



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: April 5, 2016

RE: April 14, 2016 Board Meeting

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

- a. To Approve Bills to be Paid
- b. To Approve Minutes of February 25, 2016
- c. To Approve Resolution 2016-04-14, Honoring Ann Luke

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22522	04/14/2016	Aantex	Aantex Pest Control	1,190.00	000000
22523	04/14/2016	AmFid	American Fidelity	2,973.27	000000
22524	04/14/2016	AmFidAs	American Fidelity Assurance	431.12	000000
22525	04/14/2016	Antai	Antai Solutions LLC	8,324.00	000000
22526	04/14/2016	BANewsG	Bay Area News Group	282.08	000000
22527	04/14/2016	BatenMar	Mark Batenburg	600.00	000000
22528	04/14/2016	BayAlar	Bay Alarm Company	1,472.58	000000
22529	04/14/2016	BayAreA	Bay Area Barricade Service Inc	186.06	000000
22530	04/14/2016	BeckRob	Robert Becker	248.00	000000
22531	04/14/2016	BerBob	Robert B. Berggren	400.00	000000
22532	04/14/2016	BillAce	Bill's Ace Hardware	782.76	000000
22533	04/14/2016	BonaSan	Sandra Bonato	200.00	000000
22534	04/14/2016	CaUsss	California USSSA	85.00	000000
22535	04/14/2016	CCSNP	Contra Costa Senior Nutrition	2,335.00	000000
22536	04/14/2016	CCWat	Contra Costa Water District	217.88	000000
22537	04/14/2016	CenCon	Central Contra Costa Sanitary	1,001.32	000000
22538	04/14/2016	CGSgym	CGS Gymnastic Services, Inc	972.00	000000
22539	04/14/2016	CintCorp	Cintas Corp # 185	97.68	000000
22540	04/14/2016	CmeLt	CME Lighting Supply Company	104.38	000000
22541	04/14/2016	Cole	Cole Supply Co., Inc.	430.09	000000
22542	04/14/2016	CoLock	County Lock & Key	57.23	000000
22543	04/14/2016	ConSoft	Concord Softball Umpires	1,428.00	000000
22544	04/14/2016	Cyber	Cybercopy	84.34	000000
22545	04/14/2016	Denelect	Denalect Alarm Company	138.00	000000
22546	04/14/2016	DevMtnur	Devil Mountain Wholesale Nurse	155.10	000000
22547	04/14/2016	DonDen	Dennis A. Donaghu	200.00	000000
22548	04/14/2016	DynaAud	Dynamic Audio Concepts	300.00	000000
22549	04/14/2016	Eames	Eames Hardware & Supply	104.68	000000
22550	04/14/2016	EBMUD	East Bay Mud	693.90	000000
22551	04/14/2016	Ewing	Ewing Irrigation	259.64	000000
22552	04/14/2016	FranTx	Franchise Tax Board	105.00	000000
22553	04/14/2016	Furber	Furber Saw, Inc.	262.01	000000
22554	04/14/2016	GasAnd	Andrea Gaspari	607.75	000000
22555	04/14/2016	GenPlum	General Plumbing Supply	154.10	000000
22556	04/14/2016	GlovBob	Bobby Glover	200.00	000000
22557	04/14/2016	INKEM	INKEM	299.46	000000
22558	04/14/2016	Legisla	Legislative Intent Service, In	2,580.00	000000
22559	04/14/2016	LincEqu	Lincoln Aquatics	1,616.64	000000
22560	04/14/2016	MacJam	James MacCabe	200.00	000000
22561	04/14/2016	Mallory	Mallory Safety & Supply	650.62	000000
22562	04/14/2016	MDUSD	Mt. Diablo Unified School Dist	16,576.66	000000
22563	04/14/2016	MeehMic	Michael Meehan	1,200.00	000000
22564	04/14/2016	MillSta	Miller Starr Regalia	13,614.02	000000
22565	04/14/2016	MJStudio	Bruce Jackson MJ Studios	50.40	000000
22566	04/14/2016	MurdDeb	Debbie Murdock	721.00	000000
22567	04/14/2016	NaccAll	Allie Naccara	40.00	000000
22568	04/14/2016	Nextel	Nextel Communications/Sprint	583.16	000000
22569	04/14/2016	PerlGui	Guillermo Perla	175.00	000000
22570	04/14/2016	PERS	CalPERS	16,390.08	000000
22571	04/14/2016	PG&E	Pacific Gas & Electric Co	11,571.82	000000
22572	04/14/2016	PhCit	Pleasant Hill, City of	3,014.14	000000
22573	04/14/2016	PhSen	Pleasant Hill Seniors Club	4,047.00	000000
22574	04/14/2016	PleaHill	Pleasant Hill Rec & Park Distr	140,508.60	000000
22575	04/14/2016	RossRec	Ross Recreation Equipment	1,308.23	000000
22576	04/14/2016	RotoRoot	Roto-Rooter Sewer Service	425.00	000000
22577	04/14/2016	ShessZac	Zac Shess	200.00	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22578	04/14/2016	SiePac	Sierra Pacific Tours	1,080.00	000000
22579	04/14/2016	Spanish	Spanish 4 Children	1,425.60	000000
22580	04/14/2016	SterSher	Sherry Sterrett	200.00	000000
22581	04/14/2016	SuppWor	Supply Works	1,371.86	000000
22582	04/14/2016	TheBowl	The Bowlby Group, Inc	5,000.00	000000
22583	04/14/2016	Travel	Travel Center, Trust Account	3,393.00	000000
22584	04/14/2016	TurfInd	Turf & Industrial Equipment	157.42	000000
22585	04/14/2016	TurfStar	Turf Star, Inc.	342.83	000000
22586	04/14/2016	UNIVAR	UNIVAR USA Inc	1,634.56	000000
22587	04/14/2016	USBank	U.S. Bank	2,135.55	000000
22588	04/14/2016	USBankEq	US Bank Equipment Finance	340.25	000000
22589	04/14/2016	USBankP	U.S. Bank Corporate Payment	29,363.77	000000
22590	04/14/2016	Valic	Valic	1,200.00	000000
22591	04/14/2016	VardLeo	Leo Vardas	480.00	000000
22592	04/14/2016	whitecas	Whitecastle Tours Inc.	2,361.25	000000
22593	04/14/2016	Xerox	Xerox Corporation	385.81	000000
22594	04/14/2016	YoviYou	Yovino & Young	3,500.00	000000

**CHECK TOTAL:** \$297,226.70

**Board of Directors Meeting Minutes**  
**February 25, 2016**  
**DRAFT**



The February 25, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Donaghu at 7:23 p.m. in the Conference Room at the Administrative Office.

