



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2014

RE: Closed Session – March 27, 2014 Board Meeting at 6:30 p.m.

Please note that the Board of Directors will have a 30 minute closed session beginning at **6:30 p.m.** Attorney Bill McInerney will be phoning in to give an update on the closed session items.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2014

RE: Agenda Item #5 – March 27, 2014 Board Meeting

Consent Calendar

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of January 23, 2014**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
19649	03/27/2014	AbbSu	Susan Abbott	300.00	000000
19650	03/27/2014	ABIAbs	ABI Absolute.com	16,537.00	000000
19651	03/27/2014	ALL100	ALLIED 100	1,514.36	000000
19652	03/27/2014	AllWast	Allied Waste Services #210	2,385.21	000000
19653	03/27/2014	AmerExp	American Express	781.97	000000
19654	03/27/2014	AmerSta	American Stage Tours	1,702.50	000000
19655	03/27/2014	AmFidAs	American Fidelity Assurance	87.28	000000
19656	03/27/2014	ARC	ARC	298.61	000000
19657	03/27/2014	AshLum	Ashby Lumber Company, Inc.	19.50	000000
19658	03/27/2014	ATT3	ATT CALNET 2	308.59	000000
19659	03/27/2014	B&DTrail	B&D Trailer Sales	59.65	000000
19660	03/27/2014	Berk	Berkeley, City of	200.00	000000
19661	03/27/2014	C & M Pa	C & M Party Props	393.31	000000
19662	03/27/2014	CaliBan	California Bank of Commerce	1,284.04	000000
19663	03/27/2014	CaUsss	California USSSA	1,122.00	000000
19664	03/27/2014	CCCOofEd	Contra Costa County Office of	50.00	000000
19665	03/27/2014	CCSNP	Contra Costa Senior Nutrition	3,662.00	000000
19666	03/27/2014	CCWat	Contra Costa Water District	185.10	000000
19667	03/27/2014	CenCon	Central Contra Costa Sanitary	9,519.94	000000
19668	03/27/2014	CGSgym	CGS Gymnastic Services, Inc	273.00	000000
19669	03/27/2014	CintCorp	Cintas Corp # 185	144.72	000000
19670	03/27/2014	Cleansou	Cleansource	1,457.44	000000
19671	03/27/2014	CornMar	Mark Cornelius	1,242.00	000000
19672	03/27/2014	Cyber	Cybercopy	342.06	000000
19673	03/27/2014	DelDen	Preferred Benefit	4,216.92	000000
19674	03/27/2014	Denelect	Denalect Alarm Company	178.50	000000
19675	03/27/2014	DeptJus	Dept. Of Justice	128.00	000000
19676	03/27/2014	DiaTro	Diablo Trophies & Awards	97.65	000000
19677	03/27/2014	DLFalk	DL Falk	24,396.77	000000
19678	03/27/2014	EBMUD	East Bay Mud	120.64	000000
19679	03/27/2014	Ecolab	Ecolab	441.48	000000
19680	03/27/2014	Elavon	Elavon	72.61	000000
19681	03/27/2014	Ellis&El	Ellis & Ellis	5,376.18	000000
19682	03/27/2014	Ewing	Ewing Irrigation	78.24	000000
19683	03/27/2014	Fechter	Fechter & Co CPA's	1,449.00	000000
19684	03/27/2014	FranTx	Franchise Tax Board	105.00	000000
19685	03/27/2014	Grainger	Grainger	64.98	000000
19686	03/27/2014	GriffJoe	Joey Griffin	200.00	000000
19687	03/27/2014	HolmBas	Holm Base	990.81	000000
19688	03/27/2014	HydeP	Hyde Printing & Graphics	88.72	000000
19689	03/27/2014	KaisFou	File #73029 Kaiser Foundation Health Plan	33,890.00	000000
19690	03/27/2014	KavaLis	Lisa Kavanagh	935.20	000000
19691	03/27/2014	KellMoo	Kelly-Moore Paint Co, Inc.	280.14	000000
19692	03/27/2014	Legal S	Legal Shield	79.75	000000
19693	03/27/2014	LincEqu	Lincoln Equipment, Inc.	1,819.10	000000
19694	03/27/2014	LukeDes	Luke Design Associates	499.46	000000
19695	03/27/2014	McInerne	McInerney & Dillon	1,362.50	000000
19696	03/27/2014	MDUSD2	MDUSD	1,656.00	000000
19697	03/27/2014	MJStudio	Bruce Jackson MJ Studios	490.28	000000
19698	03/27/2014	MobiMod	Mobile Modular Mngmnt Corp	151.90	000000
19699	03/27/2014	Navlet	Navlet's Inc.	9.75	000000
19700	03/27/2014	PERS	PERS	16,780.20	000000
19701	03/27/2014	PG&E	Pacific Gas & Electric Co	5,537.89	000000
19702	03/27/2014	PhCit	Pleasant Hill, City of	1,986.50	000000
19703	03/27/2014	PHFOCUS	Community Focus LLC	225.00	000000
19704	03/27/2014	PhSen	Pleasant Hill Seniors Club	500.00	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
19705	03/27/2014	PitBow	Pitney Bowes Global	291.10	000000
19706	03/27/2014	PleaHill	Pleasant Hill Rec & Park Distr	109,737.98	000000
19707	03/27/2014	PurcPow	Purchase Power	1,594.93	000000
19708	03/27/2014	RossRec	Ross Recreation Equipment	3,560.83	000000
19709	03/27/2014	SanchezW	Walter C Sanchez	80.00	000000
19710	03/27/2014	SiePac	Sierra Pacific Tours	2,165.00	000000
19711	03/27/2014	SmitDana	Dana Smith	250.00	000000
19712	03/27/2014	Speedy	Speedy Glass Lockbox	373.60	000000
19713	03/27/2014	Standard	Standard Insurance Company	1,322.72	000000
19714	03/27/2014	StePrint	Steven's Printing	113.93	000000
19715	03/27/2014	Travel	Travel Center, Tours & Travel	2,486.00	000000
19716	03/27/2014	UNIVAR	UNIVAR USA Inc	232.49	000000
19717	03/27/2014	USBank	U.S. Bank	1,985.67	000000
19718	03/27/2014	VanHMeI	Melissa Van Hoosen	234.50	000000
19719	03/27/2014	VardLeo	Leo Vardas	180.00	000000
19720	03/27/2014	VSP	Preferred Benefit	61.80	000000
19721	03/27/2014	WhitCas	Casey White	520.00	000000

CHECK TOTAL: \$273,270.00



Board of Directors Meeting Minutes
January 23, 2014
DRAFT

The January 23, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 6:30 p.m. in the Conference Room at the Administration Office. Sterrett reported that the Board met in Closed Session, and no action was taken.

