



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: November 8, 2012

RE: Agenda Item #4 – November 14, 2012 Board Meeting

Consider the Following Naming Opportunities (ACTION)

a. A Naming Opportunity has been purchased by Eran and Rupert Perera for the Pavilion Room at the Community Center

I am very pleased to report that Eran and Rupert Perera have purchased the large room, Pavilion Room at the Pleasant Hill Community Center for \$100,000. The Perera's have put down \$5,000 and will be paying for the rest of the commitment over a 5 year period. Upon approval of the Board of Directors, the room will be named the Perera Pavilion. We are very excited about this additional naming opportunity. We appreciate very much the support of Eran and Rupert Perera over the years. I also want to thank Recreation Superintendent Tina Young for her efforts in working with the Pereras.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: November 8, 2012

RE: Agenda Item #5 – November 14, 2012 Board Meeting

Report on Current Fundraising Activities and Gift Totals

Attached to your packet is the updated reports on the gift totals including the revenue summary and current expenses along with the master list of donations.

Revenue Source	Senior Center	Teen Center	Community Center	General/POP	Total
Amount Collected	\$ 285,088.82	\$ 61,340.00	\$ 66,447.11	\$ 11,690.13	\$ 424,566.06
Pledges Committed/Unpaid	\$ 7,000.00	\$ 75,620.00	\$ 133,500.00	\$ 6,801.00	\$ 222,921.00
Sub Total	\$ 292,088.82	\$ 136,960.00	\$ 199,947.11	\$ 18,491.13	\$ 647,487.06
CSDA Loan*	\$ 102,000.00	\$ 9,000.00	\$ 189,000.00		\$ 300,000.00
District Specialized Funds	\$ 68,000.00	\$ 6,000.00	\$ 126,000.00		\$ 200,000.00
Sub total	\$ 462,088.82	\$ 151,960.00	\$ 514,947.11	\$ 18,491.13	\$ 1,147,487.06
Expenses	\$ 550,820.59	\$ 163,549.00	\$ 563,742.00		\$ 1,278,111.59
Remainder to fundraise	\$ (88,731.77)	\$ (11,589.00)	\$ (48,794.89)		\$ (149,115.66)
Sale of Little House	\$ 90,000.00	\$ 14,000.00	\$ 146,000.00		\$ 250,000.00
	\$ 1,268.23	\$ 2,411.00	\$ 97,205.11	Deficit/Surplus	\$ 100,884.34

*Loan Payment \$50,500 for 7 yrs.

Expenses	Senior Center		Teen Center		Comm. Center		Comm. Center	
	Committed		Committed		Committed		Committed	
Consultants								
Fundraisers	\$ 35,324.00	X	\$ 12,838.00	X	\$ 39,837.00	X		
Beverly Morris	\$ 23,110.00	X	\$ 10,313.00	X				
TeeCom	\$ 8,795.00	X	\$ 4,200.00	X				
GNU	\$ 5,000.00	X	\$ 3,000.00	X	\$ 5,000.00	X		
Future Fundraising	\$ 22,500.00		\$ 10,000.00		\$ 30,000.00			
Dahlin Group					\$ 20,000.00	X		
CSI	\$ 400.00	X	\$ 1,400.00	X	\$ 4,600.00	X		
Kitchen								
	\$ 28,049.00		\$ 9,079.00		\$ 26,685.00			
AV								
	\$ 22,000.00	X	\$ 15,000.00	X	\$ 15,000.00			
Furniture Total	\$ 310,661.00	X	\$ 69,614.00	X	\$ 350,000.00	X		
Security	\$ 2,000.00	X	\$ 2,000.00	X	\$ 2,000.00	X		
Engraved Bricks/Tiles	\$ 3,506.59	X						
Recognition Signage	\$ 13,500.00		\$ 5,500.00		\$ 13,000.00			
Custodial Equipment	\$ 9,845.00		\$ 2,645.00		\$ 8,770.00			
Computers	\$ 50,000.00		\$ 12,500.00		\$ 22,000.00			
Office Equipment	\$ 6,130.00		\$ 460.00		\$ 11,850.00			
Other/Contingency	\$ 10,000.00		\$ 5,000.00		\$ 15,000.00			
Total	\$ 550,820.59	\$ 410,796.59	\$ 163,549.00	\$ 118,365.00	\$ 563,742.00	\$ 69,437.00		

Total Expenses for FF & E

Total FF&E Expenses \$ 1,278,111.59
 Total FF&E Committed \$ 598,598.59

Entry Date	Donation Amt.	Pmt. Type	Pledge Pymt	Last Name	First Name	Business/Org	Site	Details
1/13/2011	\$ 1,000.00	check		Shepard	Cecile	Critical Solutions Inc	CC	
8/25/2011	\$ 1,000.00	Ck # 443		Bonato	Jim/Sandy	Adobe Foot Clinic	CC	
12/6/2011	\$ 2,500.00	check	x	Jeffrey	Harold		CC	\$5k total pledge
1/12/2012	\$ 5,000.00	check	x	Harris	Michael	Michael G Harris Consulting	CC	Playground Park: \$10k total pledge
2/2/2012	\$ 1,000.00	check	x			Soroptimist Intl of Diablo Vista	CC	Bench: \$5k total pledge
4/2/2012	\$ 25,000.00	check				Pleasant Hill LIONS	CC	Multi-Purpose Rm #1
4/12/2012	\$ 2,000.00	check	x			Pleasant Hill Rotary Foundation	CC	Event Lobby Entrance
5/31/2012	\$ 8,000.00	check	x	Jeffrey	Harold		CC	1st of 3 year pledge (\$25k total)
8/6/2012	\$ 5,000.00	check	x	Morse	Cheryl		CC	Playground Park: \$10k total pledge
8/27/2012	\$ 30.00	check		Zanni	Christine		CC	PHHS
8/27/2012	\$ 100.00	check		Kirshian	Christine		CC	PHHS
8/29/2012	\$ 100.00	check		Creceilus	Christine		CC	PHHS
9/4/2012	\$ 100.00	check		Williams	John		CC	PHHS
9/11/2012	\$ 50.00	check		Hofacre	John		CC	PHHS
9/11/2012	\$ 100.00	check		Christenbury	Lori & Donald		CC	PHHS
10/3/2012	\$ 100.00	check		Perera	Eric/Rupert	Pleasant Hill Rotary Foundation	CC	2nd payment of 3 year pledge (25k)
10/3/2012	\$ 8,000.00	check	x				CC	Parkside Pavilion: \$100k total pledge
11/6/2012	\$ 5,000.00	credit card	x				CC	Total is updated monthly
8/14/2012	\$ 2,367.11	District Acct.					CC	
CC Tot:	\$ 66,447.11							
11/1/2011	\$ 200.00	Ck # 3076	x	Sterrett	Sherry		General	\$1,001 total pledge
12/5/2011	\$ 25.00	check		Roeback	John		General	
12/5/2011	\$ 50.00	check		Eaton	Ralph		General	
12/5/2011	\$ 25.00	check		Sargent	Glendoris		General	
12/5/2011	\$ 25.00	check		Anders	Kathleen		General	
12/5/2011	\$ 25.00	check		Sharrock	Doris		General	
12/5/2011	\$ 25.00	check		Bond	Joyce		General	
12/5/2011	\$ 100.00	credit card		Englar	Clayton		General	
12/6/2011	\$ 25.00	check		Cabral	Muriel		General	
12/6/2011	\$ 25.00	check		McArdle	Hugh		General	
12/6/2011	\$ 5.00	check		Peters	Wanda		General	
12/6/2011	\$ 200.00	check		Katsuyama	Frances		General	
12/7/2011	\$ 200.00	check		Heiser	Anita		General	
12/12/2011	\$ 500.00	check		Utz	Jim		General	
12/12/2011	\$ 15.00	credit card		Wojcik	Marilyn		General	
12/13/2011	\$ 20.00	credit card		Wojcik	Marilyn		General	
12/20/2011	\$ 100.00	check		Jones	Carol		General	
12/27/2011	\$ 25.00	check		Blikeng	Ella		General	
1/3/2012	\$ 50.00	check		Cook	Jan		General	
1/3/2012	\$ 500.00	check		Beeton	Carole		General	
1/4/2012	\$ 50.00	check		Matin	Jean		General	
1/4/2012	\$ 50.00	check		Hammer	Elsina		General	
1/4/2012	\$ 25.00	credit card		Billy	Linda		General	
1/18/2012	\$ 50.00	check		Baxter	Sharon		General	
2/6/2012	\$ 25.00	check		Duran	Richard		General	
2/6/2012	\$ 1,000.00	credit card		Peterson	Dennis		General	
2/13/2012	\$ 100.00	check		Dengler	Richard		General	
2/22/2012	\$ 100.00	check		Winkler	Allred		General	
3/8/2012	\$ 390.00	check		Winkler	Margie	MarjorieWinkler & Associates	General	donation with \$.52 fees
3/14/2012	\$ 9.48	credit card		Winkler	Marjorie		General	
3/29/2012	\$ 25.00	check		Fine	Barbara		General	
5/15/2012	\$ 500.00	check		Sanni	Hamid		General	
7/17/2012	\$ 50.00	check		Cyzmoure	Fay		General	
7/23/2012	\$ 25.00	credit card		Bernard	Linda		General	
8/21/2012	\$ 50.00	check		Chudy	Ronald		General	
8/27/2012	\$ 10.00	check		Rinn	Cindy		General	
10/24/2012	\$ 50.00	check		Rinn	Matt	State Farm Insurance	General	Celebrity Bingo Sponsor

