



MEMORANDUM

TO: Board of Directors
FROM: Interim General Manager
DATE: August 19, 2016
RE: August 25, 2016 Board Meeting

Consent Calendar **(ACTION)**

- a. To Approve Bills to be Paid
- b. To Approve Minutes of June 9, 2016 and Special Meetings of August 9 and August 11, 2016
- c. To Approve Resolution 2016-08-25, Declaring Certain Equipment as Surplus
I am asking the Board to approve resolution, declaring certain equipment as surplus. Most items are declared as surplus, whereas the card tables at the Senior Center are listed as removing from service due to safety issues. The tables are 72 lbs each and are very heavy for staff to move up and down sometimes for up to three different setups per day. We are planning to sell them on Craigs List.
- d. To Approve a Settlement in Pleasant Hill Recreation and Park District v. Abey Arnold Associates, Inc. (Contra Costa County Superior Court No. CGC-15-54606) and Accept Payment in the Amount of \$69,000

It is recommended by legal counsel to approve the settlement of its complaint against Abey Arnold and Associates for \$69,000 in cash and AAA release and waiver of its claim for \$56,202 in additional design services.

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
23081	08/25/2016	AmerSta	American Stage Tours	272.50	000000
23082	08/25/2016	Antai	Antai Solutions LLC	1,137.50	000000
23083	08/25/2016	APCO	APCO Paving Company	125,000.00	000000
23084	08/25/2016	ATT3	ATT CALNET 2	117.81	000000
23085	08/25/2016	BillAce	Bill's Ace Hardware	223.78	000000
23086	08/25/2016	CaDoj	California DOJ	64.00	000000
23087	08/25/2016	CALPERS	CalPERS	1,950.00	000000
23088	08/25/2016	CaseyPri	Casey Printing	11,856.24	000000
23089	08/25/2016	CCWat	Contra Costa Water District	194.31	000000
23090	08/25/2016	CintCorp	Cintas Corp # 185	246.68	000000
23091	08/25/2016	Cole	Cole Supply Co., Inc.	688.19	000000
23092	08/25/2016	ConFeed	Concord Feed & Pet Supply	42.96	000000
23093	08/25/2016	CPRS Ren	CPRS	145.00	000000
23094	08/25/2016	CPSCons	CPS HR Consulting	3,194.72	000000
23095	08/25/2016	Cresco	Cresco Equipment Rentals	114.62	000000
23096	08/25/2016	Cyber	Cybercopy	94.39	000000
23097	08/25/2016	DelDen	Preferred Benefit	3,449.70	000000
23098	08/25/2016	Denelect	Denalect Alarm Company	138.00	000000
23099	08/25/2016	DiaGla	Diablo Glass Company, Inc.	225.00	000000
23100	08/25/2016	DigThis	Dig This Inc	1,160.00	000000
23101	08/25/2016	DurSch	Durham School Services	2,089.05	000000
23102	08/25/2016	Egroup	The E Group, LLC	300.00	000000
23103	08/25/2016	Ewing	Ewing Irrigation	527.14	000000
23104	08/25/2016	FranTx	Franchise Tax Board	105.00	000000
23105	08/25/2016	Furber	Furber Saw, Inc.	869.06	000000
23106	08/25/2016	GasAnd	Andrea Gaspari	1,803.75	000000
23107	08/25/2016	Gates	Gates & Assoc Landscape Arch	750.00	000000
23108	08/25/2016	HurdAss	Hurd & Associates	2,895.00	000000
23109	08/25/2016	Incred	Incrediflix, Inc.	2,016.00	000000
23110	08/25/2016	INKEM	INKEM	721.80	000000
23111	08/25/2016	KaisFou	File #73029 Kaiser Foundation Health Plan	29,765.10	000000
23112	08/25/2016	KiddCur	Law Office of Curtis S. Kidder	4,598.00	000000
23113	08/25/2016	LaserPri	Laser Printer Resource	163.30	000000
23114	08/25/2016	Legal S	Legal Shield	31.90	000000
23115	08/25/2016	LincEqu	Lincoln Aquatics	166.77	000000
23116	08/25/2016	Mallory	Mallory Safety & Supply	86.45	000000
23117	08/25/2016	McInerne	McInerney & Dillon	8,254.50	000000
23118	08/25/2016	MillSta	Miller Starr Regalia	12,260.60	000000
23119	08/25/2016	Mity-Lit	Mity-Lite	3,239.54	000000
23120	08/25/2016	PERS	CalPERS	15,399.36	000000
23121	08/25/2016	PhCit	Pleasant Hill, City of	5,520.42	000000
23122	08/25/2016	PHEEFund	Pleasant Hill Rec Employee Fun	2,025.00	000000
23123	08/25/2016	PhPol	Pleasant Hill Police Dept.	878.96	000000
23124	08/25/2016	PitBowsG	Pitney Bowes Inc.	1,600.43	000000
23125	08/25/2016	PlayWel	Timothy D Bowen	3,120.00	000000
23126	08/25/2016	PleaHill	Pleasant Hill Rec & Park Distr	176,323.44	000000
23127	08/25/2016	QualTre	Quality Tree Care/Joseph Matto	2,800.00	000000
23128	08/25/2016	Republic	Republic Services #210	2,024.81	000000
23129	08/25/2016	Standard	Standard Insurance Company	1,891.92	000000
23130	08/25/2016	SuppWor	Supply Works	746.29	000000
23131	08/25/2016	Travel	Travel Center, Trust Account	18,726.50	000000
23132	08/25/2016	TurfInd	Turf & Industrial Equipment	83.02	000000
23133	08/25/2016	UNIVAR	UNIVAR USA Inc	456.09	000000
23134	08/25/2016	UPS Stor	UPS Store # 3769	85.73	000000
23135	08/25/2016	USBank	U.S. Bank	5,501.81	000000
23136	08/25/2016	VSP	Preferred Benefit	61.80	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
23137	08/25/2016	Waterlog	Waterlogic	66.16	000000
23138	08/25/2016	WhitCas	Casey White	320.00	000000

