



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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

MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

**ADMINISTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL**

Thursday, October 13, 2016

7:00 p.m.

Regular Meeting

Est. Time

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Public Comment
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
- 10 min. 4. Report from Ex-Officio Katelyn Downing, College Park High School
- 10 min. 5. Consent Calendar (Attachment A)
 - a. To Approve Bills to be Paid (Exhibit 1)
 - b. To Approve Minutes of September 8, 2016, September 22, 2016 and Special Meeting Minutes of September 20, 2016 & September 22, 2016 (Exhibit 2)
- 10 min. 6. Report from Co-Sponsored Group Pleasant Hill/Martinez Soccer Association, Dave Killeen
- 10 min 7. Authorize General Manager to Enter into an Agreement with Antai Solutions, LLC for Managed Information Technology Services Through June 30, 2017 (Attachment B)

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.

- 10 min. 8. Authorize General Manager to Amend the Contract with APCO Paving for an Additional \$14,000 for the Pleasant Hill Park Pathway Project (Attachment C)

- 10 min. 9. Confirm Board Meeting Dates for November and December 2016 (Attachment D)

- 10 min. 10. Reports and To Set Board Committee Meeting Dates
 - a. Land and Facility Development Committee - September 27 at 3 pm
 - b. Personnel Committee
 - c. Budget & Finance Committee
 - d. Program Committee – October 18, 2016, 1:30 p.m.
 - e. City/District Liaison Committee

- 10 min. 11. Board Announcements and Requests to Staff

- 10 min. 12. Staff Announcements

- 13. Adjourn

Future Board of Directors Meetings:

Thursday, October 27, 2016

STAFF REPORT



To: Board of Directors
From: Michelle Lacy, General Manager
Re: Consent Calendar

Consent Calendar items are considered to be routine by the Board of Directors and will be enacted by one motion. By approval of the Consent Calendar the staff recommendation will be adopted. There will be no separate discussion on these items unless a Board member or a member of the public requests removal of the item from the Consent Calendar.

CONSENT CALENDAR FOR OCTOBER 13, 2016

- A. Approve Bills to be Paid (Exhibit 1)
- B. Approve Minutes of September 8, 2016, September 22, 2016 and Special Meeting Minutes of September 20, 2016 & September 22, 2016 (Exhibit 2)

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
23241	10/13/2016	Aantex	Aantex Pest Control	295.00	000000
23242	10/13/2016	ActNet	Active Network LLC	6,987.40	000000
23243	10/13/2016	AmerSta	American Stage Tours	4,596.00	000000
23244	10/13/2016	AmFid	American Fidelity	2,648.27	000000
23245	10/13/2016	AmFidAs	American Fidelity Assurance	431.12	000000
23246	10/13/2016	APCO	APCO Paving Company	119,200.00	000000
23247	10/13/2016	ATT CC	AT & T	222.87	000000
23248	10/13/2016	ATT3	ATT CALNET 3	399.27	000000
23249	10/13/2016	B&DTrail	B&D Trailer Sales	71.59	000000
23250	10/13/2016	BayAlar	Bay Alarm Company	2,139.22	000000
23251	10/13/2016	BayBuil	Bay Building Maintenance Inc.	700.00	000000
23252	10/13/2016	BillAce	Bill's Ace Hardware	158.00	000000
23253	10/13/2016	BonaSan	Sandra Bonato	200.00	000000
23254	10/13/2016	CaUsss	California USSSA	221.00	000000
23255	10/13/2016	CCSNP	Contra Costa Senior Nutrition	4,889.00	000000
23256	10/13/2016	CCWat	Contra Costa Water District	238.74	000000
23257	10/13/2016	CenCon	Central Contra Costa Sanitary	15,315.31	000000
23258	10/13/2016	CintCorp	Cintas Corp # 185	590.93	000000
23259	10/13/2016	CleVent	Clean Vent	695.00	000000
23260	10/13/2016	CmeLt	CME Lighting Supply Company	53.15	000000
23261	10/13/2016	Cole	Cole Supply Co., Inc.	1,902.69	000000
23262	10/13/2016	CommPool	Commercial Pool Systems, Inc.	643.20	000000
23263	10/13/2016	ConFeed	Concord Feed & Pet Supply	191.75	000000
23264	10/13/2016	ConSoft	Concord Softball Umpires	3,094.00	000000
23265	10/13/2016	DevMtnur	Devil Mountain Wholesale Nurse	866.97	000000
23266	10/13/2016	DonDen	Dennis A. Donaghu	200.00	000000
23267	10/13/2016	DownKat	Katelyn Downing	20.00	000000
23268	10/13/2016	EBMUD	East Bay Mud	4,724.92	000000
23269	10/13/2016	EBPool	East Bay Pool Service	12,235.20	000000
23270	10/13/2016	Ewing	Ewing Irrigation	364.59	000000
23271	10/13/2016	FarWest	Farwest Sanitation	79.53	000000
23272	10/13/2016	FirstSt	First Student Inc	3,401.27	000000
23273	10/13/2016	FranTx	Franchise Tax Board	105.00	000000
23274	10/13/2016	GlovBob	Bobby Glover	200.00	000000
23275	10/13/2016	ICOM Mec	ICOM Mechanical Inc	1,032.20	000000
23276	10/13/2016	IdealSer	Ideal Service Company, Inc.	1,583.00	000000
23277	10/13/2016	Leslie	Leslie's Pool Supplies Inc.	818.51	000000
23278	10/13/2016	LincEqu	Lincoln Aquatics	21.04	000000
23279	10/13/2016	MacAlv	Mac Alvey's Nursery	118.64	000000
23280	10/13/2016	Mallory	Mallory Safety & Supply	88.62	000000
23281	10/13/2016	McInerne	McInerney & Dillon	5,322.05	000000
23282	10/13/2016	MDUSD2	MDUSD, M&O Dept	672.00	000000
23283	10/13/2016	MtDiablo	Mt Diablo Landscape Centers	185.19	000000
23284	10/13/2016	MurdDeb	Debbie Murdock	1,057.70	000000
23285	10/13/2016	Nextel	Nextel Communications/Sprint	876.45	000000
23286	10/13/2016	ParkSB	Parker South Bay	45.00	000000
23287	10/13/2016	PERS	CalPERS	16,698.99	000000
23288	10/13/2016	PG&E	Pacific Gas & Electric Co	18,857.78	000000
23289	10/13/2016	PhCham	Pleasant Hill Chamber Of Comme	9,402.73	000000
23290	10/13/2016	PhCit	Pleasant Hill, City of	7,893.01	000000
23291	10/13/2016	PhSen	Pleasant Hill Seniors Club	717.04	000000
23292	10/13/2016	PleaHill	Pleasant Hill Rec & Park Distr	146,609.34	000000
23293	10/13/2016	QualTre	Quality Tree Care/Joseph Matto	2,000.00	000000
23294	10/13/2016	R-Comput	R-Computer	424.98	000000
23295	10/13/2016	RotoRoot	Roto-Rooter Sewer Service	1,438.07	000000
23296	10/13/2016	ShessZac	Zac Shess	200.00	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
23297	10/13/2016	SterSher	Sherry Sterrett	200.00	000000
23298	10/13/2016	SuppWor	Supply Works	3,884.89	000000
23299	10/13/2016	TheBowl	The Bowlby Group, Inc	5,000.00	000000
23300	10/13/2016	Travel	Travel Center, Trust Account	13,807.00	000000
23301	10/13/2016	UNIVAR	UNIVAR USA Inc	443.24	000000
23302	10/13/2016	USBank	U.S. Bank	2,545.17	000000
23303	10/13/2016	USBankEq	US Bank Equipment Finance	883.72	000000
23304	10/13/2016	USBankP	U.S. Bank Corporate Payment	32,189.91	000000
23305	10/13/2016	Valic	Valic	600.00	000000
23306	10/13/2016	WineWo	Wine, Women & Shoes Inc	8,000.00	000000
23307	10/13/2016	Xerox	Xerox Corporation	879.01	000000
23308	10/13/2016	Zarpana	Zarpana Design	900.00	000000
CHECK TOTAL:				\$473,476.27	