**PLEDGE OF ALLEGIANCE**

Board Vice Chair Donaghu led the Pledge of Allegiance.

**ROLL CALL**

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

**ABSENT:** Shess

**STAFF PRESENT:** Blair, Bradley, Riley, Hurtado

Board Vice Chair Donaghu reported that the Board had met in Closed Session and voted unanimously for the General Manager to send a formal offer to the County requesting the purchase of the Oak Park Property for the fair market price of seven million, seven hundred fifty thousand dollars.

**PUBLIC COMMENT**

None

**CONSENT CALENDAR (ACTION)**

**a. To Approve Bills to be Paid, warrants #22389-22423**

**b. To Approve Minutes of December 10, 2015 and December 22, 2015**

Upon motion of Board Members Bonato & Glover the Board approved the Consent Calendar with corrections to the December 10, 2016 minutes.

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

Naccara was not present for a report. Accounting Supervisor Blair reported that her mother had called stating Naccara was ill.

**REPORT ON THE SWIMMING POOL TEMPERATURE AT PLEASANT HILL MIDDLE SCHOOL POOL**

Aquatic Supervisor Korey Riley gave an update to the Board regarding the temperature issue at the Pleasant Hill Middle School pool. Riley reported that the temperature fluctuations were due to the failure of the temperature probe. Riley commented that the probe has been replaced, and that no new complaints have been received.

Board Vice Chair Donaghu complimented Riley on the professional way she handled the issue.

Board Member Sterrett thanked Riley for her report.

**UPDATE ON THE STORAGE FACILITY AT PLEASANT OAKS PARK**

Recreation and Parks Manager Lance Hurtado updated the Board on the Planning Commission's latest meeting regarding the location of the PHBA storage facility at Pleasant Oaks Park. Hurtado reported that a final decision on location has not been made at this time. He commented that the Planning

Commission and the District Board seem to be at an impasse regarding the location of the building. Hurtado said he is trying to arrange a meeting with the District and the Planning Commission.

The Board asked for this item to be re-agendized when more information becomes available.

### **REPORT FROM THE BUSINESS STRATEGIC PLAN COMMITTEE (OWG)**

Accounting Supervisor Mark Blair reviewed the latest updates of the Oversight Working Group with the Board. Blair commented that it is important to keep the Board up to date with the progress of the Oversight Working Group regarding the Strategic Business Plan.

### **REPORT ON THE DECEMBER 31, 2015 FINANCIAL REPORT**

- a. Review Investment Report**
- b. Review Public Agency Retirement Services**

Accounting Supervisor Mark Blair gave the Board a report on the December 31, 2015 financial report. Blair reported that the bottom line results for the General Fund show a profit of \$332k compared to a profit of \$54k for the 2014-15 fiscal year. He stated that this is a \$278k increase in the year-to-date profit compared to last year.

Blair reported that the current statements reflect receipt of the first secured tax payments. He commented that secured payments received in the current year total \$1641k compared to \$1519 received last year thru December. He said this is an increase of 8%. Blair commented that the District has received \$103k in unsecured tax payments compared to \$109k received through December 2014.

Blair reported that the overall program revenue is up by 13.4% compared to last year. He said the largest changes are in Childcare up \$92k, the Community Center up \$66k and Teens up \$44k.

Blair reported that overall program expenses are up by 6.8% compared to last year. Blair reported that the long term debt shows a \$166kk decrease. He said the payment on the refinanced COP's was posted to December last year, and the current year will be posted to January 2016.

Blair reported that Capital Expenses show a \$69k decrease due to the fact that the largest budgeted items for the current year have not started yet.

- b. Blair reviewed the current PARS report with the Board**

The Board thanked Blair for his report.

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

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

**Land and Facility Development Committee:** Board Member Glover reported that a meeting is scheduled for March 22, 2016

**Personnel Committee:** Nothing to report.

**Budget & Finance Committee:** Board Chair Shess asked to have the General Manager contact himself and Board Member Bonato to schedule a meeting.

**Program Committee:** Nothing to report.

**BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

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

- She attended the Mayor’s Breakfast, and complimented Shess on his presentation.
- She provided the Board with a brief update of the Library Task Force meeting on February 22, 2016.

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

- The next Chamber Mixer will be March 10, 2016 at the new Wise Girl restaurant.

**STAFF ANNOUNCEMENTS**

Accounting Supervisor Blair made the following announcements:

- He reported that the VIP tables for Wine Women and Shoes 2016 have sold out.
- The Laugh, Love and Learn event has sold out of sponsorship tables.
- He and Bradley updated the Board on the trimming of District trees by neighbors.
- He reported that an update should be coming regarding the Winslow Center building.
- He shared a thank you from the Christmas For Everyone, Inc. for Christmas donations from the District.
- He reminded the Board of a special meeting on March 2, 2016.

**ADJOURNMENT**

Board Vice Chair Donaghu adjourned the meeting at 8:30 p.m.

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Mark Blair, Acting Clerk of the Board



147 Gregory Lane  
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# Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

## BOARD OF DIRECTORS

**IN THE MATTER OF  
HONORING ANN LUKE**

**RESOLUTION 2016-04-14**

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

**WHEREAS**, Ann, Executive Director for the Pleasant Hill Chamber of Commerce is truly a community player where she is instrumental in promoting and supporting Pleasant Hill Recreation & Park District programs and events; and

**WHEREAS**, Prior to working at the Chamber, she would take pictures at all the Senior Center events for the District to use for publicity, she worked on the marketing boards in all of the District display boards; and

**WHEREAS**, Ann has volunteered for many District events such as the design of "Laugh, Love and Learn" materials (logo, brochure, program and sponsor posters); for 2 years, she has been active in sponsorship acquisition, volunteer coordinating and ticket booth management for the Blues & Brews Festival; she volunteered and was the graphic designer for the Teen Center Benefit Concert; the volunteer entertainment coordinator for the Wine, Women and Shoes fundraiser and was also the New Year's Eve Party fundraiser volunteer as well as the wine tasting fundraiser volunteer; she was a committee member for the Hospice Tree Lighting Event at Pleasant Hill Park; and

**WHEREAS**, Ann will retire as the Executive Director at the Chamber, where her efforts were remarkable and she made a positive impact in raising the status of the Chamber; she is going to pursue other opportunities with her family now. The District wishes her the best and we know she and Scott will continue to be involved in many community events.