CHECK TOTAL:				\$458,590.10	



The June 9, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:26 p.m. in the Conference Room at the Administration Office. Board Chair Shess stated he adjourned closed session at 7:25 p.m. and reported that no final decisions were made. The Board gave direction to consultants and legal counsel.

PLEDGE OF ALLEGIANCE

Board Chair Shess led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Donaghu, Shess, Sterrett

BOARD ABSENT: Glover

STAFF PRESENT: Bradley, Miller, Riley, Young

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR (ACTION)

- a. **To Approve Bills to be Paid, warrants #22771-22826**
- b. **To Approve Minutes of Special Board Meeting May 17, 2016**

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

REPORT FROM 4TH OF JULY COMMISSION

Representative Chris Tipton was present and reported on the festivities for 4th of July Commission. He shared some photos of past years. He said it is their 40th Anniversary of putting this event on for the community. He has been on the Commission for 3 years now. Tipton reviewed the festivities for the day from the 100 yard dash, Firecracker Run, Parade, festivities in Pleasant Hill Park and the Fireworks show at College Park High School. He mentioned that the proceeds for the Firecracker Run is donated to the local schools. He said they have raised over \$100,000 since the beginning of the Firecracker Run. He expressed his appreciation for the support from Pleasant Hill Recreation. Board Chair Shess thanked Tipton for his report.

TO CONSIDER POOL CHEMICAL BIDS (ACTION)

Aquatics Recreation Supervisor Korey Riley said there were 6 bids received. She reviewed the bids. She recommended Leslie's Poolmart for the Sodium Bicarbonate and Commercial Pool Systems, Inc. for Muriatic Acid.

Upon motion of Donaghu and Bonato, the Board approved to award Commercial Pool Systems for the Muriatic Acid and Leslie's Poolmart for the Sodium Bicarbonate for the Fiscal Year of 2016-17.

TO CONSIDER AMENDMENT TO THE FEE WAIVER ASSISTANCE POLICY (SECOND READING/ACTION)

Interim General Manager Tina Young said there were some changes made to the policy as requested by the Board. Board Bonato asked if staff can redline the changes to documents in the future.

