MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 9, 2014

RE: December 18, 2014 Board Meeting

Please note that we will be taking a Board Photo before the start of the Board Meeting. Please come a little early. Thank you.

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

Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

Thursday, December 18, 2014
ADMINSTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL

7:00 p.m.

Est. Time

1. Pledge of Allegiance

2. Roll Call

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

10 min 4. Ex-Officio Member Report, Allie Naccara – College Park High School

5 min 5. Consent Calendar **(ACTION)**
   a. To Approve Bills to be Paid
   b. To Approve Minutes of August 28, 2014 and September 11, 2014
   c. To Approve Resolution 2014-12-18, 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

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

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

20 min	6.	To Review Standard and Poor's Rating of the District Finances
20 min	7.	To Consider Revised District Refund Policy (**FIRST READING**)
20 min	8.	To Consider Business Strategic Plan Goals **(ACTION)**
10 min	9.	To Confirm Board Committee Assignments
5 min	10.	To Consider Dates for January Board Study Session
10 min	11.	Board Announcements and Requests to Staff
10 min	12.	Staff Announcements
	13.	Adjourn

Future Board of Directors Meetings:

Regular Meetings:
January 8, and 22, 2015
February 12, and 26, 2015

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 9, 2014

RE: December 19, 2014 Board Meeting

Consent Calendar (ACTION)

a. To Approve Bills to be Paid

b. To Approve Minutes of August 28, 2014 and September 11, 2014

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20769	12/18/2014	AllWast	Allied Waste Services #210	2,052.21	000000
20770	12/18/2014	AmFidAs	American Fidelity Assurance	78.38	000000
20771	12/18/2014	ARC	ARC	40.04	000000
20772	12/18/2014	ATT3	ATT CALNET 2	72.24	000000
20773	12/18/2014	BayAlar	Bay Alarm Company	690.00	000000
20774	12/18/2014	BayAreA	Bay Area Barricade Service Inc	21.75	000000
20775	12/18/2014	BillAce	Bill's Ace Hardware	270.41	000000
20776	12/18/2014	CaSt	California State Disbursement	137.50	000000
20777	12/18/2014	CCSNP	Contra Costa Senior Nutrition	2,068.00	000000
20778	12/18/2014	CenCon	Central Contra Costa Sanitary	9,364.09	000000
20779	12/18/2014	CintCorp	Cintas Corp # 185	241.26	000000
20780	12/18/2014	Cleansou	Cleansource	3,053.39	000000
20781	12/18/2014	Climatec	Climatech	1,400.00	000000
20782	12/18/2014	Cole	Cole Supply Co., Inc.	496.11	000000
20783	12/18/2014	ConSoft	Concord Softball Umpires	3,874.00	000000
20784	12/18/2014	CopySt	Copy Station	179.87	000000
20785	12/18/2014	CPRS Ren	CPRS	165.00	000000
20786	12/18/2014	CSDA	C S D A	5,691.00	000000
20787	12/18/2014	DelDen	Preferred Benefit	3,936.70	000000
20788	12/18/2014	DevMtnur	Devil Mountain Wholesale Nurse	509.95	000000
20789	12/18/2014	Eames	Eames Hardware & Supply	123.63	000000
20790	12/18/2014	EBMUD	East Bay Mud	2,914.75	000000
20791	12/18/2014	Ewing	Ewing Irrigation	346.44	000000
20792	12/18/2014	Fairplay	Fair-Play	8,859.73	000000
20793	12/18/2014	Furber	Furber Saw, Inc.	70.51	000000
20794	12/18/2014	GenPlum	General Plumbing Supply	211.99	000000
20795	12/18/2014	honeywel	Honeywell International	1,335.48	000000
20796	12/18/2014	IdealSer	Ideal Service Company, Inc.	225.00	000000
20797	12/18/2014	KaisFou	File #73029 Kaiser Foundation Health Plan	31,075.00	000000
20798	12/18/2014	KiddCur	Law Office of Curtis S. Kidder	1,152.00	000000
20799	12/18/2014	KidzLove	Kidz Love Soccer Inc	11,925.60	000000
20800	12/18/2014	Legal S	Legal Shield	47.85	000000
20801	12/18/2014	LincEqu	Lincoln Aquatics	796.71	000000
20802	12/18/2014	MarinCha	Marin Charter & Tours	1,300.00	000000
20803	12/18/2014	McInerne	McInerney & Dillon	2,847.08	000000
20804	12/18/2014	MDTele	MD Telecom	387.06	000000
20805	12/18/2014	MJStudio	Bruce Jackson MJ Studios	146.16	000000
20806	12/18/2014	OaklMus	Oakland Museum of California	70.00	000000
20807	12/18/2014	PaciPin	Pacific Pinball Museum	600.00	000000
20808	12/18/2014	PERS	PERS	16,617.80	000000
20809	12/18/2014	PG&E	Pacific Gas & Electric Co	5,310.73	000000
20810	12/18/2014	PhCit	Pleasant Hill, City of	3,455.06	000000
20811	12/18/2014	PleaHill	Pleasant Hill Rec & Park Distr	123,198.59	000000
20812	12/18/2014	RideThe	Ride The Ducks LLC	150.00	000000
20813	12/18/2014	RossRec	Ross Recreation Equipment	1,398.90	000000
20814	12/18/2014	ShelLyn	Lynn Shelton	300.00	000000
20815	12/18/2014	SiePac	Sierra Pacific Tours	965.00	000000
20816	12/18/2014	Standard	Standard Insurance Company	1,484.51	000000
20817	12/18/2014	Travel	Travel Center, Trust Account	2,725.00	000000
20818	12/18/2014	UnitCaG	United California Glass & Door	6,850.00	000000
20819	12/18/2014	USBank	U.S. Bank	1,787.99	000000
20820	12/18/2014	USBankEq	US Bank Equipment Finance	403.46	000000
20821	12/18/2014	USBankP	U.S. Bank Corporate Payment	42,543.06	000000
20822	12/18/2014	USPOSTAL	US Postal Service BMEU	220.00	000000
20823	12/18/2014	VSP	Preferred Benefit	61.80	000000
20824	12/18/2014	WarfSha	Shannon Warf	300.00	000000

Check	Date	Vendor No	Vendor Name		Amount	Voucher
20825	12/18/2014	Xerox	Xerox Corporation		305.37	000000

				CHECK TOTAL:	**$306,854.16**	

Accounts Payable
Computer Check Proof List

User: julie
Printed: 12/11/2014 - 11:05 AM

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

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:AllWast	Allied Waste Services #210			Check Sequence: 1	ACH Enabled: No
0210-005261321	WC	198.91	12/18/2014	100-1230-65720	dumpsters
0210-005261321	Paso nagal	73.96	12/18/2014	100-0000-12100	dumpsters
0210-005261321	Paso nagal	90.39	12/18/2014	100-1300-65720	dumpsters
0210-005262181	SC	505.69	12/18/2014	100-1220-65720	dumpsters
0210-005273091	PH Park	131.56	12/18/2014	100-1280-65720	dumpsters
0210-005273091	PH Park	131.56	12/18/2014	100-1255-65720	dumpsters
0210-005273091	PH Park	131.57	12/18/2014	100-1210-65720	dumpsters
0210-005280439	CC	788.57	12/18/2014	100-1231-65720	dumpsters
	Check Total:	2,052.21			
Vendor:AmFidAs	American Fidelity Assurance			Check Sequence: 2	ACH Enabled: No
01/2015	American Fidelity Life/Cancer	39.19	12/18/2014	100-0000-21360	
01/2015	American Fidelity Life/Cancer	39.19	12/04/2014	100-0000-21360	
	Check Total:	78.38			
Vendor:ARC	ARC			Check Sequence: 3	ACH Enabled: No
1094011	cat walk	40.04	12/18/2014	100-1500-80313	bid set
	Check Total:	40.04			
Vendor:ATT3	ATT CALNET 2			Check Sequence: 4	ACH Enabled: No
5997909	WC	72.24	12/18/2014	100-1230-65365	phones
	Check Total:	72.24			
Vendor:BayAlar	Bay Alarm Company			Check Sequence: 5	ACH Enabled: No
38815241411161	UL cert	100.00	12/18/2014	100-1255-75515	alarms
38827241411161	UL cert	100.00	12/18/2014	100-1220-75515	alarms
4060524141116m	CC 12/1-3/1/15	150.00	12/18/2014	100-1231-75515	alarms
40608241411161	CC 12/1-3/1/15	340.00	12/18/2014	100-1231-75515	alarms