**THEREFORE, BE IT RESOLVED** that the Board of Directors and the staff of the Pleasant Hill Recreation & Park District hereby congratulate Ann Luke for her many years of dedication and commitment to the District and to this community. The District appreciates and sincerely thanks Ann for all that she has done for the District.

**PASSED AND ADOPTED** on April 14, 2016 by the following vote:

**AYES:** Bonato, Donaghu, Glover, Shess, Sterrett

**NOES:**

\_\_\_\_\_  
Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on April 14, 2016.

\_\_\_\_\_  
Robert B. Berggren, Clerk of the Board



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: April 5, 2016  
RE: April 14, 2016 Board Meeting

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

Attached to your board packet are the results for the bids for the Pleasant Hill Park Pathway Project. The memo is from Park Superintendent, Tom Bradley. The original APCO Paving Company bid was at \$378,000, so the re-bid was about \$10,660 more. McNabb Construction also re-bid and came down about \$52,000 on their bid, but the bid of \$389,340 APCO Paving bid is a lot less than McNabb Construction bid.

The General Manager is recommending approval of the APCO Paving to complete the Pleasant Hill Park Pathway replacement project.

# MEMORANDUM

April 6, 2016

TO: Bob Berggren

FROM: Tom Bradley

RE: Pleasant Hill Park Pathway Bids

We received two Bids for our rebid on the Pleasant Hill Park Pathway Replacement Project.

APCO Paving:                 \$389,340.00

McNabb Construction:   \$497,861.00

I have called on all references for APCO Paving. They regularly work on large paving projects with their clients highly recommending them. At this point I recommend that the Board accept APCO Paving's Bid for the Pleasant Hill Park Pathway Replacement Project.



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: April 5, 2016  
RE: April 14, 2016 Board Meeting

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### **Follow Up Report from California Consulting on the District's Grant Program**

The General Manager consulted with California Consulting Staff regarding the District's Grant Program. We have had telephone conversations and email correspondence with Steve Samuelian. California Consulting requested to be placed on the April 14 Board Meeting agenda. He will be on hand along with Director of Operations, Shari Herbold. They will give the Board of Directors a further update on the grant program from California Consulting. Attached is a Grants Calendar from California Consulting.



**Pleasant Hill Recreation and Park District  
PROPOSED GRANT CALENDAR**

**April / May 2016**

**1. Wayne and Gladys Valley Foundation**

**Deadline: 04/20/16**

**Amount: \$7,000**

<http://fdnweb.org/wqvalley/general-grant-policies/>

Primary areas of interest include higher, secondary, and other education, medical research, health care, youth, local parks and recreational facilities

**PHRPD Project:** 10 IPADS for Teen Center after-school teen program.

**2. US Soccer Foundation: 2016 Safe Places to Play Grants – Spring Recurring Cycle**

**Deadline:** 2016 Summer Grant Recurring Cycle

- Submission deadline for Letter of Intent (LOI) due by **May 27, 2016**
- Application deadline –**June 3, 2016**

**Amount:** \$4,000 - \$50,000 or a percentage of total project amount in form of vendor credit

**Match:** None required officially; applicants will have to contribute additional funds not covered by the grant award

<http://ussoccerfoundation.org/grants/>

Safe Places to Play grants are available in four categories: Synthetic Turf, Lighting, Irrigation, and Sport Court. Multi-sport field projects are eligible for funding, but such fields must be used a majority of the time for soccer. Multi-field projects are also eligible. All Safe Places to Play grants (except for Irrigation) can be awarded for either indoor or outdoor field projects. Grants are disbursed as in-kind credit with their respective vendor:

- *Synthetic Turf Grant Amount:* up to 10% of the Hellas project quote.
- *Lighting Grant Amount:* Typically in the range of 15%-30% of project total, with a maximum of \$25,000 per grant for single fields and \$50,000 for multi-field projects.
- *Irrigation Grant Amount:* Typically in the range of \$4,000 - \$15,000, with a maximum of \$15,000 per grant.
- *Sport Court Grant Amount:* Typically in the range of 15% - 50% of project total, with a maximum of \$30,000 per grant.

No cash is disbursed as part of this grant. Grantees must use the specific vendor as the supplier for their field project. Applicants are required to submit an LOI describing basics of the project prior to being approved to submit a full application for funding.

**PHRPD Projects:** Potentially Pleasant Oaks Park field improvements

### June/July 2016

#### **3. Heavy-Duty Zero-Emissions Vehicle (ZEV) Program**

**Deadline:** 06/01/16

**Amount:** \$100,000

**Match:** The program will provide funding to reimburse a percentage of the difference in cost between a zero-emission vehicle and a conventionally fueled vehicle.

<http://www.baaqmd.gov/grant-funding/businesses-and-fleets/heavy-duty-pev-program>

This program is designed to help fleet operators achieve voluntary emission reductions through encouraging the deployment of zero-emission technologies when replacing older, compliant vehicles, and when expanding their fleet. The program will provide funding to reimburse a percentage of the difference in cost between a zero-emission vehicle and a conventionally fueled vehicle. Awards are made on a first-come, first-served basis, and the funding amounts will be determined using the most recent ARB calculation methodology for cost-effectiveness and emissions reductions.

**PHRPD Project:** Passenger bus estimated new purchase \$95,000 or used for \$40,000 and /or new passenger (19) bus to transport youth from local schools to Teen Center for after school programs.

#### **4. Major League Baseball Foundation: Baseball Tomorrow Fund**

**Deadline:** Summer Quarter July 1

**Amount:** \$40,000 average award size

**Match:** 50% or more of total project cost

**Eligibility:** Tax exempt organizations including municipalities, school districts, and 501(c)(3) nonprofits

[http://web.mlbcommunity.org/index.jsp?content=programs&program=baseball\\_tomorrow\\_fund](http://web.mlbcommunity.org/index.jsp?content=programs&program=baseball_tomorrow_fund)

The Baseball Tomorrow Fund is a joint initiative between Major League Baseball and the Major League Baseball Players Association designed to promote and enhance the growth of youth participation in baseball and softball around the world by funding programs, fields, coaches' training, uniforms, and equipment. Grants are intended to finance a new program, expand or improve an existing program, undertake a new collaborative effort, or obtain facilities or equipment necessary for youth baseball or softball programs. The Baseball Tomorrow Fund supports projects that meet the following evaluation criteria: increase the number of youth participating in baseball and softball programs; improve the quality of youth baseball and softball programs.

