MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 16, 2015

RE: Closed Session – March 24, 2015 Board Meeting at 5:00 p.m.

There will be a closed session beginning at **5:00 p.m.** There will be two separate closed sessions; one regarding an update from Attorney McInerney on the two cases pertaining to the Senior Center and Pleasant Oaks Park. The second one is concerning Oak Park Blvd property anticipated litigation and real property negotiators.

Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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

MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

Thursday, March 24, 2016
ADMINISTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL
7:00 p.m.
Regular Meeting

Est. Time

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Public Comment
   Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.

10 min. 4. Consent Calendar **(ACTION)**
   a. To Approve Bills to be Paid
   b. To Approve Minutes of February 11, 2016 and March 15, 2016

10 min. 5. Ex-Officio Member Report, Allie Naccara – College Park High School

20 min. 6. To Consider Bids for the Pleasant Hill Park Pathway Project **(ACTION)**

20 min. 7. District Policy Manual First Reading Policies #4000 – 4070

20 min. 8. Report from California Consulting Regarding Potential Grants

10 min. 9. Reports and To Set Board Committee Meeting Dates
   a. Land and Facility Development Committee
   b. Personnel Committee
   c. Budget & Finance Committee

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.

d. Program Committee

10 min. 10. Board Announcements and Requests to Staff

10 min. 11. Staff Announcements

12. Adjourn

Future Board of Directors Meetings:
Thursday, April 14, 2016
Thursday, April 28, 2016

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 17, 2016

RE: March 24, 2016 Board Meeting

Consent Calendar (ACTION)

a. To Approve Bills to be Paid

b. To Approve Minutes of February 11, 2016, March 15, 2016 Special Meeting

Check	Date	Vendor No	Vendor Name	Amount	Voucher
22475	03/24/2016	AmerSta	American Stage Tours	2,144.00	000000
22476	03/24/2016	ARC	ARC	872.57	000000
22477	03/24/2016	ATT3	ATT CALNET 2	289.13	000000
22478	03/24/2016	BillAce	Bill's Ace Hardware	185.61	000000
22479	03/24/2016	CaDoj	California DOJ	202.00	000000
22480	03/24/2016	CaliCon	California Consulting	4,540.29	000000
22481	03/24/2016	CaUsss	California USSSA	1,207.00	000000
22482	03/24/2016	CCCOofEd	Contra Costa County Office of	50.00	000000
22483	03/24/2016	CCSNP	Contra Costa Senior Nutrition	2,248.00	000000
22484	03/24/2016	CCWat	Contra Costa Water District	474.51	000000
22485	03/24/2016	CintCorp	Cintas Corp # 185	206.31	000000
22486	03/24/2016	CmeLt	CME Lighting Supply Company	85.02	000000
22487	03/24/2016	Cole	Cole Supply Co., Inc.	325.50	000000
22488	03/24/2016	DelDen	Preferred Benefit	3,571.70	000000
22489	03/24/2016	DigThis	Dig This Inc	200.00	000000
22490	03/24/2016	EBMUD	East Bay Mud	445.87	000000
22491	03/24/2016	Elavon	Elavon	137.87	000000
22492	03/24/2016	FranTx	Franchise Tax Board	105.00	000000
22493	03/24/2016	Furber	Furber Saw, Inc.	606.52	000000
22494	03/24/2016	GenPlum	General Plumbing Supply	86.23	000000
22495	03/24/2016	Guttmann	Guttmann & Blaevoet	8,925.00	000000
22496	03/24/2016	HelmWen	Wendy Helms	192.00	000000
22497	03/24/2016	honeywel	Honeywell International	806.26	000000
22498	03/24/2016	HurdAss	Hurd & Associates	3,366.00	000000
22499	03/24/2016	HydeP	Hyde Printing & Graphics	227.81	000000
22500	03/24/2016	ICOM Mec	ICOM Mechanical Inc	1,020.49	000000
22501	03/24/2016	IdcalSer	Ideal Service Company, Inc.	1,583.00	000000
22502	03/24/2016	INKEM	INKEM	234.36	000000
22503	03/24/2016	KaisFou	File #73029 Kaiser Foundation Health Plan	26,414.65	000000
22504	03/24/2016	KiddCur	Law Office of Curtis S. Kidder	3,708.00	000000
22505	03/24/2016	LahlBil	Bill Lahl	1,161.60	000000
22506	03/24/2016	LaserPri	Laser Printer Resource	162.03	000000
22507	03/24/2016	Legal S	Legal Shield	47.85	000000
22508	03/24/2016	McInerne	McInerney & Dillon	337.50	000000
22509	03/24/2016	MDUSD2	MDUSD, M&O Dept	1,487.50	000000
22510	03/24/2016	PERS	CalPERS	16,282.35	000000
22511	03/24/2016	PG&E	Pacific Gas & Electric Co	1,381.66	000000
22512	03/24/2016	PhSen	Pleasant Hill Seniors Club	252.00	000000
22513	03/24/2016	PitBow	Pitney Bowes Global	291.10	000000
22514	03/24/2016	PleaHill	Pleasant Hill Rec & Park Distr	142,355.05	000000
22515	03/24/2016	Republic	Republic Services #210	2,140.59	000000
22516	03/24/2016	RothDar	Darlene Roth	406.61	000000
22517	03/24/2016	StalGle	Glen Staller	546.00	000000
22518	03/24/2016	Standard	Standard Insurance Company	1,559.41	000000
22519	03/24/2016	SuppWor	Supply Works	1,724.03	000000
22520	03/24/2016	USBank	U.S. Bank	2,264.59	000000
22521	03/24/2016	VSP	Preferred Benefit	61.80	000000
			CHECK TOTAL:	**$236,922.37**	

Board of Directors Meeting Minutes
February 11, 2016
DRAFT

The February 11, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Donaghu at 5:40 p.m. in the Conference Room at the Administrative Office. Board Chair Shess arrived at 5:44 p.m.

PLEDGE OF ALLEGIANCE
Board Vice Chair Donaghu led the Pledge of Allegiance.

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

STAFF PRESENT: Young, Bradley, Riley, Thoits

The Board adjourned to a Closed Session at 5:44 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 Negotiators: Bob Berggren, Curt Kidder, Byran Wenter
Seller: Contra Costa County Public Works Regarding: Price and terms of payment

The regular Board Meeting reconvened at 7:22 p.m. at which point Board Chair Shess reported that the Board had met in Closed Session and that no decisions were made.

PUBLIC COMMENT
Rodgers Ranch representative Denise Koroslov was present and gave the Board an update on the Rodgers Ranch rain barrel project. She invited the Board to observe the project at the ranch.

