/2012	Subtron	Subtronic Corporation	2,947.50	000000
17307	09/12/2012	Travel	Travel Center, Tours & Travel	531.00	000000
17308	09/12/2012	Turfind	Turf & Industrial Equipment	84.02	000000
17309	09/12/2012	UPS Stor	UPS Store # 3769	43.20	000000
17310	09/12/2012	USBank	U.S. Bank	3,195.39	000000
17311	09/12/2012	USBankP	U.S. Bank Corporate Payment	25,790.78	000000
17312	09/12/2012	Valic	Valic	1,000.00	000000
17313	09/12/2012	VEORE 2	VEORE 2	36.60	000000
17314	09/12/2012	VilMus	Village Music School/Robert Ko	358.80	000000
17315	09/12/2012	walj	Jean Walton	350.00	000000
17316	09/12/2012	WatersM	Waters Moving & Storage	115.00	000000
17317	09/12/2012	WRA	WRA	1,263.13	000000
				CHECK TOTAL:	\$279,007.32

Pleasant Hill
julie

Accounts Payable
Computer Check Register Totals

Printed: 09/06/12 16:13

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
17318	09/12/2012	BonaSan	Sandra Bonato	200.00	000000
17319	09/12/2012	DonDen	Dennis A. Donaghu	200.00	000000
17320	09/12/2012	GlovBob	Bobby Glover	200.00	000000
17321	09/12/2012	ShepCec	Cecile Shepard	200.00	000000
17322	09/12/2012	SterSher	Sherry Sterrett	200.00	000000
				CHECK TOTAL:	\$1,000.00



Board of Directors Meeting Minutes July 11, 2012 DRAFT

The July 11, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:02 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Bonato, Sterrett, Glover and Shepard arrived at 7:00 p.m.

STAFF PRESENT: Berggren, Blair, Lischeske, Miller, Young, Spatz, Bradley, J. Pitcher

PUBLIC COMMENT

No public comment.

TO CONSIDER SECURITY BIDS FOR THE SENIOR CENTER AND THE TEEN CENTER (ACTION)

The General Manager reported that 2 bids were received for the Security of the Senior Center and the Teen Center. In reviewing the bids with CSI and the Contractors, it was felt that the District would do better with an analog camera system instead of the IP camera system. The analog could be installed with cost savings as much as \$20,000. Based on this information the General Manager recommended to reject all bids and re-bid the project based on an analog system not a digital system.

Bonato asked if the District were to use the analog system would it be worthwhile to get more cameras. Bond Projects Facilities Coordinator Carrie Miller stated that ideally there should be 3 extra analog cameras. Miller also explained that all of our current systems are analog.

Upon motion of Board Members Bonato & Sterrett, the Board approved to reject all security bids and go back to CSI to rebid using an analog system with additional cameras.

TO CONSIDER SIGNAGE BIDS FOR THE SENIOR CENTER AND THE TEEN CENTER (ACTION)

The bids were opened on June 28, 2012 for the Senior Center and Teen Center signage project. Out of the 4 bidders that participated, the apparent low bidder is Vomar Products for a total of \$59,288. The bid did include the breakdown of the items for both the Senior Center and the Teen Center. The total Bond coverage for this would be \$41,501, and the non-bond amount would be \$17,786. The board questioned what is covered by McFadden and what would be covered in the bid. The General Manager indicated that McFadden will handle the "required" signage. Bonato asked if the signs would be done to the GNU specs. The General Manager explained that these were code signs such as ADA and parking signage.

The General Manager recommended that the board approve the Signage bids. Bonato asked where the non-bond money will come from, and it was explained that it will come from FF&E monies. Donaghu asked if some money could be taken out of capital. Bonato felt that since the fundraising is low this money should be taken out of capital money. Bonato asked at what point the non-bond

signage issue would come back to the board to make a decision as to where the non-bond money will come from to pay for the overage. Donaghu said he has no problem using reserve money to pay for the non-bond signage items.

Upon motion of Board Members Bonato & Sterrett, the Board approved to accept the bid from Vomar products in the amount of \$59,288 for the Senior Center and Teen Center site signage, with \$41,501 coming from Bond funds and \$17,786 coming from non-bond funds. The source of the additional funds to be determined later with an emphasis of utilizing reserve funds instead of Capital Campaign Funds.

TO CONSIDER ESTABLISHMENT OF A HEARING COMMITTEE FOR BID PROTESTS (ACTION)

The re-bid for the Community Center will be opened on July 17, 2012. Attorney Bill McInerney is recommending that the Board establish a Hearing Committee for the possibility of bid protests. The reason for this is to move along the process so that the Board could still make a decision on the bid results at the July 25, 2012 Board Meeting.

The General Manager recommended that the bid protest committee would include Attorney Bill McInerney, Attorney Mark Cornelius and the General Manager.

Sterrett asked if there should be one or two Board Members on the committee as well. The General Manager explained that it was not necessary for the Board Members to be on the committee, but if two members would like to volunteer they could do so.

