



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 22, 2016
RE: April 28, 2016 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of March 10, 2016, April 1, 2016 and April 13, 2016**
- c. To Approve Resolution 2016-04-28 for National Water Safety Month**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22595	04/28/2016	ActNet	Active Network LLC	364.55	000000
22596	04/28/2016	AlhEle	Alhambra Electric	4,640.00	000000
22597	04/28/2016	AmerSta	American Stage Tours	2,411.30	000000
22598	04/28/2016	Antai	Antai Solutions LLC	8,324.00	000000
22599	04/28/2016	ARC	ARC	84.14	000000
22600	04/28/2016	AshLum	Ashby Lumber Company, Inc.	39.69	000000
22601	04/28/2016	ATT3	ATT CALNET 2	281.15	000000
22602	04/28/2016	B&DTrail	B&D Trailer Sales	87.85	000000
22603	04/28/2016	BayArea	Bay Area Barricade Service Inc	141.70	000000
22604	04/28/2016	BayBuil	Bay Building Maintenance Inc.	275.00	000000
22605	04/28/2016	BillAce	Bill's Ace Hardware	46.00	000000
22606	04/28/2016	BoxeTra	Tra Boxer	120.00	000000
22607	04/28/2016	C & M Pa	C & M Party Props	614.11	000000
22608	04/28/2016	CaDoj	California DOJ	96.00	000000
22609	04/28/2016	CaliCon	California Consulting	4,500.00	000000
22610	04/28/2016	Capri	CAPRI	39,363.00	000000
22611	04/28/2016	CCCOofEd	Contra Costa County Office of	50.00	000000
22612	04/28/2016	CCTracto	Contra Costa Tractor Mobile Se	743.98	000000
22613	04/28/2016	CCWat	Contra Costa Water District	200.80	000000
22614	04/28/2016	Cintas	CINTAS Fire Protection # F44	174.65	000000
22615	04/28/2016	CintCorp	Cintas Corp # 185	267.45	000000
22616	04/28/2016	Cole	Cole Supply Co., Inc.	139.70	000000
22617	04/28/2016	CoLock	County Lock & Key	49.60	000000
22618	04/28/2016	ConFeed	Concord Feed & Pet Supply	95.66	000000
22619	04/28/2016	CopySt	Copy Station	203.69	000000
22620	04/28/2016	Cyber	Cybercopy	106.22	000000
22621	04/28/2016	DelDen	Preferred Benefit	3,571.70	000000
22622	04/28/2016	Elavon	Elavon	229.84	000000
22623	04/28/2016	Ellis&El	Ellis & Ellis	508.87	000000
22624	04/28/2016	Ewing	Ewing Irrigation	212.28	000000
22625	04/28/2016	FarWest	Farwest Sanitation	101.23	000000
22626	04/28/2016	FranTx	Franchise Tax Board	105.00	000000
22627	04/28/2016	GenPlum	General Plumbing Supply	23.57	000000
22628	04/28/2016	GloCarol	Carolyn Glover	450.00	000000
22629	04/28/2016	KaisFou	File #73029 Kaiser Foundation Health Plan	26,414.65	000000
22630	04/28/2016	kalgold	KALGOLD Technologies, Inc.	234.00	000000
22631	04/28/2016	KellMoo	Kelly-Moore Paint Co, Inc.	234.42	000000
22632	04/28/2016	KiddCur	Law Office of Curtis S. Kidder	5,985.00	000000
22633	04/28/2016	KidzLove	Kidz Love Soccer Inc	4,842.92	000000
22634	04/28/2016	Legal S	Legal Shield	31.90	000000
22635	04/28/2016	LeviJul	Julie Levin	60.00	000000
22636	04/28/2016	LincEqu	Lincoln Aquatics	23.00	000000
22637	04/28/2016	Mallory	Mallory Safety & Supply	504.04	000000
22638	04/28/2016	McInerne	McInerney & Dillon	1,423.50	000000
22639	04/28/2016	MJStudio	Bruce Jackson MJ Studios	50.40	000000
22640	04/28/2016	P&DApp	P&D Appliance	991.33	000000
22641	04/28/2016	ParkSB	Parker South Bay	33.75	000000
22642	04/28/2016	PERS	CalPERS	16,112.69	000000
22643	04/28/2016	PhCit	Pleasant Hill, City of	4,515.82	000000
22644	04/28/2016	PhSen	Pleasant Hill Seniors Club	224.91	000000
22645	04/28/2016	PleaHill	Pleasant Hill Rec & Park Distr	141,040.93	000000
22646	04/28/2016	Republic	Republic Services #210	2,076.72	000000
22647	04/28/2016	Spinitar	Spinitar	646.86	000000
22648	04/28/2016	Standard	Standard Insurance Company	1,559.41	000000
22649	04/28/2016	StePrint	Steven's Printing	58.59	000000
22650	04/28/2016	SuppWor	Supply Works	1,833.63	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22651	04/28/2016	Travel	Travel Center, Trust Account	11,495.00	000000
22652	04/28/2016	USBank	U.S. Bank	2,275.59	000000
22653	04/28/2016	Vagabond	The Vagabond Players	300.00	000000
22654	04/28/2016	VSP	Preferred Benefit	61.80	000000
22655	04/28/2016	WhitCas	Casey White	280.00	000000
22656	04/28/2016	WineWo	Wine, Women & Shoes Inc	7,000.00	000000
CHECK TOTAL:				\$298,933.59	

