



# Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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

## 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.

**Thursday, September 10, 2015**  
**ADMINISTRATION OFFICE**  
**CONFERENCE ROOM**  
**147 GREGORY LANE, PLEASANT HILL**

**6:00 p.m.**  
**Special Meeting & 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.
- 60 min. 4. Closed Session  
CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Pursuant to California Government Code Section 54956.8  
Assessor's Parcel Number: 149-130-020 to 24, 030 and 149-230-005 008  
Agency Negotiator: Bob Berggren, General Manager  
Seller: Contra Costa County Flood Control and Contra Costa County Public Works  
Regarding: Price and terms of payment
- 10 min. 5. Consent Calendar **(ACTION)**
  - a. To Approve Bills to be Paid
  - b. To Approve Minutes of July 9, 2015
- 10 min. 6. Report from the American Legion, Post #331

*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.*

- 20 min.      7.      To Consider Sign for Rodgers Ranch **(ACTION)**
- 20 min.      8.      To Review Board Policies
  - a. To Consider Board Member Policies **(ACTION)**
- 10 min.      9.      Reports and To Set Board Committee Meeting Dates
  - a. Land and Facility Development Committee-September 8, 2015
  - b. Personnel Committee
  - c. Budget & Finance Committee
  - d. Program Committee
- 10 min.      10.     Board Announcements and Requests to Staff
- 10 min.      11.     Staff Announcements
- 12.     Adjourn

**Future Board of Directors Meetings:**

September 24, 2015

October 8 and October 22, 2015



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: September 3, 2015

RE: Closed Session - September 10, 2015 - 6:00 pm

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We have set another closed session at 6pm regarding the surplus properties of Contra Costa County.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: September 3, 2015

