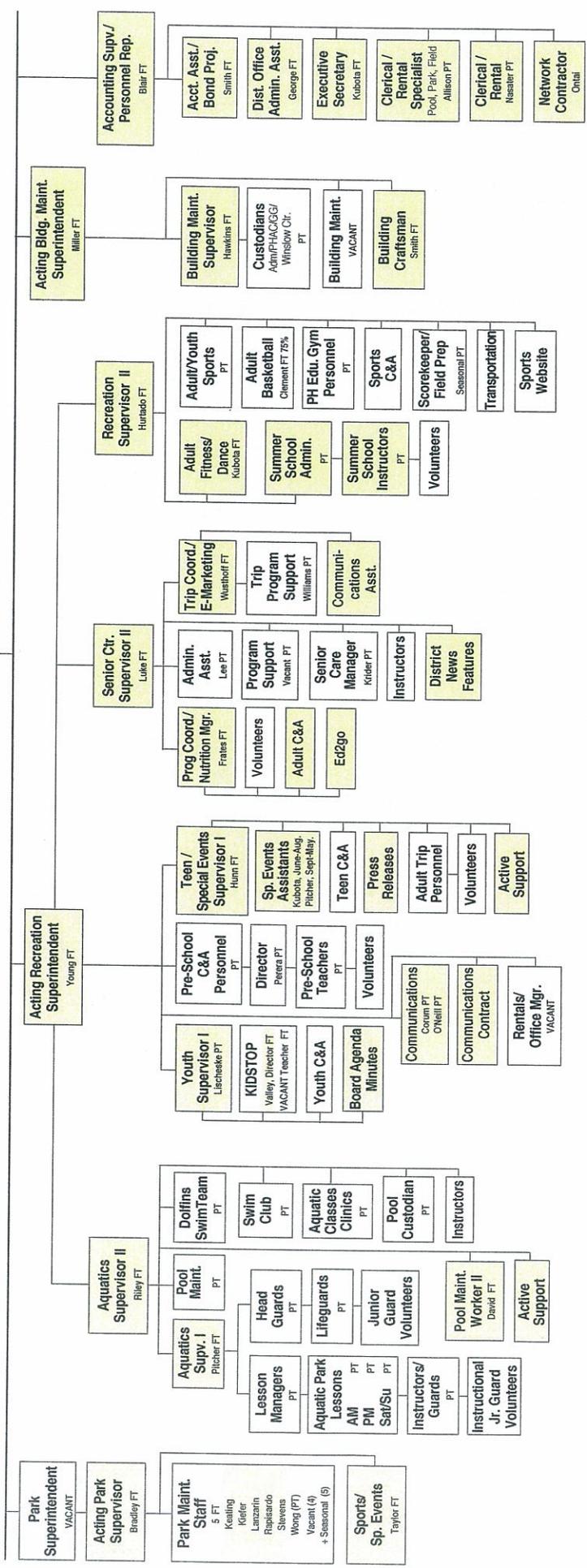
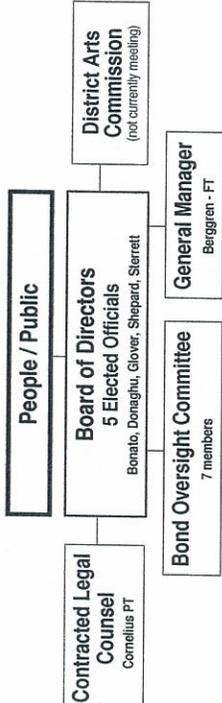


Interim Organizational Chart

Employee names as of March 2012



147 Gregory Lane
Pleasant Hill CA 94523
(925) 682-0896

New responsibilities

Bond Projects Updates for Monday 5 March 2012

Senior Center

- Conduit connections were made to Senior and Teen PG&E poles in preparation for the primary wire pulls.
- Horse-shoe pits forms had rebar installed and Bocce courts got a layer of fabric and base rock.
- Framing and roofing work continued week long with the exception of one rain-day.



Bocce courts base layer, looking generally north to the Senior Center

Horse shoe pits getting their rebar and forms for the pathway that connects to existing park paths



Laying out the entryway high window framing. View through the library/lounge on the right.

Teen Center

- Most of the window and door framing was installed this week
- Irrigation lines and controller wiring was installed around the Teen Center and in other planting areas
- Roofing materials were delivered and staged on the roof of the building

Preparing to finish the roof in the March 5th work-week



Public/Park access snack-shack service window.

Aluminum window and door frames waiting for glazing.

Meeting Room door onto courtyard (seen from near NE corner of pool deck).



Community Center

- Plan sets and specs continue to be reviewed by various permitting agencies
- Dahlin Group is preparing the 95% plan set for constructability review
- PG&E and CCWD are proceeding with engineering design for their facilities for the new building

