



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 15, 2016

- a. To Approve Bills to be Paid Warrants # 23477-23532 (Exhibit 1)
- b. To Approve Minutes of November 17, 2016 and December 1, 2016 (Exhibit 2)
- c. To Approve Resolution 2016-12-15, Having Submitted an Application to the Contra Costa County Community Development Department for Community Development Block Grant Funding to Continue the Senior Services Network Program at the Pleasant Hill Senior Center (Exhibit 3)

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
23477	12/15/2016	AmFid	American Fidelity	2,648.27	000000
23478	12/15/2016	AmFidAs	American Fidelity Assurance	431.12	000000
23479	12/15/2016	Ascap	ASCAP	336.92	000000
23480	12/15/2016	BeckRob	Robert Becker	250.00	000000
23481	12/15/2016	BillAce	Bill's Ace Hardware	107.59	000000
23482	12/15/2016	CaDoj	California DOJ	224.00	000000
23483	12/15/2016	CCSNP	Contra Costa Senior Nutrition	1,995.00	000000
23484	12/15/2016	CintCorp	Cintas Corp # 185	322.83	000000
23485	12/15/2016	CmeLt	CME Lighting Supply Company	77.39	000000
23486	12/15/2016	Cole	Cole Supply Co., Inc.	418.93	000000
23487	12/15/2016	CommPool	Commercial Pool Systems, Inc.	102.25	000000
23488	12/15/2016	ConFeed	Concord Feed & Pet Supply	47.94	000000
23489	12/15/2016	ConSoft	Concord Softball Umpires	3,648.00	000000
23490	12/15/2016	CustCar	Custom Car Alarms Inc.	78.00	000000
23491	12/15/2016	DelDen	Preferred Benefit	3,314.10	000000
23492	12/15/2016	EBMUD	East Bay Mud	2,656.32	000000
23493	12/15/2016	EBPool	East Bay Pool Service	6,089.00	000000
23494	12/15/2016	eCivis	eCivis, Inc	3,640.00	000000
23495	12/15/2016	Ewing	Ewing Irrigation	117.18	000000
23496	12/15/2016	FranTx	Franchise Tax Board	105.00	000000
23497	12/15/2016	Furber	Furber Saw, Inc.	145.30	000000
23498	12/15/2016	GenPlum	General Plumbing Supply	41.05	000000
23499	12/15/2016	HydeP	Hyde Printing & Graphics	249.61	000000
23500	12/15/2016	IdealSer	Ideal Service Company, Inc.	225.00	000000
23501	12/15/2016	INKEM	INKEM	533.82	000000
23502	12/15/2016	JMFast	J & M Fasteners	11.35	000000
23503	12/15/2016	JoneMad	Jones & Madhavan	4,197.21	000000
23504	12/15/2016	KaisFou	File #73029 Kaiser Foundation Health Plan	30,359.25	000000
23505	12/15/2016	Legal S	Legal Shield	31.90	000000
23506	12/15/2016	LincEqu	Lincoln Aquatics	173.89	000000
23507	12/15/2016	MacaRon	Ronald Macaluso	150.00	000000
23508	12/15/2016	MacJam	James MacCabe	225.00	000000
23509	12/15/2016	MadSci	Mad Science Of Mt Diablo	1,200.00	000000
23510	12/15/2016	MJStudio	Bruce Jackson MJ Studios	252.00	000000
23511	12/15/2016	MurdDeb	Debbie Murdock	1,157.10	000000
23512	12/15/2016	Nextel	Nextel Communications/Sprint	961.73	000000
23513	12/15/2016	PerlGui	Guillermo Perla	425.00	000000
23514	12/15/2016	PERS	CalPERS	16,766.87	000000
23515	12/15/2016	PG&E	Pacific Gas & Electric Co	6,399.62	000000
23516	12/15/2016	PitBow	Pitney Bowes Global	285.29	000000
23517	12/15/2016	PleaHill	Pleasant Hill Rec & Park Distr	150,000.00	000000
23518	12/15/2016	R-Comput	R-Computer	570.04	000000
23519	12/15/2016	RedsBac	Red's Backflow Prevention Serv	520.00	000000
23520	12/15/2016	Republic	Republic Services #210	1,234.22	000000
23521	12/15/2016	RossRec	Ross Recreation Equipment	1,052.44	000000
23522	12/15/2016	RuizMon	Monica Ruiz-Hiramoto	3,087.00	000000
23523	12/15/2016	Spinitar	Spinitar	928.85	000000
23524	12/15/2016	Standard	Standard Insurance Company	1,975.65	000000
23525	12/15/2016	SuppWor	Supply Works	1,099.49	000000
23526	12/15/2016	UNIVAR	UNIVAR USA Inc	400.38	000000
23527	12/15/2016	USBank	U.S. Bank	2,362.70	000000
23528	12/15/2016	USBankEq	US Bank Equipment Finance	330.05	000000
23529	12/15/2016	USBankP	U.S. Bank Corporate Payment	24,826.68	000000
23530	12/15/2016	Valic	Valic	600.00	000000
23531	12/15/2016	VSP	Preferred Benefit	61.80	000000
23532	12/15/2016	WineWo	Wine, Women & Shoes Inc	7,000.00	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
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CHECK TOTAL:				<u>\$286,450.13</u>	
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Accounts Payable Computer Check Proof List