Accounts Payable

Computer Check Proof List

User: julie

Printed: 10/06/2016 - 1:02 PM



Pleasant Hill Recreation & Park District

People, Parks & Programs Since 1951

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:Aantex 50804	Aantex Pest Control WC quarterly chgs Check Total:	295.00 295.00	10/13/2016	Check Sequence: 1 100-1230-75515	ACH Enabled: No pests
Vendor:ActNet 11081800	Active Network LLC 14-chip credit card machines Check Total:	6,987.40 6,987.40	10/13/2016	Check Sequence: 2 100-1210-75505	ACH Enabled: No chip processor
Vendor:AmerSta 22492 22888 22981 23129	American Stage Tours Thunder 2959.016 Bay lights 2944.016 Oct mystery 2480.016 Nov mystery 2481.016 Check Total:	1,296.00 1,010.00 1,055.00 1,235.00 4,596.00	10/13/2016 10/13/2016 10/13/2016 10/13/2016	Check Sequence: 3 100-1220-75630 100-1220-75630 100-1220-75630 100-1220-75630	ACH Enabled: No Sen trips Sen trips Sen trips Sen trips
Vendor:AmFid 09/2016 09/2016 09/2016 09/2016 09/2016 09/2016	American Fidelity American Fidelity 125/Daycare American Fidelity 125/Daycare American Fidelity 125/Daycare American Fidelity 125/Daycare American Fidelity 125/Daycare American Fidelity 125/Daycare Check Total:	104.16 394.15 250.00 749.99 358.32 749.99 41.66 2,648.27	10/13/2016 10/13/2016 09/22/2016 09/22/2016 09/22/2016 10/13/2016 10/13/2016	Check Sequence: 4 100-0000-21345 100-0000-21345 100-0000-21345 100-0000-21345 100-0000-21345 100-0000-21345 100-0000-21345	ACH Enabled: No
Vendor:AmFidAs 09/2016 09/2016 09/2016 09/2016	American Fidelity Assurance Acc/Dis/Life/Can Acc/Dis/Life/Can Acc/Dis/Life/Cancer Acc/Dis/Life/Can	69.58 43.00 61.41 15.84	10/13/2016 10/13/2016 09/22/2016 10/13/2016	Check Sequence: 5 100-0000-21360 100-0000-21360 100-0000-21360 100-0000-21360	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
09/2016	Acc/Dis/Life/Can	39.19	10/13/2016	100-0000-21360	
09/2016	Acc/Dis/Life/Cancer	24.00	09/22/2016	100-0000-21360	
09/2016	Acc/Dis/Life/Cancer	82.94	09/22/2016	100-0000-21360	
09/2016	Acc/Dis/Life/Cancer	18.76	09/22/2016	100-0000-21360	
09/2016	Acc/Dis/Life/Cancer	76.40	09/22/2016	100-0000-21360	
	Check Total:	431.12			
Vendor:APCO 310c	APCO Paving Company progress payment Check Total:	119,200.00 119,200.00	10/13/2016	Check Sequence: 6 100-1500-80104	ACH Enabled: No ph park
Vendor:ATT CC 09142016	AT & T fire alarm Check Total:	222.87 222.87	10/13/2016	Check Sequence: 7 100-1231-65365	ACH Enabled: No CC
Vendor:ATT3 8529735	ATT CALNET 3 WC phones Check Total:	399.27 399.27	10/13/2016	Check Sequence: 8 100-1230-65365	ACH Enabled: No dsl
Vendor:B&DTrail 48289	B&D Trailer Sales twist snap Check Total:	71.59 71.59	10/13/2016	Check Sequence: 9 100-1300-75510	ACH Enabled: No ratchet
Vendor:BayAlar 3411924160915m 3881524160915m 3882824160915m 3941424160915m	Bay Alarm Company PHAC CCTV TC SC Check Total:	253.59 711.43 529.23 644.97 2,139.22	10/13/2016 10/13/2016 10/13/2016 10/13/2016	Check Sequence: 10 100-1280-75515 100-1280-75530 100-1255-75515 100-1220-75515	ACH Enabled: No alarms alarms alarms alarms
Vendor:BayBuil 50667	Bay Building Maintenance Inc. Sep janitorial Check Total:	700.00 700.00	10/13/2016	Check Sequence: 11 100-1280-75515	ACH Enabled: No janitorial serv
Vendor:BillAce 433909 433913 433945 433952	Bill's Ace Hardware yellow jacket jug blade blade	27.30 7.80 21.60 -2.53	10/13/2016 10/13/2016 10/13/2016 10/13/2016	Check Sequence: 12 100-1300-75501 100-1300-75520 100-1300-75535 100-1300-75535	ACH Enabled: No parts & supplie parts & supplie parts & supplie parts & supplie

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
433975	sawzall	47.73	10/13/2016	100-1300-75535	parts & supplie
433991	sawzall	31.24	10/13/2016	100-1300-75535	parts & supplie
434014	drill bits	20.09	10/13/2016	100-1280-75530	parts & supplie
434069	bolts	4.77	10/13/2016	100-1300-75520	parts & supplie
	Check Total:	158.00			
Vendor: BonaSan 09302016	Sandra Bonato Sep	200.00	10/13/2016	Check Sequence: 13 100-1100-60100	ACH Enabled: No Board
	Check Total:	200.00			
Vendor: CaUsss 10032016	California USSSA Fall leagues	221.00	10/13/2016	Check Sequence: 14 100-1250-75620	ACH Enabled: No reg fees
	Check Total:	221.00			
Vendor: CCSNP 08302016	Contra Costa Senior Nutrition Aug 2016	4,889.00	10/13/2016	Check Sequence: 15 100-1220-75700	ACH Enabled: No donations
	Check Total:	4,889.00			
Vendor: CCWat c244334 c245718	Contra Costa Water District Pinewood RR PO Park	102.16 136.58 238.74	10/13/2016 10/13/2016	Check Sequence: 16 100-1300-65710 100-1300-65710	ACH Enabled: No water water
	Check Total:				
Vendor: CenCon 09142016	Central Contra Costa Sanitary recycled 7/5-9/2/16	15,315.31	10/13/2016	Check Sequence: 17 100-1300-65710	ACH Enabled: No water
	Check Total:	15,315.31			
Vendor: CintCorp 185564543 185571781 185572725 185573667	Cintas Corp # 185 commode mat terry towels terry towels terry towels	241.16 116.59 116.59 116.59	10/13/2016 10/13/2016 10/13/2016 10/13/2016	Check Sequence: 18 100-1220-75515 100-1220-75515 100-1220-75515 100-1220-75515	ACH Enabled: No janitor supplie janitor supplie janitor supplie janitorial supp
	Check Total:	590.93			
Vendor: CleVent 36808	Clean Vent kitchen hood	695.00	10/13/2016	Check Sequence: 19 100-1220-75515	ACH Enabled: No PM
	Check Total:	695.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:CmeLt 167274	CME Lighting Supply Company sodium HP Check Total:	53.15 53.15	10/13/2016	Check Sequence: 20 100-1300-75520	ACH Enabled: No lamp
Vendor:Cole 131602 132241 132251	Cole Supply Co., Inc. cans tissue can liners Check Total:	110.82 575.13 1,216.74 1,902.69	10/13/2016 10/13/2016 10/13/2016	Check Sequence: 21 100-1300-75515 100-1300-75515 100-1300-75515	ACH Enabled: No supplies supplies supplies
Vendor:CommPool 1609014 1609015 1609044 1609045	Commercial Pool Systems, Inc. acid acid acid acid Check Total:	214.40 160.80 53.60 214.40 643.20	10/13/2016 10/13/2016 10/13/2016 10/13/2016	Check Sequence: 22 100-1280-75527 100-1280-75527 100-1280-75527 100-1280-75525	ACH Enabled: No chemicals chemicals chemicals chemicals
Vendor:ConFeed 1589778	Concord Feed & Pet Supply oyster shell Check Total:	191.75 191.75	10/13/2016	Check Sequence: 23 100-1300-75505	ACH Enabled: No bocce
Vendor:ConSoft 09302016	Concord Softball Umpires Sep softball Check Total:	3,094.00 3,094.00	10/13/2016	Check Sequence: 24 100-1250-75622	ACH Enabled: No umps
Vendor:DevMtnur 139964	Devil Mountain Wholesale Nurse trees/plants service day Check Total:	866.97 866.97	10/13/2016	Check Sequence: 25 100-1300-75520	ACH Enabled: No plants
Vendor:DonDen 09302016	Dennis A. Donaghu Sep Check Total:	200.00 200.00	10/13/2016	Check Sequence: 26 100-1100-60100	ACH Enabled: No Board
Vendor:DownKat 09222016	Katelyn Downing Sep 22 meeting Check Total:	20.00 20.00	10/13/2016	Check Sequence: 27 100-1100-60100	ACH Enabled: No Board
Vendor:EBMUD 09202016	East Bay Mud RRanch	914.50	10/13/2016	Check Sequence: 28 100-1233-65705	ACH Enabled: No water