PLEDGE OF ALLEGIANCE

General Manager Berggren led the Pledge of Allegiance

ROLL CALL

BOARD PRESENT: Donaghu, Sterrett, Glover, Shess

ABSENT: Bonato

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

PUBLIC COMMENT

None

FUNDRAISING UPDATE

a. REPORT ON NEW YEAR'S EVE EVENT

b. UPDATE ON WINE, WOMEN & SHOES EVENT

a. Recreation Supervisor Hunn was present to report on the New Year's Eve event. She commented that the event brought in over \$9,000 in FF&E monies. She said the sold out event went great with good food and entertainment. She recommended that the District host the event again next year.

Board Chair Sterrett commented that she liked the financial report Hunn presented to the Board for the event. She asked Hunn about the possibility of adding childcare services to the event. Hunn said it would be considered for next year.

Board Member Donaghu attended the event; he commented that the dinner was very good. He would like to see more dinner tickets sold if possible. He said he heard from someone who attended the event that it was the best New Year's Eve event the person had ever been to.

Board Member Shess also attended the event and thought it was great.

The Board thanked Hunn for her report.

b. Recreation Superintendent Tina Young was present to update the Board on the upcoming Wine, Women & Shoes event. She reported that the Sponsorship Committee has had difficulty acquiring a major sponsor for the event. She commented that the committee is currently working with car dealerships for the major sponsorship. Young reported that all the other committees for the event are doing very well, and that it is a great group of people working on the event.

The Board thanked Young for her report.

TO CONSIDER UTILIZATION OF EAST BAY REGIONAL W.W. FUNDS FOR THE COMMUNITY CENTER PROJECT (ACTION)

The General Manager reported that the Board approved \$400,000 from the East Bay Regional Park District's WW funds for the Community Center project on June 13, 2013. He explained that the total WW funds allotted to the Community Center and Pleasant Oaks Park projects was \$503,985.

The General Manager reported that the Community Center project has depleted the Original Construction Contingency of \$386,000. He said the current potential Cost Exposure for the Community Center project is a minus \$70,187 as outlined in the Community Center Project Status Report through January 7, 2014. The General Manager reported that the status report on the Pleasant Oaks Project indicates an amount of -\$2,228 remaining construction contingency. He said the District will need to secure the remaining WW funding of \$103,985 to close out and finalize both of these projects.

Accounting Supervisor Mark Blair commented that based on potential project bills for both projects, the District will need the remaining WW funds.

Upon motion of Board Members Donaghu & Glover, the Board approved to use the remaining East Bay Regional Park District WW funds in the amount of \$103,985 for the Community Center project.

TO CONSIDER UTILIZATION OF PARKLAND DEDICATION FUNDS FOR COMPLETION OF BOND PROJECTS (ACTION)

The General Manager reported that the District needs additional funding to close out both the Community Center and the Pleasant Oaks Park projects. He commented that he is recommending utilizing the Parkland Dedication Fees to finish these projects. The General Manager reported that the current balance in the Parkland Dedication account is \$89,511. He explained that the District will need funds to "close out" the architects and project management contracts. He said due to the extended time frame of the projects, the District owes additional money to both the architect and the project manager.

Upon motion of Board Members Donaghu & Glover, the Board approved the utilization of Parkland Dedication Funds for completion of the Bond Projects.

TO CONSIDER RESOLUTION 2014-01-23A NOTICE OF COMPLETION FOR THE PLEASANT OAKS PARK PROJECT (ACTION)

The General Manager reported that Goodland Construction has requested that the District file the Notice of Completion for the Pleasant Oaks Park Project. He said CSI has agreed with the request to file the Notice of Completion. The General Manager commented that most of the punch list items have been completed on the site.

Upon motion of Board Members Donaghu & Glover, the Board approved Resolution 2014-01-23A Notice of Completion for Pleasant Oaks Park Project.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

COMMUNITY CENTER

- Staff is busy preparing for the public grand opening on Sunday.
- The College Park band will be playing at the event.

Board Chair Sterrett commented that the VIP opening was a great event.

Board Member Donaghu said that he received a lot of comments at the VIP event on how great the building was.

PLEASANT OAKS PARK

- The Grand Opening will be on Sunday, March 2, 2014 at 2:00 p.m.

The General Manager reviewed the proposed signage for the Pleasant Oaks Park site. Board Chair Sterrett commented that she would like this issue to be an action item on the next agenda.

Board Chair Sterrett started the regular meeting at 7:26 p.m.

PUBLIC COMMENT

None

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO KYLIE FISCHER AND AYSHA HARRIS

Kylie Fischer and Ayasha Harris were present to sign the Winter/Spring issue of The Spotlight for the District's wall of fame. The girls introduced their family members who were present. Both girls were presented with framed copies of The Spotlight.

The Board thanked Kylie, Ayasha, and their families for attending the meeting.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF NOVEMBER 20, 2013**

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

PRESENTATION AND APPROVAL OF AUDIT AND MANAGEMENT LETTER (ACTION)

- REVIEW DISTRICT ANNUAL AUDIT**
- PLEASANT HILL SENIORS CLUB ANNUAL REVIEW**

a. Craig Fechter from Fechter & Company, Certified Public Accountants was present to review the District's Annual Audit as well as the Pleasant Hill Seniors Club Annual Review with the Board. Fechter explained to the Board how his company completed the auditing process for the District.

The most significant change suggested by both the Auditor and Accounting Supervisor Mark Blair was updating the District's Policy Manual regarding the District's purchasing policy. Blair commented that the policy manual should be revised to have more accurate accounting measures in place for the use of Purchase Orders. Board Chair Sterrett commented that she will review the California Special District Association's policy manual and that she will work with Blair to update the District's manual.

Board Chair Sterrett asked Fechter to include an addendum to the management letter stating that the District is in the process of updating the policy manual.

Board Member Donaghu commented that he liked the format of the audit that was presented to the Board.

b. Fechter discussed the Seniors Club Annual Review with the Board. He explained that the scope of work performed in a review is different than the scope of work performed in an audit. He stated

that based on his company's review they were not aware of any material modifications that should be made at this time.

The Board thanked Fetcher for attending the meeting and giving his report.

Upon motion of Board Members Donaghu & Shess, the Board approved the Annual Audit and Management Letter as presented.

TO CONSIDER NOMINATIONS FOR 2013 COMMUNITY SERVICE AWARD AND BOARD APPRECIATION AWARD (ACTION)

The General Manager reported that the annual Community Awards Night will be held at the new Community Center on Tuesday, February 18, 2014. He commented that the District annually presents the Community Service Award and the District Board Appreciation Award to individuals or organizations that have made significant contributions to the District and the community.

The following candidates were chosen by the Board to be nominated by the District:

- Paul Cotruvo- Community Service Award. For his major efforts at the Blues & Brews, New Year's Eve, Breakfast with Santa, and the Come Together events.
- John Matthesen & Marian Woodard – Board Appreciation Award. For development of the Urban Farm at Rodgers Ranch.
- Harold Jeffrey – Board Appreciation Award. For his work on the Bond Oversight Committee.

