



MEMORANDUM

TO: Board of Directors
FROM: Interim General Manager
DATE: June 1, 2016
RE: June 9, 2016 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of Special Board Meeting May 17, 2016**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22771	06/09/2016	AcmHom	Acme Home Elevator	1,102.00	000000
22772	06/09/2016	AmerSta	American Stage Tours	3,755.00	000000
22773	06/09/2016	AmFid	American Fidelity	2,773.27	000000
22774	06/09/2016	AmFidAs	American Fidelity Assurance	431.12	000000
22775	06/09/2016	Antai	Antai Solutions LLC	8,324.00	000000
22776	06/09/2016	ATT CC	AT & T	230.90	000000
22777	06/09/2016	BayAlar	Bay Alarm Company	422.10	000000
22778	06/09/2016	BayBuil	Bay Building Maintenance Inc.	700.00	000000
22779	06/09/2016	BeckRob	Robert Becker	250.00	000000
22780	06/09/2016	BerBob	Robert B. Berggren	400.00	000000
22781	06/09/2016	BillAce	Bill's Ace Hardware	53.84	000000
22782	06/09/2016	BonaSan	Sandra Bonato	200.00	000000
22783	06/09/2016	C & M Pa	C & M Party Props	3,365.12	000000
22784	06/09/2016	Canary	Canary LLC	5,202.68	000000
22785	06/09/2016	CCWat	Contra Costa Water District	253.46	000000
22786	06/09/2016	CintCorp	Cintas Corp # 185	124.81	000000
22787	06/09/2016	Cole	Cole Supply Co., Inc.	215.98	000000
22788	06/09/2016	CoLock	County Lock & Key	118.76	000000
22789	06/09/2016	CommPool	Commercial Pool Systems, Inc.	1,616.38	000000
22790	06/09/2016	ConSoft	Concord Softball Umpires	5,218.00	000000
22791	06/09/2016	CPSCons	CPS HR Consulting	8,103.42	000000
22792	06/09/2016	Digital	Digital Audio Visual Solutions	4,013.00	000000
22793	06/09/2016	DonDen	Dennis A. Donaghu	200.00	000000
22794	06/09/2016	EBMUD	East Bay Mud	2,812.84	000000
22795	06/09/2016	Ewing	Ewing Irrigation	698.97	000000
22796	06/09/2016	FranTx	Franchise Tax Board	105.00	000000
22797	06/09/2016	GlovBob	Bobby Glover	200.00	000000
22798	06/09/2016	ICOM Mec	ICOM Mechanical Inc	405.00	000000
22799	06/09/2016	LincEqu	Lincoln Aquatics	635.78	000000
22800	06/09/2016	Mallory	Mallory Safety & Supply	12.41	000000
22801	06/09/2016	MillSta	Miller Starr Regalia	9,061.00	000000
22802	06/09/2016	MurdDeb	Debbie Murdock	1,234.80	000000
22803	06/09/2016	NaccAll	Allie Naccara	20.00	000000
22804	06/09/2016	P&DApp	P&D Appliance	245.75	000000
22805	06/09/2016	PERS	CalPERS	16,303.11	000000
22806	06/09/2016	PG&E	Pacific Gas & Electric Co	14,839.89	000000
22807	06/09/2016	PhSen	Pleasant Hill Seniors Club	659.00	000000
22808	06/09/2016	PleaHill	Pleasant Hill Rec & Park Distr	156,369.61	000000
22809	06/09/2016	QualTre	Quality Tree Care/Joseph Matto	550.00	000000
22810	06/09/2016	R-Comput	R-Computer	1,526.26	000000
22811	06/09/2016	RBCServ	RBC Services, LLC	1,200.00	000000
22812	06/09/2016	RuizMon	Monica Ruiz-Hiramoto	1,683.50	000000
22813	06/09/2016	ShessZac	Zac Shess	200.00	000000
22814	06/09/2016	SiePac	Sierra Pacific Tours	1,195.00	000000
22815	06/09/2016	StePrint	Steven's Printing	667.28	000000
22816	06/09/2016	SterSher	Sherry Sterrett	200.00	000000
22817	06/09/2016	SuppWor	Supply Works	545.12	000000
22818	06/09/2016	TheBowl	The Bowlby Group, Inc	5,000.00	000000
22819	06/09/2016	Travel	Travel Center, Trust Account	6,214.00	000000
22820	06/09/2016	UNIVAR	UNIVAR USA Inc	653.93	000000
22821	06/09/2016	UPS Stor	UPS Store # 3769	150.00	000000
22822	06/09/2016	USBank	U.S. Bank	2,348.75	000000
22823	06/09/2016	USBankEq	US Bank Equipment Finance	501.49	000000
22824	06/09/2016	USBankP	U.S. Bank Corporate Payment	22,451.08	000000
22825	06/09/2016	Valic	Valic	1,000.00	000000
22826	06/09/2016	Xerox	Xerox Corporation	356.19	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
--------------	-------------	------------------	--------------------	---------------	----------------

CHECK TOTAL:				\$297,119.60	
---------------------	--	--	--	---------------------	--

Board of Directors Special Meeting Minutes May 17, 2016



The May 17, 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 5:05 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 5:07 p.m.), Sterrett