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
09202016	Shannon Hills	559.30	10/13/2016	100-1300-65710	water
09202016	R Smith	3,251.12	10/13/2016	100-1300-65710	water
	Check Total:	4,724.92			
Vendor:EBPool	East Bay Pool Service			Check Sequence: 29	ACH Enabled: No
12883	monthly service	5,200.00	10/13/2016	100-1280-75515	pool maint
13021	pump motor training pool	1,623.00	10/13/2016	100-1280-75525	pool maint
13021	PHFC pool repairs	2,630.00	10/13/2016	100-1280-75530	pool maint
13039	replace sand filter	2,340.00	10/13/2016	100-1280-75525	pool maint
13053	PHAC	442.20	10/13/2016	100-1280-75525	pool maint
	Check Total:	12,235.20			
Vendor:Ewing	Ewing Irrigation			Check Sequence: 30	ACH Enabled: No
2188503	tape	15.23	10/13/2016	100-1300-75535	parts
2188503	rainbird	30.00	10/13/2016	100-1300-75511	parts
2205083	shovel	23.00	10/13/2016	100-1300-75535	parts
2205083	primer/cement	55.65	10/13/2016	100-1300-75511	parts
2243340	wheel	84.20	10/13/2016	100-1300-75535	parts
2243341	flex pvc	156.51	10/13/2016	100-1300-75511	parts
	Check Total:	364.59			
Vendor:FarWest	Farwest Sanitation			Check Sequence: 31	ACH Enabled: No
178369	Brookwood	79.53	10/13/2016	100-1250-75620	temp RR
	Check Total:	79.53			
Vendor:FirstSt	First Student Inc			Check Sequence: 32	ACH Enabled: No
2605-c-004192	diablo lanes	375.34	10/13/2016	100-1240-75660	bus trips
2605-c-004195	six flags	626.06	10/13/2016	100-1255-75626	bus trips
2605-c-004199	waterworld	536.34	10/13/2016	100-1255-75626	bus trips
2605-c-004204	Antioch water park	513.18	10/13/2016	100-1255-75626	bus trips
2605-c-004205	ATT	626.06	10/13/2016	100-1255-75626	bus trips
2605-c-004206	Del Valle	724.29	10/13/2016	100-1255-75626	bus trips
	Check Total:	3,401.27			
Vendor:FranTx	Franchise Tax Board			Check Sequence: 33	ACH Enabled: No
093016	Margret R Graves	105.00	10/13/2016	100-0000-21390	
	Check Total:	105.00			
Vendor:GlovBob	Bobby Glover			Check Sequence: 34	ACH Enabled: No
09302016	Sep	200.00	10/13/2016	100-1100-60100	Board

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	200.00			
Vendor:ICOM Mec 512444	ICOM Mechanical Inc CC PM Check Total:	1,032.20 1,032.20	10/13/2016	Check Sequence: 35 100-1231-75515	ACH Enabled: No hvac
Vendor:IdealSer 610155 610169 610170 610171	Ideal Service Company, Inc. DO PM TC PM SC HVAC PM Kitchen refrig PM Check Total:	192.00 310.00 631.00 450.00 1,583.00	10/13/2016	Check Sequence: 36 100-1210-75515 100-1255-75515 100-1220-75515 100-1220-75515	ACH Enabled: No hvac hvac hvac hvac
Vendor:Leslie 3006-107919 3006-107919	Leslie's Pool Supplies Inc. alkuo alkuo Check Total:	272.84 545.67 818.51	10/13/2016	Check Sequence: 37 100-1280-75525 100-1280-75527	ACH Enabled: No supplies supplies
Vendor:LincEqu S1300469	Lincoln Aquatics handle hook Check Total:	21.04 21.04	10/13/2016	Check Sequence: 38 100-1280-75525	ACH Enabled: No pool supplies
Vendor:MacAlv 8822	Mac Alvey's Nursery PO Pk Check Total:	118.64 118.64	10/13/2016	Check Sequence: 39 100-1300-75520	ACH Enabled: No top soil
Vendor:Mallory 4145822	Mallory Safety & Supply nitrite Check Total:	88.62 88.62	10/13/2016	Check Sequence: 40 100-1300-75370	ACH Enabled: No gloves
Vendor:McIheme 100887 100888	McInerney & Dillon PO Pk Aug fees SC Aug fees Check Total:	4,011.05 1,311.00 5,322.05	10/13/2016	Check Sequence: 41 100-1100-70000 100-1100-70000	ACH Enabled: No legal legal
Vendor:MDUSD2 14322471 2802234 4877727	MDUSD, M&O Dept custodial fees custodial fees custodial fees	273.00 84.00 84.00	10/13/2016	Check Sequence: 42 100-1280-73410 100-1280-73410 100-1280-73410	ACH Enabled: No use fees use fees use fees

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
6369243	custodial fees	231.00	10/13/2016	100-1280-73410	use fees
	Check Total:	672.00			
Vendor:MtDiablo 514157	Mt Diablo Landscape Centers playgrounds	185.19	10/13/2016	Check Sequence: 43 100-1300-75520	ACH Enabled: No sand
	Check Total:	185.19			
Vendor:MurdDeb 2202.101	Debbie Murdock weight	1,057.70	10/13/2016	Check Sequence: 44 100-1220-75545	ACH Enabled: No instructor
	Check Total:	1,057.70			
Vendor:Nextel 709409312	Nextel Communications/Sprint cell	73.04	10/13/2016	Check Sequence: 45 100-1280-65365	ACH Enabled: No cell phones
709409312	cell	36.52	10/13/2016	100-1250-65365	cell phones
709409312	cell	36.52	10/13/2016	100-1231-65365	cell phones
709409312	cell	474.74	10/13/2016	100-1300-65365	cell phones
709409312	cell	36.52	10/13/2016	100-1230-65365	cell phones
709409312	cell	73.03	10/13/2016	100-1220-65365	cell phones
709409312	cell	36.52	10/13/2016	100-1100-65365	cell phones
709409312	cell	109.56	10/13/2016	100-1350-65365	cell phones
	Check Total:	876.45			
Vendor:ParkSB 9265	Parker South Bay M Lacy	45.00	10/13/2016	Check Sequence: 46 100-1210-65365	ACH Enabled: No V mail
	Check Total:	45.00			
Vendor:PERS 093016	CalPERS PERS	7,231.95	10/13/2016	Check Sequence: 47 100-0000-21250	ACH Enabled: No
093016	PERS	1,645.35	10/13/2016	100-0000-21250	
093016	PERS	522.37	10/13/2016	100-0000-21250	
093016	PERS	1,876.72	10/13/2016	100-0000-21250	
093016	PERS	1,135.06	10/13/2016	100-0000-21250	
093016	PERS	4,287.54	10/13/2016	100-0000-21250	
	Check Total:	16,698.99			
Vendor:PG&E 09202016	Pacific Gas & Electric Co PH Park	1,528.85	10/13/2016	Check Sequence: 48 100-1300-65701	ACH Enabled: No utilities
09202016	Cliffside Dr	13.46	10/13/2016	300-3000-65701	utilities
09202016	Shannon Hills	20.18	10/13/2016	100-1300-65701	utilities
09202016	Las Juntas	19.47	10/13/2016	100-1300-65701	utilities

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
09202016	Chilpancinco	1.04	10/13/2016	100-1300-65701	utilities
09202016	Shadowood	11.06	10/13/2016	100-1300-65701	utilities
09202016	Falls Ct	13.46	10/13/2016	300-3000-65701	utilities
09202016	Driftwood Ct	16.11	10/13/2016	340-3400-65701	utilities
09202016	Heritage Meadows	16.11	10/13/2016	340-3400-65701	utilities
09202016	WC	729.21	10/13/2016	100-1230-65701	utilities
09202016	PH Park	154.86	10/13/2016	100-1280-65705	utilities
09202016	PH Park	1,528.85	10/13/2016	100-1280-65701	utilities
09202016	Brookwood	9.99	10/13/2016	100-1300-65701	utilities
09202016	hospice tree	9.86	10/13/2016	100-1300-65701	utilities
09202016	RS park	152.92	10/13/2016	100-1300-65701	utilities
09202016	Ball Park PH Park	518.58	10/13/2016	100-1250-65701	utilities
09202016	Viking Dr	1,254.76	10/13/2016	100-1250-65701	utilities
09202016	RRanch	22.33	10/13/2016	100-1233-65701	utilities
09202016	Sch House	78.78	10/13/2016	100-1232-65701	utilities
09202016	CC	134.80	10/13/2016	100-1231-65705	utilities
09202016	PH Park	17.21	10/13/2016	100-1300-65705	utilities
09202016	CC	4,913.52	10/13/2016	100-1231-65701	utilities
09202016	WC	8.65	10/13/2016	100-1230-65705	utilities
09202016	PO Pk	21.78	10/13/2016	100-1300-65701	utilities
09212016	SC	260.81	10/13/2016	100-1220-65705	utilities
09212016	SC	5,730.95	10/13/2016	100-1220-65701	utilities
09212016	PO Park	11.52	10/13/2016	100-1300-65701	utilities
09292016	falls ct	9.86	10/13/2016	300-3000-65701	utilities
09302016	TC	1,510.46	10/13/2016	100-1255-65701	utilities
09302016	TC	138.34	10/13/2016	100-1255-65705	utilities
	Check Total:	18,857.78			
Vendor:PhCham	Pleasant Hill Chamber Of Comm			Check Sequence: 49	ACH Enabled: No
2016 B&B	50% split B&B	9,402.73	10/13/2016	100-1265-75160	2016 B&B
	Check Total:	9,402.73			
Vendor:PhCit	Pleasant Hill, City of			Check Sequence: 50	ACH Enabled: No
900006764	T-lin Feb 16	2,000.00	10/13/2016	100-1210-75504	shared exps
900006764	T-lin Feb 16	933.88	10/13/2016	100-1300-73730	shared exps
900006789	fuel & repairs Aug	2,025.25	10/13/2016	100-1300-75545	shared exps
900006789	PSC -Aug	933.88	10/13/2016	100-1300-73730	shared exps
900006789	T-line Aug	2,000.00	10/13/2016	100-1210-75504	shared exps
	Check Total:	7,893.01			
Vendor:PhSen	Pleasant Hill Seniors Club			Check Sequence: 51	ACH Enabled: No
09082016	meet & greet	89.04	10/13/2016	100-1100-60200	food items
09222016	New Eng	260.00	10/13/2016	100-1220-75630	reimbursement