Upon motion of Board Members Donaghu & Glover, the Board approved the nomination of Paul Cotruvo for the 2013 Community Service Award, and John Matthesen, Marian Woodard, and Harold Jeffrey for the 2013 Board Appreciation Award.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He reported that at the last Chamber Board meeting Chris Thomas was sworn in. Thomas has brought back the subject of tiered membership. Donaghu commented that this may affect the District's dues to the Chamber.

Shess made the following announcements/questions:

- He thanked staff for planning and implementing the well-attended VIP grand opening of the Community Center.

Sterrett made the following announcements/questions:

- She commented that she had sent an e-mail to the General Manager thanking the District Staff for all their hard work on the VIP event last night.
- She attended the Chamber Mixer at Tahoe Joes. She said it was a great event and there was lots of discussion regarding the upcoming Community Center grand opening.
- She distributed an invitation to the Board for the Lions Club crab feed.

The General Manager read an e-mail he had received from absent Board Member Bonato in which she commented what a successful event the Community Center VIP opening was.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He reported that the California Parks and Recreation Society annual conference will be held March 6-7, 2013 in Ontario.
- He reported that May 20th and 21st are the CPRS Legislative Days.

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 8:45 p.m.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2014

RE: Agenda Item #6 – March 27, 2014 Board Meeting

Report from Guild of Quilters

Representative Carole Bibeau will be on hand to give a report on the activities and membership of the Guild of Quilters.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2014

RE: Agenda Item #7 – March 27, 2014 Board Meeting

To Consider Resolution 2014-03-27 Notice of Completion for the Community Center Project (ACTION)

After finalizing a number of outstanding items, the General Manager and staff is now recommending that the Board of Directors approve the Notice of Completion for the Community Center Project.



Board of Directors Resolution

PLEASANT HILL RECREATION & PARK DISTRICT
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
BOARD OF DIRECTORS

IN THE MATTER OF
PLEASANT HILL COMMUNITY CENTER PROJECT

RESOLUTION 2014-03-27

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

THAT the Pleasant Hill Recreation & Park District did enter into an agreement with D.L. Falk Construction, Inc. for the completion of the Pleasant Hill Community Center at 320 Civic Drive, Pleasant Hill, California 94523 in the amount of \$8,730,847.

THAT the work has been inspected by the Construction Managers from Critical Solutions, Incorporated, architects from Dahlin Group, and the staff of the Pleasant Hill Recreation & Park District and has been accepted subject to Change Order No. 26.

THEREFORE, BE IT RESOLVED THAT the Pleasant Hill Recreation & Park District Board of Directors does hereby accept the Pleasant Hill Community Center Project subject to Change Order No. 26. Staff has been authorized and directed in accordance with applicable law to record a notice of completion.

PASSED AND ADOPTED on March 27, 2014, by the following vote:

AYES:

NOES:

ABSENT:

Sherry M. Sterrett, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on March 27, 2014.

Robert B. Berggren, Clerk of the Board

**PLEASANT HILL RECREATION & PARK DISTRICT
147 GREGORY LANE
PLEASANT HILL, CALIFORNIA**

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, pursuant to Section 9204 of the State of California Civil Code, of the completion and acceptance on March 27, 2014 for the Pleasant Hill Community Center at 320 Civic Drive, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District, whose address is 147 Gregory Lane, Pleasant Hill, California 94523, owns the above described feature.

The work was completed by D.L. Falk Construction, Inc. located at 3526 Investment Blvd., Hayward, California 94545 pursuant to a contract dated, July 26, 2012 as amended by Change Orders.

This NOTICE was authorized by Resolution 2014-03-27.

I verify that the foregoing Notice of Completion is true and correct.

Robert B. Berggren, Clerk of the Board

Dated



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2014

RE: Agenda Item #8 – March 27, 2014 Board Meeting

To Consider Selection of Representatives to Library Task Force (ACTION)

The Pleasant Hill City Council established the Pleasant Hill Library Task Force at the regular City Council Meeting on March 10, 2014. The goal of the Task Force is to explore the need and feasibility for constructing a new library building for the residents of Pleasant Hill. The City Council agreed to allow a representative from the Pleasant Hill Recreation & Park District, either an elected official or other representative. It is on the agenda to approve a representative from the Recreation and Park District to the Pleasant Hill Library Task Force.

Bob Berggren

From: Martin Nelis [Mnelis@ci.pleasant-hill.ca.us]
Sent: Wednesday, March 12, 2014 10:04 AM
To: Bob Berggren
Subject: Pleasant Hill Library Task Force
Attachments: 03-10-14_cc_11.1.2 Resolution.pdf; 03-10-14_cc_11.1.1 Staff Report.pdf

The Pleasant Hill City Council established the Pleasant Hill Library Task Force at its meeting on March 10, 2014. The goal of the task force is to “to explore the need and feasibility for constructing a new library building serving the residents of Pleasant Hill.” (See attachments from March 10, 2014 City Council meeting).

The City Council approved the initial composition of the task force as follows:

1. Two members of the City Council (Harris and Weir);
2. One member of the Planning Commission;
3. One member of the Pleasant Hill Education Commission;
4. One representative of the Contra Costa County Library;
5. One representative of the Contra Costa County Board of Supervisors (either an elected official or other representative);
6. One representative of the Mt. Diablo Unified School District Board of Trustees (either an elected official or other representative);
7. One representative of the Pleasant Hill Recreation & Park District Board of Directors (either an elected official or other representative);
8. One representative of the Pleasant Hill Library Fund;
9. One representative of the Friends of the Pleasant Hill Library;
10. City of Pleasant Hill representative to the Contra Costa County Library Commission

Could you please email me with the name of the person (along with contact information) who will serve as your organization’s representative on the task force?

Pleasant Hill City staff will assist the task force as needed to achieve its goal and provide administrative support. Our intent is to convene a meeting of the task force within the next month.

If you have any questions or require additional information, please feel free to call or email.

Martin Nelis

Public Information Officer

City of Pleasant Hill, 100 Gregory Lane, Pleasant Hill, CA 94523

(925)671-5229 phone

(925) 270-6622 cell

mnelis@ci.pleasant-hill.ca.us



City of Pleasant Hill

CITY COUNCIL STAFF REPORT

Meeting Date: March 10, 2014

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

SUBJECT: ESTABLISHMENT OF A PLEASANT HILL LIBRARY TASK FORCE

SYNOPSIS

At its regular meeting on February 3, 2014, the City Council adopted updated goals, objectives, and tasks for fiscal year (FY) 2013/2014, 2014/2015, and 2015/2016. Among other changes, the Council adopted the following updated task regarding the library:

During the current budget year, establish a task force, working with other public agencies, organizations, and other stakeholders, to explore the need and feasibility for constructing a new library building serving the residents of Pleasant Hill. (Goal 4, Objective 2, Task C)

City staff is now recommending a specific name and composition of the task force.

