



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.

Thursday, November 6, 2014
ADMINISTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL

6:30 p.m.
Closed Session

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

pursuant to California Government Code Section 54956.9(d)(2): regarding 1 matter of anticipated litigation

7:00 p.m.

Est. Time

1. Pledge of Allegiance
2. Roll Call
3. Public Comment
Public comment will be limited to five minutes per person with a maximum time of thirty minutes unless further time is granted by the presiding officer. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.

- 5 min 4. **Consent Calendar (ACTION)**
- a. To Approve Bills to be Paid
 - b. To Approve Minutes of July 24, 2014
 - c. To Approve Resolution, 2014-11-06, Declaring Certain Equipment as Surplus

- 10 min 5. Ex-Officio Member Report, Allie Naccara – College Park High School

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 6. Report on the Contra Costa Special Districts Quarterly Meeting
- 10 min 7. To Consider Final Wording on Reserves Policy **(ACTION)**
- 5 min 8. To Schedule Board Study Sessions Related to the Business Strategic Plan
- 20 min 9. Land & Facility Development Committee Report
 - a. To Review Storage Facility at Pleasant Oaks Park
- 10 min. 10. Board Announcements and Requests to Staff
- 10 min. 11. Staff Announcements
- 12. Adjourn

Future Board of Directors Meetings:

Regular Meetings:

Wednesday, November 19, 2014

Thursday, December 4, 2014 - Annual Change Over Meeting-New Board Officers

Thursday, December 18, 2014

| <u>Check</u> | <u>Date</u> | <u>Vendor No</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Voucher</u> |
|--------------|-------------|------------------|--------------------------------|---------------|----------------|
| 20622 | 11/06/2014 | Aflac | Aflac | 122.72 | 000000 |
| 20623 | 11/06/2014 | AmerSta | American Stage Tours | 1,067.50 | 000000 |
| 20624 | 11/06/2014 | AmFid | American Fidelity | 2,204.95 | 000000 |
| 20625 | 11/06/2014 | Antai | Antai Solutions LLC | 8,359.00 | 000000 |
| 20626 | 11/06/2014 | Astound | Astound Broadbound | 6,495.21 | 000000 |
| 20627 | 11/06/2014 | ATT CC | AT & T | 103.70 | 000000 |
| 20628 | 11/06/2014 | ATT3 | ATT CALNET 2 | 62.30 | 000000 |
| 20629 | 11/06/2014 | BerBob | Robert B. Berggren | 400.00 | 000000 |
| 20630 | 11/06/2014 | BillAce | Bill's Ace Hardware | 498.69 | 000000 |
| 20631 | 11/06/2014 | BonaSan | Sandra Bonato | 200.00 | 000000 |
| 20632 | 11/06/2014 | CaSt | California State Disbursement | 120.99 | 000000 |
| 20633 | 11/06/2014 | CCWat | Contra Costa Water District | 4,715.59 | 000000 |
| 20634 | 11/06/2014 | Cintas | CINTAS Fire Protection # F44 | 561.62 | 000000 |
| 20635 | 11/06/2014 | CintCorp | Cintas Corp # 185 | 180.84 | 000000 |
| 20636 | 11/06/2014 | Cleansou | Cleansource | 480.04 | 000000 |
| 20637 | 11/06/2014 | CoClerk | County Clerk | 429.96 | 000000 |
| 20638 | 11/06/2014 | ConSoft | Concord Softball Umpires | 5,004.00 | 000000 |
| 20639 | 11/06/2014 | CPRS Ren | CPRS | 480.00 | 000000 |
| 20640 | 11/06/2014 | DonDen | Dennis A. Donaghu | 200.00 | 000000 |
| 20641 | 11/06/2014 | EBMUD | East Bay Mud | 1,238.02 | 000000 |
| 20642 | 11/06/2014 | Ed2go | Education To Go | 201.75 | 000000 |
| 20643 | 11/06/2014 | Elavon | Elavon | 176.48 | 000000 |
| 20644 | 11/06/2014 | Ewing | Ewing Irrigation | 157.23 | 000000 |
| 20645 | 11/06/2014 | Fechter | Fechter & Co CPA's | 12,011.00 | 000000 |
| 20646 | 11/06/2014 | Furber | Furber Saw, Inc. | 100.50 | 000000 |
| 20647 | 11/06/2014 | GlovBob | Bobby Glover | 200.00 | 000000 |
| 20648 | 11/06/2014 | GuidDon | Donna Guidos | 60.00 | 000000 |
| 20649 | 11/06/2014 | INKEM | INKEM | 565.56 | 000000 |
| 20650 | 11/06/2014 | LincEqu | Lincoln Aquatics | 399.82 | 000000 |
| 20651 | 11/06/2014 | MJStudio | Bruce Jackson MJ Studios | 155.40 | 000000 |
| 20652 | 11/06/2014 | MurdDeb | Debbie Murdock | 1,636.60 | 000000 |
| 20653 | 11/06/2014 | NaccAll | Allie Naccara | 20.00 | 000000 |
| 20654 | 11/06/2014 | Nextel | Nextel Communications/Sprint | 682.59 | 000000 |
| 20655 | 11/06/2014 | PERS | PERS | 16,604.10 | 000000 |
| 20656 | 11/06/2014 | PG&E | Pacific Gas & Electric Co | 17,074.36 | 000000 |
| 20657 | 11/06/2014 | PhCit | Pleasant Hill, City of | 4,000.00 | 000000 |
| 20658 | 11/06/2014 | PleaHill | Pleasant Hill Rec & Park Distr | 128,822.81 | 000000 |
| 20659 | 11/06/2014 | ShessZac | Zac Shess | 200.00 | 000000 |
| 20660 | 11/06/2014 | SocMagic | Society Of American Magicians | 593.00 | 000000 |
| 20661 | 11/06/2014 | SterSher | Sherry Sterrett | 200.00 | 000000 |
| 20662 | 11/06/2014 | Travel | Travel Center, Trust Account | 21,226.00 | 000000 |
| 20663 | 11/06/2014 | UNIVAR | UNIVAR USA Inc | 760.69 | 000000 |
| 20664 | 11/06/2014 | USBank | U.S. Bank | 2,662.96 | 000000 |
| 20665 | 11/06/2014 | USBankP | U.S. Bank Corporate Payment | 20,603.56 | 000000 |
| 20666 | 11/06/2014 | USPost | United States Post Office | 10,000.00 | 000000 |
| 20667 | 11/06/2014 | Valic | Valic | 1,525.00 | 000000 |
| 20668 | 11/06/2014 | WhitCas | Casey White | 839.00 | 000000 |

