



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: August 18, 2014

RE: Agenda Item #4 – August 28, 2014 Board Meeting

- Consent Calendar (ACTION)**
- a. To Approve Bills to be Paid**
 - b. To Approve Minutes of May 22, 2014**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
20319	08/28/2014	AllWast	Allied Waste Services #210	1,941.21	000000
20320	08/28/2014	AmerMec	American Mechanical	380.00	000000
20321	08/28/2014	AmerSta	American Stage Tours	1,067.50	000000
20322	08/28/2014	AmFidAs	American Fidelity Assurance	78.38	000000
20323	08/28/2014	ATT CC	AT & T	104.68	000000
20324	08/28/2014	ATT3	ATT CALNET 2	232.85	000000
20325	08/28/2014	BillAce	Bill's Ace Hardware	736.30	000000
20326	08/28/2014	CaseyPri	Casey Printing	11,766.89	000000
20327	08/28/2014	CaSt	California State Disbursement	235.26	000000
20328	08/28/2014	CCWat	Contra Costa Water District	3,174.84	000000
20329	08/28/2014	CintCorp	Cintas Corp # 185	346.68	000000
20330	08/28/2014	Cleansou	Cleansource	1,989.88	000000
20331	08/28/2014	Cole	Cole Supply Co., Inc.	605.73	000000
20332	08/28/2014	CopySt	Copy Station	199.23	000000
20333	08/28/2014	Cyber	Cybercopy	477.26	000000
20334	08/28/2014	DelDen	Preferred Benefit	4,157.98	000000
20335	08/28/2014	Denelect	Denalect Alarm Company	177.90	000000
20336	08/28/2014	DeptIndu	State of Calif Dept of Industr	225.00	000000
20337	08/28/2014	DeptJus	Dept. Of Justice	32.00	000000
20338	08/28/2014	DurSch	Durham School Services	1,017.46	000000
20339	08/28/2014	EDD	Employment Development Dept.	992.00	000000
20340	08/28/2014	Elavon	Elavon	183.14	000000
20341	08/28/2014	Ewing	Ewing Irrigation	35.81	000000
20342	08/28/2014	FarWest	Farwest Sanitation	180.76	000000
20343	08/28/2014	FirstSt	First Student Inc	3,223.82	000000
20344	08/28/2014	FordH	Hilary L Ford	373.80	000000
20345	08/28/2014	FranTx	Franchise Tax Board	105.00	000000
20346	08/28/2014	HolmBas	Holm Base	436.50	000000
20347	08/28/2014	HurdAss	Hurd & Associates	3,802.50	000000
20348	08/28/2014	KaisFou	File #73029 Kaiser Foundation Health Plan	34,473.00	000000
20349	08/28/2014	KiddCur	Law Office of Curtis S. Kidder	2,484.00	000000
20350	08/28/2014	Legal S	Legal Shield	47.85	000000
20351	08/28/2014	LincEqu	Lincoln Equipment, Inc.	1,535.82	000000
20352	08/28/2014	MacJam	James MacCabe	500.00	000000
20353	08/28/2014	MadSci	Mad Science Of Mt Diablo	2,462.40	000000
20354	08/28/2014	McInerne	McInerney & Dillon	75.00	000000
20355	08/28/2014	MDUSD2	MDUSD	9,331.50	000000
20356	08/28/2014	MJStudio	Bruce Jackson MJ Studios	247.60	000000
20357	08/28/2014	PerlGui	Guillermo Perla	600.00	000000
20358	08/28/2014	PERS	PERS	17,955.70	000000
20359	08/28/2014	PhCham	Pleasant Hill Chamber Of Comme	270.70	000000
20360	08/28/2014	PhCit	Pleasant Hill, City of	3,508.35	000000
20361	08/28/2014	PHEEFund	Pleasant Hill Rec Employee Fun	3,408.00	000000
20362	08/28/2014	PHFOCUS	Community Focus LLC	725.00	000000
20363	08/28/2014	PlayWel	Timothy D Bowen	1,170.00	000000
20364	08/28/2014	PleaHill	Pleasant Hill Rec & Park Distr	154,362.30	000000
20365	08/28/2014	PoulRit	Rita Poulsen	500.00	000000
20366	08/28/2014	R-Comput	R-Computer	792.07	000000
20367	08/28/2014	RedfordA	Ashley Redford	70.00	000000
20368	08/28/2014	SiePac	Sierra Pacific Tours	950.00	000000
20369	08/28/2014	SloHan	Slow Hand BBQ	500.00	000000
20370	08/28/2014	Spanish	Spanish 4 Children	630.00	000000
20371	08/28/2014	Standard	Standard Insurance Company	1,561.90	000000
20372	08/28/2014	StePrint	Steven's Printing	257.15	000000
20373	08/28/2014	Travel	Travel Center, Trust Account	5,070.00	000000
20374	08/28/2014	UNIVAR	UNIVAR USA Inc	507.12	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
20375	08/28/2014	USBank	U.S. Bank	5,044.42	000000
20376	08/28/2014	Vagabond	The Vagabond Players	400.00	000000
20377	08/28/2014	VilMus	Robert W Konkle	336.00	000000
20378	08/28/2014	VSP	Preferred Benefit	61.80	000000
20379	08/28/2014	WhitCas	Casey White	200.00	000000

