



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2015

RE: March 26, 2015 Board Meeting

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### **Presentation of Signed Copy of The Spotlight to Elise Hinken, Isla Oh and Colin Vencko**

We are continuing our tradition of the signing of the Spotlight with the participants on the cover of the Spotlight. Elise Hinken and Isla Oh and families will be attending the Board Meeting. Colin Vencko will not be able to attend, but will be signing the Spotlight.



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### **Presentation from California Parks & Recreation Society for 2014 Award of Excellence in Design for the Pleasant Hill Community Center**

Board Vice Chair Zac Shess and Board Member Bobby Glover along with General Manager and Recreation Superintendent Tina Young attended the CPRS Conference in Sacramento Awards banquet was on Friday, March 13. We were very pleased to accept the Award of Excellence in Design for the new Pleasant Hill Community Center. We are pleased to have Henry Perezalonso, Recreation Services Manager for the Town of Danville and also a member of the State California Parks & Recreation Society (CPRS) Board, will be on hand to present the award to the Board of Directors. Henry represents District 1, which includes most of Northern California.



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### **Report from Pleasant Hill Garden Study Club**

Representative Debbie Arnold will be on hand to give a report on the membership and activities of the Pleasant Hill Garden Study Club.



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### **Report on 2015 Wine, Women and Shoes**

Recreation Superintendent Tina Young and Recreation Supervisor Kendra Luke will be on hand to give a report and update on the 2015 Wine, Women and Shoes fundraising event.

# General Managers Report

February 2015

## Wine, Women and Shoes Update

### 1. Committee Updates

- **Sponsorship** – See chart to the right
- **Ticket Sales** – 1 VIP table left out of 15, 25 general tickets (166 total tickets sold)
- **Wineries** – Chateau St. Jean Bijou, Valdez, Thomas George Estates, Boisset Family Estates, Cannonball, Wente, Outcast, Flora Springs
- **Auction** – Shooting for 6 to 8 Live Auction lots and 20-25 Silent Auction lots. Still Need: spa type donations, hotel stays (SF and LA area), golf, a bike, luxury car for weekend, large getaway trip, airline miles, cosmetic treatments, restaurant gift cards/dining experiences.
- **Fashion Show** – Tart is the Fashion Show partner. Maria Padilla from I Got Your Pretty has donated services for makeup and Unique Urban Rocks will be providing the jewelry for the models.
- **Culinary** – Confirmed partners: Dave's Cuisine, Kobe (pass trays), Wences, Leslie Stiles, Yalla, Zachary's Pizza (pass trays), Perry's Catering, Love-Cook-Nourish. Still looking for two more for stations from WC or Lafayette.
- **Marketplace** – Confirmed vendors: Atlas/Athena, Bay Area Raw Soaps, Le Jardinnet, Moda Mi, Pelican Rock, Tart, PH Coin & Jewelry, Unique Urban Rocks, Nihsima Jewelry, Prosper Design Studio, LLC, Norf London. Still looking for a Shoe Vendor and potentially a handbag vendor.
- **Shoe Guys** – 35 confirmed (4 of which are CCC firefighters) 2 are professional comedians. Kinders will donate food for Shoe Guys.
- **Entertainment** – Best in Shoe Contest, Step & Repeat with photos at Champagne Entrance, Fashion Show.
- **Swag Bags** – Stuffing party on 5/14 at 6pm in the McHale Room at CC
- **Marketing** – Diablo ad in the April edition. Posters ready for pick up Thursday, 3/19. Invitations out end of March.

<i>Shoe Guys: Land Home Financial</i>
<i>Pink Carpet: Republic Services</i>
<i>Best in Shoe: PH Coin &amp; Jewelry</i>
<i>Valet: Jack's Restaurant &amp; Bar</i>
<i>Swag Bag: Contra Costa Oncology</i>
<i>Media Sponsor: Astound by Wave</i>
<i>Media Sponsor: Diablo Magazine</i>
<i>Waterbottle: Sunvalley Shopping Center</i>
<i>Wells Fargo (received grant)</i>
<i>Dessert Sponsor: Kathleen Sterks</i>
<i>Wall of Wine: Vino Cruising</i>
<i>Hydration Station: Union Bank of PH</i>
<i>VIP Tables: City of Pleasant Hill</i>
<i>Print Sponsor: Steven's Printing</i>
<i>Production Sponsor: Digital AVS</i>



**wine  
women & shoes**  
Benefiting Pleasant Hill Recreation &  
Park District and Monument Crisis Center

*Be there.  
Be fabulous!*

**SUNDAY, MAY 17, 2015**  
**2:00 - 6:00 PM • Pleasant Hill  
Community Center's Perera Pavilion**

- Sip fine wines from top vintners
- Savor delicious food bites
- Shop the latest in shoes & accessories
- Mingle with Shoe Guys
- Bid on one-of-a-kind auction items
- Kick up your heels for a fashion show



For tickets and more information visit  
[winewomenandshoes.com/contracosta](http://winewomenandshoes.com/contracosta)

Thank you to our sponsors!





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RE: March 26, 2015 Board Meeting

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### **Consent Calendar (ACTION)**

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of January 8, 2015**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
21103	03/26/2015	Aantex	Aantex Pest Control	610.00	000000
21104	03/26/2015	AllWast	Allied Waste Services #210	2,097.24	000000
21105	03/26/2015	AmerSta	American Stage Tours	910.00	000000
21106	03/26/2015	AmFidAs	American Fidelity Assurance	78.38	000000
21107	03/26/2015	AshLum	Ashby Lumber Company, Inc.	406.92	000000
21108	03/26/2015	ATT3	ATT CALNET 2	242.11	000000
21109	03/26/2015	BayADeb	Bay Area Debate Club	480.00	000000
21110	03/26/2015	BillAce	Bill's Ace Hardware	215.59	000000
21111	03/26/2015	Boardspo	Boardsports School & Shop	585.00	000000
21112	03/26/2015	CaMus	California Musical Theatre	2,079.00	000000
21113	03/26/2015	CaseyPri	Casey Printing	13,253.22	000000
21114	03/26/2015	Cashand	Cash and Carry Warehouse	2,175.96	000000
21115	03/26/2015	CaUsss	California USSSA	1,207.00	000000
21116	03/26/2015	CCSNP	Contra Costa Senior Nutrition	4,557.40	000000
21117	03/26/2015	CCTimes	Contra Costa Times	139.20	000000
21118	03/26/2015	CCWat	Contra Costa Water District	906.46	000000
21119	03/26/2015	CenCon	Central Contra Costa Sanitary	3,547.55	000000
21120	03/26/2015	CGSgym	CGS Gymnastic Services, Inc	720.00	000000
21121	03/26/2015	CintCorp	Cintas Corp # 185	69.42	000000
21122	03/26/2015	Cleansou	Cleansource	1,195.14	000000
21123	03/26/2015	Cresco	Cresco Equipment Rentals	401.60	000000
21124	03/26/2015	DelDen	Preferred Benefit	3,561.60	000000
21125	03/26/2015	Eames	Eames Hardware & Supply	43.34	000000
21126	03/26/2015	EBMUD	East Bay Mud	108.32	000000
21127	03/26/2015	Ed2go	Education To Go	269.00	000000
21128	03/26/2015	Ewing	Ewing Irrigation	796.59	000000
21129	03/26/2015	FarWest	Farwest Sanitation	79.53	000000
21130	03/26/2015	FastSign	Fast Signs	13.57	000000
21131	03/26/2015	FranTx	Franchise Tax Board	105.00	000000
21132	03/26/2015	Furber	Furber Saw, Inc.	742.01	000000
21133	03/26/2015	GriffJoe	Joey Griffin	200.00	000000
21134	03/26/2015	GuilMic	Michael Guillory Jr.	460.00	000000
21135	03/26/2015	IdealSer	Ideal Service Company, Inc.	1,872.12	000000
21136	03/26/2015	KaisFou	File #73029 Kaiser Foundation Health Plan	30,400.00	000000
21137	03/26/2015	KiddCur	Law Office of Curtis S. Kidder	1,476.00	000000
21138	03/26/2015	Legal S	Legal Shield	47.85	000000
21139	03/26/2015	Leslie	Leslie's Pool Supplies Inc.	62.01	000000
21140	03/26/2015	LincEqu	Lincoln Aquatics	3,933.39	000000
21141	03/26/2015	LukeDes	Luke Design Associates	157.33	000000
21142	03/26/2015	MacAlv	Mac Alvey's Nursery	179.68	000000
21143	03/26/2015	McInerne	McInerney & Dillon	3,358.35	000000
21144	03/26/2015	MPADes	MPA Design	2,188.00	000000
21145	03/26/2015	P&DApp	P&D Appliance	909.04	000000
21146	03/26/2015	PERS	PERS	19,120.09	000000
21147	03/26/2015	PG&E	Pacific Gas & Electric Co	1,193.09	000000
21148	03/26/2015	PitBow	Pitney Bowes Global	291.10	000000
21149	03/26/2015	PleaHill	Pleasant Hill Rec & Park Distr	127,572.38	000000
21150	03/26/2015	Railtow	Railtown 1897 SHP	240.00	000000
21151	03/26/2015	SandSaf	Sanderson Safety Supply Co	232.88	000000
21152	03/26/2015	SiePac	Sierra Pacific Tours	675.00	000000
21153	03/26/2015	SmitDana	Dana Smith	250.00	000000
21154	03/26/2015	Stainles	Stainless International	793.63	000000
21155	03/26/2015	Standard	Standard Insurance Company	1,484.51	000000
21156	03/26/2015	SupAuto	Superior Auto Parts Warehouse	64.97	000000
21157	03/26/2015	Travel	Travel Center, Trust Account	10,877.50	000000
21158	03/26/2015	UNIVAR	UNIVAR USA Inc	1,508.05	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
21159	03/26/2015	USBank	U.S. Bank	2,493.95	000000
21160	03/26/2015	VSP	Preferred Benefit	61.80	000000
21161	03/26/2015	Xerox	Xerox Corporation	401.53	000000

**CHECK TOTAL:** \$254,100.40

# Accounts Payable Computer Check Proof List

User: julie  
Printed: 03/19/2015 - 12:15 PM



## Pleasant Hill Recreation & Park District People, Parks & Programs Since 1951

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:Aantex 1107736	Aantex Pest Control control Check Total:	610.00 610.00	03/26/2015	Check Sequence: 1 100-1300-75570	ACH Enabled: No pest
Vendor:AllWast 210-005452618 210-005452618 210-005452618 210-005452618 210-005453606 210-005466577 210-005466577 210-005466577 210-005475052	Allied Waste Services #210 Paso Nagal Paso Nagal WC SC PH Park PH Park PH Park CC Check Total:	92.38 75.58 203.27 516.79 134.45 134.45 134.45 805.87 2,097.24	03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015	Check Sequence: 2 100-1300-65720 100-0000-12100 100-1230-65720 100-1220-65720 100-1210-65720 100-1280-65720 100-1255-65720 100-1231-65720	ACH Enabled: No dumpsters dumpsters dumpsters dumpsters dumpsters dumpsters dumpsters dumpsters
Vendor:AmerSta 20733	American Stage Tours Check Total:	910.00 910.00	03/26/2015	Check Sequence: 3 100-1220-75630	ACH Enabled: No sen trips
Vendor:AmFidAs 04/2015 04/2015	American Fidelity Assurance American Fidelity Life American Fidelity Life Check Total:	39.19 39.19 78.38	02/24/2015 03/26/2015	Check Sequence: 4 100-0000-21360 100-0000-21360	ACH Enabled: No
Vendor:AshLum 873961 874018	Ashby Lumber Company, Inc. 1x4 1x4 Check Total:	122.94 283.98 406.92	03/26/2015 03/26/2015	Check Sequence: 5 100-1300-75505 100-1300-75505	ACH Enabled: No lumber lumber