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
16472	03/14/2012	Aflac	Aflac	214.80	000000
16473	03/14/2012	Alliance	Alliance Welding	33.38	000000
16474	03/14/2012	AllWast	Allied Waste Services #210	830.60	000000
16475	03/14/2012	AmerSta	American Stage Tours	50.00	000000
16476	03/14/2012	AmFid	American Fidelity	2,768.71	000000
16477	03/14/2012	Antai	Antai Solutions LLC	6,859.00	000000
16478	03/14/2012	AshLum	Ashby Lumber Company, Inc.	153.45	000000
16479	03/14/2012	ATTYel	AT&T Yellow Pages	26.40	000000
16480	03/14/2012	B&DTrail	B&D Trailer Sales	342.06	000000
16481	03/14/2012	BayAlar	Bay Alarm Company	219.00	000000
16482	03/14/2012	BayArea	Bay Area Barricade Service Inc	76.02	000000
16483	03/14/2012	BelAsso	Bellecci & Associates, Inc.	358.00	000000
16484	03/14/2012	BerBob	Robert B. Berggren	350.00	000000
16485	03/14/2012	BillAce	Bill's Ace Hardware	460.99	000000
16486	03/14/2012	BonaSan	Sandra Bonato	200.00	000000
16487	03/14/2012	CaseyPri	Casey Printing	10,045.06	000000
16488	03/14/2012	CassGen	Genesis Cassidy	20.00	000000
16489	03/14/2012	CaSt	California State Disbursement	297.00	000000
16490	03/14/2012	CCTopsoi	Contra Costa Topsoil Inc	805.38	000000
16491	03/14/2012	CCWat	Contra Costa Water District	2,078.03	000000
16492	03/14/2012	CenCon	Central Contra Costa Sanitary	3,738.52	000000
16493	03/14/2012	CommPool	Commercial Pool Systems, Inc.	11,627.24	000000
16494	03/14/2012	CornMar	Mark Cornelius	4,410.00	000000
16495	03/14/2012	Cresco	Cresco Equipment Rentals	364.23	000000
16496	03/14/2012	DonDen	Dennis A. Donaghu	200.00	000000
16497	03/14/2012	Eames	Eames Hardware & Supply	360.08	000000
16498	03/14/2012	EastBay	East Bay Blue Print & Supply C	1,499.11	000000
16499	03/14/2012	EBMUD	East Bay Mud	984.49	000000
16500	03/14/2012	Ewing	Ewing Irrigation	2,323.95	000000
16501	03/14/2012	FarWest	Farwest Sanitation	231.45	000000
16502	03/14/2012	FranTx	Franchise Tax Board	90.00	000000
16503	03/14/2012	Furber	Furber Saw, Inc.	66.20	000000
16504	03/14/2012	GenPlum	General Plumbing Supply	39.44	000000
16505	03/14/2012	GlovBob	Bobby Glover	200.00	000000
16506	03/14/2012	GNU	GNU Group	4,041.44	000000
16507	03/14/2012	Grainger	Grainger	164.51	000000
16508	03/14/2012	HurdAss	Hurd & Associates	2,355.00	000000
16509	03/14/2012	HydeP	Hyde Printing & Graphics	324.08	000000
16510	03/14/2012	LincEqu	Lincoln Equipment, Inc.	61.43	000000
16511	03/14/2012	LukeA	Ann Luke	375.00	000000
16512	03/14/2012	MacAlv	Mac Alvey's Nursery	54.17	000000
16513	03/14/2012	McInerne	McInerney & Dillon	7,425.00	000000
16514	03/14/2012	MDUSD	Mt. Diablo Unified School Dist	5,929.00	000000
16515	03/14/2012	MJStudio	Bruce Jackson MJ Sudios	947.10	000000
16516	03/14/2012	MobiMod	Mobile Modular Mngmnt Corp	189.44	000000
16517	03/14/2012	MoorTrac	Moore Tractor Co.	54.70	000000
16518	03/14/2012	MPA	MPA	103.33	000000
16519	03/14/2012	MtDiablo	Mt Diablo Landscape Centers	211.80	000000
16520	03/14/2012	MurdDeb	Debbie Murdock	1,215.20	000000
16521	03/14/2012	Nextel	Nextel Communications/Sprint	324.26	000000
16522	03/14/2012	PERS	PERS	14,264.13	000000
16523	03/14/2012	PG&E	Pacific Gas & Electric Co	3,718.61	000000
16524	03/14/2012	PhCit	Pleasant Hill, City of	6,263.28	000000
16525	03/14/2012	PHFOCUS	Community Focus LLC	225.00	000000
16526	03/14/2012	Plantag	Plan Tag, Inc.	13.45	000000
16527	03/14/2012	PleaHill	Pleasant Hill Rec & Park Distr	95,965.28	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
16528	03/14/2012	R-Comput	R-Computer	588.88	000000
16529	03/14/2012	RJRic	R.J.Ricciardi, Inc	903.69	000000
16530	03/14/2012	ShepCec	Cecile Shepard	200.00	000000
16531	03/14/2012	ShieCons	Shields Consulting Group, Inc	316.20	000000
16532	03/14/2012	SiePac	Sierra Pacific Tours	50.00	000000
16533	03/14/2012	SiePac	Sierra Pacific Tours	940.00	000000
16534	03/14/2012	SterSher	Sherry Sterrett	200.00	000000
16535	03/14/2012	StuRob	Robert Stuscavage	450.00	000000
16536	03/14/2012	UniBank	Union Bank Of California	1,381.29	000000
16537	03/14/2012	USBankP	U.S. Bank Corporate Payment	15,868.72	000000
16538	03/14/2012	Valic	Valic	2,350.00	000000
16539	03/14/2012	WatersM	Waters Moving & Storage	180.00	000000
16540	03/14/2012	WojMar	Marilyn Wojcik	14,770.00	000000
16541	03/14/2012	WRA	WRA	402.50	000000

CHECK TOTAL: \$235,149.08

Board of Directors Meeting Minutes September 14, 2011



Pleasant Hill
Recreation & Park District

People, Parks, and Programs Since 1951

DRAFT

The September 14, 2011 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Dennis Donaghu at 6:01 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Vice Chair Dennis Donaghu led the Pledge of Allegiance.

ROLL CALL

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

Board Chair Bonato arrived at 6:05 p.m.