Date	Amount	Method	Donor	Address	City	State	Notes
10/24/2012	\$ 25.00	cash	Hunn				
10/24/2012	\$ 25.00	check	Rinn				
10/24/2012	\$ 50.00	check	Strand				
10/24/2012	\$ 100.00	check	Roe				
10/24/2012	\$ 50.00	check	Spatz				
10/24/2012	\$ 50.00	credit card	Price				
10/24/2012	\$ 50.00	check	Ferril				
10/24/2012	\$ 2,028.18	various					
10/29/2012	\$ 662.47	check					
General Title	\$ 7,890.13	credit card					
9/11/2012	\$ 2,000.00	credit card	Glover				x
9/11/2012	\$ 2,000.00	credit card	Glover				x
POP Ttl:	\$ 4,000.00						
12/16/2010	\$ 12,000.00	check	Winslow				x
1/13/2011	\$ 1,000.00	check					
8/18/2011	\$ 25,000.00	Ck # 773	Moriguchi				
11/1/2011	\$ 50,000.00	Ck # 3494	MacDonald				
12/5/2011	\$ 25.00	check	Galloway				
12/5/2011	\$ 300.00	check	Wood				
12/6/2011	\$ 2,500.00	credit card	Cornelius				x
12/8/2011	\$ 50.00	check	Cole				
12/20/2011	\$ 50.00	check	Renkas				
12/21/2011	\$ 300.00	credit card	Whitsett				
12/27/2011	\$ 250.00	check	Markham				
1/9/2012	\$ 62.00	AN balance	Pitcaithley				
1/9/2012	\$ 800.00	check	Whaley				
2/22/2012	\$ 5,000.00	check	Ribner				
	\$ 200.00		Day				
	\$ 200.00		Wood				
	\$ 200.00		Fadhl				
	\$ 200.00		Blake				
	\$ 200.00		Zimmerman				
	\$ 200.00		Boyd				
	\$ 200.00		Voth				
	\$ 200.00		Rhodes				
	\$ 200.00		Markham				
	\$ 200.00		Ghiggeri				
	\$ 200.00		Alexander				
	\$ 200.00		Nelson				
	\$ 200.00		Kuts				
	\$ 200.00		Quigg				
	\$ 200.00		VFW Post #3059				
	\$ 200.00		Williams				
	\$ 200.00		Katsuyama				
	\$ 200.00		Sharkey				
	\$ 200.00		Stoller				
	\$ 200.00		Wong				
	\$ 200.00		Fisher				
	\$ 200.00		Ferrante				
	\$ 200.00		Black				
	\$ 200.00		Utz				
	\$ 200.00		Shepard				
	\$ 200.00		Shepard				
	\$ 200.00		Lucas				
	\$ 200.00		MacDonnell				
	\$ 200.00		Van Woerkom				
	\$ 200.00		Van Woerkom				
	\$ 200.00		Simonetti				
	\$ 200.00		Gloria				

	\$	200.00	Stafford	Rosemary	Brick	SC
	\$	200.00	Jung	Alan & Cindy	Brick	SC
	\$	200.00	Halsey	Diane	Brick	SC
	\$	200.00	Raeseide	Molly	Brick	SC
	\$	200.00	Pollak	Jeanne E.	Brick	SC
	\$	200.00	Moebius	Joyce	Brick	SC
	\$	200.00	Spaulding	Margo	Brick	SC
	\$	200.00	De Credico	Joseph	Brick	SC
	\$	200.00	VanHeel	Robert	Brick	SC
	\$	200.00	Giulien	Jane & Milton	Brick	SC
	\$	200.00	Whitsett	Jim & Sally	Brick	SC
	\$	200.00	Berggren	Bob	Brick	SC
	\$	200.00	Dixon	Agnes	Brick	SC
	\$	200.00	Dixon	Agnes	Brick	SC
	\$	200.00	Schramm	Steven	Brick	SC
	\$	200.00	Benz	Dagny	Brick	SC
	\$	200.00	Ericsson	Russ & Patty	Brick	SC
	\$	200.00	Noble	Ingeborg	Brick	SC
	\$	200.00	Markham	David	Brick	SC
	\$	200.00	Maplass	Beverly	Brick	SC
	\$	200.00	Beeton	Carole	Brick	SC
	\$	200.00	PH Senior Club	Pathfinders	Brick	SC
	\$	200.00	Santos	Joyce	Brick	SC
	\$	200.00	Murphy	Charles	Brick	SC
	\$	200.00	Pellegrin	Fred and Sandi	Brick	SC
	\$	200.00	Harris/Bloch	Michael/Dawn	Brick	SC
	\$	200.00	Giblin	James	Brick	SC
	\$	200.00	Love	Charles	Brick	SC
	\$	200.00	Keenan	Mike	Brick	SC
	\$	200.00	Whaley	Nancy	Brick	SC
	\$	200.00	Wojcik	Mainlyn	Brick	SC
	\$	200.00	Stephen/Havonson	Walter/Mary Ann	Brick	SC
	\$	200.00	Pitcaithley	Main	Brick	SC
	\$	200.00	Acerbis	Anna	Brick	SC
	\$	200.00	Rossi	Nell	Brick	SC
	\$	200.00	Norment	Jo-Anne	Brick	SC
	\$	200.00	Vardas	Leo & Sonia	Brick	SC
	\$	200.00	Winkler/Noack	Marjorie/Sandy	Brick	SC
	\$	200.00	Baxter	Sharon	Brick	SC
	\$	200.00	O'Leary	Patrick	Brick	SC
	\$	200.00	Wong	Dorothy	Brick	SC
	\$	200.00	Keller	Irma	Brick	SC
	\$	200.00	Romeo	Marilynce	Brick	SC
	\$	200.00	Botsford	Bud/Lorraine	Brick	SC
	\$	200.00	Ulrich	Cloy & Arden	Brick	SC
	\$	200.00	Nicholson	Tari	Brick	SC
	\$	200.00	Giblin	Jim	Brick	SC
	\$	400.00	Savage	Richard	Brick	SC
3/1/2012	\$	200.00	Boyan	John	Brick	SC
3/1/2012	\$	200.00	Disch	Sybil	Brick	SC
3/5/2012	\$	200.00	Kernerley	E. Claire	Brick	SC
3/8/2012	\$	200.00	Landis	Lola	Brick	SC
3/8/2012	\$	200.00	Nelson	J.Helen	Brick	SC
3/12/2012	\$	400.00	Marsh	James	Brick	SC
3/13/2012	\$	400.00	not given	Ed	Brick	SC
3/14/2012	\$	200.00	Wilson-Kaysser	Terra	Brick	SC
3/14/2012	\$	200.00	Schaber	Francesca	Brick	SC
3/14/2012	\$	200.00	Webster	Nancy	Brick	SC
3/19/2012	\$	500.00	check	Webster Family Trust American Stage Tours	Brick	SC Business Challenge

3/19/2012	\$	200.00	check	Winslow	E.H.		SC	Brick
3/20/2012	\$	200.00	credit card	Hornsby	Ann		SC	Brick
3/26/2012	\$	100.00	credit card	x		ADG Referral Services	SC	\$500 total pledge
3/26/2012	\$	300.00	credit card	Katsuyama	Frances		SC	Brick
3/28/2012	\$	200.00	credit card	McCauley	David		SC	Brick
3/28/2012	\$	200.00	check	Haydock	Donald		SC	Brick
3/29/2012	\$	100.00	check			Travel Center	SC	Business Challenge
4/2/2012	\$	5,000.00	check	O'Leary	Patrick	Soroptimist Intl of Diablo Vista	SC	Coffee Bar
4/2/2012	\$	200.00	check				SC	Brick
4/6/2012	\$	500.00	check	Macaluso	Joseph	Sierra Pacific Tours	SC	Business Challenge
4/9/2012	\$	200.00	check				SC	Brick
4/12/2012	\$	250.00	check			Dolphin Charters	SC	Business Challenge
4/12/2012	\$	3,000.00	check	Winslow	E.H.		SC	Coffee Lounge: 35k
4/17/2012	\$	200.00	check	Lang	Linda		SC	Brick
4/24/2012	\$	500.00	check			Collette Vacaltions	SC	Business Challenge
4/25/2012	\$	200.00	check	Paclebar	L.		SC	Brick
4/30/2012	\$	200.00	credit card	Cooper	Ida		SC	Brick
5/2/2012	\$	200.00	check	Worldand	Paul		SC	Brick
5/7/2012	\$	100.00	check	Slopka	Gregory	Jewelsmiths	SC	Business Challenge
5/9/2012	\$	200.00	check	Kaya	Douglas		SC	Brick
5/9/2012	\$	200.00	check	Williams	Pat		SC	Brick
5/10/2012	\$	200.00	check	Kiser	Maryann		SC	Brick
5/15/2012	\$	557.50	check			2012 PHSC Board of Directors	SC	
5/15/2012	\$	200.00	cash	Georgeovich	Christopher		SC	Brick
5/16/2012	\$	500.00	credit card	Mori	Charles		SC	
5/16/2012	\$	600.00	credit card	Stoller	Irene		SC	Brick
5/16/2012	\$	200.00	check	Barrella	L.		SC	Brick
5/16/2012	\$	200.00	check	Luke	Ted		SC	Brick
5/16/2012	\$	200.00	check	Denison	Scott		SC	Brick
5/16/2012	\$	100.00	check	Denison	Scott		SC	Brick
5/16/2012	\$	100.00	check	Luke	Ann Marie		SC	Brick
5/21/2012	\$	200.00	check	Hickey	Thomas		SC	Brick
5/21/2012	\$	200.00	check	Mussey	Edith		SC	Brick
5/23/2012	\$	200.00	check	Jensen	Catherine		SC	Brick
5/23/2012	\$	200.00	check	Morrell	Kenneth		SC	Brick
5/23/2012	\$	200.00	check	Jason	Shenwin		SC	Brick
5/23/2012	\$	100.00	credit card	Luke	Kendra		SC	\$500 total pledge
5/23/2012	\$	20.00	credit card	Erdmann	Dr. John	Applied Chiropractic	SC	Business Challenge
5/30/2012	\$	100.00	check	Siroleny	Jindra		SC	
5/30/2012	\$	100.00	check	Richardson	Judith		SC	\$500 total pledge
5/31/2012	\$	200.00	check	Carlock	J. Ronald		SC	brick
5/31/2012	\$	200.00	check	Stevahn	Leo		SC	brick
5/31/2012	\$	1,000.00	check	Moriguchi	Richard		SC	brick (6)
5/31/2012	\$	200.00	check	Halt	Patricia		SC	brick
5/31/2012	\$	200.00	check	Wyrick	Elizabeth		SC	brick
5/31/2012	\$	200.00	check			Seel & Wright, LLC	SC	brick
5/31/2012	\$	200.00	check	Benz	Andrew		SC	brick
5/31/2012	\$	200.00	check	Locke	Joyce		SC	brick
5/31/2012	\$	200.00	check	Otero	Julie		SC	brick
5/31/2012	\$	250.00	check	Fearing	Edward		SC	brick + \$50 donation
5/31/2012	\$	200.00	check	Chin	Gordon		SC	brick
5/31/2012	\$	200.00	check			Wanut Creek Manor, LLC	SC	brick
5/31/2012	\$	200.00	check	Besse	Jean		SC	brick
6/1/2012	\$	200.00	check	Spatz	Richard		SC	brick
6/1/2012	\$	200.00	check	Spatz	J Lynn		SC	brick
6/4/2012	\$	200.00	check	Cruikshank	Stephen		SC	brick
6/4/2012	\$	200.00	check	Cecil	Kathryn		SC	brick
6/4/2012	\$	200.00	check	MacDonnell	F. Bruce		SC	brick
6/4/2012	\$	200.00	check	Collins	Victoria		SC	brick