CHECK TOTAL: \$288,318.04



Board of Directors Meeting Minutes May 22, 2014

The May 22, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 7:02 p.m. in the Conference Room at the Administration Office. Sterrett reported that the Board met in Closed Session to evaluate the General Manager. She commented that the Board was very satisfied with the General Manager's work performance.

PLEDGE OF ALLEGIANCE

Board Chair Sterrett led the Pledge of Allegiance

ROLL CALL

BOARD PRESENT: Donaghu, Sterrett, Bonato, Shess

ABSENT: Shess – Arrived at 7:50 p.m.

STAFF PRESENT: Berggren, Hunn, Miller, Blair

PUBLIC COMMENT

None

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

Ex-Officio Naccara gave the following report:

- College Park Senior Spirit Week is this week.
- College Park's "Moving Up" Rally will be tomorrow. She commented that the event is very symbolic.
- College Park's softball team won DVAL. NCS first round was on Tuesday and they lost. The baseball team also won DVAL and won the first round of NCS.
- There are fourteen days left of school.
- College Park Finals are June 10th, 11th and 12th.
- The teachers at College Park voted for a new class schedule for next year.
- The College Park Senior's Banquet is on Monday.

HONOR AND RECOGNIZE THE 2013-2014 TEEN COUNCIL

A. PRESENTATION TO TEEN COUNCIL MEMBERS

B. PRESENTATION TO CHAIR HELENA STRAND

a. Recreation Supervisor Katrina Hunn was on hand to present the 2013-2014 Teen Council members with their certificates of appreciation. Hunn recognized the following Teen Council members:

Allie Naccara

Adriana Guerrero

Breanna Klippel

Brad Thompson- who was not present to receive his certificate due to an injury.

Emily Dowey

Ethan Tuey

Jessica Bracken

Katelyn Downing

Kevin Nays

Marissa St. Marseille
Melissa Torres
Monica Rodriguez
Rebecca Monroe
Sidney Helberg
T.J. Tamura
Trace Bechter
Mayuko Butterfield

b. Hunn presented a plaque to Teen Council Chair Helena Strand. Hunn commented that this was Strand's second year as chair.

The Board thanked all the Teen Council for their hard work, and Hunn for her presentation.

REPORT FROM PH/MARTINEZ SOCCER ASSOCIATION

There was not a representative present to give a report.

CONSENT CALENDAR (ACTION)

- a. **TO APPROVE BILLS TO BE PAID**
- b. **TO APPROVE MINUTES OF MARCH 13, 2014 AND MARCH 27, 2014**
- c. **TO APPROVE RESOLUTION 2014-05-22A, APPRECIATION FOR KIDSTOP SITE DIRECTOR MAUREEN VALLEY**
- d. **TO APPROVE RESOLUTION 2014-05-22B, DECLARING MAY AS NATIONAL WATER SAFETY MONTH**
- e. **TO APPROVE RESOLUTIONS 2014-05-22C - 2014-05-22G , INTENTION TO ORDER IMPROVEMENT FOR VALLEY HIGH II, VALLEY HIGH IV, VALLEY HIGH V, WOODSIDE HILLS I AND WOODSIDE HILLS III**
- f. **TO APPROVE RESOLUTION 2014-05-22H, INTENTION TO ORDER IMPROVEMENT FOR LANDSCAPING AND LIGHTING DISTRICT #6**

Upon motion of Board Members Donaghu & Bonato, the Board approved the Consent Calendar with changes to the March 13, 2014 and March 27, 2014 Minutes.

REVIEW MARCH 31, 2014 QUARTERLY FINANCIAL REPORT

a. REVIEW INVESTMENT REPORT

b. REVIEW PUBLIC AGENCY RETIREMENT SERVICES

Accounting Supervisor Mark Blair was present to review the March 31, 2014 Quarterly Financial Report with the Board. Blair reported that the biggest change to the budget was to separate the Special Events into its own department. He commented that in past years this activity was shown in the Preschool/Youth department. He said that to look at it accurately the total results from the two departments for the past year will need to be combined. The bottom line shows an overall improvement of about \$13k for these two departments when compared to last year's Preschool Dept.

