



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: April 2, 2014

RE: Agenda Item #5 – April 10, 2014 Board Meeting

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### **Consent Calendar**

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of February 13, 2014**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
19722	04/10/2014	AEC	Architectural Energy Corporati	1,200.00	000000
19723	04/10/2014	Aflac	Aflac	88.40	000000
19724	04/10/2014	AmFid	American Fidelity	2,413.28	000000
19725	04/10/2014	AmirMaz	Mazar Amiri	360.00	000000
19726	04/10/2014	Antai	Antai Solutions LLC	8,359.00	000000
19727	04/10/2014	Aquatech	Aquatech Consultancy, Inc	3,287.55	000000
19728	04/10/2014	ATT CC	AT & T	139.07	000000
19729	04/10/2014	B&DTrail	B&D Trailer Sales	59.65	000000
19730	04/10/2014	BayAlar	Bay Alarm Company	1,294.95	000000
19731	04/10/2014	BerBob	Robert B. Berggren	350.00	000000
19732	04/10/2014	BonaSan	Sandra Bonato	200.00	000000
19733	04/10/2014	C & M Pa	C & M Party Props	183.36	000000
19734	04/10/2014	CalSta	Court-Ordered Debt Collections	20.61	000000
19735	04/10/2014	CCSNP	Contra Costa Senior Nutrition	542.00	000000
19736	04/10/2014	CCTimes	Contra Costa Times	129.60	000000
19737	04/10/2014	CCWat	Contra Costa Water District	215.45	000000
19738	04/10/2014	ChodGen	Ginnifer Chodenko	350.00	000000
19739	04/10/2014	CintCorp	Cintas Corp # 185	101.48	000000
19740	04/10/2014	Cleansou	Cleansource	4,390.53	000000
19741	04/10/2014	Cole	Cole Supply Co., Inc.	9.35	000000
19742	04/10/2014	ConSoft	Concord Softball Umpires	2,424.00	000000
19743	04/10/2014	CopySt	Copy Station	40.02	000000
19744	04/10/2014	CozAng	Angela Cozad	1,200.00	000000
19745	04/10/2014	Critical	Critical Solutions, Inc	18,000.00	000000
19746	04/10/2014	Cyber	Cybercopy	14.40	000000
19747	04/10/2014	Denelect	Denalect Alarm Company	138.00	000000
19748	04/10/2014	DeptIndu	State of Calif Dept of Industr	125.00	000000
19749	04/10/2014	DesCon	Design Construction	275.00	000000
19750	04/10/2014	DonDen	Dennis A. Donaghu	200.00	000000
19751	04/10/2014	Eames	Eames Hardware & Supply	253.48	000000
19752	04/10/2014	EBMUD	East Bay Mud	608.28	000000
19753	04/10/2014	Ewing	Ewing Irrigation	109.99	000000
19754	04/10/2014	FranTx	Franchise Tax Board	105.00	000000
19755	04/10/2014	GlovBob	Bobby Glover	200.00	000000
19756	04/10/2014	HamTree	Hamilton Tree Service	8,500.00	000000
19757	04/10/2014	HardBret	Bret Hardwick-Renner	360.00	000000
19758	04/10/2014	Hobart	Hobart Corporation	488.66	000000
19759	04/10/2014	HolmBas	Holm Base	326.14	000000
19760	04/10/2014	HurdAss	Hurd & Associates	3,375.00	000000
19761	04/10/2014	IdealSer	Ideal Service Company, Inc.	1,583.00	000000
19762	04/10/2014	Javis,Fa	Jarvis Fay Doporto & Gibson LL	117.50	000000
19763	04/10/2014	KrusePl	Kruse Plumbing	2,394.00	000000
19764	04/10/2014	LincEqu	Lincoln Equipment, Inc.	2,085.04	000000
19765	04/10/2014	LukeDes	Luke Design Associates	165.63	000000
19766	04/10/2014	LumGary	Gary Lum	50.00	000000
19767	04/10/2014	MacaRon	Ronald Macaluso	150.00	000000
19768	04/10/2014	MacJam	James MacCabe	50.00	000000
19769	04/10/2014	McCaEri	Erin McCabe	350.00	000000
19770	04/10/2014	MesiJud	Judith Mesisca	50.00	000000
19771	04/10/2014	MobiMod	Mobile Modular Mngmnt Corp	177.02	000000
19772	04/10/2014	MurdDeb	Debbie Murdock	1,553.30	000000
19773	04/10/2014	NaccAll	Allie Naccara	20.00	000000
19774	04/10/2014	Nextel	Nextel Communications/Sprint	661.50	000000
19775	04/10/2014	PerEran	Eran Perera	994.90	000000
19776	04/10/2014	PERS	PERS	16,753.51	000000
19777	04/10/2014	PG&E	Pacific Gas & Electric Co	5,844.39	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
19778	04/10/2014	PhSen	Pleasant Hill Seniors Club	1,769.04	000000
19779	04/10/2014	PleaHill	Pleasant Hill Rec & Park Distr	116,609.80	000000
19780	04/10/2014	PurcRh	PRA Group	1,310.00	000000
19781	04/10/2014	R-Comput	R-Computer	192.79	000000
19782	04/10/2014	RossRic	Rico Ross	2,320.00	000000
19783	04/10/2014	SanchezW	Walter C Sanchez	100.00	000000
19784	04/10/2014	SandSaf	Sanderson Safety Supply Co	379.99	000000
19785	04/10/2014	ShessZac	Zac Shess	200.00	000000
19786	04/10/2014	SimmSyl	Sylvie Simmons	350.00	000000
19787	04/10/2014	StarSpo	Star Sports	3,412.87	000000
19788	04/10/2014	StePrint	Steven's Printing	333.64	000000
19789	04/10/2014	SterSher	Sherry Sterrett	506.22	000000
19790	04/10/2014	TrabVic	Victoria Trabosh	350.00	000000
19791	04/10/2014	USBank	U.S. Bank	2,435.67	000000
19792	04/10/2014	USBankEq	US Bank Equipment Finance	340.26	000000
19793	04/10/2014	USBankP	U.S. Bank Corporate Payment	24,168.91	000000
19794	04/10/2014	Valic	Valic	1,450.00	000000
19795	04/10/2014	VardLeo	Leo Vardas	180.00	000000
19796	04/10/2014	VilMus	Robert W Konkle	739.37	000000
19797	04/10/2014	WhitCas	Casey White	175.00	000000
19798	04/10/2014	Xerox	Xerox Corporation	661.96	000000

CHECK TOTAL: \$251,422.56



**Board of Directors Meeting Minutes**  
**February 13, 2014**  
**DRAFT**

The February 13, 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.

**PLEDGE OF ALLEGIANCE**

Board Member Bonato led the Pledge of Allegiance

**ROLL CALL**

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

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

**PUBLIC COMMENT**

None

**TO CONSIDER ADDITIONAL SIGNAGE AT PLEASANT OAKS PARK (ACTION)**

The General Manager reviewed the additional signage related to Pleasant Oaks Park with the Board.

He commented that the Board had requested more information on the following items:

- Pleasant Hill Baseball Association's (PHBA) banner placement on backstop #1.
- Pleasant Hill Martinez Soccer Association's (PHMSA) identification sign.

The General Manager said that the signage has been reviewed by the GNU Group, who has come back with their recommendations which included having signage for the PHMSA group in one area of the park, and signage for the PHBA group in another area.

Board Chair Sterrett asked if the new sign designs have been shown to both groups. The General Manager stated that they had, and that both groups approved the signage.

Board Member Bonato commented on the PHBA signage on the "snack shack". She said that currently the sign reads "PHBA Sports Complex". She expressed concern that the public will not be aware that the park is actually a District facility. The Board requested that the General Manager discuss the wording of the building signage.

The Board discussed the marketing aspects of having the District logo on the directional signs developed by the GNU Group. The General Manager explained that the GNU Group was trying to keep the directional street signs simple and easy to see for people driving by. Board Member Glover stated that he sees the directional signs as a way to get the public to the park where the District signage can be seen. Board Member Shess asked how long the completion of the signs will take. The General Manager said it would be a couple of months for all of them to be completed.

The Board agreed to vote on the PHBA and the PHMSA signage, but to wait on the directional signage.

Upon motion of Board Members Bonato & Donaghu, the Board approved the Pleasant Hill Baseball Association and the Pleasant Hill Martinez Soccer Association signage as presented.

**UPDATES ON BOND PROJECTS**

The General Manager made the following comments:

**COMMUNITY CENTER**

- He commented that there is a meeting tomorrow with staff and the contractors to finalize the punch list items.
- Some District Staff have moved over to the site.
- There have been rentals over the past weekend.
- The building will be water tested on February 26, 2014.

Board Member Donaghu stated that he has received comments from the public that the sound system is excellent in the building. Board Member Shess commented that the Community Center was a great venue for the "Come Together Event".

Board Member Bonato commented that the kitchen at the Community Center does not currently offer enough space for caterers to warm food. She would like a report from staff regarding the costs involved to make the kitchen more functional for caterers.

**PLEASANT OAKS PARK**

- The Grand Opening will be on Sunday March 2, 2014 at 2:00 p.m.
- A fundraising committee for the playground is being developed. The committee will include PHBA members and members of the community.
- Pleasant Hill Baseball Association's Grand Opening will be March 8, 2014.

Board Chair Sterrett started the regular meeting at 7:37 p.m.

**PUBLIC COMMENT**

None

**EX-OFFICIO MEMBER REPORT**

No Report

**CONSENT CALENDAR (ACTION)**

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF DECEMBER 5, 2013**
- TO APPROVE RESOLUTION 2014-02-13A HONORING PAUL COTRUVO, FOR 2013 COMMUNITY SERVICE AWARD**
- TO APPROVE RESOLUTION 2014-02-13B HONORING JOHN MATTHESEN & MARIAN WOODARD, AND RESOLUTION 2014-02-13C HONORING HAROLD JEFFREY FOR 2013 BOARD APPRECIATION AWARD**

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

**REPORT FROM CONTRA COSTA SPECIAL DISTRICTS QUARTERLY MEETING**

- LOCAL AGENCY FORMATION COMMISSION ELECTION**

The General Manager reported that both he and Board Chair Sterrett attended the Contra Costa Quarterly meeting. He commented that the main agenda item of the meeting was the upcoming

LAFCO elections. He said there will be two open seats on the CCSDA board. The General Manager stated that he had registered Board Chair Sterrett as the voting member for the District.

**TO CONSIDER PURCHASE OF AN ABI FORCE MACHINE FOR FIELD MAINTENANCE (ACTION)**

The General Manager commented that Park Maintenance Supervisor Tom Bradley and Recreation Supervisor Lance Hurtado are recommending the purchase of the ADI Force machine for the maintenance of the baseball/softball infields. He said that this machine will assist park maintenance staff in properly preparing the infields within the District. The General Manager and staff stated that the machine's versatility also will allow staff to maintain the bocce courts properly. The General Manager is recommending this purchase over the new truck that was in the budget for this fiscal year.

The Board would like staff to have a warranty on the equipment. Bradley commented that since this is a newly designed machine the company is offering a 60 day money back guarantee.

Upon motion of Board Members Shess & Donaghu, the Board approved the purchase of the ABI Force machine in the amount of \$16,537.00.

**TO SET DATE FOR THE PERSONNEL COMMITTEE MEETING**

The General Manager reported that the Personnel Committee consists of Board Members Glover and Donaghu.

The Personnel Committee meeting was scheduled for March 12, 2014 at 8:00 a.m.

**TO SET DATE FOR LAND & FACILITIES DEVELOPMENT COMMITTEE MEETING**

The General Manager reported that the Land & Facilities Development Committee consists of Board Members Shess and Glover.

The Land & Facilities Development Committee meeting was scheduled for March 13, 2014 at 8:00 a.m.

Board Member Bonato requested to have written reports from both committees shared with the Budget Committee.

**BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

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

- He said that Board Chair Sterrett did a great job with her presentation at the Mayor's Breakfast. He commented that it was a great event.

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

- She commented that she also enjoyed the Mayor's Breakfast. She said it was nice to hear the City acknowledge the District in a positive way. She had a chance to meet the new Mt. Diablo Unified School District Superintendent.
- She reported that the Oversight Working Group has been discussing the sidewalk issues in Pleasant Hill Park. They are talking about partnering with a health organization for the repair of the sidewalks.
- She attended a YMCA event in which potential partnerships with the District were discussed. She would like to look into this matter further in the next couple of months.
- She reported that the City has set the date of March 24<sup>th</sup> at 7:00 p.m. for the AT&T appeal hearing.

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

- He said that Board Chair Sterrett did a great job at the Mayor's Breakfast. He commented that the sound at the event was very good.
- He commented that the "Come Together" concert event was one of the best he has heard.
- He asked if District legal counsel Mark Cornelius was officially retired. The General Manager said he will be in mid March.

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

- He commented that the "Come Together" concert event was great.
- He would like the District's water conservation efforts to be shown to the public through publicity efforts.
- He also complimented Board Chair Sterrett on her presentation at the Mayor's Breakfast. He said at the breakfast he had the pleasure of meeting the new Mt. Diablo School District Superintendent.

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

- She commented that she appreciated everyone's support for the Mayor's Breakfast. She thanked Marketing Specialist Jen Thoits for her work on the event.
- She said the California Parks and Recreation Society (CPRS) luncheon is next week. She and Donaghu will be attending the event.
- She commented that the CPRS State Awards will be given at the annual conference in Ontario in March.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He reported that Community Awards Night will be February 18, 2014 at the Community Center.
- He said the District received a \$10,000 dividend from CAPRI.

### **ADJOURNMENT**

Board Chair Sterrett adjourned the meeting at 8:50 p.m.

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Robert B. Berggren, Clerk of the Board



## MEMORANDUM

TO: Board of Directors  
FROM: General Manager  
DATE: April 2, 2014  
RE: Agenda Item #6 – April 10, 2014 Board Meeting

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### **Presentation of Semi-annual Bond Oversight Committee Report**

Attached is information from the most recent Bond Oversight Committee Report. Bond Oversight Committee Chair Norm Vanhole will be on hand to give an update and report. As we are concluding the bond projects, I foresee that we may have one more final report from the Bond Oversight Committee.

# **Pleasant Hill Recreation & Park District (PHR&PD) Citizens Bond Oversight Committee For Measure E Projects**

**Semi-Annual Report as of December 31, 2013**

**Date Published: March 20, 2014**

## **I. Introduction**

This is the semi-annual report of the Citizens Bond Oversight Committee (BOC) for the period ending December 31, 2013. This report summarizes the work of the Committee and its review of the District expenditures pertaining to Measure E Bond Projects for the period beginning July 1, 2013 and ending December 31, 2013.