6/4/2012	\$	200.00	check	Bonanno	Mary		SC	brick
6/4/2012	\$	200.00	credit card	Gelder	Jacki		SC	brick
6/4/2012	\$	400.00	credit card	Simons	Marie		SC	brick (2)
6/5/2012	\$	1,000.00	check			Walnut Creek Manor, LLC	SC	Business Challenge
6/5/2012	\$	100.00	check	Dye	Donald		SC	
6/6/2012	\$	50.00	check	Carman	Margaret		SC	
6/6/2012	\$	200.00	check	Hatch	Sharon		SC	Brick
6/11/2012	\$	200.00	check	Felhan	Jay		SC	Brick
6/22/2012	\$	50.00	cash	Miller	Carrie		SC	combined brick
6/22/2012	\$	50.00	check	Hunn	Katrina		SC	combined brick
6/22/2012	\$	50.00	check	Spatz	Lynn		SC	combined brick
6/22/2012	\$	50.00	check	Luke	Kendra		SC	combined brick
6/27/2012	\$	200.00	check	Scudiere	Amelia		SC	Brick
7/2/2012	\$	100.00	check	Ambach	Cecilia		SC	
7/17/2012	\$	200.00	check	Neely	Richard		SC	Brick
7/25/2012	\$	400.00	check			Hillcrest Congregational Church	SC	Brick (2)
7/25/2012	\$	200.00	cash	Kilker	Mary		SC	Brick
8/6/2012	\$	200.00	check	Doman	Betty		SC	Brick
8/6/2012	\$	200.00	check	Hanecak	John		SC	Brick
8/6/2012	\$	200.00	check/cash			Flex for Fitness Class 2012	SC	Brick
8/13/2012	\$	200.00	check			Volkers Properties	SC	Brick
8/13/2012	\$	200.00	check	Alkire	Margaret		SC	Brick
8/15/2012	\$	500.00	check	Boyd	Dorothy		SC	
8/20/2012	\$	100.00	checks/cash			Senior Center Staff	SC	Brick
8/21/2012	\$	200.00	credit card	Mori	Charles		SC	Brick
8/21/2012	\$	200.00	check	Carlock	Ron		SC	Brick
8/23/2012	\$	5,000.00	check			SCAN Health Plan:Community Giving	SC	Grant toward Dining Room tables
8/23/2012	\$	1,000.00	credit card	Pon	Laurie		SC	Brick (5)
8/27/2012	\$	200.00	credit card	Flasketud	Don & Norma		SC	Business Challenge-\$1k total pledge
8/30/2012	\$	200.00	credit card	Roth	Daniene		SC	Brick
9/5/2012	\$	200.00	check	Armstrong	William & Vera		SC	Brick
9/10/2012	\$	600.00	credit card	Leung	Daniel	Daniel Leung DDS & Yen Vu DDS	SC	Business Challenge
9/10/2012	\$	200.00	check	Miller	Carrie		SC	Bricks
9/10/2012	\$	100.00	check	Perera	Eran		SC	Brick
9/10/2012	\$	2,500.00	credit card	Cornelius	Mark		SC	Arts & Crafts Room: 10k total pledge
9/11/2012	\$	200.00	credit card	Poulsen	Rita		SC	Brick
9/13/2012	\$	100.00	check	Matt	Peggy		SC	Brick
9/13/2012	\$	100.00	credit card	Corruvo	shelia		SC	
9/13/2012	\$	100.00	check	Kubola	Susie		SC	Brick
9/17/2012	\$	100.00	check	Moros	Melinda	United Health Care agent	SC	Business Challenge
9/19/2012	\$	255.00	check	Wood	Dee		SC	Small white board
9/24/2012	\$	500.00	credit card			Carol Wong, DDS	SC	Business Challenge
10/10/2012	\$	500.00	check	Rupp	Earl & Rosalinda		SC	Brick & \$300 donation
10/10/2012	\$	8.00	AN balance	Cruise	Dorothy		SC	
10/11/2012	\$	500.00	check	Beston	Carole		SC	
10/18/2012	\$	1,000.00	check	Nelson	Ken & Saundra		SC	Brick & \$800 donation
10/22/2012	\$	400.00	check	Ching	Hao-Hsiang & Shian		SC	Brick (2)
	\$	20,000.00	Transfer acct. in PHCF	Winslow	E.H.		SC	Coffee Lounge: 35k
6/30/2012	\$	42,462.28	PHCF Acct.				SC	Total is updated quarterly
8/31/2012	\$	78,899.04	Sr. Club - In House			PH Senior Club	SC	Total is updated monthly
SC TH:	\$	285,088.82				Critical Solutions Inc	TC	Meeting/Study Room: 23k total pledge
1/13/2011	\$	1,000.00	check				TC	Occasional Table
12/5/2011	\$	130.00	check		Ken		TC	Snack Shack
4/2/2012	\$	25,000.00	check			Soroptimist Intl of Diablo Vista	TC	Meeting/Study Room: 23k total pledge
4/24/2012	\$	5,000.00	check			Critical Solutions Inc	TC	

5/30/2012	\$ 1,000.00	check	Miller	Carrie	TC	
6/1/2012	\$ 2,500.00	check	Spatz	J Lynn	TC	
7/2/2012	\$ 5,000.00	check #8585		Critical Solutions Inc	TC	Meeting/Study Room: 23k total pledge
7/16/2012	\$ 250.00	check	VanWestrop & Nicosia Family		TC	\$500 total pledge
8/6/2012	\$ 125.00	check	Hanecak	John	TC	Tile
8/27/2012	\$ 200.00	check	Roe	Adrienne/Dave	TC	
8/27/2012	\$ 250.00	check	Wallace	Steve/Ingelise	TC	Leading Edge Pest Solution
8/29/2012	\$ 50.00	credit card	Flaherty	Tim	TC	\$500 total pledge
9/5/2012	\$ 250.00	check	VanWestrop & Nicosia Family		TC	Final pledge payment
9/6/2012	\$ 500.00	check	Cofuovo	Paul & Sheila	TC	Game Room: 5k total pledge
9/10/2012	\$ 500.00	cash	Cofuovo	Paul & Sheila	TC	Game Room: 5k total pledge
7/20/2012	\$ 100.00	Credit Paypal	Hunn	Katrina	TC	Tile
8/23/2012	\$ 100.00	Credit Paypal	Fingarson	John	TC	Tile
8/26/2012	\$ 125.00	Credit Paypal	Lavassani	Kian	TC	Tile
8/27/2012	\$ 100.00	Credit Paypal	Quintanilla	Lauren	TC	Tile
9/2/2012	\$ 100.00	Credit Paypal	Bechtel	Kate	TC	Tile
9/6/2012	\$ 100.00	Credit Paypal	Murphy	Terra	TC	Tile
9/10/2012	\$ 100.00	Credit Paypal	Edel	Gaigas	TC	Tile
9/16/2012	\$ 100.00	Credit Paypal	Bracken	Paul	TC	Tile
10/1/2012	\$ 250.00	Check	Wallace	Steve/Ingelise	TC	Final pledge payment
10/2/2012	\$ 100.00	Check	Rhodés	Mary	TC	Tile
10/8/2012	\$ 1,000.00	Check		McFadden Construction Inc	TC	Tile with logo
10/8/2012	\$ 5,000.00	Check		Critical Solutions Inc	TC	Meeting/Study Room: 23k total pledge
10/10/2012	\$ 100.00		Spatz	Lynn	TC	Tile
10/10/2012	\$ 100.00		Spatz	Richard	TC	Tile
10/18/2012	\$ 100.00	Check	Berggren	Bob & Donna	TC	Tile
10/22/2012	\$ 125.00	check	Luke	Ann & Scott	TC	Tile
10/22/2012	\$ 250.00	check	Ching	Hao-Hsiang & Shian	TC	Tile (x2)
10/22/2012	\$ 125.00	check	Anderson	Rhia	TC	Tile
10/22/2012	\$ 100.00	check	Degobbi	Don	TC	Tile
10/22/2012	\$ 100.00	check	Nunes	Jim	TC	Tile
8/14/2012	\$ 11,410.00	District Acct.				Total is updated monthly
TC-Ttl:	\$ 61,340.00					
FF&E Ttl:	\$ 424,566.06					

Capital Campaign: Pledge Details

Last Name	Full Name	Address 1	City	Zip	Phone	Email	Total Pledge	Pledge Yr. of	# Years	Terms / Amount	Send Bill ?	Paid 2011	Paid 2012	Amount Remaining	
1	ADG Referral Services, Inc.	2221 Olympic Blvd., Ste. 100	WC	94595	925.262.4200	info@adgreferralservices.com	\$ 500.00	2011	5	annual	Y		\$ 100.00	\$ 400.00	
2	Bonato Sandra & Jim	767 West Boyd Rd.	PH	94523	925.938-5433	sbonato@berding-weil.com	\$ 5,000.00	2011	2	annual	Y	\$ 2,500.00		\$ 2,500.00	
3	Cornelius Mark S. & Sandy Bobby Glover & Stacey Sprekel	1780 Sharon Dr. 506 Masfield Drive	Concord PH	94519 94523	925.689-7863 925.951-6842	marksand@astound.net bolover@biabayarea.org	\$ 10,000.00 \$ 10,000.00	2011 2011	4 5	annual / \$2,500 annual	Y Y	\$ 2,500.00 \$ 2,000.00	\$ 2,500.00 \$ 2,000.00	\$ 5,000.00 \$ 6,000.00	
6	Harris/Block Michael Harris & Dawn Block	2300 Heritage Hills Dr.	PH	94523	925.938.1963	mhharris@berkeley.edu	\$ 5,000.00	2011	5	annual	Y	\$ 1,000.00		\$ 4,000.00	
7	Jeffrey Harold H. Jeffrey	11 East Vivian Dr.	PH	94523	925.363-5225	hjeffrey@comcast.net	\$ 10,000.00	2011	2	annual	N	\$ 5,000.00	\$ 5,000.00	\$ -	
8	Johnson, Rony/CSI Critical Solutions, Inc.	1801 Oakland Blvd., Ste. 300	WC	94596	925.944.5060	ronj@csipm.com	\$ 23,000.00	2012	1	\$23,000 to TC - \$1,000 each to SC & CC	Y	\$ 1,000.00	\$ 15,000.00	\$ 7,000.00	
9	Lions Club Lions Club of PH	c/o Ken Wombacher, 537 Maureen Ln	PH	94523	925.667-0858	rmoyie@comcast.net	\$ 25,000.00	2011	5	annual	Y		\$ 2,000.00	\$ 23,000.00	
10	Luke Kendra	254 Betty Lane	PH	94523	925.788.1051	kluke@pleasanthillrec.com	\$ 500.00	2012	5	annual (auto cc)	Y		\$ 100.00	\$ 400.00	
12	Richardson Judith Richardson	1574 Ashwood Dr.	Martinez	94553	925.957.9991		\$ 500.00	2012	5	annual	Y		\$ 100.00	\$ 400.00	
13	Rotary Club The Rotary Club of Pleasant Hill	P.O. Box 2332	PH	94523	925.676-8365	boblucios@gmail.com	\$ 25,000.00	2011	5	annual	Y		\$ 16,000.00	\$ 9,000.00	
14	Sterrett Sherry & Michael	294 Scottsdale Rd.	PH	94523	925.687-2888	sherrysterrett@aatt.net	\$ 1,001.00	2011	5	annual	Y	\$ 200.00		\$ 801.00	
15	vanWestrop Maureen C.	3078 Diablo View Rd.	Lafayette		925.933.7009/ 510.987.4442	sonny.c.vanwest@tko.org	\$ 500.00	2012	3 mos.		Y		\$ 500.00	\$ -	
16	Wfnslow Ted H. & Suzy	77 Janin Place	PH	94523	925.685-8958	ehwfnslow@comcast.net	\$ 35,000.00	2011	5	Paid in full, \$35K held in Fdn.	Y	\$ 35,000.00		\$ -	
17	Flaherty Tim		PH	94523			\$ 500.00	2012	6 months		Y		\$ 50.00	\$ 450.00	
18	Wallace Steve & Ingelise		PH	94523			\$ 500.00	2012	3-6 months		Y		\$ 500.00	\$ -	
19	Flaskerud Don & Norma		PH	94523			\$ 1,000.00	2012	5 years		Y		\$ 200.00	\$ 800.00	
20	Cotruvo Paul & Sheila	15 Stugan Court	PH	94523			\$ 5,000.00	2012	5 years		Y		\$ 1,000.00	\$ 4,000.00	
21	HEDCO Grant						\$ 64,170.00	2012	Matching Grant		Y			\$ 64,170.00	
22	Perera Rupert & Eran	19 Oakview Lane	Martinez	94553			\$ 100,000.00	2012	Grant		Y		\$ 5,000.00	\$ 95,000.00	
23	SCAN Health Plan						\$ 5,000.00	2012	Grant		N		\$ 5,000.00	\$ -	
												\$ 49,200.00	\$ 55,050.00	\$ 222,921.00	
							\$ 327,171.00								



