



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: March 2, 2016
RE: March 10, 2016 Board Meeting

Starting at 6:00 p.m. there will be two closed sessions as listed below.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Pursuant to California Government Code Section 54856.9(d)(4): Regarding 1 matter of anticipated litigation

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to California Government Code Section 54956.8

Assessor's Parcel Number: 149-230-005 & 008 (1700 Oak Park Blvd.)

Agency Negotiator: Bob Berggren, General Manager

Seller: Contra Costa County Public Works Regarding: Price and terms of payment



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: March 2, 2016
RE: March 10, 2016 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid
- b. To Approve Minutes of January 14, 2016, January 28, 2016 and March 2, 2016
- c. To Approve Resolution 2016-03-10, Declaring Certain Equipment as Surplus

The resolution declaring certain equipment as surplus is attached for your reference.

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22424	03/10/2016	AlhEle	Alhambra Electric	1,965.00	000000
22425	03/10/2016	AmFid	American Fidelity	2,973.27	000000
22426	03/10/2016	AmFidAs	American Fidelity Assurance	431.12	000000
22427	03/10/2016	ATT CC	AT & T	210.84	000000
22428	03/10/2016	BayAlar	Bay Alarm Company	422.10	000000
22429	03/10/2016	BeckRob	Robert Becker	310.00	000000
22430	03/10/2016	BerBob	Robert B. Berggren	400.00	000000
22431	03/10/2016	BillAce	Bill's Ace Hardware	133.28	000000
22432	03/10/2016	BonaSan	Sandra Bonato	200.00	000000
22433	03/10/2016	CCWat	Contra Costa Water District	2,907.42	000000
22434	03/10/2016	CenCon	Central Contra Costa Sanitary	3,402.96	000000
22435	03/10/2016	CintCorp	Cintas Corp # 185	288.34	000000
22436	03/10/2016	CmeLt	CME Lighting Supply Company	48.79	000000
22437	03/10/2016	Cole	Cole Supply Co., Inc.	2,041.89	000000
22438	03/10/2016	CPR Fast	CPR Fast / PSTG	100.00	000000
22439	03/10/2016	CPRS Ren	CPRS	165.00	000000
22440	03/10/2016	DonDen	Dennis A. Donaghu	200.00	000000
22441	03/10/2016	EBMUD	East Bay Mud	229.51	000000
22442	03/10/2016	Elavon	Elavon	175.14	000000
22443	03/10/2016	Ewing	Ewing Irrigation	2,315.23	000000
22444	03/10/2016	FranTx	Franchise Tax Board	105.00	000000
22445	03/10/2016	GlovBob	Bobby Glover	200.00	000000
22446	03/10/2016	Horeis	Alan Horeis Structural Engineers	393.75	000000
22447	03/10/2016	INKEM	INKEM	471.98	000000
22448	03/10/2016	IntePro	Intelligent Products Inc	5,520.00	000000
22449	03/10/2016	kalgold	KALGOLD Technologies, Inc.	304.20	000000
22450	03/10/2016	LincEqu	Lincoln Aquatics	1,093.87	000000
22451	03/10/2016	MillSta	Miller Starr Regalia	19,315.42	000000
22452	03/10/2016	Mity-Lit	Mity-Lite	844.84	000000
22453	03/10/2016	MuniPoo	Municipal Pooling Authority	116.74	000000
22454	03/10/2016	MurdDeb	Debbie Murdock	1,368.50	000000
22455	03/10/2016	NaccAll	Allie Naccara	20.00	000000
22456	03/10/2016	Nevco	Nevco, Inc.	981.49	000000
22457	03/10/2016	Nextel	Nextel Communications/Sprint	584.49	000000
22458	03/10/2016	PERS	CalPERS	15,995.70	000000
22459	03/10/2016	PG&E	Pacific Gas & Electric Co	12,176.06	000000
22460	03/10/2016	PhCit	Pleasant Hill, City of	4,228.93	000000
22461	03/10/2016	PhSen	Pleasant Hill Seniors Club	418.47	000000
22462	03/10/2016	PleaHill	Pleasant Hill Rec & Park Distr	131,689.90	000000
22463	03/10/2016	ShessZac	Zac Shess	200.00	000000
22464	03/10/2016	ShredDef	Shred Defense	212.50	000000
22465	03/10/2016	StePrint	Steven's Printing	227.85	000000
22466	03/10/2016	SterSher	Sherry Sterrett	200.00	000000
22467	03/10/2016	SuppWor	Supply Works	1,534.22	000000
22468	03/10/2016	TheBowl	The Bowlby Group, Inc	5,000.00	000000
22469	03/10/2016	USBank	U.S. Bank	1,681.35	000000
22470	03/10/2016	USBankEq	US Bank Equipment Finance	453.31	000000
22471	03/10/2016	USBankP	U.S. Bank Corporate Payment	33,361.19	000000
22472	03/10/2016	Valic	Valic	1,200.00	000000
22473	03/10/2016	WhitCas	Casey White	320.00	000000
22474	03/10/2016	Xerox	Xerox Corporation	656.72	000000

