

# STAFF REPORT



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

---

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

## **CONSENT CALENDAR FOR DECEMBER 1, 2016**

- A. Approve Bills to be Paid Warrants #23437 - 23476 (Exhibit 1)

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
23437	12/01/2016	Antai	Antai Solutions LLC	8,324.00	000000
23438	12/01/2016	ATT3	ATT CALNET 3	26.73	000000
23439	12/01/2016	AVCSolu	AVC Solutions Inc.	450.00	000000
23440	12/01/2016	BayAlar	Bay Alarm Company	769.29	000000
23441	12/01/2016	BillAce	Bill's Ace Hardware	74.34	000000
23442	12/01/2016	BonaSan	Sandra Bonato	200.00	000000
23443	12/01/2016	CCWat	Contra Costa Water District	1,517.02	000000
23444	12/01/2016	CenCon	Central Contra Costa Sanitary	12,490.72	000000
23445	12/01/2016	Cole	Cole Supply Co., Inc.	9.71	000000
23446	12/01/2016	CSDA	C S D A	6,485.00	000000
23447	12/01/2016	CustCar	Custom Car Alarms Inc.	702.00	000000
23448	12/01/2016	DonDen	Dennis A. Donaghu	200.00	000000
23449	12/01/2016	DownKat	Katelyn Downing	40.00	000000
23450	12/01/2016	EastBTi	East Bay Times	254.40	000000
23451	12/01/2016	Ewing	Ewing Irrigation	711.32	000000
23452	12/01/2016	FarWest	Farwest Sanitation	47.72	000000
23453	12/01/2016	FranTx	Franchise Tax Board	105.00	000000
23454	12/01/2016	GlovBob	Bobby Glover	200.00	000000
23455	12/01/2016	HurdAss	Hurd & Associates	2,970.00	000000
23456	12/01/2016	HydeP	Hyde Printing & Graphics	552.63	000000
23457	12/01/2016	kalgold	KALGOLD Technologies, Inc.	378.00	000000
23458	12/01/2016	KeohStev	Steven Koehler	350.00	000000
23459	12/01/2016	KidzLove	Kidz Love Soccer Inc	13,576.80	000000
23460	12/01/2016	LukeDav	David Luke	125.00	000000
23461	12/01/2016	MacJam	James MacCabe	500.00	000000
23462	12/01/2016	McInerne	McInerney & Dillon	1,072.00	000000
23463	12/01/2016	PerlGui	Guillermo Perla	300.00	000000
23464	12/01/2016	PG&E	Pacific Gas & Electric Co	10,376.18	000000
23465	12/01/2016	PhCit	Pleasant Hill, City of	4,181.08	000000
23466	12/01/2016	PleaHill	Pleasant Hill Rec & Park Distr	148,870.00	000000
23467	12/01/2016	PurcPow	Purchase Power	1,520.99	000000
23468	12/01/2016	RotoRoot	Roto-Rooter Sewer Service	601.82	000000
23469	12/01/2016	ShessZac	Zac Shess	200.00	000000
23470	12/01/2016	Spanish	Spanish 4 Children	1,486.80	000000
23471	12/01/2016	SterSher	Sherry Sterrett	200.00	000000
23472	12/01/2016	SuppWor	Supply Works	182.42	000000
23473	12/01/2016	TackBob	Bob Tackitt	400.00	000000
23474	12/01/2016	Travel	Travel Center, Trust Account	148.50	000000
23475	12/01/2016	Wave	Wave	6,495.82	000000
23476	12/01/2016	WebeTho	Thomas Weber	175.00	000000