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:ATT3 6312184 6316533 6316534	ATT CALNET 2 WC elevator WC WC dsl Check Total:	100.93 42.22 98.96 242.11	03/26/2015 03/26/2015 03/26/2015	Check Sequence: 6 100-1230-65365 100-1230-65365 100-1230-65365	ACH Enabled: No phones phones phones
Vendor:BayADeb 6072.501	Bay Area Debate Club confidence Check Total:	480.00 480.00	03/26/2015	Check Sequence: 7 100-1260-75100	ACH Enabled: No instructor
Vendor:BillAce 426499 426911 427181 427182 427237 427249 427273 427301 634253	Bill's Ace Hardware sealnt shears tape hasp tape clnr brush scraper bolt Check Total:	24.35 70.63 19.51 7.80 33.18 33.99 18.11 4.87 3.15 215.59	03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015	Check Sequence: 8 100-1280-75530 100-1280-75530 100-1280-75530 100-1300-76500 100-1300-75520 100-1280-75530 100-1280-75530 100-1280-75530 100-1300-75520	ACH Enabled: No parts parts supplies supplies supplies supplies supplies supplies supplies
Vendor:Boardspo 07292015	Boardsports School & Shop junior sup lesson Check Total:	585.00 585.00	03/26/2015	Check Sequence: 9 100-1255-75626	ACH Enabled: No deposit
Vendor:CaMus 05132015	California Musical Theatre Cinderella 2856.015 Check Total:	2,079.00 2,079.00	03/26/2015	Check Sequence: 10 100-1220-75630	ACH Enabled: No sen trips
Vendor:CaseyPri 27872011	Casey Printing Spr/Sum 2015 Check Total:	13,253.22 13,253.22	03/26/2015	Check Sequence: 11 100-1290-75624	ACH Enabled: No spotlight
Vendor:Cashand 2215A	Cash and Carry Warehouse 3 Gallon Check Total:	2,175.96 2,175.96	03/26/2015	Check Sequence: 12 100-1231-75515	ACH Enabled: No Coffe Urn

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:CaUsss 03172015	California USSSA Spring league softball Check Total:	1,207.00 1,207.00	03/26/2015	Check Sequence: 13 100-1250-75620	ACH Enabled: No registration
Vendor:CCSNP 02282015	Contra Costa Senior Nutrition donations Jan & Feb Check Total:	4,557.40 4,557.40	03/26/2015	Check Sequence: 14 100-1220-75700	ACH Enabled: No Nutrition
Vendor:CCTimes 254648	Contra Costa Times 2/19-8/5/15 Check Total:	139.20 139.20	03/26/2015	Check Sequence: 15 100-1100-73335	ACH Enabled: No paper
Vendor:CCWat 1666925	Contra Costa Water District Shadowood Check Total:	906.46 906.46	03/26/2015	Check Sequence: 16 100-1300-65710	ACH Enabled: No water
Vendor:CenCon 03122015	Central Contra Costa Sanitary recycled Check Total:	3,547.55 3,547.55	03/26/2015	Check Sequence: 17 100-1300-65710	ACH Enabled: No water
Vendor:CGSgym 6603.502 6605.502	CGS Gymnastic Services, Inc parent and me tiny tumbler Check Total:	405.00 315.00 720.00	03/26/2015 03/26/2015	Check Sequence: 18 100-1260-75250 100-1260-75250	ACH Enabled: No instructor instructor
Vendor:CintCorp 185502532	Cintas Corp # 185 towels Check Total:	69.42 69.42	03/26/2015	Check Sequence: 19 100-1220-75515	ACH Enabled: No janators
Vendor:Cleansou 1595320-01 1602856 1603147 1603163	Cleansource hvac towel roll clean-zyme biorenew Check Total:	52.87 691.28 395.09 55.90 1,195.14	03/26/2015 03/26/2015 03/26/2015 03/26/2015	Check Sequence: 20 100-1231-75515 100-1231-75515 100-1220-75515 100-1231-75515	ACH Enabled: No supplies supplies supplies supplies
Vendor:Cresco 3811128-0001	Cresco Equipment Rentals compactor-bocce	401.60	03/26/2015	Check Sequence: 21 100-1300-75401	ACH Enabled: No rentals

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	401.60			
Vendor:DelDen	Preferred Benefit			Check Sequence: 22	ACH Enabled: No
04/2015	Delta Dental	70.40	03/26/2015	100-0000-21310	
04/2015	Delta Dental	211.20	03/26/2015	100-1100-55310	
04/2015	Delta Dental	2,739.78	03/26/2015	100-0000-21310	
04/2015	Delta Dental	70.40	03/26/2015	100-0000-21310	
04/2015	Delta Dental	88.00	03/26/2015	100-0000-21310	
04/2015	Delta Dental	381.82	03/26/2015	100-0000-21310	
	Check Total:	3,561.60			
Vendor:Eames	Eames Hardware & Supply			Check Sequence: 23	ACH Enabled: No
6423	remover	20.59	03/26/2015	100-1300-76500	supplies
6425	zip ties	13.01	03/26/2015	100-1300-75520	supplies
6428	extractor	7.04	03/26/2015	100-1300-75535	supplies
6444	key	2.70	03/26/2015	100-1300-75520	supplies
	Check Total:	43.34			
Vendor:EBMUD	East Bay Mud			Check Sequence: 24	ACH Enabled: No
03042015	840 grayson	54.16	03/26/2015	340-3400-65710	water
03042015	woodside meadows	54.16	03/26/2015	340-3400-65710	water
	Check Total:	108.32			
Vendor:Ed2go	Education To Go			Check Sequence: 25	ACH Enabled: No
1150586	on -line	260.00	03/26/2015	100-1210-75620	instructor
1151752	reg fees	9.00	03/26/2015	100-1210-75620	instructor
	Check Total:	269.00			
Vendor:Ewing	Ewing Irrigation			Check Sequence: 26	ACH Enabled: No
9276710	field king	243.21	03/26/2015	100-1300-75501	parts
9296699	rainbird	335.07	03/26/2015	100-1300-75511	parts
9301386	lopper	140.98	03/26/2015	100-1300-75535	parts
9306316	shovel	77.33	03/26/2015	100-1300-75535	parts
	Check Total:	796.59			
Vendor:FarWest	Farwest Sanitation			Check Sequence: 27	ACH Enabled: No
147484	cphs	79.53	03/26/2015	100-1250-75620	temp rr
	Check Total:	79.53			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:FastSign ph87693	Fast Signs no vap decals Check Total:	13.57 13.57	03/26/2015	Check Sequence: 28 100-1290-75625	ACH Enabled: No signs
Vendor:FranTx 031315	Franchise Tax Board Margret R Graves Check Total:	105.00 105.00	03/26/2015	Check Sequence: 29 100-0000-21390	ACH Enabled: No
Vendor:Furber 203505 203590	Furber Saw, Inc. plug blower Check Total:	37.87 704.14 742.01	03/26/2015 03/26/2015	Check Sequence: 30 100-1300-75510 100-1300-75535	ACH Enabled: No small tools small tools
Vendor:GriffJoe	Joey Griffin egg hyunt Check Total:	200.00 200.00	03/26/2015	Check Sequence: 31 100-1265-75150	ACH Enabled: No bounce house
Vendor:GuilMic 02282015	Michael Guillory Jr. basketball Feb Check Total:	460.00 460.00	03/26/2015	Check Sequence: 32 100-1250-75622	ACH Enabled: No official
Vendor:IdealSer 608760 608774 608775 608776 9608784	Ideal Service Company, Inc. DO Mar TC Mar SC Mar SC Kitchen SC walk-in door closer Check Total:	192.00 310.00 631.00 450.00 289.12 1,872.12	03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015	Check Sequence: 33 100-1210-75515 100-1255-75515 100-1220-75515 100-1220-75515 100-1220-75515	ACH Enabled: No PM PM PM PM PM
Vendor:KaisFou 04/2015 04/2015 04/2015 04/2015 04/2015 04/2015	File #73029 Kaiser Foundation Health Plan Kaiser Kaiser Kaiser Kaiser Kaiser Kaiser Check Total:	307.49 27,832.27 854.00 388.53 31.46 986.25 30,400.00	03/26/2015 03/26/2015 03/26/2015 02/24/2015 03/26/2015 03/26/2015	Check Sequence: 34 100-0000-21300 100-0000-21300 100-0000-21300 100-0000-21300 100-1100-55300 100-0000-21300	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:KiddCur 02282015	Law Office of Curtis S. Kidder Feb 2015 Check Total:	1,476.00 1,476.00	03/26/2015	Check Sequence: 35 100-1100-70000	ACH Enabled: No legal
Vendor:Legal S 03/2015 03/2015	Legal Shield Legal Shield Legal Shield Check Total:	31.90 15.95 47.85	03/26/2015 03/26/2015	Check Sequence: 36 100-0000-21365 100-0000-21365	ACH Enabled: No
Vendor:Leslie 137-409639 137-410394	Leslie's Pool Supplies Inc. RGT acid Check Total:	24.48 37.53 62.01	03/26/2015 03/26/2015	Check Sequence: 37 100-1280-75527 100-1280-75527	ACH Enabled: No chemicals chemicals
Vendor:LincEqu si234396 si234396 si239554 si239554 si245358 si259346 si259395 si259635	Lincoln Aquatics bicarb bicarb bicarb bicarb acid DPD deck o seal igniter Check Total:	486.86 975.18 486.86 975.18 363.48 130.26 108.18 407.39 3,933.39	03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015	Check Sequence: 38 100-1280-75525 100-1280-75527 100-1280-75525 100-1280-75527 100-1280-75527 100-1280-75527 100-1280-75530 100-1280-75530	ACH Enabled: No chemicals chemicals chemicals chemicals chemicals supplies supplies supplies
Vendor:LukeDes 13441	Luke Design Associates panel for DO Check Total:	157.33 157.33	03/26/2015	Check Sequence: 39 100-1290-75625	ACH Enabled: No BOD
Vendor:MacAlv 7795	Mac Alvey's Nursery gold dust-bocce Check Total:	179.68 179.68	03/26/2015	Check Sequence: 40 100-1300-75505	ACH Enabled: No material
Vendor:McInerne 97336 97337	McInerney & Dillon PO Pk SC Check Total:	1,045.00 2,313.35 3,358.35	03/26/2015 03/26/2015	Check Sequence: 41 100-1100-70000 100-1100-70000	ACH Enabled: No legal legal