Board of Directors Meeting Minutes

March 10, 2016

DRAFT



The March 10, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 6:00 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: Shess, Donaghu, Sterrett, Glover, Bonato

STAFF PRESENT: Berggren, Bradley, Miller,

The Board adjourned to a Closed Session at 6:16 p.m. to discuss:

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Pursuant to California Government Code Section 54956.9(d) (4):
Regarding 1 matter of anticipated litigation

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to California Government Code Section 54956.8
Assessor's Parcel Number: 149-230-005 008 (1700 Oak Park Blvd.)
Agency Negotiators: Bob Berggren, Curt Kidder, Byran Wenter
Seller: Contra Costa County Public Works Regarding: Price and terms of payment

The regular Board Meeting reconvened at 7:18 p.m. at which point Board Chair Shess reported that the Board had met in Closed Session, no decisions were made and the Board gave direction to legal counsel.

PUBLIC COMMENT

Kim Brandt, resident of Pleasant Hill, spoke to encourage the Board and the District to keep moving forward on the Oak Park property negotiation.

Wendy Gollop, resident of Pleasant Hill, spoke in support of Brandt's comments.

Lenore Krause, resident of Pleasant Hill, spoke in support of the District moving forward with the Oak Park Blvd. property negotiations.

Leona Toussaint, resident of Pleasant Hill, spoke in favor of the District moving forward with the Oak Park Blvd. property negotiations.

Claire Shigley, resident of Pleasant Hill, spoke in support of the District moving forward with the Oak Park Blvd. property negotiations, and she congratulated the General Manager on his retirement.

CONSENT CALENDAR (ACTION)

a. To Approve Bills to be Paid, warrants #22242-22474

b. To Approve Minutes of January 14, 2016 and January 28, 2016

c. To Approve Resolution 2016-03-10 Declaring Certain Equipment as Surplus

Upon motion of Board Members Sterrett & Donaghu the Board approved the Consent Calendar with corrections to both the January 14, 2016, and the January 28, 2016 minutes.

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- All the Easter happenings are coming up.
- The Teen Council is planning both a Middle School and a High School dances for the end of the school year.
- The movie night for special education students is still in the planning phases.
- The Teen Council is in the process of organizing a Cyber Bully workshop to be held at the Teen Center in the Fall.

Board Member Bonato commented that she would like to see a workshop offered in the Spring as well.

The whole Board commented that the Teen Center staff should be educated on the bullying issue. Board Member Sterrett requested a follow up report in a month on the workshops, and staff education.

College Park news:

- Students took part in the first semester honor roll ice cream social.
- March 4, 2016 was the Senior breakfast/lunch at Boomers.
- There is no school tomorrow, and Spring Break will be the week after Easter.
- The band and orchestra will be holding a music festival with other schools.
- The choir will be performing an Italian performance on March 18, 2016.
- Next week is Multicultural Week.
- Open House and eighth grade parent night will be on March 16, 2016.
- The math field day is on March 28, 2016.
- The prom is on March 19, 2016.
- The State has a demographic report on College Park High School available to the public.

TO CONSIDER BIDS FOR THE INSTALLATION OF THE UNDERWATER LIGHTS AT THE PLEASANT HILL AQUATIC PARK (ACTION)

The General Manager that two bids were received for the installation of the underwater lights. He commented that staff is recommending to approve the bid from National Aquatic Services.

Board Member Bonato commented that she was concerned that only two bids had been received which were both over budget.

Board Chair Shess asked about the timeline for the project. The General Manager explained the project in more detail to the Board.

