



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**

**Thursday, July 28, 2016
7:00 p.m.
Regular Meeting**

Est. Time

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. 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.
- 5 min. 4. Consent Calendar **(ACTION)**
 - a. To Approve Bills to be Paid
 - b. To Approve Minutes of April 28, 2015, May 12, 2016 and Special Meeting Minutes of June 9, 2016, July 15, 2016 and July 20, 2016
- 10 min. 5. Report from Co-Sponsored Club Pleasant Hill Garden Study Club
- 10 min. 6. Update on General Manager Recruitment and Consideration of Employment Agreement with Michelle Lacy **(ACTION)**
- 20 min. 7. Update on Pleasant Hill Aquatic Park Pool Deck Project
- 10 min. 8. Report on the Contra Costa Special District Association (CCSDA) Quarterly Meeting

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.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: July 22, 2016

RE: July 28, 2016 Board Meeting

Consent Calendar **(ACTION)**

- a. To Approve Bills to be Paid
- b. To Approve Minutes of April 28, 2016, May 12, 2016 and Special Meetings June 9, 2016, July 15, 2016 and July 20, 2016

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22975	07/28/2016	Antai	Antai Solutions LLC	1,500.00	000000
22976	07/28/2016	ATT3	ATT CALNET 2	285.76	000000
22977	07/28/2016	BillAce	Bill's Ace Hardware	222.54	000000
22978	07/28/2016	C & M Pa	C & M Party Props	4,969.10	000000
22979	07/28/2016	Capri	CAPRI	52,762.00	000000
22980	07/28/2016	Carpd	CARPD	2,500.00	000000
22981	07/28/2016	CCCOofEd	Contra Costa County Office of	75.00	000000
22982	07/28/2016	CCWat	Contra Costa Water District	1,985.58	000000
22983	07/28/2016	ConCon	Central Contra Costa Sanitary	14,627.42	000000
22984	07/28/2016	Cintas	CINTAS Fire Protection # F44	292.80	000000
22985	07/28/2016	CintCorp	Cintas Corp # 185	447.99	000000
22986	07/28/2016	Cole	Cole Supply Co., Inc.	1,997.24	000000
22987	07/28/2016	CommPool	Commercial Pool Systems, Inc.	347.79	000000
22988	07/28/2016	ConFeed	Concord Feed & Pet Supply	47.96	000000
22989	07/28/2016	Cresco	Cresco Equipment Rentals	207.74	000000
22990	07/28/2016	DelDen	Preferred Benefit	3,381.90	000000
22991	07/28/2016	Denelect	Denalect Alarm Company	138.00	000000
22992	07/28/2016	DeptJus	Dept. Of Justice	1,039.00	000000
22993	07/28/2016	DeQuPet	Peter DeQuincy	250.00	000000
22994	07/28/2016	DurSch	Durham School Services	2,296.78	000000
22995	07/28/2016	EBMUD	East Bay Mud	222.80	000000
22996	07/28/2016	Elavon	Elavon	64.34	000000
22997	07/28/2016	Ewing	Ewing Irrigation	977.58	000000
22998	07/28/2016	FranTx	Franchise Tax Board	105.00	000000
22999	07/28/2016	GuilMic	Michael Guillory Jr.	400.00	000000
23000	07/28/2016	INKEM	INKEM	197.47	000000
23001	07/28/2016	KaisFou	File #73029 Kaiser Foundation Health Plan	25,540.06	000000
23002	07/28/2016	KiddCur	Law Office of Curtis S. Kidder	4,788.00	000000
23003	07/28/2016	KidzLove	Kidz Love Soccer Inc	2,851.20	000000
23004	07/28/2016	Legal S	Legal Shield	31.90	000000
23005	07/28/2016	LincEqu	Lincoln Aquatics	28.34	000000
23006	07/28/2016	LukeDes	Luke Design Associates	70.00	000000
23007	07/28/2016	McKiEle	McKinley Elevator Corp	295.00	000000
23008	07/28/2016	MDUSD2	MDUSD, M&O Dept	10,737.61	000000
23009	07/28/2016	PERS	CalPERS	15,223.50	000000
23010	07/28/2016	PhCit	Pleasant Hill, City of	5,820.32	000000
23011	07/28/2016	PHEEFund	Pleasant Hill Rec Employee Fun	1,210.00	000000
23012	07/28/2016	PleaHill	Pleasant Hill Rec & Park Distr	167,014.23	000000
23013	07/28/2016	QualTre	Quality Tree Care/Joseph Matto	500.00	000000
23014	07/28/2016	Republic	Republic Services #210	2,117.43	000000
23015	07/28/2016	RotoRoot	Roto-Rooter Sewer Service	278.60	000000
23016	07/28/2016	Spanish	Spanish 4 Children	1,762.20	000000
23017	07/28/2016	Standard	Standard Insurance Company	1,891.92	000000
23018	07/28/2016	StePrint	Steven's Printing	168.18	000000
23019	07/28/2016	SuppWor	Supply Works	1,002.95	000000
23020	07/28/2016	TheBowl	The Bowlby Group, Inc	5,000.00	000000
23021	07/28/2016	Travel	Travel Center, Trust Account	1,452.00	000000
23022	07/28/2016	TurfStar	Turf Star, Inc.	112.21	000000
23023	07/28/2016	UNIVAR	UNIVAR USA Inc	1,528.99	000000
23024	07/28/2016	USBank	U.S. Bank	4,860.99	000000
23025	07/28/2016	VSP	Preferred Benefit	61.80	000000