Blair reported that the bottom line results for the General Fund shows a loss of \$783k compared to a loss of \$568k for the 2012-13 fiscal year. Blair commented that the largest contributor to this change is the FF&E items for the Community Center now being incurred. He said that in the prior year FF&E expenses incurred in the Capital Expenses account, and were offset by Project Funding shown in the Non-Recreation Department. Blair commented that the funding was to be generated from the capital campaign and the intended sale of the Little House property. He said that at this time the District still has uncollected project funding revenue of \$108k. Blair said it is anticipated that this will be collected through future pledge payments and other fundraising activities. He commented that no offset for current FF&E expenses is being posted and the net impact is being reflected in the net loss

of the General Fund. He said the sale of the Little House property was recorded in last fiscal year, and the \$350k gain is part of the \$804k Unrestricted General Fund Balance carried into the fiscal year.

Blair reported that the Secured, Unsecured and HOPTR received in the current year were \$161k higher than that received in the 2012-13 year which represents an increase of 13.2%. He said that RDA funds of \$172k have been received in the current year which is a 14.5% decrease over the amount received in the 2012-13 fiscal year. He commented that the prior fiscal year received some one-time RDA payments attributable to the agency dissolution.

Blair reported that the total program revenues for the current year are \$2,005k compared to \$1,581k reflected in March 2013. He commented that this represents an increase of 26.8%.

Blair reported that the total program expenses for the current year are \$2,940k compared to \$2,503k for the prior year. He commented that this represents an increase of 17.4%. He said the expense increase is largely attributable to the Teen Center, Senior Center and Community Center sites that are now open in the current fiscal year.

Blair reported that the refinancing of the two CSDA loans not only resulted in a lower effective interest rate, but also changed the payment schedule due for the 2013-14 year. He commented that a higher P&I cost of \$47k is shown over the March 2013 results, but this includes the first installment payment of \$50k on the FF&E loan opened in November 2012. He said no further P&I payments are scheduled for the current year, and that this should finish \$24k under the current budget.

Blair reported that the Capital Expense department has a \$64k decline over last year. He commented that the prior year reflected the FF&E expenses for the Senior Center, and Teen Center. He said the current year reflects the Community Center activity.

Board Member Bonato asked if there was an accounting way to show the sale of the Little House property as offsetting the expenses. Blair commented that from an accounting viewpoint there is not that option due to the timing in which events occurred. Bonato commented that it is hard to track what is being spent as opposed to the revenue brought in; she would like an updated spreadsheet on the Measure E budget.

Bonato commented that the revenue for the Senior Center and the Teen Center for three quarters of the way through the year looks very good. Blair commented that the rentals of the new facilities are increasing the revenue. Bonato commented that she would like to see some rental income from the Rodgers Ranch site. Bonato also expressed her concerns regarding the decrease in revenue at the KIDSTOP childcare site. The General Manager stated that staff feels increased marketing and new program ideas will help that department.

The Board thanked Blair for his report.

BUDGET AND FINANCE COMMITTEE REPORT

- a. **TO CONSIDER RESOLUTION 2014-05-22I, AMENDING FISCAL YEAR 2013-14 (ACTION)**
- b. **TO CONSIDER RESOLUTION 2014-05-22J, PRELIMINARY BUDGET FOR FISCAL YEAR 2014-15 (ACTION)**

Board Chair Sterrett reported that both ACTION items have been changed to report only items.

Board Member Bonato, and chair of the Budget and Finance Committee, reported that the committee would like to review the new list of Capital items before a full report is given to the Board. Bonato commented that there is now a full time Marketing Director position, and also a Lead Custodian position in consideration which will have budgetary impacts. She said there will be discussions of salary adjustments for certain positions that will span the next three years. Bonato reported that the General Manager is planning a reorganization of staff which will in turn change the salary structure.

Bonato reported that there is an increase expected in the tax revenue, and the Committee is looking at a budget that will preserve the \$500,000 unrestricted reserves. She said the Budget Committee will be reporting back to the Board with a more thorough report when more information is compiled on the budget.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- She gave the General Manager the address of the Eagle Scout who will be receiving an award for the work he did at the District. She asked if the General Manager could write a letter on behalf of the District.
- She enjoyed the Wine, Women & Shoes event, and said she hoped it will happen again. She commented that she would like to share some observations of the day with the staff at a future time. The General Manager said a full report from staff on the event will be on a future Board agenda.
- She asked if the art work has gone up at the Senior Center. The General Manager said it has not as they are still waiting for equipment pieces to arrive.
- She asked if the General Manager has had an opportunity to speak with Chris Brown from the Library. The General Manager said he has not, but he will.
- She asked for an update on the District's Attorney selection. The General Manager commented that he has finished the RFP's and will put it on a future agenda.
- She asked the General Manager for an update on the YMCA parking lot agreement. The General Manager stated that Recreation Superintendent Tina Young has followed up with the YMCA and at this time the District is waiting for information back from them before an agreement can be finalized.
- She asked if the Rodgers Ranch group has provided any more information regarding their barn project. The General Manager stated that it was his understanding that the group's goal was to raise \$200,000 before they begin anything.