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
09232016	So Charm	288.00	10/13/2016	100-1220-75630	reimbursement
10292016	Costa Rica	80.00	10/13/2016	100-1220-75630	reimbursement
	Check Total:	717.04			
Vendor: PleaHill 093016	Pleasant Hill Rec & Park Distr Reimburse Payroll	146,609.34	10/13/2016	Check Sequence: 52 100-0000-10410	ACH Enabled: No
	Check Total:	146,609.34			
Vendor: QualTre 1543250	Quality Tree Care/Joseph Matto pinewood park	2,000.00	10/13/2016	Check Sequence: 53 100-1300-75550	ACH Enabled: No
	Check Total:	2,000.00			
Vendor: R-Comput 508358	R-Computer CC shop laptop	424.98	10/13/2016	Check Sequence: 54 100-1210-75505	ACH Enabled: No
	Check Total:	424.98			
Vendor: RotoRoot i-481-16 I-718-16	Roto-Rooter Sewer Service toilet/drains RSmith Pk SC grease removal	1,013.07	10/13/2016	Check Sequence: 55 100-1300-75520	ACH Enabled: No
	Check Total:	425.00	10/13/2016	100-1220-75515	repairs repairs
	Check Total:	1,438.07			
Vendor: ShessZac 09302016	Zac Shess Sep	200.00	10/13/2016	Check Sequence: 56 100-1100-60100	ACH Enabled: No
	Check Total:	200.00			Board
Vendor: SterSher 09302016	Sherry Sterrett Sep	200.00	10/13/2016	Check Sequence: 57 100-1100-60100	ACH Enabled: No
	Check Total:	200.00			Board
Vendor: SuppWor 378051619 378494231 378882773 379394133 379410350 379410996	Supply Works cleaning machine twl rl mop tape terry twl grout	2,569.23	10/13/2016	Check Sequence: 58 100-1230-75515	ACH Enabled: No
	Check Total:	274.46	10/13/2016	100-1220-75515	supplies
	Check Total:	338.06	10/13/2016	100-1230-75515	supplies
	Check Total:	35.74	10/13/2016	100-1231-75515	supplies
	Check Total:	517.78	10/13/2016	100-1231-75515	supplies
	Check Total:	149.62	10/13/2016	100-1220-75515	supplies
	Check Total:	3,884.89			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: The Bowl PHRP08	The Bowlby Group, Inc Sep Check Total:	5,000.00 5,000.00	10/13/2016	Check Sequence: 59 100-1100-70000	ACH Enabled: No consultant
Vendor: Travel 01052016 10182016 11132016 11282016 12012016	Travel Center, Trust Account Jan mystery 2471.017 Tahoe 2926.016 Beach 2954.016 McHenry 2951.016 Cirque 2957.016 Check Total:	250.00 502.00 5,017.50 3,026.00 5,011.50 13,807.00	10/13/2016 10/13/2016 10/13/2016 10/13/2016 10/13/2016	Check Sequence: 60 100-1220-75630 100-1220-75630 100-1220-75630 100-1220-75630 100-1220-75630	ACH Enabled: No Sen trips Sen trips Sen trips Sen trips Sen trips
Vendor: UNIVAR sj772517	UNIVAR USA Inc liquichlor Check Total:	443.24 443.24	10/13/2016	Check Sequence: 61 100-1280-75527	ACH Enabled: No pool chemicals
Vendor: USBank 093016 093016 093016 093016	U.S. Bank Pars #6746022400 Pars #6746022400 Pars #6746022400 Pars #6746022400 Check Total:	55.35 27.68 820.70 1,641.44 2,545.17	10/13/2016 10/13/2016 10/13/2016 10/13/2016	Check Sequence: 62 100-0000-21330 100-0000-21335 100-0000-21335 100-0000-21330	ACH Enabled: No
Vendor: USBankEq 314224577	US Bank Equipment Finance DO lease & overage Check Total:	883.72 883.72	10/13/2016	Check Sequence: 63 100-1210-75510	ACH Enabled: No copier
Vendor: USBankP 09222016	U.S. Bank Corporate Payment credit cards Check Total:	32,189.91 32,189.91	10/13/2016	Check Sequence: 64 100-0000-20100	ACH Enabled: No Cal cards
Vendor: Valic 09/2016 09/2016 09/2016 09/2016	Valic Valic Valic Valic Valic Check Total:	25.00 275.00 275.00 25.00 600.00	09/22/2016 09/22/2016 10/13/2016 10/13/2016	Check Sequence: 65 100-0000-21340 100-0000-21340 100-0000-21340 100-0000-21340	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: WineWo 2017 WWS	Wine, Women & Shoes Inc 1st installment 2017 Check Total:	8,000.00 8,000.00	10/13/2016	Check Sequence: 66 100-1265-75170	ACH Enabled: No deposit
Vendor: Xerox 85321523 86519736	Xerox Corporation CC 5/20-6/29/16 CC 8/22-9/29/16 Check Total:	428.32 450.69 879.01	10/13/2016 10/13/2016	Check Sequence: 67 100-1231-75500 100-1231-75500	ACH Enabled: No copier copier
Vendor: Zarpana 4662	Zarpana Design reupholster chair Check Total:	900.00 900.00	10/13/2016	Check Sequence: 68 100-1231-75515	ACH Enabled: No repairs
	Total for Check Run: Total Number of Checks:	473,476.27 68			



The September 8, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:17 p.m. in the Republic Services Room at the Pleasant Hill Community Center.

PLEDGE OF ALLEGIANCE

Board Member Donaghu led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Bradley, Cotruvo, Hunn, Kubota, Lacy, Miller, Young

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid, warrants #23139 - 23195
- b. To Approve Minutes of July 14, 2016 and Special Meeting Minutes of August 25, 2016

Upon motion of Bonato and seconded by Donaghu, the Board approved the consent calendar with minor changes to the minutes of July 14, 2016 and August 25, 2016.

PRESENTATION BY MARTIN NELIS, CITY OF PLEASANT HILL PUBLIC INFORMATION OFFICER, REGARDING MEASURE K – CITY OF PLEASANT HILL ½ CENT TRANSACTIONS AND USE TAX

The City of Pleasant Hill Public Information Officer, Martin Nelis, gave a presentation on the Measure K – City of Pleasant Hill ½ Cent Transactions and Use Tax. He explained that funds raised will be used for street maintenance, storm drains and a new library. Board Chair Shess thanked Nelis for his presentation.

REPORT FROM CO-SPONSORED CLUB PLEASANT HILL TENNIS CLUB

David Wax, President of the Pleasant Hill Tennis Club introduced himself and his associate Greg Kalustian, Pleasant Hill Tennis Club Community Liaison. Wax handed out a written report and a flyer of their afterschool tennis program at the Pleasant Hill Middle School. The lesson program instructor is a member of the Tennis Club and registration is handled through the District. He stated they have 245 members and said they offer a single membership at \$40 and \$60 for a family membership. Wax mentioned the Pleasant Hill Middle School courts were resurfaced over a year ago. They noticed that the courts had over 400 dings, dents and damage to the courts, therefore, they started locking up the courts after hours. He stated this was presented to the School District and they paid for the repairs, which were about \$1,450. Board Chair thanked Wax and Kalustian for the great report.

INTRODUCTION OF PLEASANT HILL CHAMBER OF COMMERCE PRESIDENT & CEO STEVE VAN DORN AND RECEIVE REPORT ON CHAMBER ACTIVITIES

General Manager Michelle Lacy introduced the new Pleasant Hill Chamber of Commerce President and CEO, Steve Van Dorn. Van Dorn reported the Chamber has 278 members and

their goal is to grow and reach out to other larger businesses such as Kaiser, AAA and more. They are advocates of the City's Measure K. He was involved with the creation of a Business Improvement District in Santa Clara when he worked there and is proposing to the City to implement a similar approach with the 6 hotels in Pleasant Hill to raise funds to help with marketing Pleasant Hill as a destination. He stated the District would have a role in the implementation of that project. Van Dorn thanked the District for the partnership. He experienced the Blues and Brews Festival and said it was quite an event and enjoyed it.

RECEIVE PLEASANT HILL BLUES AND BREWS FESTIVAL END OF EVENT REPORT AND PROVIDE INPUT REGARDING SUGGESTED IMPROVEMENTS FOR 2017

Recreation Supervisor Katrina Hunn and Special Events Coordinator Sheila Cotruvo gave a report on the Blues and Brew Festival. Hunn stated there are six committee members for this event and it was the 7th year for this event. The sponsorship has increased, but ticket sales decreased by 150. The Home Brew contest on Friday night was a new addition that was a success and plan to expand next year. Cotruvo said there was a jump in ticket sales last year due to a live broadcast and television coverage opportunity and marketing. This year we were not able to have the live coverage opportunity. She mentioned that KKDV has been a great marketing partner as well as the Pleasant Hill Chamber. She stated they would like to expand marketing efforts beyond the Diablo Valley. Board Chair Shess thanked Hunn and Cotruvo for their report and all their efforts in putting on such a successful event.