CHECK TOTAL: \$345,689.22



The April 28, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:02 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

Board Member Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Glover, Shess

BOARD ABSENT: Bonato, Sterrett

STAFF PRESENT: Berggren, Bradley, Cooper, Hunn, Hurtado

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid, warrants #22595-22656**
- 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**

Upon motion of Board Members Donaghu and Glover, the Board approved the Consent Calendar.

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

Ex-Officio Naccara announced that she will not be able to attend the next Board Meeting on May 12, 2016. She announced that she decided to go to Colby College in Maine. She gave the following report:

Teen Council news:

- Last week on Thursday, April 21, the Soroptimist Youth Awards were held and all the Seniors on the Teen Council were honored.
- Battle of the Bands will be on May 20, so far there are 4 bands signed up to perform.
- The Teen Council application deadline was extended. Something new this year is the existing Teen Council will assist in the interviews.

College Park news:

- Grad Night deadline for the memory boards is due on June 2.
- Graduation purple orchid leis are on sale for \$20 up until next week.
- Senior Ball is May 14 and Senior Banquet is May 23.
- Senior Awards Night is May 25 and is also when all the scholarships are awarded.
- St. Mary's College Faire is on May 7 with over 150 colleges represented.
- The Foundation for Pleasant Hill Education is having a vocational college and career faire on May 16 in Multi-Use Room from 3 – 4:30 p.m.
- College Park Regional Arts will be featured at the DVC Art Faire, which started earlier this month and will go until July 23 at the DVC Library.
- AP testing is next week and the week after.
- There will be schedule changes for the CASPP testing for the Juniors.

- The Undergraduate Awards Night for Freshmen, Sophomore and Juniors, where teachers nominate students for awards, will be held on May 11.
- On May 20 and 21, there will be a Pops Beach Party concert.

REPORT ON "TEENS ON SCREENS" TRAINING FOR TEEN STAFF

Recreation Supervisor Katrina Hunn brought the guides that were handed out at the training. She said they are preparing for the "Let's Talk Teens" workshops in the Fall which will focus on cyber safety, conflict resolution and bullying prevention. The training was "Teens on Screens; How to Protect your Teens in Today's Cyber World". The presenter was Tracy Webb with the Cyber Crime and Child Abuse prosecution unit, City of Los Angeles District Attorneys Office. Recreation Teen Coordinator Jenny Cooper described in detail what was learned at the training, how they can assist the teens and learned what to look out for in order to protect the teens. Hunn said they will meet with teen staff and make them aware of apps the teens are using. She stated that it is imperative to do a workshop with parents, which they will offer at a future date. She said they can monitor the games and apps that are used on the computers. Cooper said there are rules and a code of conduct that are signed each year by the teen. Hunn said they work with the middle schools and will maybe have some pledges on the wall. This will be an ongoing training.

Board Chair Shess asked to have them keep the Board up to date on this topic and thanked Hunn and Cooper for their report.

REPORT ON CITY/DISTRICT LIAISON COMMITTEE MEETING

Board Chair Shess said he attended the City/District Liaison Committee Meeting with Board Member Glover. They met at the Community Center along with David Durant and Michael Harris from the City of Pleasant Hill. The District gave a brief report on the Oak Park site. He said the City gave a presentation on the City signage project and should have the signs up by the summer. Shess spoke about the storage facility at Pleasant Oaks Park and gave a history of the process. He said they have set up the next Liaison Committee Meeting for May 25 at City Hall.