Donaghu made the following announcements/questions:

- He briefly attended the Wine, Women & Shoes event, and was very impressed. He commented that he received a lot of positive comments about the event. He said he would like to see a second annual.
- He attended the Chamber Board Meeting. The Chamber will be expanding the Art, Jazz & Wine Festival to include a beer pavilion.

Sterrett made the following announcements/questions:

- She attended the Special Recreation dance at Heather Farms last Friday. She commented that the attendees like the Community Center location much better.
- She attended the Special District Legislation Day. She asked the General Manager to agendaize the item for a future agenda so she can give a full report on the day.
- She stated that June 9, 2014 is the Library Committee meeting, and she will not be able to attend. Board Member Bonato said she will be attending the meeting.
- She announced that Dwight Meadows passed away.
- She asked the General Manger to send Pam Lischeske the Board's best wishes.

- She asked if Sarah Smith, the new Preschool Director, will be introduced to the Board soon. The General Manager said she will.
- She commented that a letter was sent to her complimenting Coach Beth.

Glover made the following announcements/questions:

- He attended the Wine, Women & Shoes event and thought it was a fantastic event. He commented that he thought the people who attended will attend again next year. He complimented staff on the great job they did on the event.

Shess made the following announcements/questions:

- He had an opportunity to give an accommodation from the District to Paul Damhesel who is moving out of state.
- He attended the Wine, Women & Shoes event and thought it was a great event. He commented that he thought it was a great way to showcase the new Community Center.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He stated that the June 12, 2014 Board Meeting will be held at the Community Center after the Chamber Mixer which will begin around 5:00p.m..
- He attended an East Bay Mud water meeting this morning. He commented that it looks like the water rates will be increasing next year by 9.5%. He said according to East Bay Mud there is no mandatory water rationing at this point.

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 8:35 p.m.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Bob Berggren

FROM: Tina Young, Recreation Superintendent

DATE: 8/19/14

RE: Presentation of check to Hospice of the East Bay for their partnership and contributions to Wine, Women and Shoes 2014

Cindy Hatton, President and CEO and Gloria Blecha, Development Associate and staff representative from Hospice of the East Bay will be in attendance to accept the check for \$9,856.80.

The Wine, Women and Shoes Committee would like to thank Hospice of the East Bay for their contributions to the first ever Contra Costa County Wine, Women and Shoes. A few of the areas to highlight was their committee member involvement for the 9 month period, securing of the auctioneer, donation of a Mexico timeshare for the live auction, media coverage, mailing of invitations to their members, donated items for the swag bags, and ten volunteers the day of the event to run the registration and check out.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: August 18, 2014

RE: Agenda Item #6 - August 28, 2014 Board Meeting

Review and Approve the Legal Services Request for Proposals (ACTION)

Attached to your packet is a request for proposals for general counsel services. Please review the document and let me know if you have any questions, additions or deletions. The plan is to distribute the RFP during the month of September. We are requesting proposals to be submitted by October 2. We will get this information to our local attorneys and firms as well as utilizing CSDA's information site. If the Board of Directors have any other individuals or firms that should receive this, let me know and we'll get the proposal out to them.

I would like to discuss with the Board the selection process and specifically if the Board would like to have a committee interview or if you want the full board to interview. Also, how many firms or individuals do you want to interview and/or do you want to take the top 3 to 5 proposals. All of these items can be discussed at the August 28th Board of Directors meeting.



REQUEST FOR PROPOSAL FOR GENERAL COUNSEL SERVICES ("RFP")

Pleasant Hill Recreation & Park District ("District") is requesting proposals from qualified attorneys or law firms to provide legal services as General Counsel for the District. PHRPD is a California special district formed under provisions of Public Resources of Code of the State of California.

1. Background and General Information:

- a. **Legal Jurisdiction:** Pleasant Hill Recreation & Park District is an independent special district responsible for community recreation and parks. Pleasant Hill Recreation & Park District was incorporated in 1951 and operates under the Public Resources Code of the State of California. The Recreation & Park District encompasses approximately 20 percent more households than the City of Pleasant Hill and unincorporated areas of Lafayette and Walnut Creek. The governing body of the District is an elected Board of Directors.
- b. **Date Established:** The District was formed in 1951 with the goal of providing quality recreation programs, parks, and open space for the people of this community. The District was formed 10 years before the City of Pleasant Hill incorporated.
- c. **Number of people who participate in District programs, visit District facilities, and volunteer on an annual basis:** Approximately 100,000 per year! The breakdown includes over 30,000 registrations in District programs, over 40,000 park and facility users, close to 15,000 in special events, and another 15,000 in pool programs. People of all ages volunteer for the District which amounts to approximately 32,000 hours per year.
- d. **Number of programs, classes, and activities offered by the District:** The District provides 2,100 types of recreational programs and activities for pre-school, youth, teens, adults, and seniors.
- e. **Number of acres managed by the District Staff:** The District has grown to include approximately 269 acres of open space including 12 park sites. This does not include school sites where the District and the Mt. Diablo Unified School District have a number of cooperative efforts using park and recreation facilities.
- f. **Square footage of buildings operated by the District:** The District maintains approximately 60,000 square feet of structures including the Community Center, School House Cultural Center, Winslow Center, Administration Office, Senior Center, Teen Center, Pleasant Hill Aquatic Park, College Park High School Pool, and a shared Public Services Center.