RE: September 10, 2015 Board Meeting

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

- a. To Approve Bills to be Paid
- b. To Approve Minutes of July 9, 2015

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
21800	09/10/2015	Aflac	Aflac	85.40	000000
21801	09/10/2015	AlhEle	Alhambra Electric	481.00	000000
21802	09/10/2015	AmerSta	American Stage Tours	1,907.50	000000
21803	09/10/2015	AmFid	American Fidelity	2,239.96	000000
21804	09/10/2015	Antai	Antai Solutions LLC	8,324.00	000000
21805	09/10/2015	ATT CC	AT & T	111.17	000000
21806	09/10/2015	AVCSolu	AVC Solutions Inc.	605.98	000000
21807	09/10/2015	BayAlar	Bay Alarm Company	434.70	000000
21808	09/10/2015	BayBuil	Bay Building Maintenance Inc.	1,226.15	000000
21809	09/10/2015	BerBob	Robert B. Berggren	400.00	000000
21810	09/10/2015	BillAce	Bill's Ace Hardware	958.52	000000
21811	09/10/2015	BonaSan	Sandra Bonato	200.00	000000
21812	09/10/2015	CalDivi	Cal Diving Club	1,554.00	000000
21813	09/10/2015	CCC	County Of Contra Costa	80.47	000000
21814	09/10/2015	CCSNP	Contra Costa Senior Nutrition	1,981.00	000000
21815	09/10/2015	CCWat	Contra Costa Water District	4,627.56	000000
21816	09/10/2015	CGSgym	CGS Gymnastic Services, Inc	360.00	000000
21817	09/10/2015	CintCorp	Cintas Corp # 185	177.96	000000
21818	09/10/2015	CmeLt	CME Lighting Supply Company	38.11	000000
21819	09/10/2015	Cole	Cole Supply Co., Inc.	748.44	000000
21820	09/10/2015	Cyber	Cybercopy	17.36	000000
21821	09/10/2015	DonDen	Dennis A. Donaghu	200.00	000000
21822	09/10/2015	DurSch	Durham School Services	356.00	000000
21823	09/10/2015	EBMUD	East Bay Mud	873.38	000000
21824	09/10/2015	Ed2go	Education To Go	67.25	000000
21825	09/10/2015	Ewing	Ewing Irrigation	522.67	000000
21826	09/10/2015	FarWest	Farwest Sanitation	159.06	000000
21827	09/10/2015	FirstSt	First Student Inc	3,695.52	000000
21828	09/10/2015	FranTx	Franchise Tax Board	105.00	000000
21829	09/10/2015	GlovBob	Bobby Glover	200.00	000000
21830	09/10/2015	HolmBas	Holm Base	585.89	000000
21831	09/10/2015	ICOM Mec	ICOM Mechanical Inc	1,100.79	000000
21832	09/10/2015	JMFast	J & M Fasteners	14.39	000000
21833	09/10/2015	KidzLove	Kidz Love Soccer Inc	9,597.00	000000
21834	09/10/2015	LaserPri	Laser Printer Resource	54.95	000000
21835	09/10/2015	MDUSD	Mt. Diablo Unified School Dist	2,736.00	000000
21836	09/10/2015	MDUSD2	MDUSD, M&O Dept	525.00	000000
21837	09/10/2015	MejiMar	Mario Mejia	1,050.00	000000
21838	09/10/2015	Mity-Lit	Mity-Lite	2,031.76	000000
21839	09/10/2015	MurdDeb	Debbie Murdock	1,226.40	000000
21840	09/10/2015	Navlet	Navlet's Inc.	38.57	000000
21841	09/10/2015	Nextel	Nextel Communications/Sprint	700.21	000000
21842	09/10/2015	PatrSer	Patrol Services Division	500.00	000000
21843	09/10/2015	PERS	CalPERS	16,075.64	000000
21844	09/10/2015	PG&E	Pacific Gas & Electric Co	19,564.48	000000
21845	09/10/2015	PhCit	Pleasant Hill, City of	5,380.90	000000
21846	09/10/2015	PhSen	Pleasant Hill Seniors Club	600.00	000000
21847	09/10/2015	PleaHill	Pleasant Hill Rec & Park Distr	161,771.15	000000
21848	09/10/2015	QualTre	Quality Tree Care/Joseph Matto	3,300.00	000000
21849	09/10/2015	R-Comput	R-Computer	8,768.97	000000
21850	09/10/2015	RossRec	Ross Recreation Equipment	97.80	000000
21851	09/10/2015	SandSaf	Sanderson Safety Supply Co	108.90	000000
21852	09/10/2015	ShessZac	Zac Shess	200.00	000000
21853	09/10/2015	SiePac	Sierra Pacific Tours	1,300.00	000000
21854	09/10/2015	Spanish	Spanish 4 Children	926.40	000000
21855	09/10/2015	StePrint	Steven's Printing	345.03	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
21856	09/10/2015	SterSher	Sherry Sterrett	200.00	000000
21857	09/10/2015	SuppWor	Supply Works	1,139.48	000000
21858	09/10/2015	Travel	Travel Center, Trust Account	32,950.00	000000
21859	09/10/2015	UPS Stor	UPS Store # 3769	44.48	000000
21860	09/10/2015	USBank	U.S. Bank	3,776.83	000000
21861	09/10/2015	USBankP	U.S. Bank Corporate Payment	32,371.79	000000
21862	09/10/2015	Valic	Valic	1,200.00	000000
21863	09/10/2015	WhitCas	Casey White	440.00	000000

**CHECK TOTAL: \$343,460.97**



The July 9, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:12 p.m. in the Conference Room at the Administrative Office. Bonato reported that the Board met before the regular meeting to tour District facilities.

**PLEDGE OF ALLEGIANCE**

Board Member Glover led the Pledge of Allegiance.

**ROLL CALL**

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

**STAFF PRESENT:** Berggren, Young, Thoits, Bradley, Miller, Hunn, Herriman

**PUBLIC COMMENT**

None

**PUBLIC HEARING**

**Preliminary Budget Fiscal Year 2015 - 16**

**Preliminary Budget Fiscal Year 2016 - 17**

No public was present to speak

**CONSENT CALENDAR (ACTION)**

- a. **To Approve Bills to be Paid**
- b. **To Approve Minutes of April 23, 2015 and June 4, 2015**

Upon motion of Board Members Donaghu & Glover the Board approved the consent calendar, with corrections to the April 23, 2015 minutes.

**REPORT FROM THE CONTRA COSTA CAMERA CLUB**

Representative and President of the Camera Club, Stephen Busch, was present to update the Board on the Club's membership and activities. He commented that the Club has appreciated the District's support.

The Board thanked Busch for attending the meeting and for his report.

**REPORT FROM THE VETERANS OF FOREIGN WARS**

No representative from the group was present to give a report.

