



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.

**LOCATION: Community Center McHale Room
320 Civic Dr. – Pleasant Hill**

Public may join meeting in person at this location

Or by PC: <https://zoom.us> Meeting ID: 830 3903 8700

Or by Phone 1 (669) 900-9128 Meeting ID: 830 3903 8700

**Thursday, January 12, 2023
Regular Meeting- 7:00 PM**

MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THIS MEETING IN PERSON OR BY TELECONFERENCE TO MITIGATE THE SPREAD OF COVID-19

Public comments can be submitted to the District prior to the meeting by emailing skubota@pleasanthillrec.com. Public comments will also be taken on each agenda item during the meeting. Comments received by email prior to 3 pm on the day of the meeting will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this link: <https://www.pleasanthillrec.com/DocumentCenter/Index/201>.

To comment orally in real time during the meeting, you may fill out a speaker slip to comment in person, use the Zoom “raise hand” function on your computer screen, or the *9 function on your phone.

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the District, located at 147 Gregory Lane, for the purpose of making those public records available for inspection. The agenda and packet are available at <https://www.pleasanthillrec.com/AgendaCenter>. Other writings distributed to the Board in connection with this meeting are available for public review at this link: <https://www.pleasanthillrec.com/DocumentCenter/Index/201>

The Board will take public comment on each listed agenda item when the item is taken up. Each speaker will be allotted five minutes for comment per item unless a shorter comment period is specified by the Board at the meeting (e.g., if there is an unusually large number of speakers).

1. Call to Order
2. Pledge of Allegiance

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.

3. Roll Call
4. Public Comment

This item on the agenda provides an opportunity for members of the public to comment on any item within the jurisdiction of the Board that is not on the agenda. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board members may only “briefly respond” to statements made and questions posed. For example, State law allows Board members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may direct staff to report back and/or place a matter on a future agenda for discussion.

5. Administration of the Oath of Office to Re-elected Director Bobby Glover
6. Report from General Manager (Attachment A)
7. Consent Calendar (Attachment B)
 - a. Approve Bills to be Paid Warrants #16645 – #16745 (Exhibit 1)
 - b. Approve Minutes of October 13, 2022 and November 17, 2022 (Exhibit 2)
8. Chair Announcement of Committee Assignments for 2023
9. Identification of Board Annual Planning Retreat Date for 2023 (Attachment C)
10. Verbal Report from Committee Chair and Opportunity to Set Meeting Dates
 - a. Land and Facilities Development Committee – TBD
 - b. Personnel Committee – TBD
 - c. Budget & Finance Committee – TBD
 - d. Program Committee – TBD
 - e. District/City Liaison Committee – TBD
 - f. Ad Hoc Committee for Board Policies – TBD
11. Board Announcements and Requests to Staff
12. Adjourn

Future Board of Directors Meetings:

Thursday, January 26, 2023, 7:00 p.m. – McHale Room

Thursday, February 9, 2023, 7:00 p.m.- McHale Room

Thursday, February 23, 2023, 7:00 p.m.- McHale Room

MEMORANDUM



Date: January 12, 2023
To: Board of Directors
From: Michelle Lacy, General Manager
Re: General Manager's Report for January 12, 2023

BUILDING MAINTENANCE: During the slower holiday week, staff stripped and waxed the floors at the Community Center and Senior Center and completed deep cleanings at both sites. The electricity needed to operate the camera at Pleasant Oaks Park was completed and Bay Alarm is set to connect the camera on Thursday, January 12.

HOLIDAY SCHEDULE: The District will be closed on Monday, January 16 in observance of Martin Luther King, Jr. Holiday.

PARK MAINTENANCE: Staff spent the week prior to the large storms preparing for the storm clearing storm drains and v-ditches. District properties fared well during the storm and only Shannon Hills Park had to be closed due to high water levels in the creek that runs through the park. Staff at Pleasant Oaks Park caught a young man tagging a picnic table and the Pleasant Hill Police Department (PHPD) cited him for vandalism. Interim Chief Vermillion has committed to following up with the citation as well as assigning detectives to monitor the vandalism and try to root out other offenders. Staff repainted the interiors of the restrooms in Pleasant Hill Park.

PRESCHOOL: Our Hummingbirds preschool class works with 2.5 - 3.5-year-old children. The Hummingbird teachers have found it to be very important to focus on building character traits during the year and have found it to be useful in the children's development. We focus on one skill per month and incorporate activities, art, and stories when introducing each trait. The focuses are: Kindness, Respect, Diversity, Safety, Patience, Organization, Honesty, and Responsibility. The goal is for Hummingbirds to leave our class well prepared for the next level of preschool.

SENIORS: The Senior Club ended 2022 with a total of 1,525 members, and 2023 membership is currently underway! It's hard to believe that January 5 marked the 10-year anniversary of the new Senior Center. Staff is looking forward to the next decade of offering high quality programs, events and activities to enrich the lives of seniors in our community.

While we always promote **Positivity** throughout the senior center, staff is designating the week of January 23 as a special "Week of Positivity," with a different activity each day.

- Monday = Rock Painting with Positive Affirmations
- Tuesday= Seniors can fill out their favorite sayings on a special sheet and we will have them posted throughout the Center
- Wednesday = Coloring and music in a relaxing environment
- Thursday = Dance Party in the Chateau Room (because dancing releases endorphins!)
- Friday = Viewing of the documentary "Happy," which features people from a variety of cultures and their meaning of happiness

ATTACHMENT A

STAFF REPORT



Date: January 12, 2023
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Consent Calendar

Consent Calendar items are considered to be routine by the Board of Directors and will be enacted by one motion. By approval of the Consent Calendar the staff recommendation will be adopted. There will be no separate discussion on these items unless a Board Member or a member of the public request removal of the item from the Consent Calendar.

CONSENT CALENDAR FOR JANUARY 12, 2023

- a. Approve Bills to be Paid Warrants #16645 – #16745 (Exhibit 1)
- b. Approve Minutes of October 13, 2022 and November 17, 2022 (Exhibit 2)

Accounts Payable

Check Register Totals Only

User: CPetlock
 Printed: 1/6/2023 - 4:22 PM
 Batch: 00001.01.2023 - 01122022 WARRANTS