## **II. History and Overview of the Citizens Bond Oversight Committee**

The District placed a bond measure on the ballot in August 2009 for the residents of the District to consider funding for a new Senior Center, Teen Center, Community Center, Pleasant Hill Oaks Park upgrades and additional restrooms at Pleasant Hill Park, Rodgers-Smith Park, and Brookwood Park. Bond Measure E passed on a 75.7% vote. The total Bond amount was not to exceed twenty eight million dollars (\$28,000,000). It was stated in the Measure that an independent community oversight committee be appointed by the District Board to monitor Bond expenditures.

## **III. Committee Membership**

The Bond Oversight Committee (BOC) is made up of the following members: Frank Gorham, Lisa Hagopian, Erin Hirst, Harold Jeffrey, Marie Simons, Norman Vanhole, and Leo Vardas.

BOC Sub Committees are as follows:

- Communications: Norman Vanhole and Marie Simons
- Audit: Leo Vardas and Harold Jeffrey
- Construction: Frank Gorham
- Budget: Lisa Hagopian and Erin Hirst

## **IV. Duties of the Committee**

1. Review the Capital Improvement Budget Expenditure Plan for the Measure E projects beginning in the fiscal year 2009/2010 through the end of the construction projects.
2. Monitor all plans and expenditures to ensure the funds are spent in accordance with Measure E.
3. Review construction expenditures to ascertain whether the construction expenditures are consistent with the budget.
4. Review any major changes in costs previously approved by the District.
5. Report to the voters and the people of the District semi-annually regarding the revenues and expenditures of Measure E funds.
6. Review an annual Measure E financial report to ensure the funds are spent in accordance with Measure E.

## **V. Bond Oversight Committee Activities**

The Bond Oversight Committee met on September 19 and December 12, 2013 during this six month timeframe. Minutes for both meetings have been approved and are attached for review.

At the meeting on September 19, 2013, the BOC approved the Semi-Annual Report for the period beginning January 1, 2013 through the end of June 30, 2013. Committee Chair Vanhole presented the report to the District Board on October 10, 2013.

The Semi-Annual Report for the period beginning July 1 through the end of December 31, 2013 is scheduled for review and approval at the BOC meeting on March 20, 2014.

## **VI. Subcommittee Reports**

### Budget Subcommittee

The Budget Subcommittee comprised of Lisa Hagopian and Erin Hirst reviewed construction project change orders: 1) to ensure funds are spent in accordance with Measure E Expenditure Policy; 2) to report impacts of change orders to individual project budgets as well as the overall Measure E budget. The documents reviewed included the following:

1. D.L. Falk Community Center Construction six change orders #12 through #17
2. WRA, Inc. change order #2
3. PRA Group Consulting change order #1
4. Critical Solutions four change orders #46 through #49
5. Goodland Landscape Construction nine change orders #3, & #5 through #12 for the Pleasant Oaks Park with change order #4 voided

There were a total of twenty-one change orders, concerning five firms processed for a six month period beginning July 1 and ending December 31, 2013.

In summary, the revised total budget is \$29.6M for all five Measure E fund projects. (Teen Center \$3.61M, Senior Center \$10.35M, Community Center \$11.44M, Pleasant Oaks Park \$4.2M and Rehabilitation of Park Bathrooms \$0.) As of December 31, 2013, there remains budgeted a total overall Measure E project budget fund deficiency of <\$93,773>. *(Please see Attachment A for further detail of the review by the Budget Subcommittee)*

### Construction Subcommittee

The role and responsibilities of the Construction Subcommittee comprised of Frank Gorham are to: 1) monitor construction contract bond expenditures during the construction phase to ensure proper allocation of Bond Funds; 2) monitor construction contract change orders (CCO) utilizing bond funds; 3) ensure both construction contract expenditures and CCO funds are clearly segregated between Bond and Non-bond

expenditures and 4) report back to the BOC and the general public regarding questions, findings and conclusions related to construction phase bond expenditures.

This subcommittee is not tasked with ensuring the materials and method of construction are in compliance with the contract documents including the general provisions and the special provisions. This subcommittee is also not responsible for ensuring progress payments are accurate in regard to the actual measured quantities, nor is this subcommittee responsible for identifying or selecting items to be deleted in order to fund extra work. These responsibilities are fulfilled by the PHR&PD and/or its representatives.

For the period of July through December 31, 2013, the BOC received a total of seven Community Center construction invoices for review. There were two separate payment invoices received in December and one invoice #16 was voided. In addition, the BOC received a total of six Pleasant Oaks Park invoices for review.

During this time period, the Construction Subcommittee reviewed invoices in detail as follows:

The amounts (including change orders) for the Community Center were \$498,362.73 for July, \$835,610.75 for August, \$694,161.15 for September, \$739,722.66 for October, \$218,740.04 for November and \$821,414.17 for December for a total of \$3,808,011.50. The amounts for the Pleasant Oaks Park were \$380,334.46 for July, \$485,988.57 for August, \$726,677.21 for September, \$749,536.40 for October, \$521,864.82 for November and \$197,461.68 for December for a total of \$3,061,863.14.

All extra work and change orders were funded through available contingencies.

As of this reporting period, construction is significantly complete for both the Community Center and Pleasant Oaks Park. *(Please see Attachment B for further detail of the review by the Construction Subcommittee.)*

#### Audit Subcommittee

The role and responsibilities of the Audit Subcommittee comprised of Leo Vardas and Harold Jeffrey are to: 1) monitor bond expenditures and review an annual Measure E financial report; 2) review any major changes in costs previously approved by the District and 3) report to voters and people of the District semi-annually regarding revenues and expenditures of Measure E funds. Findings and conclusions are as follows:

The Audit Subcommittee's analysis of the District's general ledger record of Measure E expenditures for the six month period ending December 31, 2013, showed bond fund payments were \$7,148,320.35 and revenue (interest earned on unspent bond proceeds) was \$5,741.02. The cumulative Measure E expenditures since inception at December 31, 2013, for all projects were \$28,813,430.43 that now exceeds the \$28 million received from Measure E bond sales. Also, since the beginning of the projects, invested Measure E funds have earned \$221,061. The BOC notes the District has

added other funding sources (including interest earned and WWF funds) to complete Measure E project work.

In summary, the Audit Subcommittee examined 85 additional invoices recorded as Measure E project expenses during the months of July through December 2013 that were deemed appropriate for payment from Measure E bond funds.

Lastly, the Audit Subcommittee reported total expenditures and revenues (interest earned) for the fiscal year ending June 30, 2013 agree with the District's external auditors' reports prepared on the basis of the District's financial statements including Measure E. *(Please see Attachment C and C-1 for further detail of the review by the Audit Subcommittee.)*

### Communication Subcommittee

The Communication Subcommittee comprised of Norman Vanhole and Marie Simons prepared the September 19 and December 12, 2013 BOC meeting minutes that are attached for review. In addition, this Subcommittee prepared the Semi-Annual Report for the period of January through June 30, 2013 for presentation at the District board meeting on October 10, 2013.

The Communication Subcommittee encourages District residents to visit the Pleasant Hill Recreation & Park District's website or call the District office at (925) 682-0896 to review all pertinent BOC activities and public information, including agendas, meeting minutes and reports. In addition, the website has a "fact sheet" on the Measure E Bond Projects and the projects activities and construction progress updates. The BOC also invites the public to attend the BOC's meetings.

## **VII. Annual Review of the Measure E Independent Financial Report**

One of the duties of the BOC is to review an annual Measure E financial report to ensure the funds are spent in accordance with Measure E.

A copy of the Measure E funds Financial Statements as of June 30, 2013 was forwarded to all members of the BOC during December 2013. Included in the Financial Statements is the Independent Auditor's Report prepared by Fechter & Company, Certified Public Accountants. This report states that it is the auditor's opinion, "the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Pleasant Hill Recreation and Park District as of June 30, 2013, and respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America".

In addition, the Audit Subcommittee has confirmed expenses as stated in the Financial Statements for FY 2012/2013 as \$9,695,668. This validation was noted within their Audit Subcommittee Report for the period of July through December 31, 2013.

## **VIII. Summary**

The BOC is pleased to report the construction of the Community Center and Pleasant Oak Park improvements (funded by Measure E) were significantly completed during this reporting period. The Grand Opening of the Community Center was held on January 26, 2014 and this facility began serving the public in February 2014. The Grand Opening of the Pleasant Oaks Park was held on March 2, 2014 and the park was serving the public the following weekend.

The BOC understands some change order/ payment issues are pending before the construction contract closeout and acceptance phases of the Community Center and Pleasant Oak Park will be completed. In addition, as of December 31, 2013 based on information provided to the BOC, total budgeted expenses (incurred and forecasted) exceed all available funds by <\$93,773>. Staff anticipates the use of the District's general fund to cover any remaining fund deficiencies after final project costs are known.

Based upon the information provided by District staff to the Subcommittees, the BOC believes the District continues to generally comply with their mandated requirements and fiscal policies by appropriately spending Measure E funds on the voter approved bond projects. The BOC thanks District staff for their responsiveness to all questions and documents requested by the members during this reporting period.

Lastly, the BOC congratulates the District Board, staff, consultants and all parties involved in the successful completion of the last two projects funded by Measure E.

### **Submitted By:**

The Pleasant Hill Recreation & Park District Citizens Bond Oversight Committee

### **Attachments:**

1. September 19, 2013 Meeting Minutes
2. December 12, 2013 Meeting Minutes
3. Attachment A – Budget Subcommittee Report for July to December 31, 2013
4. Attachment B – Construction Subcommittee Report for July to December 31, 2013
5. Attachment C - Audit Subcommittee Report for July to December 31, 2013
6. Attachment C-1 - Measure E Expenditure Payments Spreadsheet through December 31, 2013.

# Bond Oversight Committee Meeting Minutes September 19, 2013



Pleasant Hill  
Recreation & Park District

People, Parks, and Programs Since 1951

The September 19, 2013 Bond Oversight Committee Meeting of the Pleasant Hill Recreation & Park District (PHR&PD) was called to order by Committee Chair Norman Vanhole at 6:05 p.m. in the Conference Office at the Administration Office.

## **PLEDGE OF ALLEGIANCE**

Committee Chair Norm Vanhole led the Pledge of Allegiance.

## **ROLL CALL**

**MEMBERS PRESENT:** Gorham, Hagopian, Hirst, Jeffrey, Simons, Vanhole, Vardas

**ABSENT:** None

**STAFF & BOARD PRESENT:** None

## **PUBLIC COMMENT**

There was no public comment.

## **REVIEW AND APPROVE MINUTES OF JUN. 26, 2013 MEETING (ACTION)**

Upon motion of Hirst/Vardas, the Committee approved the minutes of June 26, 2013.

## **REVIEW AND APPROVE THE SEMI-ANNUAL BOC REPORT AS OF JUNE 30, 2013 (ACTION)**

Upon motion of Hagopian/Hirst, the Committee approved the Semi-Annual BOC Report as of June 30, 2013.

## **OLD BUSINESS**

Under this item, Chair Vanhole reported he had attended the scheduled tour of the Community Center and Pleasant Hill Park projects on August 22, 2013. Chair Vanhole reported the Community Center project construction was moving along well and the facility is planned to open in January 2014. Chair Vanhole further stated the Pleasant Hill Oaks Park project was also moving along smoothly and he was very impressed with the improvements at both projects with special note of the improved kitchen access at the Community Center project.

Chair Vanhole indicated the District hired a Facilities Manager and a new Marketing person. In response to questions by Member Jeffrey, Chair Vanhole clarified these positions were full time and would serve all facilities not just the Community Center.

Chair Vanhole again stated both projects were moving along well in contrast to the work performed by McFadden on the Senior and Teen Center projects.

## **NEW BUSINESS**

Chair Vanhole asked if there was any "new business". Committee Member Simons responded with a reminder the next BOC meeting is scheduled for December 12, 2013. Member Simons further stated this meeting would be an "update meeting" and would not require the review of a semi-annual report.

Member Gorham arrived at the meeting and Chair Vanhole briefly summarized what had been discussed at the meeting before his arrival.

**ADJOURNMENT**

Committee Chair Vanhole adjourned the meeting at 6:23 p.m.

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Marie Simons, Committee Secretary

# Bond Oversight Committee Meeting Minutes December 12, 2013



Pleasant Hill  
Recreation & Park District

People, Parks, and Programs Since 1951

The December 12, 2013 Bond Oversight Committee Meeting of the Pleasant Hill Recreation & Park District (PHR&PD) was called to order by Committee Chair Norman Vanhole at 6:06 p.m. in the Conference Office at the Administration Office.

## **PLEDGE OF ALLEGIANCE**

Committee Chair Norm Vanhole led the Pledge of Allegiance.

## **ROLL CALL**

**MEMBERS PRESENT:** Hagopian, Hirst, Jeffrey, Vanhole, Vardas

**ABSENT:** Gorham, Simons

**STAFF & BOARD PRESENT:** Blair

## **PUBLIC COMMENT**

There was no public comment.

## **REVIEW AND APPROVE MINUTES OF SEP 19, 2013 MEETING (ACTION)**

Upon motion of Hirst/Vardas, the Committee approved the minutes of September 19, 2013.

## **COMMITTEE REPORTS**

Under this item, Chair Vanhole reported he had attended the tour of the Community Center held on December 5, 2013 and noted the construction completion date is planned for mid-January 2014. Vice Chair Vardas commented the Grand Opening was scheduled on January 26, 2014. Chair Vanhole also mentioned the new Community Center was very attractive with a similar comment made by Vice Chair Vardas.

## **OLD BUSINESS**

Chair Vanhole opened this item for discussion. Member Jeffrey gave an overview of the Audit Subcommittee work effort to date. Member Jeffrey reported the work effort included the review of all payments through September 30, 2013 and the update of the Measure E Payments Spreadsheet. Member Jeffrey also indicated he updated all authorized contract amounts including change orders and there had been some problems with Goodland, D.L. Falk and CSI. Member Jeffrey specifically stated CSI had been paid about \$10,000 to \$15,000 over the total authorized amount; however, he understood there was a change order in progress that would resolve this issue. Accounting Supervisor Blair responded he did not recognize change orders within the accounting system until all signatures had been executed by the responsible parties (District General Manager and CSI) on the change order.

Member Jeffrey also mentioned he projected total Measure E project costs by adding the expenditures through September 30, 2013 that total (\$25.5 million) with payments made during October and November (revised total up to \$27.7 million) and the balance of the remaining unspent authorized contract dollars (brings the total costs to almost \$30 million). Member Jeffrey further stated this analysis resulted in a projected \$400,000 cost overrun as compared to the \$29.6 million in total authorized revenue funding (including Measure E bond proceeds,

bond interest and WW funds). Accounting Supervisor Blair responded the Master Program Budget report prepared by CSI was also reporting a shortfall as of a certain date. Accounting Supervisor Blair indicated there were additional WW funds and District general funds that could be utilized to fund any remaining unfunded Measure E project costs. However, this action would require District Board approval before these funds could be allocated towards the Measure E projects.

