



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: September 30, 2015

RE: October 8, 2015 Board Meeting

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

- a. To Approve Bills to be Paid
- b. To Approve Minutes of July 23, 2015

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
21916	10/08/2015	Aantex	Aantex Pest Control	1,485.00	000000
21917	10/08/2015	Aflac	Aflac	24.10	000000
21918	10/08/2015	AmerSta	American Stage Tours	840.00	000000
21919	10/08/2015	AmFid	American Fidelity	2,239.96	000000
21920	10/08/2015	Antai	Antai Solutions LLC	11,324.00	000000
21921	10/08/2015	ATT CC	AT & T	118.70	000000
21922	10/08/2015	BANewsG	Bay Area News Group	178.88	000000
21923	10/08/2015	BayAlar	Bay Alarm Company	241.53	000000
21924	10/08/2015	BayBuil	Bay Building Maintenance Inc.	700.00	000000
21925	10/08/2015	BerBob	Robert B. Berggren	400.00	000000
21926	10/08/2015	BillAce	Bill's Ace Hardware	206.59	000000
21927	10/08/2015	BonaSan	Sandra Bonato	200.00	000000
21928	10/08/2015	CCWat	Contra Costa Water District	222.99	000000
21929	10/08/2015	CD&Powe	Got Power Inc	134.71	000000
21930	10/08/2015	CintCorp	Cintas Corp # 185	88.98	000000
21931	10/08/2015	Cole	Cole Supply Co., Inc.	67.81	000000
21932	10/08/2015	CoLock	County Lock & Key	14.17	000000
21933	10/08/2015	CommPool	Commercial Pool Systems, Inc.	4,177.01	000000
21934	10/08/2015	Cyber	Cybercopy	3.84	000000
21935	10/08/2015	DevMtnur	Devil Mountain Wholesale Nurse	563.95	000000
21936	10/08/2015	DonDen	Dennis A. Donaghu	200.00	000000
21937	10/08/2015	EBMUD	East Bay Mud	4,596.60	000000
21938	10/08/2015	Ed2go	Education To Go	139.50	000000
21939	10/08/2015	Elavon	Elavon	39.49	000000
21940	10/08/2015	Ewing	Ewing Irrigation	178.93	000000
21941	10/08/2015	FarWest	Farwest Sanitation	159.06	000000
21942	10/08/2015	FranTx	Franchise Tax Board	105.00	000000
21943	10/08/2015	GenPlum	General Plumbing Supply	316.42	000000
21944	10/08/2015	GlovBob	Bobby Glover	200.00	000000
21945	10/08/2015	GNU	GNU Group	3,304.22	000000
21946	10/08/2015	IdealSer	Ideal Service Company, Inc.	1,583.00	000000
21947	10/08/2015	LincEqu	Lincoln Aquatics	177.08	000000
21948	10/08/2015	MejiMar	Mario Mejia	1,190.00	000000
21949	10/08/2015	MonuCar	Monument Car Parts	353.25	000000
21950	10/08/2015	MurdDeb	Debbie Murdock	776.30	000000
21951	10/08/2015	NaccAll	Allie Naccara	20.00	000000
21952	10/08/2015	Nextel	Nextel Communications/Sprint	683.88	000000
21953	10/08/2015	PerlGui	Guillermo Perla	400.00	000000
21954	10/08/2015	PERS	CalPERS	15,665.05	000000
21955	10/08/2015	PG&E	Pacific Gas & Electric Co	19,239.61	000000
21956	10/08/2015	PhCham	Pleasant Hill Chamber Of Comme	13,000.96	000000
21957	10/08/2015	PhCit	Pleasant Hill, City of	6,342.64	000000
21958	10/08/2015	PleaHill	Pleasant Hill Rec & Park Distr	129,875.28	000000
21959	10/08/2015	QualTre	Quality Tree Care/Joseph Matto	3,000.00	000000
21960	10/08/2015	RilKor	Korey Riley	315.00	000000
21961	10/08/2015	RotoRoot	Roto-Rooter Sewer Service	425.00	000000
21962	10/08/2015	ShessZac	Zac Shess	200.00	000000
21963	10/08/2015	ShieCons	Shields Consulting Group, Inc	357.30	000000
21964	10/08/2015	SiePac	Sierra Pacific Tours	1,300.00	000000
21965	10/08/2015	Spinitar	Spinitar	380.00	000000
21966	10/08/2015	SterSher	Sherry Sterrett	200.00	000000
21967	10/08/2015	SuppWor	Supply Works	901.73	000000
21968	10/08/2015	Travel	Travel Center, Trust Account	14,342.50	000000
21969	10/08/2015	UNIVAR	UNIVAR USA Inc	1,027.60	000000
21970	10/08/2015	USBank	U.S. Bank	1,749.86	000000
21971	10/08/2015	USBankEq	US Bank Equipment Finance	25,562.57	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
21972	10/08/2015	Valic	Valic	1,200.00	000000
21973	10/08/2015	whitecas	Whitecastle Tours Inc.	250.00	000000
				<hr/>	
<b>CHECK TOTAL:</b>				<b>\$272,990.05</b>	