UPDATE ON GENERAL MANAGER RECRUITMENT PROCESS

The General Manager reported there were 52 applicants. They will narrow the list to about 12 – 13. Board Members Bonato and Sterrett will get the names for the first set of interviews and then will eventually have about 3-4 final candidates to be interviewed by the Board.

Board Chair Shess asked when the interview process will begin. The General Manager will check on the dates. The General Manager said they will go into closed session on May 12 to discuss an interim General Manager.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

a. Land and Facility Development Committee – April 19, 2016, 3 p.m.

Board Member Glover said the Chilpancingo Park agreement with MGP was reviewed and representatives were present. MGP said they felt the deed limits them on a lease agreement and Board Member Glover mentioned that Board Member Bonato asked the District to not look past the idea of selling the park. They will work with General Manager on a lease agreement.

Glover said the School House property is being researched for all of our options on what we can do with the property. There were public members present that want to try and preserve the

historical site. The Dinosaur Hill Park gate issue was also discussed. He said the bid to gate the park was close to \$3,500 and about \$7,000-\$8,000/year to hire a service to close the gate each night. The cost of cleaning up the park is also being estimated by the Park Superintendent to bring back to the next meeting. A comparison of costs between having a service and gate installed and staff's time spent to clean the park after many vandalism incidents will be presented.

b. Personnel Committee – Nothing to report

c. Budget & Finance Committee – May 11, 2016, 8 a.m.

d. Program Committee – Nothing to report

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- The 24th Edition of Star Quest performances were on Saturday and Sunday. He said this year's theme was the Great Broadway Composers and many commented it was the best they have seen. This was his 18th year as Director and admits that the last two rehearsals were a disaster, but it seems to always come together. He said there were no mistakes and it was the first time that a first grader was the last act who played Beethoven without any sheet music. Usually they save the best act for last. He was an amazing talented 7 year old.
- Ann Luke's going away party was last night and he presented her with the Resolution that was approved by the District's Board at the last meeting. It was a nice event and everyone will miss her.

Shess made the following announcements/questions:

- He said he attended the Soroptimist Youth Awards and presented the awards to the Teen Council Seniors that were nominated by the District.
- He will be attending the Mayor's Conference on May 5 at the Community Center. Board Member Glover will also be attending.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He said there should have been an invitation from the PH Community Foundation Event, but the Board has a closed session on the same night.
- The State Park Bond Act for 2.9 Billion is at State Assembly and is getting amended. He said it would be nice to apply for grants to renovate some of the parks and use for various projects. It is a State Wide Initiative that would need to be voted on.
- There will be 6 new parcels off of Alhambra near the open space area that the County sent a notice to inform the District about.
- There is a development off of Taylor with 23 parcels that is being built near Las Juntas Park.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 7:54 p.m.

Robert B. Berggren, Clerk of the Board



The May 12, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:00 p.m. in the Conference Room at the Administrative Office. Board Chair Shess adjourned closed session and direction was given to Board Chair and staff.

PLEDGE OF ALLEGIANCE

Board Vice Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Blair, Bradley, Herriman, Hunn, Young

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR (ACTION)

- a. **To Approve Bills to be Paid, warrants #22657-22717**
- b. **To Approve Minutes of March 24, 2016**
- c. **To Approve Resolution 2016-05-12A, Ordering Even-Year Board of Directors Election; Consolidation of Election; and Specifications of the Election Order**
- d. **To Approve Resolution 2016-05-12B, Transferring Monies from the Park Landscape Assessment Fund for Assessment District 1-5 to the General Fund**
- e. **To Approve Resolution 2016-05-12C, Transferring Monies from the Landscape & Lighting District #6 to the General Fund**
- f. **To Approve Resolutions 2016-05-12D-2016-05-12H, Intention to Order Improvement for Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III**
- g. **To Approve Resolutions 2016-05-12I, Intention to Order Improvement for Landscaping and Lighting District #6**

The General Manager stated the first resolution is ordering even year Board of Directors election where there will be two seats up. The second and third resolutions are for transferring monies from the assessment districts to the general fund. The General Manager said the remaining resolutions are an annual procedure for all the assessment districts for intention to order improvements.

Upon motion of Board Members Donaghu and Sterrett, the Board approved the Consent Calendar with minor changes to the minutes of March 24, 2016.

REPORT FROM LAS JUNTAS ARTISTS

Board Chair Shess announced that Las Juntas Artists will not be presenting tonight and has to reschedule for another date.