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	690.00			
Vendor:BayAreA	Bay Area Barricade Service Inc			Check Sequence: 6	ACH Enabled: No
312227-in	maint staff	21.75	12/18/2014	100-1300-75370	pants
	Check Total:	21.75			
Vendor:BillAce	Bill's Ace Hardware			Check Sequence: 7	ACH Enabled: No
425223	eyebolt	49.25	12/18/2014	100-1280-75530	supplies
425637	paper towel	6.93	12/18/2014	100-1300-75501	parts & supplie
425840	sprayer	16.36	12/18/2014	100-1300-76500	parts & supplie
425871	paint	10.51	12/18/2014	100-1300-75520	parts & supplie
425882	tarp	15.61	12/18/2014	100-1300-75520	parts & supplie
425893	brush	43.71	12/18/2014	100-1280-75530	parts & supplie
425897	sawzall	22.43	12/18/2014	100-1300-75520	parts & supplie
425916	bolts	-109.37	12/18/2014	100-1300-75520	parts & supplie
425931	stretch film	19.52	12/18/2014	100-1280-75530	parts & supplie
425934	tape	16.28	12/18/2014	100-1300-75520	parts & supplie
425987	train repair	76.38	12/18/2014	100-1300-76000	supplies
426006	nozzle	14.63	12/18/2014	100-1280-75530	supplies
426035	paint	83.99	12/18/2014	100-1280-75530	supplies
426096	brush	4.18	12/18/2014	100-1280-75530	supplies
	Check Total:	270.41			
Vendor:CaSt	California State Disbursement			Check Sequence: 8	ACH Enabled: No
121514	Joseph R Simonetta #200000000193156	137.50	12/18/2014	100-0000-21390	
	Check Total:	137.50			
Vendor:CCSNP	Contra Costa Senior Nutrition			Check Sequence: 9	ACH Enabled: No
11302014	donations Nov 2014	2,068.00	12/18/2014	100-1220-75700	cc cafe
	Check Total:	2,068.00			
Vendor:CenCon	Central Contra Costa Sanitary			Check Sequence: 10	ACH Enabled: No
12022014	park irrigation	9,364.09	12/18/2014	100-1300-65710	recycled water
	Check Total:	9,364.09			
Vendor:CintCorp	Cintas Corp # 185			Check Sequence: 11	ACH Enabled: No
185489446	towels	67.92	12/18/2014	100-1220-75515	janatorial
185490251	towels	82.92	12/18/2014	100-1220-75515	janatorial
185491887	terry towel	90.42	12/18/2014	100-1220-75515	janator supplie

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	241.26			
Vendor:Cleansou	Cleansource			Check Sequence: 12	ACH Enabled: No
1556405	hand soap	327.96	12/18/2014	100-1231-75515	cleansers
1558229	bowl cleaner	407.71	12/18/2014	100-1230-75515	cleansers
1558538	towel roll	171.78	12/18/2014	100-1210-75515	cleansers
1558541	towel roll	171.78	12/18/2014	100-1255-75515	cleansers
1562134-	disinfectant	481.21	12/18/2014	100-1220-75515	cleansers
1565757	dust pans	716.04	12/18/2014	100-1231-75515	rr supplies
1565764	bowl cleaner	261.51	12/18/2014	100-1220-75515	rr supplies
1565775	towel roll	110.89	12/18/2014	100-1230-75515	rr supplies
156769	cleaner	404.51	12/18/2014	100-1255-75515	rr supplies
	Check Total:	3,053.39			
Vendor:Climatec	Climatech			Check Sequence: 13	ACH Enabled: No
5977	repairs	1,400.00	12/18/2014	100-1220-75515	HVAC
	Check Total:	1,400.00			
Vendor:Cole	Cole Supply Co., Inc.			Check Sequence: 14	ACH Enabled: No
2747	towel	432.52	12/18/2014	100-1300-75515	rr supplies
4834	soap	24.60	12/18/2014	100-1300-76500	rr supplies
5614	soap	38.99	12/18/2014	100-1300-76500	rr supplies
	Check Total:	496.11			
Vendor:ConSoft	Concord Softball Umpires			Check Sequence: 15	ACH Enabled: No
11242014	Nov softball	3,874.00	12/18/2014	100-1250-75622	3874
	Check Total:	3,874.00			
Vendor:CopySt	Copy Station			Check Sequence: 16	ACH Enabled: No
232738	basketball flyers	179.87	12/18/2014	100-1250-75050	copies
	Check Total:	179.87			
Vendor:CPRS Ren	CPRS			Check Sequence: 17	ACH Enabled: No
109621	Hunn	165.00	12/18/2014	100-1255-73335	membership
	Check Total:	165.00			
Vendor:CSDA	C S D A			Check Sequence: 18	ACH Enabled: No
220	2015 membership dues	5,691.00	12/18/2014	100-1100-73335	memberships

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	5,691.00			
Vendor:DelDen	Preferred Benefit			Check Sequence: 19	ACH Enabled: No
01/2015	Delta Dental	2,869.39	12/18/2014	100-0000-21310	
01/2015	Delta Dental	73.76	12/18/2014	100-0000-21310	
01/2015	Delta Dental	501.50	12/18/2014	100-1100-55310	
01/2015	Delta Dental	399.85	12/18/2014	100-0000-21310	
01/2015	Delta Dental	92.20	12/18/2014	100-0000-21310	
	Check Total:	3,936.70			
Vendor:DevMtnur	Devil Mountain Wholesale Nurse			Check Sequence: 20	ACH Enabled: No
99835	memorial	509.95	12/18/2014	100-1300-76000	trees
	Check Total:	509.95			
Vendor:Eames	Eames Hardware & Supply			Check Sequence: 21	ACH Enabled: No
2566	paint	4.11	12/18/2014	100-1300-76500	supplies
6248	fastners	1.41	12/18/2014	100-1300-75505	supplies
6249	asphalt	41.20	12/18/2014	100-1300-75520	supplies
6259	fittings	18.10	12/18/2014	100-1300-75511	supplies
6268	bearings	4.11	12/18/2014	100-1300-75505	parts
6281	bearings	28.48	12/18/2014	100-1300-76000	parts
6283	sawzall	26.22	12/18/2014	100-1300-75535	parts
	Check Total:	123.63			
Vendor:EBMUD	East Bay Mud			Check Sequence: 22	ACH Enabled: No
11192014	R Smith	1,147.12	12/18/2014	100-1300-65710	water
11192014	Shannon Hills	565.18	12/18/2014	100-1300-65710	water
11192014	RRanch	379.06	12/18/2014	100-1233-65705	water
11212014	Brookwood	823.39	12/18/2014	100-1300-65710	water
	Check Total:	2,914.75			
Vendor:Ewing	Ewing Irrigation			Check Sequence: 23	ACH Enabled: No
9003452	herbicide	-54.58	12/18/2014	100-1300-75501	parts
9007163	wattle	401.02	12/18/2014	100-1300-75505	parts
	Check Total:	346.44			
Vendor:Fairplay	Fair-Play			Check Sequence: 24	ACH Enabled: No
125462	basketball	8,859.73	12/18/2014	100-1500-80356	scoreboard