Upon motion of Board Members Sterrett & Bonato, the Board approved the establishment of a Hearing Committee for potential bid protests. The Committee shall be Attorney Bill McInerney, Attorney Mark Cornelius, General Manager Bob Berggren, Board Member Sherry Sterrett and Board Member Sandy Bonato.

Upon additional motion of Sterrett & Bonato, the Board approved the establishment of the hearing committee and if Sterrett & Bonato have calendar conflicts, another Board Member may take their place on the committee.

UPDATES ON BOND PROJECTS

- **SENIOR CENTER**
- **TEEN CENTER**
- **COMMUNITY CENTER**
- **PLEASANT OAKS PARK**

The General Manger made the following comments:

- 22 Contractors showed up for the mandatory pre-bid meeting for the Community Center site. 7 Contractors have ordered plans. Hoping for 10 bids to be turned in, but 7or 8 will still be good. Donaghu asked if the two contractors who missed the last bid are back in. The General Manager indicated that those two contractors were present at the meeting.
- At the Senior Center, 75% of the drywall has been completed, 42% of the HVAC has been completed, and 80% of the rough plumbing is in.
- At the Teen Center, the Poly Vinyl paint coat has been completed inside the building, and all the dry wall and sprinklers are in and have passed inspection.

- Overall, 73% of the costs for the Senior Center and Teen Center have been paid.
- The Standard Furniture Bids will be opened on Tuesday.

Board Chair Donaghu started the regular board meeting at 7:00 p.m., Board Member Glover arrived at 6:58 p.m. and Board Member Shepard arrived at 7:10 p.m.

PUBLIC COMMENT

Pleasant Hill resident Joe McNeil was present to comment on the Paso Nogal Dog Park. McNeil stated that only one portion of Paso Nogal Park is the Dog Park and he has witnessed a lot of non-compliant dog owners in regard to the leash law in the other areas of the park. McNeil would like some ideas from the Board as to how to “take back” the park area. He will be sending an e-mail out to all the Board Members and would like to hear the Board members ideas on the off leash dog issue.

CONSENT CALENDAR (ACTION)

A. TO APPROVE BILLS TO BE PAID

B. TO APPROVE MINUTES OF DECEMBER 14, 2011

Upon motion of Board Members Glover & Bonato, the Board approved the Bills to be Paid and the December 14th minutes. Board member Shepard abstained from the vote.

PUBLIC HEARING

PRELIMINARY BUDGET FISCAL YEAR 2012-2013

Board Chair Donaghu opened Public Hearing. Seeing that there was no public present, Board Chair Donaghu closed the Public Hearing.

REPORT AND UPDATE ON THE STATUS OF REDEVELOPMENT AGENCIES

City Redevelopment Director Bob Stewart was present to address the current status of redevelopment agencies in the State of California, and how it affects the District’s obligation to the City. Stewart explained that in the dissolution of the redevelopment agencies the District will eventually receive more property tax money. The agreement made in 1990 will still be upheld so the District will still receive around \$80,000 which is the same amount that was received last year. Bonato asked about the “big picture” from the State’s perspective. Stewart explained that the idea behind dissolving the redevelopment agencies was that the redevelopment funds would be used for education and therefore relieving the State from obligation of these funds. Sterrett asked if Special Districts are vulnerable to the States cuts and closures. Stewart stated that he hadn’t heard anything specifically about Special Districts, but he felt that if the State wanted to look more closely at Special Districts they could. The State is not getting anywhere near the money they were hoping for by dissolving the redevelopment agencies.

The Board thanked Bob Stewart for coming to the meeting and giving his report.

TO CONSIDER FISCAL YEAR 2012-2013 BUDGET (ACTION)

The Board discussed the following budgetary items to decide what items should be included or taken out of the Fiscal Year 2012-2013 Budget:

- 1. Additional Marketing Ideas** **\$15,000 cost**
District staff is looking into marketing ideas to promote programs not only at the new Senior Center and Teen Center but throughout the District. Bonato stated that she has been thinking about the costs for the Grand Openings of the new buildings. The Board felt that the marketing money should not be used for the Grand Opening festivities at the buildings (i.e. Food items etc...). It was decided that marketing is a large part of the budget and one of the most important items to be left in.
- 2. Additional seasonal Park Maintenance Position** **\$15,000 cost**
The Board was divided on this item. The General Manager is supportive of putting it in the budget if needed, and keeping it in as a placeholder. Glover stated he would rather spend this money to reward staff who are getting the job done.
- 3. Monument Signs for the Parks (\$7,500 each)** **\$15,000 cost**
In the current budget there is \$15,000 for the placement of two monument signs, one at Rodgers-Smith Park and one at Paso Nogal Park. The board felt that this signage was not a high priority at this time therefore this item was taken out of the budget, leaving an additional \$15,000 to be used in other areas of the budget.
- 4. Chlorine Storage Facility at Pleasant Hill Aquatic Park** **\$10,000 cost**
Originally this item was budgeted for \$40,000 as staff did not know exactly what the cost would be for additional storage for chlorine or upgrades to the storage facility. The Contra Costa Fire District has indicated that the District does not need the separate storage area that they were requiring following a recent inspection. Without the need for this separate storage area there is a \$30,000 savings thus creating a \$10,000 cost for the purchase of the chlorine tanks which the District is currently leasing. It was decided to leave the \$10,000 in the budget for this item.
- 5. Tennis Court Resurfacing (Pleasant Hill Middle School only)** **\$ 8,000 cost**
Currently there is a total of \$16,000 in the Capital Budget for the tennis court resurfacing at Pleasant Hill Middle School and College Park High School. The Board discussed that in general they are in favor of resurfacing both courts, but would like to emphasize Pleasant Hill Middle School for new programming purposes. It was felt that although the College Park site is important because our tennis lessons are held there, the amount of \$8,000 for this site could be put on hold for now.
- 6. Replacement Truck-Park Maintenance** **\$20,000 cost**
It is a goal every year to try and replace a truck or major piece of Park Maintenance equipment. Last year new equipment was purchased so this year a truck should be purchased. It was decided by the Board to leave this item in the budget.
- 7. Bocce Courts at Rodgers-Smith Park Drainage Project** **\$10,000 cost**
Originally this item was budgeted for \$17,000. After more research into the cost of fixing the courts it was determined that \$10,000 was a more accurate number. In general the Board felt this was a necessary item for programs and left it in the budget at the \$10,000 cost.
- 8. Pleasant Hill Park Pathways** **\$17,000 cost**
The safety concerns in the Park are a major concern with this item. It was decided by the Board that this item should stay in the budget.

9. Salary position adjustments (not COLA) \$20,000 cost

The District has had a reduction in the number of employees due to retirement. Since these full time positions were not replaced, a number of current employees have been working at higher levels to take on the work loads of the employees that have retired. Sterrett felt that potentially recognizing some employees over others is not a good idea. She feels that in such a small agency this could hamper morale. Glover felt that there should be rewards for employees who have taken on more responsibilities. It was decided by the Board that the \$20,000 could be included only if the funds can be found.

10. Furniture, Fixtures & Equipment \$30,000 cost

There has been discussion regarding placing additional money into the FF&E account. It was decided not to do this at this time until it is more understood what the needs are. It was decided to take this item out of the budget.

A discussion on the reserve balances in the District's various funds occurred. Accounting Supervisor Blair stated that the reason for the recent downgrade on the District's bonds were due to several successive years of deficits in the General Fund.

These deficits were attributable to a series of unusual business occurrences (funding the CRDEB Plan, shoring expenses at the Community Center, expenses incurred to plan and design modular units for childcare services at the Winslow Center that were later terminated, etc). These deficits have left the District's Unrestricted General Fund balance in an overdrawn position as of the most recent audit on June 30, 2011.

All the members of the Board agreed that it is important to put money in reserves so this money could be kept in a fluid state for future needs.

Donaghu stated that the only item which seemed to be agreed upon adding to the budget would be the marketing item. Sterrett would like to see money for staff not marketing.

No formal action was taken by the Board on this agenda item. The General Manager was asked to add Marketing to the budget in the amount of \$15,000.

TO APPROVE RESOLUTION 2012-07-12, CALLING FOR AN ELECTION FOR EVEN-YEAR BOARD OF DIRECTORS; CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER (ACTION)

Upon motion of Board Members Glover & Bonato, the Board approved Resolution 2012-07-12, calling for an election for even-year board of directors; consolidation of elections; and specifications of the election order.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- Supervisor Karen Mitchoff put out her summer newsletter which included an article on the District's Capital Campaign Fund.
- She brought a copy of the Grand Jury report from the newspaper if anyone wanted to see it.
- July 16th is the Contra Costa Special District's chapter meeting at the Sanitation District.
- She asked about the Fee Waiver Assistance program that was discussed in the General Manager's Report. She requested that the Board see the Fee Waiver Assistance program documents once they have been completed.

- She thought the 4th of July festivities were great.
- She would like to adjourn tonight's meeting in honor of John Price, local supporter of the community, who passed away last week.

Bonato made the following announcements/questions:

- She said the 4th of July event in the Park was wonderful, gave kudos to the staff for all their preparations in the Park.
- She asked if there were plans for shade in the Park in the future.
- She said she was saddened to see nothing advertising the District's programs on the 4th.
- The report has come back from the consultant that the knoll adjacent to Paso Nogal Park would be the best spot for the AT&T tower. She will be following up with the city officials on this matter.

Donaghu made the following announcements/questions:

- He presented a Certificate of Participation from the 4th of July Commission.
- He had questions regarding information in the General Manager's report regarding the e-news report. He was concerned that the report showed that the views to the e-news link were down from last year. It was explained by staff that they are looking at better ways to report the e-news views and that numbers have actually increased from last year.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- There was a nice letter to Aquatics Supervisor's Korey Riley & Talli Pitcher regarding one of their swim instructors.
- July 15th Rodgers Ranch will be hosting an Herb Day.
- July 28th there will be an open house for Senator DeSaulnier.
- Seniors are having a furniture fundraiser at Tahoe Joes on August 15th.
- At the next Board Meeting there may need to be a closed session at 5:00 or 5:30.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 10:40 p.m. in honor of John Price.