User: julie

Printed: 12/08/2016 - 12:18 PM



Pleasant Hill Recreation & Park District

People, Parks & Programs Since 1951

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:AmFid					
11/2016	American Fidelity	358.32	11/17/2016	Check Sequence: 1 100-0000-21345	ACH Enabled: No
11/2016	American Fidelity 125/Daycare	41.66	11/17/2016	100-0000-21345	
11/2016	American Fidelity 125/Daycare	250.00	12/01/2016	100-0000-21345	
11/2016	American Fidelity 125/Daycare	41.66	12/15/2016	100-0000-21345	
11/2016	American Fidelity 125/Daycare	749.99	11/17/2016	100-0000-21345	
113016	American Fidelity 125/Daycare	358.32	12/01/2016	100-0000-21345	
113016	American Fidelity 125/Daycare	749.99	12/01/2016	100-0000-21345	
113016	American Fidelity 125/Daycare	98.33	12/01/2016	100-0000-21345	
	Check Total:	2,648.27			
Vendor:AmFidAs					
11/2016	American Fidelity Assurance	61.41	12/01/2016	Check Sequence: 2 100-0000-21360	ACH Enabled: No
11/2016	Acc/Dis/Life/Can	24.00	12/01/2016	100-0000-21360	
11/2016	Acc/Dis/Life/Can	61.41	11/17/2016	100-0000-21360	
11/2016	Acc/Dis/Can/Life	24.00	11/17/2016	100-0000-21360	
11/2016	Acc/Dis/Can/Life	76.40	11/17/2016	100-0000-21360	
11/2016	Acc/Dis/Can/Life	18.76	11/17/2016	100-0000-21360	
11/2016	Acc/Dis/Life/Can	-95.90	12/01/2016	100-0000-21360	
11/2016	Acc/Dis/Can/Life	82.94	11/17/2016	100-0000-21360	
11/2016	Acc/Dis/Life/Can	18.76	12/01/2016	100-0000-21360	
11/2016	Acc/Dis/Life/Can	76.40	12/01/2016	100-0000-21360	
11/2016	Acc/Dis/Life/Can	82.94	12/01/2016	100-0000-21360	
	Check Total:	431.12			
Vendor:Ascaph					
500637640	ASCAP	336.92	12/15/2016	Check Sequence: 3 100-1210-73335	ACH Enabled: No license
	music use	336.92			
	Check Total:				
Vendor:BeckRob					
4206.103	Robert Becker	250.00	12/15/2016	Check Sequence: 4 100-1240-75620	ACH Enabled: No instructor
	wine				

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	250.00			
Vendor:BillAce	Bill's Ace Hardware			Check Sequence: 5	ACH Enabled: No
434633	cable	6.60	12/15/2016	100-1280-75530	supplies
434654	tarp	24.40	12/15/2016	100-1280-75530	supplies
434719	headset	34.00	12/15/2016	100-1300-75370	supplies
434719	padlock	21.64	12/15/2016	100-1300-75520	supplies
434727	bolts	3.15	12/15/2016	100-1300-75520	supplies
434743	spryprnt	9.00	12/15/2016	100-1300-75520	supplies
434743	marking pnt	7.37	12/15/2016	100-1300-75370	supplies
434764	bolts	1.43	12/15/2016	100-1300-75520	supplies
	Check Total:	107.59			
Vendor:CaDoj	California DOJ			Check Sequence: 6	ACH Enabled: No
202304	Holloway, Franklin, Helms, Sullivan	128.00	12/15/2016	100-1220-75620	fingerprints
202304	Cook, Jezierny & Magarian	96.00	12/15/2016	100-1240-75620	fingerprints
	Check Total:	224.00			
Vendor:CCSNP	Contra Costa Senior Nutrition			Check Sequence: 7	ACH Enabled: No
11302016	Nov	1,995.00	12/15/2016	100-1220-75700	donations
	Check Total:	1,995.00			
Vendor:CintCorp	Cintas Corp # 185			Check Sequence: 8	ACH Enabled: No
185580337	terry towels	107.61	12/15/2016	100-1220-75515	jantorial
185581282	terry towels	107.61	12/15/2016	100-1220-75515	jantorial
185582253	terry towel	107.61	12/15/2016	100-1220-75515	supplies
	Check Total:	322.83			
Vendor:CmeLt	CME Lighting Supply Company			Check Sequence: 9	ACH Enabled: No
214845	4 pin verticle	77.39	12/15/2016	100-1300-75505	lamps
	Check Total:	77.39			
Vendor:Cole	Cole Supply Co., Inc.			Check Sequence: 10	ACH Enabled: No
142665	cleaner	25.48	12/15/2016	100-1231-75515	supplies
142797	rl towel	393.45	12/15/2016	100-1300-75545	supplies
	Check Total:	418.93			
Vendor:CommPool	Commercial Pool Systems, Inc.			Check Sequence: 11	ACH Enabled: No
1610037	acid	-401.99	12/15/2016	100-1280-75527	supplies