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	8,859.73			
Vendor:Furber	Furber Saw, Inc.			Check Sequence: 25	ACH Enabled: No
201146	forestry	70.51	12/18/2014	100-1300-75370	helmet
	Check Total:	70.51			
Vendor:GenPlum	General Plumbing Supply			Check Sequence: 26	ACH Enabled: No
s3804049.001	galv pipe	208.57	12/18/2014	100-1300-75505	repairs
s3804563.001	kit	3.42	12/18/2014	100-1300-75520	repairs
	Check Total:	211.99			
Vendor:honeywel	Honeywell International			Check Sequence: 27	ACH Enabled: No
5231131395	heater	1,335.48	12/18/2014	100-1300-75510	repairs
	Check Total:	1,335.48			
Vendor:IdealSer	Ideal Service Company, Inc.			Check Sequence: 28	ACH Enabled: No
112314-3	smoke detector	225.00	12/18/2014	100-1220-75515	clean ducts
	Check Total:	225.00			
Vendor:KaisFou	File #73029 Kaiser Foundation Health Plan			Check Sequence: 29	ACH Enabled: No
01/2015	Kaiser	307.49	12/18/2014	100-0000-21300	
01/2015	Kaiser	854.00	12/18/2014	100-0000-21300	
01/2015	Kaiser	991.97	12/18/2014	100-0000-21300	
01/2015	Kaiser	446.00	12/18/2014	100-1100-55300	
01/2015	Kaiser	425.71	12/04/2014	100-0000-21300	
01/2015	Kaiser	28,049.83	12/18/2014	100-0000-21300	
	Check Total:	31,075.00			
Vendor:KiddCur	Law Office of Curtis S. Kidder			Check Sequence: 30	ACH Enabled: No
11302014	legal	1,152.00	12/18/2014	100-1100-70000	legal Nov
	Check Total:	1,152.00			
Vendor:KidzLove	Kidz Love Soccer Inc			Check Sequence: 31	ACH Enabled: No
5030.414	Sept - Nov	11,925.60	12/18/2014	100-1250-75620	instructor
	Check Total:	11,925.60			
Vendor:Legal S	Legal Shield			Check Sequence: 32	ACH Enabled: No
12/2014	Legal Shield	31.90	12/18/2014	100-0000-21365	
12/2014	Legal Shield	15.95	12/18/2014	100-0000-21365	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	47.85			
Vendor:LincEqu	Lincoln Aquatics			Check Sequence: 33	ACH Enabled: No
si253775	swim marker	69.76	12/18/2014	100-1280-75620	pool supplies
si253785	acid	726.95	12/18/2014	100-1280-75527	pool supplies
	Check Total:	796.71			
Vendor:MarinCha	Marin Charter & Tours			Check Sequence: 34	ACH Enabled: No
01152015	Jan Mystery 2836.015	1,300.00	12/18/2014	100-1220-75630	Sen trips
	Check Total:	1,300.00			
Vendor:McInerne	McInerney & Dillon			Check Sequence: 35	ACH Enabled: No
96657	CC	150.00	12/18/2014	100-1100-70000	legal
96658	PO Pk	1,015.00	12/18/2014	100-1100-70000	legal
96659	SC	1,682.08	12/18/2014	100-1100-70000	legal
	Check Total:	2,847.08			
Vendor:MDTele	MD Telecom			Check Sequence: 36	ACH Enabled: No
6998	CC cell booster	387.06	12/18/2014	100-1231-75515	signal boost
	Check Total:	387.06			
Vendor:MJStudio	Bruce Jackson MJ Studios			Check Sequence: 37	ACH Enabled: No
6051.402	Pokemon	146.16	12/18/2014	100-1260-75100	
	Check Total:	146.16			
Vendor:OaklMus	Oakland Museum of California			Check Sequence: 38	ACH Enabled: No
01152015	Jan Mystery 2836.015	70.00	12/18/2014	100-1220-75630	Sen trips
	Check Total:	70.00			
Vendor:PaciPin	Pacific Pinball Museum			Check Sequence: 39	ACH Enabled: No
01152015	Jan Mystery 2836.015	600.00	12/18/2014	100-1220-75630	Sen trips
	Check Total:	600.00			
Vendor:PERS	PERS			Check Sequence: 40	ACH Enabled: No
121514	PERS	1,087.66	12/18/2014	100-0000-21250	
121514	PERS	11,003.34	12/18/2014	100-0000-21250	
121514	PERS	4,526.80	12/18/2014	100-0000-21250	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	16,617.80			
Vendor:PG&E	Pacific Gas & Electric Co			Check Sequence: 41	ACH Enabled: No
11212014	SC	642.92	12/18/2014	100-1220-65705	utilities
11212014	SC	3,472.62	12/18/2014	100-1220-65701	utilities
12032014	TC	271.65	12/18/2014	100-1255-65705	utilities
12032014	TC	923.54	12/18/2014	100-1255-65701	utilities
	Check Total:	5,310.73			
Vendor:PhCit	Pleasant Hill, City of			Check Sequence: 42	ACH Enabled: No
900006615	PSC Aug	933.88	12/18/2014	100-1300-73730	shared exps
900006624	fuel Oct	2,521.18	12/18/2014	100-1300-75545	shared exps
	Check Total:	3,455.06			
Vendor:PleaHill	Pleasant Hill Rec & Park Distr			Check Sequence: 43	ACH Enabled: No
121514	Reimburse Payroll	123,198.59	12/18/2014	100-0000-10410	
	Check Total:	123,198.59			
Vendor:RideThe	Ride The Ducks LLC			Check Sequence: 44	ACH Enabled: No
11182014	gratuities	150.00	12/18/2014	100-1220-75630	Sen trips
	Check Total:	150.00			
Vendor:RossRec	Ross Recreation Equipment			Check Sequence: 45	ACH Enabled: No
95835	Dealy	1,398.90	12/18/2014	100-1300-76000	bench
	Check Total:	1,398.90			
Vendor:ShelLyn	Lynn Shelton			Check Sequence: 46	ACH Enabled: No
04132015	Reno 2840.015	300.00	12/18/2014	100-1220-75630	Sen trips
	Check Total:	300.00			
Vendor:SiePac	Sierra Pacific Tours			Check Sequence: 47	ACH Enabled: No
67215	GG Fields 2837.015	965.00	12/18/2014	100-1220-75630	sen trips
	Check Total:	965.00			
Vendor:Standard	Standard Insurance Company			Check Sequence: 48	ACH Enabled: No
01/2015	LIFE/ADD/LTD/STD	1,255.95	12/18/2014	100-0000-21320	
01/2015	LIFE/ADD/LTD/STD	228.56	12/18/2014	100-0000-21320	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,484.51			
Vendor:Travel	Travel Center, Trust Account			Check Sequence: 49	ACH Enabled: No
03222015	Dame Edna 2850.	800.00	12/18/2014	100-1220-75630	senior trips
03272015	Mystery 2851.015	495.00	12/18/2014	100-1220-75630	senior trips
04832	Seagull 2843.015	500.00	12/18/2014	100-1220-75630	senior trips
11132014	Levi's xtra passenger 2839.014	660.00	12/18/2014	100-1220-75630	senior trips
11142014	Nov xtra passenger 2481.014	270.00	12/18/2014	100-1220-75630	senior trips
	Check Total:	2,725.00			
Vendor:UnitCaG	United California Glass & Door			Check Sequence: 50	ACH Enabled: No
74343	install at CC	6,850.00	12/18/2014	100-1500-80313	lobby glass
	Check Total:	6,850.00			
Vendor:USBank	U.S. Bank			Check Sequence: 51	ACH Enabled: No
121514	PARS #6746022400	1,191.99	12/18/2014	100-0000-21330	
121514	PARS #6746022400	596.00	12/18/2014	100-0000-21335	
	Check Total:	1,787.99			
Vendor:USBankEq	US Bank Equipment Finance			Check Sequence: 52	ACH Enabled: No
12202014	DO lease	403.46	12/18/2014	100-1210-75510	copier
	Check Total:	403.46			
Vendor:USBankP	U.S. Bank Corporate Payment			Check Sequence: 53	ACH Enabled: No
11242014	Nov charges	42,543.06	12/18/2014	100-0000-20100	Cal Card
	Check Total:	42,543.06			
Vendor:USPOSTAL	US Postal Service BMEU			Check Sequence: 54	ACH Enabled: No
11202014	renew bulk permit # 365	220.00	12/18/2014	100-1290-75624	permit # 365
	Check Total:	220.00			
Vendor:VSP	Preferred Benefit			Check Sequence: 55	ACH Enabled: No
01/2015	VSP Vision	13.60	12/18/2014	100-1100-55300	
01/2015	VSP Vision	34.60	12/18/2014	100-0000-21300	
01/2015	VSP Vision	13.60	12/18/2014	100-0000-21300	
	Check Total:	61.80			
Vendor:WarfSha	Shannon Warf			Check Sequence: 56	ACH Enabled: No
12312014	NYE party	300.00	12/18/2014	100-1100-74000	2nd installment