PROVIDE INPUT ON DRAFT SCHEDULE FOR ANNUAL BOARD OF DIRECTORS TOUR OF FACILITIES TENTATIVELY SCHEDULED FOR SEPTEMBER 22, 2016

General Manager Michelle Lacy stated that she was informed by Tina Young, Interim General Manager, the Board is interested in doing a Tour of Facilities on September 22. Board Members brought up the School House, Winslow Center, Chilpancingo and Pleasant Oaks Park as possible sites to visit. Lacy will invite the two future board members as public members. Glover asked if the two new Board Members should get a tour of the Senior Center and pool. Lacy stated that she would include a tour of remaining facilities as part of a new Board Member orientation in December. Lacy said she will confirm the sites for the tour and send out an agenda for Thursday, September 22 at 5:00 p.m. to meet at the District Office.

Board Member Bonato brought up the restrooms at Pleasant Hill Park and Rodgers-Smith Park and asked to discuss this at a future board meeting. Also to discuss what challenges there are and our future capital projects. She said in the past some research was completed before the bond projects in regards to modular buildings and restrooms.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. Land and Facility Development Committee** – Glover stated there will be a meeting on September 27, 2016.
- b. Personnel Committee** – nothing to report.
- c. Budget & Finance Committee** – nothing to report.
- d. Program Committee** – nothing to report.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She thanked staff for their response to a medical emergency at the Community Center that General Manager informed the Board Members on Monday.

Bonato made the following announcements/questions:

- She was contacted by public in regards to the restrooms at Pleasant Hill Park.

Glover made the following announcements/questions:

- He welcomed new General Manager Michelle Lacy to her first board meeting.

Donaghu made the following announcements/questions:

- He announced that he just returned from a vacation in Coeur d'Alene, Idaho (pop. 44,000). There was a civic center, park and library near the hotel they were staying at and he shared his pictures of the park which had impressed him. He thought the District could benefit from these examples for future park development.

Shess made the following announcements/questions:

- He thanked staff for organizing the Meet n' Greet for the new General Manager Michelle Lacy.
- He had discussions with Pleasant Hill Baseball Association regarding the storage shed at Pleasant Oaks Park. He met with Rob Curran, Commissioner with PHBA, and Council Member Michael Harris.
- He had the opportunity to bring Michelle to lunch to meet Steve Van Dorn with the Chamber and Mayor Sue Noack and City Manager June Catalano.
- He announced that on Friday, September 2, two different television stations did interviews in regards to the Board of Directors vote to install a gate the Dinosaur Hill Park. The first interview was with Park Superintendent Tom Bradley and the second interview was with Board Chair Shess.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- She thanked the Board and Staff for the wonderful event tonight. She stated it has been an amazing welcome and also thanked Board Chair Shess for introductions with key members of the community.
- She stated that Accounting Supervisor Mark Blair commented that the tax rate is 2.3% for District residents on the bond rate, which is a decline from 2.38%.
- On Tuesday, she met with PHBA Representatives Rob Curran and Mike Muliane to identify possible solutions to location of the PHBA shed. She suggested to consider not going to Council on appeal in September. She wants to meet with City Planning Staff and to continue outreach with neighbors. She is meeting with City Planning Staff on Wednesday. She would like to revisit with City Council in October. The appeal has been pulled from the City Council meeting on September 19.
- She announced staff has set up a Website Committee and the RFPs are posted. She expects a contract to go to the Board by the end of October. Timeline for new website is to go live by end of January. She said they want to unify the various District websites. She has had experience with assisting with implementation of two websites.
- She said there was a medical emergency on the weekend at the Community Center where staff responded and used the AED unit, along with emergency medical staff, the gentleman is doing well. She is proud of staff.
- She said the Board needs to schedule a closed session special meeting. It was confirmed for September 20 at 5:30 p.m.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 8:54 p.m.

Michelle Lacy, Clerk of the Board



The September 22, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:00 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

Board Chair Shess led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Glover, Shess, Sterrett

BOARD ABSENT: Bonato

STAFF PRESENT: Blair, Bradley, Hunn, Lacy, Miller

PUBLIC COMMENT

There was no public comment.

REPORT FROM EX-OFFICIO KATELYN DOWNING, COLLEGE PARK HIGH SCHOOL

Ex-Officio Downing gave the following report:

Teen Council news:

- The first Teen Council meeting was on Monday, September 19 with 19 members from 5 different schools. The ice breaker was a scavenger hunt. The elections for council position will be on Oct. 3.
- Some Teen Council members will be working at the Art, Jazz and Wine Festival.
- They will start planning for the Teen Battle of the Bands.

College Park news:

- Club day was yesterday.
- The first CSF Meeting was today where they will be volunteering for various events: blood drive in Nov., canned food drive in Dec., game tournament in Dec. or Jan., Pleasant Hill Education science night in Jan., clean-up - once a semester, food bank and creek restoration.
- Homecoming rally and football game (CPHS v. Northgate) will be Oct. 7. The Homecoming Dance is Oct. 8, 7 – 10pm with a Vegas theme. Tickets will go on sale next week, \$10 with ASB, \$15 without.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid, warrants #23196-23240 (Exhibit 1)
- b. To Approve Minutes of August 11, 2016, August 25, 2016 and Special Meeting Minutes of July 14, 2016 (Exhibit 2)
- c. To Approve Resolution 2016-09-22, Authorizing an Update of District Signature List of Check Signers for US Bank (Exhibit 3)

Upon motion of Donaghu and seconded by Sterrett, the Board approved the consent calendar as presented.

REPORT FROM CO-SPONSORED CLUB, VETERANS OF FOREIGN WARS, COMMANDER JEFF MESSINGER

There was no one present to give a report.

AUTHORIZE GENERAL MANAGER TO TERMINATE THE GRANT WRITING SERVICES AGREEMENT WITH CALIFORNIA CONSULTING (Attachment B) (ACTION)

The General Manager reported that staff has mentioned that there have been some frustrations in working with California Consulting. She reviewed the services agreement and she is recommending that the District invoke the 30 day termination clause and save \$4,500 a month. She is going to subscribe to a grant subscription service, and make a determination grant by grant if the District will need assistance from a grant writer.

Upon motion of Donaghu and seconded by Glover, the Board approved the General Manager to terminate the grant writing services agreement with California Consulting.

REVIEW END OF FISCAL YEAR FINANCIAL REPORTS AND AUTHORIZE TRANSFER OF \$144,000 FROM UNRESTRICTED GENERAL FUND BALANCE TO CAPITAL PROJECTS FUND (Attachment C) (ACTION)

Michelle Lacy, General Manager, invited Accounting Supervisor Mark Blair to give a financial report. She stated that she has recommended to Blair that we transfer unallocated funds to capital projects. Blair reported that the recommendation is prudent. He stated that the expenses for the completion of the pathways were supposed to be paid in the last fiscal year, but two thirds of the payment, total of \$250,000 are to be paid in this current year, which was not budgeted for this fiscal year. He said in addition there is \$450,000 for the pool deck, so he would like to move the \$144,000 to capital projects fund and this will still allow for a positive fund balance in the District's 2015-16 budget. He continued to give a financial report on the fiscal year 2015-16 budget. Board Chair Shess thanked Blair for his report.

Upon motion of Donaghu and seconded by Glover, the Board approved the transfer of \$144,000 from Unrestricted General Fund balance to Capital Projects Fund.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. **Land and Facility Development Committee** – September 27, 2016, 3:00 p.m.
- b. **Personnel Committee** – nothing to report.
- c. **Budget & Finance Committee** – nothing to report.
- d. **Program Committee** – nothing to report.
- e. **City/District Liaison Committee** – nothing to report.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She announced that with the Library Task Force have not met in 2 – 3 months. She welcomed Michelle to the District.

Donaghu made the following announcements/questions:

- He announced that the Community Service Day will be this Saturday at Pleasant Hill Park. He will be there bright and early.

Glover made the following announcements/questions:

- He had nothing to report.

Shess made the following announcements/questions:

- He wants to put a "bug" in staff's ears, he wants to have an outdoor board meeting in the future. He said maybe next Spring.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- She reported for Community Service Day the following projects:
 1. Replanting at Pleasant Hill Park
 2. Replanting, weeding and beautification at Pleasant Oaks Park
 3. Repainting Kidstop building
- She said the Community Center parking issue has been raised by a Planning Commissioner. She was informed today that the issue would be on the October 25 Planning Commission agenda. There is no additional information at this time. She will be meeting with the City Manager next week and this is on her agenda to discuss.
- She announced the Employee Service Awards on Monday, September 26th at 12:15 p.m. at Pleasant Hill Park, picnic area #3 with Board Member Glover and Bonato attending.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 7:42 p.m.

Michelle Lacy, Clerk of the Board

Board of Directors Special Meeting Minutes
September 20, 2016
5:30 p.m.
DRAFT



The September 20, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 5:36 p.m. in the Conference Room at the Administration Office.

ROLL CALL

BOARD PRESENT: Bonato, Glover, Shess

BOARD ABSENT: Donaghu, Sterrett

STAFF PRESENT: Lacy

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

Board Chair Zac Shess announced the closed session:

CONFERENCE WITH LEGAL COUNSEL--PENDING LITIGATION

Pursuant to California Government Code Section 54956.9 (d) (1)
Pleasant Hill Recreation & Park District v. Stephen E. Harriman, a natural person
doing business as Stephen E. Harriman AIA & Associates; Harriman Kinyon
Architects, Inc., a California corporation -
Contra Costa County Superior Court Case No. CIVMSC13-01865

Board Chair Shess announced there were no final decisions made in closed session. The Board of Directors provided instruction to legal counsel.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 6:09 p.m.