CHECK TOTAL: \$259,796.37

Board of Directors Meeting Minutes
January 14, 2016
DRAFT



The January 14, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 6:00 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

Board Member Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Shess, Sterrett, Glover

ABSENT: Donaghu

STAFF PRESENT: Berggren, Hurtado, Miller, Bradley

PUBLIC COMMENT

None

The Board and Staff adjourned to a Closed Session at 6:15 p.m. to discuss:

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

The regular Board Meeting reconvened at 7:12 p.m. at which point Board Chair Shess reported that the Board had met in Closed Session and gave District Counsel direction.

CONSENT CALENDAR (ACTION)

- a. **To Approve Bills to be Paid, warrants #22236 -22289**
- b. **To Approve Minutes of October 8, 2015, October 22, 2015 and December 3, 2015.**

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

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- The Council is discussing moving away from volunteering at some of the community events to concentrate more specifically on the Teen program.
- The Teen Council has been asked to help with the upcoming District cooking class.
- The Council is still working on a movie night for special needs teens.
Board Member Sterrett suggested that Naccara speak to Cotruvo about the event.
- She thanked the Board for the Community Service Award nomination.

College Park news:

- Just finished the winter break.

- Finals week is next week. There is only school on TWTH next week.
- DVC is advertising a Cash for College seminar on February 20, 2016 to all of Mount Diablo Unified School District students.
- Yesterday was the California Mathletes test.
- The Athletic Boosters crab feed is on February 6, 2016.
- The girl's basket ball team held a tournament over the break.

TO CONSIDER ACCEPTING THE REPORT ON THE SENIOR CLUB REVIEW (ACTION)

The General Manager distributed the bound copies of the Senior Center Club's review to the board. He specifically reviewed the Club's revenue and expenses with the Board.

Board Member Sterrett commented that she would like the names of the Club officers included in the report.

Board Member Bonato asked if the report had been reviewed by the Senior Club. The General Manager commented that the treasurer had reviewed it, but he was not sure if the whole Club had seen it.

Upon motion of Board Members Bonato & Glover the Board approved the Senior Club review report.

TO SET COMMITTEE ASSIGNMENTS FOR 2016

Board Chair Shess confirmed the following committees:

Budget & Finance	Shess, Chair	Bonato, Member
Land/Facility Development	Glover, Chair	Bonato, Member
Personnel	Glover, Co-Chair	Donaghu, Co-Chair
Program	Donaghu, Chair	Sterrett, Member
City/District Liaisons	Glover	Shess
Chamber Representative	Donaghu	
Library Task Force	Bonato	Sterrett (Alternate)
Oversight Working Group (OWG)	Shess	
CSDA Representative	Sterrett	
CAPRI Representative	Bob Berggren	
GM Search (AD HOC)	Bonato, Co-Chair	Sterrett, Co-Chair

TO CONSIDER CONTRACT WITH CALIFORNIA CONSULTING FOR GRANT WRITING

The General Manager introduced Steve Sanger, the representative from California Consulting. The General Manger reviewed with the Board the different contract options available for working with the company. The General Manager is recommending contracting with the company in light of specific upcoming projects.