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	300.00			
Vendor:Xerox 77155358	Xerox Corporation			Check Sequence: 57	ACH Enabled: No
	CC copier	305.37	12/18/2014	100-1231-75500	copier
	Check Total:	305.37			
	Total for Check Run:	306,854.16			
	Total Number of Checks:	57			

Board of Directors Meeting Minutes
August 28, 2014
DRAFT

The August 28, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 7:01 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, Shess, Glover

STAFF PRESENT: Lischeske, Berggren, Bradley,Young

PUBLIC COMMENT
None

Consent Calendar (ACTION)

a. **To Approve Bills to be Paid**
b. **To Approve Minutes of May 22, 2014**

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

PRESENTATION OF CHECK TO HOSPICE OF EAST BAY FROM PROCEEDS OF THE WINE, WOMEN, & SHOES EVENT
Recreation Superintendent Tina Young was present to introduce Cindy Hatton, President and CEO, and Gloria Blecha, Development Associate and staff representative from the Hospice of the East Bay to the Board. Board Chair Sterrett presented Hospice with a check in the amount of $9,856.80 from the Wine, Women, & Shoes event. Hatton and Blecha thanked the Board and stated that the event was great from beginning to end. The Board thanked the representatives for attending the meeting and for their involvement in the event.

REVIEW AND APPROVE THE LEGAL SERVICES REQUEST FOR PROPOSALS (ACTION)
The General Manager reported that he is planning on distributing the request for proposal for general counsel services during the month of September, with the submission due date of October 2, 2014.

The Board members all felt this gave enough time for firms to apply. The General Manager asked the Board how they would like to proceed with the interview and hiring process. The Board members stated they would like to have a board committee for the selection process. Board Chair Sterrett commented that if there are more than five applicants than the whole Board should be involved. Board Member Glover asked if the Board would need to meet in Closed Session to review the applicants. The General Manager said he will look into the answer, but he believes the process will need to be a public session.

Upon motion of Board Members Donaghu & Glover, the Board approved the proposal as presented

REPORT ON THE LIBRARY TASK FORCE COMMITTEE

Board Member Sandy Bonato, the District's representative to the Library Task Force, has been attending the library meetings and gave an update on the Task Force Meetings to the Board. Board Member Bonato reported that at the last committee meeting the main focus was the location of the proposed new library. She commented that the District's Pleasant Hill Park is a site that the Task Force is seriously considering. She said members of the Task Force met with District staff on August 27, 2014. The District offered comments and stated a number of concerns concerning the library's impact on the park. Bonato commented that the footprint of the proposed library has not been finalized, and therefore a thorough evaluation of the park site could not be completed. She indicated that District staff asked the Task Force to bring back a more complete footprint of the site.

Board Chair Sherry Sterrett reported as the District's alternate representative to the Library Task Force. Sterrett stated that she also attended the committee meetings and that she was in favor of the flood control area site for the library over the District's Pleasant Hill Park site. She indicated that she wanted to be clear she was in favor of the Library, but very much against its location at this particular site. She asked the other Board Members to give their input on the Pleasant Hill Park site. Board Member Bonato noted this was not the time to take a position on the location of the library. Chair Sterrett said she would like to hear the rest of the Board's view on the proposed site and if the rest of the Board felt that the park site was not appropriate, then consideration of it by the Task Force could be dropped.

Board Member Shess commented that it is important to handle this issue in the appropriate manner. Board Member Glover indicated that an action item should be placed on a future agenda. Board Member Glover asked if alternative site locations were discussed by the Task Force and if they were still looking into these sites. Bonato commented that other sites are still being considered.

Board Member Donaghu commented the Task Force would need to include a large incentive for the District for him to consider Pleasant Hill Park as one of the sites. Donaghu asked if there had been a community survey regarding the building of a library given to the community. Bonato said that this has not been completed as of this time.

Board Member Shess did not want to take any position until more information was provided and wanted to allow the process to continue to consider all options. Board Member Glover agreed with Shess that this is still early in the development process, that the item should be agendized as an "action" item, and that the Board needed additional information.

The General Manager explained that the Task Force is in the process of getting the District completed site plans for Pleasant Hill Park. Also, the General Manager indicated that he will be submitting to the Task Force a pros and cons list concerning the Pleasant Hill Park site location.

TO CONSIDER SELECTION OF CHARITY ORGANIZATION FOR 2015 WINE, WOMEN & SHOES EVENT (ACTION)

Recreation Superintendent Tina Young introduced Sandra Sheir and Michelle Hall from the Monument Crisis Center to the Board. Young commented that based on the amount of resources the group has and their mission statement the Wine, Women & Shoes Committee is recommending them to be the Charity Partner for the 2015 event.

Hall gave the Board background on the Monument Crisis Center. Sheir commented that the Wine, Women & Shoes event would be a great partnership for their organization. She distributed folders with more information on the organization to the Board members.

Board Member Glover asked staff why they are recommending this group over STAND. Recreation Superintendent Young commented that the Crisis Center is a group with lots of volunteers and great connections in the Community. She said that STAND utilizes Monument Crisis Center so their organization would still benefit from the event.

Board Member Shess asked the representatives from the Crisis Center if they were prepared for all the work involved in the event. Sheir said they attended this year's event, and their organization is very aware of the huge undertaking of the event.

Upon motion of Board Members Donaghu & Shess, the Board approved to accept the Monument Crisis Center as the Charitable Organization for the 2015 Wine, Women & Shoes event.
The Board thanked the group for attending the meeting and for all the hard work they do for the Community.

REPORT ON COOPERATIVE EFFORTS WITH COMMUNITY ORGANIZATIONS

The General Manager reported that there are two cooperative events coming up with the Distinct and local community organizations. He commented that the first one is with the Pleasant Hill Education Imitative where the District will be hosting the film screening of HUGO at the Pleasant Hill Senior Center on October 24, 2014. The General Manager reported that the other cooperation is with CERT on their speaker series. The first of the series will be on October 16, 2014 at the Community Center beginning at 7:00 p.m.

Board Chair Sterrett commented that the CERT date is the same day scheduled for the District's joint meeting with the City of Pleasant Hill. The General Manager said he will talk to the City about changing the date of the joint meeting.

Board Member Bonato asked to have the cooperative events listed on the web site. The General Manager said he will tell the Marketing Department.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He was in Oregon when the last Chamber Meeting took place.

Bonato made the following announcements/questions:

- She would like a FF&E report. The General Manager said he will send one to all the board members.
- She asked how much money the 2014 Wine, Women & Shoes even made for the District. Recreation Superintendent Young said it was $40,000.
- She attended the Measure E Breakfast, and thought it was a great event.
- She asked the General Manager to contact Simi Valley regarding the train agreement.

Shess made the following announcements/questions:

- He said he was very pleased to see the Teen Center's enrollment at 70 children.

Glover made the following announcements/questions:

- He asked how the Moraga facilities tour went. The General Manager said it went very well, and that Moraga was very impressed with the District facilities.

Sterrett made the following announcements/questions:

- She thanked the General Manager and District staff for the Measure E breakfast.
- She commented on how well the Teen Center's Facebook page is doing.
- She reported that she has received positive feedback on the Moraga tour of the District's facilities.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He distributed promotional items to the Board from the Dolfins 50th Anniversary event. He commented that he was very impressed with the event. He stated that he had presented the Dolfins with a certificate of appreciation from the District Board.

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 8:31 p.m.

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Robert B. Berggren, Clerk of the Board

Board of Directors Meeting Minutes
September 11, 2014
DRAFT

The September 11, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 7:00 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE
Bond Oversight Committee Member Marie Simmons led the pledge of allegiance

ROLL CALL
BOARD PRESENT: Donaghu, Sterrett, Bonato, Glover

STAFF PRESENT: Berggren, Bradley, Blair, Hunn

PUBLIC COMMENT
None

Board Member Shess arrived at 7:05

Consent Calendar (ACTION)
a. To Approve Bills to be Paid

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

FINAL REPORT BY THE BOND OVERSIGHT COMMITTEE
Bond Oversight Committee Chair, Norm Vanhole, and members, Harold Jeffrey, Marie Simmons, and Leo Vargas were all present at the meeting. Vanhole thanked everyone on the Committee then reviewed the report with the Board and explained that Committee's final report will be presented to the Board after the auditors review.