**CHECK TOTAL: \$227,270.29**

# Accounts Payable Computer Check Proof List

User: markb  
Printed: 11/23/2016 - 11:43 AM



**Pleasant Hill  
Recreation & Park District**  
People, Parks & Programs Since 1951

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: Antai 1726	Antai Solutions LLC IT Dec fees Check Total:	8,324.00 8,324.00	12/01/2016	Check Sequence: 1 100-1210-75507	ACH Enabled: No consultant
Vendor: ATT3 8798844	ATT CALNET 3 WC Check Total:	26.73 26.73	12/01/2016	Check Sequence: 2 100-1230-65365	ACH Enabled: No phones
Vendor: AVC Solu 1406	AVC Solutions Inc. audis sytem repairs Check Total:	450.00 450.00	12/01/2016	Check Sequence: 3 100-1231-75515	ACH Enabled: No service
Vendor: BayAlar 38815241611151 38827241611151 3941424161115m 4060524161115m 40608241611151	Bay Alarm Company TC annual cert SC annual cert SC CC burglar CC fire Check Total:	96.07 115.00 13.23 165.39 379.60 769.29	12/01/2016 12/01/2016 12/01/2016 12/01/2016 12/01/2016 12/01/2016	Check Sequence: 4 100-1255-75515 100-1220-75515 100-1220-75515 100-1231-75515 100-1231-75515	ACH Enabled: No alarms alarms alarms alarms alarms
Vendor: BillAce 434502 434533 434561 434583	Bill's Ace Hardware bolts uniform rack Bocce plugs paint Check Total:	2.99 32.17 20.47 18.71 74.34	12/01/2016 12/01/2016 12/01/2016 12/01/2016 12/01/2016	Check Sequence: 5 100-1231-75515 100-1300-75520 100-1300-75505 100-1300-75520	ACH Enabled: No supplies supplies supplies supplies
Vendor: BonaSan 11302016	Sandra Bonato Nov	200.00	12/01/2016	Check Sequence: 6 100-1100-60100	ACH Enabled: No Board

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	200.00			
Vendor:CCWat e301548 e306652 e308715	Contra Costa Water District Shadowood Pinewood RRooms PO Pk Check Total:	1,298.84 93.77 124.41 1,517.02	12/01/2016 12/01/2016 12/01/2016	Check Sequence: 7 100-1300-65710 100-1300-65710 100-1300-65710	ACH Enabled: No water water water
Vendor:CenCon 11182016 2016-17	Central Contra Costa Sanitary 9/2-11/2 usage sewer charges Check Total:	9,448.39 3,042.33 12,490.72	12/01/2016 12/01/2016	Check Sequence: 8 100-1300-65710 100-1300-65730	ACH Enabled: No recycled water waste fees
Vendor:Cole 142062	Cole Supply Co., Inc. plunger Check Total:	9.71 9.71	12/01/2016	Check Sequence: 9 100-1300-75515	ACH Enabled: No janatorial
Vendor:CSDA 220	C S D A 2017 membership Check Total:	6,485.00 6,485.00	12/01/2016	Check Sequence: 10 100-11100-73335	ACH Enabled: No dues
Vendor:CustCar 88235 88241 88246 88259 88263 88268 88277 88289 88298	Custom Car Alarms Inc. gps installation gps installation gps installation gps installation gps installation gps installation gps installation installation fees installation fees Check Total:	78.00 78.00 78.00 78.00 78.00 78.00 78.00 78.00 78.00 702.00	12/01/2016 12/01/2016 12/01/2016 12/01/2016 12/01/2016 12/01/2016 12/01/2016 12/01/2016 12/01/2016	Check Sequence: 11 100-1300-75545 100-1300-75545 100-1300-75545 100-1300-75545 100-1300-75545 100-1300-75545 100-1300-75545 100-1300-75545 100-1300-75545	ACH Enabled: No installation fe installation fe installation fe installation fe installation fe installation fe GPS devices GPS devices
Vendor:DonDen 11302016	Dennis A. Donaghu Nov Check Total:	200.00 200.00	12/01/2016	Check Sequence: 12 100-11100-60100	ACH Enabled: No Board
Vendor:DownKat 11302016	Katelyn Downing Nov	40.00	12/01/2016	Check Sequence: 13 100-11100-60100	ACH Enabled: No Board

