

**MONTHLY MEETING  
RED HILL COMMUNITY PARK JOINT POWERS AUTHORITY  
Wednesday June 15, 2005**

**7:30 pm ~ SAN ANSELMO TOWN HALL COUNCIL CHAMBERS**

1. Call to Order
2. Roll Call
3. Approve minutes: April 5, 2005
4. Acknowledge and file treasurer's report for the period ending May, 2005 – Janet Pendoley
5. Report from Fundraising Committee on long-term fundraising plans (oral report).
6. Approve proposal to phase in construction of park.
7. Status report on Easement Agreement with Sunny Hills School for use of property for parking.
8. Board requests for future agenda items, questions and comments to staff; staff miscellaneous items.
9. Open Time for Public Expression -The public is welcome to address the JPA at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the JPA is not permitted to take action on any matter not on the agenda, unless it determines that an emergency exists, or that the need to take action arose following posting of the agenda.
10. Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Anselmo Town Clerk at 258-4652. Notification at least 48 hours in advance will enable the Town to make reasonable accommodations to help ensure accessibility to this meeting.

I hereby certify that this agenda was posted on the Public Notice Bulletin Board outside Council Chambers on or before Friday, June 10, 2005.

\_\_\_\_\_  
Joan Vermond, Administrative Services Assistant

**RED HILL COMMUNITY PARK JOINT POWERS AUTHORITY**  
**Board of Directors Meeting**  
**April 20, 2005**

**MINUTES**

**1. CALL TO ORDER.**

Chair Wright called the meeting to order at 7:30 p.m. in the San Anselmo Town Council Chambers.

**2. ROLL CALL.**

Present: Breen, Thornton, Walter, Wright. Absent: Lopin

**3. INTRODUCTION OF NEW JPA EXECUTIVE DIRECTOR**

Chair Wright introduced the new Executive Director, Doug Long, and welcomed him to the Red Hill Community Park JPA project.

**4. APPROVAL OF MINUTES.**

M/s, Breen/ Thornton, to approve the minutes as presented.

Ayes: Breen, Thornton, Wright. Abstain: Walter Absent: Lopin

**5. TREASURER'S REPORT.**

Janet Pendoley presented the written Treasurers report for the period ending March 31, 2005. She introduced a new report format that presents a Profit and Loss Statement for the full period of the JPA project to date, noting that the benefits of this format are the ability to see the total project finances as well as being in a more user friendly format.

**6. DIRECTION REGARDING AUDIT REPORT, FOR PERIOD 1/04 TO 6/05.**

Janet Pendoley presented the staff report, indicating that the JPA is legally required to conduct an annual audit by an independent certified public accountant. Discussion ensued regarding the possibility of finding an in-kind donation, although the issue of independence was of concern.

M/s, Walter/Thornton, to direct staff to obtain quotes to provide auditing services and to select the best qualified firm, as determined by the Executive Director.

Ayes: All. Absent: Lopin

**7. APPROVE HIRING OF PLANNING CONSULTANT FOR PLANNING PROCESS.**

Interim Director Debbie Stutsman presented the staff report, noting that the Town does not have the staff to provide these services. The Interim Planning Director, Lisa Wight, has found a well qualified consultant who has provided a bid for these services in the amount of \$21,210, depending upon the number of public meetings required. Breen expressed his interest in ensuring that the planning consultant not be asked to engage in an extended degree of public involvement regarding the park development. Debbie responded that the planning consultant is working for the Town under the supervision of the Planning Director. As applicant, the JPA deposits the funds with the town to cover this expense, and at any time has the ability to withdraw the application. The benefit of the

full process is a clean record for the public as well as good publicity for the project. Debbie Stutsman commented that the Town must be especially careful to follow the law.

M/s, Thornton/ Walter, to approve expenditure of \$21,210 for a planning consultant to handle the planning process for the park and for the amount not to exceed the \$21,210 without notification to the JPA Board.

Ayes: All Absent: Lopin

**8. SET NEW REGULAR MEETING TIME.**

Chair Wright introduced the matter of changing the regular meeting time to accommodate the Executive Director's schedule and also to move to a bi-monthly schedule or on an as-needed basis. Thornton commented on the value of having a regular time set aside. Consensus was in favor of the third Wednesday of every other month at 7:30 pm in the Town Council Chambers.