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: November 8, 2012

RE: Agenda Item #6 – November 14, 2012 Board Meeting

Updates on Bond Projects

- a. Senior Center**
- b. Teen Center**
- c. Community Center**
- d. Pleasant Oaks Park**

The General Manager and staff will give updates on the bond projects.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: November 8, 2012

RE: Agenda Item #9 – November 14, 2012 Board Meeting

Consent Calendar (ACTION)

- a. **To Approve Bills to be Paid**
- b. **To Approve Minutes of January 25, 2012, September 12 and 26, 2012**
- c. **To Approve Changing the Second Board of Directors Meeting in November from November 28 to November 29, 2012**
- d. **To Confirm the Strategic Business Plan Board Study Session on December 6, 2012 at 7:00 p.m.**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
17516	11/14/2012	Aflac	Aflac	195.40	000000
17517	11/14/2012	AllWast	Allied Waste Services #210	359.35	000000
17518	11/14/2012	AltFen	Alta Fence Company	377.00	000000
17519	11/14/2012	AmerSta	American Stage Tours	240.00	000000
17520	11/14/2012	AmFid	American Fidelity	2,768.71	000000
17521	11/14/2012	Antai	Antai Solutions LLC	5,859.00	000000
17522	11/14/2012	Aquatech	Aquatech Consultancy, Inc	698.00	000000
17523	11/14/2012	ARC	ARC	75.92	000000
17524	11/14/2012	AshLum	Ashby Lumber Company, Inc.	602.69	000000
17525	11/14/2012	ATTYel	AT&T Yellow Pages	26.40	000000
17526	11/14/2012	BayAlar	Bay Alarm Company	14,000.20	000000
17527	11/14/2012	BayArea	Bay Area Barricade Service Inc	76.02	000000
17528	11/14/2012	BerBob	Robert B. Berggren	350.00	000000
17529	11/14/2012	BonaSan	Sandra Bonato	200.00	000000
17530	11/14/2012	CassGen	Genesis Cassidy	20.00	000000
17531	11/14/2012	CaSt	California State Disbursement	297.00	000000
17532	11/14/2012	CCPhon	Contra Costa Phone Service	235.00	000000
17533	11/14/2012	CCTimes	Contra Costa Times	91.20	000000
17534	11/14/2012	CCWat	Contra Costa Water District	4,275.94	000000
17535	11/14/2012	CenCon	Central Contra Costa Sanitary	5,116.40	000000
17536	11/14/2012	Cleansou	Cleansource	464.54	000000
17537	11/14/2012	Cole	Cole Supply Co., Inc.	1,638.26	000000
17538	11/14/2012	CoLock	County Lock & Key	80.00	000000
17539	11/14/2012	Colorado	Colorado Time Systems, LLC	4,266.75	000000
17540	11/14/2012	CommPool	Commercial Pool Systems, Inc.	9,863.35	000000
17541	11/14/2012	ConSoft	Concord Softball Umpires	6,600.00	000000
17542	11/14/2012	CopySt	Copy Station	69.93	000000
17543	11/14/2012	CPRS Ren	CPRS	480.00	000000
17544	11/14/2012	Denelect	Denalect Alarm Company	178.20	000000
17545	11/14/2012	DonDen	Dennis A. Donaghu	200.00	000000
17546	11/14/2012	Eames	Eames Hardware & Supply	631.43	000000
17547	11/14/2012	EastBay	East Bay Blue Print & Supply C	356.57	000000
17548	11/14/2012	EBMUD	East Bay Mud	2,466.72	000000
17549	11/14/2012	EDD	Employment Development Dept.	1,217.00	000000
17550	11/14/2012	Ewing	Ewing Irrigation	1,013.22	000000
17551	11/14/2012	FranTx	Franchise Tax Board	90.00	000000
17552	11/14/2012	GlovBob	Bobby Glover	200.00	000000
17553	11/14/2012	Grainger	Grainger	265.93	000000
17554	11/14/2012	HurdAss	Hurd & Associates	5,670.00	000000
17555	11/14/2012	INKEM	INKEM	604.04	000000
17556	11/14/2012	Javis,Fa	Javis Fay Doportto & Gibson LLP	483.65	000000
17557	11/14/2012	Lemings	Lemings Irrigation Inc	6,285.57	000000
17558	11/14/2012	LukeDes	Luke Design Associates	350.00	000000
17559	11/14/2012	LumGary	Gary Lum	250.00	000000
17560	11/14/2012	MacAlv	Mac Alvey's Nursery	56.89	000000
17561	11/14/2012	MacJam	James MacCabe	775.00	000000
17562	11/14/2012	MaltJoh	John Maltester	300.00	000000
17563	11/14/2012	Matrisc	Matriscope Engineering Labs	340.20	000000
17564	11/14/2012	MDUSD2	MDUSD	34,273.50	000000
17565	11/14/2012	MJStudio	Bruce Jackson MJ Studios	852.60	000000
17566	11/14/2012	MobiMod	Mobile Modular Mngmnt Corp	75.78	000000
17567	11/14/2012	MorrBre	Brent Morrison	225.00	000000
17568	11/14/2012	MurdDeb	Debbie Murdock	1,031.10	000000
17569	11/14/2012	Nextel	Nextel Communications/Sprint	675.75	000000
17570	11/14/2012	NSP3	NSP3	1,136.78	000000
17571	11/14/2012	OneWork	One WorkPlace	44,639.80	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
17572	11/14/2012	Pacheco	Pacheco Community Center	550.00	000000
17573	11/14/2012	PERS	PERS	14,636.44	000000
17574	11/14/2012	PG&E	Pacific Gas & Electric Co	8,375.64	000000
17575	11/14/2012	PhCit	Pleasant Hill, City of	1,648.67	000000
17576	11/14/2012	PHFOCUS	Community Focus LLC	225.00	000000
17577	11/14/2012	PleaHill	Pleasant Hill Rec & Park Distr	102,163.70	000000
17578	11/14/2012	R-Comput	R-Computer	8,761.62	000000
17579	11/14/2012	RJRic	R.J.Ricciardi, Inc	1,110.00	000000
17580	11/14/2012	RotoRoot	Roto-Rooter Sewer Service	2,922.25	000000
17581	11/14/2012	ShepCec	Cecile Shepard	200.00	000000
17582	11/14/2012	SiePac	Sierra Pacific Tours	760.00	000000
17583	11/14/2012	SterSher	Sherry Sterrett	200.00	000000
17584	11/14/2012	Travel	Travel Center, Tours & Travel	181.00	000000
17585	11/14/2012	USBank	U.S. Bank	2,011.43	000000
17586	11/14/2012	USBankP	U.S. Bank Corporate Payment	19,961.26	000000
17587	11/14/2012	USPost	United States Post Office	10,000.00	000000
17588	11/14/2012	USPOSTAL	US Postal Service BMEU	190.00	000000
17589	11/14/2012	Valic	Valic	1,350.00	000000
17590	11/14/2012	VilMus	Village Music School/Robert Ko	1,102.50	000000
17591	11/14/2012	walj	Jean Walton	225.00	000000
17592	11/14/2012	WatersM	Waters Moving & Storage	376.00	000000

CHECK TOTAL: \$340,922.30

Pleasant Hill
julie

Accounts Payable
Computer Check Register Totals

Printed: 11/08/12 13:42

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
17593	11/14/2012	CaliBan	California Bank of Commerce	17,835.99	000000
17594	11/14/2012	DLFalk	DL Falk	338,883.81	000000
17595	11/14/2012	Harriman	Harriman Kinyon Architects Inc	2,501.66	000000
17596	11/14/2012	LawsJod	Jody Lawson	1,250.82	000000
17597	11/14/2012	LealAsh	Ashleigh Leal	500.00	000000

CHECK TOTAL:				\$360,972.28	



Board of Directors Meeting Minutes January 25, 2012 DRAFT

The January 25, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Dennis Donaghu at 6:15 p.m. in the Conference Room at the Administration Office. Donaghu stated that the Board met in closed session and there was nothing to report.

The General Manager requested to add resolution 2012-01-25, honoring Program Supervisor Dodie Jones who will be retiring. He said it was an item that needed to be added after the posting of the agenda. Upon motion of Glover/Sterrett, the Board approved to add the resolution as item c to the consent calendar.