Check	Date	Vendor No	Vendor Name	Amount	Voucher
16645	01/12/2023	ACCB	ACC BUSINESS	2,468.58	0
16646	01/12/2023	AIRGAS	AIRGAS USA, LLC	54.00	0
16647	01/12/2023	AmFid	AMERICAN FIDELITY	2,112.45	0
16648	01/12/2023	AmFidAs	AMERICAN FIDELITY ASSURANC	463.56	0
16649	01/12/2023	ASCAP	ASCAP	411.08	0
16650	01/12/2023	ATT WC	AT&T	63.49	0
16651	01/12/2023	BASTJENN	JENNIFER BASTILLOS	750.00	0
16652	01/12/2023	BATEKAT	KATHLEEN BATE	216.00	0
16653	01/12/2023	BayAlar	BAY ALARM COMPANY	2,477.83	0
16654	01/12/2023	BILLACE	BILL'S ACE HARDWARE	506.15	0
16655	01/12/2023	BONASAN	SANDRA BONATO	500.00	0
16656	01/12/2023	BRADYIND	BRADY INDUSTRIES, LLC	752.26	0
16657	01/12/2023	BRITTANA	ANASRASIA BRITT	150.00	0
16658	01/12/2023	BSNPAS	BSN SPORTS LLC	3,125.60	0
16659	01/12/2023	BIOT	BUILDINGS IOT	8,323.98	0
16660	01/12/2023	CACZECH	CA Czech & Slovak Club	750.00	0
16661	01/12/2023	cadtfa	CA DEPT OF TAX & FEE ADMINIS'	685.22	0
16662	01/12/2023	CaSt	CALIFORNIA STATE DISBURSEMI	200.00	0
16663	01/12/2023	CCSNP	CC SENIOR NUTRITION PROGRAI	1,507.00	0
16664	01/12/2023	CCOEDU	CCC Office of Education	500.00	0
16665	01/12/2023	CHAVMAR	MARIA CHAVEZ	500.00	0
16666	01/12/2023	CINTAS	CINTAS	466.90	0
16667	01/12/2023	CIVICPLU	CIVIC PLUS	2,947.96	0
16668	01/12/2023	CLEAN VE	CLEAN VENT	925.00	0
16669	01/12/2023	ccwd	CONTRA COSTA WATER DISTRICT	465.22	0
16670	01/12/2023	COTRUSHE	SHEILA COTRUVO	93.17	0
16671	01/12/2023	CPRS REN	CPRS	555.00	0
16672	01/12/2023	CRESCO	CRESCO EQUIPMENT RENTALS	411.18	0
16673	01/12/2023	DELAAUD	Audrey Dela Cruz	78.74	0
16674	01/12/2023	DILIGENT	DILIGENT CORPORATION	11,775.00	0
16675	01/12/2023	DOLPAR	DOLFINS PARENTS CLUB	5,000.00	0
16676	01/12/2023	DUSHMIL	MILDRED DUSHA	194.15	0
16677	01/12/2023	EBPool	EAST BAY POOL SERVICE	330.00	0
16678	01/12/2023	ED2Go	Education To Go	80.00	0
16679	01/12/2023	EWING	EWING IRRIGATION	1,052.93	0
16680	01/12/2023	FranTx	FRANCHISE TAX BOARD	80.00	0
16681	01/12/2023	FUENWIL	WILLIAM FUENTES	1,735.20	0
16682	01/12/2023	GASAND	ANDREA GASPARI	1,392.00	0
16683	01/12/2023	GENPLUM	GENERAL PLUMBING SUPPLY	28.71	0
16684	01/12/2023	GEORSHE	SHEILA GEORGE	105.00	0
16685	01/12/2023	GLOVBOB	BOBBY GLOVER	300.00	0
16686	01/12/2023	GOLDSTA	GOLDEN STATE WARRIORS, LLC	6,516.00	0
16687	01/12/2023	GUARDIAN	GUARDIAN SECURITY AGENCY	1,708.00	0
16688	01/12/2023	HONEYBUC	HONEY BUCKET	992.49	0
16689	01/12/2023	HUNKAT	KATRINA HUNN	44.92	0
16690	01/12/2023	HURLAN	LANCE HURTADO	76.88	0
16691	01/12/2023	IKEDBRY	BRYCE IKEDA	1,368.00	0
16692	01/12/2023	MUIRHEAL	JOHN MUIR HEALTH	500.00	0
16693	01/12/2023	KaisFou	KAISER FOUNDATION HEALTH PI	39,885.51	0
16694	01/12/2023	KUBSUS	SUSIE KUBOTA	8.77	0

Accounts Payable

Computer Check Proof List by Vendor

User: CPetlock
 Printed: 01/06/2023 - 4:16PM
 Batch: 00001.01.2023 - 01122022 WARRANTS