TO CONSIDER LEASE AGREEMENT WITH MERLONE GEIER PARTNERS (MGP) CONCERNING MAINTENANCE & OPERATION OF CHILPANCINGO PARK (ACTION)

Board Member Bonato asked if Attorney Curt Kidder would be present. The General Manager stated he will not and that representatives from MGP will be present. The General Manager mentioned that MGP is completing the Diablo Valley Plaza and Chilpancingo Park is part of the

plans. They are proposing a small dog park and it is fenced off right now. He said they came to the District and met with the Land and Facility Development Committee and want to maintain the park. He requested a list of improvements MGP is proposing to make. He stated as far as staff goes, it is a low utilized park. There is a homeless situation and there is not much use of the park. He said staff thought this could be a good opportunity for future use of the park. MGP is willing to take over operation of the park and complete some park improvements. The representatives of MGP did not show. Board Member Glover, who is on the Land and Facility Development Committee, reported they asked MGP if they would be interested in purchasing the property. MGP said they were only interested in maintaining the park and making some improvements. There were some questions and concerns regarding the lease agreement. Board Member Bonato is not sure leasing the property is the best plan. She said maybe a maintenance agreement or an MOU would be better.

Board Chair Shess felt that this should not be an action item. MGP was not present and Shess felt that we need to discuss further with the District's Attorney Curt Kidder. The General Manager felt that an MOU would be a good plan. Board Chair Shess tabled this item until further notice.

TO CONSIDER EMPLOYEE BENEFITS (ACTION)

The General Manager said that this item has been to the Budget and Finance Committee twice. He said the committee felt strongly that they wanted to do something for the employees that were hired after July 2011. The District does not want to lose good employees due to our benefit package not being "up to par" and wondering how the District can change the benefits to be comparable to other agencies.

Board Chair Shess commented that when the process started, it was not well formed with solutions or options. He appreciates the efforts so far, and now the process has come back to what we can budget for. Board Member Bonato said at the Budget and Finance Committee meeting, employee Ryan Herriman gave a great presentation. Bonato wanted to make sure the agenda item would be on the same agenda as the approval of the budget. Board Member Sterrett said it is important to have this agenda item for approval before the budget approval because we need to know if this is passed, in order to budget for this item. Sterrett stated she feels the employees are our asset and she hopes the District can compensate them by offering more coverage for medical benefits.

Board Chair Shess opened up public comment for this item. Ryan Herriman, Rental Supervisor, said there are 9 employees out of 34 that are full time that fall under the two tier system. He was spending \$1,400 a month to help pay benefits to have his family covered. He realized that it was not comparable to other agencies in the area. Tina Young said family is important and when we cut back benefits in 2011, it was a difficult decision for the District to make. Some further discussion followed. Accounting Supervisor Mark Blair said out of the 9 employees there were only 5 that would be interested. Others were covered by their spouses. Blair said the District is financially doing better than in 2011. He still encourages the Board to tighten things up and this decision will not be set in stone, but a decision that is best for now. Board Chair Shess said there is a responsibility to the District and also a commitment to staff. He said it is a good thing because it is for the people that run this District, which is our staff. He said the General Manager has put in an estimate of \$20,000 to cover the benefits for the employees that will be covered. Board Member Bonato said that with the two tiered system that was created in 2011, it was known that eventually there would be a group of employees that may come back to the District to request more coverage and that is where we are now.

The General Manager commented that the survey they sent out to comparable agencies showed how our District is behind what other agencies are offering their employees in benefits. He is recommending approval and helping out our employees. Board Members Sterrett and Donaghu feel that we should bring back the benefits and go with a single tier program. Board Member Glover explained his opinion and wants to support the General Manager's recommendation.

Upon motion of Bonato and Donaghu, the Board approved to drop the two tier system for health benefits. Upon second motion of Bonato and Donaghu, the Board approved to make this effective July 1, 2016.

REPORTS ON CONTRA COSTA SPECIAL DISTRICTS QUARTERLY MEETING

Board Member Sterrett reported on two meetings. LAFCO election did not have a quorum and there was one candidate Mike McGill. There were 19 attendants when there needs to be 23 present to vote. She said that it would have to be a mail in ballot now. She turned in our ballot right away and we were the first District to send in their vote. Sterrett said the rest of the meeting was informative. She said they chose to give their grant to the Teacher of the Year and the teacher will speak about Special Districts in her class. She reported on CSDA and spoke about the survey they have conducted. Some feel that "special" of Special Districts should be changed, which was voted down. She stated that the "Districts Make a Difference" campaign will have more emphasis. The next meeting will be on July 18 at Central Contra Costa County Sanitary District.