Vanhole reported that all the Measure E projects have been completed. The total payments for all the projects were $29,817,315.00. Simmons commented that the final report will show actual numbers in a way that the public will be able to understand.

Board Chair Sterrett thanked Bond Oversight Committee members for all their dedication and hard work on the projects over the past few years.

All the Board Members commended the Committee on their work.

Board Chair Sterrett recognized each Bond Oversight Committee member, and presented them with Certificates of Appreciation from the Board.

Accounting Supervisor Blair commented that he had been very impressed with the Committee, and they did an extensive amount of work to produce all the detailed documents for the review of the Board over the years.

The General Manager also commended and thanked the Committee for all their hard work. He said the Bond Oversight Committee will be recognized by the District with a tile on the wall of the Teen Center.

FIRST READING OF THE AMENDMENT TO THE NO SMOKING ORDINANCE TO ADD ELECTRONIC CIGARETTES

The General Manager explained that this was the first reading of the ordinance for the Board to review before adopting the final document. Board Members Shess, Donaghu, and Bonato all requested some verbiage changes to the document draft.

The Board felt that overall the document was very well done. The General Manager commended Accounting Supervisor Mark Blair for all his hard work on the compiling the information for the document.

Board Member Glover asked when the final reading by the Board will be. The General Manager said it would be at the next Board meeting. Glover commented that he would like to see a press release saying that the District has been at the forefront of including e-cigarettes in their no smoking policy which has increased Pleasant Hill's grade with the Cancer Society.

TO CONSIDER BID FOR KIDSTOP REPLACEMENT FLOORING (ACTION)

The General Manager reported that Building Maintenance Superintendent Carrie Miller has received two bids for the KIDSTOP flooring which will be installed during the Christmas break. He said that Miller is recommending the bid from National Flooring & Supply. They had the lower bid and Miller has worked with them in the past.

Upon motion of Board Members Bonato & Donaghu, the Board approved to accept the bid from National Flooring & Supply in the amount of $12,495.98 for the KIDSTOP flooring.

TO CONSIDER BIDS FOR PARK MAINTENANCE TRUCK (ACTION)

The General Manager reported that a new truck is needed for the Park Maintenance Department.

Board Member Shess asked if District staff could speak with the local dealer who was also the highest bid to see if they would be willing to reduce their bid. The General Manager explained that to do that the whole bid process would need to start all over again.

Upon motion of Board Members Donaghu & Bonato, the Board approved to accept Downtown Ford's bid in the amount of $22,045.46 for the new Park Maintenance truck.

REPORT ON 2014 HOLIDAY FESTIVAL

Recreation Supervisor Katrina Hunn was present to give the Board a report on the activities planned for the upcoming Holiday Festival on December 10, 2014. She distributed the soon to be released sponsorship information to the Board.

Hunn reported that staff is very excited to be bringing back the Holiday Festival to the Community. She said that there is a staff committee for the event who has been working hard on the planning of the event. She commented that many of the popular activities will be brought back, and a new feature of a "Frozen" themed room has been added. Hunn reported

that Republic Services has once again agreed to be the major sponsor of the event. She said the event this year will be primarily focusing on the youth and their families in our Community.

Board Member Bonato asked if there will still be entertainment at the event. Hunn said there will be and that staff has been reaching out to the Community and the District's Clubs and Organizations.

Board Member Bonato asked what Republic Services will be receiving for their sponsorship. Hunn explained that they are in the Winter Wonderland category so they will have their logo tree to decorate with their organization's logo on special ornaments.

The Board Members said they would really like to see a tree lit. Hunn said the committee is working on some ideas.

Board Member Bonato asked if there were areas the Board could help with. Hunn said all volunteers would be appreciated that night.

Board Chair Sterrett commented that she would like to be the MC for the entertainment portion of the Holiday Festival.

The Board thanked Hunn for her report and said they were looking forward to the event.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He commented that the City's Community Service Day is in a couple of weeks. He has been asked by Martin Nelis from the City on specific projects the District is planning on. Park Superintendent Tom Bradley was present he said besides the work at Rodgers Ranch the District will be supervising clean up at Shannon Hills Park, and the memorial gardens. There will also be mulching at some District sites, and clean up of roadsides.

Bonato made the following announcements/questions:

- She was forwarded the La Morinda Weekly which had a report in it on the tour of the District facilities by Moraga City staff. She said it was a great article and very flattering to the District.
- She received a letter from someone in the community encouraging the District to move forward with adding "No Vaping" to the no smoking policy.
- She attended two Library Task Force meetings this week. She updated the Board members on the details of both meetings.
- She complimented staff on the quick response to the water damage at the Community Center.

Shess made the following announcements/questions:

- He attended the Meals on Wheels event at the Senior Center on Sunday morning. He said it was a great event.
- He would like more clarification regarding the water damage at the Community Center.

Sterrett made the following announcements/questions:

- She asked for an update on the water damage at the Community Center. The General Manager commented that an employee had been running water through empty conduit for a location test, and the water inadvertently flooded the IT room at the Community Center damaging the phone lines and the computer connections. The General Manager has met with Richard Miller and staff who plan to have everything working by this weekend. The General Manager said there were no rentals or events impacted by the damage.
- She asked if the District had bought a table for East Bay Regional Park District's 80th Anniversary event The General Manager said the District had not due to the price of the tables. He will be sending a congratulatory card from the District.
- She reported that she had sent the other Board members in early September saying that the Senior Center Board had challenged them to the ALS ice bucket challenge. She said since she did not hear back from all the Board she will be telling the Seniors that most of the Board members have already made donations to ALS.
- She congratulated the General Manager on the recognition he received from the State on becoming a California Special District's Association mentor. She said the program is an outstanding one that CSDA has developed.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He said he would like to finalize the date of October 30, 2014 to have the joint meeting with the City. The Board decided to wait to have the meeting until after the General Election.
- He shared the invitation to the Mayor's Conference.
- He reported that the Pleasant Hill READS program will not be showing the film at the Senior Center, but that the District will be helping with flyers and publicity.

Recreation Supervisor Hunn gave the Board an update on the Teen Center

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 8:35 p.m. in honor of the 9-11-01 anniversary

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Robert B. Berggren, Clerk of the Board

Board of Directors Resolution

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

IN THE MATTER OF **RESOLUTION 2014-12-18**
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 Robert Berggren, 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 18, 2014, by the following vote:

AYES:
NOES:
ABSENT:

Sandra Bonato, 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 18, 2014.

Robert B. Berggren, Clerk of the Board

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 9, 2014

RE: December 18, 2014 Board Meeting

To Review Standard & Poor's Rating of District Finances

Attached is the most recent ratings report by Standard & Poor (S & P) regarding the District's finances and bond ratings. Accounting Supervisor Mark Blair will give the Board a summary of the current report.

STANDARD & POOR'S RATINGS SERVICES
McGRAW HILL FINANCIAL

RatingsDirect®

Summary:

Pleasant Hill Recreation and Park District, California; Appropriations; General Obligation

Primary Credit Analyst:
Daniel J Zuccarello, New York (1) 212-438-7414; daniel.zuccarello@standardandpoors.com

Secondary Contact:
Lisa R Schroeer, Charlottesville (1) 434-220-0892; lisa.schroeer@standardandpoors.com

Research Contributor:
Malcolm D'Silva, CRISIL Global Analytical Center, an S&P affiliate, Mumbai

Table Of Contents

Rationale

Outlook

Related Criteria And Research

Summary:

Pleasant Hill Recreation and Park District, California; Appropriations; General Obligation

Credit Profile		
Pleasant Hill Recreation & Pk Dist certs of part ser 2013 (AGM)		
Unenhanced Rating	BBB+(SPUR)/Positive	Affirmed

Rationale

Standard & Poor's Ratings Services revised the outlook to positive from stable on Pleasant Hill Recreation and Park District, Calif.'s previously issued general obligation (GO) bonds and certificates of participation (COPs), based on our view of the district's improved financial operations that have strengthened its overall financial position to strong levels in fiscal years 2013 and 2014 from previous negative levels. At the same time, we affirmed our 'A-' long-term rating and underlying rating (SPUR) on the district's GO bonds, as well as our 'BBB+' SPUR on the district's COPs.