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: ACCB 223482645	ACC BUSINESS Ethernet Access	2,468.58	01/12/2023	Check Sequence: 1 100-1100-75507	ACH Enabled: False
	Check Total:	2,468.58			
Vendor: AIRGAS 9993395938	AIRGAS USA, LLC HAZMAT CHARGE	54.00	01/12/2023	Check Sequence: 2 100-1280-75620	ACH Enabled: False
	Check Total:	54.00			
Vendor: AmFid 12/2022 12/2022 12/2022 12/2022 12/2022	AMERICAN FIDELITY AMERICAN FIDELITY FLEX/DAYCARE #65 AMERICAN FIDELITY FLEX 125/DAYCARE AMERICAN FIDELITY FLEX/DAYCARE #65 AMERICAN FIDELITY FLEX 125/DAYCARE AMERICAN FIDELITY FLEX 125/DAYCARE	499.99 464.57 556.24 499.99 91.66	12/16/2022 01/03/2023 12/16/2022 01/03/2023 01/03/2023	Check Sequence: 3 100-0000-21345 100-0000-21345 100-0000-21345 100-0000-21345 100-0000-21345	ACH Enabled: False PR Batch 00003.12.2022 American Fidelit PR Batch 00004.12.2022 American Fidelit PR Batch 00003.12.2022 American Fidelit PR Batch 00004.12.2022 American Fidelit PR Batch 00004.12.2022 American Fidelit
	Check Total:	2,112.45			
Vendor: AmFidAs 12/2022 12/2022 12/2022 12/2022 12/2022 12/2022 12/2022 12/2022	AMERICAN FIDELITY ASSURANCE LIFE/DIS/ACC/CANCER #65883 AF LIFE/DIS/ACC/CANCER #65883 LIFE/DIS/ACC/CANCER #65883 AF LIFE/DIS/ACC/CANCER #65883 LIFE/DIS/ACC/CANCER #65883 AF LIFE/DIS/ACC/CANCER #65883 LIFE/DIS/ACC/CANCER #65883 AF LIFE/DIS/ACC/CANCER #65883	88.67 96.32 96.32 12.00 12.00 34.79 34.79 88.67	01/03/2023 12/16/2022 01/03/2023 12/16/2022 01/03/2023 12/16/2022 01/03/2023 12/16/2022	Check Sequence: 4 100-0000-21360 100-0000-21360 100-0000-21360 100-0000-21360 100-0000-21360 100-0000-21360 100-0000-21360 100-0000-21360	ACH Enabled: False PR Batch 00004.12.2022 AF Disability at PR Batch 00003.12.2022 AF Life at PR Batch 00004.12.2022 AF Life at PR Batch 00003.12.2022 AF Can at PR Batch 00004.12.2022 AF Can at PR Batch 00003.12.2022 AF Can pt PR Batch 00004.12.2022 AF Can pt PR Batch 00003.12.2022 AF Disability at
	Check Total:	463.56			
Vendor: ASCAP 500637640	ASCAP MUSIC	411.08	01/12/2023	Check Sequence: 5 100-1100-73340	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	411.08			
Vendor: ATT WC 112022	AT&T WC INTERNET	63.49	01/12/2023	Check Sequence: 6 100-1230-75515	ACH Enabled: False
	Check Total:	63.49			
Vendor: BASTJEN! 47991255	JENNIFER BASTILLOS Deposit Refund	750.00	01/12/2023	Check Sequence: 7 100-0000-20000	ACH Enabled: False
	Check Total:	750.00			
Vendor: BATEKAT 112022	KATHLEEN BATE Instructor Payment 4692.102 & fall drop-in	216.00	01/12/2023	Check Sequence: 8 100-1240-75640	ACH Enabled: False
	Check Total:	216.00			
Vendor: BayAlar 3411924221215M 3882824221215M 3941424221215M 4060824221215M	BAY ALARM COMPANY Bay Alarm Quarterly service QuarterlyService Charge/alarm/monitoring QuarterlyService Charge/alarm/monitoring Service Charge	312.00 807.04 1,037.91 320.88	01/12/2023 01/12/2023 01/12/2023 01/12/2023	Check Sequence: 9 100-1280-75520 100-1255-75515 100-1220-75515 100-1231-75515	ACH Enabled: False
	Check Total:	2,477.83			
Vendor: BILLACE 584957 586952 586977 586981 587125 587177	BILL'S ACE HARDWARE SUPPLIES SUPPLIES SUPPLIES SUPPLIES SUPPLIES SUPPLIES	272.66 151.22 -91.16 112.68 27.20 33.55	01/12/2023 01/12/2023 01/12/2023 01/12/2023 01/12/2023 01/12/2023	Check Sequence: 10 100-1300-75520 100-1300-75520 100-1300-75520 100-1300-76500 100-1300-75520 100-1300-75535	ACH Enabled: False
	Check Total:	506.15			
Vendor: BONASAN 122022	SANDRA BONATO BOARD MEETING ATTENDANCE	500.00	01/12/2023	Check Sequence: 11 100-1100-60100	ACH Enabled: False
	Check Total:	500.00			
Vendor: BRADYIN 7735903	BRADY INDUSTRIES, LLC JANITORIAL SUPPLIES	752.26	01/12/2023	Check Sequence: 12 100-1300-75515	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	752.26			
Vendor: BRITTAN, 47909032	ANASRASIA BRITT REFUND PICNIC SECURITY DEPOSIT	150.00	01/12/2023	Check Sequence: 13 100-0000-20000	ACH Enabled: False
	Check Total:	150.00			
Vendor: BSNPAS 919592046	BSN SPORTS LLC VOIT RUBBER BALLS	3,125.60	01/12/2023	Check Sequence: 14 100-1250-75050	ACH Enabled: False
	Check Total:	3,125.60			
Vendor: BIOT 88246	BUILDINGS IOT IT SUPPORT	8,323.98	01/12/2023	Check Sequence: 15 100-1100-75505	ACH Enabled: False
	Check Total:	8,323.98			
Vendor: CACZECH 47693855	CA Czech & Slovak Club REFUND DEPOSIT	750.00	01/12/2023	Check Sequence: 16 100-0000-20000	ACH Enabled: False
	Check Total:	750.00			
Vendor: cadtfa FY 2022	CA DEPT OF TAX & FEE ADMINISTRATION SALES TAX FEE	685.22	01/12/2023	Check Sequence: 17 100-1100-73340	ACH Enabled: False
	Check Total:	685.22			
Vendor: CaSt 010523	CALIFORNIA STATE DISBURSEMENT ALAN SABINE #0139010539-01 #0600099	200.00	01/03/2023	Check Sequence: 18 100-0000-21390	ACH Enabled: False PR Batch 00004.12.2022 Garn Child Supp
	Check Total:	200.00			
Vendor: CCSNP 132023	CC SENIOR NUTRITION PROGRAM Senior Nutrition December Contribution	1,507.00	01/12/2023	Check Sequence: 19 100-1220-45000	ACH Enabled: False
	Check Total:	1,507.00			
Vendor: CCOEDU 47653528	CCC Office of Education REFUND DEPOSIT	500.00	01/12/2023	Check Sequence: 20 100-0000-20000	ACH Enabled: False
	Check Total:	500.00			
Vendor: CHAVMAI 47858204	MARIA CHAVEZ REFUND DEPOSIT	500.00	01/12/2023	Check Sequence: 21 100-0000-20000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	500.00			
Vendor: CINTAS	CINTAS			Check Sequence: 22	ACH Enabled: False
4140792391	UNIFORMS	63.83	01/12/2023	100-1300-55380	
4141535806	UNIFORMS	63.83	01/12/2023	100-1300-55380	
4142089550	UNIFORMS	339.24	01/12/2023	100-1300-55380	
	Check Total:	466.90			
Vendor: CIVICPLU	CIVIC PLUS			Check Sequence: 23	ACH Enabled: False
251963	REVENUE PROCESSING	2,947.96	01/12/2023	100-1290-75612	
	Check Total:	2,947.96			
Vendor: CLEAN VI	CLEAN VENT			Check Sequence: 24	ACH Enabled: False
45507	Kitchen Vent Cleaning	925.00	01/12/2023	100-1220-75515	
	Check Total:	925.00			
Vendor: ccwd	CONTRA COSTA WATER DISTRICT			Check Sequence: 25	ACH Enabled: False
122022	LAS JUNTAS	465.22	01/12/2023	100-1300-65710	
	Check Total:	465.22			
Vendor: COTRUSH	SHEILA COTRUVO			Check Sequence: 26	ACH Enabled: False
112022	CELLPHONE	35.00	01/12/2023	100-1265-65365	
112022	MILEAGE	29.76	01/12/2023	100-1265-60350	
112022	OFFICE STORAGE CONTAINERS	28.41	01/12/2023	100-1265-75150	
	Check Total:	93.17			
Vendor: CPRS REN	CPRS			Check Sequence: 27	ACH Enabled: False
2023	CPRS MEMBERSHIP DUES	555.00	01/12/2023	100-1100-73335	
	Check Total:	555.00			
Vendor: CRESCO	CRESCO EQUIPMENT RENTALS			Check Sequence: 28	ACH Enabled: False
122022	LIGHT TOWER HOLIDAY FESTIVAL	411.18	01/12/2023	100-1265-75155	
	Check Total:	411.18			
Vendor: DELAAUI	Audrey Dela Cruz			Check Sequence: 29	ACH Enabled: False
122022	POTS FOR DO	77.49	01/12/2023	100-1100-75500	
122022	SLOAT POTS FOR PLANTS AT DO	1.25	01/12/2023	100-1100-60350	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	78.74			
