



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: November 25, 2013

RE: Board Tour 4:00 p.m. – December 5, 2013

We will meet at 4:00 p.m. at the Community Center to visit the site. We would extend an invitation to your family members if they would like to see the Community Center as well. Please email me or let me know if you are planning to invite any guests.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: November 25, 2013

RE: Agenda Item #5 – December 5, 2013 Board Meeting
7:00 p.m. – Teen Center

Recognition of New Board Officers and Introduction of Families and Guests by Board of Directors

- a. Chair – Sherry Sterrett**
- b. Vice Chair – Sandy Bonato**
- c. Secretary – Zac Shess**



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: November 25, 2013
RE: Agenda Item #6 – December 5, 2013 Board Meeting

Presentation to Honor Board Chair Bobby Glover for 2013



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: November 25, 2013

RE: Agenda Item #7 – December 5, 2013 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of October 10, 2013**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
19200	12/05/2013	Aflac	Aflac	88.40	000000
19201	12/05/2013	AmFid	American Fidelity	2,442.80	000000
19202	12/05/2013	ARC	ARC	15.53	000000
19203	12/05/2013	Ascap	ASCAP	327.00	000000
19204	12/05/2013	ATT3	ATT CALNET 2	155.95	000000
19205	12/05/2013	B&DTrail	B&D Trailer Sales	26.57	000000
19206	12/05/2013	BayArea	Bay Area Barricade Service Inc	130.80	000000
19207	12/05/2013	BerBob	Robert B. Berggren	350.00	000000
19208	12/05/2013	BonaSan	Sandra Bonato	200.00	000000
19209	12/05/2013	CaliBan	California Bank of Commerce	10,937.00	000000
19210	12/05/2013	CCWat	Contra Costa Water District	990.64	000000
19211	12/05/2013	CenCon	Central Contra Costa Sanitary	7,665.98	000000
19212	12/05/2013	CintCorp	Cintas Corp # 185	36.04	000000
19213	12/05/2013	CommLig	Commercial Lighting	268.02	000000
19214	12/05/2013	CommPool	Commercial Pool Systems, Inc.	882.50	000000
19215	12/05/2013	CPR Fast	CPR Fast / PSTG	500.00	000000
19216	12/05/2013	CPRS Ren	CPRS	165.00	000000
19217	12/05/2013	Critical	Critical Solutions, Inc	33,614.67	000000
19218	12/05/2013	Cyber	Cybercopy	25.11	000000
19219	12/05/2013	DonDen	Dennis A. Donaghu	200.00	000000
19220	12/05/2013	EBMUD	East Bay Mud	1,944.06	000000
19221	12/05/2013	EDD	Employment Development Dept.	390.00	000000
19222	12/05/2013	Ewing	Ewing Irrigation	1,040.13	000000
19223	12/05/2013	FarWest	Farwest Sanitation	82.39	000000
19224	12/05/2013	FranTx	Franchise Tax Board	421.51	000000
19225	12/05/2013	Furber	Furber Saw, Inc.	761.21	000000
19226	12/05/2013	GlovBob	Bobby Glover	200.00	000000
19227	12/05/2013	Goodland	Goodland Landscape Constr Inc	495,771.58	000000
19228	12/05/2013	Hobart	Hobart Corporation	730.00	000000
19229	12/05/2013	HolmesS	Sheila Holmes	278.00	000000
19230	12/05/2013	HydeP	Hyde Printing & Graphics	542.82	000000
19231	12/05/2013	KidzLove	Kidz Love Soccer Inc	11,265.00	000000
19232	12/05/2013	LincEqu	Lincoln Equipment, Inc.	42.78	000000
19233	12/05/2013	McInerne	McInerney & Dillon	4,857.35	000000
19234	12/05/2013	MDUSD	Mt. Diablo Unified School Dist	2,077.00	000000
19235	12/05/2013	MobiMod	Mobile Modular Mngmnt Corp	75.95	000000
19236	12/05/2013	MonuCar	Monument Car Parts	8.67	000000
19237	12/05/2013	Muir	Muir/Diablo Occupational Medic	90.00	000000
19238	12/05/2013	MurdDeb	Debbie Murdock	1,246.00	000000
19239	12/05/2013	Nextel	Nextel Communications/Sprint	627.57	000000
19240	12/05/2013	PappasA	Alex Pappas	43.00	000000
19241	12/05/2013	PERS	PERS	15,715.15	000000
19242	12/05/2013	PG&E	Pacific Gas & Electric Co	7,067.30	000000
19243	12/05/2013	PhaKat	Kathy Phalen	55.45	000000
19244	12/05/2013	PhCit	Pleasant Hill, City of	7,221.20	000000
19245	12/05/2013	PleaHill	Pleasant Hill Rec & Park Distr	108,721.14	000000
19246	12/05/2013	PurcPow	Purchase Power	1,519.99	000000
19247	12/05/2013	RotoRoot	Roto-Rooter Sewer Service	654.00	000000
19248	12/05/2013	SafeCom	Safety Compliance Management	795.00	000000
19249	12/05/2013	SanchezW	Walter C Sanchez	100.00	000000
19250	12/05/2013	ShessZac	Zac Shess	200.00	000000
19251	12/05/2013	ShredDef	Shred Defense	209.00	000000
19252	12/05/2013	SterSher	Sherry Sterrett	200.00	000000
19253	12/05/2013	UPS Stor	UPS Store # 3769	29.56	000000
19254	12/05/2013	USBank	U.S. Bank	2,310.26	000000
19255	12/05/2013	Valic	Valic	1,350.00	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
19256	12/05/2013	Xerox	Xerox Corporation	371.61	000000