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

PUBLIC COMMENT

There was no public comment.

BOND PROJECT UPDATES/STATUS

a. Senior Center Update

b. Teen Center Update

The General Manager asked Bond Facilities Coordinator Carrie Miller to report on the bond projects. Miller reported that the Senior Center building proper footprint is about a week ahead of schedule. She said there is a stall on the hook up to the sewer. She stated that the Teen Center is ahead of schedule by three weeks. Miller explained some of the challenges with the Senior Center underground work.

c. Community Center Update

Miller stated the demolition project for the Community Center will be awarded later tonight. She mentioned that there is a new CSI employee, Caitlin Zeuli, who will be assisting Construction Manager Kelly Johnson with the Community Center demolition project.

Board Member Sterrett thanked Miller for her weekly bond project update reports.

HAROLD JEFFREY, Pleasant Hill resident and Bond Oversight Committee Member – He said he is taking video for the District records on the progress of the bond projects. Board Chair Bonato thanked Jeffrey.

TO CONSIDER WATER CONNECTION WORK FOR SENIOR CENTER AND TEEN CENTER PROJECT TO BE COMPLETED BY THE CONTRA COSTA WATER DISTRICT (ACTION)

Board Chair Bonato stated that this agenda item has a resolution that was added after the agenda was posted. She said if there is need for immediate action subsequent to the agenda being posted; it can be added as an emergency if there is a two-thirds vote. The majority of the Board approved to accept the resolution for discussion and possible approval.

The General Manager said the Contra Costa Water District gave the District a "shotgun" estimate at the beginning of the project and now with all the plans completed, they came back with an updated estimate. The updated estimate is \$86,000. Labor is not included in the estimate. The General

Manager said the civil engineer said the cost would be approximately \$50,000 - \$60,000. He stated that they gave this request to McFadden to bid on as well. They came back with a quote of \$141,000. He said there would not be any competitive bidding if the contractor did it as a change order. He stated legal counsel advised to have the resolution added to withdraw competitive bidding. Board Chair Bonato read the resolution.

Board Chair Bonato asked about the extra costs and where the extra funds will come from. She would like to revisit the deductions and what has been reduced.

Upon motion of Sterrett/Glover, the Board unanimously approved the resolution with a minor spelling correction and approved the Contra Costa Water District's **bid** to complete the water connection work for the Senior and Teen Centers for the amount estimated at \$86,115.

TO AWARD BID FOR COMMUNITY CENTER DEMOLITION PROJECT (ACTION)

The General Manager stated three bid proposals were received. PARC Services, Inc. came in with a bid of \$216,000, Jos J Albanese, Inc. at \$234,663 and W.C. Maloney, Inc. at \$318,500. The estimate for bids was \$222,000, so he mentioned they are pleased that the lowest bid came in lower than estimated. The General Manager said that staff and Project Manager Ron Johnson have met with PARC Services staff and all the documents are in order. They have the expertise and have completed a number of jobs in California. Project Manager Ron Johnson has checked on further references and feels good about the company. He recommends approval of the lowest bid at \$216,000 for PARC Services, Inc. to start work approximately September 26 with completion of the demolition project around 60 days later.

Board Chair Bonato asked if the playground will stay during construction. She wanted staff to confirm whether the playground structure is going to stay or if it will be temporarily moved. She asked about some memorial plaques and tiles from families. The General Manager stated that the plaques were saved and will be put back, perhaps in a different area. Staff was not able to save the tiles at the playground. Board Member Sterrett asked about the tapestries in the Parkside room. Miller stated they are stored and in the future they will determine where they will be located, if possible.

HAROLD JEFFREY, Pleasant Hill resident and BOC member – He asked if the bricks going out to the gazebo are going to be saved. Bond Facilities Coordinator Carrie Miller stated the bricks will be moved temporarily, stored, and brought back to install after the construction of the Community Center. He mentioned that they may be able to photograph the tiles from the playground and have a photo of the tile wall displayed later.

Upon motion of Donaghu/Shepard, the Board approved to award the bid for the Community Center Demolition Project to PARC Services, Inc. for the amount of \$216,000.

REVIEW STATUS OF BOND PROJECT BUDGET

Board Chair Bonato said the Board had requested Project Manager Ron Johnson to provide them with a summary data on where we stand on our bond projects budget. The General Manager stated that Accounting Supervisor Mark Blair has put together a summary to explain and follow the bond project budgets. Blair reviewed the bond project budget and stated the numbers are following **Johnson's** break down of the budget in chronological order of the projects. He stated the budget numbers reflect invoices paid out since August 31, 2011. Board Chair Bonato said there are many questions on the contingencies. She clarified that with any new contract amount; the contingency is established from that amount. She requested to have a "snapshot" of the bond budget on the summary page. The Board continued to ask some questions on the bond budget. Board Chair

Bonato thanked Blair and the General Manager for their efforts on working on this bond budget report.

Board Chair Bonato requested a 3 – 4 minute break to reconvene at 7:30 p.m.

PUBLIC COMMENT

There was no public comment.

REPORT FROM CONTRA COSTA CAMERA CLUB

Contra Costa Camera Club President Jane Postiglione shared a presentation that one of their club members completed for the Photographic Society of America (PSA) to promote the upcoming conference. She said the conference is in San Francisco in 2012 and they will compete with many other countries in various categories. She reported that there are 68 members and currently are meeting at the First Christian Church in Pleasant Hill on Pleasant Hill Road. She stated they participate with the Northern California Council of Camera Clubs, made up of 11 other camera clubs in Northern California, and other clubs as well, and participate in a 3 day seminar called a Phoclave. The Board was impressed with the presentation and they thanked Postiglione for her report.

