



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: May 17, 2016  
RE: May 26, 2016 Board Meeting

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

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of Special Board Meeting May 12, 2016, 2016**
- c. To Approve Resolution 2016-05-26, Honoring Robert B. Berggren, Outgoing General Manager**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22718	05/26/2016	Antai	Antai Solutions LLC	2,250.00	000000
22719	05/26/2016	ATT3	ATT CALNET 2	285.93	000000
22720	05/26/2016	AVCSolu	AVC Solutions Inc.	2,100.00	000000
22721	05/26/2016	BayArGo	Bay Area Golf & Industrial Ve	86.80	000000
22722	05/26/2016	BillAce	Bill's Ace Hardware	133.74	000000
22723	05/26/2016	CaDoj	California DOJ	458.00	000000
22724	05/26/2016	CaliCon	California Consulting	4,508.85	000000
22725	05/26/2016	CCCOofEd	Contra Costa County Office of	200.00	000000
22726	05/26/2016	CCWat	Contra Costa Water District	297.98	000000
22727	05/26/2016	CGSgym	CGS Gymnastic Services, Inc	702.00	000000
22728	05/26/2016	CintCorp	Cintas Corp # 185	526.07	000000
22729	05/26/2016	Cole	Cole Supply Co., Inc.	513.54	000000
22730	05/26/2016	CoLock	County Lock & Key	496.30	000000
22731	05/26/2016	ConFeed	Concord Feed & Pet Supply	47.96	000000
22732	05/26/2016	Cyber	Cybercopy	19.53	000000
22733	05/26/2016	DelDen	Preferred Benefit	3,436.10	000000
22734	05/26/2016	Denelect	Denalect Alarm Company	178.20	000000
22735	05/26/2016	DolChar	Dolphin Charters	1,350.00	000000
22736	05/26/2016	EBMUD	East Bay Mud	116.80	000000
22737	05/26/2016	Egroup	The E Group, LLC	300.00	000000
22738	05/26/2016	Ewing	Ewing Irrigation	671.52	000000
22739	05/26/2016	FranTx	Franchise Tax Board	105.00	000000
22740	05/26/2016	Furber	Furber Saw, Inc.	134.89	000000
22741	05/26/2016	KaisFou	File #73029 Kaiser Foundation Health Plan	24,665.47	000000
22742	05/26/2016	KiddCur	Law Office of Curtis S. Kidder	4,541.00	000000
22743	05/26/2016	Legal S	Legal Shield	31.90	000000
22744	05/26/2016	LincEqu	Lincoln Aquatics	177.40	000000
22745	05/26/2016	LukeDes	Luke Design Associates	408.50	000000
22746	05/26/2016	MacJam	James MacCabe	500.00	000000
22747	05/26/2016	Mallory	Mallory Safety & Supply	265.88	000000
22748	05/26/2016	McInerne	McInerney & Dillon	2,651.28	000000
22749	05/26/2016	MillSta	Miller Starr Regalia	32,219.26	000000
22750	05/26/2016	Mity-Lit	Mity-Lite	608.82	000000
22751	05/26/2016	MJStudio	Bruce Jackson MJ Studios	604.80	000000
22752	05/26/2016	PerlGui	Guillermo Perla	425.00	000000
22753	05/26/2016	PERS	CalPERS	16,122.15	000000
22754	05/26/2016	PhCit	Pleasant Hill, City of	7,986.89	000000
22755	05/26/2016	PitBowsG	Pitney Bowes Inc.	287.74	000000
22756	05/26/2016	PleaHill	Pleasant Hill Rec & Park Distr	149,292.39	000000
22757	05/26/2016	QualTre	Quality Tree Care/Joseph Matto	7,900.00	000000
22758	05/26/2016	Republic	Republic Services #210	2,086.56	000000
22759	05/26/2016	RossRec	Ross Recreation Equipment	367.02	000000
22760	05/26/2016	RotoRoot	Roto-Rooter Sewer Service	272.19	000000
22761	05/26/2016	Standard	Standard Insurance Company	1,559.41	000000
22762	05/26/2016	StePrint	Steven's Printing	471.98	000000
22763	05/26/2016	SuppWor	Supply Works	1,272.77	000000
22764	05/26/2016	TheBowl	The Bowlby Group, Inc	5,000.00	000000
22765	05/26/2016	TurfStar	Turf Star, Inc.	133.17	000000
22766	05/26/2016	UPS Stor	UPS Store # 3769	100.00	000000
22767	05/26/2016	USBank	U.S. Bank	2,922.82	000000
22768	05/26/2016	VSP	Preferred Benefit	61.80	000000
22769	05/26/2016	Waterlog	Waterlogic	345.45	000000
22770	05/26/2016	Xerox	Xerox Corporation	364.46	000000

**CHECK TOTAL: \$282,565.32**

**Board of Directors Special Meeting Minutes**  
**May 12, 2016**  
**DRAFT**



The May 12, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Dennis Donaghu at 6:08 p.m. in the Conference Room at the Administration Office.