Upon motion of Board Members Donaghu & Sterrett the Board approved the National Aquatic Services bid in the amount of \$ 26,500 for the pool lighting.

REPORT ON THE CONDITION OF THE WINSLOW CENTER

Building Maintenance Superintendent Carrie Miller updated the Board on the latest structural engineer's report of the Winslow Center. Miller reported that the engineer has given the District until 2018 to continue operations at Winslow Center, which is two more years than expected.

Board Member Sterrett asked if the Winslow Center is on a maintenance calendar for inspection. Miller said it was.

REPORT ON THE CITY/DISTRICT LIAISON MEETING HELD ON MARCH 9, 2016

Board Chair Shess and Board Member Glover reported on the liaison meeting held on March 9, 2016 hosted by the City of Pleasant Hill. Shess and Glover commented that the Oak Park property issue was discussed as well as the Winslow Center building, the old schoolhouse property, and the Paso Nogal traffic issue. Glover commented that he was very impressed with the meeting, and the next one will in April. Board Members Bonato and Sterrett requested that more City projects could be discussed at the next meeting.

UPDATE ON THE GENERAL MANAGER RECRUITMENT PROCESS

The General Manager distributed the most updated draft of the recruitment brochure for the General Manager position. He requested the Board review the draft, and send him any changes they may have.

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 to discuss flood control measures.

Personnel Committee: Nothing to report.

Budget & Finance Committee: Board Chair Shess reported that a meeting is scheduled for March 23, 2016.

Program Committee: Nothing to report.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She reported on the DVC Plaza meeting that she attended.

Donaghu made the following announcements/questions:

- Attended the Come Together benefit concert which he felt was well done. He commented that the event is very long, and that the featured act should be earlier in the evening.

Bonato made the following announcements/questions:

- She gave the Board a brief report of the rain barrel workshop held at Rodgers Ranch.
- She requested that a report from the Grant Writing Committee be agendized.

Shess made the following announcements/questions:

- Commented that he was honored to speak at the District Wide Staff Meeting.
- He introduced Autumn Green who is the founder of "All in Need" family support. He commented that she is interested in new programming for Special Needs children.
- He reported that the Chamber Government Action Committee meeting is on March 28, 2016, and he cannot attend.
- He discussed better communication with the public regarding park concerns.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- There will be a Closed Session meeting on March 24, 2016.
- CSDA is calling for Board nominations.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 9:15 p.m.

Robert B. Berggren, Clerk of the Board

Board of Directors Special Meeting Minutes
April 1, 2016
DRAFT



The April 1, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 1:05 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Shess led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Glover, Shess, Sterrett

BOARD ABSENT: Donaghu

STAFF PRESENT: Berggren, Attorney Bryan Wenter, Consultant David Bowlby,
Telephonic: Attorney Matt Henderson and District Legal Counsel Curt Kidder

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

Board Chair Zac Shess adjourned to closed session.

CONFERENCE WITH LEGAL COUNSEL--PENDING LITIGATION

Pursuant to California Government Code Section 54956.9 (d) (1) Pleasant Hill Recreation & Park District v. Contra Costa County
Contra Costa County Superior court Case No. N16-0477

The Board of Directors reconvened from the closed session at 2:45 p.m. Board Chair Shess announced that there were no actions were taken and that instruction was given to District Attorney and the General Manager.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 2:46 p.m.

Robert B. Berggren, Clerk of the Board

Board of Directors Special Meeting Minutes
April 13, 2016
DRAFT



The April 13, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 9:00 a.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Shess led the Pledge of Allegiance.

ROLL CALL

Telephonic Location: Marriott Desert Springs, 1091 Pinehurst Lane, Palm Desert, CA 92260

BOARD PRESENT: Bonato, Donaghu, Glover (Telephonic location), Shess, Sterrett

STAFF PRESENT: Berggren, Attorney Bryan Wenter, Consultant David Bowlby, Attorney Matt Henderson and District Legal Counsel Curt Kidder

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

Board Chair Zac Shess adjourned to closed session.

CONFERENCE WITH LEGAL COUNSEL--PENDING LITIGATION

Pursuant to California Government Code Section 54956.9 (d) (1) Pleasant Hill Recreation & Park District v. Contra Costa County
Contra Costa County Superior court Case No. N16-0477

The Board of Directors reconvened from the closed session at 10:49 a.m. Board Chair Shess announced there were no actions taken and that instruction was given to District Attorney and the General Manager.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 10:50 a.m.