Vice Chair Vardas asked staff about the status of rental fee revenue for the Senior Center. Accounting Supervisor Blair responded the revenue was higher than expected but not sufficient to pay for all the utility and maintenance costs associated with the overall Senior Center facility.

Chair Vanhole mentioned he thought the overall Senior Center program budget was subsidized by the District general fund in the amount of \$300,000 and Accounting Supervisor Blair confirmed the current year budget reflected an operational loss in excess of \$300,000.

Chair Vanhole asked about the membership fees since it had doubled since the opening of the new facility and Accounting Supervisor Blair responded these revenues go back to the Senior Center Club to support programs. Accounting Supervisor Blair further noted the Senior Club donated about \$100,000 for furniture to support the new Senior Center facility. Vice Chair Vardas added the Senior Club paid for new refrigeration at the Senior Center that was expensive.

Member Jeffrey asked about the Sports program profitability. Accounting Supervisor Blair explained briefly the Sports and Child Care program revenues pay for most of their respective direct staffing costs. However, these revenues are not sufficient to pay for all the operational costs associated with park and facility maintenance as well as utility costs.

Chair Vanhole asked about the PLDF funds of \$150,000 and Accounting Supervisor Blair explained this was related to the County Parkland Dedication funds used to fund the construction of the bocce courts.

Chair Vanhole reported to the BOC members he shared with the District Board during his presentation a pie chart prepared by Vice Chair Vardas. This pie chart reflected the Pleasant Hill resident membership of the Senior Center was only 38% and Vice Chair Vardas commented this was the same percentage of membership before it had doubled after the opening of the new facility.

Member Hagopian commented she thought there was a resident and non-resident fee established for programs. This was confirmed by Accounting Supervisor Blair. However, it was clarified by Vice Chair Vardas the difference was marginal. Vice Chair Vardas further noted he taught a class at the Senior Center where the resident fee is \$40 and the non-resident fee is \$45.

Member Jeffrey asked staff when the District general ledger would be available for the Audit Subcommittee to review payments through December 31, 2013. Accounting Supervisor Blair responded the general ledger would be ready by the week of January 20, 2014.

Chair Vanhole asked when the \$850,000 of WW funds would be released by EBRPD to the District. Accounting Supervisor Blair responded a percentage of the funds will be requested for a draw down soon but the final reimbursement cannot be withdrawn until the project is signed off as complete by a final permit and a plaque is placed thanking EBRPD for their contribution.

Member Jeffrey expressed a concern; if there would be sufficient cash on hand for the District to pay project costs before the receipt of the final WW reimbursement. Accounting Supervisor Blair confirmed there would be sufficient District cash on hand to pay these bills.

Chair Vanhole commented he hoped the projected shortfall of \$400,000 would be resolved before the next BOC meeting on March 13, 2014.

**NEW BUSINESS: DISCUSSION ON REPORTING FORMAT FOR JUN 30, 2014 YEAR-END REPORT**

Chair Vanhole opened this item for discussion and Member Hagopian commented the BOC should focus on the completion of the December 31, 2013 Semi-Annual Report before discussing the reporting format for the final June 30, 2014 Year-End Report. Member Hagopian further noted this revised report format could be discussed at the next BOC meeting in March 2014.

Vice Chair Vardas referred to an email sent by Member Simons regarding the revised format for the last BOC report. He did not feel the need to report the Rehab Bathroom project was not completed since funds had never been allocated towards this project. Other BOC members agreed and Accounting Supervisor Blair commented how pleased he was on how the District was able to complete the construction of the four primary projects with the approved bond funding. Accounting Supervisor Blair further stated the Teen Center project included the renovation of park bathrooms by their site and only bathrooms at the Rogers Smith Park and Brookwood Park would not be renovated. Both Accounting Supervisor Blair and Member Hagopian noted the original plan was to do these projects only if there were remaining funds left over after constructing the four primary projects. Vice Chair Vardas proposed the report should show the before and after pictures for all four projects.

There was some discussion by Accounting Supervisor Blair on when the final project costs would be posted to the District general ledger and when the Community Center and Pleasant Oaks Park would be closed out. Accounting Supervisor Blair noted final costs could be trickling in for the next few months.

Member Jeffrey asked if the Audited Financials for June 30, 2013 had been finalized and it was confirmed by Accounting Supervisor Blair the Measure E numbers had not changed with the final draft. With this consideration, Member Jeffrey reported the Audit Subcommittee numbers agreed with the District Audited Financials for June 30, 2013.

**ADJOURNMENT**

Committee Chair Vanhole adjourned the meeting at 6:40 p.m.

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Marie Simons, Committee Secretary

## Pleasant Hill Recreation & Park District

**Date:** March 20, 2014  
**To:** Bond Oversight Committee, Measure E Bond Program  
**From:** Budget Subcommittee – Erin Hirst & Lisa Hagopian  
**Subject:** Report for July 1 to December 31, 2013

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### **BACKGROUND:**

The purpose of the Budget Sub-committee is to review construction expenditures as outlined by Measure E, and assigned to the District Bond Oversight Committee. Within those responsibilities the Budget Sub-committee reviews project change orders to: a) to ensure funds are spent in accordance with Measure E Expenditure Policy, b) report impacts of change orders to individual project budget(s) as well as overall Measure E budget.

### **ACTIVITY:**

**Description of Documents Reviewed:** There were a total of 21 change orders, involving five firms processed for the second half of 2013.

**Findings:** DL Falk's contract for construction of the Community Center was increased by six change orders, (Nos. 12-17) for a total amount of \$158,876.20. All changes orders were in regards to adjustments to the scope of work at the Community Center. Change order Nos. 13, 14 and 16 extended the project length by 66 days. In summary these changes brought the current contract amount to \$8,518,816.69.

WRA, Inc., requested one change order, No. 2 in the amount of \$800. This change was to provide additional breeding bird survey services regarding three trees to be removed at the Community Center project site. The additional work resulted in a new contract amount of \$11,375.

PRA Group Consulting Engineers requested one change order, No. 1 in the amount of \$8,000, and a contract extension of 122 calendar days for compaction testing and observation work in relation to the Community Center project. This change resulted in a new contract amount of \$48,000.

The contract with Critical Solutions, Inc. was increased by four change orders (Nos. 46-49). Change orders were predominately related to changes in construction management services for the Senior and Teen Centers, Community Center, and Pleasant Oaks Park. In summary these changes resulted in an increase of \$4,000, and a new contract total for Measure E funds of \$2,144,579. In addition, Change order No. 47 extended the contract length by 96 calendar days.

## ATTACHMENT A

Regarding the construction at Pleasant Oaks Park, Goodland Landscape Construction requested nine change orders, (Nos. 3, & 5-12) totaling \$173,694.11. (Change order No. 4 was voided.) Change order No. 11 also extended the contract length by 30 calendar days. The bulk of the change order work was for minor changes to the project that could not be foreseen in advance. The change orders brought the current contract amount to \$3,592,479.39.

**Conclusion:** For the five Measure E Fund projects, (Teen Center \$3.61M, Senior Center \$10.35M, Community Center \$11.44M, Pleasant Oaks Park \$4.2M, Rehabilitation of Park Bathrooms \$0) there is a budgeted overall Measure E project budget fund deficiency of \$93,773.

**ATTACHMENT-B**  
**MEMORANDUM**

**Submitted: February 13, 2014**

**To: Norm Vanhole, Chair Pleasant Hill Recreation & Park District Citizen's Bond Oversight Committee (BOC), Measure E Funds**

**From: Francis G. Gorham**

**Subject: Construction Subcommittee Report Period Ending December 2013 For the Community Center & Pleasant Oaks Park**

**Subcommittee Responsibilities:**

The role and responsibilities of the Construction Subcommittee are to (1) monitor construction contract bond expenditures during the construction phase to ensure proper allocation of Bond Funds (2) monitor construction contract change orders (CCOs) utilizing bond funds (3) ensure both construction contract expenditures and CCO funds are clearly segregated between Bond and Non-bond expenditures and (4) report back to the Bond Oversight Committee and the general public regarding questions, findings and conclusions related to construction phase bond expenditures.

This committee is not tasked with ensuring the materials and method of construction are in compliance with the contract documents including the general provisions and the special provisions. This committee is not responsible for ensuring progress payments are accurate in regard to the actual measured quantities, nor is this committee responsible for identifying or selecting items to be deleted in order to fund extra work. These responsibilities are fulfilled by the District and/or its representatives.

**Background Information:**

On July 17<sup>th</sup> 2012 the District held a bid opening for construction of the Community Center (CC) and D.L. Falk Construction of Hayward was named the apparent low bidder. On July 25<sup>th</sup> the contract was awarded to D.L. Falk Construction for the sum of \$8,222,500.00 and construction began shortly thereafter. During this reporting period (July to December) the Committee received a total of 7 progress pay invoices for review. It should be noted that there were two separate payment invoices submitted for December.

On May 2<sup>nd</sup> 2013 the District held a bid opening for construction of Pleasant Oaks Park and Goodland Landscape Construction of Tracy was named the apparent low bidder. On May 5<sup>th</sup> the contract was awarded to Goodland Landscape Construction for the sum of

\$3,260,000.00 and construction began in June. During this same reporting period the Committee received a total of 6 invoices for the Pleasant Oaks Park for review.

**Summary and Findings:**

The Construction Sub-committee is satisfied with Contract Progress Payments made this period in accordance with the approved Schedule of Values for the Pleasant Hill Community Center (CC) and the Pleasant Oaks Park. The amounts paid under both contracts adequately reflect industry standards in regard to the prosecution and progress of work. There are no objections to the Contract Change Order payments made for this period and all payments made qualify for bond measure funds.

## CC Condensed Payment Summary (July to September)

Community Ctr	Original Bid	July <sup>1</sup> (Invoice 14)	August <sup>1</sup> (Invoice 15)	September <sup>1</sup> (Invoice 17)
SOV Paymnt	\$8,222,500.00	\$498,362.73	\$835,610.75	\$652,742.55
Exec CCOs	\$0.00	\$0.00	\$0.00	\$41,418.60
Misc/Adjust	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$8,222,500.00</b>	<b>\$498,362.73</b>	<b>\$835,610.75</b>	<b>\$694,161.15</b>
Total SOV Payments July-Sept (w/o CCOs <sup>1</sup> )				\$1,986,716.03
Total CCOs this Period (July-Sept)				\$41,418.60
<b>Total Payments This Period (July -Sept)</b>				<b>\$2,028,134.63</b>
Total Previous CCOs Paid				\$132,860.54
Total Previous Payments (w/o CCOs <sup>1</sup> )				\$4,310,930.23
Total Payments to date <sup>1</sup> (Inc CCO Total)				<b>\$6,471,925.40</b>
CCO Total To Date				\$174,279.14
<b>CCO Summary Chart</b>				
CCO-No	CCO Paid this Qtr	Description	BF=Bnd Fnds	CCOs Paid to Date
Varies	N/A	CCO PAID PREVIOUS	BF=Bnd Fnds	\$132,860.54
CCO-30	\$752.21	Mod Studs @ D line	BF	\$752.21
CCO-39	\$3,199.85	Mod Elect & telecom	BF	\$3,199.85
CCO-53	\$9,462.70	Support roof corner	BF	\$9,462.70
CCO-54	\$10,850.76	Roof gutters drain line	BF	\$10,850.76
CCO-62	\$6,215.63	Roof underlay	BF	\$6,215.63
CCO-64	\$1,065.72	Drain at Water heat	BF	\$1,065.72
CCO-65	\$982.10	weather protection	BF	\$982.10
CCO-71	\$6,749.56	roofing crickets	BF	\$6,749.56
CCO-73	\$2,140.07	planter changes	BF	\$2,140.07
<b>CCO Total</b>	<b>\$41,418.60</b>			<b>\$174,279.14</b>

## CC Condensed Payment Summary

(October to December)

Community Ctr	Original Bid	October <sup>1</sup> (Invoice 18)	November <sup>1</sup> (Invoice 19)	December <sup>1</sup> (Invoice 20-21)
SOV Payment	\$8,222,500.00	\$618,135.98	\$218,740.04	\$745,187.70
Exec CCOs	\$0.00	\$121,586.68	\$0.00	\$76,226.47
Misc/Adjust	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$8,222,500.00</b>	<b>\$739,722.66</b>	<b>\$218,740.04</b>	<b>\$821,414.17</b>
Total SOV Payments October-December (w/o CCOs <sup>1</sup> )				\$1,582,063.72
Total CCOs this Period (October-December)				\$197,813.15
<b>Total Payments This Period (October-December)</b>				<b>\$1,779,876.87</b>
Total Previous CCOs Paid				\$174,279.14
Total Previous Payments (w/o CCOs <sup>1</sup> )				\$6,297,646.26
<b>Total Payments to date<sup>1</sup> (Inc CCO Total)</b>				<b>\$8,251,802.27</b>
CCO Total To Date				\$372,092.29
<b>CCO Summary Chart</b>				
CCO-No	CCO Paid this Qtr	Description	BF=Bnd Fnds	CCOs Paid to Date
Varies	N/A	CCO PREVIOUSLY RPT	BF	\$174,279.14
CCO-3	\$12,000.00	Stone Mansony	BF	\$12,000.00
CCO-58	\$3,237.00	Gas line	BF	\$3,237.00
CCO-68	\$5,644.00	access panels	BF	\$5,644.00
CCO-85	\$7,628.83	ductwork	BF	\$7,628.83
CCO-86	\$415.57	color samples	BF	\$415.57
CCO-87	\$3,232.47	trellis connect	BF	\$3,232.47
CCO-89	\$7,805.00	irr sleeves	BF	\$7,805.00
CCO-94	\$1,326.00	install clean out	BF	\$1,326.00
CCO-99-105	\$3,787.31	misc combined	BF	\$3,787.31
CCO-110	\$2,737.75	light fixtures	BF	\$2,737.75
CCO-113-115	\$14,971.75	switch, shade, conc	BF	\$14,971.75
CCO-119-120	\$3,751.00	ground rod, regrade	BF	\$3,751.00
CCO-122-124	\$45,718.00	l joist, skylight, roof	BF	\$45,718.00
CCO126,129, 131	\$9,332.00	acoustic, grade change	BF	\$9,332.00
CCO-92,93	\$4,215.02	e-conduit, light fixt	BF	\$4,215.02
CCO-121, 135	\$18,898.34	lab moisture, p-lot cur	BF	\$18,898.34
CCO-137-140	\$9,271.85	leak rep, phone lines	BF	\$9,271.85
CCO-145-147	\$3,907.00	curb, pbox, vents	BF	\$3,907.00
CCO-118	\$10,850.00	play groubd	BF	\$10,850.00
CCO-134,142	\$20,060.26	trash enc, sewer, slab	BF	\$20,060.26
CCO 149-150	\$9,024.00	fiber tilecarpet	BF	\$9,024.00
<b>CCO Total</b>	<b>\$197,813.15</b>			<b>\$372,092.29</b>