TO CONFIRM OCTOBER 5 AT 3:00 P.M. FOR THE BOARD TOUR OF DISTRICT FACILITIES

Board Chair Bonato confirmed the date and stated she is excited to see the bond project sites. The General Manager reminded the Board to wear appropriate shoes. The Bond Oversight Committee is also being invited. He said the wood report for the Winslow Center may be completed by then. Bonato asked to visit the Winslow Center and also the guard room at the Pleasant Hill Aquatic Park pool.

TO CONSIDER CHANGING THE REGULAR BOARD MEETING START TIME FROM 7:30 P.M. TO 7:00 P.M.

Board Chair Bonato remarked that the bond agenda items have shortened and staff has recommended starting the regular board meetings at 7:00 p.m. She said if the bond agenda items are taking longer than an hour, they may go over if it is an important subject.

Upon motion of Donaghu/Glover, the Board approved to change the regular board meeting start time from 7:30 p.m. to 7:00 p.m.

REPORT ON STATUS OF CELL TOWER ADJACENT TO PASO NOGAL PARK

Board Chair Bonato asked to review the Architectural Review Commission (ARC) meeting and then the City Council meeting, which the applicant (AT&T) asked for a continuance due to several pieces of information required by the ARC. She asked the General Manager if ARC contacted him in regards to asking if there can be vegetation planted separating the park from the open space. The General Manager remarked that he has not heard anything from the City. Bonato said that the City Council did agree to hold the hearing and did not accept the continuance requested. AT&T will hire staff to look into other options. Currently, the way the city ordinance reads is to protect parklands and trails. She said the City Council was adamant that unless the criteria meets the standards, where there is no other feasible area for the tower, then they will reconsider acceptance. She said that City Council was made aware of the situation and will choose to **do the "right" thing**. She said the Homeowners Association offered some of their land for the tower as well. Bonato continued to report on this agenda item and said it was a victory that night.

REPORT FROM PROGRAM COMMITTEE

Board Member Sterrett reported on the Program Committee meeting starting with the Aquatics Department. She stated that some of the new classes were from staff suggestions and from the Focus Committee. She reported on the Aquatics classes, lifeguard training and audits with the City

of Concord and City of Walnut Creek. She stated that Aquatics Supervisor Korey Riley reported on how she evaluates her classes, which is by attendance and needs of staffing. Sterrett asked specific questions on subsidies. She stated that overhead is high due to high chemical costs, water costs, and the need for two staff representatives to be present at all times. Riley stated that it is about a 45% subsidized program. Sterrett mentioned that the Pleasant Hill Education Center pool has strong fall and spring programs and has extensive use of the pool along with rentals of the pool. She stated in the summer it is the home for the Pleasant Hill Dolphins Swim Team. Board Member Glover added that he did not realize how important the Pleasant Hill Dolphins Swim Team is to our programs. He said the team participants are the ones attending the swim clinics that are offered. Glover asked about water polo and Riley said coaches would come from the high school and we **don't have the capability to form a league and staffing is an issue.** He said there was discussion on rental of the high school pool and other options. He said if other Board Members have questions or issues to bring up to Riley, he said to let the committee know.

Sterrett continued to report on the Aquatic programs and **handed out Riley's report.** Board Chair Bonato looked at the report and stated she looked at facilities and noticed some time gaps. With two pools, she wanted to know if there are other programs that can be put in to fill the gaps and what revenue can they **generate.** **She said she can't tell if we are utilizing the pools at** as much capacity as we could. She commented that she wants to see how we can have the Sprayground more accessible to the public. She stated that the last set of plans she saw, had the fencing from the Teen Center separating the Sprayground/pool area and she feels that there can be a slope installed to access the Sprayground from the public park and still keep the Teen Center outdoor patio fenced in. She asked to take a risk and look into it more. Bonato said another question she has is why **we don't** keep the aquatic park pool open year round and wants staff to look into the possibility and explore the option. Board Member Shepard wants to know what the possibility is to rent the Education Center pool instead of the joint use agreement the District currently has with the School District. Board Member Sterrett asked the General Manager to look into the School District rental rates for the pool. Shepard asked what the Recreation and Park District rental rates are for the Ed Center pool, specifically for the Team in Training group.

Board Member Sterrett continued to report on the program committee meeting discussing Teen and special events that Recreation Supervisor Katrina Hunn presented. Sterrett commented that the target age for the teen center will be middle school and first year in high school, they may have a membership fee and discount classes they sign up for. She thought the center could be open from 2:00 - 5:30p.m., Monday through Friday and two Fridays a month it would be open for special events until 8:30 p.m., teen council meetings, camp programs, weekend classes, rentals and tutoring groups and other programs. She said that texting is a major communication tool along with Facebook and mailing for marketing the new Teen Center. She said Hunn is excited with the opening being October 2012. She stated that Hunn is working with Recreation Supervisor Lance Hurtado on some after school sports programs affiliated with the teens at the center. She is looking into collaboration with the YMCA and DVC. This summer they had collaboration with the City of Danville with the teen camp programs in sharing costs of transportation. Sterrett continued to report on the ideas for the new teen center, surveys that are going out to parents and students of the middle schools and 5th graders. She also mentioned that Hunn also works on the special events for the District. Board Member Glover said he suggested having a grid with the usage of the facility. He said Hunn is also working to find programs that will generate more revenue. The Board also wants to look into offering more special needs programs.