Vendor: DILIGENT 375476	DILIGENT CORPORATION BOARD MTG ONLINE STREAMING SERVIC	11,775.00	01/12/2023	Check Sequence: 30 100-1100-70000	ACH Enabled: False
	Check Total:	11,775.00			
Vendor: DOLPAR 12023	DOLFINS PARENTS CLUB reimbursement for tree lot payment received by t	5,000.00	01/12/2023	Check Sequence: 31 100-1280-75620	ACH Enabled: False
	Check Total:	5,000.00			
Vendor: DUSHMIL 122022	MILDRED DUSHA Instructor Payment Nov. Line Dance	194.15	01/12/2023	Check Sequence: 32 100-1220-75640	ACH Enabled: False
	Check Total:	194.15			
Vendor: EBPool 30908	EAST BAY POOL SERVICE replace dive pool chlorine tubing	330.00	01/12/2023	Check Sequence: 33 100-1280-75525	ACH Enabled: False
	Check Total:	330.00			
Vendor: ED2Go 78213311	Education To Go Refunds	80.00	01/12/2023	Check Sequence: 34 100-1240-75640	ACH Enabled: False
	Check Total:	80.00			
Vendor: EWING 14685454 18339664	EWING IRRIGATION IRRIGATION SUPPLIES IRRIGATION SUPPLIES	80.75 972.18	01/12/2023 01/12/2023	Check Sequence: 35 100-1300-75511 100-1300-75511	ACH Enabled: False
	Check Total:	1,052.93			
Vendor: FranTx 010523 122122	FRANCHISE TAX BOARD REBECCA SEIDENSPINNER REBECCA SEIDENSPINNER	40.00 40.00	01/03/2023 12/16/2022	Check Sequence: 36 100-0000-21390 100-0000-21390	ACH Enabled: False PR Batch 00004.12.2022 Garn Franchise T PR Batch 00003.12.2022 Garn Franchise T
	Check Total:	80.00			
Vendor: FUENWIL 12282022	WILLIAM FUENTES KARATE	1,735.20	01/12/2023	Check Sequence: 37 100-1260-75645	ACH Enabled: False
	Check Total:	1,735.20			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: GASAND	ANDREA GASPARI			Check Sequence: 38	ACH Enabled: False
122022	LET'S MAKE MUSIC	261.00	01/12/2023	100-1260-75645	
122022	LET'S MAKE MUSIC	435.00	01/12/2023	100-1260-75640	
6088.107	Instructor Payment Youth Piano	261.00	01/12/2023	100-1260-75645	
6636.102	Instructor Payment Preschool Music	435.00	01/12/2023	100-1260-75640	
	Check Total:	1,392.00			
Vendor: GENPLUM	GENERAL PLUMBING SUPPLY			Check Sequence: 39	ACH Enabled: False
5815239.001	SUPPLIES	28.71	01/12/2023	100-1300-75520	
	Check Total:	28.71			
Vendor: GEORSHE	SHEILA GEORGE			Check Sequence: 40	ACH Enabled: False
10-11-122022	CELLPHONE REIMBURSEMENT	105.00	01/12/2023	100-1250-65365	
	Check Total:	105.00			
Vendor: GLOVBOE	BOBBY GLOVER			Check Sequence: 41	ACH Enabled: False
122022	BOARD MEETING ATTENDANCE	300.00	01/12/2023	100-1100-60100	
	Check Total:	300.00			
Vendor: GOLDSTA	GOLDEN STATE WARRIORS, LLC			Check Sequence: 42	ACH Enabled: False
6740	B-BAL SHIRTS	6,516.00	01/12/2023	100-1250-75050	
	Check Total:	6,516.00			
Vendor: GUARDIA	GUARDIAN SECURITY AGENCY			Check Sequence: 43	ACH Enabled: False
63599	SECURITY PATROL	1,312.00	01/12/2023	100-1300-75520	
63842	SECURITY PATROL	132.00	01/12/2023	100-1300-75520	
63843	SECURITY PATROL	132.00	01/12/2023	100-1300-75520	
63844	SECURITY PATROL	132.00	01/12/2023	100-1300-75520	
	Check Total:	1,708.00			
Vendor: HONEYBU	HONEY BUCKET			Check Sequence: 44	ACH Enabled: False
249329	PORTA POTTY-501 PASO	220.85	01/12/2023	100-1300-75520	
249359	PORTA POTTY-3240 WITHERS	183.63	01/12/2023	100-1300-75520	
553169110	PORTA POTTY-320 CIVIC	183.63	01/12/2023	100-1250-75620	
553197536	ADA COMPLIANT	220.75	01/12/2023	100-1300-75520	
553220337	Porta Potty	183.63	01/12/2023	100-1250-75620	
	Check Total:	992.49			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: HUNKAT	KATRINA HUNN			Check Sequence: 45	ACH Enabled: False
122022	CELLPHONE REIMBURSEMENT	35.00	01/12/2023	100-1255-65365	
122022	MILEAGE	9.92	01/12/2023	100-1255-60350	
	Check Total:	44.92			
Vendor: HURLAN	LANCE HURTADO			Check Sequence: 46	ACH Enabled: False
122022	CELLPHONE REIMBURSEMENT	35.00	01/12/2023	100-1250-65365	
122022	MILEAGE	41.88	01/12/2023	100-1250-60350	
	Check Total:	76.88			
Vendor: IKEDBRY	BRYCE IKEDA			Check Sequence: 47	ACH Enabled: False
122022	Instructor Payment Tai Chi 11/1-12/14 (2210.102	1,368.00	01/12/2023	100-1220-75640	
	Check Total:	1,368.00			
Vendor: MUIRHEA	JOHN MUIR HEALTH			Check Sequence: 48	ACH Enabled: False
48022437	Deposit Refund	500.00	01/12/2023	100-0000-20000	
	Check Total:	500.00			
Vendor: KaisFou	KAISER FOUNDATION HEALTH PLAN			Check Sequence: 49	ACH Enabled: False
02/2023	KAISER #7671	1,156.87	12/16/2022	100-0000-21300	PR Batch 00003.12.2022 AF Kaiser
02/2023	KAISER #7671	1,156.87	01/03/2023	100-0000-21300	PR Batch 00004.12.2022 AF Kaiser
02/2023	KAISER #7671	34,918.90	01/03/2023	100-0000-21300	PR Batch 00004.12.2022 Kaiser Employer
02/2023	KAISER #7671	2,652.87	01/03/2023	100-0000-21300	PR Batch 00004.12.2022 Kaiser Employer
	Check Total:	39,885.51			
Vendor: KUBSUS	SUSIE KUBOTA			Check Sequence: 50	ACH Enabled: False
12122022	DISHWASHER SOAP FOR DO	8.77	01/12/2023	100-1100-75500	
	Check Total:	8.77			
Vendor: KYOROSE	ROSE KYOMUHENDO			Check Sequence: 51	ACH Enabled: False
47998880	Deposite Refund	500.00	01/12/2023	100-0000-20000	
	Check Total:	500.00			
Vendor: LANERN	ERNIE LANZARIN			Check Sequence: 52	ACH Enabled: False
122022	SERP AGREEMENT	1,000.00	01/12/2023	100-1100-55255	
	Check Total:	1,000.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 4WHEELE 47687591	TIMOTHY LEE REFUND RENTAL DEPOSIT	500.00	01/12/2023	Check Sequence: 53 100-0000-20000	ACH Enabled: False
	Check Total:	500.00			
Vendor: MACALV 12300	MAC ALVEY'S NURSERY PASO ROAD PATCH	134.33	01/12/2023	Check Sequence: 54 100-1300-75520	ACH Enabled: False
	Check Total:	134.33			
Vendor: MADSCAI 122022	CAROL MADSEN Instructor Payment Quilting 2246.101, 2245.101	861.00	01/12/2023	Check Sequence: 55 100-1220-75640	ACH Enabled: False
	Check Total:	861.00			
Vendor: MANAMIC 122022	MICHAEL MANALASTAS Nov. & Dec Cell phone	70.00	01/12/2023	Check Sequence: 56 100-1220-65365	ACH Enabled: False
	Check Total:	70.00			
Vendor: MARATHC TD03545-IN	MARATHON DISTRIBUTORS, LLC BINGO SUPPLIES	143.22	01/12/2023	Check Sequence: 57 100-1220-75540	ACH Enabled: False
	Check Total:	143.22			
Vendor: MCKIKAR 122022	KAREN MCKIMMY Nov & Dec Cell phone	70.00	01/12/2023	Check Sequence: 58 100-1220-65365	ACH Enabled: False
	Check Total:	70.00			
Vendor: MCKIELE A159702-IN	McKinley Elevator Corp PM LOAD TEST SC LIFT	324.51	01/12/2023	Check Sequence: 59 100-1230-75515	ACH Enabled: False
	Check Total:	324.51			
Vendor: MCNUKR 122022 122022	KRISTEN MCNULTY CELLPHONE REIMBURSEMENT MILEAGE	105.00 76.88	01/12/2023 01/12/2023	Check Sequence: 60 100-1231-65365 100-1231-60350	ACH Enabled: False
	Check Total:	181.88			
Vendor: MOR-GOM 47693406	ADRIANA MORALES-GOMEZ REFUND RENTAL DEPOSIT	500.00	01/12/2023	Check Sequence: 61 100-0000-20000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	500.00			
Vendor: MDUSD	MT DIABLO UNIFIED SCHOOL DISTRICT			Check Sequence: 62	ACH Enabled: False
AR368333	KIDSTOP UTILITY FEE	111.00	01/12/2023	100-1270-65700	