Michelle Lacy, Clerk of the Board

Board of Directors Special Meeting Minutes
September 22, 2016
5:00 p.m.
DRAFT



The September 22, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 5:10 p.m. in the Conference Room at the Administration Office.

ROLL CALL

BOARD PRESENT: Bonato, Donaghu, Glover, Shess

BOARD ABSENT: Sterrett

STAFF PRESENT: Bradley, Hunn, Lacy, Miller

PUBLIC COMMENT

There was no public comment.

TOUR OF FACILITIES

The Board of Directors toured various District sites. Staff answered questions regarding current issues at each of the following sites:

- a. Pleasant Oaks Park
- b. Old School House
- c. Winslow Center
- d. Chilpancingo Park

ADJOURNMENT

Board Chair Shess adjourned the meeting at the return of the tour at 6:40 p.m.

Michelle Lacy, Clerk of the Board

STAFF REPORT



To: Board of Directors
From: Michelle Lacy, General Manager
Re: Authorize General Manager to Enter into an Agreement with Antai Solutions, LLC for Managed Information Technology Services through June 30, 2017

BACKGROUND:

Since 2012 the Pleasant Hill Recreation and Park District (District), has contracted management of its information technology services with Antai Solutions, LLC (Antai). Prior to development and approval of the District's two-year budget in 2015, Antai provided former General Manager Bob Berggren with an updated scope and cost of services for the two-year budget. On July 23, 2015 the Board of Directors (Board) adopted Resolution 2015-07-23A and Resolution 2015-07-23B approving the final 2015-17 budget with the following amounts designated, \$101,800 FY15/16 and \$102,000 FY 16/17, for management of the District's information technology services.

DISCUSSION:

The Board approved a two-year budget with expenditures designated for this purpose, but staff cannot find record of the Board authorizing entering into an agreement for these services. Per Board policy the total amount of the two-year agreement exceeds the signature authority of the General Manager and Board approval is required.

The monthly cost for service is \$8,324.00 for a total annual amount of \$99,888 and a two-year contract total of \$199,776.00. The District and Antai have been operating under the terms of the attached standard District Independent Contractor agreement (Exhibit 1) since June 2015.

It is recommended the Board of Directors authorize the General Manager to enter into an agreement with Antai Solutions, LLC for managed information technology services through June 30, 2017.

FISCAL IMPACT:

The District has budgeted a total of \$203,800 in its 2015-2017 budget for services to manage its information technology services through June 30, 2017. There are sufficient funds budgeted for this contract.

EXHIBITS:

Exhibit 1: Proposed Agreement with Antai Solutions, LLC

ATTACHMENT B

**PLEASANT HILL RECREATION AND PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT
ANTAI SOLUTIONS, LLC**

THIS INDEPENDENT CONTRACTOR AGREEMENT (“Agreement”) is made and entered into as of the 15th day of June 2015 by and between the PLEASANT HILL RECREATION AND PARK DISTRICT, a California Special District (hereinafter referred to as “District”) and Antai Solutions LLC (dba ONTAI) (hereinafter referred to as “Consultant”).

WITNESSETH:

WHEREAS, District desires to contract with a consultant for managed information technology services, and,

WHEREAS, Consultant has represented to District that it has the requisite skill, experience, special knowledge and qualifications and is willing to do said consulting work;

WHEREAS, District’s Board of Directors approved the entrance of an agreement with Consultant for managed information technology services at its meeting of _____, 2015.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements herein set forth, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

AGREEMENT

1. Term.

The term of this Agreement shall be from June 15, 2015 to June 30, 2017, unless earlier terminated as provided herein (“Term”). The Term may be extended by mutual written agreement of the parties.

2. Scope of Work.

Consultant agrees to perform and furnish the services described herein within the Term hereof.

A. Consultant shall provide the information technology services as described in the Scope of Work, which is attached hereto as Attachment “A” and is incorporated herein by reference. Any changes to the Scope of Work shall be documented as an amendment to Attachment “A”.

B. Consultant, at the written request of District, agrees to provide additional information technology services not included in the Scope of Work, including, but not limited to the services not covered under this Agreement as set forth in the Scope of Work. Consultant

shall be compensated for such additional information technology services as provided in Section 3 below.

- C. Consultant shall perform the Scope of Work in such a manner as to fully comply with typical professional standards of care, including professional quality, technical accuracy, timely completion, and the coordination of designs, specifications, reports, and other services furnished and/or work undertaken by Consultant pursuant to this Agreement.
- D. District's approval of work or other services or materials furnished hereunder shall not relieve Consultant of responsibility for the technical adequacy of its work. Neither District's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- E. Consultant shall not be relieved of any of the obligations or covenants contained in this Agreement until the tasks as set forth in the Scope of Work have been completed. It is agreed between Consultant and District that those provisions of this Agreement which by their nature continue beyond the expiration or earlier termination of this Agreement, including but not limited to Sections 9, 10 and 11, shall survive the expiration or earlier termination of this Agreement.

- F. District, without cost to Consultant, will provide pertinent information reasonably available to it, which is necessary for performance of the Scope of Work by Consultant under this Agreement, including previous reports and data relative thereto. District does not guarantee or ensure the accuracy of any reports, information, and/or data so provided. Consultant will use its professional judgment in the review and use of data so provided. However, Consultant will not be liable for any error or omission in any data furnished by District and used by Consultant which could not reasonably be discovered by Consultant. To this extent Consultant is entitled to rely on data provided by District.

3. **Compensation.**

- A. Basis of Compensation: For and in consideration of Consultant's performance of the Scope of Work, District agrees to pay Consultant the amount of \$8,324.00 per month.
- B. Additional Information Technology Services: Consultant shall be compensated for additional information technology services, as requested by District, on an hourly basis at the rates set forth in the Fee Schedule, which is attached hereto as Attachment "B" and incorporated herein by reference. The additional information technology services provided by Consultant shall be identified on Consultant's monthly invoice as provided in Section 3(C) below.
- C. Monthly Payment to Consultant: Payment will be made by the District within thirty (30) calendar days after receipt of an invoice from Consultant, provided the invoice is accompanied by documentation of services and costs that is determined to be sufficient by District to support the reasonableness and accuracy of said invoice. In the event

District determines that the documentation provided by Consultant is insufficient, Consultant shall provide additional information and documentation to support the amount of the invoice as may be requested by District and allow full and complete access to Consultant's labor cost records and other direct related cost data, and copies thereof if requested by District.

- D. Cost of Rework: Consultant shall, at no cost to District, prepare any necessary rework occasioned by Consultant's failure to provide services required under the Scope of Work in a satisfactory manner, due to any act or omission attributable to the Consultant, or its agents and subcontractors. Nothing in this paragraph is intended to limit the liability of Consultant for damages which might arise from Consultant's negligence, willful misconduct, or breach of the covenants set forth in this Agreement.
- E. The compensation under this Agreement is for professional services and not an hourly wage. District will not withhold any amounts for federal or state taxes. Consultant is solely responsible for paying when due all income taxes, including estimated taxes, and other taxes, if any, incurred as a result of the compensation paid by District to Consultant hereby. District shall issue Consultant an IRS Form 1099 following the end of the calendar year in which it paid compensation hereunder.

4. Consultant's Assigned Personnel.

Consultant designates Richard Miller to act as Project Manager for the performance the Scope of Work and for all matters relating to performance under this Agreement. Substitution of Mr. Miller as Project Manager, or any other personnel assigned to work on the Scope of Work, will require the prior written approval of District. If District determines that a proposed substitution is not acceptable, then, at the request of District, Consultant shall substitute with a person acceptable to District.

5. Subcontracting/Assignment.

District selected Consultant to perform the services under this Agreement based on Consultant's special skills, experience, knowledge and qualifications. The services contracted for are personal in nature and may not be assigned, delegated or subcontracted without the prior written approval of District. Consultant shall provide a written request to District to assign, delegate or subcontract any portion of the Scope of Work. Contractor shall provide to District any information or documentation requested by District in its consideration of Consultant's request. The written approval of the District resulting in the use of or engagement of a subcontractor or outside consultant does not relieve Consultant of the obligations or covenants contained in this Agreement.

6. Independent Contractor.

District and Consultant agree that Consultant, in the performance of the Scope of Work, is an independent contractor and not an employee or agent of District. Consultant shall be free to contract with other employers for similar services as provided under this Agreement, as long

as such similar services do not interfere with Consultant's performance of the Scope of Work. Consultant understands and acknowledges that Consultant shall not be entitled to any benefits or rights accorded District employees, including but not limited to workers compensation, health, dental and other insurance, retirement benefits, sick leave and/or vacation pay.

7. Licenses.

Consultant hereby agrees that Consultant and all of its employees and subcontractors, if any, hold, have obtained, and shall continue to maintain during the Term hereof, all licenses or other statutorily mandated certifications requisite to the performance of the Scope of Work as may be required in the State of California, if any. Failure of Consultant, its employees and subcontractors to obtain and/or maintain in good standing such licenses or certification shall constitute a breach of this Agreement and shall provide grounds for immediate termination thereof. Consultant shall obtain a business license from Contra Costa County and/or the City of Bay Point, if required.