Upon motion of Donaghu and Sterrett, the Board unanimously approved to amend the fee waiver assistance policy as presented.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. **Land and Facility Development Committee** – Standing meeting date decided for the 4th Tuesday of each month. The Committee requested staff to outline a Public Relations Program for the School House.
- b. **Personnel Committee** – Nothing to report.
- c. **Budget & Finance Committee** – Shess said they met last night and they received a revised budget. They reviewed the budget and asked questions. They will present the revised budget to review for approval at the next board meeting on June 23, 2016. Accounting Supervisor Mark Blair will be present at that Board Meeting to answer any questions. The Board asked to have an hour for this agenda item at the next Board Meeting.
- d. **Program Committee** – June 21, 2016 – 3 p.m.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She asked if there is a packet for the General Manager interviews for tomorrow. Bonato stated that consultant Pam Derby will have them ready for the Board tomorrow.
- She requested to have an update at a future meeting on the storage unit for Pleasant Oaks Park and the appeal process.

Bonato made the following announcements/questions:

- She said that Mr. Gunderson, his property backs up to Rodgers-Smith Park on the East side. He contacted her in regards to his fence and wants the District to pay 50% for a good neighbor fence. His property needs a new fence and she said that the fence is the homeowner's responsibility and their property. Bonato asked staff to write a letter with the District's position.

Donaghu made the following announcements/questions:

- He will try and be at the GM interviews, but will not be able to stay past 6:00 p.m.

Shess made the following announcements/questions:

- He thanked staff for a tremendous retirement party for Bob Berggren. It was a nice send off.
- For Wine, Women and Shoes, he wants to hear about the strengths, weaknesses, and other opportunities in the report, not just numbers.
- He would like to know how Blues and Brews is going.

STAFF ANNOUNCEMENTS

The Interim General Manager made the following announcements:

- She said LAFCO extends a thank you to Special Districts for all their hard work. She said they are asking Board Members on how they would like to vote in the future (i.e. via email, mail, etc.). Board Member Sterrett prefers mail in. She said that is how they handle it with CCSDA and when you have it in hand, it seems to be more important whereas, if it is in an email, it may not be handled right away. The majority of the Board preferred mail and not email.

- She passed out May reports from California Consulting. She asked if they wanted the reports mailed to them or passed out by staff. She announced that the grant requested from the Parks, Land and Water Conservation Fund for the Pleasant Hill Aquatic Park has been declined. She said there is a meeting scheduled to review and get pictures of Rodgers Ranch on the 20th of this month. Bonato requested to have the Board review the report and see if it includes sufficient information. Shess encouraged the Board to review the report and this will be agendized.
- She said the next board packet will be delivered on Monday, June 23 due to the final budget.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 8:11 p.m.

Tina Young, Acting Clerk of the Board

Board of Directors Special Meeting Minutes
August 9, 2016
DRAFT



The August 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 5:34 p.m. in the Conference Room at the Administration Office.

ROLL CALL

BOARD PRESENT: Bonato, Donaghu, Shess, Sterrett

BOARD ABSENT: Glover

STAFF PRESENT: Legal Counsel Bill McInerney

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

Board Chair Zac Shess announced the closed sessions:

CONFERENCE WITH LEGAL COUNSEL-PENDING LITIGATION

Pursuant to California Government Code Section 54956.9 (d) (1)
Pleasant Hill Recreation & Park District v. Abey Arnold Associates Inc.,
Contra Costa County Superior Court Case No. CGC-15-546406

Board Chair Shess reported that no final decisions were made and direction was given to legal counsel.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 6:55 p.m.

Tina Young, Acting Clerk of the Board

Board of Directors Special Meeting Minutes
August 11, 2016
DRAFT



The August 11, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 5:02 p.m. in the Conference Room at the Administration Office.