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	40.00			
Vendor:EastBTi 254648	East Bay Times 24 weeks Check Total:	254.40 254.40	12/01/2016	Check Sequence: 14 100-1100-73335	ACH Enabled: No newspaper
Vendor:Ewing 2481842 2481843 2481844 2488043	Ewing Irrigation diaph assy week killer valve box concrete Check Total:	173.38 84.63 122.17 331.14 711.32	12/01/2016 12/01/2016 12/01/2016 12/01/2016	Check Sequence: 15 100-1300-75511 100-1300-75501 100-1300-75511 100-1300-75520	ACH Enabled: No repairs repairs repairs repairs
Vendor:FarWest 182074	Farwest Sanitation CPHS Check Total:	47.72 47.72	12/01/2016	Check Sequence: 16 100-1250-75620	ACH Enabled: No temp rr
Vendor:FranTx 111516	Franchise Tax Board Margret R Graves Check Total:	105.00 105.00	12/01/2016	Check Sequence: 17 100-0000-21390	ACH Enabled: No
Vendor:GlovBob 11302016	Bobby Glover Nov Check Total:	200.00 200.00	12/01/2016	Check Sequence: 18 100-1100-60100	ACH Enabled: No Board
Vendor:HurdAss 56630	Hurd & Associates Design & Production Win/Spr Spotlight Check Total:	2,970.00 2,970.00	12/01/2016	Check Sequence: 19 100-1290-75624	ACH Enabled: No Spotlight
Vendor:HydeP 73954	Hyde Printing & Graphics payroll envelopes Check Total:	552.63 552.63	12/01/2016	Check Sequence: 20 100-1100-75500	ACH Enabled: No envelopes
Vendor:kalgold 6077.101	KALGOLD Technologies, Inc. medical school Check Total:	378.00 378.00	12/01/2016	Check Sequence: 21 100-1260-75100	ACH Enabled: No instructor

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:KeohStev 2016 HF	Steven Koehler performer Holiday Fest Check Total:	350.00 350.00	12/01/2016	Check Sequence: 22 100-1265-75155	ACH Enabled: No juggler
Vendor:KidzLove 5030-34	Kidz Love Soccer Inc Nov Check Total:	13,576.80 13,576.80	12/01/2016	Check Sequence: 23 100-1250-75620	ACH Enabled: No instructor
Vendor:LukeDav 2016 HF	David Luke Holiday Fest out-outs Check Total:	125.00 125.00	12/01/2016	Check Sequence: 24 100-1265-75155	ACH Enabled: No artwork
Vendor:MacJam 11222016	James MacCabe Soccer Check Total:	500.00 500.00	12/01/2016	Check Sequence: 25 100-1250-75622	ACH Enabled: No official
Vendor:McInerne 101237	McInerney & Dillon SC Check Total:	1,072.00 1,072.00	12/01/2016	Check Sequence: 26 100-1100-70000	ACH Enabled: No legal
Vendor:PerlGui 11222016	Guillermo Perla adult soccer Check Total:	300.00 300.00	12/01/2016	Check Sequence: 27 100-1250-75622	ACH Enabled: No officials
Vendor:PG&E 11162016-	Pacific Gas & Electric Co Heritage Meadows Driftwood	15.39	12/01/2016	Check Sequence: 28 340-3400-65701	ACH Enabled: No utilities
11162016-	Cliffside	15.39	12/01/2016	340-3400-65701	utilities
11162016-	Falls Ct	13.05	12/01/2016	300-3000-65701	utilities
11162016-	Lucille	18.39	12/01/2016	300-3000-65701	utilities
11162016-	Shannon Hills	19.02	12/01/2016	100-1300-65701	utilities
11162016-	RS park	65.50	12/01/2016	100-1300-65701	utilities
11162016-	Hospice	9.94	12/01/2016	100-1300-65701	utilities
11162016-	PH Park	1,224.91	12/01/2016	100-1300-65701	utilities
11162016-	Brookwood	9.95	12/01/2016	100-1300-65701	utilities
11162016-	PH Park	132.08	12/01/2016	100-1300-65705	utilities
11162016-	Shadowood	10.92	12/01/2016	100-1300-65701	utilities
11162016-	PO Pk	22.14	12/01/2016	100-1300-65701	utilities
11162016-	PO Pk	13.01	12/01/2016	100-1300-65701	utilities
11162016-	CC	246.40	12/01/2016	100-1231-65705	utilities