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:MPADes 21526	MPA Design pathways design Check Total:	2,188.00 2,188.00	03/26/2015	Check Sequence: 42 100-1500-80104	ACH Enabled: No PH Park
Vendor:P&DApp 56579-in	P&D Appliance oven gaskets Check Total:	909.04 909.04	03/26/2015	Check Sequence: 43 100-1220-75515	ACH Enabled: No service
Vendor:PERS 031515 031515 031515 031515 031515 031515	PERS PERS PERS PERS PERS PERS Check Total:	4,495.06 11,066.46 1,218.78 522.18 1,493.01 324.60 19,120.09	03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015	Check Sequence: 44 100-0000-21250 100-0000-21250 100-0000-21250 100-0000-21250 100-0000-21250 100-0000-21250	ACH Enabled: No
Vendor:PG&E 03042015 03042015	Pacific Gas & Electric Co TC TC Check Total:	281.89 911.20 1,193.09	03/26/2015 03/26/2015	Check Sequence: 45 100-1255-65705 100-1255-65701	ACH Enabled: No utiliities utiliities
Vendor:PitBow 03302015	Pitney Bowes Global DO postage machine 1/1-3/30 Check Total:	291.10 291.10	03/26/2015	Check Sequence: 46 100-1100-75350	ACH Enabled: No rental
Vendor:PleaHill 031315	Pleasant Hill Rec & Park Distr Reimburse Payroll Check Total:	127,572.38 127,572.38	03/26/2015	Check Sequence: 47 100-0000-10410	ACH Enabled: No
Vendor:Railtow 04162015	Railtown 1897 SHP Jamestown 2474.015 Check Total:	240.00 240.00	03/26/2015	Check Sequence: 48 100-1220-75630	ACH Enabled: No Sen trips
Vendor:SandSaf 8084467 8084523-01	Sanderson Safety Supply Co tyvek OTG Check Total:	221.32 11.56 232.88	03/26/2015 03/26/2015	Check Sequence: 49 100-1300-75370 100-1300-75370	ACH Enabled: No supplies goggles

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:SiePac 67529	Sierra Pacific Tours Bay 2849.015 Check Total:	675.00 675.00	03/26/2015	Check Sequence: 50 100-1220-75630	ACH Enabled: No sen trips
Vendor:SmitDana 04042015	Dana Smith egg hunt Check Total:	250.00 250.00	03/26/2015	Check Sequence: 51 100-1265-75150	ACH Enabled: No juggler
Vendor:Stainles 11260	Stainless International CC custom made Check Total:	793.63 793.63	03/26/2015	Check Sequence: 52 100-1231-75515	ACH Enabled: No cabinet
Vendor:Standard 04/2015 04/2015	Standard Insurance Company LIFE/ADD/LTD/STD LIFE/ADD/LTD/STD Check Total:	1,255.95 228.56 1,484.51	03/26/2015 03/26/2015	Check Sequence: 53 100-0000-21320 100-0000-21320	ACH Enabled: No
Vendor:SupAuto 169955	Superior Auto Parts Warehouse oil Check Total:	64.97 64.97	03/26/2015	Check Sequence: 54 100-1300-75510	ACH Enabled: No parts
Vendor:Travel 04222015 04302015 04302015 05112015 06252015	Travel Center, Trust Account Equestrian 2848.015 San Juan Batisita 2855.015 Finnochio 2858.015 Cach Creek 2455.015 Graton 2456.015 Check Total:	2,597.00 2,535.00 3,854.00 1,641.50 250.00 10,877.50	03/26/2015 03/26/2015 03/26/2015 03/26/2015 03/26/2015	Check Sequence: 55 100-1220-75630 100-1220-75630 100-1220-75630 100-1220-75630 100-1220-75630	ACH Enabled: No sen trips sen trips sen trips sen trips sen trips
Vendor:UNIVAR sj672029 sj672031	UNIVAR USA Inc hypo chlor hypo chlor Check Total:	907.49 600.56 1,508.05	03/26/2015 03/26/2015	Check Sequence: 56 100-1280-75525 100-1280-75527	ACH Enabled: No chemicals chemicals
Vendor:USBank 031315 031315	U.S. Bank PARS #6746022400 PARS #6746022400 Check Total:	831.30 1,662.65 2,493.95	03/26/2015 03/26/2015	Check Sequence: 57 100-0000-21335 100-0000-21330	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: VSP 04/2015	Preferred Benefit VSP Vision	13.60	03/26/2015	Check Sequence: 58 100-1100-55300	ACH Enabled: No
04/2015	VSP Vision	13.60	03/26/2015	100-0000-21300	
04/2015	VSP Vision	34.60	03/26/2015	100-0000-21300	
	Check Total:	61.80			
Vendor: Xerox 78618342	Xerox Corporation CC	401.53	03/26/2015	Check Sequence: 59 100-1231-75500	ACH Enabled: No copier
	Check Total:	401.53			
	Total for Check Run:	254,100.40			
	Total Number of Checks:	59			



The January 8, 2015 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:04 p.m. in the Conference Room at the Administration Office.

**PLEDGE OF ALLEGIANCE**

Board Member Donaghu led the Pledge of Allegiance.

**ROLL CALL**

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

**STAFF PRESENT:** Berggren, Hurtado, Bradley

**PUBLIC COMMENT**

Denise Koroslev, resident of Martinez and representative of the Friends of Rodgers Ranch Heritage Center spoke regarding Rodgers Ranch. She apologized that the District was not listed as a prominent part of their Sustainable Living Workshop. Koroslev commented that the District is listed on their web site, their e-mails, and on all their note cards.

Koroslev gave the Board an update on the Clampers Monument project which is underway.

Koroslev asked why Rodgers Ranch was not listed on the District web site, and she requested a new sign with the District's updated logo. She announced that in 2017 Rodgers Ranch will be one hundred and fifty years old.

Board Member Bonato asked about the lack of information regarding Rodgers Ranch in the District's upcoming Spotlight. Koroslev said the group missed the deadline, but now has the Spotlight schedule to make sure they have their information in on time.

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

Ex-Officio Naccara gave the following report:

**Teen Council news:**

- The council will be volunteering at the Lions Club crab feed on January 24, 2015.
- The Prom Fashion show will need to have the date pushed back about a month due to lack of dress providers.

**College Park news:**

- PSAT and National Merit Scholarship tests were taken by students in October. Everyone just got their results back.
- The forms for the school's intradistrict transfers are due by January 15, 2015.
- Mount Diablo Unified School District Teacher of the year nominations are due tomorrow.
- The Foundation for Pleasant Hill Education is giving a \$1000 award to the educator of the year's school. This will be awarded at the Community Award Night on January 29, 2015.
- There will be a presentation on January 13, 2015 at 7:00p.m. on the Computer Science class that will be offered next year.
- There will be a mock SAT and ACT test on January 31, 2015.

- The largest college fair in the Bay Area will be held at Saint Mary's on May 9, 2015.
- The Athletic Boosters Club in selling raffle tickets for their fundraiser. The tickets range from \$15 to \$25.
- The annual crab feed will be on January 31, 2015 at the Community Center.

**CONSENT CALENDAR (ACTION)**

- a. **To Approve Bills to be Paid**
- b. **To Approve Minutes of September 25, 2014**

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

**REVIEW MT. DIABLO UNIFIED SCHOOL DISTRICT AGREEMENT FOR USAGE OF TENNIS COURTS AT PLEASANT HILL EDUCATION CENTER**

Recreation Supervisor Lance Hurtado reported to the Board that the Pleasant Hill Tennis Club has approached the District about resurfacing the courts at Pleasant Hill Education Center. He said the tennis club has been fundraising for the work and already has a large donation committed. Hurtado said that before work can be completed on the courts there will need to be a new agreement established between the District and the Mt. Diablo School District. Hurtado reviewed the proposed agreement with the Board.

Kelly Williams, resident of Martinez and representative of the Pleasant Hill Tennis Club, was present. Williams stated that the club is hoping the new agreement can be established soon. The Club wants to resurface the courts this summer. Williams stated that the group currently has \$140,000 for the project which is close to the total cost.

The General Manager stated that legal counsel Curt Kidder was involved in writing up the new agreement.

Board Member Sterrett asked why the item was not an action item on the agenda. Board Chair Bonato said the Board should have time to review and suggest changes to the agreement before it is an action item.

Board Member Glover asked whose responsibility the supervision of the courts would be. Hurtado commented that there would not need to be constant supervision of the courts.

All the Board Members had suggested changes in the wording of the agreement. The Board asked that the District's legal counsel review the agreement again.

Jim Utz, representative of the Pleasant Hill Tennis Club was present. He commented that a memorandum of understanding (MOU) will need to be completed between Pleasant Hill Recreation & Park District and the School District before the club can apply for grants. The Board asked Utz to look into whether there needs to be a formal agreement at this time. Utz said he would look into it. Utz commented that the court is in very poor shape and the timing of the approving the contract/agreement is critical.

The General Manager stated that there will need to be a separate contract with our District and the Pleasant Hill Tennis Club before any work can begin.

Utz requested the item to be an action item on the January 22, 2015 agenda. Both the Board and the General Manager said the item will be on the January 22, 2015 agenda. Board Chair Bonato said she did not want the School District to approve the agreement until changes have been made and it has been reviewed again by the District's legal counsel. Bonato suggested a two step approach to this issue. First getting the Pleasant Hill Foundation what they need to get grants for the Tennis Club, then working out a formal agreement with the school District.

The Board thanked Utz and Williams for their input on this item.

**TO CONSIDER REVISED DISTRICT REFUND POLICY (ACTION)**

The General Manager reviewed the updated refund policy with the Board.

Upon motion of Board Members Donaghu & Sterrett the Board approved the revised refund policy.

**REVIEW AGREEMENT WITH MPA DESIGN FOR DESIGN SERVICES FOR THE PLEASANT HILL PARK PATHWAY REPLACEMENT PROJECT**

The General Manager reported that the District will need design services for the pathway project as it is more extensive than originally thought. He said there are intricacies that need architectural assistance in the development of standard specifications for contractors to bid on. The General Manager commented that due to the nature of the pavers, the sizing, the connection points to the newer pathways that were installed during the Senior Center and Teen Center construction, demolition, plant and tree root removal, the District will need comprehensive specifications.

The General Manager and staff are recommending hiring Dick Alcina with MPA Designs for architectural services for the Pleasant Hill Park Pathway Replacement Project. The General Manager reported that MPA Designs has provided landscape services for the Teen Center and Senior Center. The General Manager said the project is estimated at \$12,000. He stated that the City of Pleasant Hill will need to be involved in the project. Board Member Sterrett asked Park Superintendent Tom Bradley if the new access for the trucks will be like the entrance to the District's parking lot. Bradley said he hopes not; as there would be more wear on the park trucks due to that particular design.

Board Member Shess asked if the project would be going out to bid. Bradley said it would be. He explained that much of the work has been removed from the bid package, due to the work being completed in house by District staff.

Board Chair Bonato stated she would like to make sure that the final design will be brought to the Board for approval. The General Manager assured her that it will. Bonato asked that the District's legal counsel review the agreement with MPA Designs. The General Manager said that legal counsel had reviewed the document and said there were some areas in the agreement that could be removed.

Board Chair Bonato asked if the District can still afford the project, and if it should go to the Budget Committee in the next month. The General Manager explained that when the final bids come in the project will come back to the Board. Bonato said that she feels money should be spent on the design. Bonato would like to see a funding plan before the bids are completed.

Board Member Donaghu said it will be very important to have a clear bid package.

Board Member Shess asked if the companies bidding on the project have an idea of what the District has budgeted for the project. Bradley said he has educated all the companies on the project budget.

Board Chair Bonato summarized that the agreement will go to legal counsel for review and modifications, and to the Budget Committee for other funding ideas if necessary.

### **TO SET BOARD COMMITTEE MEETING DATES**

#### **a. LAND AND FACILITY DEVELOPMENT COMMITTEE**

The Committee members will be finalizing a date with Recreation Supervisor Lance Hurtado.

#### **b. PERSONNEL COMMITTEE**

The Personnel Committee meeting was scheduled for January 23, 2015 at 9:00 a.m.

#### **c. BUDGET COMMITTEE**

The Budget Committee meeting was scheduled for January 22, 2015 at 4:00 p.m.

#### **d. PROGRAM COMMITTEE**

The Program Committee meeting was scheduled for January 14, 2015 at 4:00 p.m.