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1610038	acid	93.80	12/15/2016	100-1280-75527	supplies
1611044	controller relay	410.44	12/15/2016	100-1280-75527	supplies
	Check Total:	102.25			
Vendor:ConFeed 1606067	Concord Feed & Pet Supply oyster shell	47.94	12/15/2016	Check Sequence: 12 100-1300-75505	ACH Enabled: No bocce
	Check Total:	47.94			
Vendor:ConSoft 11302016	Concord Softball Umpires Nov softball	3,648.00	12/15/2016	Check Sequence: 13 100-1250-75622	ACH Enabled: No umps
	Check Total:	3,648.00			
Vendor:CustCar 90507	Custom Car Alarms Inc. installation fee	78.00	12/15/2016	Check Sequence: 14 100-1300-75545	ACH Enabled: No gps devices
	Check Total:	78.00			
Vendor:DeiDen 01/2017	Preferred Benefit Dental	16.95	12/01/2016	Check Sequence: 15 100-0000-21310	ACH Enabled: No
01/2017	Dental	332.10	12/01/2016	100-1100-55310	
01/2017	Dental	657.50	12/01/2016	100-0000-21310	
01/2017	Dental	2,307.55	12/01/2016	100-0000-21310	
	Check Total:	3,314.10			
Vendor:EBMUD 11172016	East Bay Mud Shannon Hills	377.26	12/15/2016	Check Sequence: 16 100-1300-65710	ACH Enabled: No
11182016	RRanch	470.50	12/15/2016	100-1233-65705	
11182016	Brookwood	773.00	12/15/2016	100-1300-65710	
11182016	RSmith	1,035.56	12/15/2016	100-1300-65710	
	Check Total:	2,656.32			
Vendor:EBPool 13385	East Bay Pool Service monthly pool service fees	5,200.00	12/15/2016	Check Sequence: 17 100-1280-75515	ACH Enabled: No repairs
13523	PHEC relays	680.00	12/15/2016	100-1280-75527	repairs
13524	PHEC relays	209.00	12/15/2016	100-1280-75525	repairs
	Check Total:	6,089.00			
Vendor:eCivis 105514	eCivis, Inc grants software	3,640.00	12/15/2016	Check Sequence: 18 100-1210-75506	ACH Enabled: No software

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	3,640.00			
Vendor:Ewing 2559668	Ewing Irrigation field max Check Total:	117.18 117.18	12/15/2016	Check Sequence: 19 100-1300-75535	ACH Enabled: No parts
Vendor:FranTx 113016	Franchise Tax Board Margret R Graves Check Total:	105.00 105.00	12/15/2016	Check Sequence: 20 100-0000-21390	ACH Enabled: No
Vendor:Furber 217712	Furber Saw, Inc. 2 cycle Check Total:	145.30 145.30	12/15/2016	Check Sequence: 21 100-1300-75510	ACH Enabled: No oil
Vendor:GenPlum s4274910.001	General Plumbing Supply repair kit Check Total:	41.05 41.05	12/15/2016	Check Sequence: 22 100-1300-75520	ACH Enabled: No parts
Vendor:HydeP 73953	Hyde Printing & Graphics mailing labels Check Total:	249.61 249.61	12/15/2016	Check Sequence: 23 100-1231-75500	ACH Enabled: No stationary
Vendor:IdealSer 610417	Ideal Service Company, Inc. KS wall unit Check Total:	225.00 225.00	12/15/2016	Check Sequence: 24 100-1270-75515	ACH Enabled: No HVAC
Vendor:INKEM 12052016	INKEM fleece & t shirts Check Total:	533.82 533.82	12/15/2016	Check Sequence: 25 100-1255-75626	ACH Enabled: No shirts
Vendor:JMFast 120369	J & M Fasteners hx skt Check Total:	11.35 11.35	12/15/2016	Check Sequence: 26 100-1300-75520	ACH Enabled: No parts
Vendor:JoneMad 1861 1862	Jones & Madhavan pool deck plan review health dept submittal	3,400.00 797.21	12/15/2016 12/15/2016	Check Sequence: 27 100-1500-80844 100-1500-80844	ACH Enabled: No architect architect