The regular meetings of Board of Directors are held on the second and fourth Thursday of every month at 7:00 p.m. Special meetings are held as needed. The District employs 25 full-time employees and approximately 250 part-time employees

2. Organizational Structure:

The Board of Directors governs the District. The General Manager and administrative staff implement the policies approved by the Board of Directors and handle the District's day-to-day operations.

3. Legal Services:

The District has been contracting for General Counsel and also utilizes other specialized legal services such as labor/employment law, environmental law, and construction law with law firms with specific expertise in those areas.

Copies of the District's annual budget and audit are available on request at the District offices at the following address:

Pleasant Hill Recreation & Park District
147 Gregory Lane
Pleasant Hill, CA 94523
www.pleasanthillrec.com

4. Name of Contact Person:

The General Counsel's principal contact will be with the District General Manager, Bob Berggren located at the above address, phone number: (925) 687-8610
Email: bberggren@pleasanthillrec.com

5. Scope of Legal Services to be provided as General Counsel:

The District requires an attorney with prior experience as General Counsel to be responsible for all facets of the general types of legal issues that might arise for a General Counsel. The General Counsel will be expected to keep current in all aspects of law relevant to a General Counsel of a special district and provide counsel and support for the District's Board of Directors and General Manager in the areas of legal compliance, ethics, liability, and risk avoidance.

The following items are specifically required and are presented as a list of duties and scope of work. General Counsel will perform services for the District on an as-needed basis.

Duties and responsibilities shall include the following:

- a. Attendance at meetings of the Board of Directors of the District, as requested by the Board, for the purpose of providing legal services and consultation;
- b. Attendance at such other meetings as requested by the Board Chair, Board of Directors, General Manager, or other designee;
- c. Preparation of resolutions, contracts, and the like concerning the District's business;
- d. Preparation of written legal opinions on matters concerning District business at the request of the Board, General Manager or designee;
- e. Analysis of proposed and enacted legislation, published legal opinions, and other matters that may have an impact on the operations of the District.
- f. Review of contracts, bid specifications, and purchasing documents for the purposes of legal and policy compliance, appropriate risk transfer, and risk analysis and avoidance.
- g. Consultation with District staff and/or the District's labor counsel regarding personnel matters, labor relations matters, litigation, and other matters concerning District business, as requested (that may not otherwise be covered by District agreements with other legal resources);
- h. Advising the District concerning whether to file claims or commence litigation; and represent the District in connection with certain claims and litigation filed by or against it. Generally outside counsel will be retained in the event of a conflict of interest which disqualifies general counsel from representation. Other counsel may be retained to defend or prosecute actions which in the opinion of General Counsel require special expertise or where representation is being provided under a contract of insurance.

- i. Providing advice and assistance to District staff and Board of Directors on matters of law including, the Brown Act, Government Code, Health and Safety Code, Conflict of Interest and Political Reform Act and assisting them in seeking advice from regulatory agencies such as the Fair Political Practices Commission.
- j. Provide legal assistance and consultation to District staff and Board of Directors on matters of environmental compliance, including ESA, CEQA, and NEPA as they pertain to actions by the Staff and Board.
- k. Provide legal assistance and consultation to District staff and Trustees on matters of property rights and property management, surplus property and potential culturally significant property.
- l. Such other activities as directed by the Chair of the Board, the General Manager, or other designee.

6. Response Requested:

Your proposal must provide the following information:

- a. Submittal Outside Cover Title – Include the RFP title, submittal due date, and the name, address, fax number, email address, and telephone number of the submitting attorney or firm.
- b. Cover Letter – Provide a brief (maximum of two pages) submittal cover letter.
 1. State any changes to the format or deletions of requested materials, which may be a part of the submittal.
 2. Include a summary describing how the submitter proposes to provide the required services to the District.
- c. Identification of Responder:
 1. Provide the legal name and address of the submitter.
 2. State the legal form of the submitter, e.g. partnership, corporation, sole practice and so forth.
 3. Provide the name, title, address, and telephone number of submitter's principal contact person for the RFP.
- d. Qualifications of the attorney and, if applicable, the firm, including:
 1. A description of the attorney's qualifications and experience, including areas of expertise, accomplishments, previous employers/clients, etc.
 2. A description of the law firm including the size of the firm, other attorneys and support staff, scope (national, regional or local, and indicating the location of the responsible office). Explain the expertise of other members of the firm as it would benefit the District.
 3. A resume/curriculum vitae including years of experience, education, professional affiliations, publications written, etc.
 4. Relevant prior experience, specifically including work as General Counsel for public agencies, in particular special districts.
 5. References from several California public agencies, and special districts (at least three if possible), which have utilized your services including addresses and phone numbers of elected officials or key agency staff who are familiar with your performance and number of years served.
 6. A description of legal services performed for public agencies in particular special districts.
 7. Any regulatory action or legal sanctions taken against the attorney or firm.
 8. Services, if any, that have not been listed in this RFP that you believe might bring "value-added" to the scope of work proposed by you or your firm. Value-added means services that might otherwise be provided by the firm which could be made

available to District Board of Directors, and/or staff at no increased cost. Some examples of value-added are: the opportunity to attend firm-sponsored or provided training, an annual legal update publication, a firm-sponsored client-only research webpage, a library of existing opinion letters that might be customized to apply to the needs of District, etc.

- e. Legal approach:
 - 1. A statement of how you plan to meet or exceed the scope of work for General Counsel services described above. This should include, at a minimum, the general approach to providing the requested services, organization of your effort/team and expectation of assistance from District staff.
 - 2. A statement of your availability to provide these services based on other clients and commitments.
- f. Fees: A full description of proposed fees (and/or retainers required to secure services) for the General Counsel and for all support attorneys and personnel anticipated to participate in this engagement, including whether you charge for travel time and, if so, whether you provide reduced rates for travel time.
- g. Disclosures: Disclosures of actual and potential conflicts of interest, if any, including but not limited to identifying each and every matter in which the attorney or firm has represented any entity or individual with an interest adverse to the District, its Board or staff, or any of the boards, agencies, commissions, or organizations to which the District is likely to belong, e.g. CARPD, CSDA, CAPRI. Provide a statement concerning other potential areas for conflicts of interest to arise because of your work or the work of others in your firm. Do you require a waiver clause to be signed in advance of commencing this engagement?

7. Submittal Requirements:

- a. Number of Copies – Submit two fully executed originals, clearly marked on the cover.
- b. Authorization – The submittal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the submitter.
- c. Sealing and Delivery – The submittal must be SEALED, marked CONFIDENTIAL, and RECEIVED on or before October 2, 2014 at 3:00 p.m. at the office of:

Pleasant Hill Recreation & Park District
Attn: General Manager
147 Gregory Lane
Pleasant Hill, CA 94523

- d. Compliance
 - 1. Failure to substantially comply with the requirements of this RFP may result in submitter's RFP submittal not being considered.
 - 2. The District reserves the right to revise this RFP prior to the due date. Revisions to the RFP shall be mailed to all respondents. The District also reserves the right to add or delete areas of expected legal advice and work as conditions change from time to time.
 - 3. The District will answer questions submitted in writing in the form of Addendum to be issued to all known submitters no later than seven (7) days prior to the submittal deadline.
 - 4. The District reserves the right to extend the date by which the submittals are due.

8. Evaluation Criteria:

Your proposal will be reviewed and evaluated based on your overall qualifications. Proposals should be concise and to the point to facilitate ease of evaluation. You will be judged on the following criteria, and not solely on the lowest fee.

- a. Qualifications of the attorney including recent experience providing General Counsel services to public agencies and special districts.
- b. Qualifications of the attorney and assigned backup/support team.
- c. Understanding of the engagement.
- d. Acceptability of legal approach and ability to meet deadlines and commitments.
- e. Overall fees.
- f. Suggestions or offers of additional services that might be considered as value-added.

9. Selection Process:

Submit your written proposal by 3:00 p.m. on October 2, 2014 to:

Pleasant Hill Recreation & Park District
Attn: General Manager
147 Gregory Lane
Pleasant Hill, CA 94523

The District will review the proposals and selected attorneys and/or firms will be asked to participate in an interview. The Board of Directors intends to approve the final selection by November 20, 2014 unless the Board extends the time frame.

10. Terms and Conditions:

This RFP does not commit the District to award a contract or contracts, to defray any cost incurred in the preparation of a response to this request, or to procure or contract for services. All submittals become the property of the District. All submittals may be subject to public review on request, unless exempted. The District reserves the right to reject all submittals. The District reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to, selection schedule, submittal date and submittal requirements. If the District cancels or revises the RFP, the District or District's representative will notify all respondents of record in writing. The District reserves the right to request additional information and/or clarifications from any or all respondents to this RFP.