PLEDGE OF ALLEGIANCE

General Manager Bob Berggren led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Blair, Kubota, Miller, Spatz, Young

PUBLIC COMMENT

There was no public comment.

REPORT FROM FINANCIAL ADVISOR ON NEXT SALE OF BONDS

Bond Financial Advisor Craig Hill reviewed the various ratings and said that the Moody's rating did not rate the General Obligation Bond (GOB). Fitch and also Standard & Poor's have a better understanding and did not change the rating on the GOB. He does not see any change on the bonds when they go out for the second selling of the bonds. Accounting Supervisor Mark Blair said from 2009 to 2011 the property taxes revenue declined about \$17,000, but overall remained relatively stable. Board member Bonato asked if there could be a sentence or paragraph that the Moody's rating of Certificate of Participation has a different basis than the General Obligation Bond and a lack of impact on the rating. Hill continued to explain that the market was tested and they surveyed the GOB cost of 4.6%, which is the same as what we borrowed 2 years ago. He walked through charts in a PowerPoint presentation and said it shows \$6 - \$8 more than what was projected. Hill will present a couple of scenarios and will be happy to come back with other options.

TO CONSIDER EXTERIOR SIGNAGE FOR SENIOR CENTER, TEEN CENTER, COMMUNITY CENTER AND PLEASANT HILL PARK (ACTION)

Representative for GNU Group, Dickson Kaiser, presented the signage for the Senior Center, Teen Center, Community Center and Pleasant Hill Park. He presented the materials that the signs will be made of such as Clad with Trespa. They worked closely with the Dahlin Group, the Architectural firm for the Community Center. Kaiser said that there is no teal, the sign is 25% larger than before and they increased the depth to 2½ inches for the sign on Taylor Boulevard for the Community Center. Board Member Shepard asked about the lighting and Kaiser remarked they are focusing on spotlighting. Board Member Bonato wants to raise the Community Center sign because she felt that it was too quiet of a sign. Board Members

Sterrett, Glover and Donaghu liked the designs and Donaghu also asked about the dimensions. Glover asked about the budget.

Upon motion of Glover/Sterrett, the majority of the Board approved the design concept to move forward with option #3 with the 1½ inch thickness of raised letters. This will be presented to the Architectural Review Commission, the Dahlin Group and Steve Harriman. Board Member Shepard opposed the motion.

BOND OVERSIGHT COMMITTEE

- a. Accept Resignation of Bond Oversight Committee Member Steve Ganguet (ACTION)**
- b. To Consider Appointment of Alternate Member Erin Hirst as Replacement for Bond Oversight Member Vacancy (ACTION)**

Upon motion of Sterrett/Bonato, the Board approved the resignation of Bond Oversight Committee Member Steve Ganguet and the appointment of alternate member Erin Hirst as replacement for the Bond Oversight Member Vacancy.

c. Presentation of Bond Oversight Committee Quarterly Report

Bond Oversight Committee Chair Norm Vanhole presented the Bond Oversight Committee Quarterly Report. He stated that the committee would like to change the reports to be bi-annual. It will be put on a future agenda to be approved by the Board to switch the reports to be bi-annual. Bonato complimented the committee on a clean, clear report. She noticed on the report that it did not include the cost of the bocce courts, but they have been paid for with other funds.

JACK PROSEK, Pleasant Hill resident – He remarked that he reviewed the BOC quarterly report and he had a number of questions that were addressed to Chair Norm Vanhole. He felt there was an excess of payments to Jerry Haag and Janus Corporation. The General Manager will review the payments.

Board Chair Donaghu recommended taking a 10 minute break until 8:40 p.m.

PUBLIC COMMENT

There was no public comment.

EX-OFFICIO MEMBER REPORT, GENESIS CASSIDY – COLLEGE PARK HIGH SCHOOL

Ex-Officio Member Genesis Cassidy could not stay to give a report, but Board Chair Donaghu read her report. He made the following announcements:

- Sophomore class fundraiser is at Panda Express this Friday and Saturday.
- They have a Leadership Exchange meeting scheduled at Concord High on February 22 to exchange ideas.
- The Sports Foundation will have their crab feed fundraiser on February 18.
- Spirit Week is February 14 – 17 with different themed days.

PRESENTATION OF GRANT FROM PLEASANT HILL COMMUNITY FOUNDATION

Representative Jim Utz presented a \$500 grant from the Pleasant Hill Community Foundation for a special event tent for the Recreation and Park District. Board Chair Donaghu thanked Utz and the Foundation for the grant and their support.

CONSENT CALENDAR (ACTION)

- a. **To Approve Bills to be Paid**
- b. **To Approve Minutes of July 20, 2011**
- c. **To Approve Resolution 2012-01-25, Honoring Dodie Jones**

The General Manager added warrant #16279 for McInerney and Dillon for \$4,000.

Upon motion of Shepard/Glover, the Board approved the consent calendar with a few minor changes to the minutes of July 20, 2011 and the addition of warrant #16279.

TO CONSIDER THE COMPUTER SERVICES CONSULTANT CONTRACT (ACTION)

The General Manager stated due to the retirement of Marilyn Wojcik, Network Administrator, the District will need to contract out computer services. He recommended Richard Miller with Ontai Solutions. The General Manager said that Miller has been working with the District and Marilyn for six years, currently is working with the District on the bond projects, and works with the City and the District's equipment. The contract for the rest of the fiscal year is \$34,295, which is already in the budget. He said Richard Miller is very knowledgeable and technical. The responsibility of Active.net will fall under Korey Riley. Miller will handle hardware and equipment and with the new facilities there will be additional costs.

The General Manager thanked Rich Miller for working with the District and coming to this budget amount with a one year agreement. Board Member Shepard asked to report back to the Board in six months on the efficiency of time expenditure.

Upon motion of Glover/Sterrett, the Board approved the agreement with Ontai Solutions for a monthly fee of \$6,859 for computer services for the District with an annual cost of \$82,308.

TO CONSIDER APPROVAL OF POOL CHEMICAL BIDS (ACTION)

Aquatics Supervisor Korey Riley reported four bids were received for pool chemicals for the Pleasant Hill Aquatic Park and the Pleasant Hill Education Center pool. She mentioned the total budget amount was for \$33,000 and the estimated pool chemical costs will be \$30,535. She recommended awarding Commercial Pool Systems for the sodium bicarbonate and bulk muriatic acid and the bulk liquid chlorine to Lincoln Equipment.

Upon motion of Sterrett/Shepard, the Board approved to award Commercial Pool Systems for the sodium bicarbonate and bulk muriatic acid and Lincoln Equipment for bulk liquid chlorine for a total of \$30,535.

TO CONSIDER ENERGY EFFICIENCY EQUIPMENT BIDS FOR PLEASANT HILL AQUATIC PARK (ACTION)

Aquatics Supervisor Korey Riley said they contracted with QuEST for an energy audit of the Pleasant Hill Aquatic Park Pool to see if the District qualifies for PG&E energy efficiency programs. She mentioned that after the audit, QuEST recommended to install a Variable Frequency Drive (VFD) on the existing diving pool pump and change the 5HP training pool pump to a 3HP pump with VFD. The savings was calculated to be about \$12,000 per year. There were 4 bids received. The lowest bid was with Commercial Pool Systems for \$10,670.47 with \$7,566.69 for the diving pool, \$1,103.78 for the training pool and installation at \$2,000. The General Manager and staff recommended approving the lowest bid with Commercial Pool Systems.

Upon motion of Shepard/Glover, the Board approved the bid of \$10,670.47 with Commercial Pool Systems for a savings of approximately \$12,000 per year.

REPORT FROM LAND AND FACILITY DEVELOPMENT COMMITTEE

Board Member Shepard reported on the Land and Facility Development Committee meeting that was held on January 24. She said 12 agencies were sent the bid announcement for a master plan proposal. She asked to survey the agencies and see why they did not respond. The District received only one proposal from RJM. She reported that we still may go out to bid again. She discussed being over budget with Valley High II and Woodside Hills III Assessment Districts. She stated that park maintenance has cut back on maintenance for Woodside Hills III and is concentrating on discing and pre-emergent chemicals. She said they would like to see what the District's options are for merging Woodside Hills I and Woodside Hills III. The General Manager will have further discussions with Wildan Financial Services regarding the merger of the two areas.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Board Member Bonato:

- She spoke about the LAFCO seat up for reappointment and wants to support Mike McGill for reappointment.
- The Awards Night was a nice event and Board Member Donaghu did a good job on the presentation.

Board Member Sterrett:

- She said she attended the Community Awards Night and sat with the Pastor of Faith Lutheran and met Robert Konkle with the Village Music School. She congratulated Justin Pitcher for receiving the Community Plus Award.
- She attended the CCSDA Quarterly meeting and will give more details at the next board meeting.

Board Chair Donaghu:

- He commented on the Community Awards Night and felt that it was good to not have the Chamber installations on the same night. He said the awardees had some time to speak. Sterrett commented that she felt it was a nice touch that past award winners were announced and pointed out.
- He attended the Chamber Board meeting and said they have a positive cash flow. The Chamber is looking into bringing back dropped members. They may or may not bring back the newsletter. He commented that Matt Rinn is doing an excellent job. Board Member Bonato commented that the Chamber website is nice.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The Mayors Breakfast is scheduled for February 9 at Back Forty BBQ. Board Members Sterrett, Donaghu and Glover said they will be attending.
- Recreation Supervisor Tina Young is requesting a Program Committee meeting for Friday, February 10 at 1 or 2 pm. Board Member Glover said he can make it at 1 p.m. Board Member Sterrett said she cannot make it and Board Chair Donaghu said he can sub for her on that day.
- The CPRS District III Awards luncheon is Thursday, February 23. Retired Program Supervisor Dodie Jones is receiving a Lifetime Achievement Award. The Teen Fashion Show is receiving an award as well as the Community Focus.
- He announced that Lynn Spatz, Thora Harshman and Dodie Jones were all taking advantage of the PERS two years additional service program.
- Architect Steve Harriman for the Senior and Teen Centers, has merged and the company is now Harriman Kinyon Architects, Inc.

- The District extended Legal Counsel Mark Cornelius' agreement for one year with no increase.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 10:10 p.m.

Robert B. Berggren, Clerk of the Board



Board of Directors Meeting Minutes September 12, 2012 DRAFT

The September 12, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:02 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Lischeske, Spatz, Luke, Hunn, Blair, Young

PUBLIC COMMENT

No public comment.