**UPDATE AND STATUS REGARDING DEVELOPMENT PLANS FOR DIABLO VALLEY PLAZA BY MERLONEGEIER PARTNERS**

Representative, Jon Plomteaux, of MerloneGeier Partners was present to give the Board a report and update on the status of the development at Diablo Valley Plaza adjacent to the District's Chilpancingo Park. Plomteaux reviewed the proposed design plans with the Board specifically

focusing on the area around Chilpancingo Park. He commented that his group is looking forward to working closely with the District on the project, and that much of the work should begin next year.

Board Chair Bonato asked if the group has any equipment on the site yet. Plomteaux said there is none yet.

The Board thanked Plomteaux for his report and for attending the meeting. The Board said they are very excited about the development of that area.

### **PROGRAM COMMITTEE**

#### **a. To Review Fall Spotlight**

#### **b. To Consider Rental Fee Increases (ACTION)**

- a. Board Member Donaghu reviewed the upcoming Fall Spotlight with the Board. He commented that he is very impressed with this current edition.
- b. Rental Coordinator Ryan Herriman reviewed the proposed rate changes with the Board. He commented that the largest increase will be to the weekend rates. He said these would increase by 10%. Herriman explained that the rate increases would only apply to new contracts not existing ones. He said he is trying to promote more use of the Chateau Room at the Senior Center.

The Board would like to see the Senior Center rented more. Herriman commented that the new rates should increase rentals, but the biggest deterrent for that building is the name. The Board discussed revisiting changing the name of the Senior Center. Board Member Sterrett commented that she would like to give Herriman a year to promote the Senior Center before discussing a name change.

Upon motion of Board Members Donaghu & Shess, the Board approved implementing the proposed rental fees.

### **BUDGET ITEMS FOR FY 2015-16 & FY 2016-17**

#### **a. Presentation of Updated Budgets for FY 2015-16 & FY 2016-17**

#### **b. To Consider Capital Projects for Fiscal Year 2015-16, 2016-17 (ACTION)**

#### **c. To Consider Recreation Coordinator Special Events Position (ACTION)**

- a. The General Manager reviewed the updated budgets for the fiscal year 2015-16 and the fiscal year 2016-17 with the Board. He reported that the amended budget the Board had approved in June has not changed. He stated that revenues have increased in the upcoming budget in the areas of Aquatics and Athletics.  
The General Manager commented he is recommending a 2.4% COLA for employees which has not been included at this time. He stated the final budget will be on the July 23, 2015 Board Meeting agenda for Board approval.

Board Chair Bonato asked if staff has completed the Oversight Working Groups request of revenue increases. The General Manager said they have and the increases can be seen in the budget.

- b. The Board reviewed the proposed modified Capital Projects list for 2016-17. Board Member Donaghu would like to see the development of the web site moved to the 2015-16 Capital Projects list.



Board Chair Bonato commented that she would like more information regarding the proposed restroom at Rodgers Smith Park. Bonato would like to see the bench project at the Community Center moved to the 2015-16 Capital Projects list, and she would like to make sure it will be reviewed by the Dahlin Group.

Upon motion of Board Members Donaghu & Glover the Board approved the Capital Projects List with the addition of including the website and the Community Center bench to the 2015-16 list, thus reducing the amount for 2016-17 by \$38,000.

- c. The General Manager reported that both the Personnel Committee and the Budget Committee have reviewed the proposed position.

Board Chair Bonato would like the position to have a Class B driver's license. Bonato commented that she hopes the position would include a lot of District promotion.

The General Manager commented that staff is recommending a full time position for Special Events, and another position to assist with the Teen Center.

Upon motion of Board Members Shess & Donaghu the Board approved the Recreation Coordinator Special Events position as proposed by staff.

### **REPORT ON COME TOGETHER CONCERT**

Recreation Supervisor Katrina Hunn was present to give the Board a report on the Come Together Concert held on February 27, 2015. Hunn commented that the concert was fantastic and thanked the Cotruvos and Jennifer Thoits for all their hard work.

Board Chair Bonato asked if Hunn thought the District should invest in a stage for events. Hunn commented that storage is a big issue.

Board Member Donaghu commented that there was a good list of performers, but he would like to see fewer bands next year.