CONSENT CALENDAR (ACTION)

a. To Approve Bills to be Paid, warrants #22343-22388
b. To Approve Minutes of September 24, 2015, November 18, 2015 and February 1, 2016

Upon motion of Board Members Bonato & Donaghu the Board approved the Consent Calendar with corrections to the February 1, 2016 minutes.

EX-OFFICIO MEMBER REPORT, ALLIE NACCARA – COLLEGE PARK HIGH SCHOOL
Ex-Officio Naccara gave the following report:
Teen Council news:

- The Council will be helping with the District's Breakfast with Bunny event on March 19, 2016.
- The Council will be helping with the District's Eggciting Egg Hunt event on March 26, 2016.
- The Council will be helping with the District's Literary Women event on April 16, 2016.
- They are working on planning dances for both the Middle School kids and the High School kids.

College Park news:

- The California Scholarship Federation is currently accepting applications.
- The course cards for next year are due during the next three weeks depending upon grade level.
- There was no school last Monday, and this Monday will be another holiday.
- There have been a lot of choir performances lately.
- There will be a meeting of the visual arts booster club on the 11th. This is a new booster club.
- Spring sports tryouts begin next week.
- Grad Night is holding a fundraiser with H&R Block.
- The PTSA is holding a fundraiser with the Catalyst Boot Camp Program.
- Night school applications are due this Friday.
- College scholarships are being advertised right now.

TO CONSIDER HIRING THE FIRM OF CPS HR CONSULTING FOR GENERAL MANAGER RECRUITMENT (ACTION)

Board Member Bonato asked Board Member Sterrett if she had an opportunity to interview firms other than the CPS consulting firm. Sterrett said she had. Bonato then reviewed with the Board the CPS consulting firm information. Bonato stated that both she and Board Member Sterrett were very impressed with the firm.

Board Chair Shess asked about the firm's contract terms. Board Member Bonato explained that the Board would have the final decision on the terms of the contract.

The Board then discussed the salary range for the General Manager, and the timeline for filling the position.

Upon motion of Board Members Donaghu & Sterrett the Board approved to hire the firm of CPS consulting for the General Manager recruitment.

Board Chair Shess requested a report on the consulting firm on the next Board Meeting agenda.

TO REVIEW THE SPRING/SUMMER SPOTLIGHT

a. Review Program Highlights

b. Review Spotlight Cover

Board Member Donaghu reviewed the Spring/Summer Spotlight with the Board. He highlighted all the new activities, and the cover. The Board was very pleased with the contents of the Spotlight, and thanked staff for all their work.

TO ESTABLISH AN AD HOC COMMITTEE REGARDING THE ACQUISITION OF OAK PARK BOULEVARD PROPERTIES AND APPOINTMENT OF TWO DIRECTORS TO SERVE ON THE COMMITTEE (ACTION)

Board Chair Shess relinquished the gavel to Vice Chair Donaghu so that he could make the motion to appoint himself and Board Member Glover to serve on the Ad Hoc Committee for the Oak Park property

Upon motion of Board Members Shess & Bonato the Board approved to appoint Board Member Glover and Board Chair Shess to the Ad Hoc Committee for the acquisition of the Oak Park Blvd. property.

TO APPROVE TO GOING OUT TO BID FOR THE PLEASANT HILL PARK PATHWAY RENOVATION PROJECT (ACTION)

Park Superintendent Tom Bradley reported that the new recommendation is to bid for concrete pathways instead of pavers thus increasing the amount of companies to potentially bid on the project. Bradley reviewed the timeline of the project with the Board.

Board Member Bonato asked about safety barriers around the project. Bradley commented that the barriers can be placed by District staff.

Upon motion of Board Members Donaghu & Bonato the Board approved to go out to bid for the Pleasant Hill Park Pathways project with concrete instead of pavers.

TO APPROVE GOING OUT TO BID FOR PLEASANT HILL AQUATIC PARK POOL LIGHTING (ACTION)

Aquatic Supervisor Korey Riley reported that the Pleasant Hill Park pool needs the replacement of three lights totaling approximately $20,000. Riley reported that the Budget and Finance Committee have recommended going out to bid for the pool lighting project. Riley commented that the lighting project would need to happen before the deck replacement project.

Upon motion of Board Members Donaghu & Bonato the Board approved to go out to bid for the Pleasant Hill Park Pool lighting system.

TO APPROVE RESOLUTION 2016-02-11A, FINDING THE PLEASANT HILL AQUATIC PARK RENOVATION PROJECT TO BE EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (ACTION)

Recreation Superintendent Young explained that this resolution is a procedural item needed for the grant.

Upon motion of Board Members Bonato & Donaghu the Board approved resolution 2016-02-11A.

LOCAL AGENCY FORMATION COMMISSION (LAFCO) ELECTIONS

a. To Approve Resolution, 2016-02-11B, Nominating Mike McGill Of Central Costa County Sanitary District To Contra Costa Local Agency Formation Commission (LAFCO) (ACTION)

b. To Select District's Voting Representative and Alternate to the LAFCO Election to be held April 18, 2016 (ACTION)

a. Upon motion of Board Members Glover & Sterrett the Board approved resolution 2016-02-11B.
b. Upon motion of Board Members Bonato & Donaghu the Board approved Board Member Sterrett as the District's voting representative, and Board Chair Shess as the alternate.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

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

Land and Facility Development Committee: Board Member Glover reported on the meeting held on February 9, 2016. Glover commented that at the meeting the School House property was discussed as well as the other properties in question. They have given direction to the General Manager to acquire more information regarding the Chilpancinco property. Glover commented that this project should be

agendized for discussion by the whole Board. Glover reported that another Land and Facilities meeting is scheduled for March 22, 2016

Personnel Committee: Nothing to report.

Budget & Finance Committee: Board Chair Shess reported that the Committee had met on February 3, 2016 to discuss the employee benefit package. Board Member Bonato commented that the proposal would be very expensive and only beneficial for a small number of employees. She said the committee has asked staff to come up with other alternatives.

Program Committee: Donaghu had already given a report about the Spotlight.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She would like to attend the Mayor's Breakfast.
- She brought up the cost recovery program.
- She shared motivational ideas for the District staff.
- She requested an update on the Pleasant Hill Park pool temperature. She has been receiving a lot of emails about it.

Young commented that staff is working to rectify the situation.

Board Member Bonato suggested the thermostat be checked by an outside source.

Donaghu made the following announcements/questions:

- He shared an article about social media.

Bonato made the following announcements/questions:

- She asked what the next step will be for the Reserve Study. Young said she will ask the General Manager to update the Board.
- She requested a report on the updates of the PHBA storage building location.
- She requested a follow up on the AT&T Science Fair idea.