TO CONSIDER UTILIZING FUNDS FROM SPECIAL DESIGNATED ACCOUNTS FOR FURNITURE FIXTURES AND EQUIPMENT (ACTION)

The General Manager reported that the District currently has \$219,616 in designated funds that could be used for the Bond Projects. He said they consist of the Capital Project Fund (\$108,854), the Reserve Fund (\$87,020), the Building Fund (\$7,246), and the Computer Reserve Fund (\$16,495). The General Manager indicated that all these funds could be utilized for the purchase of furniture, fixtures, and equipment for the senior, Teen, and the Community Center. The General Manager recommended that the Board consider utilizing these funds to reduce the amount that is borrowed from the CSDA Loan from \$500,000 to \$300,000.

Sterrett is hesitant to use all of the Capital Reserve Funds. She likes the idea of reducing the loan amount to \$300,000. After reviewing the accounts with Accounting Supervisor Mark Blair, she feels it is not a good idea to dip into the LAIF fund. Sterrett feels it would be good to have some funds in the Capital Reserve Fund in case of an emergency.

Donaghu supported using the alternative funds. He asked about the possibility of delaying the loan until the time comes when it is really needed. Both the General Manager and the Accounting Supervisor explained that there are current bills that need to be paid now therefore; the loan should not be delayed.

Bonato asked if the District could use money from the Pleasant Hill Foundation to cover our current bills. Blair stated that this could be an option. Bonato asked for an accounting from the Foundation. Bonato is concerned that the District does not have enough money for the commitments to the buildings that have been made to date. She is not in favor of borrowing the money and feels that the District should only spend the money that we have. She knows that if she does not support the loan there is the potential that there would not be enough money for the Community Center project. She stated that the Budget Committee has told the Board that money needs to be taken out of the LAIF account for the FF&E.

Glover asked if there is an early payoff provision on the loan. The General Manger and the Accounting Supervisor both thought there would not be a penalty for early payoff of the loan. Glover asked how the money would be distributed if the loan can not be paid off. Blair explained that it would be best to pay off the loan then the additional surplus can be used in different accounts. Glover supports going forward with the loan but he is a little nervous about being able to pay it off. Blair suggested that the District find out definitively from the Pleasant Hill Foundation what funds they have designated for us, then base the loan amount on the extra money that is needed. Glover stated that the goal is still to raise money through fundraising which he hopes would help pay off the loan faster. He is supportive of the lesser amount loan at \$300,000.

Shepard asked what happened to the extra \$100,000 that Mal Malpass spoke about in the Senior Fund. The General Manager explained that there was not money in the fund that Malpass was referring to. Shepard felt that the District would be taking all of our savings and putting everything into the Senior Center and Teen Center without leaving anything for the Community Center. She is not supportive of obtaining a loan.

Upon motion of Board Members Glover & Sterrett, the majority of the Board approved the option of utilizing the designated funds from the Capital Project fund, reserve fund and building fund thus reducing the CSDA loan from \$500,000 to \$300,000 and paying it off in a 7 year period of time at an interest rate of 4.25%. The annual payment for this loan would be approximately \$50,500 for 7 years and the interest cost would be just over \$53,000. Board members Bonato and Shepard voted against the motion.

TO DISCUSS PLANS FOR THE GRAND OPENING OF THE TEEN CENTER

Recreation Supervisor Katrina Hunn was present to report on the Grand Opening plans for the Teen Center. The VIP Grand Opening is scheduled for October 17, 2012 from 6:30-8:30 p.m. The public Grand Opening will be on October 20, 2012 from 11:00 a.m.-3:00 p.m. Invitations for the VIP Grand Opening will go to all the major donors and public figures. This reception will include entertainment, hors d'oeuvres, welcome speeches and recognition of donors. There will be a slideshow of the Teen Center project. Hunn will also try to pinpoint some people that might be interested in donating.

The public Grand Opening on the 20th will have the official Ribbon Cutting. The day will begin outside the Teen Center with speeches and recognitions. After speeches, there will be a ceremonial ribbon cutting in front of the building after which the doors to the Teen Center will be officially opened. Along with a slideshow of the Teen Center construction, there will be a BBQ in the courtyard, a photo booth, a teen jazz band playing, and a Facebook check-in contest to build awareness of the Teen Center Facebook page. The Teen Council will come up with additional activities at their meeting on September 17th. Hunn is working with the Community Focus, the Pleasant Hill Patch, and the Record to get the word out about the Grand Opening.

Bonato asked how we will be promoting the event to the private schools; Hunn explained that we can only put the tickets in the offices of these schools, as staff is not allowed to pass items out on the campuses. Shepard said it would be good to contact the youth ministers at the private schools. She feels that it is important to have the private schools involved. Shepard and Bonato also discussed getting the Home School organizations involved. Hunn has also reached out to the Mt. Diablo High School for the Homeless Children Program.

The Board thanked Hunn for her report on the Grand Opening, and they are all looking forward to the events.

UPDATES ON BOND PROJECTS

- **SENIOR CENTER**
- **TEEN CENTER**
- **COMMUNITY CENTER**
- **PLEASANT OAKS PARK**

The General Manager made the following comments:

- The Senior Center is 87% complete. Hoping for substantial completion by the end of October. The Little House Parking Lot is currently under construction and the hope is it will be completed by the end of this month. The mechanical systems will be fired up next week. The existing stove will be removed from storage and installed. The landscaping has begun.
- The Teen Center will have a punch list developed tomorrow. The Teen Center is 97% complete. The furniture will continue to arrive by October 15th. Substantial completion is two weeks out. Bay Alarm will begin their work on the 20th of September.
- The Community Center compaction has been completed and they are waiting for Geotech to sign off on the work. Central Sanitation has given the District permission to hook into the main sewer system.
- All the plans for Pleasant Oaks Park have been submitted to the Planning Commission and are scheduled to be reviewed on October 9th. Sterrett asked if the neighbors at Pleasant Oaks Park are aware of the October 9th meeting. The General Manager said that letters have been distributed to all the neighbors.

Board Chair Donaghu started the regular board meeting at 7:10 p.m.

PUBLIC COMMENT

No Public Comment

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO MEMBERS OF THE TEEN COUNCIL

Teen Council Members, Marissa St. Marseille, Breanna Klippel, Helena Encarnacion, Genesis Cassidy, Kayla Brooks, and Matt Cary were present to sign the cover of the Fall Spotlight for the District Office's "Hall of Fame". Each member was presented with their own framed copy as well. The General Manger and the Board thanked all the Teen Council Members for all their hard work and involvement in the Teen Council.

EX-OFFICIO MEMBER REPORT, GENESIS CASSIDY – COLLEGE PARK HIGH SCHOOL

- The theme for the College Park Homecoming is – Vegas. Homecoming week is October 1st-October 6th.
- The Teen Council will have their first meeting on September 17, 2012. At this meeting fundraising ideas for the new Teen Center will be discussed along with planning out the Teen activities for the upcoming school year.

CONSENT CALENDAR (ACTION)

A. TO APPROVE BILLS TO BE PAID

B. TO APPROVE MINUTES OF MAY 23, 2012, JULY 11, 2012, JULY 25, 2012 AND JULY 27, 2012

Upon motion of Board Members Bonato & Glover, the Board approved the Consent Calendar with the noted changes to the minutes.

TO CONFIRM BOARD MEETING DATES FOR DECEMBER 2012

The General Manager confirmed that the meeting dates for December will be December 5th and the 19th. December 5th will be the swearing in meeting and changing over of Board Member duties. Sterrett asked if the General Manager would contact County Supervisor Karen Mitchoff for the swearing in of the Board. The General Manger said he would contact her. The November Board meetings will be held on November 14th and 28th.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- The Tennis Club Newsletter will be online now so contact them if you would like to get on their e-mail list.
- She saw the article in the Outlook regarding the Contra Costa Water District's rebate program, and was wondering if that might be something the Master Gardener Program at Rodger's Ranch may be eligible for. Bonato explained that Rodger's Ranch was in East Bay MUD's information coverage area.
- She would like the Board to participate in the Trunk or Treat event on October 26th. She will be signing up for it, and discussed the possibility of decorating the District van.
- She stated that the Board Ethics Certificates probably should be listed on our website.
- The District of Distinction Certification needs to be updated by October 31st.
- On October 3rd the Pleasant Hill Chamber will be hosting the Candidates Night.

Bonato made the following announcements/questions:

- Would like to use some of the Marketing Money for the Aquatics program.
- She reported that there has been activity on the AT&T cell tower issue. New people from AT&T have been assigned to this project. They are working with our District along with the Home Owners Association. They have approached the General Manager with different venue options. The new site can be seen from the District's property. There is interest from AT&T in having two small facilities instead of one big one.
- She asked about the status of the dog issue at Paso Nogal Park. The General Manager reported that Acting Park Superintendent Tom Bradley has contacted Animal Control and they are checking on the park more frequently. Bonato said it would be great if Animal Control notified the staff when they come out. The General Manager will follow up about where things currently stand with Animal Control on this issue.
- She recently attended a dinner hosted by the College Park Falcon Foundation. Bobby Glover has been inducted into their Hall of Fame. Bobby's father presented him with the award, and Bobby gave a nice speech.

Shepard made the following announcements/questions:

- She wanted to know when the Board would receive the final Blues & Brews report.
- She would like to know the status of the idea of offering Preschool programs free use of the Sprayground facility.

Donaghu made the following announcements/questions:

- Attended the last Chamber Board meeting. Ann Luke is their new temporary employee; they are still looking into a full time position. The Chamber is hoping to have a person in place by January. The Chamber currently has \$58,000 in the bank.
- He attended the Chamber Board Meeting last week. The marketing tool "Patch" was discussed at the meeting. He said that it could be another platform for the District to use for our marketing.

STAFF ANNOUNCEMENTS

- East Bay Regional Park District is in the process of updating their Master Plans.
- CSDA is calling for election nominations.
- Governor Jerry Brown signed the Pension Reform Bill today. Bonato asked if this Bill would affect our budget in any way. The General Manager feels that we should be covered with our current policies. Bonato asked the General Manager if he could do a memo regarding our budget and how if at all this Bill may affect the budget.
- The General Manager will be out of the office this Thursday and Friday. He will be back on Monday, then gone September 18th-21st. Tina Young will be the acting General Manager.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 7:50 p.m.

Robert B. Berggren, Clerk of the Board



Board of Directors Meeting Minutes September 26, 2012 DRAFT

The September 26, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:02 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Bonato, Sterrett, Glover

ABSENT: Shepard

STAFF PRESENT: Berggren, Lischeske, Spatz, Luke, Hunn, Miller, Young, Riley

PUBLIC COMMENT

No public comment.