Board Member Shess asked if there is an opportunity to sell food at the event. Hunn commented that the event does not start until 7:30 p.m. She said the biggest revenue comes from the bar sales.

The Board thanked Hunn for her report.

### **TO CONSIDER TRANSFERRING \$200,000 FROM GENERAL FUND TO CAPITAL PROJECTS FUND (ACTION)**

Board Chair Bonato stated that staff is recommending moving \$200,000 from the General Fund to the Capital Project Fund to cover the expenses of the Pleasant Hill Park pathways project that will be completed in Fiscal year 2016-17.

Upon motion of Board Members Donaghu & Sterrett the Board approved transferring \$200,000 from the General Fund to the Capital Projects Fund for the proposed pathway project.

## **REPORTS AND TO SET BOARD COMMITTEE MEETING DATES**

- a. **Land and Facility Development Committee**
- b. **Personnel Committee**
- c. **Budget & Finance Committee**
- d. **Program Committee**

**Land and Facility Development Committee:** Nothing to report at this time.

**Personnel Committee:** Nothing to report at this time.

**Budget & Finance Committee:** Board Chair Bonato reported there will be a meeting on July 16, 2015 to discuss the budget and the General Manager's salary.

**Program Committee:** Board Member Donaghu commented that the Spotlight is in production so the Committee has not needed to meet.

## **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

**Sterrett** made the following announcements/questions:

- She voted for Shane MacAffee for the CSDA Board on behalf of the District Board.

**Shess** made the following announcements/questions:

- He enjoyed the Fourth of July Parade.
- He asked for the Bond info to be removed from the web site.
- He commented that he would like to see the golf tournament on the front page of the web site.
- He attended the Government Affairs Committee meeting at the Chamber with Recreation Superintendent Tina Young.
- He enjoyed the tour of the District facilities.

**Bonato** made the following announcements/questions:

- She attended the memorial for Ellen Stevahn at St. Marks.
- She attended the Architectural Review Committee Meeting when they discussed the PHBA building.
- She commented that the Rodgers Ranch Urban Farm has attracted the attention of the Master Gardener Program.
- She enjoyed the Fourth of July, and would like to see a District informational booth in the park.
- She asked the General Manager to contact the citizens who are concerned about the tree removal at Pleasant Oaks Park. She asked that the General Manager update them on the park plans.

## **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He distributed the program from the Labyrinth Celebration on June 28, 2015.
- He said Park Superintendent Tom Bradley had been on the channel two news discussing the Districts use of recycled water.
- He received a certificate of appreciation from Relay For Life.
- Blues and Brews is in one week.

## **ADJOURNMENT**

Board Chair Bonato adjourned the meeting at 9:49 p.m.

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Robert B, Berggren Clerk of the Board



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: September 3, 2015  
RE: September 10, 2015 Board Meeting

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### **Report from American Legion, Post #331**

Commander Frank Engelsbel and Terry Neidlinger with the American Legion, Post #331 will be on hand to report on membership and activities.



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: September 3, 2015  
RE: September 10, 2015 Board Meeting

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### **To Consider Sign for Rodgers Ranch (ACTION)**

Enclosed in your packet is another rendering of the proposed sign for the Rodgers Ranch site. Dickson Kaiser with the GNU Group has updated the sign as discussed at the August 27, 2015 Board Meeting.

If the Board of the Directors is in favor of the new sign components, we recommend that the Board approve the sign for Rodgers Ranch.

Please note, Dickson Kaiser was planning on giving me the updated version of the sign on Friday, September 4. However, because of his duties and the Labor Day weekend, he will get the new version to me on Tuesday, September 8, when we receive those, we will get them out to the Board Members and Rodgers Ranch representatives.



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: September 3, 2015  
RE: September 10, 2015 Board Meeting

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### **To Review Board Policies**

#### **a. To Consider Board Member Policies (ACTION)**

Attached to your packet are additional policies from Curt Kidder. The following policies will be reviewed:

- Policy #1120 - Board Meetings
- Policy #1185 - Employment of Outside Contractors and Consultants
- Policy #1195 - Expenditure Reimbursement
- Policy #1200 - Board of Directors Vacancies

The Board can take action and approve these additional Board Policies.

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 1120

The purpose of this policy is to define different types of board meetings.