Shess made the following announcements/questions:

- He had a nice conversation with the Mayor regarding his role at the Mayor's Breakfast.
- He attended the College Park crab feed and received a lot of compliments about the Community Center.
- He reported that the Molino property has sold.

STAFF ANNOUNCEMENTS

Recreation Superintendent Young made the following announcements:

- She distributed information regarding the CARPD Conference in Tahoe May 21, 2016. Board Member Bonato showed some interest.
- The Come Together Concert is on February 26, 2016.
- PHBA opening day is scheduled for March 5, 2016, weather permitting.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 9:50 p.m.

_____

Tina Young, Acting Clerk of the Board

Board of Directors Special Meeting Minutes
March 15, 2016
DRAFT

The March 15, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Secretary Bobby Glover at 5:05 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Secretary Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Glover, Sterrett
STAFF PRESENT: Berggren

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

Secretary Glover 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

Vice Chair Dennis Donaghu arrived at 5:25 p.m. and Board Chair Zac Shess arrived at 5:43 p.m.

The Board of Directors reconvened from the closed session at 6:46 p.m. Board Chair Shess announced that direction was given to District Counsel.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 6:47 p.m.

_____
Robert B. Berggren, Clerk of the Board

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 17, 2016

RE: March 24, 2016 Board Meeting

To Consider Bids for the Pleasant Hill Park Pathway Project (ACTION)

The bids for the park pathway project will be coming in on Wednesday, March 23. We will have the results for both the Budget and Finance Committee as well as the Board. We will report the results to the Board and will have a recommendation.

MEMO

January 19, 2016

To: Bob Berggren, General Manager

From: Tom Bradley, Park Superintendent

Re: Pleasant Hill Park Pathway Replacement

Due to the estimates of over $630K to repave the damaged pathways at Pleasant Hill Park with interlocking pavers, I have had estimates done for the repaving in concrete, concrete and asphalt combination and an all asphalt replacement.

1. 100% Concrete (27,000sq ft) $378,000.
2. Concrete/Asphalt Combination (18,000sq ft concrete/ 9,000sq ft asphalt) $315,000.
3. 100% Asphalt (27,000sq ft) $189,000.

I have attached the estimates for this work and at this time I recommend that we go out to bid on options one and two.

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 17, 2016

RE: March 24, 2016 Board Meeting

District Policy Manual First Reading Policies #4000-4070

Enclose in your packet are redlined updates of the policies from 4000-4070. This is the first reading, so there is no action necessary. However, if there are questions or sections that need more editing, we would like to receive those.

Mark Blair

From: curtis kidder [curt@cskidderlaw.com]
Sent: Thursday, March 10, 2016 3:08 PM
To: Mark Blair
Cc: Bob Berggren
Subject: Policy Manual--Policy Nos. 4000-4070: Confidential
Attachments: PH - Policy No. 4000.doc

Mark: Please find attached here and in subsequent e-mails revised versions of Policy Nos. 4000-4070, with the exception of two in that series that will need some discussion before they can be revised. I will continue to work on the revision of the remaining policies, Nos. 4075-4140, and send over revised versions in the next week or so.

Below is a brief summary of the changes made to each policy. It should be noted that many changes were made to clarify language or make grammatical corrections to make the policies read a little easier. I also note that there are a couple of policies that could use review and potential revision by persons with subject matter expertise and those are identified below.

Anyway, the substantive revisions and specific comments/questions are as follows:

1) Policy No. 4000: This policy was somewhat vague, so provisions were added to better specify the terms for placing ads on District property. Specifically, ad approval is delegated to the GM--presumably the Board doesn't want to be bothered with these except in unusual circumstances. The policy now provides that the ad is to be provided to the GM for review with the identification of the intended location for posting. The policy allows a fee to be charged--which, if acceptable, should be determined by staff in advance. The policy also requires that the ads be taken down upon the expiration of the posting period. (It should be noted that once the door is open to the placement of signs, then it can be difficult to regulate who can post and who can't. If ads are limited to business purposes and not viewpoints, then the District may be on better grounds.)

2) Policy No. 4005: This policy was revised so as to better reflect the requirements of the Public Records Act. Its not clear to me that the District can charge for copies of documents that are distributed in connection with a Board meeting.

3) Policy No. 4010: I will need additional information before revisions can be made to this policy. It is intended that there are community groups that will work with the District or carry out District programs or events? I am concerned that these groups may be deemed agents of the District and, if so, there are liability issues that may arise.

4) Policy No. 4015: This policy was revised so as to better reflect the requirements of the State's Surplus Property Act and to clarify the District approval process for the sale of property. I don't believe that there is a similar process for surplus equipment, but I need to confirm that.

5) Policy No. 4020: It is not clear to me how this policy works-does the District receive easements on other's property for the installation of facilities? The District can't have an easement on its own property and the easement it provides to others, such as utilities, are abandoned by the easement holder.

6) Policy No. 4025: Same questions as above--does the District receive easements for the placement of facilities the property of others?

7) Policy No. 4030: We should discuss the District's actual emergency preparedness procedures and determine if this policy accurately reflects what is done. Perhaps you can take a look and let me know.

8) Policy No. 4035: Although I revised this policy to read better, the District may want to have someone qualified in emergency response protocals to review the policy and suggest changes, if necessary. My guess is that there have been some changes to emergency response procedures in light of the recent workplace incidents, such as the one that happen at that County facility in San Bernardino.

9) Policy No. 4040: Another policy that would benefit from a qualified person's review and input.

10) Policy No. 4045: Revised to read better.

11) Policy No. 4050: Revised to read better. Another policy that would benefit from a qualified person's review and input.

12) Policy No. 4055: Revised to read better. Added a reference to the Brown Act in regards to the posting of agendas.

13) Policy No. 4060: Revised to include other transportation options.

14) Policy No. 4065: Revised to read better.

15) Policy No. 4070: Revised to delete some duplications and to better reflect the requirements of Proposition 65 (which actually doesn't apply to governmental entities).

CSK

--
Curtis S. Kidder
Law Office of Curtis S. Kidder
P.O. Box 29981
Oakland, California 94604

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Advertising Policy
POLICY NUMBER: 4000

The purpose of this policy is to ~~establish guidelines~~set forth requirements for the placement of advertisements ~~within the~~on District-owned property.

4000.1 ~~All~~The placement of advertising material on District property is subject to the prior written approval ~~by~~ of ~~the Board of Directors,~~ the General Manager or ~~their~~ designee. The proposed advertisement material shall be submitted to the General Manager along with the preferred location for the placement of the material. A fee may be imposed by the District on the placement of the material based on the size and location of the advertisement material. Any advertisement material approved for placement on District property shall be immediately removed upon the end of the period for placement approved by the General Manager.