CONSENT CALENDAR (ACTION)

A. To Approve Bills to be Paid

B. To Approve Minutes of June 8, 2011

Upon motion of Glover/Donaghu, the majority of the Board approved the consent calendar as presented. Board Chair Bonato and Board Member Shepard abstained from the approval of the minutes of June 8, 2011.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Board Member Donaghu reported on the City's 50th Anniversary Dinner Banquet planning and said they are getting close to finalizing the plans. Tickets will go on sale on Monday at City Hall. He said he will not be at the next board meeting on September 28, 2011. He attended the Rodgers Ranch Fundraiser at Mangini's Farm and said Board Chair Bonato was there as well. It was a nice event and well attended.

Board Member Shepard asked about the dining room chairs for the Senior Center and asked if the presentation boards are completed yet. The General Manager will look into it. She also wanted to know if there has been a replacement chair chosen for the Teen Center. Shepard mentioned that there is a need in the community to participate in more outdoor classes such as backpacking, fly fishing, kayaking and more. She encouraged staff to look into these activities and also said that orienteering is fun.

Board Member Sterrett asked a question about the ad in the Record that the District ran. She was wondering how much it has increased attendance in the program and wanted to know if there is a way to find out. She knows that ads can get expensive and wondered if that type of marketing is working. The General Manager said it is difficult to find out how many more participants came from the advertising. He will check. She said that CSDA is starting the exchange board for CSDA members and asked if the General Manager had anything from the District that needs to be up on the exchange board. He replied there is currently nothing to put on the board. She said at twin towers, she noticed that the shed and fencing around the shed has been removed. She wanted an update on the changes going on. She asked if there could be a community group that can take over the care of the garden due to the owner not being able to physically care for the garden any longer. The General Manager said there was an issue with that, but he will check with Park Superintendent Lynn Spatz. Sterrett announced that she will not be at the September 28, 2011 Board Meeting. She mentioned that the City of Martinez is converting two warehouses into a gym and recreation center. Glover said the City owns the warehouses and there is an outside agency that will convert it into a recreation center and gym. He said there were several sources of funding for this project.

Board Chair Bonato mentioned that she attended the Special Olympics dinner and met with Stefanie Hammond who has ideas for special needs programs for the District. Bonato said that University of California has a Master Gardeners program and will have to move their program from Walnut Creek. She said they have gardens that the group grows food and donates it to homeless shelters. She said she asked the General Manager to see if they can lure the group to Pleasant Hill. She suggested Rodgers Ranch or some other area that might work. Bonato was wondering if there could be a marketing report available for the next board meeting. The General Manager stated that he would not be at the next board meeting, but will have it for them at a later meeting. Bonato said she attended the Flood Control Task Force meeting. She said the Army Corps of Engineers presented two options to deal with flooding. She had a hard copy of the presentation available to any of the Board Members. She commented that one option was \$43 - \$47 million dollar costs and the other option was at a cost of \$17 - \$18 million. She reported that there will be another meeting to further review other options that are more affordable. She said another thing they are looking into is a benefit cost ratio. She continued to explain some of the other issues. She said she saw

Mark Celio, City Treasurer, and how excited he was with the Mt Diablo Family Camp Out and thanked staff for a terrific idea for a family event. She attended the 9-11 event at Frank Salfingere Park and said it was very well attended. She said the park looked great and complimented Park Maintenance staff.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He handed out the budget for the Board to review at a later date.
- Park Superintendent Lynn Spatz will be handling the next board meeting on September 28, 2011.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 9:40 p.m.

Robert B. Berggren, Clerk of the Board

Board of Directors Meeting Minutes September 28, 2011



Pleasant Hill
Recreation & Park District

People, Parks, and Programs Since 1951

DRAFT

The September 28, 2011 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Secretary Bobby Glover at 6:06 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Secretary Bobby Glover led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Blair, Hunn, Kubota, Luke, Miller, Spatz, Young

PUBLIC COMMENT

There was no public comment.

BOND PROJECT UPDATES/STATUS

a. Fundraising Report

Campaign Coordinator Sandy Noack reported on the campaign fundraising. She mentioned that the Executive Director of one of the major foundations visited the District and met with the General Manager, Ron Johnson, Bobby Glover and her. She said he issued some challenges and we have met the challenges. The Executive Director was meeting with their Foundation Board last week and we are waiting to hear back. Noack said there are two other naming opportunities that need to be approved and the Pleasant Hill Rotary Club has donated \$25,000 towards the Community Center main entrance that and Bobby Glover and Stacey Sprenkel has donated \$10,000 towards the ball field at Pleasant Oaks Park.

Upon motion of Sterrett/Shepard, the Board approved the two naming opportunities presented for the Community Center main entrance and seating area by the Rotary Club of Pleasant Hill for \$25,000 and one ball field at Pleasant Oaks Park by Bobby Glover and Stacey Sprenkel for \$10,000.

Campaign Coordinator Sandy Noack continued to report on the fundraising campaign and said a campaign business steering committee will start to solicit merchants. She said they had a cultivation lunch meeting with a major donor and they are continuing to cultivate new donors. Board Member Shepard requested that a list of past board members be sent to Noack to solicit donations from.

b. Senior Center Update

c. Teen Center Update

Acting General Manager Lynn Spatz reported on the bond project progress. She spoke about the challenges with the Senior Center and distributed some photos of the underground drainage. She said there were various unforeseen situations that have been resolved.

d. Community Center Update

Spatz said they had a meeting with PARC Services; and they are looking at demolition to start on October 10 and are continuing to work on getting all the permits. She stated on average the company recycles about 90% of the material from demolition projects even though the

requirement is that a minimum of 50% of the building be recycled. She said the water and gas have been disconnected and the project should not take more than 60 days.