Robert B. Berggren, Clerk of the Board



Board of Directors Resolution

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

IN THE MATTER OF **RESOLUTION 2016-04-25**
DECLARING "MAY AS NATIONAL WATER SAFETY MONTH"

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

WHEREAS, Citizens of the Pleasant Hill Recreation & Park District recognize the vital role that safe swimming and aquatic-related activities play in good physical and mental health and enhance the quality of life for all people; and

WHEREAS, the citizens of Pleasant Hill Recreation & Park District understand the essential role that education regarding the topic of Water Safety plays in preventing drownings and recreational water-related injuries; and

WHEREAS, the Pleasant Hill Recreation & Park District recognizes the vital role that safe swimming and aquatic programs of this community and their contribution to providing a safe and healthy place to recreate, a place to learn and grow, to swim, build self-esteem, confidence and sense of self-worth which contributes to the quality of life in our community; and

WHEREAS, the citizens of Pleasant Hill Recreation & Park District recognize the ongoing efforts and commitments to educate the public on pool and spa safety issues and initiatives by the pool, spa, waterpark, recreation and park industries and understand the vital importance of communicating Water Safety Rules and programs to families and individuals of all ages; and

NOW THEREFORE, BE IT RESOLVED the Pleasant Hill Recreation & Park District urges all residents to enjoy and recognize the social, physical, mental, economic, environmental and community benefits derived from our aquatic programs and activities which provide something of value to everyone, and recognize May as "National Water Safety Month".

PASSED AND ADOPTED on April 25, 2016, by the following vote:

AYES:

NOES:

ABSENT:

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 25, 2016.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 22, 2015

RE: April 28, 2015 Board Meeting

Report on "Teens on Screens" Training for Teen Staff

Recreation Supervisor Katrina Hunn along with Teen Coordinator Jenny Cooper attended a training on "Teens on Screens". They will give a short report to the Board on the training they received.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 22, 2016
RE: April 28, 2016 Board Meeting

Report on the City/District Liaison Committee Meeting

The City/District Liaison Committee Meeting will be held on April 27, 2016. Attached is the agenda. Board Members Shess and Glover will report on the Liaison Committee Meeting.



**PLEASANT HILL RECREATION & PARK DISTRICT
AND
CITY OF PLEASANT HILL
LIAISON COMMITTEE MEETING**

**April 27, 2016
11:30 A.M.
Pleasant Hill Community Center
McHale Room
320 Civic Drive, Pleasant Hill, CA**

(In accordance with The Ralph M. Brown Act, this standing subcommittee meeting is open to the public.)

Recreation & Park District Board:

Chair: Zac Shess

Boardmember: Bobby Glover

City Council:

Vice Mayor: Michael Harris

Councilmember: David Durant

A G E N D A

1. Public Comment

Three minutes may be allotted to each speaker. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.

The following items will be for discussion purposes only, no action will be taken.

- 2. Discussion Regarding the Former Oak Park Elementary site (1700 Oak Park Blvd.)**
- 3. Update on the City's Gateway Signage Program**
- 4. Discussion regarding the Storage Facility at Pleasant Oaks Park**
- 5. Follow Up from Previous Liaison Meeting on March 9**
- 6. Other Business**
- 7. Future Discussion/Action Items**

ADJOURNMENT

If, due to a disability, other reasonable accommodation is needed to participate in this meeting, please contact the ADA Coordinator 72 hours in advance of the meeting at (925) 671-5221 or via California Relay at 711



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 22, 2016
RE: April 28, 2016 Board Meeting

Update on General Manager Recruitment Process

The General Manager will give an update on the recruitment process for the General Manager. The AD-HOC Committee consisting of Sterrett and Bonato will be meeting to review the screening of the applicants.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 22, 2016
RE: April 28, 2016 Board Meeting

Reports and To Set Board Committee Meeting Dates

- a. **Land and Facility Development Committee** – Tuesday, April 19, 2016, 3pm
- b. **Personnel Committee**
- c. **Budget & Finance Committee**
- d. **Program Committee**



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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

MISSION STATEMENT

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

**ADMINISTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL**

**Land and Facility Development Committee Meeting
Tuesday, April 19, 2016
3:00 p.m.**

Chair: Bobby Glover
Member: Sandy Bonato

Est. Time

1. Public Comment
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
2. To Consider the Usage of Chilpancingo Park by Merlone Geier Partners (MGP)
3. Review of Appraisal of the School House
4. To Consider Options & Alternatives for the School House
5. Update on Gate at Dinosaur Hill Park

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

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