**PHRPD Project:** TBD several potential field projects within the District.

#### **5. Caltrans: Highway Safety Improvement Program (HSIP) Cycle 8**

**Release:** TBD April 2016

**Deadline:** 07/16/16

**Amount:** \$100,000 - \$10 Million

**Match:** 10% of project cost

[http://www.dot.ca.gov/hq/LocalPrograms/HSIP/apply\\_now.htm](http://www.dot.ca.gov/hq/LocalPrograms/HSIP/apply_now.htm)

HSIP funds are eligible for work on any public road or publicly owned bicycle or pedestrian pathway or trail that improves the safety for its users. All proposed projects will be evaluated based on the Benefit/Cost (B/C) ratios. For Cycle 8 call-for-projects, the minimum B/C for a project to be eligible for local HSIP funding will be 5.0.

**PHRPD Project:** Pleasant Hill Park pathway: 27,000 square feet of concrete/asphalt/rubberized pathway needs replacing. Must be able to hold maintenance vehicles; primarily used as jogging/walking trail. Additional request from T. Bradley to include exercise equipment as part of the project funding / planning.

#### **6. CalRecycle Tire-Derived Product Grant**

**Release:** TBD (Spring 2016)

**Deadline:** TBD, anticipated Summer 2016

**Amount:** Up to \$150,000 toward purchase of eligible rubber product material

Eligible grant costs are limited to material costs for the rubberized products.

<http://www.calrecycle.ca.gov/Tires/Grants/Product/default.htm>

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

**PHRPD Project:** Pleasant Hills Park basketball courts resealed / paved. Potential funding source for expansion to other park playground sites.

#### **August 2016 / September 2016**

*Note that two major funding applications are due Oct / Nov and potential Fall projects should be pursued only if time is available.*

#### **7. California Department of Parks and Recreation: Habitat Conservation Fund (HCF) Program**

**Deadline:** October 3, 2016

**Amount:** Varies by project; \$2 Million allocated for entire program annually

**Match:** Dollar-for-dollar

**Eligibility:** For our purposes, remove invasive, re-vegetate surrounding lands and create interpretive elements while developing new trails.

[http://www.parks.ca.gov/?page\\_id=21361](http://www.parks.ca.gov/?page_id=21361)

**PHRPD Project:** Removal and restoration of eucalyptus grove at Valley High II which possess an extreme fire danger area of approximately 8 acres of the hillside. This project site has the potential to increase the scope by connecting several smaller park land segments together.

#### **8. US Soccer Foundation: 2016 Program Grants – Quarterly, Fall recurring cycle**

**Deadline:** October 7, 2016

**Amount:** \$50,000

**Match:** None required officially; applicants will have to contribute additional funds not covered by the grant award

<http://ussoccerfoundation.org/grants/>

Program Grants are awarded for grantees to purchase soccer equipment and/or cash to cover operating expenses including:

Equipment – all equipment grants are awarded as credit with [www.soccer.com](http://www.soccer.com) and/or [www.kwikgoal.com](http://www.kwikgoal.com). No cash is distributed for equipment. Eligible equipment expenses: jerseys, shorts, socks, shin guards, cleats, balls, goals (pop-up or permanent), polo shirts for coaches, whistles, cones, ball bags, first aid kits, scrimmage vests, etc.

Cash – cash for operating expenses is disbursed in one check after the grant agreement and all paperwork have been completed. Eligible operating expenses: stipends for coaches and program managers, transportation, healthy snacks, award banquets for players, field or facility rental fees, referee fees, background checks, family engagement events, etc.

**PHRPD Project:** TBD

**9. California State Parks, Office of Grants and Local Services (OGALS):  
California Youth Soccer Recreation and Development Program**

**Deadline:** Nov. 1, 2016

**Amount:** Up to \$1 Million allocated per project.

[http://www.parks.ca.gov/?page\\_id=28475](http://www.parks.ca.gov/?page_id=28475)

**Eligible Projects:** Development projects that create new opportunities for youth soccer, baseball, softball, and basketball.

**Ineligible Projects:** Acquisition projects AND Development projects that *do not* include a water conservation measure.

**Project Considerations:** While support amenities are eligible, the primary intent of the project must be the creation of a new opportunity. Projects must include a water conservation measure

**PHRPD Projects:** TBD, this is a heavily regulated / compliance documentation grant program, project should be addressed early with sufficient planning to complete all requirements.

**Top 7 Priority Projects with no designated potential funding source**

**PROJECT #1**

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

**PROJECT #2**

Historic reconstruction of Rodgers Ranch Historical Site barn. The site is currently registered as an historical site, reconstruction would be to period. Majority of the building materials were salvaged from the earlier structure.

**PROJECT #3**

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

**PROJECT #4**

Pleasant Oak Park funding for 6+ play structure. \$8,000 donations in budget - total cost \$100,000

**PROJECT #5**

Pleasant Hill Senior Center computer lab expansion to purchase an additional at Senior Center \$12,000

**PROJECT #6**

Replace Pleasant Hill Park parking lot – estimate \$250,000

**Project #7**

Resurfacing basketball courts at Pleasant Hill and Rodgers Smith Parks – estimate \$45,000



**Pleasant Hill Recreation and Park District  
GRANTS SUBMITTED  
March 2016**

**1. CA State Parks, Land Water Conservation Fund**

**Submitted:** February 3, 2016

**Amount:** \$241,290.50 (requested amount)

**PHRPD Project:** The proposed project for the CA State Parks, Land & Water Conservation Fund Grant program application is the renovation/ repair of the Pleasant Hill Aquatic Park diving pool deck and electrical underwater lighting system. If approved, the project will replace the entire concrete pool decking as well as the underwater pool lighting system.