Board Chair Bonato arrived at 6:25 p.m.

INDEPENDENT BOND OVERSIGHT COMMITTEE QUARTERLY REPORT

Board Chair Bonato invited Bond Oversight Committee Chair Norman Vanhole to speak. He reviewed the six month report, which the Bond Oversight sub-committee members contributed to. Board Chair Bonato asked why the Board did not receive all the attachments. She requested to have the full report with attachments before the Board can make any comments. She thanked Vanhole.

Vanhole mentioned that he attended an event at Rodgers Smith Park and said he received comments on how much his group loved the park for their event, but questioned if there were any handicap picnic benches. Board Member Sterrett said staff can look into that.

Vanhole said he is part of the Pleasant Hill Task Force and said a developer has approached the County regarding the old school yard by Pleasant Hill Middle School. He would like to install ball fields to use until it is developed or purchased.

Board Chair Bonato recessed at 6:30 p.m. to reconvene at 7:00 p.m.

Board Member Donaghu arrived at 7:00 p.m.

PUBLIC COMMENT

There was no public comment.

PRESENTATION OF SIGNED COPY OF SPARE TIME SPOTLIGHT TO IZAAC JINKS

Recreation Supervisor Tina Young introduced Izaac Jinks and his family. She commented that he was a participant in our District preschool program. Jinks signed several copies of the Spare Time Spotlight. He also signed a copy to add to the District's "Wall of Fame". Young introduced Ann Luke of Luke Designs who took the photo of Izaac Jinks. She presented a framed copy of the Spare Time Spotlight cover to Jinks. Photographs were taken. Board Chair Bonato thanked Jinks and his family.

REPORT FROM EAST BAY ARTISTS GUILD

Board Chair Bonato invited the East Bay Artists Guild to make their presentation. East Bay Artists Guild Vice President Glynda Dixon mentioned that they would like to offer more children's art to the public and hope to be able to participate in the Art on the Plaza again this year. She stated that they offered it last year and had colored pencil and paper at a table and assisted children with a drawing project.

East Bay Artists Guild New President Kabir Adejare reported that the guild is a non-profit group formed to benefit the community through art. He stated they have various art exhibits and are actively seeking other areas to display their art. The guild offers a wide variety of art that is 2D and 3D. He said they have monthly meetings on the second Sunday of the month from 7 – 8:30 p.m. and send out monthly newsletters to their members, which is currently 48 members. He said they hope to have various open studios in the future. Adejare said they are interested in participating in the Light Up the Night event. Recreation Supervisor Katrina Hunn gave him the contact for the Downtown Merchants Association.

REVIEW JUNE 30, 2011 QUARTERLY REPORT

A. Review Investment Report

B. Review Public Agency Retirement Services (PARS)

Accounting Supervisor Mark Blair reviewed the summary page of the June 30, 2011 quarterly report. He mentioned that there were two bills received recently from the Water District for three months totaling over \$9,000 and also an invoice from the School District for gym use, which were not reflected in the budget. Blair said there is a loss of \$177,000, the budgeted number was a loss of \$165,000. He said last year there was a budget shortfall of \$79,722 and some funds were moved from parks to the L&L District #6. The total combined loss at \$195,000 and the prior year the loss was at \$145,000. He reviewed each department's revenue versus expenses. Bonato asked for the significant numbers to come to this loss. Blair pointed out that in the previous year there were significant expenses including paying the CRDEB loss to employees as well as the legal fees involved. Additionally, there were substantial shoring expenses for the Community Center. Bonato asked if Measure E can be separated from the General Ledger. She would also like to see a dollar differential on the two columns. Blair said he can add a column for the actuals. He continued to review the quarterly report in detail. The Board asked some questions, expressed some concerns and made some suggestions. Blair reported on Local Agency Investment Fund (LAIF) and the Public Agency Retirement System (PARS). Board Chair Bonato asked if the CRDEB balance can be removed from the LAIF report. Blair answered that he will make that change. The Board thanked Blair for his report.

TIM ERNST, Pleasant Hill resident – He suggested Blair to look at the auditors annual report notes and said under miscellaneous funds, to identify each fund. Bonato asked Blair if he can bring this up to the auditor. Bonato thanked Ernst for his suggestion.

CONSENT CALENDAR (ACTION)

A. To Approve Bills to be Paid

B. To Approve Minutes of June 22, 2011

Upon motion of Donaghu/Shepard, the Board approved the consent calendar as presented.

TO CONFIRM BOARD MEETING DATE CHANGES FOR NOVEMBER AND DECEMBER TO THE FIRST AND THIRD WEDNESDAYS (ACTION)

The Acting General Manager stated that traditionally the Board Meetings are changed to the first and third Wednesdays for the months of November and December due to the holidays.

Upon motion of Sterrett/Glover, the Board approved to change the Board Meetings for November and December to the first and third Wednesdays of the month.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Board Member Sterrett reminded the Board that the Contra Costa Special Districts Association quarterly meeting is on October 17. She asked Park Superintendent to check Rodgers-Smith Park regarding the handicap picnic tables. Spatz said when new tables are ordered they are ADA accessible and it will be a transition with the picnic tables at all parks. She will try and move one up to Rodgers-Smith Park when the next one is purchased. She stated that one of the options for the memorial program is a picnic table and if one is ordered it would be an ADA accessible table.