### **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

**Bonato** made the following announcements/questions:

- She is interested in having a District "end of the year" report published. She will send the General Manager example she has seen.
- She asked about a press release regarding the e-cigarette ordinance. The General Manager said one had been completed.
- She will be one of the judges for the Community Service Awards on January 29, 2015.
- She gave an update on the Library Task Force.
- She asked about the status of the District audit. The General Manager said it will be on the February 12, 2015 agenda.

**Shess** made the following announcements/questions:

- He attended the District's New Year's Event, and thought it was a great time.

**Glover** made the following announcements/questions:

- He commented that he had read the article in the paper about the child who collapsed at Tice Valley gym, and how he was revived by a defibrillator. He asked if the District has looked into these for the Pleasant Hill Middle School gym. The General Manager said staff is looking into the issue.

**Sterrett** made the following announcements/questions:

- She handed in the Holiday Festival evaluation form.
- She reminded the Board members to turn in their 700 forms.
- She asked staff to check on who is up to date on their Ethics training. The General Manager said he will check.
- She commented that she really likes receiving the Projects Report.

**Donaghu** made the following announcements/questions:

- He attended the District's New Year's Eve event, and thought it was great, but a "full bar" had been advertised which it wasn't.

- He asked if the District's no smoking ordinance which included the e-cigarette language had been sent to the Pleasant Hill Chamber. The General Manager said it had not yet, but he will so it right away.
- He said the City of Pleasant Hill had been sued by a resident for the noise level of their summer concert series. The resident did not win the suit.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- The New Years Eve event should net out approximately \$9,000. Board Member Sterrett asked if childcare was offered at the event. The General Manager said it was not this year.
- He distributed Mike Stevens's retirement party information to the Board.
- He announced that the District had an ad in the Diablo Wedding magazine.
- He said that workers compensation just closed out for the 2002-03 year, and the District received a dividend in the amount of \$12,000 which he was very pleased with.
- He said staff is recommending Ann Luke from the Pleasant Hill Chamber for the Community Service Award, and Jennifer McGarry for the Board Appreciation Award.

Board Member Sterrett felt there should be a special board meeting to take action on the nominees before the January 22, 2015 Board meeting. She said this will give the nominees more notice before the awards event. The Board agreed to set a special meeting for Monday January 12, 2015 at 6:00 p.m.

### **ADJOURNMENT**

Board Chair Bonato adjourned the meeting at 8:46 p.m.

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Robert B. Berggren, Clerk of the Board



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: March 18, 2015  
RE: March 26, 2015 Board of Directors Meeting

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### **To Approve Pleasant Hill Seniors Club Annual Review (ACTION)**

Accounting Supervisor Mark Blair and Craig Fechter with Fechter and Company have answered the questions that the Board had submitted by Jack Prosek. At this time, we would recommend the Board of Directors approve the Pleasant Hill Seniors Club Annual Review.

Mar 19, 2015

To: Bob Berggren

From: Mark Blair

I received the revised reviewed financial report for the Pleasant Hill Senior Club from Fechter & Company today. This report reflects some revisions that address the items raised by Jack Prosek in his Mar 11, 2015 e-mail to the Board. The items he questioned were;

Pg 2- the restricted assets shown on the balance sheet did not equal the amount shown in the footnote on page 8. Response-the footnote has been corrected to reflect the restricted cash balance shown on pg 2.

Pg 6- the headings were titled Pleasant Hill Senior's Club and footnote 1 stated there were 13 Directors on the Club's Board. Response-all headings have been corrected to reflect the Pleasant Hill Senior Club and footnote 1 has been changed to reflect the correct number of Directors as 10.

Pg 8- footnote 3A reflected N/A for the investment risk for funds held by the PHCF when some of these funds are invested in stocks and exposed to market risks. Response-the investment risk column has been deleted as this is not a required disclosure.

Pg 8-footnote 3B needs to modify comments on investments. Response-added a comment regarding the funds held by the PHCF.

Pg 8 footnote 3C believed we needed clarify whether the relationship was with the PHCF or the East Bay Community Foundation. Response- really no need to make any change, the club gave funds to the PHCF who in turn invested funds with the EBCF. The Club has no relationship with the EBCF only with the PHCF.

General- the Senior Club holds small amounts for several groups, such as card clubs that are not truly "unrestricted". Response- per discussion with Kendra Luke, the amounts held are immaterial and periodic, not significant funds continually held. As such, no adjustment or added disclosure is needed.

The above items were the concerns raised by Mr. Prosek.

**PLEASANT HILL SENIOR CLUB**  
**PLEASANT HILL, CALIFORNIA**  
**FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**PLEASANT HILL SENIOR CLUB**

Financial Statements  
June 30, 2014

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Craig R. Fechter, CPA, MST  
Scott A. German, CPA

## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Pleasant Hill Senior Club  
Board of Directors  
Pleasant Hill, California

We have reviewed the accompanying statement of assets, liabilities, and net assets—modified cash basis of the Pleasant Hill Senior Club (a nonprofit organization) as of June 30, 2014 and the related statement of revenues, expenses, and other changes in net assets—cash basis for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with the modified cash basis of accounting, as described in Note 2.

Fechter & Company, Certified Public Accountants

  
Sacramento, CA  
December 2, 2014

**PLEASANT HILL SENIOR CLUB**  
**STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS**  
**MODIFIED CASH BASIS**  
**JUNE 30, 2014**

**ASSETS**

Current Assets:	
Cash and investments	\$ 381,760
Total current assets	<u>381,760</u>
Capital assets, net	<u>124,897</u>
<b>Total assets</b>	<u><u>506,657</u></u>

**NET ASSETS**

Unrestricted	454,813
Permanently restricted	<u>51,844</u>
<b>Total net assets</b>	<u><u>\$ 506,657</u></u>

**PLEASANT HILL SENIOR CLUB**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS -**  
**MODIFIED CASH BASIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

	Unrestricted	Permanently Restricted	Total
Revenues:			
Operating revenues	\$ 199,370	\$ 6,383	\$ 205,753
Total revenues	199,370	6,383	205,753
Expenses:			
Operating expenses	206,509	272	206,781
Total expenses	206,509	272	206,781
Changes in net assets	(7,139)	6,111	(1,028)
Net assets, beginning of period	468,789	45,733	514,522
Prior period adjustment	(6,837)	-	(6,837)
Net assets, end of period	\$ 454,813	\$ 51,844	\$ 506,657

**PLEASANT HILL SENIOR CLUB**  
**STATEMENT OF OPERATING REVENUES - MODIFIED CASH BASIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

	<u>Total</u>
Operating revenues:	
Active sports	\$ 36,500
Bingo	9,715
Boutique	8,649
Care management	3,359
Special events	28,176
Donations	14,239
Interest	7,386
Senior club	40,578
Transportation	31,087
Trips	26,064
Miscellaneous	-
Total operating revenues	<u>\$ 205,753</u>

**PLEASANT HILL SENIOR CLUB**  
**STATEMENT OF OPERATING EXPENSES - MODIFIED CASH BASIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

	Total
Operating expenses:	
Active sports	\$ 10,937
Bingo	3,292
Building & equipment	4,789
Boutique	747
Care management	757
Special events	17,558
Center supplies	34,148
Depreciation	35,684
Donations	1,527
Senior club	38,396
Bank service charges	927
Transportation	33,624
Trips	23,895
Miscellaneous	500
Total operating expenses	\$ 206,781

## PLEASANT HILL SENIOR CLUB

Notes to Financial Statements – Modified Cash Basis  
June 30, 2014

### NOTE 1: ORGANIZATIONS AND NATURE OF ACTIVITIES

Pleasant Hill Senior Club was established in 1956 as an unincorporated nonprofit organization sponsored by the Pleasant Hill Recreation and Park District. Its purpose is to provide friendship, fellowship, recreation, education, and social activities for its members. Membership is open to all adults 50 years and over, regardless of race or creed.

Pleasant Hill Senior Club is governed by a board of ten Directors who hold regularly scheduled meetings once a month. A general business meeting is also held once a month. The Directors are elected by a majority vote of the general membership for a one-year term.

### NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Basis of Accounting

The accompanying financial statements have been prepared on the modified cash basis of accounting. That basis differs from U.S. generally accepted accounting principles primarily because Pleasant Hill Senior Club does not recognize dues receivable from members, accounts payable to vendors, and their related effects on the change in net assets.

#### B. Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statement of Not-for-Profit Organizations*. Under SFAS No. 117, Pleasant Hill Senior Club is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

#### C. Unrestricted Net Assets

Unrestricted net assets generally result from revenues obtained by providing services, receiving unrestricted contributions, and receiving interest and dividends from income-producing assets. The only limits on the use of unrestricted net assets are the broad limits resulting from the nature of Pleasant Hill Senior Club and the purposes specified in its Articles of Incorporation or Bylaws and limits resulting from contractual agreements entered into by Pleasant Hill Senior Club in the course of its operations.

#### D. Property and Equipment

Property and equipment have been recorded at cost and depreciated using the straight-line method over their estimated useful lives. Building improvements have a useful life of 7-15 years and equipment and furniture have a useful life of 3-7 years.

## PLEASANT HILL SENIOR CLUB

Notes to Financial Statements – Modified Cash Basis  
June 30, 2014

### NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

#### D. Property and Equipment - continued

Pleasant Hill Senior Club capitalizes all expenses for property and equipment in excess of \$5,000 and a useful life of more than one year.

#### E. Income Taxes

Pleasant Hill Senior Club is exempt under the Pleasant Hill Recreation and Park District tax exempt status and therefore, no provision for income tax has been made.

#### F. Restrictions on Net Assets

Permanently restricted net assets consist of donations to Pleasant Hill Community Foundation Senior Center Endowment Fund. The fund's investments are to be held indefinitely, the income from which is expendable to support the Senior Center activities.

#### G. Use of Estimates

The financial statements include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

#### H. Risk Management

Pleasant Hill Senior Club is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; and errors and omissions for which Pleasant Hill Recreation and Park District carries insurance.

#### I. Donations

Donations represent contributions to the program from private organizations and individuals and are recognized as support when received.

**PLEASANT HILL SENIOR CLUB**

Notes to Financial Statements – Modified Cash Basis  
June 30, 2014

**NOTE 3: CASH AND INVESTMENTS**

**A. Cash**

Cash and investments as of June 30, 2014, amounted to \$381,760 and were deposited in the following depositories:

	<u>Carrying Amount</u>	<u>Market Value</u>
Cash in Bank	\$ 228,403	\$ 228,403
Pleasant Hill Community Foundation Investment Pool	51,844	51,844
Funds Invested – Local Agency Investment Fund (LAIF)	<u>101,513</u>	<u>101,513</u>
Totals	<u>\$ 381,760</u>	<u>\$ 381,760</u>

The bank balance as of June 30, 2014 was \$381,760 held at different banks and the entire amount was covered by the Federal Deposit Insurance Corporation (FDIC). The difference between the bank balance and the carrying amount is due to reconciling items such as deposits in transit and outstanding checks.

**B. Investments**

At June 30, 2014, Pleasant Hill Senior Club cash of \$101,513 in the State of California's Local Agency Investment Fund. The Local Agency Investment Fund through the State Treasurer's Office invests State and local agency funds in a Pooled Money Investment Account. The State Treasurer is responsible for the control and safekeeping of all securities purchased. In addition, the Pleasant Hill Senior Club holds a pooled investment with the Pleasant Hill Community Foundation Investment Pool in an amount totaling \$51,844.

**C. Restricted Cash and Investments**

Restricted cash and investments consist of donations to the Pleasant Hill Community Foundation Senior Center Endowment Fund. As of June 30, 2014, the amount of \$51,844 was recorded as restricted cash and investments.