Robert B. Berggren, Clerk of the Board



Board of Directors Meeting Minutes July 25, 2012 DRAFT

The July 25, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:17 p.m. in the Conference Room at the Administration Office. Donaghu announced that the Board met in closed session but no action was taken.

PLEDGE OF ALLEGIANCE

Board Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Lischeske, Miller, Young, Spatz, Bradley, J. Pitcher, Wusthoff, Luke, Hunn

PUBLIC COMMENT

No public comment.

TO CONSIDER AWARDING BID FOR THE COMMUNITY CENTER BOND PROJECT (ACTION)

The General Manager reported that he was very pleased with the bid results. There were five bidders that responded and the numbers were much more on track with what has been budgeted. DL Falk Construction Inc. is the low bidder at \$8,222,500. A bid protest was received by MidState Construction. A letter was sent from the District to MidState explaining that their protest was unfounded.

Staff is recommending that the Board pass Resolution 2012-07-25A rejecting the bid protest of Midstate Construction. In line with that staff recommends the Board pass Resolution 2012-07-25B awarding the Community Center bid to DL Falk Construction Inc.

Bonato asked if the deduct alternates will be discussed at the upcoming Board Study Session. It was explained by William McInerney that the alternates would only be considered once a contract has been signed.

Upon motion of Board Members Bonato & Glover, the Board approved to reject the bid protest from Midstate Construction as written in Resolution 2012-07-25A.

Upon motion of Board Members Bonato & Sterrett, the Board approved to accept the bid from DL Falk in the amount of \$8,222,500 for the Community Center project as written in Resolution 2012-07-25B.

TO CONSIDER AWARDING BID FOR FURNITURE AT THE TEEN CENTER (ACTION)

The District recently received bids for the Teen Center furniture Standard Package. The General Manager is recommending the Board approve the bid from Hoovers Commercial Interiors. The General Manager said that the lowest two bids were deemed to be non-responsive bidders. Bonato asked how the bidders were determined to be non-responsive. It was explained by Bond Facilities

Coordinator Carrie Miller stated that they were considered non-responsive because they did not acknowledge the addendums in the bid package. The bid from Hoovers Commercial Interiors is \$600 over the budgeted amount.

Upon motion of Board Members Sterrett & Glover, the Board approved awarding the furniture bid at the Teen Center to Hoovers Commercial Interiors in the amount of \$19, 803.07.

UPDATES ON BOND PROJECTS

- **SENIOR CENTER**
- **TEEN CENTER**
- **COMMUNITY CENTER**
- **PLEASANT OAKS PARK**

The General Manager made the following comments:

- He would like to set up another Board Tour of the new buildings. Maybe before the next Board Meeting.
- The District is working with the City on the removal of additional trees. When the trees are removed they will be replaced in other areas in Pleasant Hill. The next board meeting will include the proposal for the Special Inspection & the Geotechnical inspection for the Community Center.
- Staff was very excited about the outcome of the Community Center re-bid.
- We will begin to gear up on the plans for Pleasant Oaks Park. By the second meeting in August the plans should be available for review. The General Manager will get the plans to the Board before they go to the City.

Board Member Shepard left before the regular board meeting.
Board Chair Donaghu started the regular board meeting at 7:00 p.m.

PUBLIC COMMENT

Jim Bonato resident of Pleasant Hill was present to speak regarding the 4th of July festivities. Bonato said it was a tremendously successful day. He came to acknowledge the Park staff for their outstanding efforts getting the Pleasant Hill Park ready for the day's activities. He presented the Board with a Certificate of Appreciation for the Park staff.

Bonato commented that Allen Vincent will be taking over as the 4th of July Commissioner next year.

CONSENT CALENDAR (ACTION)

A. TO APPROVE BILLS TO BE PAID

B. TO APPROVE MINUTES OF JUNE 13, 2012 AND JUNE 27, 2012

Upon motion of Board Members Glover & Bonato, the Board approved the Consent Calendar with the noted changes to the June 27th minutes.

PUBLIC HEARING

PRELIMINARY BUDGET FISCAL YEAR 2012-2013

Board Chair Donaghu opened Public Hearing. Seeing that there was no public present, Board Chair Donaghu closed the Public Hearing.

TO CONSIDER RESOLUTION 2012-07-25 ADOPTING FINAL BUDGET FOR FISCAL YEAR 2012-2013 (ACTION)

The General Manager indicated that adjustments were made to the Communications Account and the Capital Expenditures account. Upon approval of the budget, a formal budget format will be presented to the Board at a later date. Bonato suggested that the board receive a report on the \$15,000 in the Communications Account.

Upon motion of Board Members Bonato & Sterrett, the Board approved Resolution 2012-07-25 adopting the final budget for fiscal year 2012-2013.