**Board of Directors Meeting Minutes**  
**July 23, 2015**  
**DRAFT**



The July 23, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:00 p.m. in the Conference Room at the Administrative Office.

**PLEDGE OF ALLEGIANCE**

Board Member Donaghu led the Pledge of Allegiance.

**ROLL CALL**

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

**STAFF PRESENT:** Berggren, Young, Riley, Bradley, Blair

**PUBLIC COMMENT**

None

**CONSENT CALENDAR (ACTION)**

- a. To Approve Bills to be Paid
- b. To Approve Minutes of May 14, 2015 and July 7, 2015

Upon motion of Board Members Donaghu & Glover the Board approved the consent calendar.

**REPORT FROM THE DIABLO VALLEY MACINTOSH USERS GROUP**

Representatives Rick Calicura and Chris Wysocki were present to update the Board on the group's membership and activities. Calicura commented that the group has appreciated that the District has made them a co-sponsored group. He commented that they have been working very closely with the Senior Center on computer programs training.

The Board thanked the group for their participation in District activities, and for coming to present their report.

**PRESENTATION OF TRANSPARENCY CERTIFICATE FROM CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

California Special Districts Association's immediate Past President Stan Caldwell was present to present to the Board the District's Transparency Certificate. Caldwell explained that earning the certificate is a tangible acknowledgement of transparency efforts. He commented that the certificate is an excellent way to demonstrate to your constituents and other stakeholders the District's commitment to being open and accessible to them.

The Board thanked Caldwell for attending the meeting.

Board Member Sterrett took pictures for both the CSDA web site and the District web site. Sterrett thanked the District staff for their involvement in receiving the Certificate.

**TO CONSIDER HOMEOWNER REQUEST FOR REMOVAL OF OPEN SPACE EUCALYPTUS TREES AT VALLEY HIGH II (ACTION)**

The General Manager reported that Stephanie Leal of 201 Elderwood Drive in Pleasant Hill was present. He commented that Leal had attended the Board Meeting of May 28, 2015 and under Public Comment had requested that two Eucalyptus trees adjacent to her property be removed due to safety and fire concerns. The General Manager commented that based on Leal's request the Board toured the area and the District had an Arborist examine the trees.

The General Manager reported that according to the Arborist's report the trees are healthy so staff is recommending removal of the lower branch leaning toward Leal's property. The General Manager commented that staff is also recommending the removal of dead wood and other debris in the trees.

Leal thanked the General Manager and Park Superintendent for all their work on the tree research. Leal said she is still concerned about the safety of the trees and would like them removed.

Rick Calicura, resident of Pleasant Hill since 1968 was present. He spoke in support of the District's staff recommendations.

Board Chair Bonato asked what the estimated cost for "cleaning up" the trees would be. Park Superintendent Bradley said it would be approximately \$3500. The General Manager explained that this money would be used from the District's general fund not the Valley High II Assessment District, as those Assessment fees currently do not cover the basic maintenance of the area.

Upon motion of Board Members Donaghu & Sterrett the majority of the Board approved to accept District Staffs recommendations to remove the co dominant branch overhanging 201 Elderwood Drive, and "clean up" 50% of the tree area. Board Member Glover added to the motion that the tree issue should be monitored on an annual basis. Board Member Shess opposed the item stating he would like the trees removed to help facilitate the negotiations of increasing the Valley High II Assessment Fees.