Board Member Bonato, and Board Chair Shess commented that the budget committee would also recommend the company.

Board Member Bonato asked who from the company would be assigned to the District. Sanger commented that it would be Brian Royer, who is one of their best grant writers.

Board Member Sterrett asked if the District would receive monthly reports from the company. Sanger said it would. Sterrett commented that she feels this is an exciting venture for the District.

The Board thanked Sanger for attending the meeting.

Upon motion of Board Members Bonato & Glover the Board approved a six month contract with California Consulting for the amount of \$4,500 per month.

REPORT ON CALIFORNIA SPECIAL DISTRICTS ASSOCIATION MEETINGS

Board Member Sterrett stated that there will not be a meeting until January 22, 2016. Sterrett reviewed the CSDA highlights from 2015 with the Board. She also reviewed the scholarship program.

TO SET DATE/TIME BUDGET COMMITTEE MEETING

The meeting date was set for January 20, 2016 at 4:30

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She attended the City Council meeting on January 4, 2016 along with other Board Members.
- She announced that the Lions Club crab feed will be a week from Saturday.

Bonato made the following announcements/questions:

- She announced that the installing of the rain barrel project at Rodgers Ranch will be this Saturday.
- She commented that she will not be able to physically attend the next Board Meeting, but would like to call in.

Glover made the following announcements/questions:

- He received a call from Jack Prozak asking when the next Land & Facilities meeting will be.

Shess made the following announcements/questions:

- He thanked the Board for their support at the City Council meeting.
- He thanked the Mayor of Pleasant Hill for her conversation with him.
- He announced that yesterday was the voting for the Community Service Awards.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The new Board photo for the web site will take place at the next Board Meeting.
- The new afterschool tennis program is doing very well.
- Standard & Poor's raised the District's rating from an A- to an A.
- He distributed a flyer from the Mt. Diablo Rehabilitation services regarding their upcoming crab feed.
- Reminded the Board the Mayors Breakfast will be on February 19, 2016, and to let him know who is interested in attending.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 8:20 p.m.

Robert B. Berggren, Clerk of the Board

Board of Directors Meeting Minutes

January 28, 2016

DRAFT



The January 28, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Donaghu at 5:00 p.m. in the Conference Room at the Administrative Office. Board Chair Shess arrived at 5:02 p.m.

PLEDGE OF ALLEGIANCE

Board Vice Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Shess, Donaghu, Sterrett, Glover

REMOTELY BY PHONE FOR CLOSED SESSION ONLY: Bonato

STAFF PRESENT: Berggren, Young, Kidder

PUBLIC COMMENT

None

The Board and Staff adjourned to a Closed Session at 5:05 p.m. to discuss:

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Pursuant to California Government Code Section 54956.9(d) (4):
Regarding 1 matter of anticipated litigation

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

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

The regular Board Meeting reconvened at 7:00 p.m. at which point Board Chair Shess reported that the Board had met in Closed Session and voted unanimously to authorize the filing of administrator appeal in regards to the Board of Supervisor's decision to terminate negotiations regarding the District's acquisition of two real parcels of land at 1700 Oak Park Blvd.

CONSENT CALENDAR (ACTION)

- a. **To Approve Bills to be Paid, warrants #22290 -22342**
- b. **To Approve Minutes of September 14, 2015 and November 5, 2015**
- c. **To Approve Resolution 2016-01-28, Approving the Application for Land and Water Conservation Fund Pleasant Hill Aquatic Park Project**

Upon motion of Board Members Donaghu & Glover the Board approved the Consent Calendar with corrections to the September 14, 2015 minutes.