**PO-Parks Condensed Payment Summary**  
(July to September)

<b>Pleasant Oaks Park</b>				
<b>PO Park</b>	<b>Original Bid</b>	<b>July<sup>1</sup> (Invoice-2)</b>	<b>August<sup>1</sup> (Invoice-3)</b>	<b>September<sup>1</sup> (Invoice-4)</b>
SOV Paymnt	\$3,260,000.00	\$380,334.46	\$474,102.69	\$667,461.34
Exec CCOs	\$0.00	\$0.00	\$11,885.88	\$59,215.87
Misc/Adjust	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$3,260,000.00</b>	<b>\$380,334.46</b>	<b>\$485,988.57</b>	<b>\$726,677.21</b>
Total SOV Payments July-September (w/o CCOs <sup>1</sup> )				\$1,521,898.49
Total CCOs this Period (July -September)				\$71,101.75
<b>Total Payments This Period (July-September)</b>				<b>\$1,593,000.24</b>
Total Previous CCOs Paid				\$0.00
Total Previous Payments (w/o CCOs <sup>1</sup> )				\$397,007.55
Total Payments to date <sup>1</sup> (Inc CCO Total)				<b>\$1,990,007.79</b>
CCO Total To Date				\$71,101.75
<b>CCO Summary Chart</b>				
<b>CCO-No</b>	<b>CCO Paid this Qtr</b>	<b>Description</b>	<b>BF=Bnd Fnds</b>	<b>CCOs Paid to Date</b>
CCO-2	\$0.00	Box Fence Change	BF	\$0.00
CCO-3	\$11,885.88	Scope Change	BF	\$11,885.88
CCO-5	\$24,346.39	Exta Work	BF	\$24,346.39
CCO-6	\$10,725.96	Paving Drain	BF	\$10,725.96
CCO-7	\$11,209.22	Corrections	BF	\$11,209.22
CCO-8	\$12,934.30	Misc Wrk	BF	\$12,934.30
CCO-9	\$0.00	Misc Wrk	BF	\$0.00
CCO-10	\$0.00	Misc Wrk	BF	\$0.00
CCO-11	\$0.00	Misc Wrk	BF	\$0.00
CCO-12	\$0.00	Misc Wrk	BF	\$0.00
<b>CCO Total</b>	<b>\$71,101.75</b>			<b>\$71,101.75</b>

## PO-Parks Condensed Payment Summary

(October to December)

<b>Pleasant Oaks Park</b>				
PO Park	Original Bid	October <sup>1</sup> (Invoice-5)	November <sup>1</sup> (Invoice-6)	December <sup>1</sup> (Invoice-7)
SOV Paymnt	\$3,260,000.00	\$683,588.75	\$466,036.97	\$196,659.54
Exec CCOs	\$0.00	\$65,947.65	\$55,827.85	\$802.14
Misc/Adjust	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$3,260,000.00</b>	<b>\$749,536.40</b>	<b>\$521,864.82</b>	<b>\$197,461.68</b>
Total SOV Payments October-December (w/o CCOs <sup>1</sup> )				\$1,346,285.26
Total CCOs this Period (October-December)				\$122,577.64
<b>Total Payments this period <sup>1</sup> (Inc CCO Total)</b>				<b>\$1,468,862.90</b>
Total Previous CCOs Paid				\$71,101.75
Total Previous Payments (w/o CCOs <sup>1</sup> )				\$1,918,906.04
Total Payments to date				<b>\$3,458,870.69</b>
CCO Total To Date				\$193,679.39
<b>CCO Summary Chart</b>				
CCO-No	CCO Paid this Qtr	Description	BF=Bnd Fnds	CCOs Paid to Date
CCO-2	\$19,985.28	Box & Fence	BF	\$19,985.28
CCO-3	\$0.00	scope	BF	\$11,885.88
CCO-5	\$0.00	Extra Work	BF	\$24,346.39
CCO-6	\$0.00	Paving Drainage	BF	\$10,725.96
CCO-7	\$3,565.65	Corrections	BF	\$14,774.87
CCO-8	\$0.00	Misc Change	BF	\$12,934.30
CCO-9	\$18,205.00	Misc Change	BF	\$18,205.00
CCO-10	\$24,265.00	Misc Change	BF	\$24,265.00
CCO-11	\$46,530.00	Misc Change	BF	\$46,530.00
CCO-12	\$10,026.71	Misc Change	BF	\$10,026.71
<b>CCO Total</b>	<b>\$122,577.64</b>			<b>\$193,679.39</b>

**Conclusion:**

As of this reporting period, construction is significantly completed in both the Pleasant Oaks Park and the Community Center.

Construction of the Community Center (CC) is progressing quickly and as of the December invoice the project is approximately 96% complete in terms of contract dollars spent. All extra work and Contract Change Orders for the CC to date have been funded through available contingencies.

Construction of the Pleasant Oaks Park is complete and the project is in a turf establishment period.

ATTACHMENT C  
**MEMORANDUM**

March 11, 2014  
Norm Vanhole, Chair  
Pleasant Hill Recreation & Park District  
Citizen's Bond Oversight Committee for  
Measure E Projects

**Subject: BOC Audit Subcommittee Report of Monitoring Measure E Financial Activities July to December 2013**

**Subcommittee Responsibilities**

The role and responsibilities of the Audit Subcommittee are to 1) monitor bond expenditures and review an annual Measure E financial report, 2) review any major changes in costs previously approved by the District and 3) report to voters and people of the District semi-annually regarding revenues and expenditures of Measure E funds.

**Background and Activity**

Pleasant Hill Recreation & Park District (District) prepares a general ledger that is the official accounting system for revenues and expenditures and keeps a separate record of Measure E outlays for each construction project and for each fiscal year ending June 30. The Audit Subcommittee developed and enhanced a software application that analyzes the details recorded in the general ledger accounts set aside for Measure E projects and produces listings that expedite tracing invoice payments to underlying documents each fiscal year quarter. The results of monitoring outlays assigned to Measure E expenditures for two consecutive quarters are incorporated in the BOC semi-annual report to the District Board of Directors (Board) and made available to the general public. The BOC notes that the District has added other funding sources to complete Measure E project work.

**Findings and Conclusions**

- A. The Subcommittee's analysis of the District's general ledger record of Measure E expenditures for the period July to December 2013 shows the bond fund outlay was \$7,148,320.35. Revenue (interest earned on invested, i.e. unspent, bond proceeds) for the period was \$ 5,741.02. Recorded **Measure E expenditures now exceed the \$28,000,000 received from Measure E bond sales. Since the beginning of all bond project work in 2010 until December 31, 2013 payments for these projects are a total of \$28,813,430.43.** Also since the beginning of the projects, invested Measure E funds have earned \$221,061.

During this reporting period, about \$880,000 of the East Bay Regional Park District Measure WW funds was received to supplement Measure E funds applied to the costs of constructing the Community Center. Total payments for constructing the Center are \$11,049,221.32 at December 31, 2013. Construction of the center is nearly complete and a grand opening is planned for January 2014. Except for a delay to allow the park turf sod to take root, construction and upgrade of the Pleasant

## ATTACHMENT C

Oaks Park facilities is complete at December 31, 2013. Total expenditures for the Park project at that date are \$3,852,723.20.

- B. As reported at June 30, 2013, the Audit Subcommittee looked at 382 paid invoices during Fiscal Year 2012/2013 and deemed them proper Measure E expenditures. The subcommittee examined 85 additional invoices recorded as Measure E project expenses during the months July to December 2013 and also deemed them proper Measure E expenditures. The District's external auditors' report presented in January 2014 shows interest on invested Measure E funds for Fiscal Year 2012/2013 was \$35,887 and the total of Measure E expenditures for the same year was \$9,695,668. In the Bond Oversight Committee's six months report ending June 30, 2013, the same amounts as the external auditors stated for revenue and Measure E expenditures were reported [\$1 rounding difference].

The subcommittee noted that the increased pace of construction to make the Community Center and Pleasant Oaks Park facilities ready for grand openings to the public in early 2014 caused some change orders to be approved after invoices were submitted and paid. The project management contractor, Critical Solutions, Inc. [CSI], together with District staff have prepared and obtained approval for most change orders to bring authorized project dollars for all contractors up to or beyond cumulative payments at December 31, 2013. As early as March 2013 some contractors have been engaged to complete small [under \$5,000] assigned project work tasks on a direct invoice basis. In these cases change orders were not required of the contractor's main [written] contract for bond project work. The few [five] contractors that received payments slightly above their authorized contract dollar amounts at December 31, 2013 are deemed proper Measure E expenditures because each of their invoices were approved by the District General Manager. CSI is continuing to work with the District to make sure that authorized dollars in larger contracts are sufficient for the remaining invoices expected in the next few months when all Measure E projects are completed and accepted by the District Board.

- C. The audit subcommittee notes that the Pleasant Oaks Park construction contractor arranged for the District to withhold five percent of each approved construction invoice in lieu of depositing the withheld amount with an escrow holder. The District approved the invoices the construction contractor submitted between June and December 2013. The total of these invoices was \$3,458,870.77. The District paid the contractor \$3,285,927.23 and holds \$172,943.54 as a guarantee pending completion and acceptance of the work performed.

**Submitted by BOC Audit Subcommittee**

**Leo Vardas and Harold Jeffrey**

**Attachment C-1**

**Measure E Expenditure Payments To Contractor/Consultant Organizations  
Serving The Bond Measure Construction Projects at December 31, 2013**

**MEASURE E EXPENDITURE PAYMENTS TO  
CONTRACTOR/CONSULTANT ORGANIZATIONS  
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

**At December 31, 2013**

Key	Name	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Measure E Expenditures by Project			Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
					Comm Ctr	Plsnt Oaks Pk	Sen Ctr			
<b>PAGE ONE</b>										
A	Harriman & Associates	[original group]	THIS LINE	1,049,654.37	0.00	744,272.18	305,382.19	Initial	808,203.00	Architectural design development & construction documentation for Meas. E Senior and Teen Centers [excludes \$2,358 non-bond funded C.O. 27]
	Harriman Kinyon Architects [Jan 12, 2012]			125,167.21	0.00	93,065.28	32,101.93	C.O. 1-26 & 28-34	246,444.50	
	Fiscal Year 2009/2010			655,668.44	0.00	463,082.95	192,585.49			
	Fiscal Year 2011/2012			227,834.22	0.00	154,549.29	73,284.93			
	Fiscal Year 2012/2013			40,984.50	0.00	33,574.66	7,409.84	Total	1,054,647.50	
	Fiscal Year 2013/2014			0.00	0.00	0.00	0.00			
	Jul-Sep 2013			0.00	0.00	0.00	0.00			
	Oct-Dec 2013			0.00	0.00	0.00	0.00			
B	Critical Solutions, Inc.		THIS LINE	2,188,115.99	788,781.57	908,687.98	318,661.08	Initial	1,697,901.00	Meas. E project mangement, design phase & construction administration services
	Fiscal Year 2009/2010			49,332.86	17,394.73	16,740.43	10,398.18			
	Fiscal Year 2010/2011			376,289.70	68,536.00	10,041.43	81,535.71			
	Fiscal Year 2011/2012			803,125.82	189,770.44	8,138.28	443,983.48	C.O. 1-21 Subtotal	145,559.00	
	Fiscal Year 2012/2013			735,001.32	387,361.74	53,925.62	228,220.39	C.O. 22	1,843,460.00	[Non-Meas E work C.O. \$10K]
	Fiscal Year 2013/2014			224,366.29	125,718.66	95,080.51	3,567.12	C.O. 23-45	297,119.00	[Non-Meas E work C.O. #41 \$5K]
	Jul-Sep 2013			132,796.59	76,467.02	52,762.45	3,567.12	C.O. 46-50	25,000.00	[C.O. #50 for \$21,000 approved 1-2-14]
	# 18771 Jul			42,803.61	23,264.16	17,434.53	2,104.92	C.O. 51	23,000.00	[Increase for work completed Dec 2013]
	# 18838 Aug			40,098.88	24,027.53	15,383.95	687.40	C.O. 52		[was approved 3-6-14]
	# 18961 Sep			49,894.10	29,175.33	19,943.97	774.80			[\$23,500 increase for Jan 2014 work]
	Oct-Dec 2013			91,569.70	49,251.64	42,318.06	0.00	Total	2,188,579.00	[was approved 3-6-14]
	# 19083 Oct			36,433.46	18,508.97	17,924.49				
	# 19217 Nov			33,614.67	17,160.12	16,454.55				
	# 19342 Dec			21,521.57	13,582.55	7,939.02				
C	Dahlin Group		THIS LINE	1,074,583.18	1,074,583.18	0.00	0.00	Initial	996,300.00	Architectural design development & construction documentation for Meas. E Community Center
	Fiscal Year 2009/2010			96,895.47	96,895.47	0.00	0.00	C.O. 9	100,105.00	
	Fiscal Year 2010/2011			163,794.30	163,794.30	0.00	0.00	Total	1,096,405.00	
	Fiscal Year 2011/2012			576,092.08	576,092.08	0.00	0.00			
	Fiscal Year 2012/2013			215,025.33	215,025.33	0.00	0.00			
	Fiscal Year 2013/2014			22,776.00	22,776.00	0.00	0.00			
	Jul-Sep 2013			13,632.00	13,632.00	0.00	0.00			
	# 18773 Jul			6,816.00	6,816.00	0.00	0.00			
	# 18962 Sep			6,816.00	6,816.00	0.00	0.00			
	Oct-Dec 2013			9,144.00	9,144.00	0.00	0.00			
	# 19085 Oct			10,224.00	10,224.00	0.00	0.00			
	# 19343 Dec-1			17,040.00	17,040.00	0.00	0.00			
	Adj Meas E accum Dec-2			(18,120.00)	(18,120.00)	0.00	0.00			