**PLEDGE OF ALLEGIANCE**

Board Vice Chair Donaghu led the Pledge of Allegiance.

**ROLL CALL**

**BOARD PRESENT:** Bonato, Donaghu, Glover, Shess (Arrived at 6:15 p.m.), Sterrett

**STAFF PRESENT:** Berggren

**PUBLIC COMMENT**

There was no public comment.

**CLOSED SESSION**

Board Chair Zac Shess adjourned to closed session.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957

Title: General Manager

**CONFERENCE WITH LABOR NEGOTIATORS**

California Government Code Section 54957.6 (a)

Agency designated representative: Zac Shess

Unrepresented employee: Robert B. Berggren

The Board of Directors reconvened from the closed session at 6:49 p.m. Board Chair Shess announced Board Chair Shess announced there were no actions taken and that instruction was given to District Attorney, Consultant and Staff.

**ADJOURNMENT**

Board Chair Shess adjourned the meeting at 6:50 p.m.



# Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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

## BOARD OF DIRECTORS

**IN THE MATTER OF  
HONORING ROBERT B. BERGGREN**

**RESOLUTION 2016-05-26**

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

**WHEREAS**, Bob Berggren has served the District for more than 40 years serving as Chief Administrator since 1987 of all District programs, parks and activities including 269 acres of parklands, 14 parks, three pools, two community center facilities, a teen center and senior center complex, historic site, trails, open space areas and more than 2,300 recreation classes, programs, and activities offered each year to our Community; and

**WHEREAS**, Bob oversaw the entire District operations, including a \$7.6 million budget and the management of 28 full-time and 350 part-time staff. Berggren also worked in conjunction with a five member, elected Board of Directors to develop policies that ensure the efficient operations of the District, plan both long-term and annual goals and recommend a fiscally sound budget that meets the recreation and park needs of more than 40,000 residents in our District; and

**WHEREAS**, He has been highly influential in improving many aspects of life in the Pleasant Hill community. With extensive knowledge of park operations, urban municipal recreation planning, park maintenance management, fiscal oversight and outstanding interpersonal skills, Bob has successfully leveraged the unique talents of community groups, state and local government agencies, and served as board member to CAPRI, (Liability Insurance Program for California Recreation & Park Districts), PARDEC (Workers Comp Program for California Recreation & Park Districts), member and President of Rotary Club of PH, Co-founder and Chair of California Special Districts Association, to name a few; and

**WHEREAS**, Bob Berggren's most significant leadership accomplishment was facilitating the implementation of Bond Measure E that brought three new District facilities and the complete renovation of Pleasant Oaks Park. He led the efforts to successfully pass the bond with a vote of 75.7% in 2009 during an economic downturn when a 2/3 vote by public was required; and

**WHEREAS**, under Bob's leadership, the District was twice awarded the top Recreation & Park District in the state, once in 1994 and again in 2002 by California Association of Recreation & Park Districts; and

**THEREFORE, BE IT RESOLVED** the Board of Directors and the staff of the Pleasant Hill Recreation & Park District hereby congratulate Bob Berggren for more than 40 years of dedication and commitment to the District and to making Pleasant Hill a very special place to live and work.

**PASSED AND ADOPTED** on May 26, 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 May 26, 2016.

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



## **MEMORANDUM**

TO: Board of Directors  
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### **Presentation of Signed Copy of The Winter/Spring 2016 Spotlight to Alexa Heine and The Spring/Summer 2016 Spotlight to Tracey Lane, Debbie Bouey, Kelly Becker, Marty Papagni and Allison Lightfoot**

We have two Spotlight presentations we will be making at this Board Meeting. Jen Thoits will have the framed copies and the Board Chair will be making those presentations.



## **MEMORANDUM**

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**Honor and Recognize the 2015-16 Teen Council**  
**a. Presentation to Teen Council Members**  
**b. Presentation to Chair Ryan Hood**

Recreation Coordinator Jenny Cooper will make the presentations to the 2015-16 Teen Council Members.



## **MEMORANDUM**

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### **To Consider Interim General Manager Position (ACTION)**

The General Manager is recommending Recreation Superintendent Tina Young to be Interim General Manager until a new General Manager is selected and on board for the District. The period would start on June 1 and most likely would continue into mid-July until the selection process is finalized. As interim I am recommending that Tina Young receive \$12,000 per month in compensation. She will be Interim GM and she will continue as Recreation Superintendent. The current GM salary is \$13,245 per month.