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

Ex-Officio Naccara gave the following report:

Teen Council news:

No report for the Teen Council due to the absence of a meeting.

College Park news:

- A.P. test registrations are open now.
- The Junior Prom will be on March 19, 2016. There will be another promposal contest this year.
- The Athletic Booster's crab feed will be on February 5, 2016 at the Community Center.
- The 2016-17 course catalog is out.
- The end of the semester was last week.
- There will be two three day weekends in February.
- There will be a mock ACT and SAT on the 30th.
- The talent show auditions are on February 3rd and 4th and the talent show is on February 19, 2016.
- Valentines Day Grams will be offered this year.

TO CONSIDER SUPPORT OF "EVERY 15 MINUTES" PROGRAM AT COLLEGE PARK HIGH SCHOOL (ACTION)

The General Manager reviewed the biannual program with the Board. He reported that the District has sponsored the event in the past with the donation of space, including overnight at the Community Center.

Board Member Donaghu commented on what a great program the "Every 15 Minutes" is. All other Board Members present were in agreement with Donaghu.

Two representatives of the program were present to update the Board on this year's event.

Upon motion of Board Members Donaghu & Sterrett the Board approved to support the "Every 15 Minute" Program with a donation of rooms at the Community Center.

REVIEW OF ACCOMPLISHMENTS FOR 2015 AND GOALS FOR 2016

The General Manager distributed the staff list of accomplishments for 2015 and goals for 2016 to the Board.

Board Chair Shess asked the Board Members to review the lists, and submit any changes to him. Shess would like to see some of the accomplishments publized.

REPORT ON THE PROCESS IN THE SELECTION OF THE GENERAL MANAGER

Board Member Sterrett reported that she and Board Member Bonato will be meeting with a consulting firm on February 5, 2016 at 3:00 p.m. Sterrett commented that the selection process has begun informally. Board Chair Shess asked if a timeline has been developed. The General Manger is hopeful that at the February 11, 2016 Board Meeting the Board will approve the consultants chosen by Board Members Sterrett and Bonato.

REPORT ON THE QUARTERLY MEETING OF THE CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION

Board Member Sterrett reported on the chapter meeting that was held last Monday. She stated that the highlights of the meeting were:

- Election of officers.
- A guest speaker from Solano County.
- Information about the water district.
- Discussion about the CSDA scholarship fund.
- A report on the LAFCO reserves.
- Discussion on Senate Bill 88.
- Changing CSDA financial operations to a fiscal year rather than a calendar year.
- There was a presentation from a digital employment company.

Sterrett commented that the meeting was very educational, and that the next meeting will be on April 19, 2016 which will be the LAFCO elections.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

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

Land and Facility Development Committee: A meeting is scheduled for February 8, 2016 at 3:00 p.m. pending Board Member Bonato's availability.

Personnel Committee: Nothing to report.

Budget & Finance Committee: A meeting is scheduled for February 3, 2016 at 3:00 p.m.

Program Committee: A meeting is scheduled for February 8, 2016 at 4:00 p.m.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Glover made the following announcements/questions:

- He asked how to nominate individuals for CSDA and LAFCO positions. Board Chair Shess commented that Board Member Sterrett will be the District's voting member so any nominations should be given to her.

Donaghu made the following announcements/questions:

- He asked about the status of the gate at Dinosaur Park. The General Manager said there is no update at this time.

Shess made the following announcements/questions:

- He attended the Community Service Awards. He felt it was very well done.
- He announced that three years ago he was appointed to the Board.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- Recreation Superintendent Tina Young will be facilitating the next Board Meeting.
- There will be a special board meeting on February 11, 2016 at 8:00 a.m.
- He thanked Recreation Superintendent Young for her work at the Community Service Awards last night.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 7:43 p.m.

Robert B. Berggren, Clerk of the Board

Board of Directors Special Meeting Minutes March 2, 2016



The March 2, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 2:01 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Member Dennis Donaghu led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

Board Chair Shess announced that the Board of Directors was going into closed session.