REPORT FROM PROGRAM COMMITTEE

a. TO REVIEW FALL PROGRAMS AND THE SPOTLIGHT

The Program Committee consisting of Board Members Sterrett and Glover met on July 19, 2012 with staff to review the Fall Spotlight. Staff has explained to the Program Committee that the biggest struggle is to find facilities to house all the upcoming programs. Staff said that when the new facilities come on line this situation should be a lot better.

Sterrett went through the upcoming Fall Spotlight with the other board members highlighting new events and classes that the District will be offering.

REPORT ON CONTRA COSTA SPECIAL DISTRICTS QUARTERLY MEETING

Board Member Sterrett reported on the July 16, 2012 Contra Costa County Chapter of the Special Districts Association. The program, presented by Fire Chief Randal Bradley of the Moraga Fire Protection District, was about the trend to consolidate special districts and the impact it will have on delivery of service to consumers. There was discussion on the process that LAFCO is using to dissolve the Mt. Diablo Hospital District. Sterrett also reported that CSDA is in the process of putting together Chapter Affiliation Agreements to be signed by all chapters in California. In general, Sterrett feels that the special districts in Contra Costa County are very solvent. The next Chapter meeting will be on October 15, 2012 at Central Contra Costa Sanitary District, 509 Imhoff Place, Martinez, CA.

REPORT ON THE CITY COUNCIL'S DECISION REGARDING THE AT&T WIRELESS COMMUNICATION FACILITY AT 0 PASO NOGAL COURT

Board Member Sandy Bonato attended the City Council Meeting on July 16, 2012 regarding the Community Tower that was being considered in the location adjacent to Paso Nogal Park. In addition to attending the meeting, she submitted a letter to the City Planner requesting the City Council revisit the report filed by AT&T in respect to their ideal location for a tower. Bonato reported that after discussion on the issue, the City Council agreed to have the AT&T representative continue to look for locations that would be more suitable to the pole height needed for the project. The AT&T representative should be contacting the District's General Manager with his new findings.

Glover asked if the Water District has weighed in on this issue. Bonato said she spoke during the Public Comment portion of the Water District's meeting a couple of months ago. At this meeting

she requested that the Water District change their policy regarding decisions made on their properties.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- She received a comment from a mother whose child had been attending the Recreation Summer School Program. This parent was unhappy with the “technology day”. The General Manager commented that the Supervisor of the Recreation Summer School program was in the process of speaking to this parent about this matter.
- She asked for an update from staff regarding the public comment made at a previous meeting about the Paso Nogal dog park issue. Acting Park Supervisor Bradley was present and stated that he has worked with Animal Control on this issue in the past and will be contacting them to see if they can come out to the park more frequently in the future.
- She requested a final report on Blues & Brews. Supervisor Katrina Hunn was present; and said that the final numbers were not complete yet, but that they sold 445 presale tickets and 558 day of tasting tickets. She will be giving a more complete report to the board once the final numbers come in.

Glover made the following announcements/questions:

- Commented that Blues & Brews was an unbelievable event. He liked how the park was open and not gated for the event.

Donaghu made the following announcements/questions:

- Commented that the Blues & Brews was very popular and crowded this year.
- He attended the Chamber Board Meeting last week. The marketing tool “Patch” was discussed at the meeting. He said that it could be another platform for the District to use for our marketing.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The RJM Strategic Planning Group will be accepting input from community leaders and the District’s Clubs & Organizations on August 6th at 6:00 p.m. in the Community Room at City Hall. Board members Sterrett and Bonato said they would like to attend.
- The Seniors Tahoe Joes fundraiser will be on August 15th.
- Looking at dates for the November and December Board Meetings. The General Manager is recommending November 14,th & November 28,th. December 5th & December 19th.

Glover asked if the meetings could be switched back to Thursdays. The board asked that this be a future agenda item.

Acting Park Superintendent Tom Bradley spoke to acknowledge to the board what a great job Park Maintenance worker Amanda Botsford is doing in Pleasant Hill Park.

ADJOURNMENT

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

Robert B. Berggren, Clerk of the Board



Board of Directors Special Meeting Minutes
July 27, 2012
DRAFT

The July 27, 2012 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 1:00 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Project Manager Ron Johnson led the Pledge of Allegiance.

ROLL CALL

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

PUBLIC COMMENT

No public comment.

- Prior to the agenda items, Park Maintenance worker Amanda Botsford was asked to come into the meeting so the Board could thank her for all her hard she is doing at the Pleasant Hill Park site.
- The General Manager set a Special Board meeting for August 20, 2012 at 9:00 a.m. to review the Pleasant Oaks Park plans.

THE FOLLOWING ITEMS WILL BE FOR DISCUSSION PURPOSES ONLY; NO OFFICIAL ACTION WILL BE TAKEN:

A. BOND PROJECTS

B. FUNDRAISING

A. Project Manager Ron Johnson and Karl Danielson from the Dahlin Group were present to discuss the bid deductive alternates regarding the Community Center bid. They also gave updates on the Senior Center and Teen Center projects.