CHECK TOTAL: \$728,036.69



Board of Directors Meeting Minutes October 10, 2013 DRAFT

The October 10, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Vice Chair Sterrett at 6:30 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Member Bonato led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Sterrett, Bonato

ABSENT: Glover, Shess

STAFF PRESENT: Berggren, Lischeske, Blair, Luke, Bradley, Spatz

PUBLIC COMMENT

None

PRESENTATION OF SEMI-ANNUAL BOND OVERSIGHT COMMITTEE REPORT

Bond Oversight Committee Chair Norm Vanhole was present and gave the semi-annual bond oversight committee report to the Board. He reported that as of June 30, 2013, all bond project expenditures were spent in accordance with Measure E. Board Member Donaghu asked about the interest on the Measure E funds which amount to \$215,000. Vanhole explained that number was not available to the Bond Oversight Committee by June 30th when they were completing their semi-annual report. Vanhole distributed a pie chart to the Board which showed the final results of the completion of the Senior Center and Teen Center bond projects.

The Board thanked Vanhole for attending the meeting and providing the Board with the semi-annual report. Board Member Bonato commented that she is very impressed with the amount of time that has been volunteered by the Bond Oversight Committee.

FUNDRAISING REPORT

Senior Center Supervisor Kendra Luke was present to give an update on the Wine Women and Shoes fundraising event. She commented that the web site for the event has gone live, and it is a fluid site which means it will be continually be worked on. She stated that the committee recruitment kickoff meeting was on September 15, 2013. Thirty people signed up at the meeting to be on the committee. Board Member Bonato asked where the committee members are coming from. Luke said many are coming from the Hospice Organization. Luke reported that the sponsorship packet for the event is being reviewed by the Wine, Women and Shoes organization. She stated that the main committee will be meeting once a month with the chairs of the various sub committees. Board Member Bonato stated that it would be a good idea for the group to tour the Community Center to get a better idea of the layout for the event. The General Manager said that arrangements could be made for this to happen.

All the Board Members commented that the Wine, Women and Shoes event was going to be very exciting.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

SENIOR CENTER

- The meandering walkway has been completed.

COMMUNITY CENTER

Board Member Bonato asked if all the furniture for the Community Center has been ordered. The General Manager said that most of it has been. Bonato asked if the proceeds from the sale of the Little House needed to be used yet. The General Manager said that there has not been a need to utilize that money for the current furniture purchases; however, the money will be necessary for the overall FF&E program.

Board Member Sterrett asked how the rummage sale of the old Community Center furniture went. The General Manager commented that it went very well.

Board Member Donaghu commented that the Community Center looks very big, and that it is going to be a great facility.

The General Manager commented that he would like to schedule a Board Tour of this site before the Board Meeting on October 10, 2013.

PLEASANT OAKS PARK

The General Manager commented that he would like to schedule a Board Tour of this site in the first week of November.