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### **Update on the General Manager Selection Process**

CPS Specialist Pam Derby will be on hand to give the Board an update on the General Manager selection process. The professional interview committee is recommending 3 candidates for the Board to interview. A date will be needed to conduct these interviews.



## **MEMORANDUM**

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### **Report on California Association of Recreation & Park Districts (CARPD) Annual Conference**

The General Manager attended his last CARPD Annual Conference in Tahoe. It was also his last CAPRI Board Meeting that took place on Thursday, May 19.



## **MEMORANDUM**

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### **To Consider Amendment to the Fee Waiver Assistance Policy (FIRST READING)**

The Program Committee met on May 11<sup>th</sup> to review the Fee Waiver Assistance Policy. Representative from the Garden Park Apartments located on Lisa Lane, Martine Blake, was present to request additional documentation to apply for the fee waiver program. The Program Committee agreed that the additional documentation could be included in the policy, which is attached for your review. The other forms of documentation would be Proof of SSI Income, Proof that family receives Cal Fresh, Cal Works Assistance, TANF or Kinship-Guardianship Assistance Payment Program. This is a first reading and the Program Committee is recommending the Board approve this at one of the meetings in June.



## How to apply for Fee Waiver Assistance

Pleasant Hill Recreation grants a limited number of Fee Waivers to assist families in need of obtaining access to our recreation programs.

### FEE WAIVERS

- Applications are reviewed on a first-come, first-served basis.
- Fee waivers are partial, up to 50% of the activity fee, based on household income and number of members.
- Completed application and your most recent tax return are required.
- There are limited funds available for Fee Assistance.

### APPLICANTS MUST

- Be residents of Pleasant Hill Recreation and Park District
- Meet the income requirements (below) and submit a copy of your most recent tax return
- Participant must be Youth aged 17 & under or Seniors aged 60 and over

### DEADLINE

Application and supporting documentation must be received at least two weeks prior to the first day of the program or two weeks prior to the registration deadline of the program for which assistance is requested. Return completed application and supporting documentation to:

Pleasant Hill Recreation & Park District  
 147 Gregory Lane  
 Pleasant Hill, CA 94523

### INCOME REQUIREMENTS

- Household income must not exceed the following maximum income requirements based on the applicable household size\*:

Household Size	Maximum Income
1	\$34,150
2	\$39,000
3	\$43,900
4	\$48,750
5	\$52,650
6	\$56,550
7	\$60,450
8	\$64,350

*\*Based on 2016 HUD income limits ("very low income")*

*<https://www.huduser.gov/portal/datasets/il/il2016/2016summary.odn>*

- Household income will be determined by your most recent tax return. Please submit a copy of all pages of your most recent tax return with your application. If your income has changed significantly since your last tax return, for example, due to job loss, please include documentation, such as a copy of your unemployment benefits.

#### OTHER

- Programs or activities with a cost of less than \$10 per participant are not eligible.
- Fee Waivers are issued for registration fees only, not for materials fees, supplies or other costs. Rentals, special trips and excursions are excluded.
- Fee Waivers will be considered for a maximum of 50% of the class fee. Fee Waiver is limited to \$200/individual **OR** \$500/household each calendar year.
- Submittal of an application is not a confirmation of your registration or a confirmation of Fee Waiver. A District representative will notify you whether your application is approved or denied. Registration can only occur after Fee Waiver is approved and the portion of the activity fees not covered by Fee Waiver is paid in full.
- All past due accounts must be brought current before a fee waiver application is considered.
- The District will make the final determination based on the application and required criteria.
- All applications are confidential.



## How to apply for **Fee Waiver Assistance**

Pleasant Hill Recreation grants a limited number of Fee Waivers to assist families in need of obtaining access to our recreation programs.

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- There are limited funds available for Fee Assistance.

### APPLICANTS MUST

- Complete a Fee Waiver Assistance application.
- One of the following is required:
  - Your most recent tax return
  - Proof of SSI income
  - Proof that family receives Cal Fresh, Cal Works Assistance, TANF OR Kinship-Guardianship Assistance Payment Program
- Be residents of Pleasant Hill Recreation and Park District
- Meet the income requirements (below)
- Participant must be Youth aged 17 & under or Seniors aged 60 and over

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- **Household income will be determined by your submitted documentation.** If submitting your most recent tax return with your application, a copy of all pages need to be included. If your income has changed significantly since your last tax return, for example, due to job loss, please include documentation, such as a copy of your unemployment benefits.

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

- a. Land and Facility Development Committee – Tuesday, May 24, 2016, 3pm**
- b. Personnel Committee**
- c. Budget & Finance Committee**
- d. Program Committee – May 11, 2016, 4pm**