CHECK TOTAL: \$274,403.54



Board of Directors Meeting Minutes July 24, 2014 DRAFT

The July 24, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 7:00 p.m. in the Conference Room at the Administration Office. Sterrett reported that the Board met in Closed Session prior to the regular meeting and that the Board gave direction to the attorney present.

PLEDGE OF ALLEGIANCE

Board Member Glover led the Pledge of Allegiance

ROLL CALL

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

STAFF PRESENT: Berggren, Miller, Young, Herriman, Blair, Lischeske, Bradley

PUBLIC COMMENT

Paul Nilsen, resident of Pleasant Hill, was present. He complimented the Board and District staff on all that the District has accomplished over the last year. He stated that the District is a shining light in the community. He commented that he is still concerned about a decision regarding the Old School House property. He distributed information to the Board regarding historical sites. He said he would be interested in seeing the District develop a Bond for the school house. He commented that he also would be interested in the District selling the property and moving the school house building. He would like to see the building preserved.

Board Chair Sterrett commented that she appreciated Nilsen attending the meeting, and giving his compliments.

PUBLIC HEARING PRELIMINARY BUDGET FISCAL YEAR 2014 – 2015

No public was present for this item

REPORT ON DISTRICT'S COMPUTERS AND CONSIDERATION OF NEW EQUIPMENT FOR FISCAL YEAR 2014-15 (ACTION)

The District's IT specialist Richard Miller was present to give a report on the District's computer system to the Board. The General Manager commented that he would like a back up computer server in one of the District sites as opposed to Pleasant Hill City Hall. He said the proposal would be to install the backup server at the Senior Center. The Senior Center location would also give computer trainers using the computer room more flexibility.

The General Manager reported that there was \$26,200 in the 2014/15 budget for computer needs. He commented that IT specialist Richard Miller, District staff, and the Budget and Finance Committee felt the following to be the most important items:

1. One Macintosh for the Winslow Center marketing staff
2. IPAD for the Rental Coordinator
3. Windows 8 & Dual Boot for Senior Center Computer lab
4. Acronis Imaging Software
5. Two new Workstations at the District Office
6. CISCO Switch/ Router warranties

Board Member Bonato commented that the cost of the new workstations at the District office stood out to her the most. She said she thought the District had purchased some previously at a lower cost. Building Maintenance Superintendent Carrie Miller was present. She explained that the computers purchased previously were Winterms which are more like mini computers. She commented that the user cost for these are seemingly more cost effective, but the service on them can be costly. Bonato asked if the two new workstation purchases could be put off for a year. Miller said she did not think so as the frontline staff using them at the District office has had problems with the Winterms.

Board Member Shess asked IT specialist Miller about warranties on items the District would be purchasing. Miller reported there would be one year warranties on all items.

Board Member Donaghu questioned the cost of the IPAD for the Rental Coordinator. IT specialist Miller explained that most of the cost is for labor. He commented that he thinks the cost would be more around \$1000 which would include the labor.

Board Member Shess commented that it is important to give District staff the tools they need to do their jobs effectively. Shess said he felt the back up server could be something to be looked at in the future as the District currently has a back up in place through the City of Pleasant Hill.

Upon motion of Board Members Glover & Shess, the Board approved staff recommendation of \$26,200 for items 1-6 on the District's Computer needs list.

TO CONSIDER RESOLUTION 2014-07-24 ADOPTING FINAL BUDGET FOR FISCAL YEAR 2014- 2015 (ACTION)

Board Member Bonato reported that the Budget and Finance Committee is satisfied with the final budget for fiscal year 2014-2015.

Board Member Donaghu commented that the whole budget process has improved. He said this is the most refined budget he has seen in years.

Upon motion of Board Members Donaghu & Bonato, the Board approved resolution 2014-07-24 adopting the final budget for fiscal year 2014-2015.

CONSENT CALENDAR (ACTION)

a. To approve bills to be paid

Upon motion of Board Members Donaghu & Glover, the Board approved the Consent Calendar.

REPORT ON RENTALS OF DISTRICT FACILITIES

Facilities Coordinator, Ryan Herriman, and Recreation Superintendent Tina Young, were present to give a report on the rentals of the District facilities. Young and Herriman reported that most of the rental groups using the centers range from weddings, work parties, celebrations of life, and meeting groups. Young said there has been a steady flow of large weekend events. Young and Herriman reported that future rentals for the upcoming fiscal year look great. Young said there are over 600 events booked to date, and 14 regular use rental groups in our Centers.