UPDATE ON THE GENERAL MANAGER SELECTION PROCESS

Board Member Sterrett reported that along with Board Member Bonato, they have met twice and stated they received a packet. She said there were approximately 12 candidates interviewed by phone and then the group of 12 was reduced down to 5. The professional panel will meet tomorrow to interview the 5 candidates. Sterrett described more of the process and stated there will be a final of 3 candidates that will be brought back to the Board to interview and vote on. Pam Derby with CPR Consulting has been wonderful to work with and it has been a smooth process so far. The General Manager commented that a date will need to be agreed upon for the interview of the final 3 candidates. Board Member Glover thanked Board Members Bonato and Sterrett for taking on this task and stated they have done a good job. Board Chair Shess said the process is important and thanked Bonato and Sterrett for their time.

TO REVIEW MARCH 31, 2016 FINANCIAL REPORT

- **Review Investment Reports**
- **Review Public Agency Retirement System (PARS)**

Accounting Supervisor Mark Blair said there continues to be good news and we are continuing to outperform last year. The District's deficit is \$205,000 as of last March. He said the report he received from the County is that the return taxes has an increase of over \$200,000, 7.8% increase from last year. Blair continued to review the financial report. He said the District should look into another registration system that can keep up with the accounting features. He stated there have been issues with our current registration software system. Blair continued to review the financial report as well as reviewing the investment report and PARS. Board Chair Shess thanked Blair for his report.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. **Land and Facility Development Committee** – Glover said there will be a meeting on May 24, 2016.
- b. **Personnel Committee** – Nothing to report.
- c. **Budget & Finance Committee** – Shess said they met yesterday and are making adjustments to the amended budget. Next meeting will be May 17, 2016.
- d. **Program Committee** - Donaghu said they met yesterday and Martine Blake with Contra Costa Interface Housing came to the meeting and requested additional exemption proof for the fee waiver assistance program. This will be brought back to the Board for approval.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- She attended the Library Task Force Meeting.
- She asked if anyone with the District was able to attend the PH Community Foundation Awards tonight. The General Manager stopped by before the board meeting and announced that the Seniors were awarded a grant to get a flat screen tv for the lobby.

Sterrett made the following announcements/questions:

- She also attended the Library Task Force Meeting and said there were not many in attendance. She said there were assessments of sites. City Council Members stayed on track and they spoke of the survey the City conducted.

Glover made the following announcements/questions:

- He announced that Wine Women and Shoes is on Sunday, May 15.
- The Relay for Life in Pleasant Hill is on Saturday, May 21.

Donaghu made the following announcements/questions:

- The Chamber Mixer was last night at Contra Costa Country Club and the new Chamber CEO was introduced, Steve Vandorn. They will invite him to a future meeting.
- He announced that a StarQuest Alumni, Alicia Umphress, will be performing with the San Francisco Symphony Orchestra for four days over Memorial Day weekend and is a big time Broadway performer.

Shess made the following announcements/questions:

- He will be at Wine Women and Shoes.
- He will have his son's High School Graduation and will be busy the next weekend, but will try and make the Relay for Life.
- He attended the Mayor's Conference at the Community Center. Randy Iwazaki with the Contra Costa Transportation Authority did a presentation of what is the next generation of transportation.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- PHBA is going back to the Planning Commission on May 24 regarding the storage shed.
- The Afterschool Program at the Teen Center had a registration day and filled up 4 out of the 5 days in 6 hours. There is a waitlist now. Katrina got to the Teen Center at 6:20 a.m. on the registration day and there were 26 people in line.
- The bocce courts are looking good and received some compliments. He wanted to extend the compliments to Park Maintenance staff.
- A Park Maintenance staff collapsed at the corp. yard and was taken to the hospital. He was released this afternoon and is doing okay.
- He reminded the Board that the next board meeting on May 26, 2016 will be at the Community Center.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 9:17 p.m.

Robert B. Berggren, Clerk of the Board

Board of Directors Special Meeting Minutes

June 9, 2016



The June 9, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 6:10 p.m. in the Conference Room at the Administration Office.

ROLL CALL

BOARD PRESENT: Bonato, Donaghu, Shess, Sterrett

BOARD ABSENT: Glover

STAFF PRESENT: Young, Attorney Bryan Wenter, Attorney Matt Henderson and District Legal Counsel Curt Kidder (conference call)

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

Board Chair Zac Shess announced the 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

Board Chair Shess announced there were no actions taken and instruction was given to consultants and legal counsel.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 7:25 p.m.