TO CONSIDER SENIOR CENTER NAMING OPTIONS (ACTION)

The General Manager introduced himself to the large group of representatives from the senior community present. He explained that the idea behind considering a name change for the new Senior Center is to consider a name that would be more inclusive to everyone in the community. He explained that the facility will be rented out to the general public for events, and revenue needs to be generated by the facility. Staff is looking into ways to still have the Senior Center name, but also a way to positively market it out to the public. There is still a stigma in the public that people do not like to come to a "senior" center. Staff would like to get the Baby Boomers more involved in the center. Some of the naming suggestions were: Pleasant Hill Senior Community Center, Gregory Senior Center, Gregory Center, Gregory Senior Community Center, Parkside Senior Center, Parkside Senior Community Center, and Parkside Center.

Sybil Disch, resident of Pleasant Hill, spoke about her concerns with the possibility of re-naming the Senior Center. She has been a member of the Senior Center since 1977, and feels that the name should be kept as the "Senior Center". The name "Gregory" has a different meaning to her.

Lola Landis, resident of Pleasant Hill, spoke on behalf of the seniors in that they have raised a lot of funds for the building. She feels that the name should be left as the "Senior Center".

Bonnie Benson, resident of Martinez, and a member of the Senior Center spoke on behalf of the BINGO group. She stated that everyone in the BINGO group is against changing the name. She also stated that she worked on the Measure E committee.

Gary Kraft, resident of Pleasant Hill, spoke in regards to the Senior Center bylaws. He said that the bylaws state that the name should be the "Pleasant Hill Senior Club". The facility has been rented in the past as the Senior Center so he does not feel the name would affect the renting of the building. He feels that the bylaws would need to be changed if the name was to change, and the Senior Club does not have time to change the bylaws as it would need to be done at a General Meeting.

Bev Malpass, resident of Pleasant Hill, stated that she worked hard on the Measure E Campaign for the new Senior Center. She does not think it is fair to the seniors to not have it named the "Senior Center". The Senior Center has a great reputation within our area. She feels the seniors have earned the right to keep the name of the building the Senior Center.

Pat Carkhuff, resident of Pleasant Hill, feels that the Senior Center should stay the Pleasant Hill Senior Center. She is against the modernization of the name and said the current name is the important one. Her son lives in Concord, but has joined the Pleasant Hill Senior Center because of the quality of the programs offered there.

Dick Savage, resident of Pleasant Hill, stated that there are a lot of fifty year olds in the Senior Club right now. He does not feel that changing the name will affect the rental of the building.

Jan McDonell, resident of Pleasant Hill, said that she joined the Senior Center as a Baby Boomer. She has always felt included in the Center and feels it has a lot to offer for her age group.

Pat Williams, resident of Walnut Creek, has been a member of the Pleasant Hill Senior Center for the past 15 years. She stated that she also worked very hard on the Measure E Campaign. She feels that it is not the name of the building that will "sell" it to renters, but who the potential renters will be working with when they are looking into renting the facility.

Mary Ferris, resident of Lafayette, spoke to say that she prefers the Pleasant Hill Senior Center over Lafayette. She would like to know why the District would build a new building as big as the new one. She feels that there is no shame in the "Senior Center" name.

Board Member Bonato wanted all the seniors present to know that she does not want to take "Pleasant Hill" out of the name of the Senior Center, but as a Board member she needs to be concerned about the revenue production of the building. She has proposed using the word "Silver" in the name attributing to the silver color of the building. She would like to propose a double name for the center; she brought up the Strategic Business Plan which looked at rental revenue. She feels that there is a marketability issue to having two names; she recognizes that we are renting the building now because it is new, but is concerned about future rent ability.

Board Member Sterrett stated that she is prepared to keep the Senior Center named "The Senior Center". She said when she attended the Senior Club meeting it was brought up by Senior Center staff member Dana Krider that the newness of the building will lend the building to renting itself. Sterrett feels that with very good marketing the building will be desirable to all ages to rent. Sterrett feels it was important for the Board to make a decision tonight on the naming issue for the signage of the building if nothing else.

Board Member Glover expressed his appreciation to all the seniors who attended the meeting. He stated that he agrees with what both Sterrett and Bonato have said in regards to the naming issue. He spoke about the fact that senior membership has always been good, but this is a much bigger building to fill with activities. He brought up the idea about naming the specific rooms themselves independently of the whole building. He feels that it is important to keep the building filled, and that good marketing is key.

Board Chair Donaghu has given this issue a lot of thought; he likes Glover's idea of naming the individual rooms. He feels the building will sell itself. He would support naming it the Pleasant Hill Senior Center, and focus the marketing on the individual rooms themselves.

In General the Board felt that this is going to be an ongoing topic.

Upon motion of Board Members Sterrett & Bonato, the Board approved that the name of the Senior Center will remain "The Pleasant Hill Senior Center".

TO CONSIDER FUNDRAISING RECOGNITION PROGRAM (ACTION)

Acting Superintendent Tina Young was present to discuss the current fundraising efforts. She stated that the GNU Group designed two major donor display concepts that are simple, elegant, and easily maintained. The plans were designed to grow or change out as future fundraising continues, and the materials appropriately represent the information while remaining cost-effective. To date there are over 40 names that will be placed on the 2 donor recognition walls, one at the Senior Center and one at the Community Center. The Teen Center will have a smaller donor plaque listing only those who have specifically given \$500 or more toward the Teen Center. However, these donors' names will also be on the major donor wall at the Senior and Community Center. Staff is recommending that the District use a "park" theme for the different donation levels. The following native tree names were proposed with the listed donation amounts:

\$100,000 or more	Sequoia
\$50,000-\$99,999	Valley Oak
\$10,000-\$49,999	Sycamore
\$5,000-\$9,999	Walnut
\$1,000-\$4,999	Monterey Cypress
\$500-\$999	Madrone

Sterrett questioned why the \$500 donors will be listed on the walls of the Senior Center and the Community Center if the money was donated to the Teen Center. The General Manager explained that these donations are looked at as overall recognition to all the projects. Sterrett also asked why the WW sign is not at the Senior Center. The General Manager confirmed that the WW money was for the Teen Center and the Community Center only, not the Senior Center.

Bonato asked if there could be signage at the Teen Center acknowledging donations made specifically to the Teen Center. The staff explained that there were cost considerations with site specific signage. Donors had specific sites that they would like to donate to. The General Manager said that staff could look at a way to have recognition signage at the Teen Center.

There was discussion about the District's Gift Policy. Bonato asked about the specific verbiage in the policy relating to in-kind donations for food for the Grand Openings of the buildings. The General Manager explained that staff would like to have food and festivities at the Grand Openings for the buildings. There was discussion as to whether in-kind donors should be recognized on the "Donor Wall". Sterrett questioned what the harm would be in having a person's name on a wall for an in-kind donation. She feels that an in-kind gift for the Grand Openings would potentially be items that the District would need to spend money on out of the budget anyway.

The Board felt that \$1000 in-kind donations should be recognized. Any in-kind donations would be brought back to the Board for approval.

Upon motion of Board Members Sterrett & Glover, the Board approved to accept the recommendation of the header to be "Make a Difference in our Community", the six trees as mentioned, the acceptance of the use of the WW funds for a standard plaque at the Community

Center and Teen Center, the gift policy as presented with a \$1000 in-kind policy level, and include overall recognition signage for the Teen Center.

UPDATES ON BOND PROJECTS

- **SENIOR CENTER**
- **TEEN CENTER**
- **COMMUNITY CENTER**
- **PLEASANT OAKS PARK**

The General Manager made the following comments:

- The flooring at the Senior Center will have the moisture test next week.
- Contractors are working on the trim at the Senior Center.
- Contractors completed the Teen Center's punch list items.
- The City Inspection for Planning and Engineering will take place on the Teen Center on Monday.
- The windows at the Teen Center and Senior Center will be water pressured tested on Monday.
- Work is continuing on the Community Center. Soil issues came up, but project manager Ron Johnson worked very hard to come up with solutions. We are on target with the budget projections on this project.
- The Planning Commission was held on October 9th for Pleasant Oaks Park. The hearing regarding Pleasant Oaks Park will be confirmed October 23rd.

Board Chair Donaghu started the regular board meeting at 7:30 p.m.

PUBLIC COMMENT

None

EX-OFFICIO MEMBER REPORT, GENESIS CASSIDY – COLLEGE PARK HIGH SCHOOL

- College Park is planning for Homecoming.
- The Teen Council is planning a couple of fundraisers for the new Teen Center. They will be having a Jewelry sale, and a Sees Candy fundraiser.

CONSENT CALENDAR (ACTION)

A. TO APPROVE BILLS TO BE PAID

B. TO APPROVE MINUTES OF AUGUST 8, 2012

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

REPORT ON AQUATICS PROGRAM

Aquatics Supervisor Korey Riley was present to give a summary report on the Aquatic programs.

- Aqua Zumba class has been a big hit, and it will be continuing into the winter.
- The Dolphin swim team numbers were up by 20 swimmers this year, and they are expecting the numbers to go up again next year. The Dolphins were also able to make a donation to the District from their Battle of the Ages event.
- Recreation swim had overall lower attendance this year compared to last year. A living social pass was offered this summer, and most were not redeemed.
- Water Polo & Splashball were offered again this year. Due to the increased popularity of the Splashball program there will be a summer season added next year.

- The Water Walking class has been geared towards the Seniors, but has been very popular to everyone 18 and over. This class will take the winter off, but start up again in the Spring.
- There were 42 part-time members of the District's Aquatic Team this year. Some of the staff participated in the Northern California Lifeguard Games on August 5th.
- New programs offered this Fall/Winter will include, Winter Swim Clinic, Pre-Swim Team, and Winter Swim Lessons.

Bonato asked about offering future activities in conjunction with the Teen Center. Riley said she has been discussing future endeavors with Teen Supervisor Katrina Hunn. Bonato asked Riley if she had specific things she would like to promote with the marketing money. Riley is looking into having an Aquatics specific E-news, and also looking into doing Google Ads which can be costly. She would like to build on the online marketing. Bonato commented that the Aquatics Center is a hidden jewel.

The Board thanked Riley for her report.

REPORT ON STRATEGIC PLANNING MEETING WITH COMMUNITY GROUPS AND AGENCIES

Acting Recreation Supervisor Tina Young reported that John Courtney and Tim Gallagher with RJM Design Group conducted two community workshops in August and September to get feedback from the District's co-sponsored clubs and organizations and local agencies. Board members Sherry Sterrett and Sandy Bonato were in attendance along with staff members Tina Young, and Katrina Hunn.

Sterrett commented that she felt there was good community representation at the meeting. She felt that the presentation was very informative, and thought everyone who attended the meeting appreciated being asked to be there.

Bonato agreed that everyone who attended the meeting was glad to be there, but felt that in general people did not know the financial situation of the District.

Glover brought up the point that a lot of people in the community still are not aware that the District is not a part of the City.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- Attended the District Employee Service Award Luncheon.
- She has registered for the District's Trunk or Treat event on October 26th. She will be using her car instead of the District bus.