**9. BOARD REQUESTS FOR FUTURE AGENDA ITEMS, QUESTIONS AND COMMENTS TO STAFF; STAFF MISCELLANEOUS ITEMS.**

Chair Wright asked for a report on long term strategies for fundraising to be presented at the next meeting.

**10. OPEN TIME FOR PUBLIC EXPRESSION.**

Ann Murphy reported that the fundraising committee is changing their meeting schedule also, and are concentrating on the major donor campaign in the coming months. She requested Board assistance in this endeavor. The application for the Marin Community Foundation grant has been redrafted and is ready for review and submission.

**11. ADJOURNMENT.**

The meeting was adjourned at 8:05 p.m. to the next meeting on Wednesday, June 15, 2005.

Respectfully submitted,

Janet Pendoley  
Treasurer, Red Hill Community Park JPA  
Finance & Admin Services Director, Town of San Anselmo

9:01 AM

## Red Hill Community Park Joint Powers Authority

## Profit &amp; Loss

January 2004 through May 2005

06/07/05

Cash Basis

	Jan 04	Feb 04	Mar 04	Apr 04	May 04	Jun 04
<b>Income</b>						
Grants/Bond Proceeds	0	50,000	0	0	0	0
Intermediate Gifts	0	0	0	0	0	0
Major Donations	0	0	0	0	0	0
Miscellaneous Income						
Interest Income	0	3	0	28	27	28
Miscellaneous Income - Other	0	0	0	0	0	0
<b>Total Miscellaneous Income</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>28</b>	<b>27</b>	<b>28</b>
Public Campaign	0	0	0	0	0	0
Restricted Contributions						
Designated for Specific Purpose	0	0	0	0	0	0
Refundable Donations	0	0	0	0	0	0
Restricted Contributions - Other	0	0	0	0	0	0
<b>Total Restricted Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Returned Check Charges	0	0	0	0	0	0
Start Up Donations	0	13,000	500	0	0	0
<b>Total Income</b>	<b>0</b>	<b>63,003</b>	<b>500</b>	<b>28</b>	<b>27</b>	<b>28</b>
<b>Expense</b>						
Bank Service Charges	0	0	0	0	0	0
Contract Labor	0	0	0	0	0	0
Equipment Rental	0	0	0	0	0	0
Fundraising/Marketing expense	0	0	0	0	0	220
Insurance	0	0	0	0	326	0
Interest Expense	0	0	0	0	0	0
Licenses and Permits	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Office Supplies	0	0	275	0	0	0
Payroll Expenses	0	0	0	0	0	0
Postage and Delivery	0	0	0	0	0	0
Printing and Reproduction	0	0	0	0	0	1,092
Professional Fees	0	0	0	0	4,937	3,194
Repairs	0	0	0	0	0	0
void	0	0	0	0	0	0
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>275</b>	<b>0</b>	<b>5,263</b>	<b>4,506</b>
<b>Net Income</b>	<b>0</b>	<b>63,003</b>	<b>225</b>	<b>28</b>	<b>-5,236</b>	<b>-4,478</b>