Board Member Donaghu asked if any of the District's Co-Sponsored groups have come back to utilize the facilities for their meetings. Young said most of the large ones have come back, but the smaller groups are meeting in smaller venues.

Board Member Shess asked about the marketing of the facilities in the next six months. Herriman reported that he was recently involved in a round table with other agencies in our area to focus on marketing issues. Herriman commented that the District's main focus should be on acquiring more wedding rentals. He is looking into advertising in "Here comes the Guide". Herriman reported that the District is doing well on regular use rentals.

Board Member Shess asked if the District's pricing was competitive. Herriman reported that the District prices are higher on the weekends due to the fact that the facilities are still new. He commented that a small increase to the weekly rates would be a good idea.

Board Member Bonato commented that the new Community Center is on pace to provide more revenue for the District.

The Board thanked Young and Herriman for their report.

REPORT FROM PROGRAM COMMITTEE

a. TO REVIEW FALL PROGRAMS AND THE SPOTLIGHT

Board Member's Shess and Donaghu are on the Program Committee. Board Member Shess commented that they reviewed the Spotlight process at the Program Committee meeting. Shess commented that he has a vision for the District's Spotlight that will give our community an idea of who we are as a District. He said he likes the idea that the Spotlight is acknowledging people who work for the District. Shess reviewed with the Board the new way staff will be submitting information for the Spotlight which will be more effective both from a time and a cost stand point. Shess commented that he likes that the Program Committee gets a look at the Spotlight before reviewing it with the full Board. Both Board Chair Sterrett and Board Member Bonato commented that they would like to see more programming options for older teens.

The Board thanked the Program Committee for their report.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He said he was glad to see the Gazebo at the Community Center had been painted.
- He asked about the status of the soap dispensers in the bathrooms at the Community Center. The General Manager said they have been replaced.
- He commented that he was sorry to see Amanda Botsford leave.

Bonato made the following announcements/questions:

- She enjoyed reviewing the General Managers Report. She commented that it would be helpful to show rental comparisons from this year to last in the report.
- She commented that she received an e-mail regarding the Wine, Women, & Shoes event which said that the District made \$80,000 on the event. She commented that she felt this was misleading as the District did not make this amount as a profit.
- She reported that AT&T will be coming up for a hearing with the City of Pleasant Hill on August 4, 2014.
- She asked about the Audio equipment at the Community Center. She expressed concern that the microphones may not be the appropriate kind for the building. Recreation Superintendent Young said she will discuss this issue with Building Maintenance Superintendent Carrie Miller. Bonato requested a report be brought back to the Board on different microphones and what the costs would be.

Shess made the following announcements/questions:

- He attended the Blues & Brews Festival, and thought it was a good event. He commented that he did not feel the attendance was as high as it had been in the past, and that there should be more marketing for the event.

Sterrett made the following announcements/questions:

- She attended the LAFCO and Contra Costa Special Districts Association meeting on July 21, 2014. She commented that the General Manager was there as well.
- She said the Concord Senior Center will be closing their doors permanently on Thursdays.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He would like to move the Thursday, November 20, 2014 meeting to Wednesday, November 19, 2014 due to the Hospice Tree Lighting.
- Cassie Eternal will be the new Trip Coordinator for the Senior Center.
- August 26, 2014 at 6:00 p.m. will be the Moraga tour of the District facilities. He would like some of the Board Members to attend if possible.

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 9:50 p.m. in memory of Robert Dealey.

Robert B. Berggren, Clerk of the Board



Board of Directors Resolution

PLEASANT HILL RECREATION & PARK DISTRICT
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
BOARD OF DIRECTORS

IN THE MATTER OF
DECLARING CERTAIN EQUIPMENT AS SURPLUS

RESOLUTION 2014-11-06

THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES FIND:

THAT the attached list includes items that have served their life expectancy and can no longer be utilized by the District:

THEREFORE, BE IT RESOLVED, THAT THE Pleasant Hill Recreation and Park District Board of Directors does hereby declare the above items in the amount of \$279,119.59 as surplus and;

BE IT FURTHER RESOLVED, THAT the General Manager is authorized to sell or trade-in the property in a manner, which will bring the best price.

PASSED AND ADOPTED on November 6, 2014, by the following vote:

AYES:

NOES:

ABSENT:

Sherry M. Sterrett, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on November 6, 2014.