Key	Name	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Comm Ctr	Plsmt Oaks Pk	Measure E Expenditures by Project		Teen Ctr	Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
							Sen Ctr	Teen Ctr				
D	Jerry Haag	Fiscal Year 2009/2010	THIS LINE	87,326.37	30,213.31	19,726.00	29,200.64	PAGE TWO		Initial	66,725.00	Geotechnical services for Meas. E Senior & Teen Center projects; also services for temporary relocation of selected Community Center activities to Winslow Center [excludes \$13,540 non-bond work] consultg servcs- MND noise reductn
		Fiscal Year 2010/2011		64,068.04	24,644.07	11,089.11	21,946.61	8,186.42	C.O. 5	13,801.50		
		Fiscal Year 2011/2012		16,883.33	5,569.24	2,261.89	7,254.03	6,388.25	Ltr auth	1,142.50		
		Fiscal Year 2012/2013		0.00	0.00	0.00	0.00	0.00	C.O. 6	10,000.00		
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00	Total	91,669.00		
		Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00				
E	Mark Cornelius	Fiscal Year 2009/2010	THIS LINE	95,148.00	36,215.05	7,197.63	37,533.57	14,201.75	b /	Initial	11,000.00	Legal services related to Meas. E projects
		Fiscal Year 2010/2011		21,045.50	5,236.10	1,827.76	8,730.73	5,250.91		C.O. 2	7,600.00	
		Fiscal Year 2011/2012		27,842.50	8,473.67	2,991.59	12,739.85	3,637.39		Total	18,600.00	
		Fiscal Year 2012/2013		36,225.00	16,376.11	1,742.14	13,290.07	4,816.68		Initial	10,600.00	
		Fiscal Year 2013/2014		576.00	5,751.17	438.14	2,772.92	496.77		C.O. 1-5	19,300.00	
		Jul-Sep 2013		198.00	18.00	180.00	0.00	0.00		Total	29,900.00	
F	PRA	Fiscal Year 2009/2010	THIS LINE	197,598.75	79,870.00	0.00	81,000.08	36,728.67	c /	Initial	11,000.00	Geotechnical observations and testing services related to Meas. E projects
		Fiscal Year 2010/2011		18,526.93	7,526.93	0.00	6,875.00	4,125.00	SC TN	C.O. 2	7,600.00	
		Fiscal Year 2011/2012		11,322.00	3,392.00	0.00	4,985.20	2,944.80		Total	18,600.00	
		Fiscal Year 2012/2013		113,199.82	18,981.07	0.00	69,238.88	24,979.87		Initial	10,600.00	
		Fiscal Year 2013/2014		37,365.00	32,785.00	0.00	(99.00)	4,679.00		C.O. 1-5	19,300.00	
		Jul-Sep 2013		17,185.00	17,185.00	0.00	0.00	0.00		Total	29,900.00	
		Jul-Sep 2013		11,260.00	11,260.00	0.00	0.00	0.00	all sites	Initial	60,000.00	Onsite geotechnical observtns SC-TC addtnl observations Dec'11- May'12
		# 18991 Aug		5,660.00	5,660.00	0.00	0.00	0.00	C.O. 2	39,900.00		
		# 19048 Sep		5,600.00	5,600.00	0.00	0.00	0.00	Total	99,900.00		
		Oct-Dec 2013		5,925.00	5,925.00	0.00	0.00	0.00	Initial	40,000.00		
		# 19185 Oct		3,955.00	3,955.00	0.00	0.00	0.00	C.O. 1	8,000.00		
		# 19434 Dec		1,970.00	1,970.00	0.00	0.00	0.00	Total	48,000.00		
TOTAL ALL Contracts											196,400.00	[See note c /, pg. 17 regarding paymtns]

Key Name	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Measure E Expenditures by Project		Comm Ctr	Plsnt Oaks Pk	Sen Ctr	Teen Ctr	Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
				Plsnt Oaks Pk	Sen Ctr							
G	TEECOM	THIS LINE	54,217.54	2,861.70	796.02	34,000.79	16,559.03	PAGE THREE				
	Fiscal Year 2009/2010									Initial	77,700.00	Technology system design services for Meas. E. Projects
	Fiscal Year 2010/2011		51,296.98	4,406.85	642.96	26,784.44	19,462.73			C.O. 1	(2,129.14)	
	Fiscal Year 2011/2012		(250.72)	(1,545.15)	153.06	5,218.40	(4,077.03)			Total	75,570.86	
	Fiscal Year 2012/2013		3,171.28	0.00	0.00	1,997.95	1,173.33					
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00					
	Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00					
H	Abey Arnold & Assoc	THIS LINE	264,630.00	0.00	264,630.00	0.00	0.00			Vndr-agrm:	2,100.00	Preliminary development work
	Fiscal Year 2009/2010		17,000.00		17,000.00					Initial	248,750.00	Architectural design development & construction documentation for Meas. E Pleasant Oaks Park
	Fiscal Year 2010/2011		(14,900.00)		(14,900.00)					C.O. 2	15,020.00	Added work: PH Plung + ARC request
	Fiscal Year 2011/2012		37,977.00		37,977.00					Total	263,770.00	
	Fiscal Year 2012/2013		206,883.00		206,883.00					ALL CONTRACTS	265,870.00	
	Fiscal Year 2013/2014		17,670.00		17,670.00							
	Jul-Sep 2013		3,118.00		3,118.00							
	# 18754 Jul		3,118.00		3,118.00							
	Oct-Dec 2013		14,552.00		14,552.00							
	# 8319 Oct		7,276.00		7,276.00							
	# 19321 Dec		7,276.00		7,276.00							
J	Paige-Morris	THIS LINE	16,637.13	0.00	0.00	11,279.43	5,357.70			Initial	45,878.00	Design of Meas. E. Senior & Teen Center building interiors (excludes Sservices related to movable furniture and equipment)
	Fiscal Year 2009/2010									C.O. 5	10,522.11	\$1,750 non-bond fund services
	Fiscal Year 2010/2011		15,207.68		10,235.98	4,971.70				Subtotal	56,400.11	
	Fiscal Year 2011/2012		887.80		501.80	386.00				C.O. 6	0.00	
	Fiscal Year 2012/2013		541.65		541.65	0.00						
	Fiscal Year 2013/2014		0.00		0.00	0.00						
	Jul-Dec 2013		0.00		0.00	0.00						
K	PERMCO	THIS LINE	3,000.00	0.00	3,000.00	0.00	0.00			Initial	3,000.00	Determine property corners and encroachments related to Meas. E Pleasant Oaks Park project
	Fiscal Year 2009/2010		3,000.00		3,000.00							
	Fiscal Year 2010/2011		0.00		0.00							
	Fiscal Year 2011/2012		0.00		0.00							
	Fiscal Year 2012/2013		0.00		0.00							
	Fiscal Year 2013/2014		0.00		0.00							
	Jul-Dec 2013		0.00		0.00							
L	Omni	THIS LINE	959.00	0.00	0.00	959.00	0.00			Initial	3,000.00	
	Fiscal Year 2009/2010											
	Fiscal Year 2010/2011		959.00		959.00							
	Fiscal Year 2011/2012		0.00		0.00							
	Fiscal Year 2012/2013		0.00		0.00							
	Fiscal Year 2013/2014		0.00		0.00							
	Jul-Dec 2013		0.00		0.00							

Key	Name	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Measure E Expenditures by Project			Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
					Plsnt Oaks Pk	Sen Ctr	Teen Ctr			
M	Antai Solutions									
	Fiscal Year 2009/2010		7,565.00	1,213.36	139.77	4,969.76				
	Fiscal Year 2010/2011		2,975.00	977.36	139.77	1,746.99	110.88			
	Fiscal Year 2011/2012		0.00	0.00	0.00	0.00	0.00			
	Fiscal Year 2012/2013		4,590.00	236.00	0.00	3,222.77	1,131.23			
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00			
	Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00			
PAGE FOUR										
				1,242.11						
N-1	RGA Environmental									
	Fiscal Year 2010/2011		12,070.00	5,773.71	0.00	4,630.64	1,665.65	Initial	11,450.00	Observation & inspection services for hazards abatement at 3 demolition sites
	Fiscal Year 2011/2012		11,450.00	5,100.00	0.00	4,600.00	1,750.00			
	Fiscal Year 2012/2013		620.00	673.71	0.00	30.64	(84.35)	C.O. 1	620.00	Added work at Comm Ctr
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00	Total	12,070.00	
	Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00			
N-2	Millennium									
	Fiscal Year 2010/2011		7,750.00	2,150.00	1,700.00	2,000.00	1,900.00	Initial	9,650.00	Environmental site assessment services for all Meas. E projects
	Fiscal Year 2011/2012		0.00	0.00	0.00	0.00	0.00			
	Fiscal Year 2012/2013		0.00	0.00	0.00	0.00	0.00			
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00			
	Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00			
N-3	Chandler Tree Removal									
	Fiscal Year 2010/2011		11,620.00	0.00	0.00	6,970.00	4,650.00			Meas. E site clearing (tree removal) services for Senior & Teen Center projects
	Fiscal Year 2011/2012		11,620.00	0.00	0.00	6,970.00	4,650.00			
	Fiscal Year 2012/2013		0.00	0.00	0.00	0.00	0.00			
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00			
	Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00			
N-4	Hamilton Tree Service									
	Fiscal Year 2010/2011		25,299.00	10,399.00	14,900.00	0.00	0.00			Meas. E site clearing (tree removal) -- services for Community Center project
	Fiscal Year 2011/2012		3,499.00	3,499.00	0.00	0.00	0.00			
	Fiscal Year 2012/2013		13,950.00	3,000.00	10,950.00	0.00	0.00			
	Fiscal Year 2013/2014		7,850.00	3,900.00	3,950.00	0.00	0.00			
	Jul-Sep 2013		7,850.00	3,900.00	3,950.00	0.00	0.00			services for Community Center project
	#18652 Jul		3,950.00	3,950.00	0.00	0.00	0.00			
	#18975 Aug		3,900.00	3,900.00	0.00	0.00	0.00			
	Oct-Dec 2013		0.00	0.00	0.00	0.00	0.00			

Key	General Ledger Name Expenditures	Accum. Dollars Paid	Total Dollars Paid	Measure E Expenditures by Project			Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
				Comm Ctr	Plsnt Oaks Pk	Teen Ctr			
PAGE FIVE									
N-5	Associated Right of Way Fiscal Year 2010/2011 Fiscal Year 2011/2012 Fiscal Year 2012/2013 Fiscal Year 2013/2014 <i>Jul-Dec 2013</i>	THIS LINE	1,980.00 1,980.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	1,980.00 1,980.00 0.00 0.00 0.00	Initial	6,000.00	Real estate & right of way services related to Meas. E projects
N-6	Janus Corp Fiscal Year 2010/2011 Fiscal Year 2011/2012 Fiscal Year 2012/2013 Fiscal Year 2013/2014 <i>Jul-Dec 2013</i>	THIS LINE	40,555.00 20,646.11 19,908.89 0.00 0.00	16,618.18 10,312.73 6,305.45 0.00 0.00	0.00 0.00 0.00 0.00 0.00	22,356.65 9,360.95 12,995.70 0.00 0.00	Initial C.O. 1	33,435.00 7,120.00	Hazardous materials abatement services for Meas. E projects
N-7	Far West Sanitation Fiscal Year 2010/2011 Fiscal Year 2011/2012 Fiscal Year 2012/2013 Fiscal Year 2013/2014 <i>Jul-Dec 2013</i>	THIS LINE	7,547.06 4,219.38 3,327.68 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	5,555.36 3,094.70 2,440.66 0.00 0.00	Total	40,555.00	Temporary restroom facilities at Pleasant Hill park during Teen Center construction
N-8	PARC Services, Inc. Fiscal Year 2010/2011 Fiscal Year 2011/2012 Fiscal Year 2012/2013 Fiscal Year 2013/2014 <i>Jul-Dec 2013</i>	THIS LINE	215,140.90 215,140.90 0.00 0.00 0.00	215,140.90 215,140.90 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	Initial C.O. 3	216,000.00 859.00	Meas. E site clearing (demolition of existing Community Center) services
N-9	Architectural Energy Corp Fiscal Year 2010/2011 Fiscal Year 2011/2012 Fiscal Year 2012/2013 Fiscal Year 2013/2014 <i>Jul-Sep 2013 # 18939 Sep-1 # 18939 Sep-2 Oct-Dec 2013 # 19134 Oct # 19322 Dec</i>	THIS LINE	43,605.00 15,534.41 12,320.59 15,750.00	19,350.00 9,000.00 1,100.00 9,250.00	0.00 0.00 0.00 0.00	24,255.00 6,534.41 11,220.59 6,500.00	Initial Initial	24,255.00 32,000.00	C.A.L. Green commissioning services for Meas. E project building systems
			2,400.00 1,300.00 1,100.00 13,350.00 1,850.00 11,500.00	2,400.00 1,300.00 1,100.00 6,850.00 1,850.00 5,000.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 6,500.00 0.00 6,500.00	Total	56,255.00	

Key	Name	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Comm Ctr	Measure E Expenditures by Project			Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
						Plsmt Oaks Pk	Sen Ctr	Teen Ctr			
N-10	WRA Inc.		THIS LINE	22,324.45	11,122.94	2,681.55	6,591.98	1,927.98	e /	8,900.00	Arborist services during construction of Meas. E Senior & Teen Center projects [** Effectv 7/21/11]
	Fiscal Year 2010/2011			10,869.85	3,049.89	0.00	6,078.28	1,741.68			
	Fiscal Year 2011/2012			8,224.81	6,128.05	1,396.76	513.70	186.30			
	Fiscal Year 2012/2013			3,229.79	1,945.00	1,284.79	0.00	0.00			
	Fiscal Year 2013/2014			1,699.79	860.00	839.79	0.00	0.00			
	Jul-Sep 2013			1,699.79	860.00	839.79	0.00	0.00			
	# 19004 Aug			1,530.00	1,085.00	445.00	0.00	0.00			
	Oct-Dec 2013			1,530.00	1,085.00	445.00	0.00	0.00			
	# 19199 Oct			1,530.00	1,085.00	445.00	0.00	0.00			
									TOTAL ALL entries		20,150.00
N-11	Matrixscope Enginrg Labs, Inc.		THIS LINE	112,518.08	48,176.66	0.00	39,550.12	24,791.30	f /	36,000.00	Special inspection materials testing services related to Meas. E Senior & Teen Center projects
	Fiscal Year 2010/2011			49,144.92	26,366.12	0.00	26,366.12	22,778.80			
	Fiscal Year 2011/2012			53,801.28	38,604.78	0.00	13,184.00	2,012.50			
	Fiscal Year 2012/2013			9,571.88	9,571.88	0.00	0.00	0.00			
	Fiscal Year 2013/2014			3,833.22	3,833.22	0.00	0.00	0.00			
	Jul-Sep 2013			1,993.68	1,993.68	0.00	0.00	0.00			
	# 18796 Jul			1,839.54	1,839.54	0.00	0.00	0.00			
	# 18982 Aug			1,839.54	1,839.54	0.00	0.00	0.00			
	Oct-Dec 2013			5,738.66	5,738.66	0.00	0.00	0.00			
	# 19194 Oct			2,044.00	2,044.00	0.00	0.00	0.00			
	# 19423 Dec			3,694.66	3,694.66	0.00	0.00	0.00			
									TOTAL ALL entries		109,967.00
N-12	McInerney		THIS LINE	150,979.56	15,362.25	9,502.25	125,584.61	530.45	b /		Legal services related to Meas. E design and construction phases
	Fiscal Year 2010/2011			57,261.96	2,812.50	0.00	54,143.01	306.45			
	Fiscal Year 2011/2012			67,909.47	6,887.25	0.00	60,798.22	224.00			
	Fiscal Year 2012/2013			25,808.13	5,662.50	9,502.25	10,643.38	0.00			
	Fiscal Year 2013/2014			7,146.10	2,100.00	0.00	5,046.10	0.00			
	Jul-Sep 2013			1,776.64	1,237.50	0.00	539.14	0.00			
	# 18797 Jul			5,369.46	862.50	0.00	4,506.96	0.00			
	# 18921 Aug			18,662.03	3,562.50	9,502.25	5,597.28	0.00			
	Oct-Dec 2013			5,309.43	1,312.50	0.00	3,996.93	0.00			
	# 19101 Oct			4,857.35	1,762.50	2,925.00	169.85	0.00			
	# 19233 Nov			4,644.00	487.50	4,081.50	75.00	0.00			
	# 19299 Dec-1			3,851.25	0.00	2,495.75	1,355.50	0.00			
	# 19424 Dec-2										
									TOTAL ALL entries		1,380.00
N-13	Stone Tree & Lndscp		THIS LINE	3,080.00	0.00	0.00	1,700.00	1,380.00	d /		Tree preservation services for Meas. E Community Center project
	Fiscal Year 2010/2011			3,080.00	0.00	0.00	1,700.00	1,380.00			
	Fiscal Year 2011/2012			0.00	0.00	0.00	0.00	0.00			
	Fiscal Year 2012/2013			0.00	0.00	0.00	0.00	0.00			
	Fiscal Year 2013/2014			0.00	0.00	0.00	0.00	0.00			
	Jul-Dec 2013			0.00	0.00	0.00	0.00	0.00			