**1120.1** Regular meetings: For the months of January through October, the Board of Directors meetings shall be held on the second and fourth Thursdays of each calendar month at 7:00 p.m. in the Conference Room at the Administration Office, 147 Gregory Lane, Pleasant Hill. The regular meeting for November shall be the first and third Thursdays and the regular meeting for December shall be the second Thursday. The date, time and place of regular Board meetings may be reconsidered at the annual organizational meeting of the Board.

**1120.2** Special meetings: The Board of Directors may hold a special meeting when called by the Board Chair or by a majority of the Board.

**1120.2.1** All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

**1120.2.2** Newspapers of general circulation in the District, radio and television stations and other media outlets who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 et seq.) shall be notified at least 24 hours prior to the special meeting.

**1120.2.3** An agenda for a special meeting shall be prepared as specified for a regular Board meetings and shall be delivered with the notice of the special meeting to those specified above and posted in a location accessible to the public.

**1120.2.4** Only those items of business listed in the notice for the special meeting shall be considered by the Board.

**1120.3** Emergency Meetings: In the event of an emergency situation involving matters upon which prompt action is necessary, the Board of Directors may hold an emergency meeting. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

(Continues)

**1120.3.1** Newspapers of general circulation in the District, radio and television stations and other media outlets which have requested notice of special meetings in accordance with the Brown Act shall, unless a dire emergency exists, as defined in the Brown Act and as determined by the Board, be notified by telephone at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio and television stations and other media outlets of the fact of the holding of the emergency meeting, and of any action taken by the Board, as soon after the meeting as possible.

**1120.3.2** No closed session may be held during an emergency meeting, except as allowed under the Brown Act, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice requirement. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

**1120.4** Adjourned Meetings: A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment; however, if less than a quorum is present, the Directors may adjourn the meeting to a future date. If no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment.

**1120.5** Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its last regular meeting in November. At this meeting the Board will elect a Chair, Vice Chair and Secretary from among its members to serve during the coming calendar year, and will appoint the General Manager as the Clerk of the Board.

**1120.6** Closed Sessions. The Board may, at any regular or special meeting, hold a closed session to discuss matters of a confidential nature as authorized by the Brown Act including, but not limited to anticipated and pending litigation, personnel matters, labor negotiations and real property negotiations. Notice of items to be discussed in closed session will be included on the meeting agenda.

**1120.6.1** Prior to convening in closed session, the Chair shall announce the matter(s) to be discussed in the closed session or refer to the item(s) listed on the meeting agenda.

**1120.6.2** Closed sessions will be held in a secure room outside the view of the public. Only District staff necessary for discussion of each item will be allowed to attend the closed session.

**1120.6.3** Upon completion of the closed session, the Board will reconvene in open session and report any final actions, as defined in the Brown Act, taken and the vote thereon.

# Pleasant Hill Recreation & Park District

## POLICY MANUAL

POLICY TITLE: Employment of Outside Contractors and Consultants  
POLICY NUMBER: 1185

The purpose of this policy is to provide guidelines when seeking employment of to retain consultants and vendors.

**1185.1** From time to time the District employs outside contractors or consultants for construction, engineering, planning, environmental review projects, ~~auditing purposes or~~ and other matters as needed. The District's procedures for the retention of contractors and consultants is as follows:

**1185.1.1** Construction Projects, including works of alterations, repairs and maintenance, in excess of \$25,000 shall be competitively bid pursuant to the process set forth in California Public Contract Code Sections 20815-20815.5. A notice specifying the work to be done and inviting bids will be advertised for bid in at least one local newspaper of general circulation and on the District website no later than one week prior to the date for accepting bids. The bid opening is will be open to the public and will be specified as so in the bid documents per the state law. The project will be awarded to the lowest qualifying responsible bidder.

**1185.1.2** Consultants will be selected and recommended for retention by the General Manager, and are subject to approval by the Board of Directors. The General Manager's selection and/or the Board of Directors' approval will make their selection be based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation detailed of scope of work, an estimate of the hours to complete the scope of work and applicable cost estimate for their services that will also be used infor their evaluation in the selection/approval process. Consultants for engineering and architectural services shall be evaluated based upon qualification and not solely on cost of services per sState law.