Robert B. Berggren, Clerk of the Board

Resolution 2014-11-06, Declaring Certain Equipment as Surplus for 2013-14

| Tag # | Item | Cost | Purchase Date | To Be Deleted |
|-----------------|---------------------|------------|---------------|---------------|
| 651 | a v cabinet | \$213.00 | 2/1/1980 | 4/6/2013 |
| 2984 | AED Trainers | \$259.95 | 2/26/2007 | 3/24/2014 |
| 2930 | Anti-Virus Software | \$1,275.19 | 9/27/2005 | 4/6/2013 |
| 2181, 2182 | ballet bar (2) | \$582.00 | 6/15/1987 | 4/6/2013 |
| 2349 | blackboard | \$242.00 | 10/7/1988 | 4/6/2013 |
| 0 | bleacher | \$746.00 | 5/8/1984 | 4/6/2013 |
| 2802 | Blower | \$391.00 | 6/28/2000 | 10/17/2013 |
| 2857 | Blower | \$432.00 | 7/30/2002 | 4/6/2013 |
| 2436 | bookcase | \$498.00 | 4/9/1990 | 4/6/2013 |
| 2590 | brush cutter | \$575.00 | 5/14/1993 | 4/6/2013 |
| 0 | bulletin board (2) | \$248.00 | 8/17/1990 | 4/6/2013 |
| 0 | cabinet | \$132.00 | 6/16/1988 | 4/6/2013 |
| 0 | cabinet | \$154.00 | 11/21/1985 | 4/6/2013 |
| 2507 | cabinet | \$513.00 | 6/29/1990 | 4/6/2013 |
| 2925 | Calculator | \$30.00 | 6/5/2005 | 4/6/2013 |
| 2018 | calculator | \$0.00 | 7/1/1987 | 4/6/2013 |
| 682 | calculator | \$106.00 | 5/2/1984 | 4/6/2013 |
| 2696 | Camcorder | \$1,082.00 | 5/23/1996 | 6/23/2014 |
| 2333 | camera | \$126.00 | 6/9/1989 | 4/6/2013 |
| 2384 | cart | \$388.00 | 1/23/1990 | 4/6/2013 |
| 1263 | cart | \$143.00 | 2/1/1986 | 4/6/2013 |
| 775 | cart, table | \$160.00 | 5/29/1979 | 4/6/2013 |
| 3031 | Cash Register | \$99.99 | 7/7/2009 | 4/6/2013 |
| 2615 | cash register | \$0.00 | 8/18/1994 | 4/6/2013 |
| 2997 | Chain Saw | \$60.00 | 1/29/2008 | 4/6/2013 |
| 377 | chain saw | \$375.00 | 6/30/1982 | 10/19/2013 |
| 2084-2096, 2101 | Chair (14) | \$756.00 | 6/9/1987 | 4/6/2013 |
| 2102 | chair | \$50.00 | 6/9/1987 | 4/6/2013 |
| 124 | chair | \$146.00 | 5/10/1985 | 4/6/2013 |
| 662 | chair | \$300.00 | 10/20/1982 | 6/23/2014 |

| | | | |
|--------------------------------------|-------------|------------|-----------|
| 2191 chair | \$170.00 | 6/30/1988 | 4/6/2013 |
| 2544 chair | \$388.00 | 11/7/1990 | 7/12/2013 |
| 2548 chair | \$388.00 | 1/7/1990 | 7/12/2013 |
| 3117 Chair | \$189.99 | 9/9/2010 | 4/6/2013 |
| 2216 chair | \$378.00 | 6/30/1988 | 4/6/2013 |
| 2377 chair | \$408.00 | 8/31/1989 | 4/6/2013 |
| 2969 Chair | \$50.00 | | 4/6/2013 |
| 2158 chair (Recp.) | \$406.00 | 6/1/1986 | 4/6/2013 |
| 0 chairs | \$14,722.00 | 6/26/1998 | 4/6/2013 |
| 0 chairs | \$375.00 | 3/22/1983 | 4/6/2013 |
| 910 chairs (2) | \$497.00 | 7/1/1973 | 4/6/2013 |
| 0 chairs (98) | \$1,453.00 | 9/27/1984 | 4/6/2013 |
| 0 chaise lounge (11) | \$1,375.00 | 5/10/1990 | 4/6/2013 |
| 2068, chaise lounge 2069,2071 (3) | \$327.00 | 6/9/1987 | 4/6/2013 |
| 794 chalkboard | \$226.00 | 5/31/1983 | 4/6/2013 |
| Compact Refridgerator | \$209.98 | 3/29/2006 | 4/6/2013 |
| 2214 credenza | \$138.00 | 10/5/1987 | 4/6/2013 |
| 2208 cubbie | \$0.00 | 6/30/1988 | 4/6/2013 |
| 2207 cubbie | \$0.00 | 6/30/1988 | 4/6/2013 |
| 2235 deck truck | \$234.00 | 6/8/1987 | 4/6/2013 |
| 2847 Defibrillator | \$3,240.00 | 8/8/2001 | 3/19/2014 |
| 648 desk | \$250.00 | 4/1/1980 | 4/6/2013 |
| 2834 Desk | \$585.00 | 10/27/2000 | 4/6/2013 |
| 2695 Desk | \$679.00 | 7/13/1993 | 4/6/2013 |
| 686 desk | \$267.00 | 5/2/1984 | 4/6/2013 |
| 612 desk | \$120.00 | 6/1/1969 | 4/6/2013 |
| 706 desk | \$250.00 | 7/1/1973 | 4/6/2013 |
| 2769 Desk | \$1,000.00 | 9/20/1999 | 4/6/2013 |
| 2340 desk | \$544.00 | 5/1/1989 | 4/6/2013 |
| 2968 Desk | \$1,391.28 | 4/17/2007 | 4/6/2013 |
| 2770 Desk | \$882.00 | 7/28/1999 | 4/6/2013 |
| 2918 Desk Chair | \$40.00 | 5/1/2004 | 4/6/2013 |