## PLEASANT HILL SENIOR CLUB

Notes to Financial Statements – Modified Cash Basis  
June 30, 2014

### NOTE 3: CASH AND INVESTMENTS - continued

#### D. Summary of Fair Value Exposure

FASB ASC 820-10 and subsections, *Fair Value Measurements and Disclosures* clarifies the definition of fair value for financial reporting, establishes a framework for measuring fair value, and requires additional disclosure about the use of fair value measurements in an effort to make the measurement of fair value more consistent and comparable. Pleasant Hill Senior Club has adopted FASB ASC 820-10 for its financial assets and liabilities measured on a recurring and nonrecurring basis.

FASB ASC 820-10 defines fair value as the amount that would be received from the sale of an asset or paid for the transfer of a liability in an orderly transaction between market participants, i.e. an exit price. To estimate an exit price, a three-tier hierarchy is used to prioritize the inputs:

Level 1: Quoted prices in active markets for identical securities.

Level 2: Other significant observable inputs (including quoted prices for similar securities, interest rates, prepayment spreads, credit risk, etc.)

Level 3: Significant unobservable inputs (including the organization's own assumptions in determining the fair value of investments).

The inputs and methodology used for valuing Pleasant Hill Senior Club's financial assets and liabilities are not indicators of the risks associated with those investments.

As of June 30, 2014, the investment balance of \$51,844 was all classified to be Level 1.

### NOTE 4: CAPITAL ASSETS

The following is a summary of capital assets as of June 30, 2014

Equipment and furniture	\$ 178,425
Accumulated depreciation	<u>(53,528)</u>
	<u>\$ 124,897</u>

Depreciation recorded for the year ended June 30, 2014 was \$35,684. A prior period adjustment of (\$6,837) was recorded to reflect prior period depreciation expense.



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: March 18, 2015  
RE: March 26, 2015 Board Meeting

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### **Policy Manual Review and Adoption**

- **To Review Sections 1000-1505 - Introduction - Board Policies**

The schedule was presented to the Board at the last board meeting on March 12. The Board of Directors will review sections 1000-1505, which includes the section from "Introduction" through "Board Policies". This will be a review item and the following Board Meeting, we will asking the Board to adopt the policies.

**Pleasant Hill Recreation and Park District  
Policy Manual Review Adoption Schedule**

3/12/2015

<b>Board Meeting Date</b>	<b>Review</b>	<b>Adopt</b>
March 26	1000 - 1505 Introduction - Board Policies	
April 9	2000 - 2095 Employee Policies	1000 - 1505 Introduction - Board Policies
April 23	2100 - 2220 Employee Policies (Con't)	2000 - 2095 Employee Policies
May 14	2225 - 2355 Employee Policies (Con't)	2100 - 2220 Employee Policies (Con't)
May 28	2340 - 2490 Employee Policies (Con't)	2225 - 2355 Employee Policies (Con't)
June 11	3000 - 3050 Financial Policies	2340 - 2490 Employee Policies (Con't)
June 25	4000 - 4140 General Policies	3000 - 3050 Financial Policies
July 9		4000 - 4140 General Policies

## Pleasant Hill Recreation and Park District

### Policy Manual Index

Alphabetical Listing of Policies: Policy Number:

Introduction	
Adoption/Amendment of Policies	1000
Purpose of Policies	1010

I. **Board Member Policies:**

Attendance at Meetings	1100
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Board Actions and Decisions	1110
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<b>Expenditure Reimbursement</b>	<b>1195</b>
<b>Filling of Vacancy</b>	<b>1200</b>
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<b>Operating Norms and Principals of the Board</b>	<b>1215</b>
<b>Remuneration to the Board</b>	<b>1220</b>
<b>Review of Administrative Decisions</b>	<b>1225</b>
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<b>Executive Officer Policies:</b>	
<b>General Manager Employment Agreement</b>	<b>1500</b>
<b>General Manager Performance Evaluation</b>	<b>1505</b>

**II. Employee Policies:**

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# **Pleasant Hill Recreation & Park District**

## **POLICY MANUAL**

### **INTRODUCTION**

The purpose of this document is to provide information to the public and guidance to the Board of Directors, General Manager and staff.

### **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, programs and activities for all ages.

### **DISTRICT OBJECTIVES**

It is the intent of the District to provide a broad range of activities for all ages by:

- A. Acquiring, developing, operating, and maintaining park lands, open space, and facilities while enhancing the community aesthetically. The District must operate in a cost-effective manner while preserving natural resources and being environmentally sensitive.
- B. Developing a wide variety of programs to provide recreational and cultural opportunities that will contribute to the quality of life, enjoyment, and development of the individual.
- C. Co-sponsoring community groups who plan and implement their own programs.
- D. Cooperating with other agencies on projects of mutual benefits.

### **LEGAL AUTHORITY**

In January 1951, the citizens of the District voted to form the Pleasant Hill Park, Recreation and Parkway District. In 1957, by Board of Directors Resolution 57-9-12A, the District was incorporated into the Public Resource Code of the State of California (Section 5780, Chapter 4). The Secretary of State declared the District name to be known as "The Pleasant Hill Recreation & Park District".

(Continues)

The Board of Directors is the governing body of the District and shall determine all questions of policy. The General Manager is Chief Executive Officer and will serve as the Clerk of the Board.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Adoption/Amendment of Policies  
**POLICY NUMBER:** 1000

The purpose of this policy is to provide guidelines to the Board of Directors regarding adoptions of new policies and amendments to existing policies.

**1000.1** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

**1000.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a minimum of a 4/5 affirmative vote of the Board.

**1000.3** Copies of the proposed new or amended policy shall be included in the agenda packet for the meeting in which they are scheduled for consideration and listed on the agenda. To comply with the Brown Act, a copy of the proposed new or amended policy (ies) shall be made available to each Director for review at least 72 hours prior to any meeting at which the revised policy (ies) are to be considered. In addition, copies will also be posted to the District's website 72 hours in advance for public review and comment.

Approved:  
Amended:

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# **Pleasant Hill Recreation & Park District**

## **POLICY MANUAL**

**POLICY TITLE:** Purpose of Board Policies  
**POLICY NUMBER:** 1010

**1010.1** It is the intent of the Board of Directors of the Pleasant Hill Recreation & Park District (PHRPD)(also known as the District) to maintain a Policy Manual. Contained therein shall be a comprehensive listing of the Board's current policies. The Policy Manual will serve as a resource for the public, the Board of Directors, General Manager and staff in determining the manner in which matters of District business are to be conducted.

**1010.2** If any policy or portion of a policy contained within the Policy Manual is in conflict with rules, regulations or legislation having authority over the District, said rules, regulations or legislation shall prevail.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Attendance at Meetings  
**POLICY NUMBER:** 1100

The purpose of this policy is to clarify understanding on attendance at meetings by Board of Directors.

**1100.1** It shall be the policy of the District that the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

**1100.2** It shall be the policy of the District that the Board of Directors shall declare a seat vacant if any member ceases to discharge the duty of his/her office for a period of three (3) consecutive months unless a waiver has been approved by the Board of Directors.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Basis of Authority  
**POLICY NUMBER:** 1105

The purpose of this policy is to clarify the authority of the Board of Directors.

**1105.1** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

**1105.2** Directors are elected at-large and do not represent any fractional segment of the community. The Board is the body that represents and acts for the community as a whole.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Board Actions and Decisions  
**POLICY NUMBER:** 1110.

The purpose of this policy is to clarify items upon which the Board has decision making authority.

**1110.1** Actions by the Board of Directors include but are not limited to the following:

- 1110.1.1** Adoption or rejection of regulations or policies
- 1110.1.2** Adoption or rejection of meeting minutes
- 1110.1.3** Adoption or rejection of a resolution
- 1104.1.4** Adoption or rejection of an ordinance
- 1110.1.5** Approval or rejection of any contract or expenditure
- 1110.1.6** Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel
- 1110.1.7** Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

**1110.2** Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business.

**1110.2.1** A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

**1110.2.1.1** Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

**1110.2.1.2** Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

(Continues)

**1110.2.1.3** Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

**1110.3** The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

**1110.3.1** The Chair shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chair, a voice vote may be requested.

**1110.3.2** A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

**1110.3.3** Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Approved: \_\_\_\_\_  
Amended: \_\_\_\_\_

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Board Elections

**POLICY NUMBER:** 1115

The purpose of the policy is to clarify Board elections, vacancies and recalls.

**1115.1** The Board of Directors consists of five members who are elected at large by the electorate within the District boundaries at the General Election of the even years in November. Each member shall serve for a term of four years, said term beginning and ending at noon on the last Friday in November. The terms shall be staggered so as to have three members terms expire on one election and the remaining two members on the alternate date.

**1115.2** Prior to taking office, each elected or appointed director shall take the official oath. The Clerk of the Board may administer the Oath of Office.

**1115.3** The Board members and District staff shall assist each new member-elect to understand the Board's functions, politics, and procedures before taking office.

**1115.4** Vacancies shall be filled by appointment by the remaining Board members pursuant to all applicable State Public Resources Codes.

**1115.5** All members are subject to recall at any time by the voters of the District following the recall procedures set forth in the Election Code of the State of California.

**1115.6** A representative from each public high school within the District selected by each school shall serve on the Board as an ex-officio member. They shall serve on board committees and act as liaison between the high school and the District and work with the staff on youth related activities. The ex-officio member shall be a member of the District's Teen Council.

Approved:

Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE: Board Meetings**

**POLICY NUMBER: 1120**

The purpose of this policy is to define different types of board meetings.

**1120.1 Regular meetings:** The Board of Directors meetings shall be held on the second and fourth Thursdays of each calendar month at 7 p.m. in the Conference Room at the Administration Office, 147 Gregory Lane, Pleasant Hill. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board. The date, time, place of the regular board meeting may be changed at the discretion of the Board of Directors.

**1120.2 Special meetings:** The Board of Directors may hold a special meeting when called by the Board President or by a majority of the Board.

**1120.2.1** All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

**1120.2.2** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

**1120.2.3** An agenda for a special meeting shall be prepared as specified for a regular Board meetings and shall be delivered with the notice of the special meeting to those specified above.

**1120.2.4** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

**1120.3 Emergency Meetings:** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

(Continues)

**1120.3.1** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**1120.3.2** No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

**1120.4** Adjourned Meetings: A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment.

**1120.5** Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its last regular meeting in November. At this meeting the Board will elect a Chair, Vice Chair and Secretary from among its members to serve during the coming calendar year, and will appoint the General Manager as the Clerk of the Board.

**1120.6** The Chair of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**1120.7** The Chair and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE: Board Meeting Agenda**  
**POLICY NUMBER: 1125**

The purpose of this policy is to provide guidance on the development of the board meeting agenda.

**1125.1** The General Manager, in cooperation with the Board Chair, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950). Any Director may contact the General Manager and request any item to be placed on the agenda no later than 5 business days prior to the meeting date.

**1125.2** Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

**1125.2.1** The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least five business days prior to the date of the meeting

**1125.2.2** The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

**1125.2.3** No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

**1125.2.4** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

**1125.3** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

(Continues)

**1125.4** At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 (a)(1)). The agenda shall also be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

**1125.4.1** The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Board Meeting Conduct  
**POLICY NUMBER:** 1130

The purpose of this policy is to establish guidelines for Board Meeting conduct.

**1130.1** Meetings of the Board of Directors shall be conducted by the Chair. District Policy and "Roberts Rules of Order" shall be used as a general guideline for meeting protocol.