4000.2 Advertising material that is false, misleading, ~~inappropriate~~ deceptive and/or offensive to the moral standards of the community will not be allowed.

4000.3 Politically oriented advertising will not be allowed.

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 4005

The purpose of this policy is to provide information on how members of the public can obtain copies of District documents ~~can be made available to the public~~.

4005.1 Individuals seeking~~requesting~~ copies of ~~public~~District documents may submit a request to the District during regular District office hours. For ordinary copies of documents, the requestor will ~~shall~~ be charged a reasonable fee for the direct costs of duplication as allowed by the California Public Records Act (Government Code Section 6254 et. seq.) For copies of records in electronic format which can only be produced at regularly scheduled intervals or of records which require data compilation, extraction or computer programming, the requestor will be charged a fee based upon the cost to produce the copy ~~to defray expenses associated with the copying process~~including the cost to construct the record and the cost of programming and computer services necessary to produce a copy of the record.

4005.2 Copies of agendas and other writings (except for confidential documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be informed of their availability on the District's website. ~~If the individual requested printed copies they will be charged a reasonable fee. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.~~ Copies of documents submitted to the Board at the Board meeting shall be made available to members of the public as soon as practicable following the conclusion of the meeting.

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Co-Sponsored Groups
POLICY NUMBER: 4010

The purpose of this policy is to establish criteria for groups who wish to become co-sponsored groups of the District.

4010.1 Since the needs of co-sponsored groups and their relationship with the District vary, each group must be approved by the Board of Directors. Acceptability is determined by the following criteria:

- Open to all residents of the District
- Community need
- District program compatibility
- Number of residents reached
- Promotion potential in terms of encouraging activity for more people
- Willingness to include District in publicity for the purpose of showing the public the District's role in helping to provide recreational/leisure activities.

4010.2 Co-Sponsored group responsibilities:

- Open to all District residents
- Represent the Pleasant Hill Recreation & Park District
- Give preference to the residents of the District
- Promote and encourage greater participation in the sponsored activity contributing to the goal of providing additional recreation/leisure time programs
- Submit by-laws and amendments which shall have provisions for the election of officers who will be responsible for all group financial transactions
- Submit annual financial statements of all revenue and expenditures as prescribed by the District
- Submit an annual membership and officer roster
- Plan with the District staff to facilitate scheduling of personnel and facilities.
- Unless a waiver has been issued by the Board, each Co-Sponsored group shall maintain liability insurance of at least $1million naming the District as additional insured.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Disposal of Surplus Real Property or Equipment
POLICY NUMBER: 4015

The purpose of this policy is to provide guidelines on disposal of surplus property or equipment.

4015.1 Sale of Surplus Equipment.

4015.1.1 Board of Directors takes action to declare equipment surplus.

4015.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

4015.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3300.1.4 Bidders are notified of Board's action.

4015.1.5 Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

4015.2 Sale of Real Estate:

4015.2.1 Board takes action to declare property surplus and authorizes District staff to obtain a fair market value appraisal.

4015.2.2 The ~~P~~property is offered for purchase to the public agencies and other entities identified in the State Surplus Property Law (Government Code Section 54220 et. seq.)~~at the appraised price~~. ~~(State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)~~ The District shall negotiate in good faith with any public agency or other entity that submits a notice of interest or offer to purchase for a period of at least ninety (90) days. Any agreement to sell the property on terms and conditions acceptable to the District shall be approved by the Board of Directors.

4015.2.3 If a notice of interest or offer to purchase the property is not submitted to the District or the property is not purchased by a public agency or other entity that submitted a notice of interest or offer to purchase, then the property ~~it~~ is to be advertised in at least one~~the~~ major newspaper with a request that

sealed bids with the sale price and other relevant terms and conditions be submitted to the District. The District may also retain a real estate broker to assist with the marketing and sale of the property.

4015.2.4 The Board may takes action at ~~athe next regular~~ Board Meeting to accept or reject the highest bid,~~.~~ or another bid if the highest bid is not acceptable, and, if a bid is accepted, to direct the General Manager to negotiate the terms of an agreement for the sale of the property. The bidders whose bids were not selected shall be so informed of such.

4015.2.5 ~~Bidders are notified of the Board's action.~~ The Board, upon agreement with the buyer on the terms and conditions of the sale, shall consider the approval of the sale of the property and take such other actions to complete the sale of the property.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: **Easement Abandonment**
POLICY NUMBER: **4020**

The purpose of this policy is to provide guidelines when the District desires to abandon~~ing~~ an easement on property.

4020.1 Abandonment by the District of its interest in public utility and other easements ~~and other easements~~ dedicated to the District for installation, maintenance, repair~~,~~ etc~~.~~ and replacement of ~~its~~ facilities~~, shall~~ requires approval of the Board of Directors. An abandonment should not be approved unless the Board determines that the easement is no longer needed by the District.

4020.2 Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval ~~of same~~ by the Board of Directors. The General Manager, or designee, upon approval by the Board, shall be authorized to execute the documents necessary to effectuate the abandonment of the easement.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Easement Acceptance
POLICY NUMBER: 4025

The purpose of this policy is to establish a procedure for acceptance of an easement in real property.

4025.1 Acceptance by the District of any interest in public utility easements or other easements dedicated to the District for installation, maintenance, repair and replacement~~, etc.,~~ of its facilities~~,~~ and access thereto shall require approval of the Board of Directors.

4025.2 Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors. The General Manager, or designee, upon approval by the Board, shall be authorized to execute documents necessary to effectuate the acceptance of an easement.

4025.2.1 Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in substantially the following format:

RESOLUTION NO._____
PLEASANT HILL RECREATION & PARK DISTRICT

ACCEPTING [*SPECIFY TYPE OF SERVICE*] EASEMENT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing [specify type of service] facilities and for access thereto for the parcel listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pleasant Hill Recreation & Park District that the District ~~shall~~hereby accepts the easement(s) offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No.'s	Property Owner
_____	_____

BE IT FURTHER RESOLVED that the Clerk of the Board cause a copy of this Resolution certified by the Secretary of the Board of Directors to be filed for record in the office of the Recorder of the County of Contra Costa County, State of California.

Approved:

Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Emergency Preparedness
POLICY NUMBER: 4030

The purpose of this policy is to create and maintain an active emergency preparedness program that will help maintain the District's critical functions during an emergency and protect the safety of District employees.