| | | | |
|-------------------------------|------------|------------|-----------|
| 2917 Desk Chair | \$40.00 | 5/1/2004 | 4/6/2013 |
| 2966 Digital Controller | \$702.10 | 3/8/2007 | 4/6/2013 |
| 0 dishes | \$1,420.00 | 4/14/1973 | 4/6/2013 |
| 2180 dishwasher | \$3,257.00 | 6/29/1988 | 4/6/2013 |
| 2558 display rack | \$178.00 | 1/23/1991 | 6/23/2014 |
| 2342 doll house | \$127.00 | 5/10/1989 | 4/6/2013 |
| 2117 drill | \$130.00 | 2/24/1988 | 4/6/2013 |
| 2919 DVD/Video player | \$205.65 | 4/1/2004 | 4/6/2013 |
| 2335 easel, three way | \$112.00 | 2/10/1989 | 4/6/2013 |
| 3114 Edge Trimmer | \$332.99 | 7/19/2010 | 4/6/2013 |
| 2553 equalizer (PA system) | \$316.00 | 6/29/1990 | 4/6/2013 |
| 2347 equipment shelter | \$1,219.00 | 6/1/1989 | 4/6/2013 |
| 2430 FAX machine | \$120.00 | 10/17/1989 | 4/6/2013 |
| 2278 file cabinet | \$258.00 | 9/16/1988 | 4/6/2013 |
| 600 file cabinet | \$100.00 | 6/1/1977 | 4/6/2013 |
| 711 file cabinet | \$140.00 | 6/1/1974 | 4/6/2013 |
| 818 file cabinet | \$371.00 | 5/9/1985 | 4/6/2013 |
| 2578 file cabinet | \$0.00 | | 6/23/2014 |
| 2688 File cabinet | \$734.00 | 10/18/1994 | 4/6/2013 |
| 714 file cabinet | \$140.00 | 6/1/1974 | 4/6/2013 |
| 2198 file cabinet | \$0.00 | | 4/6/2013 |
| 601 file cabinet | \$100.00 | 6/1/1974 | 4/6/2013 |
| 634 filing cabinet | \$82.00 | 6/22/1978 | 4/6/2013 |
| 633 filing cabinet | \$82.00 | 6/22/1978 | 4/6/2013 |
| 629 filing cabinet | \$65.00 | 6/22/1978 | 4/6/2013 |
| 0 floor mat | \$272.00 | 8/3/1984 | 4/6/2013 |
| 2227 foosball table | \$396.00 | 6/8/1987 | 4/6/2013 |
| 2836 Freezer | \$2,223.00 | 5/3/2001 | 4/6/2013 |
| 2160 freezer | \$2,929.00 | 5/25/1988 | 4/6/2013 |
| 623 grill | \$600.00 | 6/1/1978 | 4/6/2013 |
| 2113 grinder | \$120.00 | 5/25/1988 | 4/6/2013 |
| 2945 Grinder | \$96.34 | 12/30/2005 | 4/6/2013 |

| | | | |
|------------------------------|-------------|------------|------------|
| 3111 Hedge Clipper | \$413.95 | 7/14/2010 | 4/6/2013 |
| 616 hot water dispenser/sink | \$100.00 | 6/1/1977 | 4/6/2013 |
| 2728 HVAC System | \$41,148.00 | 12/17/1997 | 4/6/2013 |
| 0 Irrigation Time Clock | \$598.00 | 7/13/1999 | 4/6/2013 |
| 2386 key cabinet | \$263.00 | 2/16/1990 | 4/6/2013 |
| 2202 laminator | \$463.00 | 1/26/1987 | 4/6/2013 |
| 0 lane rope | \$262.00 | 6/8/1982 | 4/6/2013 |
| 2883 Laptop | \$843.28 | 9/1/2003 | 4/6/2013 |
| 0 Large Chairs (24) | \$1,728.00 | 5/29/2009 | 4/6/2013 |
| 1258 lectern | \$82.00 | 12/1/1985 | 4/6/2013 |
| 0 life ring | \$30.00 | 7/1/1977 | 4/6/2013 |
| 830 light board | \$304.00 | 6/30/1987 | 4/6/2013 |
| 998 light box | \$106.00 | 5/24/1983 | 4/6/2013 |
| 0 Lounge Chairs (15 Total) | \$2,085.00 | 5/29/2009 | 4/6/2013 |
| 817 magazine rack | \$105.00 | 9/27/1984 | 4/6/2013 |
| 365 metal dector | \$0.00 | 6/9/1982 | 10/19/2013 |
| Microwave oven | \$48.81 | 11/26/2001 | 4/6/2013 |
| 2510 mini-vox portable pa | \$220.00 | 6/29/1990 | 4/9/2014 |
| 645 mixer | \$85.00 | 6/22/1978 | 4/6/2013 |
| 2783 Monitor | \$0.00 | 2/1/1999 | 4/6/2013 |
| 2818 Monitor | \$155.00 | 1/30/2001 | 4/6/2013 |
| 2855 Monitor | \$253.00 | 4/25/2002 | 4/6/2013 |
| 2873 Monitor | \$240.00 | 7/8/2002 | 4/6/2013 |
| 2821 Monitor | \$145.00 | 3/15/2001 | 4/6/2013 |
| 2793 Monitor | \$0.00 | 8/23/1999 | 4/6/2013 |
| 3136 Monitor | \$109.00 | 1/18/2010 | 5/21/2014 |
| 950 oven | \$0.00 | 7/1/1973 | 4/6/2013 |
| 680 oven | \$1,050.00 | 9/20/1983 | 4/6/2013 |
| 3003-05, PC (7) | \$1,496.96 | 4/7/2008 | 4/6/2013 |
| 3007,3010-12 | | | |
| 2647 PC | \$3,313.00 | 12/27/1994 | 4/6/2013 |
| 2955 PC | \$657.37 | 7/5/2006 | 4/6/2013 |