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Pursuant to California Government Code Section 54956.9(d)(4):
Regarding 1 matter of anticipated litigation

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to California Government Code Section 54956.8

Assessor's Parcel Number: 149-230-005 008 (1700 Oak Park Blvd.)

Agency Negotiator: Bob Berggren, General Manager

Seller: Contra Costa County Public Works Regarding: Price and terms of payment

The Board of Directors reconvened at 3:45 p.m. Board Chair Zac Shess announced that there was no action taken in closed session, but that direction was given to Legal Counsel and the General Manager.

DISCUSS RECRUITMENT PROCESS FOR NEW GENERAL MANAGER

Pam Derby from CPS HR Consulting was present to give the Board of Directors an update and timeline regarding the recruitment process for the new General Manager. The Board of Directors reviewed the timeline. The Board of Directors also reviewed the wording for the recruitment brochure. The Board reviewed the desirable qualifications and made updates and changes that Pam Derby will include in the candidate brochure. Pam will have the draft of the brochure available by next week for the Board's final review before it is placed in advertisement and recruitment locations the week of March 14.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 4:50 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
DECLARING CERTAIN EQUIPMENT AS SURPLUS

RESOLUTION 2016-03-10

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

THAT the following list includes items that have served their life expectancy and can no longer be utilized by the District:

Tag #	Item	Cost	Purchase Date	Reason for Surplus/Disp.
2806	TV 20" Color	\$237	8/3/00	Old
3137	Dell PC	\$735	1/19/10	Crashed
3121	HP Color Laser Printer	\$685	7/15/10	Not good
2863	IBM Laptop	\$1,813	7/24/02	Didn't work
2223/2224	Youth Basketball Standards	\$1,682	12/8/86	Broke, old
2898	Scoreboard & Shot clocks	\$678	4/21/04	Wasn't working
2523, 2324	Pedestal stands for Volleyball	\$570	6/11/90	Broke
2589	Maxi Sweep III	\$3,332	5/7/93	Broke
3004	Dell PC	\$749	4/7/08	Obsolete
		Total: \$10,481		

THEREFORE, BE IT RESOLVED, THAT THE Pleasant Hill Recreation and Park District Board of Directors does hereby declare the above items in the amount of \$10,481.00 as surplus and;

BE IT FURTHER RESOLVED, THAT the General Manager is authorized to sell or trade-in the property in a manner, which will bring the best price.

PASSED AND ADOPTED on March 10, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zac Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on March 10, 2016.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: March 3, 2016
RE: March 10, 2016 Board Meeting

To Consider Bids for the Installation of the Underwater Lights at the Pleasant Hill Aquatic Park (ACTION)

District Staff is reviewing the bids. Staff will have a recommendation for the Board at the Thursday Board Meeting.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: March 3, 2016
RE: March 10, 2016 Board Meeting

Report on the Condition of the Winslow Center

Structural Engineer Alex Horeis was out to review and inspect the Winslow Center. His report along with a summary by Building Maintenance Superintendent Carrie Miller is attached. The good news he is giving us until 2018 on the operation of the Winslow Center. Carrie Miller will be on hand to answer any questions regarding the Engineer's Report.



MEMO

Date: 1 March 2016
To: Bob Berggren, General Manager
From: Carrie Miller, Building Maintenance Superintendent
Subject: Winslow Center Structural Evaluation 2016

Starting in 2011 the District has had the structural glue-laminated beams and entry trellis evaluated by Alan R. Horeis Structural Engineers, Inc. at the recommended interval for safe occupancy of the building. The purpose of repeated evaluation of the glu-lams is to monitor the downward motion of the curved beams, which is pushing the upper limbs of the walls outward. The District contracted for temporary remediation of the glu-lams by epoxy injection and the trellis feature by post and beam reconstruction on Horeis' design specifications.