11. Questions:

Any questions should be directed to Bob Berggren, General Manager, at (925) 687-8610. You are welcome to visit the District office upon appointment.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: August 18, 2014

RE: Agenda Item #7 – August 28, 2014 Board Meeting

Report on Library Task Force Committee

Board Member Sandy Bonato is the District's representative to the Library Task Force and Sherry Sterrett is the alternate. Both Sandy and Sherry have been attending the various meetings and committees. They will give the Board of Directors an update on the Library Task Force Committee progress.



MEMORANDUM

TO: Bob Berggren

FROM: Tina Young, Recreation Superintendent; Kendra Luke, SC Supervisor; Sheila Cotruvo, Fundraising Coordinator

DATE: 8/20/14

RE: Wine, Women & Shoes 2015 – 3rd Party Benefactor Recommendation

RES Success, PAWS, Home Aid, Shelter Inc., Monument Crisis Center and STAND! were all considered by our committee to be a partner with PHRPD for Wine, Women and Shoes 2015. After research, meetings and partner expectation discussions, it was determined that STAND! or Monument Crisis Center were the two agencies best fit to choose as the 2015 WWS's charity partner.

The two organizations recommended are listed below along with their mission statements:

1. STAND! – STAND! For Families Free of Violence is a catalyst for breaking the multi-generational cycle of violence, promoting safe and strong relationships and rebuilding lives.
2. Monument Crisis Center – The Monument Crisis Center serves low income families and individuals in Contra Costa County through dynamic service programs focused on providing nutritious food, education, general assistance and referrals.

PHR&PD staff met with STAND! and Monument Crisis Center (MCC) representatives during the month of August. When determining who would be the right non-profit to partner with on this event 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 STAND! is an extremely impressive organization and provides vital services to Contra Costa County we feel Monument Crisis Center has a large and enthusiastic support base including volunteers, staff and Board of Directors. MCC also has a proven corporate and local business support system which extends throughout the Diablo Valley, Lamorinda and San Ramon Valley. With the recent development of their new site, MCC is highly motivated about the marketing of their organization and feels strongly about their connections with a wide variety of businesses and organizations.

We feel that Monument Crisis Center has all the resources we are looking for to partner with for an event like Wine, Women and Shoes and would like to recommend them to be the 2015 Charity Partner.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: August 18, 2014

RE: Agenda Item #9 –August 28, 2014 Board Meeting

Report on Cooperative Efforts with Community Organizations

The General Manager wanted to report on two events that the District is cooperating with some local community organizations. One is the Pleasant Hill Education Initiative where the District will be hosting the film screening of Hugo that will take place at the Pleasant Hill Senior Center on October 24th at 6:30 p.m. There is information attached on the Pleasant Hill Reads program for this fall for our entire community.

The other organization we are working with is Pleasant Hill CERT. The Pleasant Hill CERT group is embarking on a speaker series on a variety of topics all related to emergency preparation. The first one will be October 16 at the Pleasant Hill Community Center beginning at 7:00 p.m. Also attached is information regarding the Pleasant Hill CERT speaker series.

Pleasant Hill CERT announces a speaker series on emergency preparation!

Pleasant Hill CERT is launching a monthly speaker series beginning this October, coinciding with the 25th anniversary of the Loma Prieta Earthquake.

Co-Sponsored by the Pleasant Hill Recreation & Park District, the speaker series will be held on the third Thursday of every month at the Pleasant Hill Community Center, 320 Civic Drive at 7:00pm.

Kicking off the series on October 16 will be a presentation on the devastation caused by the Loma Prieta earthquake, the history of Hayward Fault quakes, and the expected effects of a major earthquake on the Hayward Fault. The speaker for this topic will be Dr. David P. Schwartz, Senior Geologist with the USGS, and Co-Chair of the Bay Area Earthquake Alliance. Dr. Schwartz has developed an excellent presentation that uses scientifically-generated visuals to explain the ways the earth will move from various epicenters along the fault line.

Flooding in Pleasant Hill

The series will continue on November 20th with a presentation by the Contra Costa County Flood Control District. If you've lived in Pleasant Hill in the past decade, you'll recall that late December rainfall can be vastly heavier than expected. Those living in the lower elevations of Pleasant Hill can vividly recall the floodwaters caused from creek runoff, clogged storm drains, and heavy rains threatening to enter their homes.

What does history tell us about flooding in Pleasant Hill? What conditions do the experts look at to predict flooding in Contra Costa County? What steps can we as homeowners take to protect our property? These questions and more will be answered in this presentation.

Additional future topics

Currently being scheduled for December through March are:

- A FEMA presentation on the three basic steps families can take to prepare for a major earthquake;
- The protocol and steps our City has in place to respond to a major emergency; and
- The proper storage of common hazardous materials in the home, how to get help if someone is hurt, and safe cleanup steps following spills in the home, garage and yard.