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
11162016-	PH Park	1,188.68	12/01/2016	100-1280-65705	utilities
11162016-	RRanch	36.77	12/01/2016	100-1233-65701	utilities
11162016-	PH Park	1,224.92	12/01/2016	100-1280-65701	utilities
11162016-	Ball Pk PH Park	515.94	12/01/2016	100-1250-65701	utilities
11162016-	Viking Dr	1,367.17	12/01/2016	100-1250-65701	utilities
11162016-	WC	561.79	12/01/2016	100-1230-65701	utilities
11162016-	S House	63.58	12/01/2016	100-1232-65701	utilities
11162016-	CC	3,566.48	12/01/2016	100-1231-65701	utilities
11162016-	WC	21.71	12/01/2016	100-1230-65705	utilities
	Check Total:	10,376.18			
Vendor:PhCit	Pleasant Hill, City of			Check Sequence: 29	ACH Enabled: No
900006799	PSC	933.88	11/17/2017	100-1300-73730	shared expenses
900006799	fuel	1,247.20	11/17/2017	100-1300-75545	shared expenses
900006799	int servers	2,000.00	11/17/2017	100-1210-75504	shared expenses
	Check Total:	4,181.08			
Vendor:PleaHill	Pleasant Hill Rec & Park Distr			Check Sequence: 30	ACH Enabled: No
113016	Reimburse Payroll	148,870.00	12/01/2016	100-0000-10410	
	Check Total:	148,870.00			
Vendor:PurcPow	Purchase Power			Check Sequence: 31	ACH Enabled: No
800090000836779	postage machine	1,520.99	12/01/2016	100-1100-75350	postage
	Check Total:	1,520.99			
Vendor:RotoRoot	Roto-Rooter Sewer Service			Check Sequence: 32	ACH Enabled: No
C403782	pool heater line	601.82	12/01/2016	100-1280-75530	repairs
	Check Total:	601.82			
Vendor:ShessZac	Zac Shess			Check Sequence: 33	ACH Enabled: No
11302016	Nov	200.00	12/01/2016	100-1100-60100	Board
	Check Total:	200.00			
Vendor:Spanish	Spanish 4 Children			Check Sequence: 34	ACH Enabled: No
6631-33	immersion	1,486.80	12/01/2016	100-1260-75250	instructor
	Check Total:	1,486.80			
Vendor:SterSher	Sherry Sterrett			Check Sequence: 35	ACH Enabled: No
11302016	Nov	200.00	12/01/2016	100-1100-60100	Board

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	200.00			
Vendor: SuppWor 383934429	Supply Works paper towels Check Total:	182.42 182.42	12/01/2016	Check Sequence: 36 100-1231-75515	ACH Enabled: No supplies
Vendor: TackBob 2016 Brfst w Sa 2016 HF	Bob Tackitt Breakfast with Santa Santa Holiday Fest Check Total:	200.00 200.00 400.00	12/01/2016 12/01/2016	Check Sequence: 37 100-1265-75150 100-1265-75155	ACH Enabled: No Santa Santa
Vendor: Travel 12012016	Travel Center, Trust Account Cirque 2957.016 Check Total:	148.50 148.50	12/01/2016	Check Sequence: 38 100-1220-75630	ACH Enabled: No Sen trips
Vendor: Wave 1361116	Wave installment payment and monthly maint fee Check Total:	6,495.82 6,495.82	12/01/2016	Check Sequence: 39 100-1210-75509	ACH Enabled: No fiber
Vendor: WebeTho 11162016	Thomas Weber Clarinet Fusion Check Total:	175.00 175.00	12/01/2016	Check Sequence: 40 100-1220-75620	ACH Enabled: No performer
	Total for Check Run:	227,270.29			
	Total Number of Checks:	40			