Key	Name	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Measure E Expenditures by Project			Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
					Comm Ctr	Sen Ctr	Teen Ctr			
N-14	TRUCREW Inc.	Fiscal Year 2010/2011	THIS LINE	16,625.00	0.00	16,625.00	0.00	Initial	20,000.00	Excavation work related to connecting new Sen Ctr to sewer main on Gregory
		Fiscal Year 2011/2012		16,625.00	0.00	16,625.00	0.00			
		Fiscal Year 2012/2013		0.00	0.00	0.00	0.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00			
		<i>Jul-Dec 2013</i>		0.00	0.00	0.00	0.00			
N-15	GNU Group	Fiscal Year 2010/2011	THIS LINE	12,842.19	5,048.73	4,984.69	2,808.77	Plan	4,400.00	Planning and design of building signage required for all Meas. E projects (excludes District only signage)
		Fiscal Year 2011/2012		12,196.56	5,048.73	4,601.19	2,546.64	Initial		
		Fiscal Year 2012/2013		645.63	0.00	383.50	262.13			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	Design Initial	13,832.00	
		<i>Jul-Dec 2013</i>		0.00	0.00	0.00	0.00	TOTAL ALL entrcs	18,232.00	
N-15A	Vomar [non-perform signage]	Sep 2012 Bid bond refund	THIS LINE	5,426.00		3,541.00	1,885.00			FY 2012/2013 transaction
N-16	W W Gregory	Fiscal Year 2010/2011	THIS LINE	1,045.00	1,045.00	0.00	0.00	d /		Right of way services related to Community Ctr proj
		Fiscal Year 2011/2012		0.00	0.00	0.00	0.00			
		Fiscal Year 2012/2013		1,045.00	0.00	0.00	0.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00			
		<i>Jul-Dec 2013</i>		0.00	0.00	0.00	0.00			
N-17	Bellecci & Associates, Inc.	Fiscal Year 2010/2011	THIS LINE	22,318.67	2,600.83	14,525.84	5,192.00			Technical assistance for Meas E projects [stormwater pollution prevention]
		Fiscal Year 2011/2012		2,600.83	2,600.83	0.00	0.00	Dir invoice	2,600.00	
		Fiscal Year 2012/2013		7,010.00	0.00	3,950.00	3,060.00	Dir invoice Sml Cntrct	3,950.00	
		Fiscal Year 2013/2014		12,707.84	0.00	10,575.84	2,132.00	Initial	15,584.00	
		<i>Jul-Sep 2013</i>		2,772.00	0.00	2,772.00	0.00	Total	25,194.00	
		# 18945 Sep		2,772.00		2,772.00				
		Oct-Dec 2013		9,935.84	0.00	7,803.84	2,132.00			
		# 19265 Nov		2,132.00		2,132.00				
		# 19389 Dec		7,803.84		7,803.84				
N-18	ICM	Fiscal Year 2010/2011	THIS LINE	23,476.24	0.00	23,476.24	0.00	d /		Install SR Ctr kitchen equipment
		Fiscal Year 2011/2012		0.00	0.00	0.00	0.00			
		Fiscal Year 2012/2013		23,476.24	0.00	23,476.24	0.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00			
		<i>Jul-Dec 2013</i>		0.00	0.00	0.00	0.00			

Key	General Ledger Name	Accum. Dollars Paid	Total Dollars Paid	Measure E Expenditures by Project			Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
				Comm Ctr	Sen Ctr	Teen Ctr			
N-19	Milani & Associates Fiscal Year 2010/2011 Fiscal Year 2011/2012 Fiscal Year 2012/2013 Fiscal Year 2013/2014  Jul-Dec 2013	THIS LINE 8,198.00 8,198.00 0.00 0.00	7,014.00 7,014.00 0.00 0.00	0.00 0.00 0.00 0.00	869.00 869.00 0.00 0.00	315.00 315.00 0.00 0.00	d /	Survey & related eng. tasks Comm Ctr	
PAGE EIGHT									
N-20	Pacific General Engineering Fiscal Year 2010/2011 Fiscal Year 2011/2012 Fiscal Year 2012/2013 Fiscal Year 2013/2014  Jul-Dec 2013	THIS LINE 124,094.79 124,094.79 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	76,631.73 76,631.73 0.00 0.00	47,463.06 47,463.06 0.00 0.00	Small Cntrs 1 - May C.O. 1 1 - Sep 3 - Oct 1 - Nov 2 - Dec Subtotal Three C.O.s Jan 2013 Mar 2013 C.O. 1 Total	Nine specific tasks Sr &/or Tn Ctrs for concrete paving, curbs & other work.	
N-21	Anderson Carpets Fiscal Year 2010/2011 Fiscal Year 2011/2012 Fiscal Year 2012/2013 Fiscal Year 2013/2014  Jul-Dec 2013	THIS LINE 31,862.00 31,862.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	31,862.00 31,862.00 0.00 0.00	0.00 0.00 0.00 0.00	g /	Floor covering SR Ctr multipurpose rm	
N-22	Aquatech Consultancy Inc. Fiscal Year 2010/2011 Fiscal Year 2011/2012 Fiscal Year 2012/2013 Fiscal Year 2013/2014  Jul-Dec 2013	THIS LINE 14,128.75 14,128.75 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	12,128.75 12,128.75 0.00 0.00	2,000.00 2,000.00 0.00 0.00	Initial C.O. 2 Total	Water test services SR & TN Ctrs	

Key	Name	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Comm. Ctr	Plsnt Oaks Pk	Measure E Expenditures by Project		Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
							Sen Ctr	Teen Ctr			
N-23	Bay Alarm		THIS LINE	32,459.72	1,722.00	0.00	16,737.52	14,000.20	Initial C.O. 1 Total	23,737.00 222.81 23,959.81	CCTV & alarm SR & TN Ctrs Added equipmt incl sales tax
		Fiscal Year 2010/2011						PAGE NINE			
		Fiscal Year 2011/2012									
		Fiscal Year 2012/2013		32,459.72	1,722.00	0.00	16,737.52	14,000.20	Initial C.O. 1 Total	5,692.00 1,085.91 6,777.91	Required fire alarm SR & TN Ctrs Added equipmt incl sales tax
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00	TOTAL ALL entries	30,737.72	
		Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00			
N-24	J & R Fence		THIS LINE	6,745.00	0.00	0.00	4,471.00	2,274.00			Temporary fence SR and TN Ctr
		Fiscal Year 2010/2011									
		Fiscal Year 2011/2012									
		Fiscal Year 2012/2013		6,745.00	0.00	0.00	4,471.00	2,274.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00			
		Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00			
N-25	National Construction Rentals		THIS LINE	3,120.52	0.00	0.00	3,120.52	0.00			Restore fence SR Ctr
		Fiscal Year 2010/2011									
		Fiscal Year 2011/2012									
		Fiscal Year 2012/2013		3,120.52	0.00	0.00	3,120.52	0.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00			
		Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00			
N-26	Parker Communications		THIS LINE	24,663.94	9,948.48	0.00	12,021.08	2,694.38	Initial Ltr change Total	20,726.00 3,937.94 24,663.94	Deposit & bal install phone system and equipment for Comm, SR and TN Ctrs Add applic sales tx & upgrades for Mess. E portion
		Fiscal Year 2010/2011									
		Fiscal Year 2011/2012									
		Fiscal Year 2012/2013		24,663.94	9,948.48	0.00	12,021.08	2,694.38			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00			
		Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00			
N-27	PCCI		THIS LINE	10,834.78	0.00	0.00	10,834.78	0.00			Support services to legal team
		Fiscal Year 2010/2011									
		Fiscal Year 2011/2012									
		Fiscal Year 2012/2013		10,834.78	0.00	0.00	10,834.78	0.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00			
		Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00			

Key	Name	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Comm Ctr	Plsnt Oaks Pk	Measure E Expenditures by Project			Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
							Sen Ctr	Teen Ctr	THIS LINE			
N-28	R-Computer		THIS LINE	1,128.78	424.26	0.00	567.52	137.00	137.00	124,719.90	Computer for security & HVAC systems in Meas. E project buildings	
		Fiscal Year 2010/2011										
		Fiscal Year 2011/2012		1,128.78	424.26	0.00	567.52	137.00	137.00			
		Fiscal Year 2012/2013		0.00	0.00	0.00	0.00	0.00	0.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00	0.00			
		Jul-Sep 2013		0.00	0.00	0.00	0.00	0.00	0.00			
		Oct-Dec 2013		0.00	0.00	0.00	0.00	0.00	0.00			
		# 19309 Nov		37,737.39	37,737.39	0.00	0.00	0.00	0.00			
		Adj [xfr to non-bond exp] Dec		(37,737.39)	(37,737.39)	0.00	0.00	0.00	0.00			
N-29	Spinitar [Prsntn Products, Inc.]		THIS LINE	90,427.89	0.00	0.00	72,049.97	18,377.92	18,377.92	124,719.90	Audio-video equipment & installation for SR and TN Ctrs - [INCLUDES NON MEAS. E. AUTHRZD DOLLARS]	
		Fiscal Year 2010/2011										
		Fiscal Year 2011/2012		90,427.89	0.00	0.00	72,049.97	18,377.92	18,377.92			
		Fiscal Year 2012/2013		0.00	0.00	0.00	0.00	0.00	0.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00	0.00			
		Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00	0.00			
N-30	Subtronic Corp		THIS LINE	3,978.75	0.00	2,318.75	1,660.00	0.00	0.00	6,016.00	Sound dampening Sr Ctr	
		Fiscal Year 2010/2011										
		Fiscal Year 2011/2012		3,978.75	0.00	2,318.75	1,660.00	0.00	0.00			
		Fiscal Year 2012/2013		0.00	0.00	0.00	0.00	0.00	0.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00	0.00			
		Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00	0.00			
N-31	Acoustic Specialties		THIS LINE	18,445.00	0.00	0.00	18,445.00	0.00	0.00	13,448.00	Fabricate/ install signage	
		Fiscal Year 2010/2011										
		Fiscal Year 2011/2012		18,445.00	0.00	0.00	18,445.00	0.00	0.00			
		Fiscal Year 2012/2013		0.00	0.00	0.00	0.00	0.00	0.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00	0.00			
		Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00	0.00			
N-32	Ellis & Ellis		THIS LINE	74,850.60	0.00	0.00	48,847.97	26,002.63	26,002.63	19,464.00		
		Fiscal Year 2010/2011										
		Fiscal Year 2011/2012		74,850.60	0.00	0.00	48,847.97	26,002.63	26,002.63			
		Fiscal Year 2012/2013		0.00	0.00	0.00	0.00	0.00	0.00			
		Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00	0.00			
		Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00	0.00			

Key	General Ledger Name Expenditures	Accum. Dollars Paid	Total Dollars Paid	Comm Ctr	Measure E Expenditures by Project		Initial & Added Amt thru C.O.#	Authorized Contract Dollars
					Plsnt Oaks Pk	Sen Ctr		
N-33	First Digital Solutions	THIS LINE	2,639.75	0.00	0.00	2,639.75		
	Fiscal Year 2010/2011							
	Fiscal Year 2011/2012							
	Fiscal Year 2012/2013		2,639.75	0.00	0.00	2,639.75		
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00		
	Jul-Dec 2013		0.00	0.00	0.00	0.00		
N-34	Woodwork Insurance Inspections	THIS LINE	1,700.00	0.00	0.00	1,700.00		
	Fiscal Year 2010/2011							
	Fiscal Year 2011/2012							
	Fiscal Year 2012/2013		1,700.00	0.00	0.00	1,700.00		
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00		
	Jul-Dec 2013		0.00	0.00	0.00	0.00		
N-35	Wulff, R	THIS LINE	9,000.00	0.00	0.00	9,000.00		
	Fiscal Year 2010/2011							
	Fiscal Year 2011/2012							
	Fiscal Year 2012/2013		9,000.00	0.00	0.00	9,000.00		
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00		
	Jul-Dec 2013		0.00	0.00	0.00	0.00		
N-36	Pacific Metro Electric, Inc.	THIS LINE	4,729.14	0.00	0.00	4,729.14		Required to assist sound damping work
	Fiscal Year 2010/2011							
	Fiscal Year 2011/2012							
	Fiscal Year 2012/2013		4,729.14	0.00	0.00	4,729.14		
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00		
	Jul-Dec 2013		0.00	0.00	0.00	0.00		

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Accum. Dollars Paid      General Ledger Expenditures      Total Dollars Paid      Comm Ctr      Plsnt Oaks Pk      Sen Ctr      Teen Ctr      Initial & Added Amt thru C.O.#      Authorized Contract Dollars      WORK SCOPE