**1130.2** All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

**1130.3** The conduct of meetings shall, to the fullest possible extent, enable Directors to:

**1130.3.1** Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems

**1130.3.2** Receive, consider and take any needed action with respect to reports of accomplishment of District operations

**1130.4** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

**1130.4.1** Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

**1130.4.2** No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chair, of that person's privilege of address.

**1130.4.3** No presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions stated in District policy.

(Continues)

**1130.5** Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chair finds that there is in fact willful disruption of any meeting of the Board, he/she may recess the meeting, order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

**1130.5.1** After clearing the room of disruptive individuals, the Chair may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

**1130.5.2** Duly accredited representatives of the news media, whom the Chair finds not to have participated in the disruption, shall be permitted to remain in the meeting.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Board Meeting Minutes  
**POLICY NUMBER:** 1135

The purpose of this policy is to provide guidelines in preparation of Board Meeting minutes.

**1135.1** The Secretary of the Board or his/her designee shall keep minutes of all regular and special meetings of the Board.

**1135.1.1** Copies of a meeting's minutes shall be distributed to Directors as part of the packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

**1135.1.2** Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 30 days after these same minutes have been approved by the Board. Members of the public may inspect approved minutes of past Board meetings at the [pleasanthillrec.com](http://pleasanthillrec.com) District website for a minimum of the past 3 years.

**1135.1.3** Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- \*Date, place and type of each meeting
- \*Directors present and absent by name
- \*Administrative staff present by name
- \*Call to order
- \*Time and name of late arriving Directors
- \*Time and name of early departing Directors

(Continues)

- \*Names of Directors absent during any agenda item upon which action was taken
- \*Summary record of staff reports
- \*Summary record of public comment regarding matters not on the agenda, including names of commentators
- \*Approval of the minutes or modified minutes of preceding meetings
- \*Approval of financial reports
- \*Record by number (a sequential range is acceptable) of all warrants approved for payment
- \*Complete information as to each subject of the Board's deliberation
- \*Record of the vote of each Director on every action item for which the vote was not unanimous
- \*Resolutions and ordinances described as to their substantive content and sequential numbering
- \*Record of all contracts and agreements, and their amendment, approved by the Board
- \*Approval of the annual budget
- \*Approval of all policies, rules and/or regulations
- \*Approval of all dispositions of District assets
- \*Approval of all purchases of District assets
- \*Report from the General Manager
- \*Requests from the Board of Directors
- \*Time of meeting's adjournment

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Board Powers and Duties  
**POLICY NUMBER:** 1140

The purpose of this policy is to clarify the Board of Director's powers and duties.

**1140.1** The Board of Directors of the Pleasant Hill Recreation and Park District is a separate and independent board with full responsibility for policy formation and implementation. The powers and duties are defined in Section 5780 of the Public Resources Code of the State of California.

**1140.2** In developing policies to provide effective management for recreation and park services, the Board should:

- a) Define the District's objectives and goals
- b) Carry out its legal responsibility and adopt procedures for the operation of the Board
- c) Select the General Manager; provide strong encouragement and support; work in partnership with him/her-delegating authority and responsibility so as to provide operating efficiency
- d) Approve financial plans and budgets
- e) Encourage and approve the development of a broad variety of programs, facilities and services, within budgetary limitation, meeting community needs and demands utilizing the total resources of the community
- f) Inform and educate the public about the importance of a need for recreation and park program facilities and services
- g) Establish and maintain an effective public relations program
- h) Provide close liaison and coordinate with other related community agencies to insure total cooperative effort for effective, economical services
- i) Stimulate the development and maintenance of broad organized citizen involvement in the District's service through community advisory councils and encouragement of sponsored groups
- j) Evaluate the District's programs, facilities, services, and relationships annually to assure its goals and objectives are being achieved
- k) Evaluate the General Manager on an annual basis

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Code of Ethics

**POLICY NUMBER:** 1145

The purpose of this policy is to establish a Code of Ethics for the Board of Directors.

**1145.1** The Board of Directors of PHRPD are committed to providing excellence in legislative leadership that results in the highest quality services to its constituents. Each Director is required to participate in a qualified ethics training course every two years to comply with the requirements of AB 1234.

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed.

**1145.1.1** The dignity, style, values and opinions of each Director shall be respected.

**1145.1.2** Responsiveness and attentive listening in communication is encouraged.

**1145.1.3** The needs of the District's constituents should be the priority of the Board of Directors. When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not.

**1145.1.4** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**1145.1.5** Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

**1145.1.6** Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

**1145.1.7** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

(Continues)

**1145.1.8** Directors should practice the following procedures:

**1145.1.8.1** In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

**1145.1.8.2** In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

**1145.1.8.3** In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**1145.1.8.4** In presenting items for discussion at Board meetings, all topics shall be in compliance with board policies.

**1145.1.8.5** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

**1145.1.9** If approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor or General Manager. The chain of command should be followed.

**1145.2** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**1145.2.1** When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

**1145.2.2** Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

**1145.2.3** Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**1145.2.4** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

**1145.2.5** Board of Director's family members shall not be employed by the District. "Family Members" as used in this paragraph is defined as wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step parent or step-child.

Approved:

Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Committees of the Board of Directors

**POLICY NUMBER:** 1150

The purpose of this policy is to clarify the various committees of the Board of Directors.

**1150.1** The Board Chair shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or by the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**1150.2** The following shall be standing committees of the Board:

**1150.2.1** Program Committee

**1150.2.2** Budget & Finance Committee

**1150.2.3** Personnel Committee

**1150.2.4** Land & Facilities Development

**1150.3** The Board Chair shall appoint and publicly announce the members of the standing committees for the ensuing year at one of the two Board's regular meeting in December.

**1150.4** The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board Chair, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

**1150.4.1** All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

**1150.5** The Board's standing Program Committee shall be concerned with the programming content and rates offered for enrollment and rental opportunities and rates for rent of District facilities.

(Continues)

**1150.6** The Board's standing Budget & Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

**1150.7** The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.

**1150.8** The Board's standing Land & Facilities Committee shall be concerned with the purchase of park and/or open space lands, facility development, and facility maintenance.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Disclosure Categories  
**POLICY NUMBER:** 1155

The purpose of this policy is to avoid conflict of interests.

**1155.1** The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the District.

**1155.2** Designated employees and all Board Members shall file statements of economic interests with the Clerk of the County of Contra Costa County a copy of which shall be maintained for District records.

(Continues)

## Appendix A

### Part I - Designated Employees

<u>Position Category</u>	<u>Disclosure</u>
Board Members	1
General Manager	1
Legal Counsel	1
Consultants	2
Other Management/Supervisory Employees	2
Park Superintendent, Recreation Superintendent, Recreation Supervisors, Accounting Supervisor	2

### Part II - Disclosure Categories

1. Interest in real property.

Investment and business positions in any business entity or income from any source if the business entity or source of income manufactures or sells supplies, machinery or equipment of the type utilized by the District.

Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the District.

2. Consultants.

Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

The General Manager of the District may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Duties of Board Chair  
**POLICY NUMBER:** 1160

The purpose of this policy is to clarify the duties of the Board Chair.

**1160.1** The Chair of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**1160.2** In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as chairperson over all meetings of the Board. If the Chair and Vice Chair of the Board are both absent, the Secretary shall serve as chairperson.

**1160.3** Duties Regarding Meetings of the Board:

The Chair shall preside over and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on parliamentary procedure and
8. Put motions to a vote, and state clearly the results of the vote

**1160.4** Responsibilities of the Chair:

The Chair shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the chair wishes to move or second a motion he/she must pass the gavel to the Vice-Chair and step down as the presiding officer for that particular agenda item. Responsibilities of the Chair include:

(Continues)

1. Sign all instruments, act, and carry out stated requirements and the will of the Board
2. Sign the minutes of the Board meeting following their approval
3. Appoint and disband all committees, subject to Board ratification
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law
5. Coordinate the preparation of meeting agendas with the General Manager
6. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings
7. Be responsible for the orderly conduct of all Board meetings
8. Be the spokesperson for the Board
9. Perform other duties as authorized by the Board

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Duties of Board Members

**POLICY NUMBER:** 1165

The purpose of this policy is to provide guidance to members of the Board of Directors.

**1165.1** It is the desire of the District that Directors shall thoroughly prepare themselves to discuss agenda items at every meeting of the Board of Directors.

**1165.1.1** Individual Directors may request additional information before the meeting from the General Manager on any item on the agenda. The new information must be distributed to all Directors.

**1165.1.2** Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

**1165.2** Directors shall at all times conduct themselves with courtesy to members of the audience, to each other and to staff present at Board meetings.

**1165.3** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

**1165.4** Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

**1165.5** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, Directors should not abstain from their Board's decision-making responsibilities.

**1165.6** Requests by individual Directors for substantive information and/or research from District staff must be requested through the General Manager.

Approved:

Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Duties of Board Secretary  
**POLICY NUMBER:** 1170

The purpose of this policy is to clarify the duties of the Board Secretary.

**1170.0** The position of Secretary of the Board of Directors is required by state law. The Secretary may perform or duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board.

**1170.1** If for any reason the Chair and Vice-Chair resign or are absent or disabled, the Secretary shall perform the President's duties until the position of President is filled.

**1170.2** If for any reason the Chair and Vice-Chair disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Secretary shall perform the duties of the presiding officer.

**1170.3** Duties of the Secretary: The Secretary of the Governing Board shall have the following duties:

**1170.3.1** Certify or attest to actions taken by the Board when required

**1170.3.2** Sign the minutes of the Board meeting following their approval

**1170.3.3** Sign the documents as directed by the Board on behalf of the District and sign all other items which require the signature of the Secretary

**1170.3.4** Perform any other duties assigned by the Board

**1170.4** Responsibilities of the Secretary: It is the responsibility of the Secretary with assistance of the District General Manager to ensure:

**1170.4.1** Minutes of the Board of Directors meetings are recorded. The recordings are for use by the Executive Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the recording media will be reused

**1170.4.2** Minutes of each Board meeting are prepared and maintained

(Continues)

**1170.4.3** Board records and other documents and reports are maintained, as required by law

**1170.4.4** Board officers receive the correspondence addressed to them

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Duties of the Clerk of the Board  
**POLICY NUMBER:** 1175

The purpose of this policy is to clarify the duties of the Clerk of the Board.

**1175.1** The Clerk of the Board shall be appointed by the Board of Directors and shall be responsible for performing the duties required by California law and District Policy.

**1175.2** The duties of the Clerk of the Board or designee include:

**1175.2.1** Providing input in formulating the budget of the Board and has the authority to expend funds in accordance with the annual budget of the Board

**1175.2.2** Managing the office of the Board and responsibility for maintaining confidential information and files; prepare the Board agenda, minutes, resolutions, ordinances, notices and other related matters

**1175.2.3** Attend Regular, Special, Emergency, and Adjourned Board meetings and other meetings as required, taking non-verbatim notes of business transacted and prepare minutes; post/publish all notices and agendas required by law

**1175.2.4** Preparing reports, memoranda and other documents; act as custodian of the District seal; serve as filing officer or filing official

**1175.2.5** Being responsible for receiving, forwarding or retaining statements of economic interest or campaign statements in accordance with California Code of Regulations, Title 2, Section 18227

**1175.2.6** Maintaining resolutions, ordinances, Board approved policies and District agreements; attest to ordinances and resolutions, and accept correspondence on behalf of the Board

**1175.3** The General Manager, acting as Clerk may appoint an Assistant to the Clerk of the Board to perform the duties of the Clerk of the Board in the absence of the Clerk

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE: Education and Training for Board Members**  
**POLICY NUMBER: 1180**

The purpose of this policy is to encourage Directors to attend educational conferences and professional meetings when the activities are to improve District operation.