The projected service life of the epoxy repairs to the glu-lams was five years, with possible service life extensions depending on the performance of the repairs. As of the 2/22/2016 re-inspection, the engineer has approved another two years of service life for safe occupancy before the next re-evaluation. District staff is charged with inspecting the glu-lams at six month intervals and reporting any visible changes to the engineer.

Two mechanical remedies have been proposed for arresting the downward movement of the glu-lam beams permanently: cabled turnbuckles and beam through-bolts. Although not a construction estimator by trade, Alan Horeis projects the cost of applying the mechanical turnbuckle repair would approach or exceed \$100,000. The more extensive through-bolt repair, which requires partial roof tear-off, would be much more costly. More importantly in consideration of either repair technique, the building does not meet current seismic code and permitting the glu-lam repairs would likely trigger seismic retro-fitting requirements.

Building Maintenance has no recommendation regarding the Winslow Center, as the Board has authority for determining the disposition of the facility.

ALAN R. HOREIS

Structural Engineers, Inc.

February 26, 2016

Proj. No. 11030

Pleasant Hill Recreation & Park District
147 Gregory Lane
Pleasant Hill, CA 95623

VIA Email

Attention: Carrie Miller
Bonds Project Facilities Coordinator

Subject: **Curved Glued-Laminated Roof Beams**
Winslow Center
2590 Pleasant Hill Road
Pleasant Hill, California

Dear Ms. Miller:

It accordance with your request we viewed the curved glued-laminated roof beams at the subject structure on February 22, 2016. We previously issued letters dated November 9, 2011 and March 24, 2014 and March 11, 2015 regarding the curved roof beams.

The November 2011 letter recommended two (2) repair options. The first was epoxy injecting the splits in the glued-laminated roof beams (short term repair). The second, was a more permanent mechanical repair. The District epoxied the splits in the roof beams.

Upon a visual review during the February 22, 2016 site visit of the epoxied splits from the second story floor it appeared that no noticeable splitting of any of the epoxied glue-lines was obvious.

We again measured the out-of-plumbness of the exterior walls below the arch ends. The out-of-plumbness was approximately the same, but with variations from that measured during our November 2011 and March 2015 site visits. We believe the minor variations are a result of the prior drought and the wet winter season to date affecting the site soil shrinkage/heave and not the result of any obvious movement of the arches. In general there is no trend for the curved glued-laminated roof beams to cause greater out-of-plumbness of the top of the walls outboard. If we had observed increased outward movement at the top of the walls one would expect possible epoxy relaxation of the epoxied splits.

We did notice some gypsum wall board soffit and wall cracking at some of the arch ends. Again this is believed to be the result of the past, or ongoing drought, with rain this winter causing minor differential foundation movements..

The lack of significant out-of-plumbness, or increased out-of-plumbness, at of the top of the exterior walls indicates that the epoxy injection has most probably stabilized the movement of the arches downward in the short term. Any variations of out-of-plumbness and the gypsum wallboard cracking at this time are believed to be the result of minor foundation movements as a result of the current drought, and/or the current rainy season..

The District staff asked during our site visit if the more permanent repair of the arches as suggested in our November 9, 2011 letter is economic. This mechanical repair is relatively expensive when compared to the epoxy injection. We are not estimators, but, it is possible the mechanical repair could approach six figures and possibly exceed that. When one considers that the building was constructed sometime in late 1985 or early 1986 and the building does not meet current codes one must seriously consider spending more monies on a building that is considered not essential to the Districts needs.

We suggest District staff should view the condition of the roof arches on a 6 month basis. The canopy shoring should be viewed after major seasonal changes. We can again view the arches above, if you desire, in another two (2) years.

Our observations, conclusions and summaries have been performed using that degree of care and skill ordinarily exercised, under similar circumstances, by reputable structural engineers practicing in this area. No other warranty, expressed or implied, is made.

If you have further questions or need clarification please do not hesitate in contacting me.

Very truly yours,
ALAN R. HOREIS
STRUCTURAL ENGINEERS, INC.