AR369953	KIDSTOP UTILITY FEE	111.00	01/12/2023	100-1270-65700	
	Check Total:	222.00			
Vendor: MTZELEC	MTZ ELECTRIC			Check Sequence: 63	ACH Enabled: False
1572	BAY ALARM CAMERA POWER	27,300.00	01/12/2023	100-1300-76500	
	Check Total:	27,300.00			
Vendor: MURDDEI	DEBBIE MURDOCK			Check Sequence: 64	ACH Enabled: False
122022	Instructor Payment Dec 22	409.50	01/12/2023	100-1220-75640	
	Check Total:	409.50			
Vendor: NICSAR	SARETTE NICHOLSON			Check Sequence: 65	ACH Enabled: False
122022	Instructor Payment Dec 22	198.00	01/12/2023	100-1220-75640	
	Check Total:	198.00			
Vendor: CONCERT	OCCUPATIONAL HEALTH CENTERS			Check Sequence: 66	ACH Enabled: False
12022022	STAFF TB TEST	169.00	01/12/2023	100-1250-75620	
12092022	RANDOM TESTING	58.00	01/12/2023	100-1250-75620	
77559719	Pre-employment physical	169.00	01/12/2023	100-1250-75620	
	Check Total:	396.00			
Vendor: OCONNOI	O'CONNOR & COMPANY			Check Sequence: 67	ACH Enabled: False
1222-07	AUDIT SERVICES THRU 12/31/2022	1,835.00	01/12/2023	100-1100-70000	
	Check Total:	1,835.00			
Vendor: PITCDRE	DREW PITCHER			Check Sequence: 68	ACH Enabled: False
122022	CELLPHONE REIMBURSEMENT	30.00	01/12/2023	100-1255-65365	
	Check Total:	30.00			
Vendor: PLANTDE	PLANT DECOR			Check Sequence: 69	ACH Enabled: False
336932	November plant service	146.19	01/12/2023	100-1220-75540	
337066	December Plant Service	148.37	01/12/2023	100-1220-75540	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	294.56			
Vendor: PHCIT	PLEASANT HILL, CITY OF			Check Sequence: 70	ACH Enabled: False
900007267	VEHICLE COST SHARE	3,579.47	01/12/2023	100-1300-75545	
900007267	IT COST SHARE	2,933.88	01/12/2023	100-1100-75509	
	Check Total:	6,513.35			
Vendor: POLAMEF	POLISH AMERICAN EDUCATION COMMITTEE			Check Sequence: 71	ACH Enabled: False
48023557	Deposit Refund	750.00	01/12/2023	100-0000-20000	
	Check Total:	750.00			
Vendor: POWEAN	ANGELA POWELL			Check Sequence: 72	ACH Enabled: False
6056.1	Instructor Payment Cheerleading	1,092.00	01/12/2023	100-1260-75645	
	Check Total:	1,092.00			
Vendor: DRAIPREI	PREFERRED PLUMBING & DRAIN			Check Sequence: 73	ACH Enabled: False
5045242A	TOILET REPAIR	468.48	01/12/2023	100-1300-75520	
	Check Total:	468.48			
Vendor: FORWRAC	RACE FORWARD			Check Sequence: 74	ACH Enabled: False
3773	GOVERNMENT ALLIANCE ON RACE MEM	1,000.00	01/12/2023	100-1100-73335	
	Check Total:	1,000.00			
Vendor: KLIPALI	ALISON RAPHAEL-KLIPPEL			Check Sequence: 75	ACH Enabled: False
122022	PILATES	264.60	01/12/2023	100-1220-75640	
	Check Total:	264.60			
Vendor: RICOH	RICOH USA, INC.			Check Sequence: 76	ACH Enabled: False
106707969	EQUIP LEASE	100.74	01/12/2023	100-1220-75540	
106799527	copier	201.48	01/12/2023	100-1220-75540	
	Check Total:	302.22			
Vendor: ROGAJ	AJ ROGERS			Check Sequence: 77	ACH Enabled: False
122022	Instructor Payment Adult Tap Dec.22	88.20	01/12/2023	100-1240-75640	
6061.103	Instructor Payment Youth Dance Classes	594.00	01/12/2023	100-1260-75645	
	Check Total:	682.20			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 122022	SECMAR MARGARET SECOUR Instructor Payment Golden Notes 2350.101	696.00	01/12/2023	Check Sequence: 78 100-1220-75640	ACH Enabled: False
	Check Total:	696.00			
Vendor: 122022	SEMSJAIN JAIMEE SEMSKY THEATER CLASSES	1,620.00	01/12/2023	Check Sequence: 79 100-1260-75640	ACH Enabled: False
Vendor: 122022	THEATER CLASSES	4,560.00	01/12/2023	100-1260-75645	
	Check Total:	6,180.00			
Vendor: 47693569	SHELTER SHELTER INC REFUND DEPOSIT	750.00	01/12/2023	Check Sequence: 80 100-0000-20000	ACH Enabled: False
	Check Total:	750.00			
Vendor: 122022	SHESSZA ZAC SHESS BOARD MEETING ATTENDANCE	200.00	01/12/2023	Check Sequence: 81 100-1100-60100	ACH Enabled: False
	Check Total:	200.00			
Vendor: 279131	SHUTEMI SHUTE, MIHALY & WEINBERGER LLP DISTRICT COUNSEL	5,076.80	01/12/2023	Check Sequence: 82 100-1100-70000	ACH Enabled: False
Vendor: 279511	DISTRICT COUNSEL	1,676.60	01/12/2023	100-1100-70000	
	Check Total:	6,753.40			
Vendor: 125874998-001	SITEONE SITEONE LANDSCAPE IRRIGATION SUPPLIES	80.88	01/12/2023	Check Sequence: 83 100-1300-75511	ACH Enabled: False
	Check Total:	80.88			
Vendor: 936443	SPINITAR SPINITAR TC AV UPGRADES	8,782.33	01/12/2023	Check Sequence: 84 970-0000-14005	ACH Enabled: False
Vendor: 936564	CIP Final payment	13,173.49	01/12/2023	970-0000-14005	
	Check Total:	21,955.82			
Vendor: 51607	STEPRINT STEVEN'S PRINTING DEC SENIOR SOUNDS	1,325.00	01/12/2023	Check Sequence: 85 100-1220-75540	ACH Enabled: False
Vendor: 51608	DEC SENIOR SOUNDS	139.84	01/12/2023	100-1220-75540	
Vendor: 51898	January newsletter	142.03	01/12/2023	100-1220-75540	
	Check Total:	1,606.87			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: THORAN	RANDALL THOMPSON			Check Sequence: 86	ACH Enabled: False
122022	TRUSTS & ESTATE PLANNING	45.00	01/12/2023	100-1240-75640	
	Check Total:	45.00			
Vendor: TMOBILE	T-MOBILE			Check Sequence: 87	ACH Enabled: False
122022	CELLPHONE	29.36	01/12/2023	100-1255-65365	
122022	CELLPHONE	29.36	01/12/2023	100-1300-65365	
122022	CELLPHONE	29.36	01/12/2023	100-1250-65365	
122022	CELLPHONE	7.36	01/12/2023	100-1300-65365	
122022	CELLPHONE	58.77	01/12/2023	100-1260-65365	
122022	CELLPHONE	14.72	01/12/2023	100-1260-65365	
122022	CELLPHONE	7.36	01/12/2023	100-1270-65365	
122022	CELLPHONE	29.44	01/12/2023	100-1350-65365	
122022	CELLPHONE	58.77	01/12/2023	100-1265-65365	
122022	CELLPHONE	117.51	01/12/2023	100-1350-65365	
122022	CELLPHONE	7.36	01/12/2023	100-1250-65365	
122022	CELLPHONE	7.35	01/12/2023	100-1280-65365	
122022	CELLPHONE	7.35	01/12/2023	100-1255-65365	
122022	CELLPHONE	14.72	01/12/2023	100-1265-65365	
122022	CELLPHONE	29.36	01/12/2023	100-1270-65365	
122022	CELLPHONE	29.36	01/12/2023	100-1280-65365	
47886986	Deposit Refund	750.00	01/12/2023	100-0000-20000	
	Check Total:	1,227.51			
Vendor: TRANQU	QUY TRAN			Check Sequence: 88	ACH Enabled: False
122022	BOARD MEETING ATTENDANCE	400.00	01/12/2023	100-1100-60100	
	Check Total:	400.00			
Vendor: TRAVEL	TRAVEL CENTER TRUST ACCOUNT			Check Sequence: 89	ACH Enabled: False
122022	MYSTERY TRIP	2,300.00	01/12/2023	100-1220-75630	
1262023	RAMSES AT DE YOUNG MUSEUM	6,566.00	01/12/2023	100-1220-75630	
132023	Senior Travel Stemple Creek Ranch	1,600.00	01/12/2023	100-1220-75630	
132023	Senior Travel Six the Musical	6,615.00	01/12/2023	100-1220-75630	
2092023	SKY RIVER CASINO- ELK GROVE TRIP	2,150.00	01/12/2023	100-1220-75630	
	Check Total:	19,231.00			
Vendor: USBank	U.S. BANK			Check Sequence: 90	ACH Enabled: False
121522	PARS #6746022400	1,080.83	12/16/2022	100-0000-21330	PR Batch 00003.12.2022 Pars Employee
121522	PARS #6746022400	49.35	12/09/2022	100-0000-21330	PR Batch 00002.12.2022 Pars Employee
121522	PARS #6746022400	24.67	12/09/2022	100-0000-21335	PR Batch 00002.12.2022 Pars Employer