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OTHER ACTIVITIES

P	Small Payments under \$250	THIS LINE	20,642.37	6,033.34	1,489.22	7,794.50	5,325.31		
	Fiscal Year 2009/2010		901.76	127.33	48.50	472.78	253.15		
	Fiscal Year 2010/2011		5,705.04	1,744.66	58.32	2,515.12	1,386.94		
	Fiscal Year 2011/2012		10,764.17	2,836.80	73.33	4,252.01	3,602.03		
	Fiscal Year 2012/2013		2,558.10	815.40	1,104.92	554.59	83.19		
	Fiscal Year 2013/2014		713.30	509.15	204.15	0.00	0.00		
	Jul-Sep 2013		87.72	0.00	87.72	0.00	0.00		
	# 18759 Jul		66.04		66.04				
	# ( ) Sep		21.68		21.68				
	Oct-Dec 2013		625.58	509.15	116.43	0.00	0.00		
	# 19140 Oct-1		201.67	201.67					
	# 19142 Oct-2		250.00	250.00					
	# 19202 Nov		15.53		15.53				
	# 19386 Dec-1		57.48	57.48					
	# 19415 Dec-2		100.90		100.90				

Q- PYMTS/FEEES \$250 OR MORE

Q-1	General	THIS LINE	112,000.05	64,837.50	4,138.04	35,088.59	7,935.92		
	Fiscal Year 2009/2010		900.00	300.00		300.00	300.00		
	Fiscal Year 2010/2011		22,385.54	4,627.60	47.22	15,661.73	2,248.99		
	Fiscal Year 2011/2012		44,234.89	32,992.49	8,467.16	8,467.16	2,775.24		
	Fiscal Year 2012/2013		29,849.16	14,572.70	1,615.91	10,886.63	2,773.92		
	Fiscal Year 2013/2014		14,430.46	12,344.71	2,474.91	(226.93)	(162.23)		
	Jul-Sep 2013		2,524.66	1,811.91	1,101.91	(226.93)	(162.23)		
	#18894 Jul		1,053.00		1,053.00				
	#18712 Jul		43.89		43.89				
	#18718 Jul		251.17		251.17				
	#18718 Jul Adjust		(246.15)		(246.15)				
	# 8240 Aug		800.00	800.00					
	# 8240 Aug Void		(800.00)	(800.00)					
	# 8241 Aug		660.00	660.00					
	#18836 Aug		261.38	261.38					
	#18839 Aug		273.42			273.42			
	Refund Sep		(662.58)			(500.35)	(162.23)		
	#18960 Sep		200.74	200.74					
	#18970 Sep		219.64	219.64					
	( ) Sep		470.15	470.15					
	Oct-Dec 2013		11,905.80	10,532.80	1,373.00				
	# 19130 Oct		949.19	949.19					
	# 19258 Nov-1		1,373.00		1,373.00				
	# 8382, # 8383 Nov-2		3,350.57	3,350.57					
	# 19409 Dec-1		1,983.64	1,983.64					
	# 19418 Dec-2		293.02	293.02					
	# 19427 Dec-3		742.20	742.20					
	# 19439 Dec-4		3,214.18	3,214.18					

Key	Name	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Comm Ctr	Measure E Expenditures by Project			Initial & Added Amt thru C.O.#	Authorized Contract Dollars
						Plsnt Oaks Pk	Sen Ctr	Teen Ctr		
Q-2	City PH		THIS LINE							
	Fiscal Year 2009/2010			222,655.00	141,206.94	20,791.49	46,856.62	13,799.95		
	Fiscal Year 2010/2011			50,000.00	19,201.52	9,315.59	17,300.38	4,182.51		
	Fiscal Year 2011/2012			31,450.00	11,472.00	4,659.00	11,236.49	4,082.51		
	Fiscal Year 2012/2013			30,000.00	12,200.00	4,659.00	10,173.00	3,696.00		
	Fiscal Year 2013/2014			18,000.00	5,856.42	2,157.90	8,146.75	1,838.93		
				81,005.00	81,005.00	0.00	0.00	0.00		
	Jul-Sep 2013			81,005.00	81,005.00	0.00	0.00	0.00		
	# 18734 Jul share pkg lot pavg			81,005.00	81,005.00	0.00	0.00	0.00		
	Oct-Dec 2013			0.00	0.00	0.00	0.00	0.00		
Q-3	Contra Costa County		THIS LINE							
	Fiscal Year 2009/2010			19,543.70	8,334.00	0.00	6,159.95	5,049.75		
	Fiscal Year 2010/2011			8,741.50			4,308.25	4,433.25		
	Fiscal Year 2011/2012			8,106.20	5,914.00	0.00	2,192.20	616.50		
	Fiscal Year 2012/2013			2,696.00	2,420.00	0.00	(340.50)	0.00		
	Fiscal Year 2013/2014			0.00	0.00	0.00	0.00	0.00		
	Jul-Dec 2013			0.00	0.00	0.00	0.00	0.00		
Q-4	CA EPA & Water Res. Bd		THIS LINE							
	Fiscal Year 2009/2010			1,940.50	200.00	853.00	652.50	235.00		
	Fiscal Year 2010/2011			375.00			275.00	100.00		
	Fiscal Year 2011/2012			512.50			377.50	135.00		
	Fiscal Year 2012/2013			1,053.00	200.00	853.00	0.00	0.00		
	Fiscal Year 2013/2014			0.00	0.00	0.00	0.00	0.00		
	Jul-Dec 2013			0.00	0.00	0.00	0.00	0.00		
Q-5	Central San		THIS LINE							
	Fiscal Year 2009/2010			68,851.55	2,789.00	0.00	54,175.67	11,886.88		
	Fiscal Year 2010/2011			69,062.55			57,175.67	11,886.88		
	Fiscal Year 2011/2012			(2,550.00)	450.00	0.00	(3,000.00)	0.00		
	Fiscal Year 2012/2013			2,339.00	2,339.00	0.00	0.00	0.00		
	Fiscal Year 2013/2014			0.00	0.00	0.00	0.00	0.00		
	Jul-Dec 2013			0.00	0.00	0.00	0.00	0.00		
Q-6	Fire Districts		THIS LINE							
	Fiscal Year 2009/2010			8,456.98	3,119.30	0.00	3,161.09	2,176.59		
	Fiscal Year 2010/2011			5,122.68			2,946.09	2,176.59		
	Fiscal Year 2011/2012			3,119.30	3,119.30	0.00	215.00	0.00		
	Fiscal Year 2012/2013			215.00	0.00	0.00	0.00	0.00		
	Fiscal Year 2013/2014			0.00	0.00	0.00	0.00	0.00		
	Jul-Dec 2013			0.00	0.00	0.00	0.00	0.00		

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WORK SCOPE

Key	General Ledger Name Expenditures	Accum. Dollars Paid	Total Dollars Paid	Measure E Expenditures by Project			Initial & Added Amt thru C.O.#	Authorized Contract Dollars
				Comm Ctr	Plsnt Oaks Pk	Sen Ctr		
Q-7	Flood Cntrl	THIS LINE	43,881.00	4,500.00	29,381.00	10,000.00		
	Fiscal Year 2009/2010							
	Fiscal Year 2010/2011		10,000.00			10,000.00		
	Fiscal Year 2011/2012		4,500.00	4,500.00				
	Fiscal Year 2012/2013		29,381.00	0.00	29,381.00	0.00		
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00		
	<i>Jul-Dec 2013</i>		0.00	0.00	0.00	0.00		
Q-8	Contra Costa Water	THIS LINE	304,845.62	119,679.00	0.00	135,646.43	49,520.19	
	Fiscal Year 2009/2010							
	Fiscal Year 2010/2011		10,000.00			7,334.43	2,665.57	
	Fiscal Year 2011/2012		296,794.00	119,679.00	0.00	129,903.71	47,211.29	
	Fiscal Year 2012/2013		(1,948.38)	0.00	0.00	(1,591.71)	(356.67)	
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00	
	<i>Jul-Dec 2013</i>		0.00	0.00	0.00	0.00	0.00	
Q-9	Pacific Gas & Elec.	THIS LINE	44,536.61	31,620.76	2,915.85	7,334.43	2,665.57	
	Fiscal Year 2009/2010							
	Fiscal Year 2010/2011		10,000.00			7,334.43	2,665.57	
	Fiscal Year 2011/2012		30,266.00	30,266.00				
	Fiscal Year 2012/2013		1,200.00	0.00	1,200.00	0.00	0.00	
	Fiscal Year 2013/2014		3,070.61	1,354.76	1,715.85	0.00	0.00	
	<i>Jul-Sep 2013</i>		0.00	0.00	0.00	0.00	0.00	
	Oct-Dec 2013		3,070.61	1,354.76	1,715.85	0.00	0.00	
	# 8438 Dec-1		1,715.85		1,715.85			
	# 19366 Dec-2		1,354.76	1,354.76				
	<b>MEMO TOTAL ALL "Q"</b>	THIS LINE	728,204.94	281,582.03	53,888.62	299,302.21	93,432.08	
	Fiscal Year 2009/2010		50,900.00	19,501.52	9,315.59	17,600.38	4,482.51	
	Fiscal Year 2010/2011		179,537.27	28,299.60	4,706.22	116,272.09	30,259.36	
	Fiscal Year 2011/2012		414,982.89	208,392.79	4,659.00	148,113.57	53,817.53	
	Fiscal Year 2012/2013		82,784.78	25,388.12	35,207.81	17,316.17	4,872.68	
	Fiscal Year 2013/2014							

PAGE FOURTEEN

Key	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Comm Ctr	Measure E Expenditures by Project		Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
					Plsnt Oaks Pk	Sen Ctr			
R	Relocating costs except ADP Fiscal Year 2009/2010	THIS LINE	21,911.41	10,089.28	0.00	11,822.13	0.00		Temporary property storage costs pending completion of Senior & Community Center projects
	Fiscal Year 2010/2011		9,971.65	2,145.65		7,826.00			
	Fiscal Year 2011/2012		4,947.49	3,095.79		1,851.70			
	Fiscal Year 2012/2013		5,207.41	3,062.98		2,144.43	0.00		
	Fiscal Year 2013/2014		1,784.86	1,784.86		0.00	0.00		
	Jul-Sep 2013		987.37	987.37		0.00	0.00		
	#18667 Jul-1		189.88	189.88					
	#18728 Jul-2		75.95	75.95					
	#18799 Aug-1		189.88	189.88					
	#18861 Aug-2		75.95	75.95					
	#18924 Sep-1		189.88	189.88					
	#18984 Sep-2		75.95	75.95					
	#19041 Sep-3		189.88	189.88					
	Oct-Dec 2013		797.49	797.49		0.00	0.00		
	# 19104 Oct-1		75.95	75.95					
	# 19176 Oct-2		189.88	189.88					
	# 19235 Nov		75.95	75.95					
	# 19301 Dec-1		189.88	189.88					
	# 19426 Dec-2		189.88	189.88					
	# 19362 Dec-3		75.95	75.95					
PAGE FIFTEEN									
						11,822.13	0.00		

S	M. Wojcik- Relocating ADP Fiscal Year 2009/2010	THIS LINE	32,361.99	19,394.64	360.50	11,653.99	952.86		
	Fiscal Year 2010/2011		32,361.99	19,394.64	360.50	11,653.99	952.86		
	Fiscal Year 2011/2012		0.00	0.00	0.00	0.00	0.00		
	Fiscal Year 2012/2013		0.00	0.00	0.00	0.00	0.00		
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00		
	Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00		
PAGE SIXTEEN									
						11,653.99	952.86		

T	Trench to SC- eq rent/mts Fiscal Year 2009/2010	THIS LINE	5,088.15	0.00	0.00	5,088.15	0.00		
	Fiscal Year 2010/2011		5,088.15	0.00	0.00	5,088.15	0.00		
	Fiscal Year 2011/2012		0.00	0.00	0.00	0.00	0.00		
	Fiscal Year 2012/2013		0.00	0.00	0.00	0.00	0.00		
	Fiscal Year 2013/2014		0.00	0.00	0.00	0.00	0.00		
	Jul-Dec 2013		0.00	0.00	0.00	0.00	0.00		

Key	Name	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Comm Ctr	Measure E Expenditures by Project		Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
						Plsnt Oaks Pk	Sen Ctr			
<b>PAGE SIXTEEN</b>										
U	McFadden Construction		THIS LINE	2,144,787.22	0.00	6,781,579.94	2,363,207.28	Initial	10,027,750.00	Lump-sum cost construction of Meas. E Senior & Teen Center projects. Work began July 2011.
	Fiscal Year 2010/2011							w/o CO 1	(249,344.00)	Work completed for both projects. Grand openings were held October 2012 [Teen] and January 2013 [Senior]
	Fiscal Year 2011/2012			6,561,402.48	0.00	4,444,698.10	2,116,704.38	C.O. 2-7	285,451.00	
	Fiscal Year 2012/2013			2,583,384.74	0.00	2,336,881.84	246,502.90	C.O. 8-22	5,430.00	
	Fiscal Year 2013/2014			0.00	0.00	0.00	0.00	C.O. 23-30		
	Jul-Dec 2013			0.00	0.00	0.00	0.00	BD Settlement	150,000.00	
				0.00	0.00	0.00	0.00	Total	10,219,287.00	
U-1	Bank of Sacramento Escrow 10%		THIS LINE	1,003,511.89	0.00	719,115.90	284,395.99	With CO1	150,000.00	Senior & Teen Center construction contract requires ten percent be withheld from approved and paid construction invoices and remitted to an Escrow holder.
	Fiscal Year 2010/2011							Total	10,369,287.00	
	Fiscal Year 2011/2012			730,221.04	0.00	494,329.04	235,892.00			
	Fiscal Year 2012/2013			273,290.85	0.00	224,786.86	48,503.99			
	Fiscal Year 2013/2014			0.00	0.00	0.00	0.00			
	Jul-Dec 2013			0.00	0.00	0.00	0.00			
	MEMO Total McFadden & Escrow			10,148,299.11	0.00	7,500,695.84	2,647,603.27			
	WITHOUT CHANGE ORDER # 011			7,291,623.52	0.00	4,939,027.14	2,352,596.38			
	Fiscal Year 2011/2012			2,856,675.59	0.00	2,561,668.70	295,006.89			
	Fiscal Year 2012/2013									
	Fiscal Year 2013/2014									
V	D L Falk Construction, Inc.		THIS LINE	7,839,212.15	7,839,212.15	0.00	0.00	Initial	8,222,500.00	Lump-sum cost construction of Meas. E Community Center Project. Agreement dated 7/26/12. Work commenced August 2012 and nearly complete December 2013.
	Fiscal Year 2010/2011									
	Fiscal Year 2011/2012			4,221,601.22	4,221,601.22	0.00	0.00	C.O. 1-17	296,316.69	
	Fiscal Year 2012/2013			3,617,610.93	3,617,610.93	0.00	0.00	SubTotal	8,518,816.69	
	Fiscal Year 2013/2014									
	Jul-Sep 2013			1,926,727.89	1,926,727.89	0.00	0.00			
	#18779 Jul			473,444.59	473,444.59	0.00	0.00	C.O. 18, 19 & 24	96,505.19	Several accelerated tasks to allow grand opening [temporary occupancy] January 2014 approved February 2014.
	#18905 Aug			793,830.21	793,830.21	0.00	0.00	C.O. 20 skipped		[36,755.51 increase for Jan 2014 tasks] [was approved Feb 2014]
	#18966 Sep			659,453.09	659,453.09	0.00	0.00			
	Oct-Dec 2013			1,690,883.04	1,690,883.04	0.00	0.00	C.O. 21, 22 & 23		
	#19155 Oct			702,736.53	702,736.53	0.00	0.00			
	#19155 Nov			207,803.04	207,803.04	0.00	0.00	Total	8,615,321.88	
	#19283 Dec-1			540,823.84	540,823.84	0.00	0.00			
	#19345 Dec-2			239,519.63	239,519.63	0.00	0.00			