Board Member Donaghu said he worked the Community Service Day and said it was successful and there may have been as many participants as last year. He said they drove around to the various community work sites and said DVC Lacrosse Team assisted with planting flowers at Gregory Gardens Elementary. He announced that the tickets for the City's 50th Anniversary Dinner Gala are

on sale at City Hall for \$95 and now you can purchase more than two tickets. He asked Susie Kubota to send out a notice to District staff to get the word out regarding the event.

Board Member Shepard was wondering about the preschool and the decrease in revenue. She said she read an article in the New York Times that the unemployment rate will not improve for 4 – 7 years and we are in the worst economic situation that will not improve soon. She asked about unconventional ways to promote more attendance, maybe mailer coupons for new families and have the second child half off or offer drop-ins for certain age groups for families. Bonato said that the General Manager has been working on marketing efforts and foresees a report at the last meeting in October. She agrees that creative marketing and new ideas to the focus committee would help.

Board Member Bonato asked if the Chamber Board and the District Board can meet. She also said at the last board meeting she mentioned that the Master Gardener program at the Contra Costa Times facility in Walnut Creek will have to find a new home due to that facility closing. She scheduled a meeting in regards to. She attended the meeting with Park Superintendent Lynn Spatz, General Manager Bob Berggren, FORR member Denise Koroslev and Master Gardener Janet Miller to discuss the possibility of using some land at Rodgers Ranch for the Master Gardeners program. They will consider the site. Bonato said it would be a good opportunity for the District and explained some of their existing programs. She attended the Employee Service Awards at Rodgers-Smith Park and said it was a beautiful day and said it was a great event. Board Member Glover attended the event and enjoyed seeing the employee family members at the event. Bonato requested to have a marketing report at the second board meeting in October. She stated we should be receiving a report on the proposed deductions with the Senior and Teen Center by CSI. Bonato also asked when the next program committee meeting will take place and Sterrett said probably in October. She wants a report on the Winslow Center before the Board Tour and wondered if there is a wood report that will be completed by then and if so, she asked if the Board can receive the report before the tour. Lastly, Bonato said she will join staff for selection of a new District logo design.

STAFF ANNOUNCEMENTS

Acting General Manager Lynn Spatz made the following announcements:

- Harold Jeffrey, Bond Oversight Committee Member, has volunteered to videotape the Community Center demolition. Once determined, an email will be sent out with the date the demolition will take place.
- Board Chair Bonato said she will be attending the CCSDA quarterly meeting on October 17, but will not stay for dinner.
- On October 12 at 4:30 p.m., there will be a closed session regarding potential litigation, prior **to that night's** board meeting. A light dinner will be served.
- Board Members Dennis Donaghu and Bobby Glover will not be at the October 26, 2011 Board Meeting.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 9:30 p.m.

Lynn Spatz, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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

BOARD OF DIRECTORS

IN THE MATTER OF
HONORING THORA HARSHMAN

RESOLUTION 2012-03-14

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

WHEREAS, Thora started working for the District in April 1986 and has worked in numerous positions such as clerical assistant, snack bar coordinator, summer school assistant, customer service coordinator, rental assistant and Community Center Office Manager; and

WHEREAS, Thora, in addition to her daily responsibilities as Community Center Office Manager, has served on the Spirit Committee, Safety Committee, Focus Committee and organizes, yearly, the "Warmth for Wellness" clothing drive for the District; and

WHEREAS, She has been involved with many District events and activities; the Pleasant Hill Dolphins Swim Team with her children, attended many classes and assisted with events; the Multi-Cultural event, Literary Women, Holiday Festival, the Pleasant Hill Community Foundation Golf Tournament; and

WHEREAS, Thora is an active member of Friends of Rodgers Ranch, Pleasant Hill Chamber of Commerce, Kiwanis Club of Martinez, and has assisted with various other organizations benefitting the community and through her true spirit of volunteerism and dedication to family and community she was recognized at the 2004 Pleasant Hill Community Awards Banquet where she received the Community Plus Award; and

WHEREAS, Thora will be missed by her District family and all whom she has built a friendship with, but we know she will enjoy her free time to garden, play with her dogs, spend more time with family, especially her three children and two grandchildren; and

THEREFORE, BE IT RESOLVED the Board of Directors and the staff of the Pleasant Hill Recreation & Park District hereby congratulate Thora Harshman for her 26 years of dedication and commitment to the District and to this community.

PASSED AND ADOPTED on March 14, 2012, by the following vote:

AYES: Bonato, Donaghu, Glover, Shepard, Sterrett

NOES:

Dennis Donaghu, 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 March 14, 2012.

Robert B. Berggren, Clerk of the Board

Mar 8, 2012

To: Benefits Committee Members of PHRPD Board

From: Mark Blair

A staff meeting for all employees of PHRPD was held on Feb 21, 2012. At this meeting employees were informed of the desire for each employee to ultimately contribute 100% of their respective share of the employee contribution to PERS.

Currently, employees pay 1.5% of the 7% employee contribution rate. Employees were polled as to their preference for the time period allowed to pick up the remaining 5.5% of the employee rate. The options presented were;

- 1) To begin paying the full 7% employee share as of Jul 1, 2012

- 2) To make the 5.5% adjustment over a two year period, Jul 1, 2012 and Jul 1 2013 (either a 3% and 2.5% or 2.75% each year)

The employees overwhelmingly preferred to make this concession over a two year period with 28 votes favoring this option and 1 vote for no preference.