**PUBLIC HEARING**

**Preliminary Budget Fiscal Year 2015-16 and Fiscal Year 2016-17**

- a. To Consider Employee Cost of Living Adjustment for FY 2015-16 (ACTION)**
- b. To Consider General Manager's Compensation for FY 2015-16 (ACTION)**
- c. To Consider Resolution 2015-07-23A Adopting Final Budget for Fiscal Year 2015-16 (ACTION)**
- d. To Consider Resolution 2015-07-23B Adopting Final Budget for Fiscal Year 2016-17 (ACTION)**

The General Manager reported that the Preliminary budget has not been adjusted to show the reduction in medical costs which will show a positive effect of \$40,000.

- a. Upon motion of Board Members Glover & Shess the majority of the Board approved a 2.4% COLA increase for Fiscal Year 2015-16. Board Member Sterrett opposed stating she would like a 4% increase.

The Board requested new comparables on District staff positions.

- b. Upon motion of Board Members Glover & Donaghu the Board approved a 5% compensation increase for the General Manager in addition to the 2.4% COLA increase for Fiscal Year 2015-16.

Board Chair Bonato excused herself from the meeting at 8:36 at which time Vice Chair Shess resumed the meeting as Chair.

- c. Upon motion of Board Members Donaghu & Glover the Board approved Resolution 2015-07-23A adopting final budget for Fiscal Year 2015-16.
- d. Upon motion of Board Members Donaghu & Glover the Board approved Resolution 2015-07-23B adopting final budget for Fiscal Year 2016-17.

**REPORT FROM STRATEGIC BUSINESS PLAN COMMITTEE AND DISCUSSION**

Board Member Shess reported that the Oversight Working Group has been working very closely with staff on the Strategic Plan Goals. He asked Recreation Superintendent Tina Young to give an update to the Board. Young reported that during the last six months the Committee has been moving faster toward their assigned goals, and that at this point the Committee would like to hear feedback from the Board Members who are not on the Committee on three areas of the implementation plan: Recreation Goal #2 - Cost Recovery, Financial Goal #6 - Evaluating FF&E, and Marketing Goal #6 - Creating a new Web site.

Board Member Shess commented that a "check in" with the Board is very critical in the process of completing the plan.

Accounting Supervisor Blair summarized the cost recovery process that has been completed by staff for individual programs and departments. Blair commented that he felt the Oversight Working Group should be giving recommendations to the Board for establishing pricing and managing programming areas.

All the Board members were impressed with the goals the Committee has accomplished thus far.

Board Member Shess thanked the District staff for all their work.

**TO CONSIDER PARK IDENTIFICATION SIGN FOR RODGERS RANCH**

The General Manager reviewed the proposed Rodgers Ranch signage from the GNU Group with the Board. He highlighted the signage that the Rodgers Ranch Heritage Center Committee is recommending.

The Board reviewed and discussed the signage. Board Member Glover asked if the Board would have the final approval of any signage. The General Manager said they would.

The General Manager will bring the Board's proposed signage ideas back to the Rodgers Ranch Heritage Center Committee.

## **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:** The Committee would like to set a meeting date for the District Counsel report on facilities.

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

**Budget & Finance Committee:** Nothing to report at this time.

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

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

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

- She reported that the LAFCO election winner was Stan Caldwell.
- She would like a report of the July 20, 2015 CSDA meeting agenda.
- She reported that on July 30, 2015 the Lions Club will be cooking the BBQ for the Summer Recreation School employees. This will be in the Pleasant Hill Park.

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

- He attended lunch and talk given by Mark DeSaulnier. He thought it was very good.
- He attended the final leg of the "torch run". He was impressed that there were a lot of representatives from all over the country there.
- He attended the Chamber of Commerce meeting last week. The Chamber has hired a Membership and Events Coordinator.

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

- He attended the Blues and Brews event. He thought it was great. Bill Martin from Channel two news gave it a lot of publicity.
- He asked that the District's Transparency Certificate be displayed on the web site.
- He commented that he will be representing the District at the golf tournament on September 28, 2015.

## **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He distributed a letter from the Monument Crisis Center thanking the District for including them in the Wine, Women & Shoes Event.