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Expenditure Reimbursement

**POLICY NUMBER:** 1195

The purpose of this policy is to prescribe the manner in which ~~Board of Directors~~ may be reimbursed for expenditures related to District business.

**1195.1** The District will reimburse ~~Board members~~Directors for preapproved expenditures related to District business. This policy shall apply to all ~~Board Directors~~ and is intended to result in no personal gain or loss to any Director. The District shall adhere to Government Code Section 53232 through 53232.4 when dealing with reimbursement to ~~d~~Directors.

**1195.2** Implementation: Whenever Directors ~~desire~~seek to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached. Any such request for reimbursement shall also be consistent with Policy No. 3020, Expense Authorization.

**1195.2.1** The General Manager will review and approve reimbursement requests.

**1195.2.2** All expenses must be reasonable and necessary, and ~~employees and d~~Directors are encouraged to exercise prudence in all expenditures.

**1195.2.3** The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate in effect at the time of travel.

**1195.2.4** Expenditures for food and lodging will be moderate and reasonable.

DRAFT REVISIONS: 08-24-15

Approved:  
Amended:

# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Filling of Vacancy(s) on Board of Directors Vacancies  
**POLICY NUMBER:** 1200

The purpose of this policy is to provide guidelines for the filling of a vacancy on the Board of Directors.

**1200.1** From time to time a vacancy may occur on the Board for a variety of reasons. Under sState law, the District has a total of sixty (60) days in which to take action.

**1200.2** The Board of Directors shall be informed immediately of the resignation or death of a member of the Board of Directors or other circumstance resulting in a vacancy on the Board. The Board of Directors shall consider whether to act to fill the vacancy, either by appointment or by calling a special election.

**1200.3** The District shall notify the county elections official of the vacancy no later than fifteen (15) days after the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

**1200.4** In cases where the Board determines to appoint a replacement to the Board, the District will publish a public notice of a vacancy and the process for considering candidates in a local newspaper of general circulation. The Board may establish an application and interview process including requiring a resume or application form detailing qualifications and experience of the candidates.

**1200.4.1** The District shall post a notice of vacancy in at least three conspicuous places in the District at least fifteen (15) days before the Board makes an appointment. If the Board makes an appointment, the District shall notify the county elections official within fifteen (15) days of making the appointment.

**1200.5** The Board may review and invite those candidates that a majority of the Board determines are the most qualified or all of the candidates for an interview before the Board at a publicly noticed meeting. The Board may then consider the interviewed candidates and take action ~~vote to determine if a majority of the Board can agree on a selected~~ a replacement candidate ~~Director~~.

**1200.5.18** AThe selected replacement Director shall, as set forth in California Government Code Section 1780(d), either serve out the balance of the term of the vacant Director position and be subject to reelection or serve until the next general District election and the qualification of the elected Director, who shall serve the remaining portion of the unexpired term.

**1200.6** If the Board of Directors chooses to call an election, the Board ~~it~~ must do so within sixty (60) days of notification of the vacancy or the effective date of the vacancy, whichever is later.

[Type here]

**1200.7** All costs for any election shall be identified for consideration by the Board for the decision of appointment or election.

(Continues)

~~1200.8 A selected replacement Director shall serve out the balance of the term of the position and be subject to reelection.~~

**1200.89** If the Board fails to take action in the sixty (60) day period, then, pursuant to sState law, provides that the Board of Supervisors may appoint a successor to fill the vacancy or order the District to call an election to fill the vacancy.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: September 3, 2015

RE: September 10, 2015 - Board Meeting

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

- a. Land and Facility Development Committee**
- b. Personnel Committee**
- c. Budget and Finance Committee**
- d. Program Committee**

The Land and Facility Development Committee Meeting agenda is in your packet for meeting on Tuesday, September 8, 2015 at 4:30 pm.



# 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.***

*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 accommodation to a person with a disability who requires a modification or accommodation 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 if you require such modification or accommodation.*

**Pleasant Hill Recreation & Park District  
Board of Directors  
Land and Facility Development Committee  
Tuesday, September 8, 2015  
4:30 p.m.  
Administration Office  
147 Gregory Lane, Pleasant Hill**

Chair: Zac Shess  
Member: Bobby Glover

1. Public Comment  
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
2. To Discuss Status of the School House, Chilpancingo Park, and the Winslow Center