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	4,197.21			
Vendor:KaisFou	File #73029 Kaiser Foundation Health Plan			Check Sequence: 28	ACH Enabled: No
01/2017	Kaiser	1,074.45	12/01/2016	100-0000-21300	
01/2017	Kaiser	105.89	12/15/2016	100-0000-21300	
01/2017	Kaiser	24,746.56	12/01/2016	100-0000-21300	
01/2017	Kaiser	23.70	12/01/2016	100-0000-21300	
01/2017	Kaiser	4,408.65	12/01/2016	100-1100-55300	
	Check Total:	30,359.25			
Vendor:Legal S	Legal Shield	15.95	12/01/2016	Check Sequence: 29	ACH Enabled: No
12/2016	Legal Shield	15.95	12/01/2016	100-0000-21365	
12/2016	Legal Shield	31.90	12/01/2016	100-0000-21365	
	Check Total:				
Vendor:LincEqu	Lincoln Aquatics	173.89	12/15/2016	Check Sequence: 30	ACH Enabled: No
S1304935	hardware	173.89	12/15/2016	100-1280-75620	supplies
	Check Total:				
Vendor:MacaRon	Ronald Macaluso	150.00	12/15/2016	Check Sequence: 31	ACH Enabled: No
11302016	Soccer-Nov	150.00	12/15/2016	100-1250-75622	officials
	Check Total:				
Vendor:MacJam	James MacCabe	225.00	12/15/2016	Check Sequence: 32	ACH Enabled: No
11302016	Soccer Nov	225.00	12/15/2016	100-1250-75622	official
	Check Total:				
Vendor:MadSci	Mad Science Of Mt Diablo	1,200.00	12/15/2016	Check Sequence: 33	ACH Enabled: No
5630.901	Planet Earth	1,200.00	12/15/2016	100-1260-75250	instructor
	Check Total:				
Vendor:MJStudio	Bruce Jackson MJ Studios	252.00	12/15/2016	Check Sequence: 34	ACH Enabled: No
6049-51.102	art with masters	252.00	12/15/2016	100-1260-75100	instructor
	Check Total:				
Vendor:MurdDeb	Debbie Murdock	1,157.10	12/15/2016	Check Sequence: 35	ACH Enabled: No
2202.103	weight		12/15/2016	100-1220-75545	instructor