DISCUSSION

Background

Pleasant Hill Library is located at 1750 Oak Park Blvd. It was built in 1961 on approximately 5.5 acres between Oak Park Boulevard and Santa Barbara Road. The building houses the Library, one of 25 community libraries in the Contra Costa County Library system, as well as the Contra Costa County Library (CCCL) Administration, Central Services and other programs. The total floor space of the entire building is 58,381 square feet, of which 16,289 square feet (around 28%) is used as the Pleasant Hill Community Library.

The 53-year old building is generally regarded as being obsolete. The building has numerous physical constraints and significant structural defects. It is not energy efficient, has asbestos insulation throughout and disabled access is limited. There are no meeting rooms in the community library and no areas for students to congregate after school other than in the main area along with other patrons. Access to technology and computer terminals is also limited due to space constraints.

In 2003, the City of Pleasant Hill and Contra Costa County Library published the "Community and County Library Needs Assessment and Preliminary Analysis of Site Options". The document contains a comprehensive needs assessment for library services and the facility, as well as an outline of the many physical constraints and limitations of the current building. It explored various options to either significantly modify and upgrade the existing facility or construct a new library building in order to meet the needs of library users and the desire of the Pleasant Hill community for a better library facility.

ESTABLISHMENT OF THE PLEASANT HILL LIBRARY TASK FORCE

March 10, 2014

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Contra Costa County Board of Supervisors Action

At its meeting on February 25, 2014, the Contra Costa County Board of Supervisors authorized County staff to “work with the City of Pleasant Hill on the disposition of County properties in the South Pleasant Hill area.” The staff report identified three County owned properties as part of this authorization:

1. A 10-acre parcel on Oak Park Boulevard south of Pleasant Hill Middle School;
2. A 6-acre parcel owned by the County Flood Control and Water Conservation District north of Pleasant Hill Middle, adjacent to Cleaveland Road; and
3. The 4.8-acre parcel where the current Library and Administrative offices are located.

The staff report also referenced a 2007 evaluation of County owned buildings for deferred maintenance. The evaluation listed the County Library/Administration building with “deferred maintenance needs in excess of \$10 million.”

The Board action authorized County staff to begin “discussions with the City of Pleasant Hill to ascertain their thoughts on a new library on either of the two vacant County parcels.” The staff report for this item is attached as Attachment A.

Library Task Force

The City Council has directed that, during this budget year (FY 2013/2014), a task force be established to explore the need and feasibility for constructing a new library building. Staff recommends that the name of the task force be the Pleasant Hill Library Task Force. The task force would be composed as follows:

- Two members of the City Council;
- One member of the Planning Commission;
- One member of the Education Commission;
- One representative of the Contra Costa County Library;
- One representative of the Contra Costa County Board of Supervisors (either an elected official or other representative); and
- One representative of the Mt. Diablo Unified School District Board of Trustees (either an elected official or other representative).

The task force, once convened, will establish its mission and procedures, including frequency of meetings and reports to the City Council. It is anticipated that the Task Force may want to expand its membership to include other groups. To that end, staff recommends that the Task Force hold an initial workshop to obtain input on this subject.

FISCAL IMPACT

The administrative support that staff will provide to the task force will have some costs and impact on workload. It is difficult to estimate at this time how much staff time will be required to support the work of the task force.

ESTABLISHMENT OF THE PLEASANT HILL LIBRARY TASK FORCE

March 10, 2014

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PUBLIC CONTACT

Public contact was made through the posting of the agenda for the public meeting at which this item will be heard on the City's official notice bulletin board, the City's web page, and, together with the staff report, in the City Clerk's office, at the County Central Library, and at the Pleasant Hill Police Department.

ALTERNATIVES TO RECOMMENDED ACTION

City Council could amend any of the recommendations of staff listed above.

RECOMMENDED ACTION

Adopt the attached resolution.

Prepared by: Martin Nelis, Public Information Officer
Andrew Murray, Assistant City Manager

Reviewed by: June Catalano, City Manager

Attachments: Resolution

Attachment A – February 25, 2014 Board of Supervisors Agenda item regarding disposition of two vacant County properties in Pleasant Hill



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2014

RE: Agenda Item #9 – March 27, 2014 Board Meeting

To Consider Legal Agreement with Law Office of Curtis S. Kidder (ACTION)

Attorney Mark Cornelius is officially retiring at the end of March 2014. At this time, the General Manager is recommending to utilize the services of Curtis S. Kidder. Curt's resume is attached. Curt has worked with Mark Cornelius and we have used Curt with a couple of projects with the Recreation and Park District.

Currently, he is assisting us with the Mt. Diablo Unified School District on reviewing the existing agreement we have concerning the pool and gymnasium at Pleasant Hill Middle School. Curt also worked on the Wine, Women and Shoes agreement late last Fall. I covered this with the Personnel Committee meeting at their recent meeting to discuss various options that the Board could consider. We can discuss that with the full Board if the Board would like to go out for an RFP for legal services. However, in between that time, I would like to utilize Curt on a monthly basis until the Board decides if they would like to have an RFP selection process or consider other alternatives that can be examined. Curt's contract is attached and his current rate is \$180 per hour. The General Manager is recommending utilizing Curt's services on a month to month basis.

Curtis S. Kidder

P.O. Box 29981
Oakland, California 94604
(510-333-9956)
curt@cskidderlaw.com

Education

University of California, Hastings College of the Law, San Francisco, CA
J.D. (California Bar No. 121727)

California State University at Sacramento
M.P.A. Emphasis in Economics

University of California at Berkeley
B.A. Political Science

Experience

Law Office of Curtis S. Kidder, January 1, 2014 to Present

Provide legal services to special districts, including Park and Recreation Districts and Sanitary Districts. Draft and assist in the negotiation of contracts, leases and other agreements. Provide advice on labor and personnel, real estate, contracts and public entity laws and regulations.

Los Angeles City Attorney's Office, June 2005 to Present [Part-time] *Assistant City Attorney-Economic Development/Redevelopment*

Duties: October 1, 2010 to present: Serve as supervising attorney of the Economic Development Division. Negotiate and prepare agreements regarding HUD 108 and Community Development Block Grant funds and other Federal and State grant funds. Advise the Board of Deferred Compensation Administration and Joint Labor-Management Benefits Committee and negotiate and draft service provider contracts.

Duties: 2005-2010: Served as General Counsel to The Community Redevelopment Agency of the City of Los Angeles. Advised the Board of Commissioners and staff on redevelopment, real estate, contract and municipal law issues. Staffed Board of Commissioner meetings and provided advice on the Ralph M. Brown Act, Public Records Act, parliamentary procedure, conflicts of interest and Agency Bylaws. Drafted Closed Session memoranda and conducted Board Closed Sessions. Supervised all Agency litigation and made recommendations regarding the initiation of litigation, settlements, and appeals. Responsible for the selection, retention, and monitoring of outside counsel. Supervised 6 staff attorneys and three other staff members.