Vice Chair Sterrett started the regular meeting at 7:13 p.m.

PUBLIC COMMENT

None

EX-OFFICIO MEMBER REPORT, KEVIN NEYS– COLLEGE PARK HIGH SCHOOL

Ex-Officio Neys gave the following report.

- College Park Homecoming Week is in two weeks.
- College Park's SPIRIT Week was last week.
- Two hundred College Park students volunteered at the Pleasant Hill Community Service Day.

CONSENT CALENDAR (ACTION)

- TO APPROVE BILLS TO BE PAID**
- TO APPROVE MINUTES OF JULY 25, 2013**
- TO APPROVE RESOLUTION 2013-10-10A, TRANSFERRING MONIES FROM THE PARK LANDSCAPE ASSESSMENT FUND FOR ASSESSMENT DISTRICTS 1-5 TO THE GENERAL FUND**
- TO APPROVE RESOLUTION 2013-10-10B, TRANSFERRING MONIES FROM THE LANDSCAPING & LIGHTING DISTRICT #6 TO THE GENERAL FUND**

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

REPORT FROM THE PLEASANT HILL D.O.G. OWNERS

Representative Lori Tassano was present to give the Board the annual report from the Pleasant Hill D.O.G. Owners Group. She reported that they have 120 families, and 40 new members. She said the small dog people have expanded their area at the park. She also requested more trees in the big dog park area.

The Board thanked Tassano for her report, and for all the work their group does for the District.

TO REVIEW STRATEGIC BUSINESS PLAN COMMITTEE'S RECOMMENDED MANAGEMENT GOALS

Board Member Bonato commented that the information the Board received was only the report on the Management Goals from the Oversight Working Group. She said the goals are being prioritized by the group and that most of the items will be discussed at the Board Study Session on October 31st. She reported that the top four management goals that will be reviewed are:

1. Explore opportunities to contract out on-going maintenance and operational duties including but not limited to park maintenance and turf maintenance.
2. Determination of cost recovery levels from the Recreation Service Goals.
3. Increase opportunities for professional development and team learning for staff and Board Members.
4. Continue refining Administration and supervisory responsibilities to work as efficiently as possible with reduced staff.

Board Member Donaghu commented that training is a key area to bring back for staff.

Board Member Sterrett requested that agenda items for the Board Study session be submitted to the Board prior to the meeting.

REPORT ON ANNUAL CALIFORNIA SPECIAL DISTRICT ASSOCIATION CONFERENCE

Board Member Sterrett reported on the California Special District Association Conference which she attended in Monterey, California from September 16-19. Sterrett stated that the CSDA Annual Board of Directors meeting took place before the conference began for the purpose of presenting year end committee reports and the election of 2014 officers. Sterrett gave a summary of the workshops and super sessions that she attended. She said that the conference was very good and encouraged other board members to attend in the future. The General Manager asked if the conference was well attended. Sterrett said it was the largest registration ever.

The Board thanked Sterrett for her report.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- The City/District Liaison Committee is working on scheduling a meeting; she distributed agenda topic ideas to the Board.
- She asked about the Teen Center pick up policies. The General Manager said he will look into the policy and report back to the Board
- She distributed information to the Board regarding the Affordable Care Act.

Donaghu made the following announcements/questions:

- He met a lot of Rotarians on his recent vacation. He said it was a lot of fun meeting people with similar interests to his own.

Bonato made the following announcements/questions:

- She attended the Architectural Review Committee meeting regarding the AT&T cell tower issue. She said the neighbors had built a scale model of the area to show what the proposed tower would look like, and the potential impacts of the tower. She commented that this model had a big impact with the Architectural Review Committee, and that the issue will be looked at again by the City in November.
- She attended the Pleasant Hill Community Service Day, and did most of her work at the library and the Rodgers Ranch.
- Friends of Rodgers Ranch will be having a ribbon cutting ceremony on Sunday to launch the new Heritage Center.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He reported that Rental Facilities Coordinator Ryan Herriman is doing a great job with the rentals. Herriman has secured regularly scheduled church rentals both at the Senior Center and the Community Center.
- He reported that Board Member Sherry Sterrett was elected to the CSDA Board.