**Total Grant Amount Submitted: \$241,290.50**



**Pleasant Hill Recreation and Park District**  
**GRANTS IN-PROGRESS**  
**March 2016**

**1. *Wayne and Gladys Valley Foundation***

**Deadline: 04/20/16**

**PHRPD Project:** 10 IPADS for Teen Center after-school teen program.

**2. *CalRecycle Tire-Derived Product Grant***

**Deadline: Anticipated Agency Deadline Summer 2016**

**PHRPD Project:** Pleasant Hills Park basketball courts resealed / paved. This grant could also be a potential funding source for expansion to other park playground sites.

**3. California Department of Parks and Recreation: Habitat Conservation Fund (HCF) Program**

**Deadline: October 3, 2016**

**PHRPD Project:** Removal and restoration of eucalyptus grove at Valley High II which possess an extreme fire danger area of approximately 8 acres of the hillside. This project site has the potential to increase the scope by connecting several smaller park land segments together.



**Pleasant Hill Recreation and Park District  
MEETINGS & OTHER ACTIVITIES  
March 2016**

<b>Meeting/ Activity Date</b>	<b>Purpose</b>	<b>Attendees</b>
03/02/16	Business Development. Series of emails with Katerina Hunn, Teen Center and Kendra Luke Senior Center Supervisors concerning PHRPD project funding via Kaiser Permanente possibly under section Healthy Eating Active Living, for the Aquatic program	Katrina Hunn, Teen Center and Kendra Luke Senior Center Supervisors
03/03/16.	Business Development. Conference call with Molly Berstrom concerning PHRPD project funding opportunity via Kaiser Permanente possibly under section Healthy Eating Active Living, for the Aquatic program.	Conference call with Molly Berstrom via Kaiser Permanente Grant Program
03/03/16	Business Development. Kaiser Permanente Healthy Eating Active Living funding opportunity. Forward email from Molly Berstrom to Katrina concerning project funding criteria with an active link to the program application online site.	Katrina Hunn, Teen Center Supervisor
03/04/16.	Business Development. Follow up email from Kendra Luke Senior Center concerning project funding criteria via Kaiser Permanente unable	Kendra Luke Senior Center Supervisor

	to fit the criteria.	
03/10/16	Email follow-up to Tom regarding workout station price quotes for trail placement.	Tom Bradley Maint. Super.
03/16/16	Business Development. Emails with Katrina and Kendra about an alternative funding program specific opportunity via Wayne and Gladys Valley Foundation for the Teen or Senior Center	Katrina Hunn, Teen Center and Kendra Luke, Senior Center Supervisors
03/16 -17/16	Email follow-up with Korey Riley Aquatic Sup concerning billing questions from Sonoma State & Sec 106 forms for the CA State Parks, Land, Water Conservation Fund t	Korey Riley Aquatic Supervisor
03/17/16.	Business Development. Kaiser Permanente Healthy Eating Active Living funding opportunity Follow up email from Katrina Teen Center Supervisor concerning project funding criteria via Kaiser Permanente as per the grant although window of opportunity had passed without developing the program criteria	Katrina Hunn Teen Center Supervisor
03/17/16	Business Development - Follow up email to questions Katrina H Teen Center Supervisor and Bob B posed concerning project funding criteria via transportation grants the zero-emission vehicle grants and voucher programs available through both the Bay Area Air Quality Management District and the Air Resources Board.	Katrina Hunn Teen Center Supervisor and Bob B
03/19/16	Business Development. Emails with Katrina Hunn developing Wayne and Gladys Valley Foundation specifically	Katrina Hunn, Teen Center and Kendra Luke, Senior Center Supervisors

	for the Teen Center	
03/23/16	Business Development - Introduction email to Denise Koroslev Roger's Ranch Hist. Ranch Curator.	Denise Koroslev Roger's Ranch Hist. Ranch Curator.
03/23/16	Series of emails with Bob Berggren concerning the site visit projects and supervisory staff on the agenda.	Bob Berggren
03/24/16	Business Development - Pleasant Hills Recreation and Park District site visit	Pleasant Hills Recreation and Parks Dist. supervisory staff, Lance H, Tom B, Denise K, Korey R, Kendra L, Kristina H and the board
03/25/16	Follow-up email with PHRPD supervisory <u>staff</u> thanking them for the hospitality	PHRPD supervisory <u>staff</u> , Lance H, Tom B, Denise K, Korey R, Kendra L, and Kristina H
03/29/16	Final follow-up emails with Bob Berggren and Susie Kubota on the CEQA/SHPO packet submitted CA State Parks, Land, Water Conservation Fund	Bob Berggren and Susie Kubota



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: April 5, 2016  
RE: April 14, 2016 Board Meeting

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### **To Consider Right of Entry Agreement with MGP at Chilpancingo Park (ACTION)**

Enclosed in your packet is the Right of Entry Agreement with Malone Geier Partners (MGP). This agreement will be for MGP to enter our property at Chilpancingo Park to work on their project along the channel to construct the upgrades that they are going to develop at that parcel including a pedestrian/bicycle trail, landscaping, Dog Park and other improvements in regards to the Diablo Valley Plaza Shopping Center Project. Attorney Curt Kidder has reviewed the agreement with MGP.

The General Manager recommends approval of the Right of Entry Agreement with MGP.

Please note: The Land and Facility Development Committee will be meeting with MGP on April 19<sup>th</sup> concerning the operation of Chilpancingo Park.

**Right of Entry Agreement**  
**Pleasant Hill Recreation and Park District**  
**Chilpancingo Park**

This Right of Entry Agreement ("REA") is entered into this 5 day of April, 2016, by and between the Pleasant Hill Recreation and Park District, a California special district ("District"), and MGP X DVC, LLC, a California Limited Liability Corporation ("MGP") in regards to Chilpancingo Park.

RECITALS

This REA is made and entered into with reference to the following:

A. MGP owns and operates the Diablo Valley Plaza shopping center ("DVP Shopping Center"), an approximate 9 acre shopping center located at the intersection of Golf Club Road and Old Quarry Road in the city of Pleasant Hill. MGP proposes to redevelop the DVP Shopping Center and to construct an approximate one-half acre dog park and a pedestrian and bicycle trail extending from Golf Club Road to Chilpancingo Parkway over the existing County-owned flood control gravel maintenance road and adjacent areas. The DVP Shopping Center and the proposed dog park and pedestrian/bicycle trail are identified on the DVP Shopping Center Site Plan, which is attached hereto as Attachment A and incorporated herein by reference.