4030.1 The District will coordinate the emergency plan, function and response with the responders from public and private entities and organizations charged with emergency duties.

4030.2 Emergency: Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

4030.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

4030.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

4030.5 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

(Continues)

4030.6 Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to $250,000, as authorized by Public Contract Code §20567 and §22050.

4030.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

4030.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

4030.9 Status Reports: The General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Emergency Response Guidelines for Hostile or Violent Incidents
POLICY NUMBER: 4035

The purpose of this policy is to provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats ~~on~~ at District facilities or on District properties.

4035.1 Background: The potential for hostile or violent incidents ~~on~~at District facilities or ~~operational locations~~on District property always exists. ~~In recent time frames, i~~Incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. ~~Often, a~~An intruder ~~is a person who is~~may be an ex-employee, ~~customer~~user of District facilities or person generally known to District staff~~the agency involved~~. ~~The person often is upset at an event or person who works at the facility. However, armed i~~Intruders can be ~~any variety of~~ persons who have ~~an~~ anger ~~situation~~with or affecting one or more staff members or other ~~related~~ persons using~~to the~~ District facilities or property. ~~Often, i~~Incidents involving armed intruders could escalate to include multiple persons and the potential~~ly~~ taking of hostages~~, including District customers~~.

Threats of these types and risks are to be considered extreme emergencies and the safety and well-being of District staff~~employees~~ and~~/or customers~~users of District facilities and property is the highest priority.

4035.2 Response to an Incident: Any evidence of the risk of~~exposure to~~ a hostile or violent person or situation ~~on~~at District facilities or on District property~~operating areas~~ should be taken seriously for safety purposes. Any Director or staff employee observing or sensing that a violent or hostile situation is occurring or may occur should consider taking precautionary and safety actions.

Any staff person who observes an activity that could~~event~~ result~~ing~~ in ~~awareness of~~ a ~~possible~~ violent act, including ~~possible~~ gunfire, explosion, ~~fighting,~~ or ~~scuffling~~physical altercation, ~~could indicate an incident of violent potential. Any staff person observing such potential activities~~ should take steps to protect themselves and others on the District property~~emises~~ including but not limited to:

1. ~~Attempt to~~ Alerting ~~communicate the situation to~~ everyone in the facility by means of telephone, paging, email and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.

2. Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:

A. Gunfire: ~~-a~~Awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Calling emergency resources via 911 is imperative once safe to call. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.

B. Explosion: ~~- an explosion could occur naturally or by violent intention.~~ Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established procedures for fire. Response to a planned location is important to make known who is out of the facility.

C. Physical or bomb threat: ~~-~~ aAwareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.

D. Situations involving hostages: ~~-~~ iIf a possible hostage incident is known, evacuation of the facility is paramount ~~to~~for safety of persons in the area. Contact 911 immediately.

E. Irate customer/threat at counter or meeting: ~~-~~iIn cases where any person acts to threaten a staff person or ~~customer~~park user at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. ~~In no way should steps be taken~~Actions to challenge or subdue such a person should not be undertaken except in extreme circumstances, such as the defense of life ~~for self or immediate others at the facility~~.

F. In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In the event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

4035.3 Planning for Emergency Incidents: Steps should be taken to plan response capabilities for emergencies ~~in addition to fires, earthquakes, etc.~~ that may involve hostile situations. These include but are not limited to:

A. Preparation of a facility evacuation plan from each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging established.

B. Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.

C. Develop an emergency notice code for intercom, email and radio ~~to~~for facility and District

staff. Use of a ~~C~~code is recommended.

D. Develop a radio communication alert code to notify other District staff so they will not return to the facility ~~during the incident~~ until cleared to do so by public safety personnel.

(Continues)

E. Train~~ing of~~ all ~~personnel~~District staff in dealing with ~~customers~~park users, employees and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All District staff employees and members of the Board of Directors shall receive training on response to violent or hostile incidents.

In the event of a potential incident, ~~notify~~ a supervisor or the General Manager should be notified ~~as may be possible or~~and ~~call~~ 911 called when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified ~~for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 w~~Whenever a perceived threat is considered valid, then 911 shall be contacted.

4035.4 Actions for Violent or Armed Threat Situation: The existence or potential for an event involving a violent person or armed intruder at a District facility or on District property should be considered an emergency condition. Actions could include up to and all of:

A. Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.

B. The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.

C. Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.

D. Activate an alarm for notifying other staff or an alarm company if one has been engaged by the District. ~~A call contact would be included in procedure to double check for safety at the facility.~~

E. Upon sighting an armed intruder, an alert to all District staff employees should be made by page, email or radio.

F. Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.

G. Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.

H. Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.

(Continues)

I. Do not attempt to look around to see what is happening. Evacuate ~~whenever possible and~~ with others ~~in~~to planned staging areas ~~you see directly~~or other safe area. Do not confront or attempt to apprehend a violent perpetrator unless ~~directly attacked~~ for self-defense. Do not assume someone already called 911, call them immediately.

4035.5 Post Event Actions: Following the clear announcement of the end~~ing~~ of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or first hand observations of the incident. ~~Contact your family and immediate friends so they will not take any actions to respond unnecessarily.~~ Await direction as to return to the District facility or property~~work~~ or other steps dependant on level of the incident. If not ~~able to do so~~direction is provided, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate the incident, ~~and~~ debrief District staff, advise as~~any major incident and~~ to ~~take~~ needed steps to abate the conditions after the event and prepare as necessary for continued District operations. ~~Planning and actions to address conditions are expected and your input is important via your supervisor.~~ District facilities~~There~~ may ~~be the potential~~need to be locked-down or closed ~~the facility from operating for~~ a period of ~~some~~ time following the incident to allow for corrective ~~steps~~actions to be taken. ~~If deemed needed, seek direction on what actions you should take~~District staff may be requested to assist in ~~procedure~~the process.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Energy Conservation
POLICY NUMBER: 4040

The purpose of this policy is to encourage energy conservation.