Snyder, Cornelius & Hunter, 2004-2005

Attorney

Duties: Provided advice to public agencies on the Brown Act, Public Records Act, conflicts of interests and other municipal law issues. Negotiated and drafted contracts and agreements.

Oakland City Attorney's Office, 1992-2004

Duties: 1995-2004: *Supervising Deputy City Attorney-Military Base Reuse*
General Counsel for the Oakland Base Reuse Authority, a joint powers authority created to plan for the reuse of closed military bases in the city of Oakland. Advised the governing body and staff on military base reuse, real estate, redevelopment and municipal law issues. Prepared Closed Session memoranda and conducted Closed Sessions. Negotiated and drafted leases for the Oakland Army Base.

Duties: 1992-1995: *Deputy City Attorney-Land Use*

Provided advice to the City's Community Restoration and Development Center — a one stop recovery center for victims of the 1991 fire in the Oakland hills. Drafted legislation regarding fire safety, reviewed building plans for compliance with code provisions and handled litigation emanating from the fire debris clean-up effort.

Kronick, Moskowitz, Tideman & Girard, 1991

Sacramento, CA

Associate Attorney

Provided advice to governmental entities on labor, land use, contract and municipal law issues. Handled Writs of Mandate and labor arbitrations and mediations. Drafted legal opinions and research memoranda.

Oakland City Attorney's Office, 1985-1991

Deputy City Attorney-Labor/Litigation

Duties: 1987-1991: Provided advice on labor and employment law to city departments. Represented the city on Writs of Mandate and in labor arbitrations. Assisted with the negotiation of memoranda of understanding with city unions.

Duties: 1985-1987: Handled a civil litigation caseload. Represented the city in trials, arbitrations and mediations on tort and contract cases.

Miscellaneous

California League of Cities – Brown Act Committee: 2013 – present.

Delta Sigma Phi Fraternity: Board Member - Hilgard Alumni Association. 2004-present. Undergraduate president.

Pages Victorian Court Homeowners' Association: President, 2007-present.

**CONTRACT FOR LEGAL SERVICES
BETWEEN
PLEASANT HILL RECREATION AND PARK DISTRICT
AND
LAW OFFICE OF CURTIS S. KIDDER**

BY THIS AGREEMENT, made and entered into this 10th day of March 2014, by and between the PLEASANT HILL RECREATION AND PARK DISTRICT, a California Special District, hereinafter referred to as the "District," and the LAW OFFICE OF CURTIS S. KIDDER, hereinafter referred to as "Counsel for the District" or "Counsel," the parties mutually agree as follows:

ARTICLE I: SCOPE OF SERVICES AND DUTIES

- A. Counsel for the District shall perform legal services on behalf of the District as directed by the District Board of Directors and the General Manager. Counsel for the District shall work in a cooperative role with District staff through the General Manager and/or his/her delegatee.
- B. Counsel for the District will provide legal services as directed by the District and in such periods as reasonably directed by the District. Such services may include, but are not necessarily limited to: attending the meetings of the Board of Directors and other District meetings, as needed; and providing the Board and its management with legal advice and work product, as requested, which may include advice concerning the Ralph M. Brown Act, conflicts of interest and other fair political practice issues, the California Public Records Act, labor and personnel law and general law applicable to special districts, drafting of contracts, ordinances and resolutions, and similar matters. Counsel will take reasonable steps to keep the District informed of progress and to respond to the District's inquiries.
- C. The District agrees to be truthful with Counsel, to cooperate, to keep Counsel informed of any information or developments that may come to the District's attention, and to abide by the terms of this Agreement. The District will assist Counsel in providing information and documents necessary for the Counsel's provision of legal services.
- D. The District may, in its sole discretion, assign on a case-by-case basis, litigation and special projects to Counsel for the District pursuant to the compensation schedule and other terms of this Agreement unless otherwise agreed to by the parties.

ARTICLE II: COMPENSATION

- A. Counsel for the District will provide legal services at the hourly rates set forth below until this Agreement is terminated or modified by the parties. Counsel for the District will provide on a monthly basis an invoice identifying each project worked on, the tasks performed, the amount of time spent of each

such task and the amount billed for each such task. The documentation of time spent on each task shall be set forth reflecting time spent at 1/10th of one-hour increments and multiples thereof. Unless and until otherwise agreed by the parties, the hourly rate to be charged shall be \$180.00 per hour for legal services performed.

- B. Costs and expenses may be advanced by Counsel for the District. If Counsel for the District does advance such costs and expenses and no other arrangements are made, such advances will be included in Counsel for the District's itemized statements, and District will reimburse Counsel for the District in the same manner as District pays for legal fees.
- C. District shall reimburse Counsel for the District all costs and expenses incurred by Counsel for the District, including, but not limited to, process servers' fees, court reporters' fees, telecommunication charges, deposition costs, computer research charges, messenger and other delivery fees, parking, mileage, consultants' fees, expert witness fees and other similar items. Except as otherwise provided, travel time shall be charged to District at the normal hourly rate, along with out-of-town transportation, meals and lodging where appropriate.
- D. District shall pay statements provided by Counsel with 30 days of receipt.

ARTICLE III: TERM OF THE AGREEMENT

The term of this Agreement shall be from March 10, 2014 and shall continue until terminated in writing by either party upon thirty (30) days prior written notice.

ARTICLE IV: CONFIDENTIAL RELATIONSHIP

All dealings of the parties under this Agreement shall be confidential, and unless otherwise required by law, no report, data, information, or communication developed, prepared, or assembled by Counsel for the District under this Agreement shall be revealed, disseminated, or made available by Counsel for the District to any person or organization other than the District without the prior knowledge and concurrence of the District.

ARTICLE V: INDEPENDENT CONTRACTOR STATUS

Counsel for the District is an independent contractor, and the District will not be required to pay the District's Worker's Compensation benefits for Counsel; nor shall the District be otherwise responsible for Counsel as if an employee.

ARTICLE VI: ASSIGNMENT AND LAWS

- A. Counsel for the District shall not subcontract any of the work or assign any of its rights or obligations without the prior written consent of the District.

B. This Agreement shall be governed by the laws of the State of California.

ARTICLE VII: NOTICES

All notices or other official correspondence relating to contractual matters between the parties hereto shall be made by depositing same first-class, postage-paid mail, by hand delivery, or by facsimile transmission, as follows:

To Counsel for the District:

CURTIS S. KIDDER
LAW OFFICE OF CURTIS S. KIDDER
P.O. Box 29981
Oakland, California 94604

To the District:

ROBERT B. BERGGREN
PLEASANT HILL RECREATION AND PARK DISTRICT
147 Gregory Lane
Pleasant Hill, California 94523
Facsimile (925) 682-1633

or such other address as either party may designate hereinafter in writing delivered to the other party.