## **ADJOURNMENT**

Vice Chair Shess 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 30, 2015  
RE: October 8, 2015 Board Meeting

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### **To Consider Andrew Tkachenko Claim (ACTION)**

Andrew Tkachenko Claim is that he was parked in the YMCA parking lot, adjacent to the softball field at College Park High School, and a softball broke his car window. He is claiming a \$250 deductible for his damages. This claim was made on September 17, 2015.

As following CAPRI's procedures, the General Manager is recommending that the District reject the claim. As a reminder, the claim is actually activated by Board action and the time available to file a lawsuit is reduced from 2 years to 6 months following official rejection of the claim.





## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: September 30, 2015

RE: October 8, 2015 Board Meeting

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### **To Consider Candelario Rodriguez Claim (ACTION)**

This claim was received by the District on September 9, 2015 that happened on July 5, 2015 at the Public Services Center. A former employee contends that the Park Superintendent accidentally spilled some oyster shells on his vehicle. At the time, Tom instructed the employee to wash off the oyster shells that he spilled just on top of the hood of his car. Now, Candelario Rodriguez has submitted a claim to get his car completely repainted with not only his hood, but the fenders and the bumper for a claim of \$2,165.25. Similar to the Tkachenko claim, the General Manager is recommending the Board of Directors reject the Candelario Rodriguez claim.



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: September 30, 2015  
RE: October 8, 2015 Board Meeting

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### **To Consider Bids for Pleasant Hill Park Pathway Project (ACTION)**

The bid package was out and the bids were due on Wednesday, Sept. 30 at 2pm. Unfortunately, we received no bids. Attached for your information is follow up from Park Superintendent Tom Bradley regarding the companies that expressed interest in the project and why they did not bid.

There is no action needed at this time from the Board. The General Manager will be recommending at the next Board Meeting to go back out to bid for the Pleasant Hill Park Pathway Project.

# MEMO

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To: Bob Berggren, General Manager

From: Tom Bradley, Park Superintendent

October 1, 2015

RE: Pleasant Hill Park Pathway Replacement Bids

Bids for the Pleasant Hill Park Path Replacement project were due yesterday at 2:00 pm. I am disappointed to report that we received no bids for the project. To try to understand why this happened I called multiple contractors who showed interest in the project before the bids were due and asked them why they did not turn in a bid. These are the companies I was able to speak to a representative from.

1. Bruce Carone Paving & Grading: They are having bonding issues and can not get bonded for a project of this size.
2. Mc Nabb Construction: They are too busy right now and will reconsider if we go out to bid again. They are currently booked through January.
3. Grade Tech: They are too busy.
4. Antioch Paving: They do not have the bonding capability.
5. Suarez & Munoz Construction: They were not paying attention to the due date. They will bid next time around.
6. Vanguard Construction: They are a concrete contractor and all their paving subs were too busy right now. If we change it to concrete they will do it right away.
7. RMT Landscape Contractors, Inc.: They are too busy right now for project of this size.
8. Alaniz Construction: They are primarily asphalt contractors, their paver subs are too busy to commit to a time frame right now.

I am still waiting to hear back from others however I think this is a good sampling. It seems to me that interlocking paving companies are very busy.

I would like to make some adjustments to our contract so it is not so lengthy and go back out to bid if the Board approves.



## **MEMORANDUM**

TO: Board of Directors  
FROM: General Manager  
DATE: September 30, 2015  
RE: October 8, 2015 Board Meeting

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### **To Confirm Board Meeting Dates for November 2015 and December 2015**

This is a reminder to the Board of Directors that the regular meetings will take place in November:

- November 5, 2015
- November 19, 2015\*

The regular meeting in December will be on Thursday, December 10.

Please note, that the Board Elections for the Board Officers will take place on November 19.\* The official changeover meeting will take place on Thursday, December 10.

As we discussed, regarding this, if we need additional time or additional meetings, we will set a special meeting since the next official meeting will take place on Thursday, January 14, 2016.