Tina Young, Acting Clerk of the Board

**Board of Directors Special Meeting Minutes
July 15, 2016**



The July 15, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 4:35 p.m. in the Republic Services Room at the Community Center.

ROLL CALL

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

STAFF PRESENT: None

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

Board Chair Zac Shess announced the closed session:

TO CONSIDER APPOINTMENT OF PUBLIC EMPLOYEE
Pursuant to California Government Code Section 54957(b)(1)
Position: General Manager

Board Chair Shess announced there were no final decisions made in closed session.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 7:30 p.m.

Tina Young, Acting Clerk of the Board

Board of Directors Special Meeting Minutes July 20, 2016



The July 20, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 5:01 p.m. in the Conference Room at the Administration Office.

ROLL CALL

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

STAFF PRESENT: None

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

Board Chair Zac Shess announced the closed session:

TO CONSIDER APPOINTMENT OF PUBLIC EMPLOYEE

Pursuant to California Government Code Section 54957(b)(1)
Position: General Manager

The Board of Directors gave direction to consultant.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 5:50 p.m.

Tina Young, Acting Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: July 22, 2016

RE: July 28, 2016 Board Meeting

Report from Co-Sponsored Organization, Pleasant Hill Garden Study Club

Representatives Debbie Arnold and Richard Ingalls will be on hand to report on the activities and membership of the Pleasant Hill Garden Study Club.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: July 22, 2016

RE: July 28, 2016 Board Meeting

Update on General Manager Recruitment and Consideration of Employment Agreement with Michelle Lacy (ACTION)

Recruitment Committee members, Bonato and Sterrett will give an update on General Manager Recruitment and consideration of employment agreement with Michelle Lacy.

Pleasant Hill Recreation & Park District General Manager Job Description

Job Title: General Manager
Department: Administration
Reports To: Board of Directors
FLSA Status: Exempt
Prepared By: Mark Blair
Prepared Date: 10/01/09
Approved By:
Approved Date:

Summary The General Manager shall be the chief administrator of all District activities. The General Manager is the delegated representative of the Board of Directors and in that capacity is responsible to oversee the mission of the District to serve the diverse recreational need of individuals and families, and to enrich the quality of life for all residents by providing park facilities, open space recreation programs, and activities for all ages by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Contributes to Board's Effectiveness by identifying short-term and long-range issues to be addressed; providing information and commentary pertinent to the Board's deliberations, recommending options and courses of action, implementing policies and directives and with assistance from the Board Chair prepares the agenda for Board meetings

Maintains and develops staff by supervising directly and through delegating, all personnel employed by the District. This includes hiring, promoting, demoting, disciplining, counseling, coaching, appraising job results, addressing and resolving personnel complaints, providing educational and job fulfillment growth opportunities for all staff while maintaining or improving employee morale.

Promotes a positive District image by encouraging good, positive public relations in the community; educating the community of the program services available; publicizing the positive accomplishments of the agency while adhering to a professional code of ethics.

Identifies current and future community service needs by maintaining a personal rapport with the community, utilizing public interest surveys and performing ongoing program evaluations to ensure they best meet the current needs of the community. Coordinates work activities of unit with other units, sections, or agencies to prevent delays in action required or to improve services to public.

Plans and protects the physical and financial resources of the District by directing or creating the annual budgets and submitting them for Board approval, inspecting and maintaining facilities, approving purchases and expenditures within the Board approved budget, providing financial information to the Board that accurately reflects the financial position of the District and works with external financial auditors to ensure all accounting and financial practices are in compliance with all applicable regulations and are performed as efficiently as possible.

Maintains the stability and reputation of District operations by establishing rules and procedures for all administrative matters; initiates and directs the development of policies for Board approval; ensures District compliance of all Board policies and reports regularly to the Board about the status of District objectives and other issues of concern.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional and industry publications, establishing personal networks and participating in professional societies.

Contributes to a team effort by accomplishing related results as needed reports and papers; or working on special projects.

Supervisory Responsibilities

Manages nine subordinate supervisors who supervise a total of 300 employees in the Parks, Recreation, Aquatics, Seniors and Communication departments. Directly supervises the Park Superintendent, Aquatics Supervisor, Senior Center Supervisor, Recreation Supervisor -Athletics & Teens, Recreation Supervisor-Adult Sports, Community Center Supervisor, Programs Supervisor, Executive Secretary/Office Manager and Accounting Supervisor. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Four year college or university program certificate; and five years related experience and/or training; or equivalent combination of education and experience. Masters degree preferred in Public Administration, Recreation, Business or related field.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Internet software; Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

Certificates, Licenses, Registrations

Valid current California drivers license with a good driving record.