ARTICLE VIII: RECORDS

Counsel for the District shall at all times keep a complete and thorough record of the time expended in performing services on behalf of the District as herein agreed upon. Counsel for the District shall also make available to the District for audit all of such records so maintained.

ARTICLE IX: CONFLICT OF INTEREST

Counsel for the District promises and agrees that Counsel for the District, and members of its staff, shall attempt to avoid any actual or potential conflicts of interest. Counsel for the District agrees immediately to notify the District of any actual or potential conflicts of interest, which may arise.

ARTICLE X: INSURANCE

During the entire term of this Agreement and any extension or modification thereof, Counsel for the District shall keep in effect insurance policies providing coverage for general liability, including lawyers' professional liability, at limits reasonably deemed acceptable by the District. Upon request, Counsel for the District shall provide certificates of Insurance and other evidence of insurance, as may be requested by the District to demonstrate that the above-required insurance coverage is in effect.

ARTICLE XI: DISCHARGE AND WITHDRAWAL

The District may discharge Counsel at any time. Counsel may withdraw with the District's consent or for good cause. Good cause includes the District's breach of this Agreement, refusal to cooperate or to follow Counsel's advice on a material matter, or any fact or circumstance that would render Counsel's continuing representation unlawful or unethical. When Counsel's services conclude, all unpaid charges will immediately become due and payable. After services conclude, Counsel upon the District's request, shall deliver the District's files and property in Counsel's possession, whether or not the District has paid for all services.

ARTICLE XII: TERMS

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

ARTICLE XIII: ARTICLE HEADINGS

Article headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.

ARTICLE XIV: PARTIAL INVALIDITY

If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

ARTICLE XV: SURVIVAL

Notwithstanding the District's acceptance of the legal services or termination thereof and payment therefor, Counsel for the District and the District shall remain obligated under all clauses of this Agreement which expressly or by their nature extend beyond and survive such acceptance, termination and payment. All ethical obligations of Counsel for the District that apply after termination, as set forth in the California Bar Association Rules of Professional Conduct, shall survive termination.

ARTICLE XVI: DISCLAIMER OF GUARANTEE

Nothing in this Agreement and nothing in Counsel for the District's statements to District will be construed as a promise or guarantee about the outcome of any matter. Counsel for the District makes no such promises or guarantees. Counsel for the District's comments about the outcome of any matter are expressions of opinion only.

ARTICLE XVII: SIGNATURES

These signatures attest the parties' agreement hereto.

PLEASANT HILL RECREATION AND
PARK DISTRICT

Chair,
Board of Directors

ATTEST:

ROBERT B. BERGGREN,
Clerk of the Board

LAW OFFICE OF CURTIS S. KIDDER

CURTIS S. KIDDER
Sole Proprietor



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2014

RE: Agenda Item #10 – March 27, 2014 Board Meeting

Report on Land and Facility Development Committee Meeting

- a. Rodgers Ranch**
- b. Winslow Center**
- c. School House**
- d. Pleasant Oaks Park**
- e. Paso Nogal Park**
 - a. Disc Golf**

The Land and Facility Development Committee will be meeting on Tuesday, March 18. The agenda is attached. Most of the items are for further discussion purposes and the committee will give a report to the Board regarding their discussions at the meeting.



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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

MISSION STATEMENT

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

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

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

**Pleasant Hill Recreation & Park District
Board of Directors
Land and Facility Development Committee
Tuesday March 18, 2014
5:00 p.m.
Administration Office
147 Gregory Lane, Pleasant Hill**

Chair: Zac Shess
Member: Bobby Glover

1. Public Comment
Public comment will be limited to five minutes per person with a maximum time of thirty minutes unless further time is granted by the presiding officer. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
2. Discussion Regarding District Facilities:
 - A. Rodgers Ranch
 - B. Winslow Center
 - C. School House
 - D. Pleasant Oaks Park
 - E. Paso Nogal
 - a. Disc Golf



MEMORANDUM

TO: Land & Facility Development Committee
FROM: General Manager
DATE: March 13, 2014
RE: March 18, 2014 5:00 p.m. Land & Facility Development Committee Meeting

The following items will be discussed at the Land and Facility Development Committee meeting with Chair Zac Shess and Member Bobby Glover. The meeting is on Tuesday, March 18, 5:00p.m., taking place at the Conference Room at the Administration Office.

Discussion Regarding District Facilities:

A. Rodgers Ranch

Rodgers Ranch representatives Steve Wallace and Denise Koroslev will be on hand to update the Board on the progress, specifically the Rodgers Ranch Barn. There have been some concerns expressed to me that the Friends of Rodgers Ranch have not communicated with the District, specifically that the District has not officially approved what they are doing at the site regarding the barn and the phasing aspect of the construction plans. Denise and Steve will be in attendance to share more regarding the future plans of the barn and the construction timeline. This then can be agendized later for the full Board of Directors to review or approve.

B. Winslow Center

This agenda item is to discuss with the committee the status of the Winslow Center. We did the epoxy fix that gives us additional four years of usage and five years on the trellis. We are trying to ascertain the status and how these "fixes" are holding up. Carrie Miller is having structural engineer Al Horeis out again on March 24 to give us a further update and report on the structural integrity of the Winslow Center.

C. School House

This is being placed on the agenda for the Board to start discussion on the future of the School House. Obviously, there is a lot involved with the future and cost of the site; restoring, rebuilding, utilizing it for some other activity, selling the property, all of these possibilities and I am sure there could be more possibilities up for discussion regarding the School House property. This is only for discussion and brainstorming at this particular time.

D. Pleasant Oaks Park

We are giving the Land and Facility Development Committee an update on Pleasant Oaks Park and especially wanted to touch base on the playground fundraising project.

E. Paso Nogal Park

a. Disc Golf

Staff has been approached by Scott Anders interested in laying out a disc golf course for Paso Nogal Park. Scott Anders, will be on hand to discuss his proposal. I am sure at a later date; we will want to visit this site to discuss the possibilities. Attached are some of the materials from Scott.

Paso Nogal Park Disc Golf Course Proposal

1. PROJECT DESCRIPTION

Proposed installation of a 18-hole disc golf course in at Paso Nogal Park in Pleasant Hill CA.
Total cost of the project is estimated at about \$10,000.

Course design, installation, and enhancements will be offered free of charge by myself, Scott Anders and players in the local disc golf community.

Rationale:

There are now more than 2000 Disc Golf courses in the United States and Canada, nearly all installed by city and county parks departments. They have found that there are few recreational activities that offer the high benefit-to-cost ratio of disc golf. Disc golf has relatively low capital and maintenance costs compared with other recreational installations, is environmentally sound, is played year-round in all climates and is enjoyed immediately even by beginners of all ages.