STAFF PRESENT: Berggren

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 6:52 p.m. Board Chair Shess announced there were no decisions made and direction was given to the District's Consultants.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 6:53 p.m.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors
FROM: Interim General Manager
DATE: June 1, 2016
RE: June 9, 2016 Board Meeting

Report from the 4th of July Commission

Chris Tipton will be present to give an update and report on the 4th of July Commission.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: June 1, 2016

RE: June 9, 2016 Board Meeting

To Consider Pool Chemical Bids (ACTION)

Please see memo from Korey Riley, Aquatic Supervisor's bid results for Acid, Bi-Carb, and Chlorine for PH Aquatic Park and PH Education Center for pool chemicals for FY 2016-2017. It is my recommendation to accept the bid from Leslie's Poolmart for the Sodium Bicarbonate, Commercial Pool Systems Inc. for Muradic Acid, and Bay Area Chemical Consortiums recommendation, Univar USA for the Chlorine.

Memo

To: Tina Young, Interim General Manager
 From: Korey Riley, Aquatics Supervisor II
 Date: June 1, 2016
 Re: Bid Results for Pool Chemicals

We recently solicited bids for pool chemicals for July 1, 2016 through June 30, 2017. The table below shows the bids received. The bottom row shows our current pricing.*

Vendor	Bi-Carb	Acid	Notes
Commercial Pool Systems	\$16.75/bag	\$2.47/gallon	
Leslie's Poolmart	\$14.95/bag	no bid	
Lincoln Aquatics	\$30.50/bag	\$3.20/gallon	
Northstar Chemical	no bid	\$2.81/gallon	
Sierra Chemical Co	\$16.82/bag	\$2.52/gallon	
Univar USA	no bid	\$3.25/gallon	
*Current Pricing	\$15.10/bag	\$2.95/gallon	

Sales tax is in addition to all unit prices.

Based on the results, **we recommend award to Leslie's Poolmart for Sodium Bicarbonate and Commercial Pool Systems, Inc. for Muriatic Acid for FY 16-17.**

We joined the Bay Area Chemical Consortium (BACC) chlorine bid starting with FY 13-14. Our current chlorine pricing through the BACC is \$1.23/gallon. For FY 16-17, **the BACC has recommended Univar USA, Inc. as the lowest responsive bidder for deliveries starting July 1, 2016.** Our chlorine pricing for FY 16-17 through the BACC will be 0.395/gallon, plus a short load charge of \$290 per order. Short loads are under 2,000 gallons. At PH Aquatic Park, our chlorine capacity is 900 gallons. At PH Education Center, our chlorine capacity is 500 gallons. The average cost of chlorine at PH Education Center will be \$1.12/gallon, and the average cost at PH Aquatic Park will be \$0.88/gallon.

The estimated annual cost for all chemicals at PH Aquatic Park (1280-75525) based on these prices is \$9,100. The budget for chemical supplies at PH Aquatic Park for FY 16-17 is \$20,500. The estimated annual cost for the Education Center Pool chemicals (1280-75527) is \$17,500, to be shared equally with the school district. The FY 16-17 budget for chemical supplies at the Education Center is \$15,500 (this figure reflects reimbursement by MDUSD for their half of the chemicals and supplies). Additional items, such as parts to repair the chemical feed pump systems, are charged to the chemical supplies accounts.

Chlorine cost and average cost of chlorine/gallon was calculated based on:
 $(\text{Annual usage} * \$0.395/\text{gallon}) + (\text{number of deliveries/year} * \$290 \text{ short load}) * (\text{sales tax})$

Annual chlorine use and average delivery size were estimated from historical use.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: June 1, 2016

RE: June 9, 2016 Board Meeting

To Consider Amendment to the Fee Waiver Assistance Policy (SECOND READING/ACTION)

This is the second reading of the proposed amendment to the Fee Waiver Assistance Policy. Attached is the revised how to apply for Fee Waiver Assistance Guidelines which includes new qualification documentations that can be submitted for review. The Program Committee is recommending the Board approve the amendments to the District's Fee Waiver Assistance Policy.



2nd
DRAFT

How to apply for Fee Waiver Assistance

Pleasant Hill Recreation and Park District grants a limited number of Fee Waivers to assist families in need of financial assistance for 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.
- There are limited funds available for Fee Assistance.

APPLICANTS MUST

- Complete a Fee Waiver Assistance application.
- One of the following is required:
 - 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

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 the submitted documentation. If submitting the most recent tax return with the completed 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.

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.



1st
DRAFT

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.
- 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

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.qdn>

- 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.

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.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: June 1, 2016

RE: June 9, 2016 Board Meeting

Reports and To Set Board Committee Meeting Dates

- a. Land and Facility Development Committee**
- b. Personnel Committee**
- c. Budget & Finance Committee – Wednesday, June 8, 2016 – 5pm**
- 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**

Budget and Finance Committee Meeting

**Wednesday, June 8, 2016
5:00 p.m.**

Chair: Zac Shess

Member: Sandy Bonato

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 Amending Budget for Fiscal Year 2015 - 16
3. To Consider Amending Budget for Fiscal year 2016 - 17

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.