B. The General Manager announced that the contract with fundraising consultants, Marjorie Winkler and Sandra Noack has been discontinued. Staff will be looking at other fundraising avenues for the building projects.

TO CONSIDER AWARDING BID FOR THE AUDIO VISUAL EQUIPMENT FOR THE SENIOR CENTER AND TEEN CENTER (ACTION)

The General Manager recommended that the Board award the Audio Visual bid in the amount of \$124,719 for the Senior and Teen Center.

Upon motion of Board Members Sterrett & Glover, the Board approved to award the bid for the Audio Visual Equipment for the Senior Center and the Teen Center from Spinitar in the amount of \$124,719. Of that \$15,000 for the Teen Center and \$22,000 for the Senior Center will come from non-bond money. The balance will come from bond money.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 5:10 p.m.

Robert B. Berggren, Clerk of the Board



Board of Directors Meeting Minutes
May 23, 2012
DRAFT

The May 23, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:40 p.m. in the Conference Room at the Administration Office. Donaghu announced that the Board met in closed session but no action was taken.

PLEDGE OF ALLEGIANCE

Board Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

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

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

PUBLIC COMMENT

No public comment.

TO CONSIDER AWARDING BID FOR THE COMMUNITY CENTER BOND PROJECT (ACTION)

Wesley Barry from Midstate Construction spoke and he asked that the Board award the Community Center Bid Project to Midstate due to the DL FALK bid being non-responsive. Janice Sutton Vice President of DL Falk Construction, also spoke in regard to the Bid Project Sutton stated that DL Falk disagrees with Midstate Construction's comments, and said that their firm is responsive and would like to be considered for the Community Center project.

Staff recommended that the Board continue this item at a special Board meeting on May 29, 2012 at 6:30 p.m.

Upon motion of Board Members Glover & Bonato, the Board approved the awarding of the Bid for the Community Center to be tabled to the special meeting on May 29, 2012 at 6:30 p.m.

TO REVIEW PROJECT SCHEDULE AND PROJECT BUDGET

This item will be discussed at the June 8, 2012 Board Study Session.

BOND UPDATES

Bonato asked how the Board Tour of the Senior Center and the Teen Center went prior to the Board meeting. All who attended the tour agreed that the facilities are very impressive.

The General Manager gave the following updates:

- Hamid Sarvi made a donation to the Capital Projects campaign.
- Pleasant Hill Baseball Association donated to the naming of a field at Pleasant Oaks Park.
- The Water District along with the Sanitary District has begun their layout for their work at the Community Center.
- There will be preliminary plans in June for Pleasant Oaks Park.

Board Chair Donaghu started the regular board meeting at 7:09 p.m.

PUBLIC COMMENT

No Public Comment

EX-OFFICIO MEMBER GENESIS CASSIDY WAS NOT IN ATTENDANCE. BOARD CHAIR DONAGHU READ THE FOLLOWING REPORT FROM CASSIDY:

- College Park is in the middle of class elections, Cassidy will be running for Sophomore Class President.
- The Teen Council just completed the Relay for Life fundraiser this past Saturday.
- The Teen Council will be taking pictures of the new Teen Center this Friday.
- Cassidy will return as next year's ex-officio member.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF FEBRUARY 22, 2012**

Upon motion of Board Members Bonato & Shepard, the Board approved the Bills to be Paid and the February 22nd minutes.

TO CONSIDER PROJECTS FOR COMMUNITY SERVICE DAY

Acting Park Supervisor Tom Bradley suggested a number of Community Service Day Projects which included; small painting projects in the parks, a massive trash pick up in our parks and the creek area that runs through Shadowood Park, painting the art panels, and washing our fleet of trucks and busses. Bradley is trying to pick out projects that require minimal supervision due to his shortage of staff. At this point he has one of his full-time staff volunteering at Rodger's Ranch, and two other full-time staff will be assisting Bradley on many of the projects.

Michael Harris, City Council Member of Pleasant Hill spoke saying that the City could potentially provide the District with 100 volunteers: Harris encouraged the District to take advantage of this once a year opportunity to work on the Parks within the District. Harris also said he will ask the City staff to help the District any way that they can.

Bonato asked staff to see if additional employees would be willing to commit to the Community Service Day. Bonato also requested a follow up report on this item be included in the second June Board meeting.

REPORT ON THE USAGE OF THE SPRAYGROUND PARK

Aquatics Supervisor Korey Riley reported on the research that has been conducted as per the Board's request into how to open the Sprayground facility to the public.

Staff's biggest concern about this proposal is the fact that the fencing would have to be reconfigured which would cost about \$5,000. Staff indicated that the accessible ramp from the Teen Center might not work, in which case a second ramp costing up to \$40,000 would be needed. Riley's recommendation is to keep the Sprayground as part of the pool facility. It is felt by staff that when the Sprayground was designed it was meant to replace the wading pool area. The General Manager stated that the Sprayground was designed to enhance the pool area. He indicated that if the District were to have a water feature for public access it would be in a different area of the Park.