The 'BBB+' appropriation rating reflects our view of the district's general credit characteristics, as well as its covenant to annually budget and appropriate lease payments.

The 'A-' GO rating reflects the district's general credit characteristics, which include our view of its:

- Access to, and participation in, the greater San Francisco area economy and employment base with what we view as very strong incomes and property wealth;
- Sizable and very diverse property tax base that has seen only modest effects from the national economic and housing downturns;
- Improved financial operations; and
- Low-to-moderate overall net debt with no additional debt plans.

The district's historically weak, albeit improved, general fund liquidity and available reserves, coupled with high debt service carrying charges and below-average amortization, are, in our view, limiting credit considerations.

Unlimited ad valorem taxes levied on taxable property in the district secure the district's GO bonds. The COPs represent an interest in lease payments made by the district, as lessee, to the Public Property Financing Corp. of California, as lessor, for the use and possession of Pleasant Hill Park, the leased asset which includes the district administration building, Aquatic Park, and teen center. The lease agreement requires lease payments to be made 15 days prior to the debt service payments. The district also has a debt service reserve (DSR) equal to the reserve requirement at the least of 10% of par, 125% of average annual debt service, or maximum annual debt service (MADS).

Pleasant Hill Recreation and Park District serves more than 40,000 people in an area about 20% larger than Pleasant Hill at the geographic center of Contra Costa County, 45 miles east of San Francisco and 22 miles east of Oakland. The district includes more than 269 acres of parkland, including 13 park sites, an aquatic center, a teen center, a community center, a senior center complex, historic sites, trails, and open-space areas. Pleasant Hill is an affluent city

that participates in the San Francisco-Oakland area economy. Considered a bedroom community, residents commute into nearby employment bases in Berkeley, Oakland, and San Francisco.

The recent economic downturn has had a limited effect on the mostly built-out, residential district. The property tax base is very diverse, with the 10 leading taxpayers accounting for 13.3% of assessed value (AV). The district's AV rebounded in fiscal 2014 after modest declines at the start of the decade, reflecting recent housing market recovery. AV increased by an estimated 6% in fiscal 2014 and by an additional 8% in fiscal 2015 to $6.5 billion, or, in our view, an extremely strong $161,900 per capita. Pleasant Hill's median household effective buying income (EBI), at 102%, is, in our opinion, slightly about average when compared with countywide levels. Compared with the national level, however, median household and per capita EBI are, in our view, a very strong 150% and 161%, respectively.

In our view, the district's financial operations have stabilized, enabling it to enhance reserves to positive levels in fiscal years 2013 and 2014 from negative levels between fiscal years 2010 and 2012. In fiscal 2013, we understand that the receipt of additional local revenues, primarily from the dissolution of the local redevelopment agency, coupled with a nonrecurring asset sale, loan proceeds, and some cost reductions, helped enhance the district's overall financial position. In addition, management reports that the district's newly constructed facilities provided rental income above budget expectations. After originally budgeting for an $573,000 operating deficit, the district achieved a small $70,000 operating surplus in fiscal 2013 (excluding nonrecurring revenue and transfers in). The district closed fiscal 2013 on June 30 with an $850,000 available unassigned general fund reserve, or, in our view, a strong 13.9% of expenditures, up from a negative 0.7% of expenditures in fiscal 2012. In addition, it reported improved liquidity with an unrestricted general fund cash and investment balance of $1 million (17.8% of operating expenses) in fiscal 2013, up from the zero general fund cash and investment balance maintained between fiscal years 2010 and 2012.

Management reports that for fiscal 2014, unaudited results were better-than-budget, contributing to a small, $56,000 operating surplus and an ending available general fund balance of approximately $1 million or, in our view, a very strong 15% of expenditures. For fiscal 2015, the district's budget shows a general fund surplus of $32,000 that, if realized, would sustain its available reserve at levels we consider very strong. To offset recent financial volatility, we understand that the district's board may consider implementing a reserve policy of at least 10% of operating expenditures. Contra Costa County-levied-and-collected property taxes accounted for 56% of fiscal 2013 general fund revenue, while fees and service charges accounted for a majority of the remainder. The county is on the Teeter Plan, so we do not view the delinquency rate as a material factor in our rating analysis. Current tax collections are, in our view, strong, averaging more than 96% over the past five years.

In our opinion, the district's overall net debt burden is a low 2.8% of estimate market value, but a more moderate $4,500 per capita. Given the district's limited operations, debt service carrying charges are high, in our view, accounting for 27% of noncapital governmental expenditures in fiscal 2013. District projections have annual debt service of nearly $2 million or nearly one-fourth of governmental expenditures over the next several years. We consider the amortization of GO and COP principal below average, with officials planning to retire just 23% of principal over 10 years and 62% over 20. We understand the district does not currently have any capital needs that require additional debt financing.

The district contributes to the California Public Employees' Retirement System, and it has historically made 100% of

the annual required contribution. In fiscal 2013, the $271,000 pension contribution equaled 3.8% of noncapital governmental expenditures. We understand the district does not provide other postemployment benefits for retirees.

Outlook

Aided in part by recent tax base growth and new facilities, the positive outlook reflects our anticipation that the district will continue to make sufficient budgetary adjustments to maintain structurally balanced operations and at least strong available reserves. Our view of the district's strong economic indicators supported by its participation in the greater San Francisco area economy supports our belief that property tax collections will likely remain consistent.

Should the district's operations remain stable or improve, supported by strong-to-very strong available reserves, we could raise the rating over the two-year outlook period. However, we could revise the outlook back to stable if recent financial and economic trends were to reverse, pressuring the district's operations and causing reserves to weaken.

Related Criteria And Research

Related Criteria

- USPF Criteria: GO Debt, Oct. 12, 2006
- USPF Criteria: Key General Obligation Ratio Credit Ranges – Analysis Vs. Reality, April 2, 2008
- USPF Criteria: Appropriation-Backed Obligations, June 13, 2007

Ratings Detail (As Of December 5, 2014)		
Pleasant Hill Recreation & Pk Dist GO bnds ser A due 08/01/2040		
Long Term Rating	A-/Positive	Affirmed
Pleasant Hill Recreation & Pk Dist GO (AGM)		
Unenhanced Rating	A-(SPUR)/Positive	Affirmed

Many issues are enhanced by bond insurance.

Complete ratings information is available to subscribers of RatingsDirect at www.globalcreditportal.com. All ratings affected by this rating action can be found on Standard & Poor's public Web site at www.standardandpoors.com. Use the Ratings search box located in the left column.

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McGRAW HILL FINANCIAL

One California Street, 31st Floor
San Francisco, CA 94111-5432
tel 415 371-5000
reference no.: 40289812

December 4, 2014

Pleasant Hill Recreation & Pk Dist
147 Gregory Lane
Pleasant Hill, CA 94523
Attention: Mr. Robert Berggren, General Manager

Re: ***Pleasant Hill Recreation & Park District, California, General Obligation Bonds, Series A***

Dear Mr. Berggren:

Standard & Poor's Ratings Services ("Ratings Services") hereby affirms its rating of "A-" for the above-referenced obligations and changed the outlook to positive from stable. A copy of the rationale supporting the rating and outlook is enclosed.

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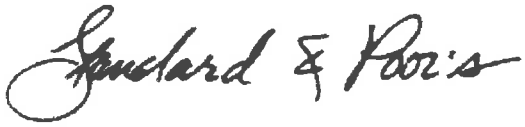
Sincerely yours,



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McGRAW HILL FINANCIAL

One California Street, 31st Floor
San Francisco, CA 94111-5432
tel 415 371-5000
reference no.: 40377298

December 4, 2014

Pleasant Hill Recreation & Pk Dist
147 Gregory Lane
Pleasant Hill, CA 94523
Attention: Mr. Robert Berggren, General Manager

Re: ***Pleasant Hill Recreation & Park District, California, General Obligation, Series 2012B***

Dear Mr. Berggren:

Standard & Poor's Ratings Services ("Ratings Services") hereby affirms its rating of "A-" for the underlying rating (SPUR) on the above-listed obligations and changed the outlook to positive from stable. A copy of the rationale supporting the rating and outlook is enclosed.