Key Name	General Ledger Expenditures	Accum. Dollars Paid	THIS LINE	Total Dollars Paid	Comm. Ctr	Plsnt Oaks Pk	Measure E Expenditures by Project		Initial & Added Amt thru C.O.#	Authorized Contract Dollars	WORK SCOPE
							Sen Ctr	Teen Ctr			
PAGE SEVENTEEN											
V-1	[CONSTRUCTION] cont. Calif. Bank of Commerce Escrow [ 5% ]		412,590.11	412,590.11	412,590.11	0.00	0.00	0.00	0.00		Community Center construction contract [CO #02] requires five percent be withheld from approved and paid construction invoices and remitted to an Escrow holder.
	Fiscal Year 2010/2011										
	Fiscal Year 2011/2012										
	Fiscal Year 2012/2013		222,189.54	222,189.54	222,189.54	0.00	0.00	0.00	0.00		
	Fiscal Year 2013/2014		190,400.57	190,400.57	190,400.57	0.00	0.00	0.00	0.00		
	Jul-Sep 2013		101,406.74	101,406.74	101,406.74	0.00	0.00	0.00	0.00		
	#18763 Jul		24,918.14	24,918.14	24,918.14						
	#18891 Aug		41,780.54	41,780.54	41,780.54						
	#18950 Sep		34,708.06	34,708.06	34,708.06						
	Oct-Dec 2013		88,993.83	88,993.83	88,993.83	0.00	0.00	0.00	0.00		
	#19209 Oct		10,937.00	10,937.00	10,937.00						
	#19269 Dec-1		28,464.41	28,464.41	28,464.41						
	#19269 Dec-2		12,606.29	12,606.29	12,606.29						
	#19269 Dec-3		36,986.13	36,986.13	36,986.13						
	<b>MEMO Total D L Falk &amp; Escrow</b>		8,251,802.26	8,251,802.26	8,251,802.26	0.00	0.00	0.00	0.00		
	Fiscal Year 2012/2013		4,443,790.76	4,443,790.76	4,443,790.76	0.00	0.00	0.00	0.00		
	Fiscal Year 2013/2014		3,808,011.50	3,808,011.50	3,808,011.50	0.00	0.00	0.00	0.00		
W	Goodland Landscape Constructor Inc.		3,278,821.24	3,278,821.24	3,278,821.24	0.00	0.00	0.00	0.00	3,260,000.00	Clearing/regrading site; installing irrigation & athletic structures; adding curb & road work including parking.
	Fiscal Year 2010/2011										
	Fiscal Year 2011/2012										
	Fiscal Year 2012/2013		377,157.17	377,157.17	377,157.17	0.00	0.00	0.00	0.00	332,479.39	Work commenced June 2013 and sod applied/field fencing completed mid November 2013-- grand opening set March 2014.
	Fiscal Year 2013/2014		2,901,664.07	2,901,664.07	2,901,664.07	0.00	0.00	0.00	0.00	3,592,479.39	
	Jul-Sep 2013		1,510,757.24	1,510,757.24	1,510,757.24	0.00	0.00	0.00	0.00		
	#18788 Jul		361,317.72	361,317.72	361,317.72						
	#18852 Aug-1		461,698.13	461,698.13	461,698.13						
	Adjust wk paid by Cen San		(2,592.99)	(2,592.99)	(2,592.99)						
	#19029 Sep		690,334.38	690,334.38	690,334.38						
	Oct-Dec 2013		1,390,906.83	1,390,906.83	1,390,906.83	0.00	0.00	0.00	0.00		
	#19165 Oct		712,059.58	712,059.58	712,059.58						
	Adjust wk paid by PHBA		(4,513.00)	(4,513.00)	(4,513.00)						
	#19227 Nov		495,771.58	495,771.58	495,771.58						
	#19354 Dec		187,588.67	187,588.67	187,588.67						

Key	General Ledger Expenditures	Accum. Dollars Paid	Total Dollars Paid	Comm Ctr	Plsnt Oaks Pk	Sen Ctr	Teen Ctr	Initial & Added Amt thru C.O.#	Authorized Contract Dollars
W-1	District Withheld Amounts [5%] from Approved Goodland Invoices		0.00	0.00	0.00	0.00	0.00		
	Fiscal Year 2012/2013		19,850.38	0.00	19,850.38	0.00	0.00		
	Fiscal Year 2013/2014		(19,850.38)	0.00	(19,850.38)	0.00	0.00		
	Jul-Sep 2013		(19,850.38)	0.00	(19,850.38)	0.00	0.00		
	Reverse Jun 2013 accrual		(19,850.38)		(19,850.38)				
PAGE EIGHTEEN									
<b>MEMO - Total Amount approved for Goodland Landscape invoices for current completed work [ 5% retention included]</b>									
	Fiscal Year 2012/2013	377,157.17			397,007.55		19,850.38		
	Fiscal Year 2013/2014 [Jul-Sep]	1,513,350.23			1,593,000.24		79,650.01		
	[Oct-Dec]	1,395,419.83			1,468,862.98		73,443.15		
	<b>Total</b>	<b>3,285,927.23</b>			<b>3,458,870.77</b>		<b>172,943.54</b>		
<b>General Ledger Adjustments</b>									
	FY 2009/2010-- Reallocate	0.00		(19.81)	869.69		188.75		(1,038.63)
<b>TOTAL ALL "Key" Orgztns THIS LINE</b>									
		28,813,430.43	11,049,221.32	3,852,723.20	10,304,429.09		3,607,056.82		
<b>Measure E Expenditures</b>									
<b>July to September 2013</b>									
	Listed Analysis Above [pgs 1-20]	3,790,351.94	2,226,409.15	1,555,718.73	8,386.29		(162.23)		
	Recorded in General Ledger	3,790,351.94	2,226,409.15	1,555,718.73	8,386.29		(162.23)		
	Differences	0.00	0.00	0.00	0.00		0.00		
<b>October to December 2013</b>									
	Listed Analysis Above [pgs 1-20]	3,357,968.41	1,874,987.87	1,468,751.26	14,229.28		0.00		
	Recorded in General Ledger	3,357,968.41	1,874,987.87	1,468,751.26	14,229.28		0.00		
	Differences	0.00	0.00	0.00	0.00		0.00		
	<b>Six Months Jul to Dec 2013</b>	<b>7,148,320.35</b>	<b>4,101,397.02</b>	<b>3,024,469.99</b>	<b>22,615.57</b>		<b>(162.23)</b>		

Pleasant Oaks Park construction contract provides for District to withhold five percent from approved Goodland Landscape invoices [Held with remaining Bond project funds to pay future invoices]

[Dec 31, 2013 DISTRICT IS HOLDING \$172,943.54 IN BOND PROJECT FUNDS FOR GOODLAND LANDSCAPE CONSTRUCTION CO. RETAINED AMOUNTS]

Key	Name	General Ledger		Total	Measure E Expenditures by Project		Initial & Added Amt thru C.O.#	Authorized Contract Dollars
		Expenditures	Paid		Dollars Paid	Comm Ctr		

WORK SCOPE

PAGE NINETEEN

COMMENT

Measure E Expenditures per Independent Accountant's Report for FY 2009/2010 is \$ 446,838. for FY 2010/2011 is \$1,596,948. for FY 2011/2012 is \$9,925,657. for FY 2012/2013 is \$9,695,668.

Notes

- a / Total Measure E payments to Critical Solutions, Inc. and its Escrow holder recorded from January 1, 2010 through December 31, 2013 were within authorized Measure E contract dollars through Change Order No. 51. Combining the \$15,000 non-Measure E task work with te approved Measure E dollars, the contractor's total authorized dollars is \$2,203,579. [pg 1]
- b / Legal adviser work is arranged as needed on a continuing basis at an agreed rate per hour. [multiple pgs]
- c / Payments to PRA from Measure E funds slightly exceeded authorized amounts by \$1,198.75 at December 31, 2013. [pg 2]
- d / Minor services arranged by email and telephone and invoiced upon completion of work. [multiple pgs]
- e / Payments to WRA from Measure E funds slightly exceeded authorized amounts by \$2,174.45 at December 31, 2013. [pg 6]
- f / Payments to Matriscope Engineering Labs, Inc. from Measure E funds slightly exceeded authorized amounts by \$2,551.08 at December 31, 2013. [pg 6]
- g / Payments to Aquatech Consultancy Inc. from Measure E funds slightly exceeded authorized amounts by \$857.75 at December 31, 2013. [pg 8]
- h / Payments to Bay Alarm from Measure E funds slightly exceeded authorized amounts including Change Orders by \$1,722 at December 31, 2013. [pg 9]
- j / Senior Center project work related to Change Order No. 1--Bocce courts and Horseshoe pit for \$150,000 was funded by non-Measure E funds and is noted separate from the authorized Meas. E contract amount. Total authorized including Change Orders [all funds] \$10,369,287. Notice of completion has been filed and notice given escrow holder that funds may be released to Contractor. [pg 16]
- k / Community Center project work was almost complete December 2013. Temporary access was granted to hold the grand opening on January 5, 2014. [pg 16 & 17]
- m / Ninety-five percent of all invoices have been approved for payment to contractor and the remainder of Meas. E payment [five percent of invoice] is held by District as guaranty of contractor's work performance. At Dec. 31, 2013 contractor's total approved invoices was \$3,458,870.77. The contractor was paid \$3,285,927.23 and the 5 per cent remainder [\$172,943.54] is withheld pending completion of work. Payments included \$7,105.99 paid by outside parties for additional work related to the park project. [pg 17 & 18]



## MEMORANDUM

TO: Board of Directors  
FROM: General Manager  
DATE: April 2, 2014  
RE: Agenda Item #7 – April 10, 2014 Board Meeting

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

In continuation of this agenda item from the last board meeting, the following candidates have been nominated for the Annual Youth Recognition Night that will take place on Thursday, April 17.

Talli Pitcher and Korey Riley would like to nominate Wyatt Dunn for the Soroptimist Youth Award:

Wyatt has been a lifeguard and swim instructor with Pleasant Hill Recreation & Park District since 2011. During his three years teaching and lifeguarding, Wyatt has been selected by the lesson managers and head guards for several awards, in recognition of his teamwork, attitude, and efforts:

- Fall 2011 Instructor of the Season
- Summer 2013 – Instructor of the Session, #1
- Summer 2013 – Lifeguard of the Session, #3 & #5
- Summer 2013 – Lifeguard of the Summer

Wyatt is currently taking the American Red Cross Water Safety Instructor (WSI) in an effort to further improve upon his teaching skills, and in his pursuit of a lesson manager position. He is currently a senior at College Park High School where he is active in theatre, performing in College Park productions.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: April 2, 2014

RE: Agenda Item #8 – April 10, 2014 Board Meeting

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### **Report on Community Forum for Water Conservation and Dealing with Drought Conditions**

We have set a date for this Community Forum to be held on Thursday, May 15 from 7 – 9pm at the new Pleasant Hill Community Center, Perera Pavilion. I have been in contact with both East Bay Municipal Utility District and Contra Costa Water District, who will participate in the forum dealing with water conservation measures.

We see the format as a series of PowerPoint presentations followed by a Q & A session. Both agencies have a host of materials and handouts to bring. They will cover their voluntary drought program, available rebates, conservation tips, and more. I thought it would be great if the District gave a short report of our water conservation measures for our parks. I will be talking to John Matthesen and Marian Woodard after they complete their expo taking place Saturday, April 5 regarding their involvement in this forum. So, all in all, it sounds like it is going to be a great evening. We will be handling the promotion and marketing to get folks out and help the general public in conserving water for both interior and exterior applications.



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: April 2, 2014  
RE: Agenda Item #9 – April 10, 2014 Board Meeting

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### **Report on First Meeting of the Library Task Force**

Enclosed in your packet is the agenda for the first meeting of the Pleasant Hill Library Task Force. District representative Sandy Bonato will give a report and District alternate Sherry Sterrett will also be in attendance at the first meeting of the Pleasant Hill Library Task Force.



## **PLEASANT HILL LIBRARY TASK FORCE**

April 7, 2014 at 11:00 a.m.

Large Community Room, 100 Gregory Lane, Pleasant Hill, CA 94523

### **MEETING AGENDA**

- 1. Introductions**
- 2. Appoint Task Force Chair and Vice Chair**
- 3. Establish Scope and Constraints – What falls within our mission; what is outside our mission?**
- 4. Identify the Task Force’s Intended Work Products**
- 5. Identify Assumptions**
- 6. Establish sub-committees to study and report back on:**
  - a. Outreach Strategy**
  - b. Overview of 2003 Needs Assessment & Preliminary Analysis of Site Options**
  - c. 2007 County Report on Renovations/Deferred Maintenance Needs**
  - d. Funding – review of Library Bond Act – Senator DeSaulnier legislation**
- 7. Project Phases and Tentative Time-Line**
- 8. Other Business/Items for Discussion**
- 9. Future Meeting Dates, Time & Location**



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: April 2, 2014

RE: Agenda Item #10 – April 10, 2014 Board Meeting

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### **Discussion Regarding the Evaluation of the General Manager**

Board Chair Sherry Sterrett has given instructions to the Board Members regarding completion of the evaluation survey. At this time, Board Chair Sterrett would like the Board to set a date to discuss the evaluation in a closed session.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: April 2, 2014

RE: Agenda Item #11 – April 10, 2014 Board Meeting

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### **To Set Date for Personnel Committee Meeting**

The Personnel Committee consisting of Bobby Glover and Dennis Donaghu will need to set another follow up meeting on personnel items that were discussed on March 12.