8. Termination.

- A. Either party may terminate this Agreement for cause, in whole or in part, if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. ~~However, no such termination for cause may be effected unless the other party is given:~~ (1) not less than ten (10) calendar days' written notice (delivered by Certified Mail, return receipt requested) of intent to terminate, and (2) an opportunity for consultation with the terminating party before termination.
- B. Failure of the Consultant to perform any of the services required hereunder in a timely manner, or to meet any completion schedule made a part of this Agreement, including any interim milestone set forth, shall constitute a basis for termination. The parties hereto agree to immediately and diligently proceed with their respective duties as set forth herein to the end that the Scope of Work will be completed satisfactorily within the Term.
- C. If District terminates this Agreement pursuant to this Section 7, nothing set forth in this Agreement is intended to require the District to compensate Consultant for any services which may be claimed to have been provided or be in progress, if the District reasonably concludes that further compensation is not warranted.
- D. Upon receipt of a termination notice, Consultant shall: (1) promptly discontinue all services affected (unless the notice directs otherwise), and (2) deliver or otherwise make available to the District all data, information, and materials as Consultant may have prepared or developed in performing the Scope of Work, whether completed or in process, including, but not limited to, drawings, specifications, reports, estimates, summaries, software, and electronic files of all deliverables.
- E. Upon termination under subsection 8(C), the sole right and remedy of Consultant shall be to receive payment for all amounts due and not previously paid to Consultant for services completed or in progress in accordance with the Agreement prior to the date of receipt of

notice of termination and for services thereafter completed at the request of District and any other reasonable cost incidental to such termination of services. Such payments available to Consultant under this paragraph shall not include costs related to lost profit associated with the expected completion of the work or other such payments relating to the benefit of the bargain.

9. Indemnity/Release.

Consultant shall indemnify, hold harmless and defend the District, its elected officials, officers, employees and agents from all claims, losses, damage, including property damage, personal injury, including death, and liability of every kind, nature and description, including attorneys' fees, to the extent arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant in the performance of the Scope of Work, but not including claims, losses, damage, injury, death, or other liabilities caused by the sole active negligence or willful misconduct of District. Notwithstanding anything in this Agreement to the contrary, this indemnification shall extend to such claims, losses, damage, injury, death, or other liabilities occurring after the expiration or earlier termination of this Agreement, arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant. Consultant hereby releases District, its elected officials, officers, employees and agents from any and all liability arising out of the negligence or willful misconduct of Consultant and/or Consultant's employees, subcontractors and agents in the performance of the Scope of Work.

Submission of insurance certificates or submission of other proof of compliance with the insurance requirements herein does not relieve Consultant from liability under this indemnification provision. The obligations of this indemnification provision shall apply whether or not such insurance policies have been determined to be applicable to any of such damages or claims for damages.

10. Insurance Requirements.

Consultant shall, prior to the commencement of the Scope of Work, procure and maintain, at its own expense, for the duration of this Agreement insurance against claims for injuries to or death of persons or damage to property which may arise out of or in connection with the performance of the Scope of Work by Consultant and its officers, employees, agents and subcontractors.

A. Minimum Scope of Insurance:

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001). Coverage is to be endorsed to include contractual liability.
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 (any auto).

3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the Consultant's profession. Coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance: Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and Omissions Liability: \$1,000,000 per claim, \$1,000,000 aggregate.

C. Deductibles and Self-Insured Retentions: Any deductible or self-insured retentions must not exceed \$25,000, unless authorized in writing by the District.

D. Other Insurance Provisions: The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. District, its elected officials, officers, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by or on behalf of the Consultant.
2. For any claims related to the Agreement, Consultant's insurance coverage shall be primary insurance as respects the District, its elected officials, officers, employees and volunteers, but only to the extent the claims arise out of Consultant's acts or omissions. Any insurance or self-insurance maintained by District, its elected officials, officers, employees and volunteers shall be excess of Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District.

F. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

F. Verification of Coverage: Consultant shall furnish District with original certificates and amendatory endorsements effecting coverage required by this Section. All certificates and endorsements are to be received and approved by District before any work commences. District reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by this Section at any time.

11. Ownership of Documents.

A. All rights, title, royalties and interest to all work product of Consultant resulting from its performance under this Agreement, including, but not limited to data, reports, estimates, drawings, specifications, software, summaries, electronic files of all deliverables, and any other such information and materials as may be prepared or developed by Consultant in performing work under this Agreement, whether complete or in progress, shall be vested in District, upon payment of amounts owing pursuant to this Agreement, and none shall be revealed, disseminated, or made available by Consultant to others without prior consent of District. If this Agreement is terminated in accordance with Section 7, Consultant shall deliver such documents within two weeks of receipt of a termination notice.

B. District does not authorize the impermissible use of any patent or the impermissible reproduction of any copyrighted material by Consultant in the performance of this Agreement. Consultant is solely responsible for any such use.

12. Examination of Records.

Consultant agrees that District will have access to and the right to examine any directly pertinent books, documents, papers, and records of any and all transactions relating to this Agreement at any time after the inception of the Agreement upon reasonable notice.

13. Scope of Agreement.

This writing constitutes the entire Agreement between the parties relative to Consultant's services to District hereunder and all preliminary negotiations and agreements are deemed a part of this agreement. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. No modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Agreement.

14. Ratification of Services.

Due to the need for Consultant's services to be provided upon the commencement of the Term hereof, Consultant may have provided services prior to the execution of this Agreement. To the extent that said services were performed in accordance with the terms and conditions of this Agreement, those services are hereby accepted by District and shall be treated as services performed under the terms and conditions of this Agreement.

15. Notices.

All notices from one Party to the other shall be in writing and delivered or mailed to such party at its designated address as follows, or sent via facsimile transmission to such telephone number indicated as follows. Such notices shall be deemed to have been made: (1) when hand delivered; (2) as indicated by certified mail receipt; (3) five days after mailing by first class mail; or (4) as indicated on facsimile transmission receipt, if facsimile transmission is followed by prompt certified or first class mailing or hand delivery.

To District: General Manager
Pleasant Hill Recreation and Park District
147 Gregory Lane
Pleasant Hill, CA 94523
Phone (925) 682-0896
Fax (925) 682-1633

To Consultant: Antai Solutions LLC (dba ONTAI)
79 Muth Dr.
Orinda, CA, 94563
Phone (510) 517-8555

16. Applicable Laws.

Consultant shall perform this Agreement in accordance with all applicable federal, state, and local laws and regulations. This Agreement shall be interpreted and enforced in accordance with California law. Any action to interpret or enforce the provisions of this Agreement shall be filed in the Superior Court of Contra Costa County.

17. Severability.

Should any provision of this Agreement be declared illegal or unenforceable by any court of competent jurisdiction and cannot be modified to be enforceable, excluding the general release language, it is agreed that such determination shall not affect the enforceability of the other provisions herein.

IN WITNESS the parties hereto have executed this Agreement on the day first above-written.

**PLEASANT HILL RECREATION AND PARK
DISTRICT:**

General Manager

NAME OF CONSULTANT FIRM:

Signature

Title

Attachment A – Scope of Work

Service to be included in this contract

Bi-annual “CIO” service to plan out roadmap of IT Solutions that are right-sized for customer.

Day to day network domain maintenance such as adding or deleting a user account, changing passwords and levels of security on server file structures by either remote or physical presence.

Creation and maintenance of network documentation and server Change Management Logs.

Bi-monthly individual health checks of server statistics including documentation of performance values.

Bi-monthly individual inspection of backup logs

Monthly test restore of tape backup to ensure data integrity.

Installation of Service Packs for Servers or Server based applications as needed.

Basic repair of desktop computing environments such as missing icons, missing shortcuts, corrupted application installations or installation of preventative maintenance software on up to 10% of total covered units in a single visit either by Patch Management System or in person.

Trouble-shooting network connectivity issues either local or Internet based.

Any services required recovering from downtime cause by workmanship errors on the part of an Antai Solutions employee.

24 hour phone support by phone.

4 hours of pre-scheduled onsite support per month (Trips Meetings).

4 hours of onsite support initiated by an emergency support call. Any subsequent time required to complete recovery of server, gateway or workstation systems will be billed at normal emergency rates as described in Appendix B.

Services NOT covered in this contract

Installation of any new Server, Gateway, Printer or Workstation systems

System upgrades that are required on more than 10% of total covered units that cannot be applied by Patch Management System.

Software installation on more than 10% of total covered units that cannot be applied by Patch Management System.

Complete re-installation of workstation systems for any reason.

Complete re-installation of Server systems for any reason.

Complete restore from tape backup of Server systems

Any changes, modifications or services additions to the Logon Domain, network environment or network infrastructures that are not maintenance or disaster-recovery services by nature.

Recovery from failure caused by any hardware on the network.