Bonato felt the Sprayground is not utilized enough in the pool area, and appreciated all the details that went into the staff report.

Dawn Block of Pleasant Hill asked the Board if the costs to redesign the Sprayground were not an issue, how the Board would feel about the whole idea of opening the facility for public access.

Donaghu stated that he would be concerned about the staffing costs that it would take to supervise the area. He would also be concerned that it could be a safety issue.

Sterrett felt that when you open a water feature to the public there could be a whole new set of potential problems. She didn't see the advantage of spending more money on the facility. She didn't feel that the costs would outweigh the potential risks.

Glover felt that there are things the District can do to make the Sprayground more accessible to the public.

Shepard stated that if the District had thought the facility was going to be open to the public, different equipment would have been purchased initially. She also stated that the Board is working so much on the new facilities that the Sprayground is not a top priority right now. Shepard said that the idea of changing the Sprayground at this point is a bit overwhelming.

Bonato felt that because the public helped pay for the Sprayground, freer access to it would be appropriate. She suggested that staff consider offering each Preschool within the District a special free morning at the Sprayground to increase its use and to help publicize it more.

Different ideas were discussed by all the Board Members which included but were not limited to: Free Public Access Days, free days on Holidays, free admission to the Sprayground with a wristband, and free days for preschool programs to use as field trips.

PROGRAM COMMITTEE REPORT

a. UPDATE ON SENIOR AND TEEN CENTER PROGRAMMING PLANS

i. TO CONSIDER TEEN AFTERSCHOOL PROGRAM FEES (ACTION)

b. TO CONSIDER SENIOR, TEEN AND WINSLOW CENTER RENTAL FEES (ACTION)

The Program Committee met on May 10th to discuss the above agenda items. The Senior Center will be much easier to program because there was already a program in place from the old Senior Center. The Teen Center concept was discussed in great detail at the meeting. The programming of this facility is going to be more challenging. Three different options were brought to the program committee by staff.

Option A: Free Afterschool Program.

Option B: As an introductory special, the first 2 months will be FREE, and then there will be a \$7/day charge.

Option C: Charge \$7/day

After the Program Committee's report, the Board discussed staff's vision that the Teen Center would be used as a daily for-fee after-school day care program for middle school students. Several Board members felt this was not what the voters expected and were concerned that the public would not necessarily support the concept. It was expected that the Teen Center would run fee-based social, educational and enrichment programs in conjunction with an open drop-in Teen Center, and that the Center should be as close to self supporting as possible. All the Board members were concerned that the Center be revenue-generating and not require significant subsidies to operate and that the Teen

Center augment the District's budget, not draw from it. Discussion among the board members continued on how best to achieve that goal.

The Board majority was not supportive of a taxpayer-funded Teen Center that would be devoted to after school middle school students and exclusively a day care set up.

Staff stated concerns about covering costs of the new building and staff time. The Board agreed and encouraged staff to develop programs that will attract teens and generate revenue.

Upon motion of Board Members Sterrett & Bonato, the Board approved a free teenage afterschool program pending budget review. The General Manager will make adjustments to the Fiscal Year 2012-2013 Budget.

b. Staff is in the process of putting together a packet that includes the rental information for all the facilities. The goal is to develop a rental application form and an information packet that gives details of our facilities, with consistent policies and procedures along with the room and equipment fees and charges listed for each facility. Pricing will be reviewed on a yearly basis. Staff would like the pricing to be effective June 2012.

Upon motion of Board Members Shepard & Bonato, the Board approved Senior, Teen and Winslow Center Rental Fees.

BUDGET AND FINANCE COMMITTEE REPORT

a. TO CONSIDER RESOLUTION 2012-05-23A, AMENDING FISCAL YEAR 2011-12 (ACTION)

b. TO CONSIDER RESOLUTION 2012-05-23B, PRELIMINARY BUDGET FOR FISCAL YEAR 2012-13 (ACTION)

The Budget and Finance Committee met on May 16 to discuss the above agenda items.

a. Highlights of amending fiscal year 2011-12 budget include:

- Adjustments made throughout the budget according to staff reductions
- Finalizing budget projections to end June 30, 2012.
- The General Manager is recommending that the District pay the Mt. Diablo Unified School District their \$25,000 for the swimming pool loan at the Pleasant Hill Education Center.
- Finished the repairs at the Winslow Center for a total of \$34,500.
- The General Manager is recommending that the District pay for the gas connection service to Rodger's Ranch at \$2,800 through PG&E.
- Projecting that the District will finish off the 2011-12 fiscal year at \$19,590 of unallocated funds.

The Budget and Finance Committee reported that the District has \$154,520 unrestricted monies from the 2011-12 fiscal year that can be moved into next year, moved into the FF&E Fund, or it can be applied to reserves.

Bonato commented that she would like to see variances shown in the budget instead of using the word "amending".

Glover commented that he did not have a problem adopting the amended budget, but would like to see the variances in the future.