## Red Hill Community Park Joint Powers Authority

## Profit &amp; Loss

January 2004 through May 2005

06/07/05

Cash Basis

	Jul 04	Aug 04	Sep 04	Oct 04	Nov 04	Dec 04
<b>Income</b>						
Grants/Bond Proceeds	0	0	0	0	0	0
Intermediate Gifts	0	1,268	0	0	0	0
Major Donations	0	0	0	0	0	0
Miscellaneous Income						
Interest Income	27	28	19	17	18	10
Miscellaneous Income - Other	0	0	0	0	0	0
<b>Total Miscellaneous Income</b>	<b>27</b>	<b>28</b>	<b>19</b>	<b>17</b>	<b>18</b>	<b>10</b>
Public Campaign	0	0	0	925	10,275	6,005
Restricted Contributions						
Designated for Specific Purpose	0	0	0	0	0	0
Refundable Donations	0	0	0	0	0	0
Restricted Contributions - Other	0	0	0	0	0	0
<b>Total Restricted Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Returned Check Charges	0	0	0	-7	0	0
Start Up Donations	0	0	0	0	0	0
<b>Total Income</b>	<b>27</b>	<b>1,296</b>	<b>19</b>	<b>935</b>	<b>10,293</b>	<b>6,015</b>
<b>Expense</b>						
Bank Service Charges	0	0	0	0	0	15
Contract Labor	0	0	0	0	0	0
Equipment Rental	0	0	0	0	0	0
Fundraising/Marketing expense	0	1,193	0	467	0	0
Insurance	0	0	0	0	0	0
Interest Expense	0	0	0	0	0	0
Licenses and Permits	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0
Payroll Expenses	0	0	0	0	0	0
Postage and Delivery	0	0	0	0	740	0
Printing and Reproduction	0	0	0	0	0	0
Professional Fees	0	2,553	0	475	20,400	11,560
Repairs	0	0	0	0	0	0
void	0	0	0	0	0	0
<b>Total Expense</b>	<b>0</b>	<b>3,746</b>	<b>0</b>	<b>942</b>	<b>21,140</b>	<b>11,575</b>
<b>Net Income</b>	<b>27</b>	<b>-2,450</b>	<b>19</b>	<b>-7</b>	<b>-10,847</b>	<b>-5,560</b>

9:01 AM

## Red Hill Community Park Joint Powers Authority

## Profit &amp; Loss

January 2004 through May 2005

06/07/05

Cash Basis

	Jan 05	Feb 05	Mar 05	Apr 05	May 05	TOTAL
<b>Income</b>						
Grants/Bond Proceeds	0	0	0	0	0	50,000
Intermediate Gifts	0	0	0	0	0	1,268
Major Donations	0	0	0	0	0	0
Miscellaneous Income						
Interest Income	8	13	14	15	19	271
Miscellaneous Income - Other	0	0	0	0	0	0
<b>Total Miscellaneous Income</b>	<b>8</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>19</b>	<b>271</b>
Public Campaign	15,362	5,286	4,439	5,713	500	48,505
Restricted Contributions						
Designated for Specific Purpose	0	0	0	0	0	0
Refundable Donations	0	0	0	0	0	0
Restricted Contributions - Other	0	0	0	0	0	0
<b>Total Restricted Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Returned Check Charges	0	0	0	0	0	-7
Start Up Donations	0	0	0	0	0	13,500
<b>Total Income</b>	<b>15,370</b>	<b>5,299</b>	<b>4,453</b>	<b>5,728</b>	<b>519</b>	<b>113,537</b>
<b>Expense</b>						
Bank Service Charges	-1	-14	0	0	3	3
Contract Labor	0	0	0	0	0	0
Equipment Rental	0	0	0	0	0	0
Fundraising/Marketing expense	50	0	283	565	157	2,935
Insurance	0	0	0	326	0	652
Interest Expense	0	0	0	0	0	0
Licenses and Permits	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	275
Payroll Expenses	0	0	0	0	0	0
Postage and Delivery	0	0	0	0	0	740
Printing and Reproduction	0	0	0	0	0	1,092
Professional Fees	4,100	6,850	0	0	0	54,068
Repairs	0	0	0	0	0	0
void	0	0	0	0	0	0
<b>Total Expense</b>	<b>4,149</b>	<b>6,836</b>	<b>283</b>	<b>891</b>	<b>160</b>	<b>59,764</b>
<b>Net Income</b>	<b>11,221</b>	<b>-1,537</b>	<b>4,170</b>	<b>4,836</b>	<b>359</b>	<b>53,773</b>

**Red Hill Community Park Joint Powers Authority**

Staff Report

May 25, 2005

For the meeting of June 15, 2005

TO: RHCP JPA Board of Directors  
FROM: Doug Long, Executive Director  
SUBJECT: Phasing of Red Hill Park

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**RECOMMENDATION**

That the Board approve an amendment to the lease agreement between the Ross Valley School District (RVSD), Tamalpais Unified High School District (TUHSD), and the Town of San Anselmo to allow Red Hill Park to be developed in three phases.

**BACKGROUND**

RVSD, THUSD, and the Town of San Anselmo have agreed to develop approximately five acres of property located at what was formerly Red Hill School into a park featuring a multi-use athletic field, dog park, walking track, and sports court. The park will be maintained by the Town of San Anselmo under a lease agreement with RVSD.