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
121522	PARS #6746022400	540.41	12/16/2022	100-0000-21335	PR Batch 00003.12.2022 Pars Employer
123122	PARS #6746022400	826.07	01/03/2023	100-0000-21330	PR Batch 00004.12.2022 Pars Employee
123122	PARS #6746022400	413.05	01/03/2023	100-0000-21335	PR Batch 00004.12.2022 Pars Employer
	Check Total:	2,934.38			
Vendor: USBANKF 12222022	US BANK CORPORATE PAYMENT CALCARD SUMMARY PAYMENT	44,260.72	01/12/2023	Check Sequence: 91 100-0000-20000	ACH Enabled: False
	Check Total:	44,260.72			
Vendor: USBANKF 490383569	US BANK EQUIPMENT FINANCE EQUIP LEASE	408.27	01/12/2023	Check Sequence: 92 100-1100-75500	ACH Enabled: False
	Check Total:	408.27			
Vendor: Valic 12/2022	VALIC VALIC #43476	2,654.55	01/03/2023	Check Sequence: 93 100-0000-21340	ACH Enabled: False PR Batch 00004.12.2022 Valic Deferred C
12/2022	VALIC #43476	2,654.55	12/16/2022	100-0000-21340	PR Batch 00003.12.2022 Valic Deferred C
12/2022	VALIC #43476	249.60	01/03/2023	100-0000-21340	PR Batch 00004.12.2022 Valic Deferred C
12/2022	VALIC #43476	249.60	12/16/2022	100-0000-21340	PR Batch 00003.12.2022 Valic Deferred C
	Check Total:	5,808.30			
Vendor: VINSSAN 122022	SANDY VINSON BOARD MEETING ATTENDANCE	300.00	01/12/2023	Check Sequence: 94 100-1100-60100	ACH Enabled: False
	Check Total:	300.00			
Vendor: WALLJOH 122022	JOHN WALLER Instructor Payment 4575.101 & Fall Drumming	924.00	01/12/2023	Check Sequence: 95 100-1240-75640	ACH Enabled: False
	Check Total:	924.00			
Vendor: WAVE 103859801-0009859	WAVE Dark Fiber Monthly	17.82	01/12/2023	Check Sequence: 96 100-1100-75509	ACH Enabled: False
	Check Total:	17.82			
Vendor: WELLSFA 5023203911	WELLS FARGO FINANCIAL LEASING copier	121.18	01/12/2023	Check Sequence: 97 100-1220-75540	ACH Enabled: False
	Check Total:	121.18			
Vendor: WEBWES	WESTERN WEB, INC			Check Sequence: 98	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
28451	WINTER/SPRING 2023 SPOTLIGHT	14,848.73	01/12/2023	100-1290-75624	
	Check Total:	14,848.73			
Vendor: WHITCAS 122022	CASEY WHITE Instructor Payment 2231.103, 2231.104	783.00	01/12/2023	100-1240-75640	Check Sequence: 99 ACH Enabled: False
	Check Total:	783.00			
Vendor: WURSDEI 122022	Derek Wurst BOARD MEETING ATTENDANCE	100.00	01/12/2023	100-1100-60100	Check Sequence: 100 ACH Enabled: False
	Check Total:	100.00			
Vendor: XEROX 17683893	XEROX CORPORATION CC COPY MACHINE	338.67	01/12/2023	100-1231-75500	Check Sequence: 101 ACH Enabled: False
	Check Total:	338.67			
	Total for Check Run:	281,648.33			
	Total of Number of Checks:	101			