Seating is free but limited for each presentation. It is recommended that you reserve your seat for the CERT speakers' series by contacting Jim Bonato at 925-938-5433 or jbonato@aol.com.

Patrick Remer
Youth Services Librarian
Pleasant Hill Library

Here are the talking points for the month long event:

- The Pleasant Hill Education Initiative is launching another **Pleasant Hill Reads** program this Fall, spear-headed by the library.
- **The Education Initiative** was started by councilmember Michael Harris to bring the city together to improve the educational opportunities for the children of Pleasant Hill. The Initiative has developed a variety of new programs, including in-school reading support for students.
- This October, we will be encouraging everyone in Pleasant Hill to **share one story** - this year on the theme of invention and innovation.
- The aim is to **bring the whole community together** to read and explore one great story that can be enjoyed by children, teens, and adults.
- With input from kids, families, educators, and Initiative partners, we have selected ***The Invention of Hugo Cabret*** by Brian Selznick. The book follows an orphan boy living in the walls of a Paris train station. He teams up with a bookish girl to unravel the mystery of a mechanical man and a secret message from his father.
- This **Caldecott-award winning story** is told in words and pictures, with entire scenes playing out in lushly illustrated pages.
- **Giveaway copies** of *Hugo Cabret* will be distributed to 5th graders at Pleasant Hill schools, and copies will be available to check out at the Pleasant Hill Library in print or e-book or audiobook.
- **Broad support for this program** is generously provided by The Friends of the Pleasant Hill Library, the Pleasant Hill Rotary, PTAs, as well as individual donors, including Michael Harris. Other funders who wish to get involved and extend the reach to more schools in Pleasant Hill can contact the library. JFK University will also be supporting the event with volunteers at our programs throughout the month.
- We will launch Pleasant Hill Reads at our annual **Night of 1,000 Inventions** event on Tuesday, October 7th at 6:30pm. Families can build their own prototypes in an "Inventor's Lab" and get hands-on with robots, 3-D printers, and other mechanical and digital technology.
- At the following **Maker Mondays** (October 13, 20, 27th at 6:30pm), youth will also have the opportunity to make their own robots, catapults, electric circuits, and more.
- **Look out for a film screening of *Hugo* directed by Martin Scorsese, an award winning adaptation of Selznick's book at the Chateau Room at the PH Senior Center on October 24 at 6:30 PM**
- In prior years' city reads, Pleasant Hill has enjoyed *James and the Giant Peach* by Roald Dahl, and *The Hobbit* by J.R.R. Tolkien.

URBAN FARM



2014 FALL WORKSHOPS

Urban Farm Gardening workshops

Fall gardening is rewarding and easy.

Water requirements are lower and many plants love the cooler weather.

Session 1 Seeding Sept. 20 10am - noon or Sept. 24 7pm - 9pm

- * How to read a seed packet
- * What grows best in this area
- * Evaluating and preparing your fall garden
- * Soil testing and conditioning
- * Fall weather plant protection

Session 2 Transplanting and cultivation Oct. 1 7pm - 9pm or Oct. 4 10am - noon

- * How to safely transplant and care for your seedlings
- * Yard gardening vs container gardening
- * mulching
- * Revitalizing your existing soil and how to make your own potting soil
- * natural fertilizers

Session 3 Integrated Pest Management Oct. 8 7pm - 9m or Oct. 11 10am - noon

- * What brings pests to your garden?
- * Identifying problems
- * preparing natural treatments
- * Companion planting
- * Watering needs

Session 4 Harvesting, preserving and enjoying your produce Oct. 15 7pm - 9pm or Oct. 18 10am - noon

- * Best time to harvest
- * Preservation options - canning, freezing, dehydrating, storing in root cellar
- * Enjoying your harvest - recipes

Session 5 Preparing your garden for the winter Oct. 22 7pm - 9pm or Oct. 25 10am - noon

- * Mulching and cover crops
- * Winter planting for the birds, bees & beneficials
- * Winter composting & worm farming
- * Harvesting and storing rain water

"Gifts from the Heart" workshops - Homemade gifts are always appreciated during the holiday season. See how easy it is to make something with love.

Culinary Gifts - Saturday, November 8 9:30am - noon

learn to make herbal vinegars, salad dressings, seasoning mixes, and soup wreathes

Natural Beauty Gifts - Saturday, November 15 9:30am - noon

See how easy it is to make lotions, lip balms, face and body scrubs and herbal bath salts

Classes held at: **Rodgers Ranch Heritage Center** 315 Cortsen Rd. Pleasant Hill
 Workshops \$25 each ** limited space * * includes handouts and take-home projects
 pre-registration required:
 Gardening workshops - Contact Marian Woodard marian@soilfulliving.com or 925-890-7289
 Gifts from the Heart - Contact Denise Koroslev AngelEyeCreations@gmail.com or 925-387-0158