Costs savings from retiring employees opting for 2012
 PERS 2- years service credit

	annual pay	FICA & MED	Medical	Dental	PERS	Total
Dodie Jones	\$46,560	\$3,562	\$6,232	\$885	8213	\$65,452
Thora Harshman	\$50,724	\$3,880	\$7,404	\$885	8948	\$71,841
Lynn Spatz	\$97,632	\$7,469		\$1,592	17222	\$123,916
Sub Total						\$261,209

Other Employees and vendors absorbed into remaining
 staff

Meghan Auld	\$34,104	\$2,609	\$7,034	\$638	6016	\$50,401
Carole Lucido						\$37,572
Sub Total						\$87,973

total invoices
 paid for services
 in 2011

Total savings \$349,182



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 7, 2012

RE: Agenda Item #10 – March 14, 2012 Board Meeting

Report from Land and Facility Development Committee

The Land and Facility Development Committee consisting of Board Member Cecile Shepard and Board Chair Dennis Donaghu met on Wednesday, March 7 to interview **MIG and RJM Design Group, which each presented proposals for updating the District's Master Plan.** The Committee will give a report as to their recommendation following the interviews.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 7, 2012

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

Report on Staff Organizational and Responsibility Changes

The General Manager discussed some of the changes due to retirements and organizational changes at the recent Board Study Session. Attached to your packet is an interim organizational chart. We are shifting responsibilities and duties around to various staff. We are going to be trying this for the next six months and seeing how people adapt to their new responsibilities. As said at the Board Study Session and other times, the General Manager **has continued to say, "all staff will be doing more"**. **Everyone's job has been added on to as far as** duties and responsibilities. The General Manager will review and report these changes to the Board of Directors.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2012

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

Bond Project Updates/Status

a. Fundraising Report

Fundraising Consultant Marjorie Winkler will be on hand to give an update on the capital campaign and where we are at this time. Enclosed in your packet is updated information for your review. We will have Marjorie Winkler back at a later Board Meeting to review the Capital Campaign budget.

b. Senior Center

c. Teen Center

d. Community Center

e. Pleasant Oaks Park

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



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: February 15, 2012

RE: Agenda Item #5 – February 22, 2012 Board Meeting

Bond Project Updates/Status

a. Report on Project Schedule and Project Budget by Project Manager Ron Johnson

Project Manager Ron Johnson will be on hand to give an update regarding the attached information which includes project schedule as well as the project budget.

b. Senior Center

c. Teen Center

d. Community Center

e. Pleasant Oaks Park

Staff will give an update on the various bond projects.



**Pleasant Hill
Recreation & Park District**

People, Parks, and Programs Since 1951

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 7, 2012

RE: Agenda Item #7– March 14, 2012 Board Meeting

Report from Veterans of Foreign Wars, Post #3059

Commander Douglas Kraus will be on hand to give an update and report on VFW building and activities of Post #3059.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: March 7, 2012
RE: Agenda Item #8 – March 14, 2012 Board Meeting

Consent Calendar (ACTION)

a. To Approve Bills to be Paid

Please note: If you have specific questions regarding the bills, I would encourage you to call the General Manager or Accounting Supervisor Mark Blair prior to the Board Meeting for additional information on that specific warrant(s).

b. To Approve Minutes of September 14 and 28, 2011

c. To Approve Resolution 2012-03-14, Honoring Thora Harshman



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: March 8, 2012
RE: Agenda Item #9 – March 14, 2012 Board Meeting

REPORT FROM AD HOC BENEFITS COMMITTEE

The AD HOC Benefits Committee consisting of Board Member Bobby Glover and Board Member Sherry Sterrett met on Thursday, March 8 to review what the employees are recommending on the employees additional participation in the PERS program. Accounting Supervisor Mark Blair has attached some additional information regarding the vote and results.

BACKGROUND

Last year, the Board of Directors had extensive meetings regarding employee benefits and it was finally decided that employees would pick up 1.5% of the PERS contribution and pay 5% for medical and dental benefits, the co-pay was increased to \$15 from \$10 and the employees had to take two furlough days. The Board was also clear that the eventual goal was to have the employees pay their entire contribution of PERS, which is 7%.

Last year, there was a lot of feedback from the employees that there was not enough time to plan for their reductions in salary and benefits. The Board encouraged the staff to meet and make their recommendations to the Board at an earlier date, so that is why this has been taken up in February to plan for the next fiscal year of 2012- 13.

DISTRICT WIDE STAFF MEETING

As outlined in Mark Blair's attachment, the employees met on February 22 and options were given to them to consider contributing to PERS. The vote shows overwhelmingly in favor of completing it in a two year period.

JUSTIFICATION

As stated earlier, the goal was to have employees pay their full share of the PERS contribution at 7%. Staff is meeting that goal over a two year period. Part of this proposal should include the Board considering a cost of living increase. It can't necessarily offset the entire PERS contribution, but if there was a 1.5% – 2% COLA that we could commit to over two years, would certainly help the pain of this additional salary reduction for the employees. I stated at the Board Study Session that District staff are all doing more. This will also be covered in the organizational changes agenda item, which is included in your packet with the duties and responsibilities of District staff due to the loss of four positions and one contractor. Mark Blair has outlined savings of close to \$350,000. Now there will be some offsetting salary adjustments. However, that is a huge savings, granted it is on an annual basis and we will only see part of the amount of savings for this fiscal year, but it will be reflected in the 2012-13 fiscal year where we will see additional savings. It would be safe for me to say that the savings will be at least \$300,000 in the next fiscal year from these positions. If there was a COLA, it might be reduced to approximately \$275,000, but that is a huge amount of savings that can justify the COLA increase and the PERS contribution over a two year period. Hopefully, this would also help the Board not to consider further reductions in employee medical and health benefits, salary reductions through furlough days, and any other reduction in benefits.