ADJOURNMENT

Vice Chair Sterrett adjourned the meeting at 8:42 p.m.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

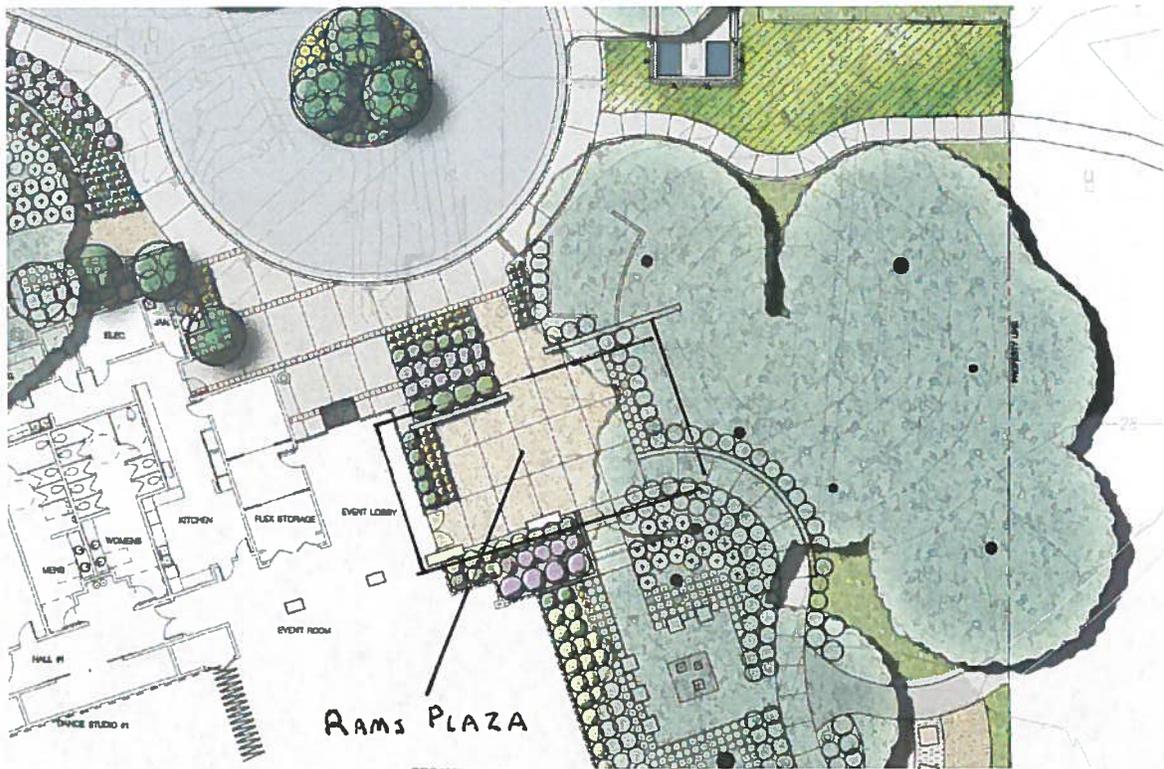
FROM: General Manager

DATE: November 25, 2013

RE: Agenda Item #8 – December 5, 2013 Board Meeting

To Consider Naming Opportunity by Pleasant Hill High School Alumni and Friends for Plaza at the Community Center (ACTION)

Pleasant Hill High School Alumni have been encouraged to contribute to the Plaza at the new Pleasant Hill Community Center. They are requesting that it be called the Rams Plaza, which is just outside the Pleasant Hill Lions Club entrance lobby to the main Perera Room; location is attached. This is a \$15,000 gift. The General Manager is recommending approval of the Rams Plaza for the new Pleasant Hill Community Center.



EVENTS COURT - PLAN

PLEASANT HILL COMMUNITY CENTER
 PLEASANT HILL RECREATION & PARK DISTRICT

DAHLIN GROUP	JOB NO. 654 001	 A.1
	DATE 05 12013	
	5895 Owens Drive Pleasanton, CA 94588 925 251-7200	



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: November 25, 2013

RE: Agenda Item #9 – December 5, 2013 Board Meeting

Updates on Bond Projects

- **Community Center**
- **Pleasant Oaks Park**

The General Manager and staff will give updates on the Community Center and Pleasant Oaks Park bond projects.