Upon motion of Board Members Glover & Sterrett, the Board approved Resolution 2012-05-23A, Amending Fiscal Year 2011-12. The General Manager will put the necessary budget changes as a resolution item on the consent calendar on the June 13, 2012 Board Meeting Agenda.

Highlights of fiscal year 2012-2013 budget:

- 2.75% PERS additional contribution by staff (this will be an approximate savings of \$46,000 for the District.
- A 2% COLA has been recommended.
- No furlough days or changes in contributions to medical/dental.
- A New account titled "Building Maintenance" is included in the budget.
- Included for the Senior Center and Teen Center is a "custodial and building attendant" category for the new buildings.
- The Communications Budget has been adjusted to reflect Jessie Wusthoff's website time, which has been taken out and reduced from the Senior Center account.
- Bocce courts at Rodgers-Smith Park will be worked on to improve the drainage.
- Since staff is recommending that two park signs will be replaced on an annual basis in the District parks. Rodgers-Smith Park will be the first park to receive a new sign.
- A new sign has been recommended for Paso Nogal Park.
- A new phone system.
- Per the Fire District, we may be updating the pool room for access and storage of the Chlorine. Staff is looking into if this is an appealable item.
- Replacement truck for Park Maintenance.
- Recommending resurfacing the tennis courts at both the Pleasant Hill Education Center and College Park High School. These would be done in collaboration with Mt. Diablo Unified School District and the Pleasant Hill Tennis Club.
- Non-bond related irrigation system, and trail surface repair work at Pleasant Hill Park.
- Through the 2012-2013 budget, there is approximately \$99,080 in allocated funds.

After discussion this item was tabled until the June 27, 2012 Board Meeting to give an opportunity to schedule a study session to review budget items more closely.

TO CONSIDER ELIGIBILITY REQUIREMENTS FOR FISCAL YEAR 2012-13 REFUND APPLICATION FOR LANDSCAPE & LIGHTING DISTRICT #6 (ACTION)

Upon motion of Board Members Bonato & Glover, the Board approved eligibility requirements for fiscal year 2012-13 refund application for Landscaping & Lighting District #6 reflecting the 3% S.F Bay Area CDI change.

TO APPROVE RESOLUTIONS 2012-05-23C-2012-05-23G, INTENTION TO ORDER IMPROVEMENT FOR VALLEY HIGH II, VALLEY HIGH IV, VALLEY HIGH V, WOODSIDE HILLS I AND WOODSIDE HILLS III (ACTION)

Upon motion of Board Members Glover & Shepard, the Board approved Resolutions 2012-05-23C-2012-05-23G, Intention to Order Improvement for Valley High II, Valley High IV, Valley High V, Woodside Hill I, and Woodside Hills III.

TO APPROVE RESOLUTION 2012-05-23H, INTENTION TO ORDER IMPROVEMENT FOR LANDSCAPE AND LIGHTING DISTRICT #6 (ACTION)

Upon motion of Board Members Bonato & Sterrett, the Board approved Resolution 2012-05-23H, Intention to Order Improvement for Landscaping & Lighting District #6.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- Attended the Relay for Life, and accepted on behalf of the District a small thank you certificate for the Sponsorship given to the Relay for Life organization.
- Encouraged people to drive by Rodger's Ranch to see the roses. Complimented the Park staff for the upkeep at that facility.
- The Teen Summit is tomorrow from 2:15-5:30.
- The Seniors annual Memorial Day Party will be this Friday at 1:00 p.m.
- Winslow Center looks really nice with the cement posts gone.

Sterrett made the following announcements/questions:

- Would like to give a report on the California Special District Association State Board meeting at one of our upcoming meetings.
- Attended the City Council meeting on Monday night which was the last meeting for Terry Williamson.
- The Seniors annual Memorial Day Party will be this Friday at 1:00 p.m.
- Winslow Center looks really nice with the cement posts gone.

Donaghu made the following announcements/questions:

- Attended Relay for Life.
- Will be attending a breakfast at 7:30 tomorrow morning sponsored by EBMUD.
- Tomorrow afternoon is the Youth Summit at Valley View Middle School.
- Attended the Chamber meeting again, they had a presentation from a person at Office Depot on Purchasing Power.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

To date we have the following sponsors for the Blues & Brews Event:

- Ryan Hayes Insurance- Beer Booth \$350
- CPHS Athletic Boosters-Beer Booth \$350
- Casey Strand Chiropractic-Beer Booth Sponsor \$350
- Care Indeed \$500
- PH Rotary Club \$350
- General Plumbing \$500
- UFC Gym \$800
- Martin Family Chiropractic \$500
- Pacific Union \$350
- Astound \$500 plus \$4000 in-kind for commercials

Total of \$4,550 in sponsorship revenue.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 10:55 p.m.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: September 5, 2012

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

To Confirm Board Meeting Dates for December 2012

Due to the holidays, the Board Meeting dates for December need to be moved to the first and third Wednesdays of the month, so the Board Meeting dates will be December 5 and 19.