B. The District owns and operates Chilpancingo Park, an approximate 2.5 acre park located on Golf Club Road and adjacent to DVP Shopping Center on one side and to the County-owned flood control gravel maintenance road and Grayson Creek on the east side of the park. Chilpancingo Park is identified as such on the DVP Shopping Center Site Plan.

C. MGP desires to enter portions of Chilpancingo Park in order to access the flood control gravel maintenance road and other County-owned property between the park and Grayson Creek (collectively "County Property") to construct the dog park and portions of the pedestrian/bicycle trail and to install landscaping and other improvements (the "DVP Shopping Center Project").

D. In consideration of this REA, MGP agrees to repair any damage to the Chilpancingo Park caused by its entry onto the park property, replace any foliage damaged thereby, return the park to its condition prior to MGP's commencement of work identified hereinabove and defend, indemnify and hold the District harmless for any injuries incurred as a result of MGP's entry onto Chilpancingo Park.

NOW, THEREFORE, in consideration of mutual covenants and conditions set forth herein, MGP and the District agree as follows:

## AGREEMENT

1. Right of Entry. The District hereby grants to MGP, its employees, contractors and agents (collectively "MGP"), upon the terms and conditions stated herein, a temporary, non-exclusive and limited right of entry to portions of Chilpancingo Park for the purposes of accessing County Property to construct the DVP Shopping Center Project. The right of entry is limited to the portions of Chilpancingo Park identified on the Chilpancingo Park Site Plan, which is attached hereto as Attachment B and incorporated herein by reference.

MGP's right of entry to the park shall be limited to the park's hours of operation (sunrise to sunset), seven days per week, except certain holidays. MGP shall provide the District with written notice of its intended entry to the park at least forty-eight (48) hours in advance of such entry. MGP's vehicles and equipment shall only be driven on paved roadways and paths within the park and shall not obstruct or interfere with the use of those roadways and paths by the District or users of the park. MGP shall not use any portion of the park for overnight parking, staging of equipment or materials, placement of soil or debris or for any other purpose not authorized hereby without the prior written consent of the District in its sole and absolute discretion.

2. Term. MGP's right of entry to Chilpancingo Park shall be for the period of June 1, 2016 to December 31, 2016, or until MGP notifies the District that the work has been completed and MGP satisfies its obligations hereunder, whichever is sooner. The Term may be extended upon request by MGP and written approval by the District. The REA may be terminated during the Term if MGP violates the terms and conditions stated herein.

3. Duties of MGP. In consideration of the rights provided hereby, MGP agrees to (i) repair any damage to Chilpancingo Park caused by its entry to the park, (ii) replace any foliage damaged resulting from its entry to the park, (iii) return the park to its condition prior to commencement of the Term to the satisfaction of the District, and (iv) defend, indemnify and hold the District harmless for injuries incurred and damages caused as a result of entry to the park property as more fully set forth in Paragraph 4 hereinbelow. Termination of this REA by the District shall not relieve MGP of its obligations under this paragraph.

4. Indemnification. MGP will defend, indemnify and hold the District harmless against and from any actual or alleged damage, injury or loss from all claims, judgments, liabilities, costs and expenses, including reasonable attorney's fees and costs, arising out of or connected in any way with MGP's entry onto and use of Chilpancingo Park under this REA, provided that MGP will not be liable for such damage, injury or loss to the extent and in the proportion that the same is ultimately determined to be attributable to the sole negligence or will misconduct of the District. This indemnification obligation will commence upon the first notice that any claim or demand is made or may be made, and the District will promptly notify MGP of any actions, proceedings, claims or demands for

w.m.f.

which the District requests defense and indemnification pursuant to this paragraph. MGP's indemnity obligation shall survive the termination of this REA.

5. Insurance. MGP, at its sole costs and expense, shall obtain and maintain during the Term liability insurance for injuries and damage resulting from its entry onto and use of Chilpancingo Park as provided hereby. Such insurance shall have limits of \$2,000,000 per incident, shall be primary to any other insurance policy that may cover any such injury or damage and shall obtain an additional insured endorsement naming the District, its directors, officers, employees and agents. MGP shall provide the District with a copy of the certificate of coverage prior to the commencement of the Term.

6. Governing Law. This REA shall be interpreted and enforced under the laws of the State of California. Any action to interpret or enforce the provisions hereof shall be filed in the Superior Court of the County of Contra Costa.

7. Integration. This REA is the full and final understanding of the parties regarding the entry onto and use of Chilpancingo Park by MGP and supersedes all other oral or other agreements between the parties. This REA may be amended or modified by a written agreement of the parties.

IN WITNESS WHEREOF, the authorized representatives of each of the parties to this REA executed it as of the day and year first above written.

Pleasant Hill Recreation and Park District

\_\_\_\_\_  
Robert B. Berggren  
General Manager

Date: \_\_\_\_\_, 2016

MGP X DVC, LLC

  
\_\_\_\_\_

Date: April 5, 2016

Managing Member  
David E. Greiser

VICINITY MAP:



**SITE SUMMARY - SOUTH SITE**

LAND AREA: ± 364,837 SF  
 8.83 AC  
 FUTURE PAD SITE AREA: 16,066 SF  
 0.36 AC  
 TOTAL LAND AREA: ± 401,803 SF, 9.21 AC

EXISTING BUILDING AREA

SHOPS A: 59,104 SF  
 SHOPS B: 13,076 SF  
 SHOPS C: 3,129 SF  
 SHOPS D: 2,907 SF  
 MAJOR 1: 11,627 SF  
 MAJOR 2: 10,572 SF  
 MAJOR 3: 10,626 SF  
 MAJOR 4: 25,885 SF  
 MAJOR 5: 11,135 SF

PROPOSED PAD 1: 1,360 SF

TOTAL BUILDING AREA: 90,654 SF  
 BUILDING COVERAGE: 10.83 %  
 LANDSCAPING AREA: 60,092 SF (15%)  
 OPEN SPACE AREA: 25,385 SF (6.7%)  
 PAVING AREA: 228,003 SF (56.7%)