**DISCUSSION**

The Red Hill Park project is estimated to cost approximately \$2.4 million of which of which a substantial portion was to be raised through donations. To date, approximately \$1 million has been earmarked for the project through donations, bond money, grants, and in-kind services. In an effort to have the park substantially completed by May, 2006 the fundraising committee has requested that the park be developed in phases with phase one to include the athletic field, dog park fencing, and related infrastructure improvements (see attachment). The estimate for completing phase one is \$1.6 million.

The fundraising committee is confident that the additional \$600k needed to complete phase one can be raised within the next several months. Furthermore, the committee speculates that by having two thirds of the funds necessary to complete phase one already identified, there will be a greater confidence within community that the project will go forward thereby encouraging more donations.

Respectfully submitted,  
Doug Long  
Recreation Director

Opinion of Probable Installation Costs, PHASED CONSTRUCTION

Date: 06-08-05

Project: Red Hill Park

San Anselmo, CA

Item #	Description	Quantity	Unit	Price*	Total	
<b>PHASE ONE</b>						<b>\$1,370,040.00</b>
<b>Site Preparation &amp; Utilities</b>						
1*	Demolition/Offhaul of debris	150,000	SF	\$0.50	\$75,000.00	<b>\$271,700.00</b>
2*	Soil Import for Balanced Site	1,600	CY	\$12.00	\$19,200.00	
3*	Rough Grading	8,000	CY	\$10.00	\$80,000.00	
4	Erosion Control,(SWPP, Hydro seeding	1	LS	\$15,000.00	\$15,000.00	
5*	Domestic Water, excluding meter fees	1	LS	\$5,000.00	\$5,000.00	
6*	Irrigation (Sleeves, POC, BFP	1	LS	\$10,000.00	\$10,000.00	
7*	Sanitary sewer	300	LF	\$20.00	\$6,000.00	
8*	Site Electrical Conduit & pull boxes	1,500	LF	\$15.00	\$22,500.00	
9*	Electrical service , (subpanel/conduit	1	LS	\$5,000.00	\$5,000.00	
10*	Area Drains, genera	20	EA	\$500.00	\$10,000.00	
11*	Main Storm Drain	300	LF	\$20.00	\$6,000.00	
12*	General Storm Drainage Line:	1,200	LF	\$15.00	\$18,000.00	
<b>Sports Field</b>						<b>\$861,600.00</b>
14	Drainage Lines, gravel & fabric at Fieldtur	3,000	LF	\$20.00	\$60,000.00	
15	Engineered Fill, at Fieldtur	2,800	CY	\$40.00	\$112,000.00	
16	Field Turf	115,000	SF	\$5.25	\$603,750.00	
17*	Concrete Containment Curbing	1,350	LF	\$25.00	\$33,750.00	
24	Decomposed Granite Paving	9,600	SF	\$3.50	\$33,600.00	
27*	Security Lighting	6	ea	\$2,500.00	\$15,000.00	
13	Drinking Fountair	1	EA	\$3,500.00	\$3,500.00	
<b>Dugouts &amp; Fencing</b>						<b>\$197,690.00</b>
18	Fencing, 20' Height	500	lf	\$160.00	\$80,000.00	
19	Fencing, 12' Height	310	lf	\$95.00	\$29,450.00	
20	Fencing, 8' height	332	lf	\$70.00	\$23,240.00	
21	Fencing, 4' height	800	lf	\$35.00	\$28,000.00	
22	Backstop	1	ea	\$30,000.00	\$30,000.00	
23	Dugouts with fencing and benches	2	ea	\$3,500.00	\$7,000.00	
<b>Shaw Drive Parking Lot &amp; Access Ramp</b>						<b>\$39,050.00</b>
25	Parking lot striping	1,200	LF	\$4.00	\$4,800.00	
26*	Slurry Seal at Shaw Drive	15,000	SF	\$1.00	\$15,000.00	
28*	Concrete/Rails at Accessible ramp:	875	SF	\$17.00	\$14,875.00	
29*	Grading at Accessible ramp:	875	SF	\$5.00	\$4,375.00	
<b>PHASE TWO</b>						<b>\$791,700.00</b>
30	Concrete Trash Enclosure	1	EA	\$10,000.00	\$10,000.00	
31	Trash Receptacles	6	EA	\$800.00	\$4,800.00	
32	Drinking Fountains	2	EA	\$3,500.00	\$7,000.00	
33	Concrete Accessibility Ramp, at parking lot:	2	LS	\$1,500.00	\$3,000.00	
34	Concrete Ret. Walls	2,800	SF	\$18.00	\$50,400.00	
35	Concrete Stairs at Dog Park Entry	250	SF	\$85.00	\$21,250.00	
36	Paving at Concession Area	4,000	SF	\$8.00	\$32,000.00	
37	Concrete Paving access from Sunnyhills Dr	2,500	SF	\$8.00	\$20,000.00	
38	Decomposed Granite Paving, dog par	6,000	SF	\$3.50	\$21,000.00	
39	A/C Paving, New at Sunnyhills Parking are:	5,000	SF	\$5.00	\$25,000.00	
40	Curbing	250	LF	\$15.00	\$3,750.00	
41	Restroom/Concession Building	1	EA	\$150,000.00	\$150,000.00	
42	Storage Building	1	EA	\$30,000.00	\$30,000.00	
43	Picnic Tables, 6' length	10	EA	\$1,000.00	\$10,000.00	
44	Picnic Tables, 6' length (H/C Access)	2	EA	\$1,200.00	\$2,400.00	
45	Signs	1	LS	\$2,000.00	\$2,000.00	
46	Scorekeepers Booth	1	EA	\$5,000.00	\$5,000.00	
47	Concrete Walls, 2' height, (terraced seating	750	LF	\$125.00	\$93,750.00	
48	Sports Court Surfacing and Fencing	6,800	SF	\$14.50	\$98,600.00	
49	Soil Preparator	45,000	SF	\$0.20	\$9,000.00	