ROLL CALL

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

STAFF PRESENT: Young, Legal Counsels Curt Kidder, Bryan Wenter, Matt Henderson and Consultant David Bowlby

PUBLIC COMMENT

Norm Vanhole, Pleasant Hill resident – Vanhole encouraged the District to continue pursuit of the Oak Park property. He mentioned that Carondelet is purchasing property in Walnut Creek to build their own athletics complex. He handed out a flyer with the conceptual design and information on the new complex along with his own design sketch for possible opportunities for the Oak Park property.

CLOSED SESSION

Board Chair Zac Shess announced the closed sessions:

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 that no final decisions were made.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 6:35 p.m.

Tina Young, Acting Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: August 19, 2016

RE: August 25, 2016 Board Meeting

Report from Co-Sponsored Club, East Bay Artists Guild

Representative Michael Warwick will be on hand to report on the activities and membership of the East Bay Artists Guild.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: August 19, 2016

RE: August 25, 2016 Board Meeting

TO CONSIDER HOME AID OF NORTHERN CALIFORNIA AS A PARTNER FOR WINE WOMEN & SHOES 2017 (ACTION)

Supervisor Katrina Hunn and Special Events Coordinator Sheila Cotruvo will be on hand to tell us about the interested non-profit applicants, the interview process and about their recommendation to choose Home Aid of Northern California whose mission is to rebuild the lives of homeless families and individuals through housing and community outreach.



MEMORANDUM

TO: Tina Young

FROM: Katrina Hunn, Special Events Supervisor; Kendra Luke, SC Supervisor; Sheila Cotruvo, Special Events Coordinator,

DATE: 8/10/16

RE: Wine, Women & Shoes 2017 – 3rd Party Benefactor Recommendation

HomeAid Northern California, Meals on Wheels/Senior Outreach Services, and College Park Instrumental Music Boosters all approached us with an interest to partner with PHRPD for Wine, Women and Shoes 2017. It is nice that non-profit groups are now reaching out to us for this collaboration!

After research, interviews and partner expectation discussions, it was determined that all three organizations would be a good fit to choose as a WWS charity partner.

The three organizations interviewed are listed below along with their mission:

1. Meals on Wheels/Senior Outreach Services:
MOW/Senior Outreach Services of Contra Costa are dedicated to helping older adults remain independent for as long as possible. The coordinated, comprehensive services provided allow seniors to live safely, independently and with dignity in their community.
2. HomeAid Northern California:
HomeAid Northern California rebuilds the lives of homeless families and individuals through housing and community outreach.
3. College Park Instrumental Music Boosters
To further "Community Service through Music," the mission of the Instrumental Music program at College Park High School. Promote music culture in our community and at schools in our community.

PHR&PD staff met with all three organizations on Monday, July 25th. When determining who would be the right non-profit to partner with this year, we looked at a number of factors including the agencies outreach, their ability to provide staff, board, volunteer and auxiliary support during the planning process, as well as the day of the event and the success of their current fundraising events.

While MOW/Senior Outreach Services and College Park Instrumental Music Boosters are extremely impressive organizations and provide vital services to our community and Contra Costa County. We feel HomeAid has a passionate support base including volunteers, staff and Board of Directors. The committee members also feel a partnership with HomeAid comes at a critical time County wide to bring awareness to the homeless problems and transitional housing needs our community currently faces. This partnership would help support HomeAid in their efforts with a new proposed shelter for women and children in Contra Costa County.

HomeAid Northern California has the resources we are looking for to partner with for Wine, Women and Shoes and staff recommend them to be the 2017 Charity Partner.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: August 19, 2016

RE: August 25, 2016 Board Meeting

To Consider Dates for District Tour of Facilities and New General Manager Introductory Meetings

This is a good time to discuss what meetings Board Members would like to set up with Michelle Lacy and our Staff, Community and District Partners, and also look at dates to schedule a Tour of Facilities. Please bring your calendars!!



MEMORANDUM

TO: Board of Directors
FROM: Interim General Manager
DATE: August 19, 2016
RE: August 25, 2016 Board Meeting

Reports and To Set Board Committee Meeting Dates

- a. Land and Facility Development Committee – Tuesday, August 23, 2016, 3pm**
- b. Personnel Committee**
- c. Budget & Finance Committee**
- d. Program Committee**