| | | | |
|-----------------------------|-------------|------------|------------|
| 2980 PC | \$431.90 | 10/26/2006 | 4/6/2013 |
| 3135 PC | \$888.89 | 10/1/2010 | 4/6/2013 |
| 2169 percolator | \$0.00 | 7/1/1986 | 4/6/2013 |
| 724 piano | \$785.00 | 7/1/1970 | 4/6/2013 |
| 2356 piano bench | \$241.00 | 6/30/1989 | 4/6/2013 |
| 956 pingpong table | \$140.00 | 6/28/1973 | 4/6/2013 |
| 2599 pool pump | \$280.37 | 4/6/1994 | 4/6/2013 |
| 718 pool table | \$475.00 | 6/22/1973 | 4/6/2013 |
| 3028 Pool Vac | \$4,801.54 | 5/29/2009 | 9/3/2014 |
| 3027 Pool Vac | \$2,912.06 | 5/29/2009 | 7/1/2014 |
| 2861 Pool Vacuum | \$3,320.00 | 10/24/2002 | 4/6/2013 |
| 2856 Pool Vacuum | \$3,420.00 | 7/22/2002 | 4/6/2013 |
| 2926 Portable A/C unit | \$1,000.00 | 6/1/2005 | 4/6/2013 |
| 2679 Power Pruner | \$702.00 | 5/24/1995 | 10/19/2013 |
| 2877 Printer | \$292.00 | 3/18/2003 | 4/6/2013 |
| 2995 Printer | \$780.58 | 1/8/2008 | 4/6/2013 |
| 2894 Printer | \$255.47 | 3/19/2004 | 4/6/2013 |
| 2786 Printer/Copier | \$3,395.00 | 6/4/1999 | 4/6/2013 |
| 659 projection cart | \$106.00 | 2/2/1981 | 4/6/2013 |
| 2203 record player | \$186.00 | 6/4/1985 | 4/6/2013 |
| 2914 Refrigerator | \$323.67 | 1/21/2004 | 4/6/2013 |
| 3024 Refrigerator | \$3,139.25 | 3/30/2009 | 4/6/2013 |
| 2108 rotohammer | \$224.00 | 2/24/1988 | 4/6/2013 |
| 0 Sand Chair (15 total) | \$1,125.00 | 5/29/2009 | 4/6/2013 |
| 3119 Sander | \$65.52 | 9/17/2010 | 4/6/2013 |
| 3143 Scanner | \$200.00 | | 4/6/2013 |
| 3134 Scanner | \$250.00 | | 4/6/2013 |
| 0 Secretarial Chairs (5) | \$841.00 | 4/30/1996 | 4/6/2013 |
| 2831 Server | \$4,121.00 | 6/14/2001 | 4/6/2013 |
| 2764 Server | \$17,716.00 | 7/20/1999 | 4/6/2013 |
| 2950 Server | \$5,684.04 | 4/14/2006 | 4/6/2013 |
| 2934 Server | \$8,026.74 | 8/25/2005 | 4/6/2013 |

| | | | |
|-------------------------------|------------|------------|-----------|
| 2913 Shed | \$2,442.86 | 4/2/2004 | 4/6/2013 |
| 0 Shredder | \$149.99 | 3/29/2006 | 4/6/2013 |
| 0 silverware | \$101.00 | 6/1/1974 | 4/6/2013 |
| 0 sink | \$390.00 | 6/4/1987 | 4/6/2013 |
| 688 slicer | \$504.00 | 2/9/1984 | 4/6/2013 |
| 2708 Slide Projector | \$987.00 | 3/12/1997 | 4/6/2013 |
| 689 sofa | \$541.00 | 6/19/1984 | 4/6/2013 |
| 0 Software | \$1,588.00 | | 4/6/2013 |
| 2885 Software | \$2,109.79 | 8/28/2003 | 4/6/2013 |
| 2446-2449 sound system (4) | \$1,718.00 | 4/1/1990 | 4/6/2013 |
| 76, 77 Speakers (2) | \$550.00 | 1/1/1973 | 4/6/2013 |
| 2119 sprayer | \$125.00 | 5/19/1986 | 4/6/2013 |
| 2539 sprayer | \$278.00 | 3/7/1990 | 4/6/2013 |
| 2536 sprayer | \$278.00 | 10/26/1990 | 4/6/2013 |
| 631 storage cabinet | \$177.00 | 6/22/1978 | 4/6/2013 |
| 2154 table | \$0.00 | | 9/26/2013 |
| 664 table | \$106.00 | 7/22/1982 | 4/6/2013 |
| 2242-2260 Table(16) | \$1,888.00 | 5/29/1979 | 4/6/2013 |
| 2147 table | \$465.00 | 6/6/1987 | 9/26/2013 |
| 663 table | \$107.00 | 7/22/1982 | 4/6/2013 |
| 639 table | \$330.00 | 6/22/1978 | 4/6/2013 |
| 2350,2351 Table (2) | \$824.00 | 2/21/1989 | 4/6/2013 |
| 0 Table | \$0.00 | | 4/6/2013 |
| 1262 table | \$59.00 | 1/1/1986 | 4/6/2013 |
| 1251-1257 Table (10) | \$3,690.00 | 11/1/1985 | 4/6/2013 |
| 2149 table | \$465.00 | 6/6/1987 | 9/26/2013 |
| 695-699 Table (4) | \$1,477.00 | 11/1/1985 | 4/6/2013 |
| 2137-2146, Table (12) 2148 | \$5,580.00 | 6/6/1987 | 9/26/2013 |
| 2486-88, Table (7) 2490-95 | \$3,704.00 | 6/1/1990 | 9/26/2013 |
| 2454-2475 Table (22) | \$2,200.00 | 5/22/1990 | 9/26/2013 |
| 2495 table | \$459.00 | 6/1/1990 | 9/26/2013 |
| 2132-2134 table | \$309.00 | 6/30/1985 | 4/6/2013 |