**1180.1** It is the desire of the District to have educated and well-informed board members. Therefore Board Members are encourage to attend education conferences and professional meetings for continuing education. There is no limit as to the number of Directors who can attend a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

**1180.1.1** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

**1180.2** The District encourages Board education by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. All expenses shall be reported by Directors and must be accompanied with validated receipts before any reimbursement by the District.

**1180.2.2** Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

**1180.3** A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**1180.4** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Employment of Outside Contractors and Consultants  
**POLICY NUMBER:** 1185

The purpose of this policy is to provide guidelines when seeking employment of consultants and vendors.

**1185.1** From time to time the District employs outside contractors or consultants for construction, engineering, planning, environmental review projects, auditing purposes or other matters as needed. The District's procedure is as follows:

**1185.1.1** Projects will be advertised for bid in at least one local newspaper of general circulation and on the District website. The bid opening is open to the public and will be specified in the bid documents per the state law. The project will be awarded to the lowest qualifying bidder.

**1185.2** Consultants will be selected by the General Manager and are subject to approval by the Board of Directors. The General Manager and/or Board of Directors will make their selection based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultants for engineering and architectural services shall be evaluated based upon qualification and not on cost of services per state law.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Ethics Training

**POLICY NUMBER:** 1190

The purpose of this policy is to inform Board of Directors that mandatory ethic training classes relevant to public service and to comply with Government Code Section 53234 through 53235.2 are required.

**1190.1** All directors and designated executive staff of the District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors. The training must be retaken at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.

**1190.2** This policy shall also apply to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

**1190.3** All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

**1190.4** Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

**1190.4.1** District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

**1190.5** District staff shall provide the Board of Directors with information on available training that meets the requirements of this policy at least once every year.

**1190.6** Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

**1190.7** Any director of the District that serves on the board of another agency is only required to take the training once every two years.

Approved:

Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Expenditure Reimbursement  
**POLICY NUMBER:** 1195

The purpose of this policy is to prescribe the manner in which Board of Directors may be reimbursed for expenditures related to District business.

**1195.1** The District will reimburse Board members for preapproved expenditures related to District business. This policy shall apply to all Board Directors and is intended to result in no personal gain or loss to any Director. The District shall adhere to Government Code Section 53232 through 53232.4 when dealing with reimbursement to directors.

**1195.2** Implementation: Whenever Directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

**1195.2.1** The General Manager will review and approve reimbursement requests.

**1195.2.2** All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

**1195.2.3** The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate in effect at the time of travel.

**1195.2.4** Expenditures for food and lodging will be moderate and reasonable.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Filling of Vacancy(s) on Board of Directors  
**POLICY NUMBER:** 1200

The purpose of this policy is to provide guideline for the filling of a vacancy on the Board of Directors.

**1200.1** From time to time a vacancy may occur on the Board for a variety of reasons. Under state law, the District has a total of sixty (60) days in which to take action.

**1200.2** The Board of Directors shall be informed immediately of the resignation or death of a member of the Board of Directors. The Board of Directors shall consider whether to act to fill the vacancy, either by appointment or by calling a special election.

**1200.3** The District shall notify the county elections official of the vacancy no later than fifteen (15) days after the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

**1200.4** In cases where the Board determines to appoint a replacement to the Board, the District will publish a public notice of a vacancy and the process for considering candidates in a local newspaper of general circulation. The Board may establish an application and interview process including requiring a resume or application form detailing qualifications and experience of the candidates.

**1200.4.1** The District shall post a notice of vacancy in at least three conspicuous places in the District at least fifteen (15) days before the Board makes an appointment. If the Board makes an appointment, the District shall notify the county elections official within fifteen (15) days of making the appointment.

**1200.5** The Board may review and invite those candidates that a majority of the Board determines are the most qualified or all of the candidates for an interview before the Board at a public noticed meeting. The Board may then consider the interviewed candidates and vote to determine if a majority of the Board can agree on a selected replacement candidate.

**1200.6** If the Board of Directors chooses to call an election, the Board must do so within sixty (60) days of notification of the vacancy or the effective date of the vacancy, whichever is later.

**1200.7** All costs for any election shall be identified for consideration by the Board for the decision of appointment or election.

(Continues)

**1200.8** A selected replacement Director shall serve out the balance of the term of the position and be subject to reelection.

**1200.9** If the Board fails to take action in the sixty (60) day period, state law provides that the Board of Supervisors may appoint a successor to fill the vacancy.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY HANDBOOK

**POLICY TITLE:** Hiring of Legal Counsel and Auditor  
**POLICY NUMBER:** 1205

The purpose of this policy is to provide authority for the Board of Directors to hire legal counsel and an auditor.

**1205.0** Legal Counsel. The Board of Directors shall hire a Legal Counsel to assist the Board and District in all applicable issues and activities, at a public meeting.

**1205.1** Legal Counsel shall be the legal adviser of the District and shall perform such duties as may be prescribed by the Board of Directors. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board, and shall be compensated for services as determined by the Board.

**1205.1.2** The Legal Counsel reports to the Board as a whole but is available to each director for consultation regarding legal matters particular to that Board members participation. No Board member may request a legal opinion of legal counsel without concurrence of the Board Chair except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

**1205.2** District Auditor. The District Auditor shall be hired by the Board in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

**1205.2.1** The Board will oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law. The Accounting Supervisor will install and maintain an accounting system that will completely and at all times show the financial condition of the District.

Approved:  
Amended:

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# **Pleasant Hill Recreation & Park District**

## **POLICY MANUAL**

**POLICY TITLE:     Membership in Associations**  
**POLICY NUMBER: 1210**

The purpose of this policy is to state that the District through its Board of Directors may have memberships in local, county, state and national associations which have similar functions as the District.

**1210.1** The Board of Directors may have membership in and attend meetings of local, county, state and national associations which have applicability to the functions of the District. The Board may look upon such memberships as an opportunity for in-service training.

**1210.2** Board of Directors will annually review association memberships. The Board may decide to join/renew/withdraw membership in local, county, state and national associations. If the Board decides to join or renew an association membership, they will ensure that annual dues are paid.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Operating Norms and Principles of the Board of Directors

**POLICY NUMBER:** 1215

The purpose of this policy is to establish norms and principles that the Board of Directors will use while in public office representing the District.

### **1215.1** Implementation

- 1215.1.1** The Board is committed to the practice of using these norms
- 1215.1.2.** If a breach of these norms occur, the Board is committed to addressing this breach first to the individual(s) involved, before raising the issue with the Board itself.

### **1215.2** Communication Norms

- 1215.2.1** All communication will be accurate and brief.
- 1215.2.2** Board will actively listen when communicated with.

### **1215.3** Process Norms

- 1215.3.1** The Board needs to determine priorities.
- 1215.3.2** The Board is committed to the practice of building consensus and orderly implementation.
- 1215.3.3** The Board is committed to District's mission and to work as a team.
- 1215.3.4** The Board needs to monitor and respond to changes in the market and environment.
- 1215.3.5** Staff needs to make available all information and analysis of alternatives so that the Board can make "reasoned decisions."
- 1215.3.6** The Board will jointly discuss and identify its interest(s) prior to establishing a position and negotiating with external organizations.
- 1215.3.7** All requests from the Board for information/agenda items will be funneled through the General Manager and distributed to all Board members.

(Continues)

**1146.3 Relationship Norms**

- 1215.3.1 Create an environment that promotes respect and appreciation between the Board, staff, consultants, and customers.
- 1215.3.2 Fundamental agreement that the focus on the District's mission is an accomplishments and future vision that meets the needs of its customers.
- 1215.3.3 Establish, accept and support common purpose and vision.
- 1215.3.4 The "Team" includes the Board, Staff, and Consultants.

**1146.4 Capacity Norms**

- 1215.4.1 Continue the process of hiring qualified personnel.
- 1215.4.2 Expand education for the Board, Staff and Consultants.
- 1215.4.3 Expect creative decision-making.
- 1215.4.4 Maintain competitive advantage by adhering to a policy of updating technology and resources.
- 1215.5.5 Ensure a cooperative and open work environment.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Remuneration to the Board of Directors  
**POLICY NUMBER:** 1220

The purpose of this policy is to clarify the monthly stipend budgeted for the Board of Directors.

- 1220.1** Members of the Board of Directors shall receive a monthly stipend in the amount of \$200 per month. The stipend amount shall be \$100 per meeting to a maximum of \$200 per month.
- 1220.2** Members of the Board of Directors need to attend six official meetings in a three month period to qualify for the stipend of \$200.00 per month.
- 1220.3** This stipend shall be established annually by the Board at its regular meeting in June. The stipend may be modified with Board approval consistent with applicable state law.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Review of Administrative Decisions  
**POLICY NUMBER:** 1225

The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

**1225.1** This policy affects those administrative decisions authorized by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

**1225.2** The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Voluntary Candidate Expenditure Ceiling  
**POLICY NUMBER:** 1230

The purpose of this policy is to implement the guidelines for voluntary campaign expenditure ceiling for candidates for the Board of Directors of the Pleasant Hill Recreation and Park District.

**1230.1** In accordance with *Government Code §85400* (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of PHRPD, and controlled committees of such candidates, shall be one dollar (\$1) per resident or voter for each election in which the candidate is seeking election to the Board of Directors.

**1230.2** Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

**1230.2.1** If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

**1230.2.2** If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** General Manager-Employment Agreement  
**POLICY NUMBER:** 1500

The purpose of this policy is to ensure that there is a written employment agreement between the General Manager and Pleasant Hill Recreation & Park District Board of Directors.

**1500.1** The General Manager shall be the Executive Officer of the District and Clerk of the Board of Directors.

**1500.2** The terms and conditions of the General Manager's employment shall be specified in the employment agreement between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time specified therein.

**1500.3** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District Policy, said agreement of employment shall prevail.

**1500.4** The Board of Directors may establish written agreements of employment for terms and conditions for other specified positions within the District.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Performance Evaluation - General Manager

**POLICY NUMBER:** 1505

The purpose of this policy is to ensure an annual performance evaluation of the General Manager by the Board of Directors.

**1505.1** The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

**1505.2** The performance evaluations should occur in closed session annually during the first Board of Directors meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Directors and the General Manager. The Board shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

**1505.3** The Board of Directors will agree upon an evaluation form to be provided to the Board and completed prior to the formal performance review session. Board of Directors shall be encouraged to prepare input on the form prior to the Board of Directors meeting.

**1505.4** During the scheduled closed session(s), the Board should meet as a group with the General Manager to verbally discuss the components of the performance evaluation and received feedback from the General Manager relative to his/her assessment. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the General Manager, the Board shall meet and determine an overall evaluation of the General Manager's performance for the past review period and provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the General Manager and a copy kept in the General Manager's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

**1505.5** The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Approved:

Amended:



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2015

RE: March 12, 2015 Board Meeting

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### **To Consider Bids for Community Center Catwalk Fabrication (ACTION)**

Attached to your packet is information regarding the bids for the steel fabrication for the catwalk. Staff is recommending the bid design construction for \$6,076. The District staff will be installing the catwalk under direction of Engineer Al Horeis, who also provided the design work for the catwalk.

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

**Date:** March 17, 2015

**Agenda Item:** To Consider Bids for Catwalk Fabrication for Community Center Roof

**Organization/Board Member/Staff Request:** Building Superintendent Carrie Miller

**Summary of Item:** In order to properly access and safely maintain gutter and roof areas of the Community Center there is a need for a catwalk. Building Superintendent Miller is recommending the fabrication of the catwalk in steel and the installation will be completed by staff under the direction of Engineer Al Horeis, who provided the design calculations. Two bids were received:

\$6,076	Design Construction
\$11,928	Contra Costa Metal Fabricators

Miller is recommending the bid from Design Construction for fabrication of the Community Center Catwalk for \$6,076.