TOTAL PARKING PROVIDED: 488 STALLS  
 PARKING RATIO: 5.11/1000

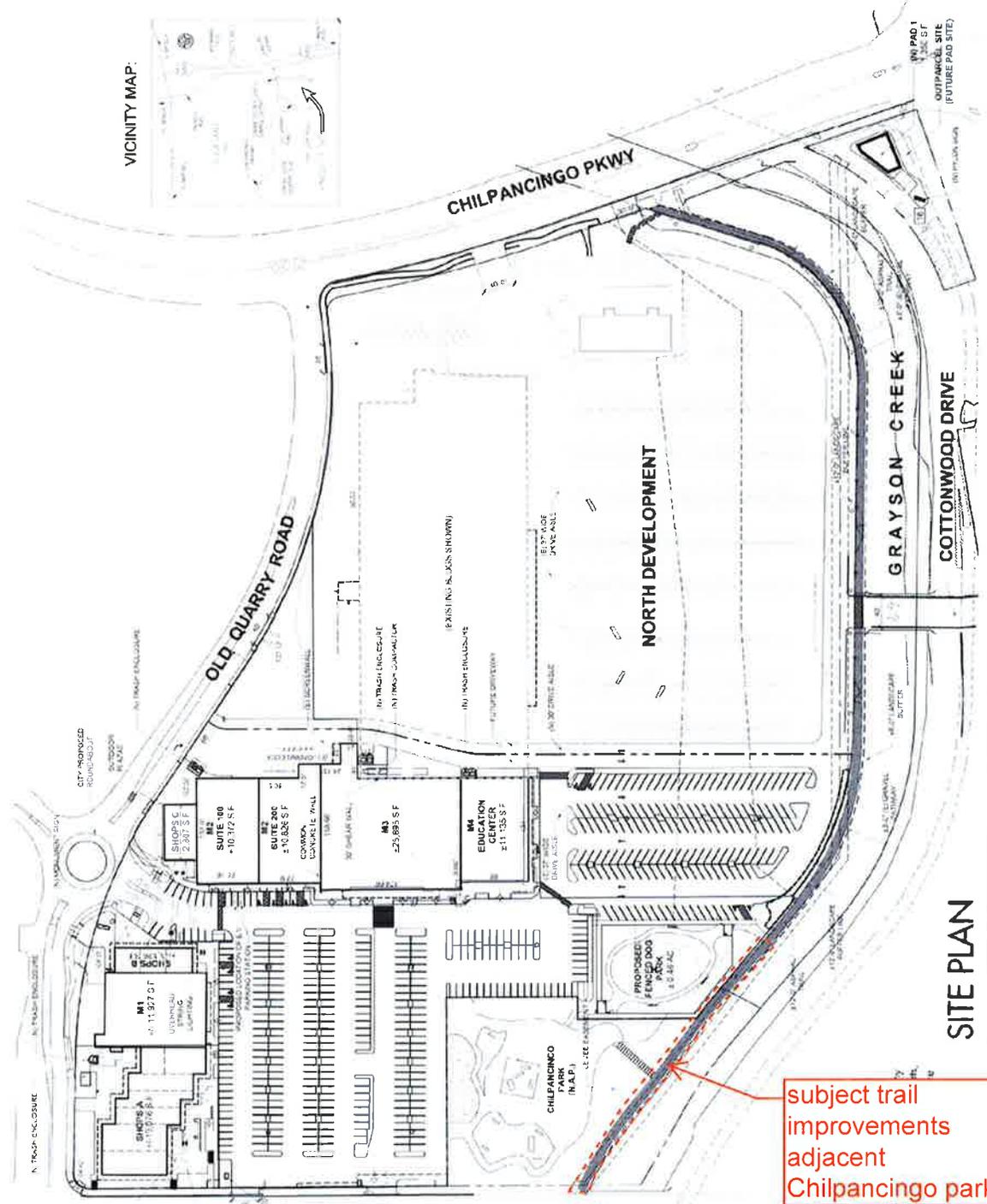
- NOTES: LANDSCAPE
1. ALL SHRUBS AND BUSHES WITH HEIGHTS < 6 FT
  2. ALL SHRUBS AND BUSHES WITH HEIGHTS > 6 FT
  3. ALL EXISTING SHRUBS AND BUSHES TO BE REMOVED (TO BE REPLACED WITH NEW PLANTINGS)
  4. APPROXIMATE LANDSCAPE AREA AFTER REMEDIATION: 67,700 SF

**SITE SUMMARY - NORTH SITE (FUTURE DEVELOPMENT)**

SITE AREA: ± 433,543 S.F. (9.95 AC)

LEGEND:

- E) PROPERTY LINE
- ⊗ ART PIECES LOCATION



SITE PLAN

Leasing: Greg Geertsen  
 (415) 693-9052  
 ggeertsen@merlonpartners.com  
 March 2015

DATE	REVISIONS
02/25/2015	MARKET STUDY COMPLETE
02/25/2015	REVISED SITE PLAN
03/02/2015	REVISED SITE PLAN
03/02/2015	REVISED SITE PLAN

subject trail improvements adjacent Chilpancingo park

NOTE: This exhibit is for reference only and is not intended to be used as a presentation or to be used as a basis for any decision by the occupants, and that use is subject to modification at the discretion of the owner.

DISCLAIMER: This exhibit is for reference only and is not intended to be used as a presentation or to be used as a basis for any decision by the occupants, and that use is subject to modification at the discretion of the owner.

Merlon Partners

DIABLO VALLEY PLAZA  
 NEC Golf Club Road & Old Quarry Road, Pleasant Hill, California