The installation of a disc golf course would be consistent with the goals of Paso Nogal Park, by adding a major attraction to increase park use. Disc golf can also enhance development and improvement of recreational facilities and emphasize the park's natural attributes and sweeping views of Carquinez Straits & Mount Diablo.

National Trends:

Most urban areas nationwide have already seen a major increase in disc golf courses in the past decade. Without any empirical study to reference, I can only use anecdotal evidence as examples.

Similarly-sized metropolitan areas in the U.S. generally have multiple courses.

Des Moines, Iowa (Population 198,682):
42 courses in a 60-mile radius.

Huntsville, AL (Population 176,645):
13 courses in a 60-mile radius.

Portland, OR (Population 582,130):
37 courses in a 60-mile radius.

Comparison:

Pleasant Hills's population is roughly 33,152.
Contra Costa County's population is roughly 1,029,703.

There are currently only six 18-hole disc golf courses within 60 miles of Paso Nogal Park.

Berkeley: 24 miles

Golden Gate Park: 36 miles

Vacaville: 36 miles

Napa: 36 miles

Novato: 50 miles
Stockton: 50 miles

Design Ideas for the Paso Nogal Disc Golf Course:

The map provided shows the areas best suited for disc golf.

The areas in red would be most likely optimal from a course design perspective.

Traffic and Parking

To help avoid overcrowding the main parking lot on Paso Nogal; the additional parking at the end of Paso Nogal Rd can be used as well as Morello Ave. Kiki Dr is all ready established as a park entrance and is a great alternative as well.

What Is Disc Golf?

Disc Golf is played much like traditional golf. Instead of hitting a ball into a hole, you throw a more streamlined looking Frisbee® disc into a supported metal basket. The goal is the same: to complete the course in the fewest number of shots. A golf disc is thrown from a tee area to each basket, which is the "hole." As players progress down the fairway, they must make each consecutive shot from the spot where the previous throw has landed. The trees, shrubs and terrain changes in and around the fairways provide challenging obstacles for the golfer. Finally, the "putt" lands in the basket and the hole is completed.

Who Can Play?

The simple answer is that everyone can. In studies measuring participation in recreational activities, "throwing a Frisbee" has consistently been a top-ten activity. A disc golf course serves a broader portion of the community than many narrower interest activities with higher cost, skill or fitness levels required to even begin to play. Men and women, young and old, families with small children -- all can play disc golf. Because disc golf is so easy to understand and enjoy, no one is excluded. Players merely match their pace to their capabilities and proceed from there.

How Much Does It Cost To Play?

Many courses are located in city or regional parks where citizens play free. Most private and several public facilities will charge up to \$5 per day to play, or earn passive income from annual passes and/or fees to enter the park. The equipment itself is quite inexpensive – discs designed for golf sell for \$8-\$15 each and only one is needed to get started.

What Kind of Construction Would Be Planned for Paso Nogal Park?

The installation of a 18-hole disc golf course would include the construction of tees and the installation of signs and baskets. No foliage would need to be planted or removed. A few branches usually need to be trimmed or removed near a few tees and baskets, especially near eye level range.

Tees: Each hole would have one tee, preferably 4 feet wide by 10 feet long with a brushed surface to prevent slipping.

Baskets: Each playable hole would have a basket mounted on a pipe that slides inside an anchor pipe that gets cemented into a hole measuring approximately 8" in diameter and 18-24" deep. The basket pipe and anchor pipe each have collar tabs that line up and are securely locked with a padlock. Each

hole would have 1-3 additional anchors installed so that the basket could be moved to different anchor locations periodically to reduce soil compacting and erosion, plus add some variety for players similar to moving holes around on a golf green.



Signs: Tee signs are very important to help first time users find their way through the course. Each hole would have a sign indicating the number, length, recommended flight path and par. In addition, a rules sign and information board should be installed before the first hole. The signs can be constructed with a variety of materials although we believe it would be preferable to construct signs with a natural appearance to fit in with the surrounding area. Commercial signs designed for disc golf are also available from several sources.

What Maintenance Is Required For a Disc Golf Course at Paso Nogal Park?

After installation, the maintenance needs for a disc golf course are primarily grass mowing. Unlike weekly mowing usually required for ballfields, mowing for disc golf can be stretched to every three weeks (depending on rainfall). And even then, only the fairways or even just the greens (40-foot radius) need attention. The targets are made of welded steel anchored in concrete and need no regular maintenance. In the unlikely event that one of the targets is damaged beyond repair or stolen, they can be replaced for around \$350. Much of the area of the proposed course is underutilized and not highly maintained. Under the proper supervision of the Park staff, volunteers would be eager to undertake an initial clean up of these areas and then maintain them as trash-free zones. With 2-3 anchor placements per hole, wear and tear on any one area is reduced. Walking pathways used by players may need occasional maintenance to prevent erosion and soil compacting. Volunteers would also be willing to help under proper supervision. After my last inspection of the property the current conditions are perfect; there would hardly be any other work required.

A 18-hole course would cover approximately 25-35 acres, depending on design the rough rule of thumb for total space needed is about one acre per hole. A significant advantage of disc golf is its ability to utilize areas that are not very desirable or usable for other activities such as woods choked with non-native foliage like buckthorn, rocky areas and slopes. In addition, a disc golf course need not be an exclusive use area -- it can co-exist amicably with other active and passive recreation uses such as hiking, dog-walking, etc.

2. HOW THE PROJECT BENEFITS THE COMMUNITY

The installation of a disc golf course in Paso Nogal Park would benefit the surrounding community by increasing and enhancing recreational opportunities, park safety and conservation goals.

Recreational Needs: A disc golf course would provide an inexpensive form of recreation for people of all age and skill levels and be a much-needed addition to the recreational facilities at Paso Nogal Park. Disc skills, and in particular disc golf, have been incorporated into the San Francisco Unified School District's athletic curriculum for more than 10 years. A disc golf course would give youth in the neighborhood a healthy and challenging outlet for their energies and would allow disc golfers in Contra Costa the presence of a local disc golf course and would obviate the need to travel to play.

The sport of disc golf continues to grow at a very fast rate. There will always be a growing number of players in the sport to step up, get involved, and help serve the community and its parks where disc golf is available.

I can volunteer to be "course pro" for the Paso Nogal Park course. In this capacity, I Scott Anders would work with Park staff and local players to run leagues, clinics and tournaments if desired These activities would be self-funding and so would require no new park funds.

Safety: A disc golf course at Paso Nogal Park would increase foot traffic in the Park at random times during the day and steadily during evenings and weekends. The influx of purposeful visitors would discourage the presence of individuals who are only in the park to cause mischief and perhaps engage in crime. Areas that are infrequently used and considered unsafe would be "opened-up" by the course. Letters from different Recreations Departments show that the installation of a disc golf courses has led to significant decreases in vandalism and litter as users have a stake in keeping the course and surrounding area clean and well-kept.