Opinion of Probable Installation Costs, PHASED CONSTRUCTION

Date: 06-08-05

Project: Red Hill Park

San Anselmo, CA

50	Sod Turf at dog park	25,000	SF	\$0.85	\$21,250.00
51	Trees, 15 gal.	60	EA	\$150.00	\$9,000.00
52	Shrubs/Groundcover/Erosion Control, (1 gal.	35,000	SF	\$2.50	\$87,500.00
53	Irrigation	1	LS	\$75,000.00	\$75,000.00

<b>IF PROJECT IS NOT PHASED</b>	<b>Total Const. Sub Total</b>	<b>\$2,161,740.00</b>
	<b>A&amp;E Fees</b>	<b>\$172,939.20</b>
	<b>Permitting</b>	<b>\$4,323.48</b>
	<b>Project Management</b>	<b>\$64,852.20</b>
	<b>10% Contingency</b>	<b>\$216,174.00</b>
	<b>Grand Total</b>	<b>\$2,620,028.88</b>

<b>PHASE ONE ONLY</b>	<b>Phase 1, Construction</b>	<b>\$1,370,040.00</b>
	<b>Phase 1, 10% Contingency</b>	<b>\$137,004.00</b>
	<b>A&amp;E Fees</b>	<b>\$172,939.20</b>
	<b>Permitting</b>	<b>\$4,323.48</b>
	<b>Project Management</b>	<b>\$54,801.60</b>
	<b>Phase 1, Grand Total</b>	<b>\$1,739,108.28</b>

<b>*indicates current in-kind donation</b>	<b>Total value of In-kind</b>	<b>\$339,700.00</b>
	<b>Funding Balance</b>	<b>\$1,399,408.28</b>

**RED HILL COMMUNITY PARK JOINT POWERS AUTHORITY  
STAFF REPORT  
June 8, 2005**

For the meeting of June 14, 2005

TO: Board Members  
FROM: Debra Stutsman  
SUBJECT: Progress Report on Sunny Hills Easement

**RECOMMENDATION**

That the Board acknowledge and file the progress report on the Sunny Hills easement.

**BACKGROUND**

The easement documents were prepared by the JPA attorney, Hadden Roth and forwarded to Joseph Costa, Sunny Hills Chief Executive Officer. The Sunny Hills attorney has made some adjustments to the easement agreement, which have been reviewed and approved by Mr. Roth. Mr. Costa advises that he would like to proceed as follows. The Sunny Hills Board will review and presumably approve the easement document. They would like to hold it at that point until the project is ready to go, whereupon it would be forwarded to the JPA Board for approval.

Respectfully submitted,

Debra Stutsman