Scheduling of Services

This contract includes labor service to include immediate 24x7x365 coverage for emergencies that inhibit the company's ability to conduct business. The company will initiate a service call by using the 24-hour service phone number as specified by their Antai representative. If not immediately connected with the Antai representative, The company must leave a message with the nature of the issue, time and date, to initiate the service timer. The company is guaranteed to have a Antai network engineer on the phone within two hours of reporting an emergency that inhibits the company's ability to conduct business. If such emergency cannot be resolved remotely, an Antai representative will be onsite within two hours for any incident reported before 2:30 PM PST. After hours (if access is available) or next-day coverage will be considered as same-day coverage for reports after 2;30 PM PST.

Any other services (outside of the regularly scheduled maintenance visits) will be scheduled at the earliest convenience of the company and Antai and will not exceed 48 hours of request for service. Any emergency coverage is included for the first four hours, after which normal billable rates will be applied.

Attachment B

Standard Labor Rates

Standard Network Rates

First Hour	Next Hour(s)	Overtime	Weekend & Holiday
195.00	150.00	225.00	295.00/225.00

Advanced Labor / Consultant Labor

First Hour	Next Hour(s)	Overtime	Weekend & Holiday
275.00	225.00	325.00	395.00/325.00

Computer Fix and Break Rates

First Hour	Next Hour(s)	Overtime	Weekend & Holiday
145.00	100.00	175.00	225.00/175.00

Emergency Rates

First Hour	Next Hour(s)	Overtime	Weekend & Holiday
395.00	325.00	425.00	395.00/325.00

Incremental Unit increase:

Server	266.02
Workstation	60.32
Infrastructure Node	132.72

STAFF REPORT



To: Board of Directors
From: Michelle Lacy, General Manager
Re: Authorize General Manager to Amend the Contract with APCO Paving for an Additional \$14,000 for the Pleasant Hill Park Pathway Project

BACKGROUND:

At a regular meeting on April 14, 2016, the Board of Directors authorized a contract with APCO Paving for the Pleasant Hill Park Pathway Replacement. The scope of work identified in the original contract was for 27,000 square feet of concrete replacement at \$14.00 per square foot for a not to exceed amount of \$378,000. During construction, Park Superintendent Tom Bradley identified multiple issues which required authorization of additional work.

DISCUSSION:

Attached is a drawing (Exhibit 1) highlighting the four areas which required either an adjustment in the field or has recently been identified as a safety hazard.

Area 1: This area was an existing concrete pad which had been slated for removal on the plans and replaced with landscaping. The Park Superintendent authorized replacement of the concrete in the field due to a lack of funding for adding irrigation and landscaping.

Area 2: This area was originally an 8-foot wide pedestrian path to Picnic Area 1 that could not accommodate a maintenance vehicle to pick up trash. Park Superintendent Bradley authorized replacement of that path with a 10-foot wide pathway which aligned with the adjoining pathways and could accommodate a maintenance vehicle.

Area 3: This area was an existing 10-foot wide path which was incorrectly identified on the plans as an 8-foot wide path. Park Superintendent Bradley authorized replacement of the pathway as a 10-foot wide path.

Addressing these issues required adding an additional 800 square feet of concrete at \$14.00 per square foot for a total of \$11,200. This work has already been authorized and completed by the contractor.

Area 4: This area was not included in the original pathway project, but has recently been identified as a potential safety issue. This area is on the path adjacent to the

ATTACHMENT C

playground and there is an intrusion by a tree root under the concrete creating a trip and fall hazard. Park Superintendent Bradley is recommending removal and replacement of 200 square feet in this location. This work has not been completed and will cost an additional \$2,800.

The Board's original authorization of the award of contract with APCO Paving did not include a contingency which would traditionally allow for in-field changes such as those authorized by Park Superintendent Bradley. It is typical for project plans to conflict with unusual situations in the field and staff usually requests a contingency to address unexpected issues such as those detailed above. Normally a contingency on a project of this size would be no more than 10% of the project budget. The additional request of \$14,000 is 3.7% of the project total.

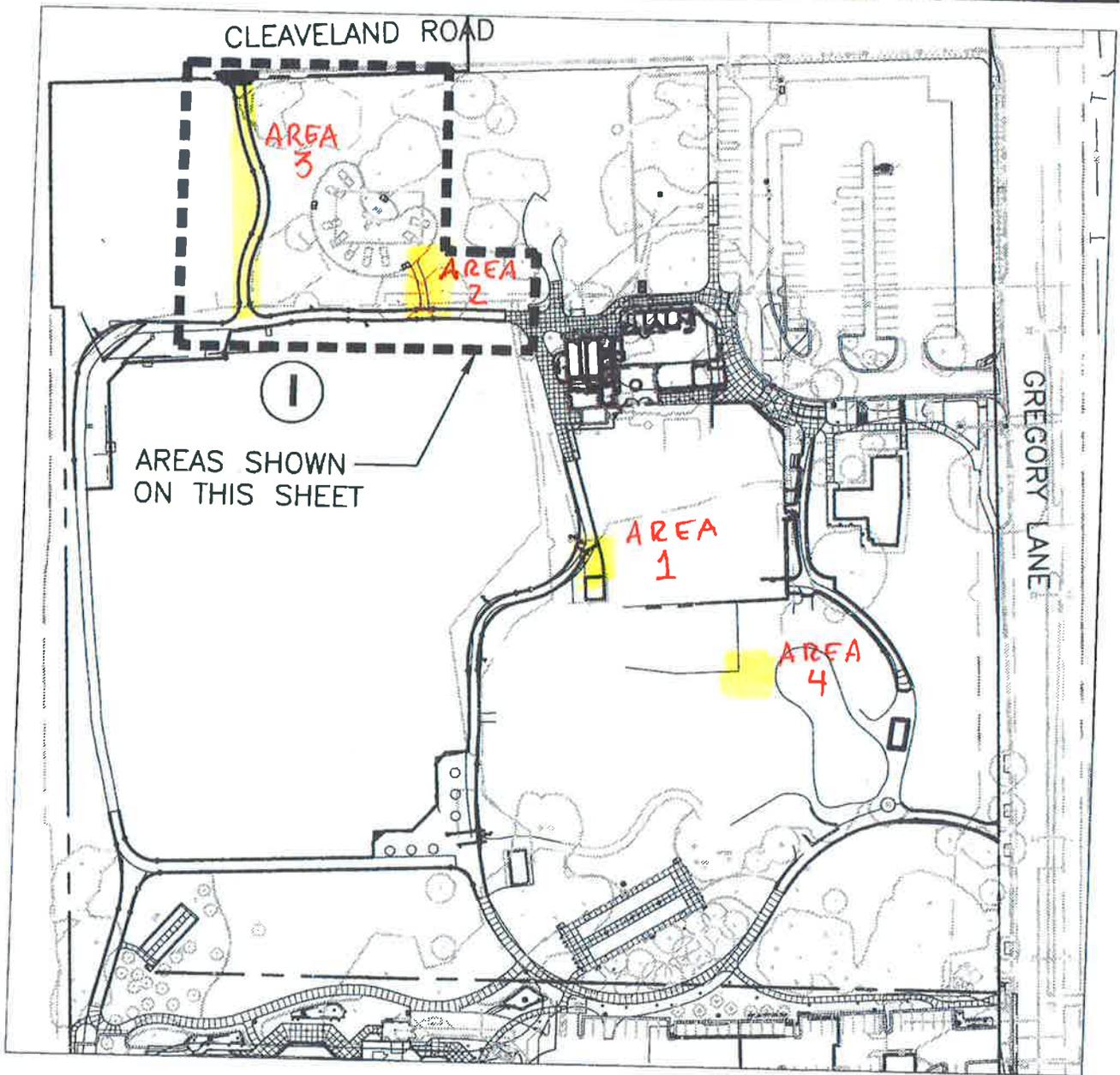
FISCAL IMPACT:

The District budgeted \$378,000 for the Pleasant Hill Park Pathway Project and the additional work authorized and recommended requires an additional \$14,000. The new not to exceed contract amount is \$392,000. There are sufficient funds currently allocated in the Capital Projects Fund to cover the increase in this contract.

EXHIBITS:

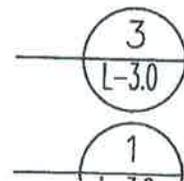
Exhibit 1: Key Plan with Areas for Additional Work Identified

KEY PLAN



LEGEND

- MATCHLINE
-  RETAINING CURB
-  RETAINING CURB



STAFF REPORT



To: Board of Directors
From: Michelle Lacy, General Manager
Re: Confirm Board Meeting Dates for November and December 2016

BACKGROUND:

Traditionally the Board of Directors considers rescheduling its regular meetings in November and December due to conflicts with the District's holiday schedule. If the Board chooses to amend its regularly scheduled meetings all meetings will be cancelled and posted in accordance with the Brown Act.

DISCUSSION:

Due to the necessity of conducting the business of the District, such as processing payroll and paying bills, it is recommended the Board consider two meetings in both November and December.

Due to conflicts with the District's holiday schedule in November, it is recommended the Board cancel its regular board meetings on November 10 and 24 and call special meetings on November 3 and November 17.

Since all holidays in December are after the regularly scheduled Board meetings it is recommended the Board meet on its regularly scheduled dates which would be December 8 and December 22. This will allow the District to meet its obligations and conduct the business of the District.

FISCAL IMPACT:

None at this time.