4040.1 The District will strive to conserve energy through the adoption of several easy-to-use strategies. Whenever possible, the District will:

4040.1.1 Enable and set to default the eco-friendly options on all copiers, printers and other electronic equipment to enable~~hance hibernate~~sleep or log off modes;

4040.1.2 Enable timers for office copiers and printers that will automatically turn off unused equipment~~/~~ or use energy saving modes after extended periods of inactivity;

4040.1.3 Continue to use and properly dispose of compact fluorescent light bulbs;

4040.1.4 Use concept of "last ~~out~~ person out" to shut down office lights and non-essential equipment~~.~~ and ~~A~~arrange for cleaning staff to turn off lights left on after office hours;~~.~~

4040.1.5 ~~Continue to p~~Promote a dress code~~s~~ that allows staff to dress according to indoor temperatures~~, and that reduce energy required for dry cleaning~~;~~.~~ and

4040.1.6 Position workstations~~paces~~ in close proximity to natural light sources for light and heat.

4040.2 District employees should make every effort to conserve energy on a daily basis. Whenever possible, District staff will:

4040.2.1 Turn off unused lights in cubicles and hallways;

4040.2.2 Use additional lighting only when necessary;

4040.2.3 Continue the practice of equipping low-traffic areas with automatic light sensors;

4040.2.4 Program computer monitors to turn off automatically after periods of inactivity; and

(Continues)

4040.2.5 Minimize use of active screensavers ~~in an attempt~~ to conserve energy and reduce the ~~amount of~~ wear and tear on ~~their~~ computers

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: **Environmental, Health and Safety Compliance Program**
POLICY NUMBER: **4045**

The purpose of this policy is to ensure that environmental, health and safety compliance ~~prevention~~ shall be considered in all ~~phases~~aspects of the District's operation and administration.

4045.1 The Board of Directors ~~of PHRPD~~ recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, ~~to~~of the users of the District's ~~customers~~facilities and property, and ~~to~~of the public at large, and ~~to~~ for protection of the environment, and ~~to~~for the productivity of District ~~operations~~employees.

4045.2 ~~Within the District, t~~The General Manager is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, ~~customers~~users of District facilities and properties~~,~~ and the public at large, and the environment~~,~~ and ~~the~~ productivity of District employees~~operations~~. The General Manager or designee shall review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for approval ~~by the General Manager~~ and implementation within the District.

4045.2.1 Each supervisor shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training, materials, and equipment so that work can be performed safely and in compliance with ~~regulations~~approved programs, ~~and other applicable~~ standards, rules and procedures.

4045.2.2 It is equally the duty of each employee to ~~accept~~understand and ~~follow~~comply with ~~established~~approved programs, standards, rules~~,~~ and procedures~~, as well as instructions and directives relating to the efficient performance of their work~~. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is ~~their~~his/her duty to ask his/her supervisor or ~~a~~ qualified ~~person~~staff member for assistance. ~~Everyone~~Each staff member is responsible for housekeeping duties that pertain to ~~their~~his/her jobs. Unsafe conditions or equipment are ~~must~~to be reported to supervisors and/or the General Manager.

4045.3 By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is ~~manifested~~enhanced. ~~The cooperation of all District employees is required.~~

REVISED: 02-29-16

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: **Environmental Policy For Purchasing**
POLICY NUMBER: **4050**

The purpose of this policy is to encourage environmental protection and conservation when purchasing District supplies.

4050.1 The District will make every effort to consider environmental protection and conservation when purchasing office supplies and other materials. Whenever possible, the District will:

4050.1.1 Enter~~stablish~~ procurement contracts with companies that offer~~ing~~ environmentally preferable purchasing options and local outlets.

4050.1.2 Purchase office paper that uses 30% or more recycled post-consumer waste.

4050.1.3 ~~Encourage commitment to p~~Purchase~~ing~~ recycled/biodegradable products, including paper plates, napkins, paper towels, and other kitchen supplies. Uses at District facilities should include recycled products where proven to be equal to ongoing material and use standards.

4050.1.4 For District ~~uses~~events and activities, purchase organic, locally-grown foods that require minimal energy for transport and production.

Approved:
Amended:

REVISED 03-09-16

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Environmental Policy - Paper Use
POLICY NUMBER: 4055

The purpose of this policy is to encourage conservation and recycling of paper.

4055.1 District ~~E~~employees and ~~customers~~users of ~~the~~ District facilities and property are encouraged to conserve and recycle paper whenever possible. Through the adoption of simple practices, District staff will:

4055.1.1 Make every effort to use the recycle bins located in the cubicles, hallways and kitchen;

4055.1.2 ~~Maximize printing and copying options and enable~~Set printer default settings ~~to~~for double-sided printing;

4055.1.3 Edit documents using word processing tools (as opposed to printing and mark ups);

4055.1.4 Post and utilize electronic meeting agendas and avoid printing hard copies of ~~meeting~~ materials for participants unless requested or as authorized required to comply with the requirements of the Ralph M. Brown Act;

4055.1.5 ~~Conserve paper and cut costs by e~~Email~~ing~~ documents in place of sending them via mail, whenever possible;

4055.1.6 Save used one-sided printer paper in designated areas and reuse for notepaper~~.~~;

4055.1.7 Set all page margins to 1 inch and use Arial 10 or Times Roman 12 fonts;~~.~~ and

4055.1.8 Encourage the use of email instead of faxes.

4055.2 District staff shall ~~utilize~~ order~~ing~~ stationary paper and other supplies from recycled paper suppliers when~~re sources are~~ available and at competitive~~not at an increased~~ costs. Notations of use of recycled paper should be made to ~~advertize~~inform and encourage others in its use.

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REVISED 03-09-16

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Environmental Policy For Transportation
POLICY NUMBER: 4060

The purpose of this policy is to encourage ~~fulfill the required transportation needs of~~ District staff ~~with~~to consider~~ation~~ modes of transportation which reduce the impact to the environmen~~tal impact of the choices available~~.

4060.1 District employees ~~should attempt~~are encouraged to minimize ~~travel~~the number of trips to work and assigned meetings and use ~~low-impact~~alternative transportation options whenever possible. District staff ~~will~~should:

4060.1.1 Use transportation options with minimal carbon emission impacts, such as bicycling, walking, riding reduced-emission buses and other vehicles and using electric-powered vehicles;

4060.1.2 Contract with ~~environmentally sustainable~~ taxi, shuttle or transit services that use reduced-emission, hybrid or electric-powered vehicles;

4060.1.3 Provide public transportation options (if available) for individuals or groups attending meetings at District or other facilities;

4060.1.4 Where feasible, schedule meetings during off peak traffic hours and at locations minimizing travel of participants; and

4060.1.5 Organize carpools to work or to organized events with other District employees

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Environmental Policy--Meeting Planning
POLICY NUMBER: 4065

The purpose of this policy is to provide guidelines for the conducting of District meetings ~~within the District~~ with minimal environmental impacts.