**Cost of Item:** Total cost of \$9,893

1. Design Construction \$6,076
2. Engineer Al Horeis \$2,817
3. Inspection Fees \$1,000

**Total \$9,893**

**Financial Information:**

Funds will come from the Capital Budget.

**Budget Item** Capital Expenditures Budgeted Amount \$20,000

**Account Number** 15000-80313

**Staff Recommendation:** Carrie Miller

**Attached** X

**Overseen/Supervised by:** Carrie Miller

**GM Recommendation:** Recommend acceptance of the bid from Design Construction for the fabrication of the Community Center Catwalk.

**Board Action Requested:** To approve the bid from Design Construction for fabrication of the Community Center Catwalk for \$6,076.



## MEMO

To: Bob Berggren, General Manager  
From: Carrie Miller, Building Maintenance Superintendent  
Date: 3/17/2015  
Subject: CC Catwalk Bids

Bob,

We have received two bids for the CC Catwalk (the third bidder pulled out).

Design Construction     \$6076.00

Contra Costa  
Metal Fabricators     \$11,928.00

The only difference in the descriptions was that Contra Costa Metal included \$1000 galv-hot-dip treatment of the steel, while we only specified rust-proofing, which can be a painted coating at less expense.

Even allowing for the less expensive rust-proofing treatment, Design Construction has the better price.

All installation is in-house. Al Horeis, who provided the design calculations, will be the inspector for the job. To date, expenses for Alan R. Horeis Structural Engineers, Inc. design and load calculations have been \$2817. We estimate the inspection fees at \$1000, provided no modifications and reinspection are required.

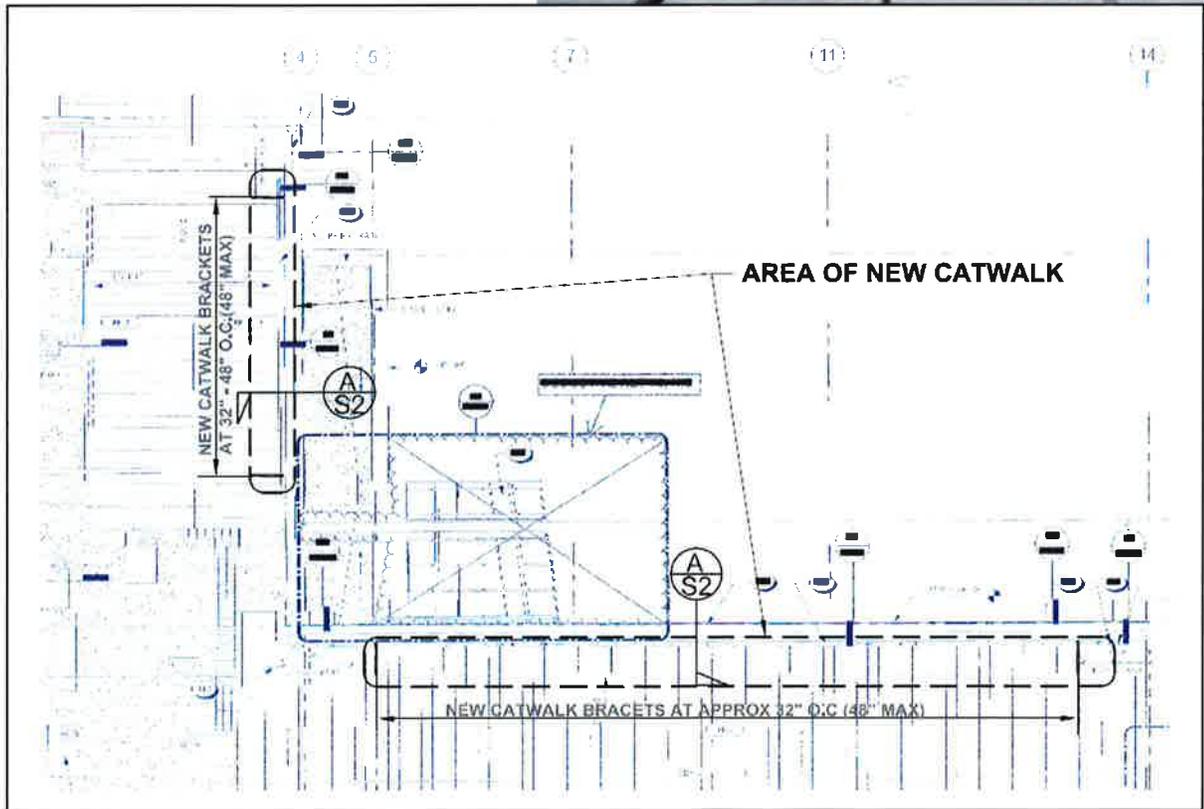
We recommend accepting the bid from Design Construction for fabrication of the CC Catwalk assembly, for \$6076.00.

CC Catwalk 2015



Rough mockup installed for engineering review.

Catwalk will run behind both north and west parapet walls for access to gutter cleaning.





## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2015

RE: March 26, 2015 Board Meeting

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### **To Consider Candidates for Annual Soroptimist Youth Recognition Night (ACTION)**

The Annual Soroptimist Youth Recognition Night will be held on is scheduled for April 16 at 7pm at the Teen Center. This is an opportunity for the District to honor youth in our community that have volunteered in a significant role. Attached, for your information, are some candidates that the staff are recommending.



# MEMO

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

Date: March 19, 2015

Re: Soroptimist Youth Award

I will be submitting the 4 Senior members of the Teen Council for this year's awards.

**Mayuko Butterfield** is a Senior at College Park High School. She current co-chair of the Pleasant Hill Teen Council and has served on the Council for 3 years. Through Teen Council she has volunteered countless hours to community events and planning events for her peers. Mayuko is also the Co-President of the College Park Interact Club. Interact gives students the chance to carry two service projects a year: one that helps their school or community and one that promotes international understanding. She is also the Co-Lieutenant Governor of District 5160 Council Interact Clubs and the Captain of the College Park Track & Field. She is a four year member of CSF and is also an AP honors student.

**Trace Bechter** is a Senior at College Park High School. He is current a co-chair of the Pleasant Hill Teen Council and has served on the Council for 2 years. In his time on Council he has volunteered over 60+ to community events and projects sponsored by the Teen Council. He is also a member of the Interact Club at College Park, Cross Country and Lacrosse Teams, and the debate director for Jr Statesmen of America.

**Emily Dowey** is a Senior at College Park High School. She has been a member of the Pleasant Hill Teen Council for 3 years. Through Teen Council she has volunteered over 100+ to community events and projects during this time. She is a member of the College Park Interact Club, Varsity Cross Country and Track team member and is a member of the College Park Band. She has been actively involved with Girl Scouts of America for many years.

**Matthew Cary** is a Senior at College Park High School. He has been a member of the Pleasant Hill Teen Council for 6 years. Through Teen Council he has volunteered over 200+ to community events and projects during this time. He was very involved with the Teen Center project which opened in 2012. He is a member of the College Park Varsity Water Polo team and a current representative for College Park High School Leadership.

Soroptimist Diablo Vista – 45<sup>th</sup> Annual Youth Recognition Night  
IMPACTING OUR COMMUNITY – ONE WOMAN AT A TIME

Date: April 16, 2015 Time: 7:00 P.M.

Location: Pleasant Hill Teen Center  
147 Gregory Lane, Pleasant Hill, CA 94523

March 2, 2015

Dear Friends:

Soroptimist International of Diablo Vista cordially invites you to join with us in honoring deserving young people within our community at our 45<sup>th</sup> YOUTH RECOGNITION NIGHT on April 16, 2015.

We know that these are busy and uncertain times, but won't you take a few minutes to think of the deserving young people of our community (girl or boy) who give of their time and talent to help improve our community.

This is an opportunity for all schools, service, civic, religious groups, businesses and individuals to participate with us in honoring young people, youth groups and youth service clubs for their volunteer community service. It's easy to participate, you can either be a sponsor or you can let us know the names of the young people that should receive special recognition.

We've attached an application form (make copies as needed) for your convenience. Please complete a form for each young person or group being honored. Be sure to include the honorees name, sponsors name, mailing address, phone, fax and email address and a brief bio highlighting the accomplishments of the individual. All applicants will be honored.

If you are honoring an organization, youth group or club please provide a brief description of the programs and services they provide along with a list of the groups accomplishments and the names of each young person being recognized within the group.

With the application form a donation of \$10.00 per honoree (make checks payable to S.I. Diablo Vista) is requested to help defray our expenses. However, if you are unable to pay the \$10.00 per honoree, do not let that stop you from submitting the applications. We have other sponsors that will help provide the financial assistance. The goal of this event is to make sure that our young people are given recognition for their volunteer efforts and community service.

**We ask that all applications be returned by April 4<sup>th</sup>, 2015.** You can mail, email your application. If you have any questions or need more forms or information, please call Mary Ann Van Buren (925-939-4293) or email to [sidiablovista@gmail.com](mailto:sidiablovista@gmail.com) by April 4th. Mail all correspondence and checks to: SI Diablo Vista c/o Mary Ann Van Buren, 151 Belle Lane, Pleasant Hill, CA 94523.

Thank you! We look forward to your participation in celebrating the achievements of our young people for their commitment to volunteer service. CHEERS TO OUR YOUTH - OUR FUTURE LEADERS!!

Sincerely,  
*Mary Ann Van Buren*  
Chair

Soroptimist International of Diablo Vista – P.O. Box 5855, Concord, CA 94524  
Nonprofit Tax ID 94-1542211

Sponsored by Soroptimist International of Diablo Vista

Youth Recognition Certificates are given to young people in our community for their contribution to home, school, community, church, country and the world. We ask that you provide the following information so we can confirm that the information is spelled correctly and listed accurately in the program. (Please type all information in Word and email to this address: [sidiablovista@gmail.com](mailto:sidiablovista@gmail.com))

Name of Honoree or Group

Name \_\_\_\_\_ If submitting for a group, please list the names of each member of the group being recognized. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In 50 words or less** please list the accomplishments of this young person. (If writing, please print clearly, attach a separate sheet if necessary. Use email, if possible.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Provide contact information for person and/or organization submitting name for the young person or group receiving recognition.)

**Name of Organization/Business/Sponsor**

**Sponsor:** \_\_\_\_\_

**Presenter's Name** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **\*Number of Guest Attending for Honoree and Sponsor:** \_\_\_\_\_

**\*Important: Sponsors please be sure to notify the presenter and applicant of the date and time of the event, confirm their presence at the event, and confirm how many guests will be attending.**

A \$10.00 contribution is requested per honoree (but not required). Please mail checks to: S.I. Diablo Vista c/o Mary Ann Van Buren, 151 Belle Lane, Pleasant Hill, CA 94523. Completed forms can be emailed to [sidiablovista@gmail.com](mailto:sidiablovista@gmail.com) by April 4<sup>th</sup>. The checks can be mailed separately. (Make additional copies as needed.) Call 925-939-4293 with any questions.



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: March 19, 2015  
RE: March 26, 2015 Board Meeting

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### **To Schedule Annual Review of the General Manager**

Board Chair Sandy Bonato requested to have this item placed on the agenda for the annual review of the General Manager.



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: March 19, 2015  
RE: March 26, 2015 Board Meeting

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### **Reports and to Set Board Committee Meeting Dates**

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

This is an ongoing item. Some of the committees will give updates and schedule any meetings.