ATTACHMENT

POR. RANCHO LAS J

1-21 P.M. 10 3-9-72

2-25 P.M. 25 12-6-72

24

CAMELBACK ROAD

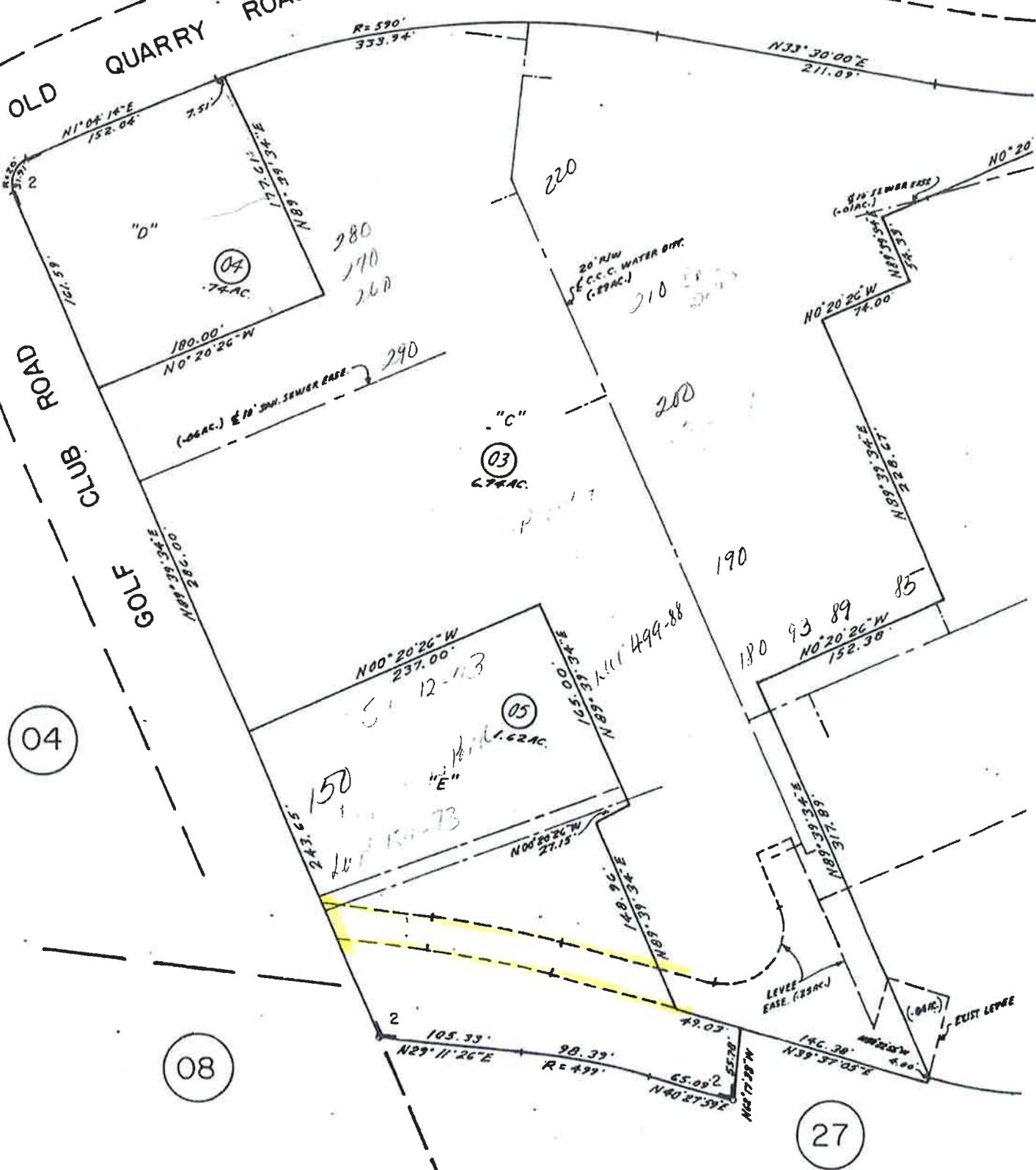
OLD QUARRY ROAD

CLUB ROAD  
GOLF ROAD

04

08

27





## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: April 5, 2016  
RE: April 14, 2016 Board Meeting

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### **Review Policy Number 4005 - Access To and Copying of District Documents**

Attorney Curt Kidder revised this document and it is enclosed in your packet for review. Curt was hopeful that the revised version more closely follows and sets forth the requirements of the Public Records Act.

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Access to and Copying of Public District Documents

**POLICY NUMBER:** 4005

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

**4005.1** Inspection of Documents. Pursuant to the provisions of the California Public Records Act (Government Code Section 6254 et seq.), District documents and records are open to inspection by members of the public during the District's regular office hours. If the documents are not readily available or may contain confidential information, such as personal information, then District staff should inform the requestor when the documents will be available will available for inspection. Confidential documents, or portions thereof, should not be made available for inspection.

**4005.2** Copying of Documents. Individuals seeking requesting copies of public District documents may submit an verbal or written request to the District during regular District office hours. District staff shall determine within ten (10) days of the request whether the District has non-confidential documents sought by the request and inform the requestor of such and when the copies of the documents will be ready. If District staff cannot, due to unusual circumstances, determine within the ten day period whether the District retains documents sought by the requestor, then District staff may extend the initial ten day period for an additional fourteen (14) days and inform the requestor of the extension. District staff will inform the requestor during the 14 day period whether the District has documents subject to disclosure and, if so, the date when copies of them will be available, but within a reasonable period of time.

**4005.2.1** Charges for Copies. For ordinary copies of documents, the requestor will shall be charged a reasonable fee for the direct costs of duplication established by the General Manager. Direct costs of duplication may include the cost of the operation of the duplicating equipment and of the staff time involved, as allowed by the California Public Records Act. (Government Code Section 6254 et. seq.) For copies of records in electronic format which can only be produced at regularly scheduled intervals or of records which require data compilation, extraction or computer programming, the requestor will be charged a fee as determined by the General Manager based upon the cost to produce the copy to defray expenses associated with the copying process including the cost to construct the record and the cost of programming and computer services necessary to produce a copy of the record.

**4005.32** Agenda Documents. Copies of agendas and other writings documents (except for confidential documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public at the same time. A limited quantity of such documents (based on normal audience attendance) shall

be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting ~~will~~should be informed of their availability on the District's website and at the District's administrative office. ~~If the individual requested printed copies they will be charged a reasonable fee. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.~~ Copies of documents submitted by a member of the public to the Board at thea Board meeting shall be made available to members of the public as soon as practicable following the conclusion of the meeting.

Approved:  
Amended:

# Pleasant Hill Recreation & Park District

## POLICY MANUAL

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**4005.3** Agenda Documents. Copies of agendas and other documents distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public at the same time. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting should be informed of their availability on the District's website and at the District's administrative

office. Copies of documents submitted by a member of the public to the Board at a Board meeting shall be made available to members of the public as soon as practicable following the conclusion of the meeting.

Approved:  
Amended:



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: April 5, 2016  
RE: April 14, 2016 Board Meeting

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### **Update on the General Manager Search**

The General Manager has been in contact with CPS Consultant Pam Derby. Currently the job announcement has been sent out to 1,400 recipients. The filing deadline is April 18, 2016. At this particular time, there are 18 resumes that she has received. I will get a further update from Pam prior to the April 14<sup>th</sup> Board Meeting.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: April 5, 2016

RE: April 14, 2016 Board Meeting

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

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