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,157.10			
Vendor:Nextel	Nextel Communications/Sprint			Check Sequence: 36	ACH Enabled: No
709409312-175	cells	520.94	12/15/2016	100-1300-65365	phones
709409312-175	cells	120.22	12/15/2016	100-1350-65365	phones
709409312-175	cells	80.14	12/15/2016	100-1280-65365	phones
709409312-175	cells	40.08	12/15/2016	100-1250-65365	phones
709409312-175	cells	40.07	12/15/2016	100-1230-65365	phones
709409312-175	cells	40.07	12/15/2016	100-1100-65365	phones
709409312-175	cells	80.14	12/15/2016	100-1220-65365	phones
709409312-175	cells	40.07	12/15/2016	100-1231-65365	phones
	Check Total:	961.73			
Vendor:PeriGui	Guillermo Perla			Check Sequence: 37	ACH Enabled: No
11302016	Soccer- Nov	425.00	12/15/2016	100-1250-75622	official
	Check Total:	425.00			
Vendor:PERS	CalPERS			Check Sequence: 38	ACH Enabled: No
113016	PERS	4,287.54	12/01/2016	100-0000-21250	
113016	PERS	7,397.27	12/01/2016	100-0000-21250	
113016	PERS	1,802.98	12/01/2016	100-0000-21250	
113016	PERS	446.88	12/15/2016	100-0000-21250	
113016	PERS	1,734.69	12/15/2016	100-0000-21250	
113016	PERS	1,097.51	12/15/2016	100-0000-21250	
	Check Total:	16,766.87			
Vendor:PG&E	Pacific Gas & Electric Co			Check Sequence: 39	ACH Enabled: No
11212016	SC	4,118.29	12/15/2016	100-1220-65701	utilities
11212016	SC	746.33	12/15/2016	100-1220-65705	utilities
12012016	TC	1,159.58	12/15/2016	100-1255-65701	utilities
12012016	TC	375.42	12/15/2016	100-1255-65705	utilities
	Check Total:	6,399.62			
Vendor:PitBow	Pitney Bowes Global			Check Sequence: 40	ACH Enabled: No
3100813232	DO quarterly lease	285.29	12/15/2016	100-1100-75350	postage machine
	Check Total:	285.29			
Vendor:PleaHill	Pleasant Hill Rec & Park Distr			Check Sequence: 41	ACH Enabled: No
121516	Reimburse Payroll	150,000.00	12/15/2016	100-0000-10410	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	150,000.00			
Vendor:R-Comput 508868 509023	R-Computer Kat Lance Check Total:	285.02 285.02 570.04	12/15/2016 12/15/2016	Check Sequence: 42 100-1210-75505 100-1210-75505	ACH Enabled: No monitors monitors
Vendor:RedsBac 2400	Red's Backflow Prevention Serv device test Check Total:	520.00 520.00	12/15/2016	Check Sequence: 43 100-1300-75511	ACH Enabled: No test
Vendor:Republic 0210-006825068 0210-006839828	Republic Services #210 SC CC Check Total:	411.69 822.53 1,234.22	12/15/2016 12/15/2016	Check Sequence: 44 100-1220-65720 100-1231-65720	ACH Enabled: No dumpsters dumpsters
Vendor:RossRec 99838	Ross Recreation Equipment R Smith play equip Check Total:	1,052.44 1,052.44	12/15/2016	Check Sequence: 45 100-1300-75520	ACH Enabled: No parts
Vendor:RuizMon 5550-101-2	Monica Ruiz-Hiramoto tennis Check Total:	3,087.00 3,087.00	12/15/2016	Check Sequence: 46 100-1250-75670	ACH Enabled: No instructor
Vendor:Spinitar 353354	Spinitar TC remote volume Check Total:	928.85 928.85	12/15/2016	Check Sequence: 47 100-1255-75515	ACH Enabled: No AV
Vendor:Standard 01/2017 01/2017 01/2017	Standard Insurance Company LIFE/ADD/STD/LTD LIFE/ADD/STD/LTD LIFE/ADD/STD/LTD Check Total:	-25.27 1,697.22 303.70 1,975.65	12/01/2016 12/01/2016 12/01/2016	Check Sequence: 48 100-1260-55320 100-0000-21320 100-0000-21320	ACH Enabled: No
Vendor:Supp Wor 384474003 384718136 385205067 385205976	Supply Works bath tis rl twl twl rl twl rl	210.79 247.92 318.97 321.81	12/15/2016 12/15/2016 12/15/2016 12/15/2016	Check Sequence: 49 100-1220-75515 100-1231-75515 100-1255-75515 100-1230-75515	ACH Enabled: No rr supplies supplies supplies supplies

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,099.49			
Vendor:UNIVAR sj785840	UNIVAR USA Inc liquichlor Check Total:	400.38 400.38	12/15/2016	Check Sequence: 50 100-1280-75527	ACH Enabled: No pool supplies
Vendor:USBank 113016 113016 113016 113016 113016 113016	U.S. Bank Pars #6746022400 Pars #6746022400 PARS #6746022400 PARS #6746022400 Pars #6746022400 Pars #6746022400 Check Total:	358.88 604.36 7.50 3.75 179.45 1,208.76 2,362.70	11/29/2016 12/15/2016 12/01/2016 12/01/2016 11/29/2016 12/15/2016	Check Sequence: 51 100-0000-21330 100-0000-21335 100-0000-21330 100-0000-21335 100-0000-21335 100-0000-21330	ACH Enabled: No
Vendor:USBankEq 318591393	US Bank Equipment Finance DO copier Check Total:	330.05 330.05	12/15/2016	Check Sequence: 52 100-1210-75510	ACH Enabled: No copier
Vendor:USBankP 11222016	U.S. Bank Corporate Payment 11/22/16 charges Check Total:	24,826.68 24,826.68	12/15/2016	Check Sequence: 53 100-0000-20100	ACH Enabled: No Cal Card
Vendor:Valic 11/2016 11/2016 11/2016 11/2016	Valic VALIC VALIC VALIC VALIC Check Total:	25.00 275.00 275.00 25.00 600.00	11/17/2016 11/17/2016 12/01/2016 12/01/2016	Check Sequence: 54 100-0000-21340 100-0000-21340 100-0000-21340 100-0000-21340	ACH Enabled: No
Vendor:VSP 01/2017 01/2017	Preferred Benefit VSP Vision VSP Vision Check Total:	13.60 48.20 61.80	12/01/2016 12/01/2016	Check Sequence: 55 100-0000-21300 100-1100-55300	ACH Enabled: No
Vendor:WineWo 2017WWS	Wine, Women & Shoes Inc second installment WW&S Check Total:	7,000.00 7,000.00	12/15/2016	Check Sequence: 56 100-1265-75170	ACH Enabled: No event fee