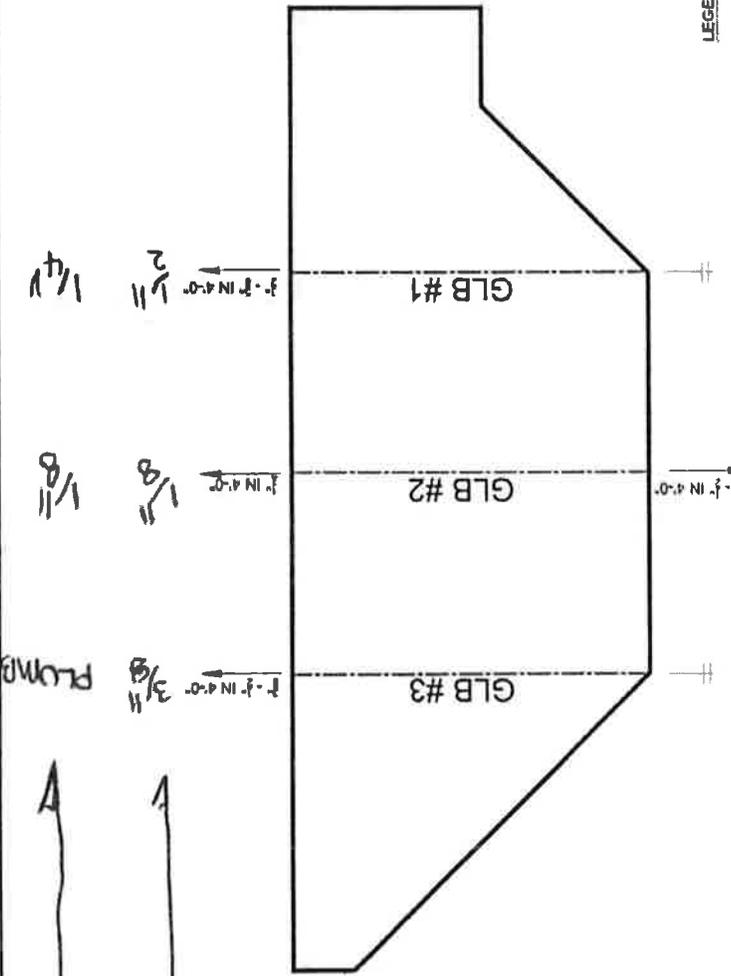
Alan R. Horeis
S.E. #2295
C.E. #25604
(Expires 12/31/17)



EXP 12/31/17

Attachment, SK-1 with readings of 3/10/15 & 2/22/16.

NORTH



LEGEND:
 INDICATES AMOUNT AND DIRECTION OF "OUT OF PLUMB" IN 4'-0"
 INDICATES ACCEPTABLY PLUMB

3/10/15 & 2/22/16
 READINGS

APPROXIMATE PLAN AND
 PLUMB READINGS

APPROXIMATE PLAN
 NOT TO SCALE

3/11 ←
 1/4 ←
 SAME
 SAME

2/22/16 READINGS
 3/10/15 READINGS

ALAN R. HOREIS
 STRUCTURAL ENGINEERS, INC.

DATE	DRAWN BY	SCALE
		1" = 1'-0"
WINSLOW CENTER PLEASANT HILL, CALIFORNIA		SK-1



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 3, 2016

RE: March 10, 2016 Board Meeting

Report on the City/District Liaison Meeting held on March 9, 2016

There is a City/District Liaison Meeting planned for Wednesday, March 9 at 10:30 a.m. This year it is being hosted by the City of Pleasant Hill. Board Members Zac Shess and Bobby Glover will give an update on the Liaison Meeting.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: March 2, 2016
RE: March 10, 2016 Board Meeting

Update on the General Manager Recruitment Process

This was placed on the agenda if there is any action needed regarding the General Manager recruitment process in regards to the advertisement brochure for the position or any other items related to the General Manager recruitment.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 2, 2016

RE: March 10, 2016 Board Meeting

Reports and To Set Board Committee Meeting Dates

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