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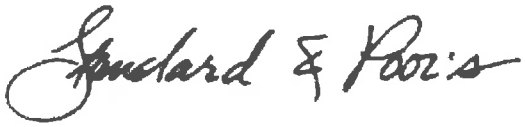

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One California Street, 31st Floor
San Francisco, CA 94111-5432
tel 415 371-5000
reference no.: 40425549

December 4, 2014

Pleasant Hill Recreation & Pk Dist
147 Gregory Lane
Pleasant Hill, CA 94523
Attention: Mr. Robert Berggren, General Manager

Re: ***Pleasant Hill Recreation & Park District, California, Certificates Of Participation, Series 2013***

Dear Mr. Berggren:

Standard & Poor's Ratings Services ("Ratings Services") hereby affirms its rating of "BBB+" for the underlying rating (SPUR) on the above-listed obligations and changed the outlook to positive from stable. A copy of the rationale supporting the rating and outlook is enclosed.

This letter constitutes Ratings Services' permission for you to disseminate the above rating to interested parties in accordance with applicable laws and regulations. However, permission for such dissemination (other than to professional advisors bound by appropriate confidentiality arrangements) will become effective only after we have released the rating on standardandpoors.com. Any dissemination on any Website by you or your agents shall include the full analysis for the rating, including any updates, where applicable.

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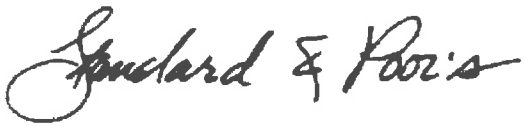

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MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 12, 2014

RE: December 19, 2014 Board Meeting

To Consider Revised District Refund Policy (FIRST READING)

The Board of Directors approved a refund policy on March 14, 2013. District staff has requested clarification on the refund policy and have requested a revised refund policy. Information is attached from Recreation Superintendent Tina Young regarding the proposed, revised refund policy. No action is required at this time. This is the first reading. This item will be taken up at one of the regular board meetings held in January.

MEMORANDUM

TO: Bob Berggren

FROM: Tina Young, Recreation Superintendent

DATE: 11/18/14

RE: Update to Refund Policy

Customer service staff requested the Focus Committee consider changes to the Board Approved Refund Policy. The concern was the wording was confusing to our customers, and in the case of medical refunds, did not match past practice (prior to the Board approved Refund Policy from 3/14/13, most supervisors did not charge processing fees if a doctor's note was provided). Staff also feels listing the Satisfaction Guarantee refunds first is more positive. The proposed policy also clarifies satisfaction guarantee refunds will have a processing fee, fees are charges per class per student and there are no fees for medical refunds. After review by Supervisors and Customer Service Staff, we came up with the proposed revised refund policy. (attached) Below is the current refund policy to compare to the proposed.

CURRENT REFUND POLICY (policy was approved by the Board on March 14, 2013)

Refund Policy

Prior to first class/activity, if circumstances beyond your control impact your ability to participate in our programs and/or it becomes necessary for you to transfer to another date/time, transfers or credits on account will be assessed a $5 processing fee. A refund by check or two your credit card will be assessed a $10 processing fee. No fees will be charged if the activity/class is canceled or changed by the District.

With the exception of medical emergencies, all requests for transfers/credits on account or refunds must be received two weeks prior to the first class meeting. Credits/refunds for medical emergencies require a doctor's/health plan documentation and will be pro-rated from receipt of notification.

Satisfaction Guarantee

Pleasant Hill Recreation & Park District strives to provide the highest quality in programs and services. If you have any concerns regarding the quality of our programs or instructors, please contact the program supervisor immediately (before the third class meeting) at 682-0896, so that we may work to resolve your concerns. (List of current Supervisors and program areas shall appear on the website).

Exceptions

See individual program information for specific refund policies.

- Facility, Parks and Pool Rentals
- Trips and Travel Programs for All Ages
- Adult Sport Leagues
- Special Events - No Refunds given for Special Events

Proposed Revised Refund Policy

Satisfaction Guarantee

Pleasant Hill Recreation & Park District strives to provide the highest quality programs and services. If you have any questions regarding our programs or instructors, please contact the program supervisor before the third class meeting at 682-0896, so that we may address your concerns. (List of current Supervisors and program areas appear on the website). Refunds may be granted by a supervisor; processing fees will apply (see below).

Refund Policy

Refund or transfer requests must be received two weeks prior to first class/activity. Transfers or credits to your account will be assessed a $5 processing fee. A refund by check or to your credit card will be assessed a $10 processing fee. Processing fees are assessed for each student and each class/activity that is being changed or canceled. No fees will be charged if the class/activity is canceled or changed by the District.

Refund Exceptions

- No Refunds for Special Events/One Day Events
- Medical Refunds: Transfers, credits or refunds for medical reasons require a doctor's/health plan documentation and will be pro-rated from receipt of notification if class/activity has begun. No processing fees will be assessed for medical refunds.
- Special Program Policies
    - Facility, Parks and Pool Rentals
    - Trips and Travel Programs for All Ages
    - Adult Sport Leagues

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 9, 2014

RE: December 18, 2014 Board Meeting

To Consider Business Strategic Plan Goals (ACTION)

The Board of Directors have reviewed the goals and recommendations by the Strategic Business Plan in two Board Study Sessions. The Oversight Working Group (OWG) has requested that the Board of Directors approve the goals and recommendations.

There are two changes made in the goals. Page 4 of the management goals where the #1 goal - wording has been changed to explore opportunities to contract services including, but not limited to park/turf maintenance, building/custodial maintenance, IT, legal services, marketing and sports officials. The other changes are on page 6 under financial goals where #5 - the last sentence has been changed to, "upon determination of financial resources and priority of the Board to establish a funding plan/options to complete the projects."

The attached OWG goals are dated December 5, 2014. The General Manager is recommending approval of the Strategic Business Plan Prioritized Goals and Recommendations.

Pleasant Hill Recreation
& Park District

STRATEGIC BUSINESS PLAN:
PRIORITIZED GOALS AND RECOMMENDATIONS

Pleasant Hill Recreation and Park District
Oversight Working Group
December 5, 2014

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Strategic Business Plan Oversight Working Group

The Oversight Working Group (OWG) is a committee formed to help bring strategic business recommendations to the District Board of Directors. The OWG consists of Korey Riley, Tina Young, Mark Blair, Carrie Miller, Tom Bradley, Kendra Luke and Board Members Sandy Bonato and Zac Shess. The Committee has been meeting twice a month since March 2013 to develop a working plan to implement the goals of the Business Plan presented to the District in 2012.

The OWG has worked diligently to take the recommendations of the original business plan and offer a subsequent plan that will best serve District residents and staff. We respectfully submit this plan for consideration to the Board of Directors and we look forward to their feedback and guidance.

Recreational Service Goals Prioritized

#1 Goal

Evaluate opportunities for developing partnerships with businesses and non-profit organizations that utilize District space to provide new and unique services to the general public. Partnerships to be targeted in the next 24 months would include but are not limited to:

- Investigate partnerships with health care providers & non-profit organizations to create/host programs to reduce obesity and improve health and fitness
- Explore corporate naming/sponsorships to help alleviate costs of installing new pathways at PH Park
- Reach out to these groups for renting District space for company picnics, help with group park improvement days, development of special events to support local businesses

#2 Goal

Develop recreation management policies and evaluation criteria including:

- Establish Board approved targeted cost recovery expectations for all programming (i.e., based on the derived benefit being determined to range from a mostly community benefit to a mostly individual benefit)
- Establish review processes that generate quantifiable measurement results for all programming activities (e.g. utilizing enrollment numbers, revenue generation and community/individual benefit considerations)
- Utilize the review results to expand programs that meet or exceed expectations and eliminate programming that fails to meet minimum expectations

#3 Goal

Increase net income by 10% in revenue generating programs & facility/park rentals and 3% in subsidized/supported programs in the 1st year by the following:

- Create an evaluation system to track the success of the marketing efforts for specific District programs and facility and park rentals
- Increase customer base by expanding marketing efforts to include, but not limited to the production of new, creative marketing mediums, additional print material, and web and media exposure
- Increase Community outreach and collaboration with Diablo Valley area businesses and organizations to solicit participation in District programs and recruit new instructors, partners and sponsors

Management Goals Prioritized

#1 Goal
Explore opportunities to use contract services, including but not limited to park/turf maintenance, building/custodial maintenance, IT, legal services, marketing, and sports officials.