4065.1 The District will make every effort to conduct meetings with minimal environmental impacts and promote ~~environmental~~ conservation. Whenever possible, the District will:

4065.1.1 Minimize carbon emissions ~~from~~in travel by encouraging the use of alternative fuel vehicles and of ~~through~~ taxi, shuttle services and public transportation;~~.~~

4065.1.2 Eliminate bottled water, in favor of pitchers of tap or filtered water;~~.~~

4065.1.3 Consider regional, seasonal and/or organic food options;

4065.1.4 Minimize the use of disposable products and encourage the use of recycled, biodegradable and reusable products

4065.1.5 Make sure recycling bins are easily accessible at meal~~s~~ and break~~s~~ locations ~~if there will be recyclable materials present~~;

4065.1.6 When selecting a location for a meeting, consider public transportation options, the city or region's conservation projects, "walkability," smoke-free policies, and food purchase polices;~~.~~

4065.1.7 Consider use of facilities with recycling programs, efficient water use equipment, and other green initiatives;

4065.1.8 Limit hard copy handouts and make programs and itineraries available online or on posted signage;

4065.1.9 Print double sided on any necessary hard copy materials;

4065.1.10 Encourage a badge return process at the end of the meeting; and

4065.1.11 Encourage the use of conference calls or tele-computer systems in lieu of travel for routine meetings. Send summaries and/or minutes by email or website directories.

REVISED: 03-09-16

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Health and Safety
POLICY NUMBER: 4070

The purpose of this policy is to ensure that District employees are committed to the concept of safety in the workplace ~~and to implement California law~~.

4070.1 The District ~~holds~~places safety in the workplace for members of the public and employees as ~~our~~its highest priority. In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program~~.~~, which ~~The Injury and Illness Prevention Program~~ is available for review by employees and/or employee representatives in the GeneralManager's office

4070.2 All employees are responsible for their own safety, as well as that of others in the workplace and in District facilities. To help maintain a safe workplace, ~~everyone~~District employees must be safety-conscious at all times, ~~.~~immediately~~,~~ report all work-related injuries or illnesses to ~~your~~their supervisor~~. Additionally, employees are to~~and report any unsafe or hazardous conditions to any supervisor to initiate corrective measures. All employees, at all levels of the work force, are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations.

~~The employee should be the person most concerned for his/her safety.~~ In addition, each employee has certain duties to assure safety on the job, for the general public and for other employees. All employees are expected ~~as a condition of employment,~~ to adopt the concept that the only acceptable way to perform a task is the safe way.

4070.3 Necessary safety equipment will be purchased by the District and used by all employees who require such equipment on the job. It is the employee's responsibility to utilize, protect and safeguard such equipment from damage. ~~An employee who continually loses or damages equipment will be subject to disciplinary action, up to and including termination.~~

4070.4 ~~In compliance with California Proposition 65, t~~The District will inform employees of ~~any known~~the presence of ~~exposure to~~ any chemical or substance~~known to cause cancer or reproductive toxicity~~brought to District facilities or property that is known to cause cancer or birth defects or otherreproductive harm as determined by the State pursuant to the Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65).

Approved:

Amended:

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 17, 2016

RE: March 24, 2016 Board Meeting

Report from California Consulting Regarding Potential Grants

Brian Royer with California Consulting, Inc. has been working on the grants for the District facilities, programs and parks. He will be on hand to answer questions and give an update on potential grants. Enclosed in your packet is a recent report in some of the areas that Brian is working on for the District.

Project # 1 – Pending LWCF

Pleasant Hill Park swimming pool deck and underground lights/wiring need replaced. $165,000 earmarked in budget - total cost $450,000.

Grants

California State Parks and Recreation Land and Water Conservation Fund
Deadline: February 3, 2016
Funding up to $2 million to acquire, develop, operate and maintain park and recreation areas and facilities. Priority development projects include trails, campgrounds, picnic areas, natural areas and cultural areas for recreational use.

PROJECT #2

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

Additional request from T. Bradley to include exercise equipment as part of the project funding.

Grants

Caltrans: Highway Safety Improvement Program (HSIP) Cycle 8
Release: TBD (likely April 2016)
Deadline:
TBD (likely July 2016)
Amount: $100,000 - $10 Million
Match: 10% of project cost
Eligibility: city, county, or a tribal government federally recognized within the State of California
http://www.dot.ca.gov/hq/LocalPrograms/HSIP/apply_now.htm
HSIP funds are eligible for work on any public road or publicly owned bicycle or pedestrian pathway or trail, or on tribal lands for general use of tribal members, that improves the safety for its users. All proposed projects will be evaluated based on the Benefit/Cost (B/C) ratios. For Cycle 8 call-for-projects, the minimum B/C for a project to be eligible for local HSIP funding will be 5.0.

Caltrans: Active Transportation Program (ATP) Grant Cycle 3
Release: TBD (estimated March 2016)
Deadline:
TBD (estimated mid-June 2016)
Amount: $230 Million allocated for entire program
Match: None required
Eligibility: cities, counties, county transportation commissions, regional transportation planning agencies, MPOs, school districts, and transit districts

http://www.dot.ca.gov/hq/LocalPrograms/atp/. The Active Transportation Program was created to encourage increased use of active modes of transportation, such as biking and walking. Funding from the Active Transportation Program may be used to fund the development of community wide bike, pedestrian, safe routes to schools, or active transportation plans in predominantly disadvantaged communities. The goals of the Active Transportation Program are to:

- Increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of non-motorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

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

Deadline: September 2016 (approx.)
Amount: No minimum or maximum limit
Match: 12% of the total project cost
The Recreational Trails Program (RTP) provides funds annually for recreational trails and trails-related projects. The RTP is administered at the federal level by the Federal Highway Administration (FHWA). It is administered at the state level by the California Department of Parks and Recreation (DPR). Non-motorized projects are administered by the Department's Office of Grants and Local Services and motorized projects are administered by the Department's Off-Highway Motor Vehicle Recreation Division. The non-motorized RTP funds recreation trail projects for pedestrians, bicyclists, and equestrians that may also serve as non-motorized transportation corridors, including: Construction of new trails or expanding/linking trails; Renovation of existing trails; Pedestrian bridges over roads and waterways; Development of Trailhead Facilities; Development of Trailside Features; and Landscaping and Habitat Restoration.

CalRecycle Tire-Derived Product Grant

Deadline: Spring 2016
Up to $150,000 toward purchase of eligible rubber product material
Eligible grant costs are limited to material costs for the rubberized products. Applicants can request rubber product materials for a variety of uses at different sites: Agriculture/Landscape Mulch, Bark, Weed Abatement, Tree Care Products, Recreation, Playgrounds, Sidewalks/Pathways, Sport Surfacing.

PROJECT #3

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

Grants

Wayne and Gladys Valley Foundation
Primary areas of interest include higher, secondary, and other education, medical research, health care, youth, local parks and recreational facilities and local Catholic organizations.
Giving activities include:
$10,381,428 for 48 grants (high: $3,571,428; low: $5,000)

Rubberized surfacing
CalRecycle Tire-Derived Product Grant
Deadline: Spring 2016
Up to $150,000 toward purchase of eligible rubber product material
Eligible grant costs are limited to material costs for the rubberized products.