**\*Please Note:** The Hospice Tree of Lights ceremony will take place on Thursday, November 19 at 6:30 PM. The last couple of years we have met on Wednesday prior to the Hospice Tree lighting ceremony. I would recommend that the Board meet on Wednesday, November 18 and we can place this as an action item on an upcoming agenda.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: October 1, 2015

RE: October 8, 2015 Board Meeting

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

- 1210 Memberships in Associations
- 1220 Remuneration to the Board of Directors
- 1225 Review of Administrative Decisions

Attorney Curt Kidder has updated some of the policies that the Board requested to have changes made. There were 3 policies in the packet and the General Manager is recommending that the Board approve these policies.

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE: Membership in Associations**  
**POLICY NUMBER: 1210**

The purpose of this policy is to state that the District through its Board of Directors may have memberships in local, ~~county~~, state and national associations which ~~have similar functions as would be beneficial to~~ the District.

**1210.1** The Board of Directors may have membership in and attend meetings of local, ~~county~~, state and national associations which offer education, programming or other relevant learning opportunities have applicability that are beneficial to the functions/operations of the District. ~~The Board may look upon s~~Such memberships provides an opportunity for in-service training for Directors and for the promotion of District programs.

**1210.2** The Board of Directors will annually review association memberships. The Board may decide to join/renew/withdraw- membership in local, ~~county~~, state and national associations. If the Board decides to join or renew an association membership, they an appropriation should be made to will ensure that annual dues, if any, are paid.

Approved:  
Amended:

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# Pleasant Hill Recreation & Park District

## POLICY MANUAL

POLICY TITLE: Remuneration to the Board of Directors  
POLICY NUMBER: 1220

The purpose of this policy is to set/clarify the monthly stipend amount/budgeted for the Board of Directors.

1220.1 Members of the Board of Directors shall receive a monthly stipend in the amount of \$200-per month. The stipend amount shall be \$100 perfor each meeting attended during a month to a maximum of \$200 per month. The term meeting includes, but is not limited to, regular, special and emergency Board meetings, Board field trips, District public hearings and meetings of Board committees.

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1220.2 Members of the Board of Directors need to/must attend six official meetings in a three-month period to qualify for the maximum stipend of \$200.00 per month.

1220.3 This stipend shall be established annually by the Board at its regular meeting in June. The stipend may be modified with/by Board approval consistent with applicable state law and shall not exceed \$500.00 per month.

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Approved:  
Amended:

# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Review of Administrative Decisions  
**POLICY NUMBER:** 1225

The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

**1225.1** This policy affects those administrative decisions ~~authorized~~ rendered by the Board of Directors ~~governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies~~ on matters for which a hearing is required by law as set forth in California Code of Civil Procedure Sections 1094.5(a) and 1094.6(e).

**1225.2** Pursuant to ~~the~~ provisions of California Code of Civil Procedure ~~§~~Section 1094.6 ~~of the Code of Civil Procedure of the State of California shall be applicable to~~ judicial review of ~~all~~ administrative decisions of the Board of Directors ~~pursuant to the provisions of §1094.5 of said code~~ shall be commenced no later than ninety (90) days after a final decision of the Board of Directors. The ~~provisions~~ requirement of ~~§~~Section 1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, ~~affecting~~ addressing ~~the subject matter of an appeal~~ judicial review of Board of Director decisions.

**1225.3** Administrative decisions of the Board of Directors for the purpose of this policy become final upon the vote of the Board and determination by the Chair of the result of the vote. Any such matter so decided is not subject to reconsideration by the Board.



# Pleasant Hill Recreation & Park District

## POLICY MANUAL

**POLICY TITLE:** Review of Administrative Decisions

**POLICY NUMBER:** 1225

The purpose of this policy is to ensure efficient administration of the District and the expeditious review of decisions rendered by the Board of Directors.

**1225.1** This policy affects those administrative decisions rendered by the Board of Directors on matters for which a hearing is required by law as set forth in California Code of Civil Procedure Sections 1094.5(a) and 1094.6(e).

**1225.2** Pursuant to the provisions of California Code of Civil Procedure Section 1094.6 judicial review of administrative decisions of the Board of Directors shall be commenced no later than ninety (90) days after a final decision of the Board of Directors. The requirement of Section 1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District addressing judicial review of Board of Director decisions.

**1225.3** Administrative decisions of the Board of Directors for the purpose of this policy become final upon the vote of the Board and determination by the Chair of the result of the vote. Any such matter so decided is not subject to reconsideration by the Board.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: September 30, 2015

RE: October 8, 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**