Board of Directors Regular Meeting Minutes
October 13, 2022
DRAFT



The October 13, 2022 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 7:00 p.m. by teleconference by PC: <https://zoom.us> Meeting ID 826-4463-8078 or by phone 1 (669) 900-9128 Meeting ID: 826-4463-8078.

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Sandra Bonato, Bobby Glover, Zac Shess, Quy Tran, Sandy Vinson

PUBLIC COMMENT

There was no public comment.

REPORT FROM THE GENERAL MANAGER (Attachment A)

General Manager Lacy reviewed the report enclosed in the board packet. She added the following announcements verbally:

- Lacy announced the Pleasant Hill Community Foundation has their annual celebration at the Community Center on October 20 at 5:00 p.m.
- Lacy announced Hospice Tree of Lights Ceremony is on Thursday, November 9 at 5:30 p.m. at Pleasant Hill Park Hospice Tree. Chair Glover has been asked to participate in the event. She invited all other Board Members to attend if they can.

Vice Chair Bonato asked if General Manager Lacy or Osa Wolff can explain the Covid 19 bonus for employees. Lacy stated that General Counsel reminded her the State Constitution does not allow public employees to be paid twice for work they have completed in the past and have already been paid. She said some additional options would be cost of living increase or bonus for future work. Lacy said she will work with General Counsel Osa Wolff and an Employment Attorney to revamp our Personnel Policy to include another reward option.

Board Member Shess had a question on the Land and Facility Committee Meeting that General Manager Lacy answered.

CONSENT CALENDAR (Attachment B)

- a. Approve Bills to be Paid Warrants #16286 -16350 (Exhibit 1)
- b. Approve Minutes of June 23, 2022 and July 14, 2022 (Exhibit 2)
- c. Approve Resolution 2022-10-13A, Transferring \$800,000 from the 2021/22 General Fund to the Capital Improvement Fund (Exhibit 3)

Board Vice Chair Bonato requested item b to be pulled for discussion.

Motion: to approve items a and c on the consent calendar, **Action:** Approve, **Moved by** Sandra Bonato, **Seconded by** Sandy Vinson.

Vote: Motion carried by unanimous roll call vote (**summary:** Ayes = 5).

Ayes: Sandra Bonato, Bobby Glover, Zac Shess, Quy Tran, Sandy Vinson.

Board Vice Chair Bonato wanted a chance to discuss the changes recommended by Member Tran from the last board meeting on June 23, 2022 minutes. She had some further recommendations.

The board had further discussion and made some changes. The decision was to bring the minutes back at the next board meeting for approval. Board Vice Chair Bonato had a change on the July 14, 2022 minutes as well, so both sets of minutes will be brought back for approval.

BOARD REVIEW AND DIRECTION TO STAFF REGARDING RECOMMENDED CHANGES AND EDITS TO SERIES 4000: BOARD POWER AND DUTIES IN THE BOARD POLICY HANDBOOK, INCLUDING DIRECTOR COMPENSATION (Attachment C)

General Manager Lacy invited Legal Counsel Osa Wolff to report on the Series 4000 Board Policies. Wolff reported on the Board Power and Duties. She said the focus has three basic categories of changes; first category is minor non-substantive (they don't show redlined), second category is substantive (change shows in red-line and there is a margin comment), and third category is Board Member Compensation, an open policy question and the Ad Hoc Policy Committee is not proposing any language. She reviewed the changes and answered all Board Members questions and listened to their recommendations.

In regard to the board compensation policy, Legal Counsel Wolff said State Law has compensation set at a maximum of \$100 per meeting for up to 5 meetings a month, maximum of \$500 a month. She reviewed the current policy of \$100 a meeting with a maximum of \$600 a quarter and said it can stay, if there is a change to the policy to what will be more than what the State Law is, there are annual written findings required to continue with an extensive process, or the board may change this policy to default to what the State Law requirements are or lastly, waive or eliminate all compensation. The Board of Directors discussed some of the choices. Some Board Members had some questions of the history of our current policy, but Wolff said it seems like the District policy was made before State Law requirements were in effect. She requested the Board to concentrate on what the Board would want to change the policy or not and deciding on what their preference and considerations would be. The Board asked to see what other agencies stipends are and to further discuss whether to keep the current policy or have the policy change to State Law requirements.

AUTHORIZE THE INSTALLATION OF A LIVE VIDEO MONITORING SECURITY CAMERA AT PLEASANT OAKS PARK AND USE OF \$5,845 FROM CAPITAL IMPROVEMENT FUND FOR INSTALLATION COSTS (Attachment E)

General Manager Lacy reported on the vandalism at Pleasant Oaks Park with graffiti and abuse of the new ADA playground. She mentioned that Park staff cleaned up all of the graffiti and the next day the graffiti was back. Lacy said staff has been working with the School and Pleasant Hill Police Department. Pleasant Hill Police stated they will put up cameras and we have been waiting on them. Staff is looking into getting cost of having a security guard during afterschool hours to monitor and discourage this behavior. She said there is signage needed and they would like to move forward once logistics are worked out. Osa Wolff stated there is retention of records with respects to surveillance video in public areas. There are laws where retention is supposed to be retained for a year, there are options for shorter retention. She said she will work with General Manager Lacy on the Retention Policy.

The Board had some discussions and concerns. General Manager Lacy and staff responded to their concerns. Questions were asked of the Board where General Manager Lacy answered.