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

PROJECT #4

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

Grants

California Department of Parks and Recreation: Habitat Conservation Fund (HCF) Program
Deadline: October 2016 (approx.)
Amount: Varies by project; $2 Million allocated for entire program annually
Match: Dollar-for-dollar from local, private, non-State sources
*Eligibility: Cities, Counties, and Districts (**any regional park or open-space district**)*

PROJECT #5

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

Grants

US Soccer Foundation: 2016 Safe Places to Play Grants
Deadline: 2016 Spring Grant Cycle

Amount: $4,000 - $50,000 or a percentage of total project amount in form of vendor credit
Match: None required officially; applicants will have to contribute additional funds not covered by the grant award

California State Parks, Office of Grants and Local Services (OGALS): California Youth Soccer Recreation and Development Program
Release: TBD (likely Spring 2016)
Deadline: TBD (likely Fall 2016)
Amount: $16 Million allocated to entire program.
Match: TBD
Eligibility: Local governments
http://www.parks.ca.gov/?page_id=1008
California State Parks, Office of Grants and Local Services (OGALS) is preparing guidelines to award up to $16 million in competitive grants. The grants will fund new youth soccer, baseball, softball, and basketball recreation opportunities in heavily populated, low-income urban areas with a high youth crime and unemployment rate. Local agencies, recreation districts, school districts and community-based organizations are eligible to apply. Beginning November 2 through December 18, State Parks' draft application guide will be available on the OGALS website at www.parks.ca.gov/grants for public review and comment. Interested parties are encouraged to comment on the draft application guide by e-mail at localservices@parks.ca.gov.

PROJECT #6

10 IPADS for Teen Center for use for students completing homework. $6,000This is an after-school teen program at the Teen Center. OR New computers for computer lab at Senior Center $12,000

Grants

Wayne and Gladys Valley Foundation
Primary areas of interest include higher, secondary, and other education, medical research, health care, youth, local parks and recreational facilities and local Catholic organizations.
Giving activities include:
$10,381,428 for 48 grants (high: $3,571,428; low: $5,000)

PROJECT #7

Removal and restoration of eucalyptus grove at Valley High II which possess an extreme fire danger area of approximately 8 acres of the hillside.

Grants

California Department of Parks and Recreation: Habitat Conservation Fund (HCF) Program
Deadline: October 2016 (approx.)
Amount: Varies by project; $2 Million allocated for entire program annually
Match: Dollar-for-dollar from local, private, non-State sources
*Eligibility: Cities, Counties, and Districts (**any regional park or open-space district)***

FM Global Fire Prevention Grant Program
Deadline: April 1; August 1; and December 1 annually
Award amount: $2500-$5000
Match: None
Eligibility: Fire departments and brigades, as well as national, state, regional, local, and community organizations
http://www.fmglobal.com/page.aspx?id=01060200
The FM Global Fire Prevention Grant Program supports a wide array of fire prevention, preparedness, and control efforts throughout the U.S. and internationally. Funded projects include pre-fire planning for commercial, industrial, and institutional facilities; fire and arson prevention and investigation; and fire prevention education and training programs.

FEMA: Fire Management Assistance Grant Program (FMAGP)
Deadline: Continuous
Amount: $500,000
Match: FMAGP provides a 75% Federal cost share and the State pays the remaining 25% for actual costs.
http://www.fema.gov/fire-management-assistance-grant-program
The Fire Management Assistance Grant Program (FMAGP) funds the mitigation, management, and control of fires on publicly or privately owned forests or grasslands, which threaten such destruction as would constitute a major disaster. The FMAGP declaration process is initiated when a State submits a request for assistance to the FEMA Regional Director at the time a "threat of major disaster" exists. The entire process is accomplished on an expedited basis and a FEMA decision is rendered in a matter of hours. Eligible firefighting costs may include expenses for field camps; equipment use, repair and replacement; tools, materials and supplies; and mobilization and demobilization activities.

CA Conservation Corp
Potential site project proposal for the local conservation corp to perform service spike project to remove and restore the hillside area.

PROJECT #8 Lift Truck for Building Maintenance estimated new purchase $95,000 or used for $40,000 and /or new passenger (19) bus to transport youth from local schools to Teen Center for after school programs.

Grants

Heavy-Duty Zero-Emissions Vehicle (ZEV) Program
Deadline: Continuous until 06/22
This program is designed to help fleet operators achieve voluntary emission reductions through encouraging the deployment of zero-emission technologies when replacing older, compliant vehicles, and when expanding their fleet. The program will provide funding to reimburse a percentage of the difference in cost between a zero-emission vehicle and a conventionally fueled vehicle. Awards are made on a first-come, first-served basis, and the funding amounts will be determined using the most recent ARB calculation methodology for cost-effectiveness and emissions reductions.
http://www.baaqmd.gov/grant-funding/businesses-and-fleets/heavy-duty-pev-program

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 17, 2016

RE: March 24, 2016 Board Meeting

Reports and To Set Board Committee Meeting Dates

a. Land and Facility Development Committee - March 22, 2016 3pm
b. Personnel Committee
c. Budget & Finance Committee - March 23, 2016 4pm
d. Program Committee

Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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

MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodation to a person with a disability who requires a modification or accommodation in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting if you require such modification or accommodation.

Pleasant Hill Recreation & Park District
Board of Directors
Land and Facility Development Committee
Tuesday, March 22, 2016
3:00 p.m.
Administration Office
147 Gregory Lane, Pleasant Hill

Chair: Bobby Glover
Member: Sandy Bonato

1. Public Comment
   Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.

2. To Discuss Status of the School House, Chilpancingo Park, and the Winslow Center

3. Update on Foster Garden Plan

4. Update on District Parks & Open Space

5. Review of Flood Control Measures in Parks

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Pleasant Hill, CA 94523
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Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

MISSION STATEMENT

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Pleasant Hill Recreation & Park District
Board of Directors
Budget and Finance Committee
Wednesday, March 23, 2016
Revised
4:00 PM
Administration Office
147 Gregory Lane, Pleasant Hill

Chair: **Zac Shess**
Member: **Sandy Bonato**

1. Public Comment
   Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.

2. To Consider Benefits for New Full Time Employees **(ACTION)**

3. To Consider Capital Projects
   a. To Review Bid Results for Pleasant Hill Park Pathway Renovation Project

4. Report on General Manager Retirement Celebration

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

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