| | | | |
|--|-------------|------------|------------|
| 966 table | \$155.00 | 7/1/1982 | 4/6/2013 |
| 2484-85, table caddy (3) 2476 | \$654.00 | 5/22/1990 | 9/26/2013 |
| 675-77 Tables (3) | \$111.00 | 10/25/1983 | 4/6/2013 |
| 2150 tables | \$465.00 | 6/6/1987 | 9/26/2013 |
| 0 Tables (5 total) | \$975.00 | 5/29/2009 | 4/6/2013 |
| 2397,2415, Telephone (8) 2422-25, 2428 | \$2,480.00 | 10/17/1989 | 4/6/2013 |
| 2403,2405, Telephone (5) 2407,2418, 2420 | \$2,245.00 | 10/17/1989 | 4/6/2013 |
| 2395,2410 Telephone (4) 2419,2427 | \$1,572.00 | 10/17/1989 | 4/6/2013 |
| 2402 telephone | \$59.00 | 10/17/1989 | 4/6/2013 |
| 2401 telephone | \$59.00 | 10/17/1989 | 4/6/2013 |
| 2417 telephone emergency | \$59.00 | 10/17/1989 | 4/6/2013 |
| 0 telephone system | \$27,246.00 | 10/17/1989 | 4/6/2013 |
| 2508 television | \$322.00 | 6/20/1990 | 4/6/2013 |
| 2443 television | \$500.00 | 2/1/1990 | 4/6/2013 |
| 2846 Terminal | \$536.00 | 3/20/2002 | 4/6/2013 |
| 2801 Terminal | \$509.00 | 6/7/2000 | 4/6/2013 |
| 2941 Terminal | \$0.00 | 11/14/2005 | 8/1/2013 |
| 2891-93 Terminal | \$970.98 | 1/15/2004 | 8/1/2013 |
| 2890 Terminal | \$0.00 | 11/14/2005 | 8/1/2013 |
| 2434 trim edger | \$450.00 | 3/30/1990 | 4/6/2013 |
| 381 trimmer | \$267.00 | 6/1/1984 | 4/6/2013 |
| 2825 Trimmer | \$518.00 | 5/24/2001 | 4/6/2013 |
| 363 trimmer, hedge | \$230.00 | 1/14/1982 | 10/19/2013 |
| 2453 truck, hand | \$172.00 | 5/25/1990 | 4/6/2013 |
| 2334 TV/VCR | \$673.00 | 6/30/1989 | 4/6/2013 |
| 2915 TV/Video/DVD | \$541.24 | 5/15/2003 | 4/6/2013 |
| 681 typewriter | \$850.00 | 2/2/1984 | 4/6/2013 |
| 0 vacuum pump | \$250.00 | 6/1/1974 | 4/6/2013 |
| 2920 video projector | \$1,693.00 | 2/1/2004 | 4/6/2013 |
| 0 Voice Mail System | \$16,053.00 | 10/18/2001 | 4/6/2013 |

| | | | |
|-------------------|---------------------|------------|----------|
| 2927 Water Heater | \$308.47 | 6/1/2005 | 4/6/2013 |
| 390 weedmower | \$763.00 | 4/25/1985 | 4/6/2013 |
| 2951 Winterm | \$0.00 | 7/26/2006 | 4/6/2013 |
| 2951 Winterminal | | 11/14/2005 | 4/6/2013 |
| 2936 Winterminal | \$0.00 | 11/14/2005 | 8/1/2013 |
| 2107 wrench | \$128.00 | 8/29/1986 | 4/6/2013 |
| Total: | \$279.119.59 | | |



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: October 29, 2014
RE: November 6, 2014 Board Meeting

Report on the Contra Costa Special District Quarterly Meeting

Board Chair Sherry Sterrett and the General Manager attended the Contra Costa Special District Associations (CCSDA) Quarterly Meeting held on Monday, October 20. Chair Sterrett and the General Manager will give an update on the CCSDA activities and general meeting.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: October 29, 2014
RE: November 6, 2014 Board Meeting

To Consider Final Wording on Reserves Policy (ACTION)

Board of Directors had their first reading of the Reserves Policy at the October 23, 2014 Board Meeting. Enclosed in your packet is an updated version of the Reserves Policy in the financial section of the District Policy Manual.

The General Manager is recommending approval of the Reserves Policy for the District.

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Financial

POLICY NUMBER: 3010

The purpose of this policy is to ensure that the finances are maintained in a manner where controls are exercised and records kept that fairly represent the District's financial activities. This policy also establishes the target minimum Unrestricted Fund Balance that is to be maintained in the General Fund for the Pleasant Hill Recreation & Park District.

3010.1 Board policy, the Government and Resources Code of the State of California and compliance with sound accounting policies shall guide the District's financial management. A District Board Budget and Finance Committee composed of two Board Members are responsible for overseeing budget development and financial aspects prior to final Board approval.

3010.2 Financial statements provide historical and current data that aids management to evaluate the District's financial condition and attainment of budget goals. Quarterly Income Statements and the Balance Sheet for the General Fund shall be prepared and reviewed by the Board of Directors. Financial statements for other District funds may be requested and reviewed at the Board's discretion.