# STAFF REPORT



To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: Review and Recommendation Regarding Rodgers Ranch Heritage Center's Request for Fee Waiver of \$1,630 for Use of the Chateau Room at the Senior Center on November 3, 2017 for a 150<sup>th</sup> Anniversary Party and Fundraiser

---

## **BACKGROUND:**

The Board of Directors (Board) sets fees for use of Pleasant Hill Recreation and Park District (District) Facilities. The District has set fees for Residents, Non-Profit Groups and Commercial groups. Traditionally requests for fee waivers from outside groups have been reviewed by the Board. According to staff since opening of the District's new facilities the Board has received a fee waiver request only twice from College Park High School for its alcohol and drug awareness event titled Every 15 Minutes. The Board approved the request for free use of the Community Center Pavilion and Kitchen on a weekday from 6:00 a.m. until the following day at 9:00 am.

## **DISCUSSION:**

In 2017 the Rodgers Ranch Heritage Center (RRHC) is planning a variety of activities for the 150 year anniversary of Rodgers Ranch which will culminate in a fundraiser for the Ranch. The RRHC has reserved the Chateau Room at the Senior Center on Friday, November 3, 2017 for this culminating event. The estimated cost for an event from 3:00 p.m. to 7:00 p.m. for a Non-Profit group such as RRHC is \$1,630.

The breakdown of fees would be:

Rental Fee for Chateau Room	\$1,320 (\$165 x 8 hrs)
Kitchen	\$85 (flat rate)
AV Package	\$150
Alcohol Fee	\$75
Total	\$1,630

The District rents its facilities to over 150 different Non-Profit groups on an annual basis and has set a fee which is lower than the Private/Resident rate to assist these groups in utilizing District facilities for events and fundraisers which benefit the larger community.

It is recommended the Board review the fee waiver request and determine if the District should waive fees for the RRHC's 150<sup>th</sup> anniversary party and fundraiser.

## **EXHIBITS:**

Exhibit 1: Email Request from Rodgers Ranch Heritage Center for Fee Waiver

**ATTACHMENT B**

## Michelle Lacy

---

**From:** Aloma Levine <aloma@pacbell.net>  
**Sent:** Monday, November 21, 2016 4:53 PM  
**To:** Michelle Lacy  
**Cc:** Tina Young  
**Subject:** Event - Rodgers Ranch Heritage Center 150 year anniversary and Barn Fundraiser

Hello Michelle,

2017 is the 150 year anniversary of RRHC, we will be celebrating all year with various happenings culminating with a party celebrating the Ranch and a Fundraiser benefiting the building of the barn. We will be introducing a opportunity for the public to be a part of this historic site by purchasing a personalized brick which will be used to replace the walkway in front of the farm house. The funds from the sale of bricks will go directly into the Barn Fund.

We would like to

work with the Recreation and Park District to help us have a successful event. We have reserved the Chateau room at the Senior Center for Friday, November 3, 2017 and request the waive of the fees. We anticipate 200+ attendees and would like to request your assistance with our Marketing efforts which will help ensure a high interest in this celebration.

We will have displays, pictures and raffle down the hallway, table decorations, food, bar, live music, square dancing lessons, photographer, etc.

Please let me know if you have questions or suggestions and if you would like to meet to discuss Event.

Respectfully,

Aloma Levine,  
Board of Directors Rodgers Ranch Heritage Center