Other Qualifications

Must be willing to travel periodically to conferences, meetings, conventions and seminars normally held within California.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: July 22, 2016

RE: July 28, 2016 Board Meeting

Update on Pleasant Hill Aquatic Park Pool Deck Project

I realize members of the Board are concerned about the cost to re-surface the pool deck in this fiscal year and have asked staff to consider if we can postpone the project. I would like to take a walk over to the pool so Board Members can take another look at the areas we will be discussing. Staff has looked over the architect's estimate of \$450,000 from October 2015, and, as you know we have not gone out to bid yet, so the bids could come in higher. Staff can remedy some of the cracks and patches on the deck for the next year but as you will see in Aquatic Supervisor, Korey Riley's memo attached, there are some aspects of the project that should not be delayed, and we do have CCC Health reports that note poor condition. I hope the Board will consider the completion of the pool deck project very carefully, the Aquatic Park Pool is the District's only pool and a valuable asset to the District. In Korey's report she has included pool renovation projects completed or in progress throughout Diablo Valley, and we don't want to fall too far behind.

Memo

To: Tina Young, Interim General Manager
From: Korey Riley, Aquatics Supervisor II
Date: July 21, 2016
Re: PH Aquatic Park Pool Deck

Given the architect's estimated cost for the Pool Deck Replacement Project, the Board has asked for additional information and alternatives.

Background

On August 27, 2015, the Board approved hiring Jones & Madhavan as the architect for the Pool Deck Project, with a Design Fee of \$34,000. We have paid Jones & Madhavan \$23,800, with \$10,200 remaining on the contract, to be paid in two installments after Plan Approvals and Construction Administration.

In October 2015, Jones & Madhavan presented their preliminary design and the architect's cost estimate to staff.

On March 10, 2016, the Board approved the bid from National Aquatic Services, Inc. (NAS) for \$26,500 to replace three underwater lights and conduit on the west side of the Dive Pool. This project was completed in April 2016.

The Amended FY 16/17 budget approved by the Board on June 23, 2016 has \$450,000 budgeted in Capital Expenditures for the Pool Deck Replacement Project.

Can the pool deck go another year without being resurfaced?

If the pool is to go another year without being resurfaced, there are several problem areas that must be addressed by patching and/or grinding. In the past, patching and repairs to the concrete have been made with:

- A variety of concrete products, including concrete/mortar, Rust-oleum Concrex Concrete Repair Patch, Rust-oleum Flowpatch, Deck-O-Seal
- Grinding lifted areas
- Marking trouble areas with spray paint to make them more visible to pool users.

Patched areas are inherently weaker than the initial pour and often must be re-done annually. Water intrusion on the patch weakens its bond with the surrounding concrete.

Building Maintenance Superintendent Carrie Miller walked the pool deck to inspect the concrete and areas needing repairs. She estimates \$600 in supplies and 100 man-hours to repair the pool deck with Quick-crete for the 2017 season.

While it is possible to delay the project an additional year, the Board should be aware of the potential consequences of delay, including increased cost of a delayed project. It is difficult to estimate the cost increase of a delay in the overall project cost, but it could be up to 20%.

One aspect of the project that cannot be delayed any longer is the drainage in the filter room. The p-traps in the original cast iron drains have collapsed. When water spills in the filter room, from backwashing or other maintenance activities, drainage in the filter room is a trickle, leading to standing water. This is a safety hazard to the employees and contractors who go into the filter room and the hazard is amplified because of the electrical equipment in the filter room. Precision Leak Detection (PLD) is scheduled for a site visit on July 27 in order to provide an estimate to camera inspect the floor drains and underground conditions (in December 2010, PLD inspected the floor drains by camera and performed a water line leak detection for the District for \$589). Staff estimate \$7,000 to replace the floor drains with a channel drain system. Should the Board choose to delay the Pool Deck Project, staff recommends the Board authorize proceeding with the filter room drainage.

Contra Costa County Environmental Health Inspectors have noted the poor condition of the deck in their inspections going back to 2004.