#2 Goal
Upon determination of cost recovery levels (from Recreation Service Goals):

- Develop budgets for each of the three new facilities, Senior Center, Teen Center and Community Center, which are based on 100% usage. Investigate scenarios for each facility down to the 50% usage level
- Develop a maximum budget for the full utilization of aquatic facilities

#3 Goal
Increase opportunities for professional development and team learning for staff and board members by the following:

- Create a plan for legal, mandatory, professional development and technical skills training
- Evaluate current training opportunities and identify employee and District needs
- Ensure that training and growth are aligned with District's vision, mission , and goals
- Provide clear information to staff about professional development and advancement opportunities
- Increase opportunities for cross-training across divisions when feasible or possible

Environmental and Sustainability Goals Prioritized

#1 Goal
Development of a process to measure park maintenance operations through established performance standards.

- Establish park maintenance standards and frequency rates
- Establish and track the cost per acre for each park
- Establish a minimum of training hours per year per employee
- Develop equipment replacement schedules which include funded depreciation of the equipment to ensure timely replacement

#2 Goal
Evaluate, establish and monitor:

- An Estimated Annual Water Use (EAWU) for various hydrozones such as turf, sports fields and shrub beds
- Current baseline utility use, develop tracking system of all water, electric and fuel usage by park or facility site, and identify possible ways to achieve a net reduction in utility usage

#3 Goal
Work with the City of Pleasant Hill to evaluate District park land that may be suitable for the development of stormwater retention facilities including bioswales and small retention basins. The goal should be a cooperative project where the District receives improvements to park lands that result in both aesthetic improvements and maintenance savings while the City receives a reduction in storm flow through the treatment system.

Note: Need more information from City on how their credit system works.

#4 Goal
Consider development of a Volunteer Park Adoption/maintenance program that includes certification and training for qualified volunteers for specific tasks such as a "Graffiti Task Force," a "Neighborhood Park Watch" that would organize clean-up days, etc. and Eagle Scout Projects. The program would include Volunteer Regulations identifying the scope of projects available and expectations of volunteers.

Financial Goals Prioritized

#1 Goal
Establish a capital improvement and funding plan in order to:

- Establish a maintenance reserve fund based on the lifecycle maintenance plans for facilities, buildings and park amenities
- Fund the capital needs for structural upgrades or to replace existing facilities

#2 Goal
Evaluate District-owned properties that could be sold to reduce on-going operational costs

#3 Goal
Establish a Board policy for a funding plan to create and maintain a reserve fund account equal to the lesser of $500,000 or 10% of the operating budget

#4 Goal
Appraise the legislative opportunities to ensure that ERAF is frozen at 41% with an annual, incremental reduction toward 25%

#5 Goal
Identify and evaluate financial resources needed to:

- Build a new Gymnasium
- Operate College Park Pool as a third aquatic center
- Address the Old School House and VFW building
- Purchase or lease and develop a sports complex at the county-owned parcel adjacent to the Pleasant Hill Middle School

Upon determination of financial resources and priority of the Board, establish a funding plan/options to complete the project(s)

#6 Goal
Evaluate and develop a timeline to fully fund the required $1.3 million in FFE needed for the new facilities

Marketing Goals Prioritized

#1 Goal

Complete and execute a comprehensive marketing plan for each department that gives consideration and identifies potential promotional strategies for each of the following:

- Networking – go where your market is
- Direct marketing – sales letters, brochures, flyers, Spotlight (see #4 Goal)
- Establish parameters for offering promotional discounts/specials, including post promotion evaluation (what were the results? Was it effective?)
- Advertising – print media, directories
- Direct/personal selling
- Publicity/press releases
- Trade shows, health/wellness fairs and similar events
- Website
- Provide metrics to measure before/after marketing efforts to gauge effectiveness.
- Develop a Social Media marketing plan that includes website improvements and increased online visibility designed to initiate/simulate interaction with general public and increase brand equity of the District through a variety of social media sites including Facebook, Twitter, Blogs, Events sites and Video sites.

#2 Goal

Utilize information from Active.Net to gather demographic information on the current users of District programs and facilities to establish a clearer picture of who uses specific programs and facilities and how we can market and cross-market to those not using programs

#3 Goal

Where appropriate for key programs/services offered by the District, maintain a keen awareness of competitive forces by nearby agencies/non-profits. Supervisors should provide SWOT (strengths, weaknesses, opportunities, threats) analysis when considering the establishment of a new line of business

#4 Goal

Examine ways to improve the Spotlight as a communications medium both print and digitally all while lowering costs to produce it

#5 Goal

Examine how the District and co-sponsored groups can leverage each other's marketing assets to help promote the District and the groups' programs

#6 Goal

Create a new Website for the district that reflects the overall branding of the district and is more visually appealing and is easier to navigate. Explore the unification of district web properties so that they are easier to manage and maintain similar look-and-feel throughout the sections

Items for Future Discussion

While all the goals listed in the Strategic Business Plan are important, the task of the OWG was to prioritize them. The remaining goals listed below (and still numbered as set forth in the Strategic Business Plan) were a lower priority for the Committee, or in some cases were considered already achieved. The remaining goals should be looked at in the future, as we evaluate our progress on prioritized goals and refine them or set new goals.

Other Recreational Service Goals:

(1) Develop programming budgets for each new facility (Teen, Senior and Community Center), establish benchmarks for revenue generation and analyze additional investment needed to fully utilize each facility

(5) Assess opportunities to expanded partnerships with adjacent cities to reduce duplication of programming

(9) Evaluate and assess current and potential additional programming which could be achieved at the Pleasant Hill Middle Schools

(15) Establish a community volunteer program to complete small projects in park sites

Other Management Goals:

(1) Evaluate opportunities to develop partnerships with the business community including but not limited to the rental of space for company picnics, group park improvement days, naming opportunities and development of special events to support local businesses (See Recreational Services Goals)

(7) Investigate and develop additional partnerships (See Recreational Services Goals)

Other Financial Goals:

(1) a. Rebuild Wheat Barn and operate and maintain Rodgers Ranch
b. To be utilized as a small theater

(2) [Covered in Management Goals]

(7) Appraise the State's competitive efforts towards the District's historical tax base. Develop a plan with potential scenarios to counter the State's efforts

(9) Investigate the steps necessary to return the District back to a 2-year budget. Complete the process by 2014.

(12) [Covered in Recreational Service Goals]

(13) [Covered in Recreational Service Goals]

Other Marketing Goals:

(1) Increase rentals to meet budget goals by hiring a Rental Coordinator for the District to promote and book rentals at all and especially new facilities. Design a rental Brochure for the Senior, Teen and Community Center and begin programming rentals of the Community Center

(4) [Covered in #1 Goal]

Completed Goals

Completed Recreational Service Goals

(11) Stay on schedule and budget with the construction of the Community Center (MOVE to Management Goals)

(14) Implement solutions to the acoustics problem in the Chateau Room of the new Senior Center

Completed Management Goals

(4) Continue refining Administration and supervisory responsibilities to work as efficiently as possible with reduced staff

- Complete staff evaluations from New Job Responsibilities Re-org chart, and create staffing levels and positions most needed for the next 2 years
- Communicate new job responsibilities with all District staff explaining the upcoming changes prior to the implementation of the reorganization

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 9, 2014

RE: December 18, 2014 Board Meeting

To Confirm Board Committee Assignments

Board Chair Sandy Bonato will be making the appointments for the ongoing committee assignments for 2015.

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: December 9, 2014

RE: December 18, 2014 Board Meeting

To Consider Dates for January Board Study Session

The General Manager would like to get on your calendar a date for the Annual Board Study Session in January.