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	286,450.13			
	Total Number of Checks:	56			



The November 17, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 5:30 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

Board Member Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Donaghu, Glover, Shess, Sterrett

BOARD ABSENT: Bonato

STAFF PRESENT: Blair, Hunn, Kubota, Lacy, Miller, Young

PUBLIC COMMENT

Stan Caldwell, Representative with Contra Costa Special Districts Association (CCSDA), stated that Board Member Sherry Sterrett has been a longtime member of CCSDA. He presented Sterrett with a signed card from CCSDA members and an engraved keepsake box to thank Sterrett for all her contributions. Board Member Sterrett was touched and thanked Caldwell with CCSDA for the thoughtfulness.

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

Ex-Officio Downing gave the following report:

Teen Council news:

- The Teen Council will be volunteering for the Holiday Boutique at the Senior Center on November 18 & 19.
- They want to plan a Holiday Party for the teens where they will show a movie and have some activities and treats. They are looking at possibly December 2.
- The Council is looking into having a High School Dance on February 3 with a Valentine's Day theme.
- They will be assisting with District special events such as Breakfast with Santa on December 3 at the Senior Center and the Holiday Festival on December 7 at the Community Center.

College Park news:

- The Renaissance Holiday Performance will be on November 11 and 12 with the Choir performing.
- On December 2 from 5 – 9 p.m., they will have the Winter Fine Art Showcase and Craft Fair where there will be arts and crafts for sale that have been made by students.
- Thanksgiving Break will be November 21 – 25.

CONSENT CALENDAR (Attachment A)

- a. To Approve Bills to be Paid, warrants #23387-23436 (Exhibit 1)
- b. To Approve Minutes of October 27, 2016 and November 3, 2016 (Exhibit 2)

Upon motion of Donaghu and seconded by Sterrett, the Board approved the consent calendar as presented with a minor change on the October 27, 2016 minutes.

RECEIVE REPORT REGARDING THE DISTRICT'S FIRST QUARTER FINANCIAL STATEMENTS ENDING SEPTEMBER 30, 2016 (Attachment B)

General Manager Lacy asked Accounting Supervisor Mark Blair to present the First Quarter Financial Statements. Blair stated there is a deficit increase of \$104,000 up from last year. He said that two departments with big changes are a residual secured tax payment of \$75,000, a \$48,000 Estate Donation received from a former Senior Club Member and a legal settlement from litigation regarding Pleasant Oaks Park for \$69,000. He passed out the October monthly statement and made a comment that the \$104,000 deficit has decreased to \$54,000 and the District is trending in the right direction. Board Member Donaghu expressed his appreciation for the Executive Summary Blair completes.

General Manager Lacy commented that she will come back to the Board in the future in regards to the Estate Donation from the former Senior Club Member and recommendation for recognition of the donation.

REVIEW AND ADOPT PROPOSED TREE PRESERVATION POLICY (Attachment C)

The General Manager reviewed the Tree Preservation Policy. She stated that the Land and Facility Development Committee has reviewed and recommended forwarding this policy to the Board for adoption. Board Member Glover remarked that the policy is a culmination of staff and Board reviewing various policies. He said there have been some community members that have trimmed or cut down District trees without approval. Board Member Donaghu was happy to see the City and County tree policies included in the board packet. Board Chair Shess asked if we need to have City approval for our own District Policy. Lacy stated we need to follow the City and County policies, but do not need to get approval for our own policy from the City. Prior to tree removal, we still need to get proper approvals. Lacy said this policy will be posted on our website and sent to home owners that share property lines with the District.

Upon motion of Donaghu and seconded by Glover, the Board unanimously approved the proposed Tree Preservation Policy as presented.

Board Chair Shess thanked the Land and Facility Development Committee Members and staff for their hard work on the policy that has been in the works for quite a while. He said it is well thought out and clear. Board Member Sterrett also thanked the Committee for keeping the Board informed throughout the process.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. Land and Facility Development Committee** – Board Member Glover announced the next meeting is on November 22, 2016.
- b. Personnel Committee** – nothing to report.
- c. Budget & Finance Committee** – The next meeting is December 14, 2016.
- d. Program Committee** – Nothing to report
- e. City/District Liaison Committee** – There is nothing planned yet.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett had no comments or announcements.

Donaghu made the following announcements/questions:

- He attended the Veterans Day Celebration in Pleasant Hill Park on Friday. He worked at the wine and beer table, which people could make donations. He said they raised \$163 and some made donations without getting a drink.
- The Mayor's Breakfast is Thursday, January 26 at the Contra Costa Country Club.