3010.3 The State Controllers Report shall be completed and filed in accordance with all applicable Government Code sections. In addition, all other required financial reporting shall be completed and filed to comply with each compliance agency's filing requirement.

3010.4 The District's financial records shall be audited annually by an independent certified public accountant. The Board of Directors will grant the audit by one firm for a period of up to five years, with review on an annual basis. The Board may extend the audit contract for additional years upon a vote and approval of the Board.

3010.5 The accounts of the District are organized on the basis of Fund Accounting where each fund is considered a separate entity. The following funds shall be recorded on the District's financial records;

- General Fund
- Parkland Dedication Fund
- Capital Project Fund
- Arts Fund
- Building Fund
- Computer Reserve Fund
- Lighting and Landscape Fund
- Assessment Districts (Valley High 2,4 & 5 and Woodside Hills 1 and 3)
- Other such separate funds approved by the Board to properly isolate and record financial activity as determined by the Board of Directors.

(Continues)

3010.6 The General Fund is the primary operating fund of Pleasant Hill Recreation & Park District. This fund reflects the collection of taxes and programming revenues and all payments of invoices/bills from current operations with warrants and or checks. An Unrestricted Fund Balance, is the difference between the assets and the liabilities in a fund less any other fund amounts that are restricted for a specific and exclusive purpose. It shall be the goal of Pleasant Hill Recreation & Park District to maintain an Unrestricted Fund Balance in the General Fund equal to the lesser of \$500,000 or 10% of the current year's operating budget.

Approved:
Amended:



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 31, 2014

RE: November 6, 2014 Board Meeting

To Schedule Board Study Sessions Related to the Business Strategic Plan

At the recent Board Study Session held on Thursday, October 30, the Board agreed to set another Board Study Session to finish the presentation on prioritized goals. The Board also agreed to hold a public meeting for input from the public regarding the Business Strategic Plan Prioritized Goals. Following the public meeting, the Board would adopt the Strategic Business Plan Goals at a regular Board Meeting. I did check with Board Member Donaghu before leaving on his vacation, he is available any time on November 13, 14, 20 and 21.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: October 29, 2014
RE: November 6, 2014 Board Meeting

Land & Facility Development Committee Report a. To Review Storage Facility at Pleasant Oaks park

Land & Facility Development Committee consisting of Board Members Bobby Glover and Zac Shess met with PHBA representatives on Tuesday, November 4 to review the plans for the storage facility at Pleasant Oaks Park. The Committee will share the plans with the Board of Directors.



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

Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodation to a person with a disability who requires a modification or accommodation in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting if you require such modification or accommodation.

**Pleasant Hill Recreation & Park District
Board of Directors
Land and Facility Development Committee
Tuesday, November 4, 2014
5:00 p.m.
Administration Office
147 Gregory Lane, Pleasant Hill**

Chair: Zac Shess
Member: Bobby Glover

1. Public Comment
2. To Consider Storage Facility with PHBA at Pleasant Oaks Park **(ACTION)**



MEMORANDUM

TO: Land and Facility Development Committee
(Chair Zac Shess, Member Bobby Glover)

FROM: General Manager

DATE: October 22, 2014

RE: Item to consider storage facility with Pleasant Hill Baseball Association at Pleasant Oaks Park

Pleasant Hill Baseball Association representatives have submitted plans for a storage facility that would be located in the north parking lot at Pleasant Oaks Park. Plans are available at my office to review or you can have an opportunity to review them at the meeting on October 29, 2014. PHBA representative Mark Rolandelli will be on hand to give you an update on the plans for a storage facility. I have also attached a memo from March 2013 regarding the storage facility in plans for Pleasant Oaks Park in that we requested, at that time, that PHBA submit their plans at a later date after we completed the Pleasant Oaks Park project.



MEMORANDUM

TO: Land and Facility Development Committee

FROM: General Manager

DATE: March 4, 2013

RE: Land and Facility Development Committee Meeting March 7, 2013

To Review Request from Pleasant Hill Baseball Association for Storage Facility and Plans for Pleasant Oaks Park

Board Members of the Pleasant Hill Baseball Association (PHBA) have been meeting with staff to discuss options for the storage facility for baseball equipment at Pleasant Oaks Park. Currently, PHBA has a number of storage containers throughout different sites storing all their equipment. According to Mark Rolandelli, they have had a number of break in's, stolen equipment and things vandalized because they are located in a variety of sites. PHBA would like to consolidate their storage and include it at Pleasant Oaks Park, for not only security reasons, but also for many other activities and games that are scheduled at Pleasant Oaks Park.

Staff and the architect Phil Abey have some concerns on the location with the storage facility. We have certainly exhausted all options on where the site should be. We are still trying to find the best location. PHBA, at this time, is recommending it to be adjacent to the current snack shack. Some of the staff's concerns about that location are that it is a nice, grass picnic area for people utilizing the snack shack. Also, it's the front entrance to the park. Although in reality, people park all over the site and walk to where the particular game or activity is. There is not really one way that people enter or a "grand entrance" to Pleasant Oaks Park.

The District has all along said that we would consider the storage facility; however, it would not be part of the bid package that is just about ready to go out to bid. There would be too many difficulties for PHBA constructing a storage facility while the contractor for the entire park is completing and installing the various components for Pleasant Oaks Park. We are still recommending that this project take place after the contractor completes the upgrades to Pleasant Oaks Park.

Also attached is a response from Phil Abey from Abey Arnold and Associates, the architect for the Pleasant Oaks Park project, responding to PHBA's concerns regarding the plans for Pleasant Oaks Park.