Bonato made the following announcements/questions:

- Participated in the Community Service Day on September 22nd. She had originally signed up for a painting project which didn't happen so she ended up at Rodger's Ranch. She stated that Denise Koroslev did a wonderful job organizing the day at the Ranch.
- She asked if the recycling bins that the District will be receiving will include one for Rodger's Ranch. The General Manger will look into this and get back to the Board with details. Bonato commented on how fabulous Rodger's Ranch looks.
- She asked for a report on the composition of the Board and what is happening with current Board positions.

Glover made the following announcements/questions:

- Attended the District's Employee Service Award Luncheon, and was very impressed with the years of service that were awarded.

Donaghu made the following announcements/questions:

- Attended the District's Employee Service Award Luncheon.
- Attended the Community Service Day, and was very impressed with the painting and the tree planting projects. He commended Tom Bradley for attending both events so shortly after his surgery.
- He shared an article from the Contra Costa Times about a Senior Wood Carving class. Thought it could be an idea for our Senior Center.

STAFF ANNOUNCEMENTS

- The California Special Districts Association is asking for participation on various committees. Sterrett commented that serving on the committees is a great experience.
- Received an e-mail from a Pleasant Hill citizen asking for a possible Pocket Park on a parcel of land on Greenwich. The General Manager explained that the City actually owns the land not the District. The General Manager responded to the resident that there might be some grant money for a project like this.
- The Seniors had a good fundraiser lunch at Hillcrest Church.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 8:40 p.m.

Robert B. Berggren, Clerk of the Board

Pleasant Hill Recreation Park District Phone System



Bid Opening Date: November 7, 2012	
Contractor Name	Total Base Bid - Incl Maint
A-1 Data Inc	\$19,060.25 (no maint)
Synectic	\$23,903.77
Advan Tel	\$26,554.84
GSolutionz	\$39,166.75
Decotech	Non-Spec (Shortel)
Contra Costa Phone Service	\$25,251.00
ATS Communications	\$21,375.59
Parker Communications	\$20,726.00

**APPARENT
LOW BIDDER**



MEMO

To: Bob Berggren, General Manager
 From: Carrie Miller, Building Maintenance Superintendent
 Mark Blair, Senior Accountant
 Katrina Hunn, Recreation Supervisor
 Date: 9 November 2012
 Subject: Phone System Purchase Recommendation

PHR&PD has received eight quotes for the District-wide phone system. (See attached.) Per our needs analysis by TEECOM, the District sought quotes for an Avaya or Toshiba solution that would best fit our budget and functional needs. The specified system is designed to provide integrated communication between the Senior Center, Teen Center, Aquatics, District Office, Community Center, and the PHRec staff at the Public Services Center. (Note: the Winslow Center cannot be included in the new system, due to several factors, predominantly budgetary.)

The quote from **Parker Communications for the Toshiba VoIP system was the low bid at \$20,726**, with two years free maintenance and 7 year warranty. Closest in contention for the VoIP system is ATS Communications at \$21,375.59, with one year free maintenance and 7 year warranty.

Staff recommends accepting the Parker Communications bid for a Toshiba VoIP phone system for \$20,726.00.

Payment breakdown for Toshiba VoIP System

\$20,726.00					
	Users	% Applied Use	Amount	Bond	Non-Bond
DO	17	29%	6010.54		6010.54
Aqua	3	5%	1036.30		1036.30
SC	17	29%	6010.54	6010.54	
TC	4	6.5%	1347.19	1347.19	
CC	14	24%	4974.24	4974.24	
PSC	4	6.5%			1347.19
TOTALS	59	100%	20,726.00	12,331.97	8394.03



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: November 9, 2012

RE: Agenda Item #11 – November 14, 2012 Board Meeting

Report from the Program Committee Meeting on November 1, 2012

- a. To Consider Teen Center Programming (ACTION)**
- b. Winter Spotlight Review**

The Program Committee consisting of Chair Sherry Sterrett and Board Member Bobby Glover met on November 1 to review the planned Teen Center operation and budget. There was significant discussion on the Teen Center program plans proposed by the staff of a hybrid program consisting of approximately 8 hours of free usage versus a total free usage program. There was also much discussion on the Teen Center age bracket. To summarize, the Program Committee recommended the following action:

1. Teen Afterschool program would be offered for kids middle school through high school age group.
2. The program would run for a trial period from November 5 – March 31 as a free drop in program. The Program Committee agreed that the \$25 registration fee would remain.
3. The free program would be evaluated through February and brought back to the Board for further discussion on continuing the free program through the end of the school year.

The Program Committee concurred with staff that the program would open on Monday, November 5 after school for middle school through high school at no charge to the students.

The Program Committee also reviewed the Spotlight. The Committee members had some good recommendations and ideas regarding the cover and some other suggestions for the programs and the look of the Spotlight. The cover will be displayed at the night of the Board Meeting for the Board to review.



MEMO

To: Bob Berggren, General Manager
From: Tina Young, Acting Recreation Superintendent
Katrina Hunn, Supervisor – Teen Center

Date: November 7, 2012

Re: Teen Center Program & Budget

At the program meeting on November 1, 2012, Katrina and Tina presented the attached adopted 12-13 Budget reflecting the incorporation of a 3-tiered middle school afterschool program with 8, FREE drop-in hours allotted per week. Due to the requests of the board to offer a completely FREE afterschool program, we prepared the second column (amended budget) to reflect a completely FREE afterschool program Monday – Friday, for teens 11-18 years old, and a high school FREE drop-in program on Tuesdays and Thursdays from 6-9pm. The adopted budget shows the Teen programs operating at a deficit of \$116,330. The second column (amended budget) reflects a completely FREE afterschool program Monday – Friday, for teens 11-18 years, and a FREE high-school drop-in program on Tuesdays and Thursdays from 6-9pm. The amended budget is based on 45 afterschool program attendees with 3 staff present (1:15 ratio). Any increase in attendees will result in an increase in overall expenses and a higher deficit. The amended budget reflects a deficit of \$160,655.

After much discussion and financial concerns expressed by Accounting Supervisor, Mark Blair, the program committee recommended we offer the afterschool teen program Monday – Friday and a high school program on Tuesday and Thursday evenings for FREE, for a 5 month trial period thru March 2012. An evaluation of services and a budget analysis of the programs will be brought back to the Board in March for review to decide if we continue to offer the afterschool program, and the evening high school program for FREE, or if we begin charging fees beginning in April 2013 which will run thru the end of the school year, June 14, 2013.

REVENUE			2012-2013 Adopted Budget	2012-2013 Amended Budget	
12550	Teens				
43700	Teen Center Rentals	Rental of the Teen Center	8,000	4,800	Loss of T/Th evening rentals
45100	Teen Activities	All Teen activities, classes, excursions & Teen Center	70,000	55,000	Loss of paid afterschool fees
45200	Snack Shack	Snack Shack Concession	5,000	5,500	Will increase pricing
45400	Outside Funding - Teens		-		
45450	Teen Special Events		3,000	3,000	If we have a charged event for teens once per month this will stay same.
		Total Teens	86,000	68,300	
EXPENDITURES					
12550	Teen Center				
50001	Salary General Manage	Salary divided among all divisions - 2% of allocation	2,600	2,600	
50002	Salary Office Staff	FT Secretary/Office Manager - 2% of allocation	1,200	1,200	
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 2%	2,500	2,500	
50015	Salary Supervisor	Teen Recreation Supervisor	58,000	58,000	
50120	Salary Teen Center Staff	All Teen Classes, Activities, and Excursions	35,000	51,625	Increased bus hours/additional high school program T/TH PM
50190	Teen Center Custodial/	PT Custodial and Building Attendant staff - new facility Sep	8,000	8,000	
		Total Salaries	107,300	123,925	
55150	Employer FICA/Medica	Social Security & Medicare payments	4,500	4,500	
55250	PERS - Employer Share	Public Employees Retirement System Program	10,050	10,050	
55300	Health Coverage	Health Plans	14,500	14,500	
55310	Delta Dental	Dental Plan	1,530	1,530	
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	500	500	
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS Distr	1,000	1,050	
55400	Workers Compensation	Staff coverage through CAPRI	1,200	1,800	
55450	Unemployment Insurar	Based on actual unemployment claims			
		Total Benefits	33,280	33,930	

60350	Mileage	Reimbursement for travel expenses	600	600	
60370	Staff Training	Seminars & Workshops	1,000	1,400	Due to increase in staff
		Total Staff Training	1,600	2,000	
65365	Telephone	Monthly Service	2,800	2,800	
65701	Electricity	Monthly Service	5,000	5,000	
65705	Gas	Monthly Service	2,000	2,000	
EXPENDITURES					
	Teen Center (Con't)				
65720	Disposal Fees	Weekly Service			
65730	Universal Waste Fees	Fees for all District Facilities to dispose of batteries, ballasts, flourescent lamps, etc.			
		Total Utilities	9,800	9,800	
70000	Professional Services	Annual audit, attorney fees, unemployment service	1,300	1,300	
		Total Professional Services	1,300	1,300	
73320	Insurance	Liability Insurance coverage (CAPRI)	1,650	1,650	
73335	Memberships	Memberships & subscriptions such as CPRS, LERN	350	500	Due to increase in staff
73340	Administrative Fees	Bank and County Fees	1,800	1,800	
		Total Administrative Expenses	3,800	3,950	
75350	Postage	Stamps and rental of postage meter	250	250	
75500	Office Supplies	Paper, envelopes, forms, office supplies, & equipment cont	500	800	
75515	Services and Supplies	Minor repairs, supplies, service contracts for HVAC, fire ext	14,000	16,000	
75620	Snack Shack Supplies	Supplies for Snack Shack	3,000	3,500	
75625	Teen Center Publicity	Promotional & informational material for Teen Center	500	1,000	
75626	Teen Supplies	Supplies for all Teen Classes, Activities, & Excursions	25,000	30,000	Due to HS PM program additional day
75630	Teen Special Event exp	Expenses associated with special events	500	1,000	
75627	Teen Website	Expenses for operation of website	1,500	1,500	
75750	Major Repairs	Imminent repairs only	-	-	
		Total Repairs & Supplies	45,250	54,050	
		TOTAL TEEN CENTER	202,330	228,955	
		Deficit	(116,330)	(160,655)	



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: November 9, 2012

RE: Agenda Item #12 – November 14, 2012 Board Meeting

Report on Contra Costa Special Districts Association Quarterly Meeting

Board Member Sterrett and Board Chair Donaghu attended the CCSDA Quarterly Meeting on Monday, October 15. They will give a report on the meeting.