Glover made the following announcements/questions:

- He drove by Dinosaur Hill and noticed the gate. He asked when the grace period is over. General Manager Lacy said they are not locking the gate if there are cars parked and owner is not with the car. When there is proper signage up, we will start locking up the gate regardless if there are unattended cars in the lot.
- He wanted to congratulate Matt Rinn on the recent election to the City Council.

Shess made the following announcements/questions:

- He reminded Board and Staff the Hospice Tree Lighting is tonight at 6:30 p.m.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The Board was reminded of the Reception on Tuesday, November 29 for Board Members Donaghu, Sterrett, and City Councilmember David Durant. If you have not RSVP'd, please let her know if you are attending.
- The December Board Meeting dates are December 1 and 15.
- She visited with home owners who butt up to Pleasant Oaks Park and listened to their concerns about the storage shed. She will have a conversation with Board Chair and discuss how they might move forward.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 5:57 p.m.

Michelle Lacy, Clerk of the Board



The December 1, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 6:33 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

Board Chair Shess led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Lacy, Legal Counsel: Bryan Wenter, Matt Henderson
(for Closed Session) and Consultant David Bowlby

STAFF PRESENT: Kubota, Lacy, Young
(for Board Meeting)

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

Board Chair Zac Shess announced the closed session:

CONFERENCE WITH LEGAL COUNSEL—PENDING LITIGATION

Pursuant to California Government Code Section 54956.9 (d) (1)
Pleasant Hill Recreation & Park District v. Contra Costa County
Contra Costa County Superior Court Case No. N16-0477

Board Chair Shess adjourned closed session at 7:41 p.m. and announced that no final decisions were made. The Board of Directors gave direction to Staff, Legal Counsel and Consultants.

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

Ex-Officio Downing gave the following report:

Teen Council news:

- The Teen Council worked at Light Up the Night in Downtown Pleasant Hill last night, setting up and cleaning up for the event.
- They will be assisting with the Breakfast with Santa event at the Senior Center on Saturday, December 3 from 7:30 a.m. – Noon.
- Teen Council Members will also be assisting with the Holiday Festival on Wed, December 7 at the Community Center from 5:00 p.m. – 8:30 p.m.

College Park news:

- The Poetry Out Loud competition originally scheduled for today was moved to December 14.
- The Winter Fine Art Showcase and Craft Fair will be tomorrow, Dec. 2. Students who have made crafts can sell them to raise funds for the school.

Board Member Sterrett remarked that when she assisted with the Holiday Festival last year, a member from the Contra Costa Camera Club was taking photos of the event and several parents asked her who the photographer was. She requested General Manager Lacy speak to staff and have them wear a badge to identify who they are. Sterrett just thought of it and wanted to make sure we have a badge if there is a photographer again this year.

CONSENT CALENDAR (Attachment A)

- a. To Approve Bills to be Paid, warrants #23437-23476 (Exhibit 1)

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

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 150TH ANNIVERSARY PARTY AND FUNDRAISER (Attachment B)

General Manager Lacy explained that Aloma Levine, Board Member for Rodgers Ranch Heritage Center, emailed a letter to her regarding their 150th Anniversary and requested to have the rental fees waived. She knows we have waived fees for the "Every 15 Minutes" program for College Park High School, but no other fees have been waived for other organizations. She said the co-sponsored groups are charged a non-profit rate. She knows the Board approves fees for facilities and is coming to the Board with the request from Rodgers Ranch Heritage Center. Lacy said they have requested marketing of the event and she stated the District will provide the marketing.

Aloma Levine explained that this will be a big event and the funds raised will be used to build the barn at Rodgers Ranch. Denise Koroslev stated that all proceeds will be going back to the District property and improvements to Rodgers Ranch. Levine said they expect to invite the public and have various activities such as square dancing, crafts, food, bar, live music, raffle, lessons and a photographer.

Board Member Sterrett is taking a business standpoint and does not want to set a precedent by waiving fees. She stated there are many organizations that fundraise and all funds go right back to the community. Board Member Bonato expressed that she feels this is a major event and 150 Year Anniversary comes around once. She would like to see the City, District and other community agencies get involved. Bonato would like to bring more awareness to Rodgers Ranch, the one historical site in Pleasant Hill and feels this is a city wide and community wide event. Board Member Glover agreed and mentioned to not have it as a fundraiser, but a celebration and maybe get sponsors such as the District, City and businesses involved. Board Chair Shess said he feels that we should not set a precedent as well and explained his thoughts. He said there are labor fees involved as we are working together and rental fees, which are different. He feels that Rodgers Ranch Heritage Center should work with General Manager Lacy and check with staff if we can take on another special event and make this an event that can be promoted as a special event. Lacy commented that we can be a sponsor of the event such as we are sponsors of Blues and Brews, Wine Women and Shoes and other events. She said she can meet with Rodgers Ranch representatives and develop a plan for District involvement. She said they can then come back with a recommendation.