- 2004
Monitor cracks on pool decking and repair when they become a trip hazard.
- 2005
Monitor cracks on decking and repair in approved manner.
- 2007
Observed several rough spots on deck that are creating trip hazards. Repair deck as needed to prevent trip hazards.
- 2008
Observed minor cracks in pool deck. Repair and maintain.
- 2011
A few cracks/chips noted around pool. Repair to be in good condition.
- 2012
Chipping/cracking decking noted around pool. Repair to eliminate trip/cut hazard.
A few cracks/chips noted around pool. Repair to eliminate cut/trip hazard.
- 2013
A few cracks noted around pool. Repair to eliminate cut/trip hazard.
Chipping/cracking noted on pool deck. Repair to eliminate hazard.

- 2014
Pool decking noted with cracks and uneven pavement. Fix and maintain.
Deteriorating decking noted around pools. Repair to eliminate cut/trip hazard.
- 2015
Deteriorating decking throughout entire pool area. Make plans to resurface deck. Facility will need to submit plans to this division.
Fractures or holes in deck. Eliminate the trip and fall hazards. Maintain the deck in good repair.
- 2016
No inspection by Environmental Health as of the writing of this report.

Here is some information on Aquatics Projects in the area:

The City of Martinez renovated the Rankin Aquatic Center after passing their Measure H Bond in November 2008. The \$5.5 million facility opened July 23, 2011 and includes a Lap Pool with a diving tank and lanes for lap swimming, and a zero depth to 3' Splash/ Bucket Pool with a teaching area, aquatic play structure and bucket that drops every few minutes.

The City of Dublin is currently in the construction phase for the Emerald Glen Recreation & Aquatic Complex. The Facility includes:

- Indoor pool with six lap lanes and three teaching bays
- Outdoor sport pool for swim team and water polo (eight lanes for competition and three warm-up lanes)
- Outdoor water playground with sprays and drop-bucket
- 48-foot tall slide tower with six slides
- Picnic areas and shade cabanas
- Community room
- Over seven acres of park amenities including an outdoor amphitheater, large plaza for events, and public art

Construction (including a 10% contingency) will cost \$36.0 million and the total project cost will be \$43.8 million. Expected opening, before Summer 2017.

The City of Walnut Creek is currently renovating the Larkey Swim Center. The estimated \$4.5 million project is taking a 6-lane, 25 yard "L" shaped pool and converting it to a 25 yard x 25 meter square, deepening the pool, removal of the baby pool and replacement with a splash pad, installation of an aquatic play structure, and renovations to the locker rooms/building within the shell of the existing building.

The City of Walnut Creek is also in discussions about the future of the Clarke Swim Center at Heather Farms Park. The current estimate is \$13-17 million, which includes a 25 yard x 25 meter pool, aquatic play structures and supporting facilities. The existing facility has an instructional pool

(2-3' deep), 50 meter pool (approximately 4' deep) and a diving well (the diving towers have been removed and only 1 1-meter board remains).

Pleasant Hill Aquatic Park is the only aquatics facility owned by the District and it hosts over 550 classes and activities each year, bringing over 12,000 people to the facility for swim lessons, water aerobics, recreation swim and more. As you have seen with Contra Costa County Environmental Health Inspector Reports, the Pool Deck Replacement cannot be put off too long. Even if the Board approved a new Aquatic Facility today, funding, design, permit approvals and construction would take at least 5 years. We need to keep our Pleasant Hill Aquatic facility open and maintain it such that we are proud to have it represent the District and so that we can continue to provide essential swim programs to our community.



MEMORANDUM

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

Report on the Contra Costa Special District Association (CCSDA) Quarterly Meeting

Board Member Sherry Sterrett attended the CCSDA quarterly meeting on July 18th at Central Sanitary District and will give a report to the Board.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: July 22, 2016

RE: July 28, 2016 Board Meeting

Reports and To Set Board Committee Meeting Dates

- a. Land and Facility Development Committee – Tuesday, July 26, 2016**
- 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 147 GREGORY LANE, PLEASANT HILL CONFERENCE ROOM

Land and Facility Development Committee Meeting Tuesday, July 26, 2016 3:00 p.m.

Chair: Bobby Glover
Member: Sandy Bonato

Est. Time

1. Call to Order
2. Roll Call
3. 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.
4. To Consider District Tree Preservation Policy and Marketing Plan
5. To Consider Chilpancingo Park and Merlone Geier Partners Agreement
6. Project Updates
 - a. Rodgers Ranch Heritage Center Agreement and Gas Line
 - b. School House Options
 - c. Dinosaur Hill Park Gate
7. Items for future discussion

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.