Conservation: Disc golf can be an environment-friendly sport. Unlike traditional golf, a disc golf course may not require trees to be removed, grass mowed and watered daily, plants uprooted or non-native species planted. Many courses can be designed to fit into the existing flora of the park like at Paso Nogal Park. The impact of a disc golf course on the surrounding area is minimal. Each hole has multiple pin placements, ensuring that no one area gets constant foot traffic (this has the added benefit of providing new challenges to players). In addition, disc golfers overall tend to take great pride in where they play, helping reduce potential litter on the course. In the long-term, a disc golf course would also help in the preservation of the park by giving young people in the neighborhood a stake in its preservation and protection.

Economics: A deluxe 18-hole disc golf course with professional signs and baskets can be purchased and installed for easily under \$30,000, less than the cost of a single tennis or basketball court. A 18-hole course can serve more than 100 people at any time, compared with a tennis court (4 maximum) or basketball court (10 maximum). The cumulative square footage of 27 x 60 sq. ft hard surface tee pads is also less than either a basketball or tennis court.

3. SUPPORT FOR PROJECT:

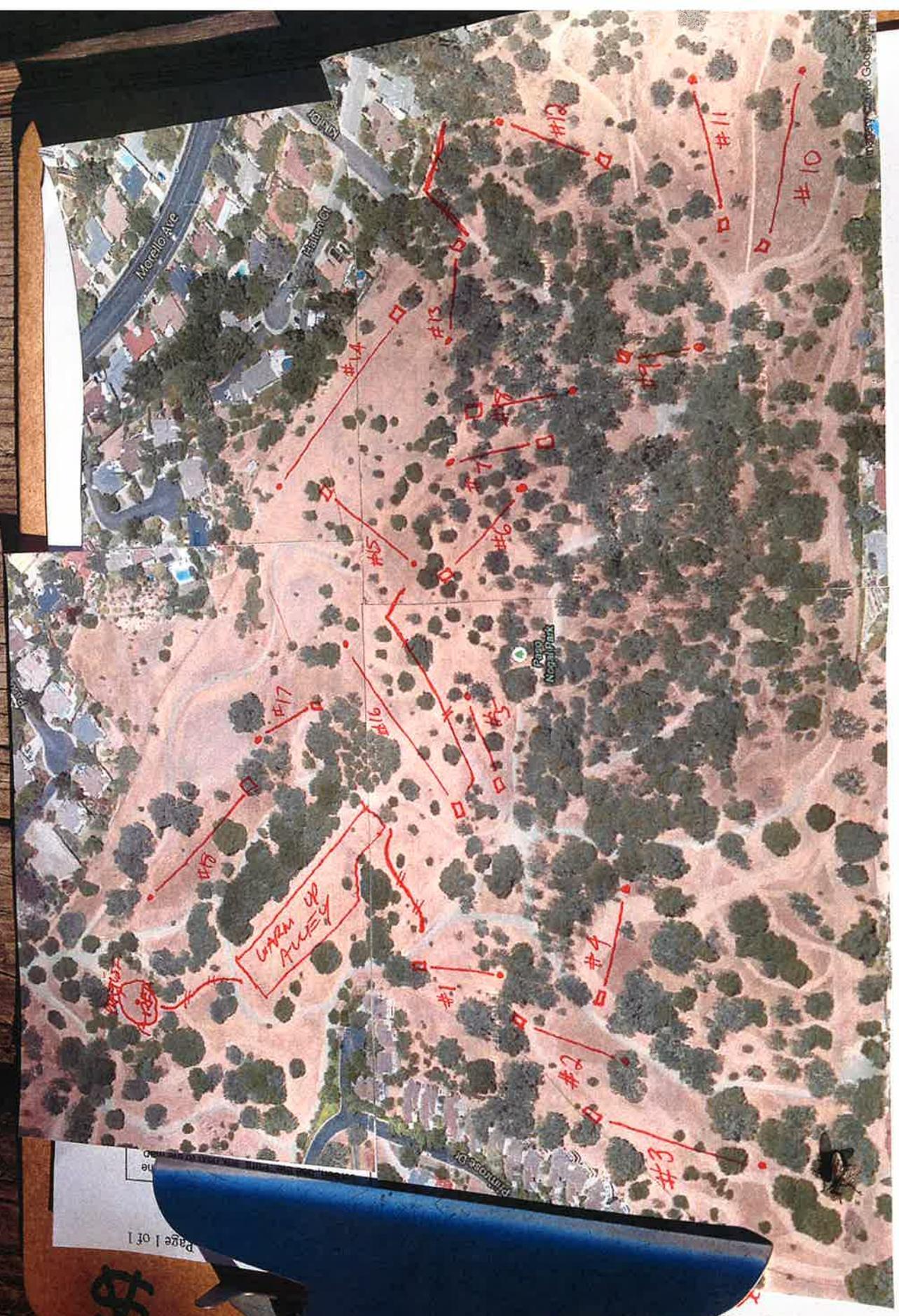
A small, one-time grant and/or investment in the project by the parks would go a long way to bringing about the completion of this exciting new use for Paso Nogal Park.

Additional Funding:

Players will be expected to raise cash and in-kind contributions from local players and the manufacturer of the disc golf baskets. Any funding gap of which we hope to fill with resources from individuals, hole sponsors, and local businesses willing to participate in promoting the sport.

Additional Disc Golf Info:

1. NRPA Article: <http://www.nrpa.org/content/default.aspx?documentId=5214>
2. Professional Disc Golf Association: <http://www.pdga.com/>
3. About Course Development: <http://www.pdga.com/course-development>



Page 1 of 1

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166 Donegal Way

Image © 2010 Google



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2014

RE: Agenda Item #11 – March 27, 2014 Board Meeting

To Consider Candidates for the Soroptimist Annual Youth Recognition Night

The Soroptimist Annual Youth Recognition Night will be held at the Pleasant Hill Teen Center on April 17 at 7:00 p.m. Staff will gather a list of candidates for the Annual Youth Recognition Night that have assisted and helped the District in a variety of programs.

Soroptimist Diablo Vista – 44th Annual Youth Recognition Night

PLANT*TEND*BLOOM

Date: April 17, 2014 Time: 7:00 P.M.

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

March 3, 2014

Dear Friends:

Soroptimist International of Diablo Vista cordially invites you to join with us in honoring deserving young people within our community at our 44th YOUTH RECOGNITION NIGHT on April 17, 2014.

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 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 10th, 2014. 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 by April 10th. 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



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 18, 2014

RE: Agenda Item #12 – March 27, 2014 Board Meeting

Discussion Regarding Evaluation of General Manager

Board Chair Sherry Sterrett requested that this item be placed on the agenda for the Board to discuss the annual review and evaluation of the General Manager.