The Board did agree that staff should be involved in the event. Board Chair Shess requested to table this item until further discussion and plans are set. The Board of Directors agreed and Lacy stated she will meet with Aloma Levine and Denise Koroslev to further discuss the event.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

a. Land and Facility Development Committee – Board Member Glover announced the committee had a meeting yesterday and several topics were discussed such as the parking situation where vehicles will be prohibited to park over night at any District site parking lots. The Committee gave direction to staff and legal counsel to review a policy they are proposing.

In regards to the School House, he complimented Lacy because they have been working on the School House topic and now it seems they are moving forward. He stated that the City has the School House as a potential historical site. The City requires that a historical resource evaluation be completed and Lacy stated that it is a requirement by CEQA as well. Lacy will look into the costs involved in order to know what the options are for the School House. Glover said that Paul Nielsen was at the meeting and had 20 different proposals.

b. Personnel Committee – Nothing to report.

c. Budget & Finance Committee – The next meeting is December 14, 2016.

d. Program Committee – Nothing to report

e. City/District Liaison Committee – There is nothing planned yet.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She said the reception was nice and a good event. She thanked the City and District staff involved.
- She will not be attending the Staff Holiday Party.

Donaghu made the following announcements/questions:

- He thanked Sterrett, the City and District for the reception. He saw many people that he has not seen in many years and was surprised by the presentation from the Chamber.
- He also thanked the past and current General Managers and staff and remarked how incredible they are. He also thanked everyone for treating him with respect.
- He will not be able to attend the Staff Holiday Party.
- He worked at the Light up the Night and handed out hot chocolate. He stated that they passed out 50 gallons of hot chocolate last year and this year they handed out 72 gallons of hot chocolate, the Girl Scouts handed out 28 gallons of hot cider and 3,000 cookies.

Bonato made the following announcements/questions:

- She ask to confirm that they will have an opportunity to say a few words to outgoing Board Members Donaghu and Sterrett at the next meeting. The General Manager said yes.
- She thanked Glover for attending the Library Task Force meeting.
- She drove by Dinosaur Hill Park and noticed the gate was closed, but there was an SUV parked on the side in front of the gate. General Manager Lacy said she spoke to the Chief of Police and they can ticket since it is in front of the gate, but there are no parking signs on Taylor Boulevard, which the City will monitor and determine if signs need to be posted.
- She said the reception was a wonderful party.

Glover made the following announcements/questions:

- He thanked staff for the Hospice Tree Lighting.

Shess made the following announcements/questions:

- He thanked everyone for all their work in planning and putting on the reception.
- He is looking forward to the Holiday Festival on Wednesday, December 7.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The Staff Holiday Party is on Thursday, December 8 at WiseGirl at 4:30 p.m.
- She is working with Board Chair Shess in getting a basket together to donate for the Holiday Party.
- The Senior Holiday Luncheon will be on December 16 at the Senior Center. If you are going to volunteer, please be there at 11:00 a.m.
- If you still need to pick out your tree for the holidays, the Dolpins Tree Lot is open at the Winslow Center parking lot.
- The next Board Meeting on December 15 will be held at the Community Center in the McHale Room.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 8:37 p.m.

Michelle Lacy, Clerk of the Board



Board of Directors Resolution

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

IN THE MATTER OF **RESOLUTION 2016-12-15**
HAVING SUBMITTED AN APPLICATION TO THE CONTRA COSTA COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT FOR COMMUNITY DEVELOPMENT
BLOCK GRANT FUNDING TO CONTINUE THE SENIOR SERVICES NETWORK
PROGRAM AT THE PLEASANT HILL SENIOR CENTER

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

THAT Kendra Luke, Senior Center Supervisor, and Michelle Lacy, General Manager, are hereby authorized to execute for and on behalf of the Pleasant Hill Recreation and Park District, a public entity established under the laws of the State of California, the submitted application and to file it in the Community Development Department for the purpose of obtaining funding under the Community Development Block Grant Fund Program.

THAT the Pleasant Hill Recreation and Park District, a public entity established under the laws of the State of California, hereby authorizes its agents to provide to the Contra Costa County Community Development Department for all matters pertaining to such funding, the assurances and agreements required.

PASSED AND APPROVED on December 15, 2016, by the following vote:

AYES:
NOES:
ABSENT:

Zac Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on December 15, 2016.

Michelle Lacy, Clerk of the Board

EXHIBIT 3