Board Chair opened public comment. Mr. Lindsey, resident of Pleasant Hill, spoke about the Pleasant Hill Middle School students and how since the school year has started, the graffiti has been everywhere at Pleasant Oaks Park. He is glad for the level of attention taken on this matter of vandalism. He appreciates the efforts. He does see throughout the community, the same type of graffiti tagged in various areas. He thanked Park Superintendent Tom Bradley for reaching out to

him. Chair Glover closed public comment after no other community members wanting to speak on this item.

The Board continued discussion and likes having a surveillance camera installed and having a security guard present during the afterschool hours. Board Members strongly feel the partnership with the City and Police Department need to continue to communicate and work together.

Motion: to authorize installation of a live video monitoring security camera at Pleasant Oaks Park and to use \$5,845 of Capital Improvement Fund for installation costs, **Action:** Approve, **Moved by** Sandy Vinson, **Seconded by** Sandra Bonato.

Vote: Motion carried by unanimous roll call vote (**summary:** Ayes = 5).

Ayes: Sandra Bonato, Bobby Glover, Zac Shess, Quy Tran, Sandy Vinson.

PROVIDE DIRECTION TO STAFF IN REGARDING PROPOSED RETURN TO IN-PERSON MEETINGS BEGINNING OCTOBER 27, 2022, OR ADOPT RESOLUTION 2022-10-13B APPROVING AND DIRECTING THE CONTINUED USE OF REMOTE MEETINGS/TELECONFERENCING FOR ALL BOARD AND BOARD SUBCOMMITTEE MEETINGS PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361 (ATTACHMENT D)

General Manager Lacy stated in order to continue to meet via ZOOM, the Board has to make findings every 30 days that state we need to meet via ZOOM for safety reasons due to COVID-19. Staff is requesting the Board to meet back in person under Brown Act Rules, but the public would be able to attend virtually. AB 361 runs until the Emergency Declaration by Governor runs out.

Some Board Members asked questions about attending virtually for a Board Member if we go back to meeting in person. Legal Counsel Wolff commented the Brown Act Rules pre-Covid will need to be followed where you have to post the agenda where they are at and the address of where the Board Member is attending the meeting via teleconference. All Board Members agreed to meet back in person for the Board Meetings.

General Manager Lacy recommended to have the next board meeting on October 27, 2022 to be in person. She said she will do a dry run with staff and feels confident in starting back in-person meetings. Board Chair Glover announced he will not attend the next meeting but supports the board meeting back in-person. General Manager Lacy has direction from the Board.

REPORT ON THE SPECIAL DISTRICT LEADERSHIP FOUNDATION GOVERNANCE TRAINING FROM BOARD DIRECTORS SANDY VINSON AND SANDRA BONATO

Board Member Vinson requested to bring this item back to the next board meeting and make a report in person. Board Vice Chair Bonato agreed. Board Chair Glover said this agenda item will be rescheduled for the next board meeting on October 27, 2022,

VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES

- a. **Land and Facility Development Committee** – October 6, 2022 at 9:00 a.m. This meeting was reported in the General Manager’s report. The next meeting will be October 17, 2022 at 5:00 p.m.
- b. **Personnel Committee** – October 20, 2022 at 6:00 p.m.
- c. **Budget & Finance Committee** – October 5, 2022 at 5:00 p.m.
- d. **Program Committee** – TBD
- e. **District/City Liaison Committee** – November 15, 2022, time and place will be determined.
- f. **Ad Hoc Committee – Board Policies** – TBD

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Shess made the following announcements/questions:

- He had the pleasure to speak to the Rotary Club and gave a State of the Union of the District.
- He thanked the Ad Hoc Policy Committee and they have put in a lot of work in on our policies.

Tran made the following announcements/questions:

- He requested from staff having a meet and greet with Pleasant Hill Police Department, with the couple of incidents in our parks, discussion about safety and communication. He said to take this into consideration, perhaps we should have some safety discussions about our parks.
- He announced there are a lot of holidays and hope they can celebrate some. He announced that it is the LGBTQ history month and cancer awareness month.

Vinson made the following announcements/questions:

- She thanked everyone that came out to help and volunteered for Community Service Day. She said her husband Allen and his Rotary Club had the Twin Towers Memorial at Shadowood Park Project and trimmed, cleaned and spread chips. She thanked Alan Sabine for helping with all the tools and loaded up all the garbage picked up.
- She congratulated Kenny Guzman for his promotion to Park Supervisor.

Bonato made the following announcements/questions:

- She wanted to respond to Board Member Shess on his comment on the Ad Hoc Committee. She said that Board Member Vinson is the key and she said we all owe her for her insight on policies.
- She asked Susie Kubota for the Board roster and asked if she can follow up on the Special District Leadership Foundation Certificate of Completion for the Leadership Academy she attended recently.

Glover made the following announcements/questions:

- He said College Park High School won their Homecoming Football Game last Friday playing against Concord High School.
- He congratulated the Class of 1992 Reunion. On the outside of B Hall, they put their handprints on the wall in cement and took pictures by the wall. One of the alums is Kristin Connelly who is a candidate for Countywide office.
- He thanked everybody who attended tonight.
- He congratulated Board Member Elect Derek Wurst, and his team Washington Commanders win over the Chicago Bears.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 9:21 p.m.

Michelle Lacy, Clerk of the Board

Board of Directors Regular Meeting Minutes
November 17, 2022
DRAFT



The November 17, 2022 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 7:00 p.m. at the Senior Center, Chateau Room.

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Sandra Bonato, Bobby Glover, Zac Shess, Quy Tran, Sandy Vinson

PUBLIC COMMENT

Chair Glover opened public comment and asked Susie Kubota if there were any public comments. Kubota said there was one public comment received via email on agenda item #9. There were no other public comments, so Chair Glover closed public comment.

REPORT FROM THE GENERAL MANAGER (Attachment A)

General Manager Lacy reviewed the report enclosed in the board packet. She added the following announcements verbally:

- Lacy announced and congratulated Korey Riley and Aquatic Staff for receiving an award from BAPPOA for the Outstanding Award for the National Water Safety Month Video.
- Lacy said CivicPlus has been down for most of the afternoon which has made our website inaccessible.
- The Employee Appreciation Party is on Friday, December 16 at Wise Girl from 5 – 8pm. She puts together a basket for the event raffle for the Board, she suggested a \$20 donation.
- The next board meeting will be on December 1, 2022 at the Teen Center and will include a leadership changeover with outgoing Chair Glover, outgoing Board Member Shess and new incoming Board Member Derek Wurst.

Board Vice Chair Bonato asked about the ADA survey. Lacy said the consultants are finished with the measurements of each site and the public input survey closes today. She said they will write their report will be coming to staff at the beginning of 2023.

CONSENT CALENDAR (Attachment B)

- a. Approve Bills to be Paid Warrants #16416 -16540 (Exhibit 1)
- b. Approve Minutes of September 22, 2022 (Exhibit 2)

Board Vice Chair Bonato noticed one change to the minutes of September 22, 2022 and recommended the correction.

Motion: to approve consent calendar with one minor change to the minutes of September 22, 2022, **Action:** Approve, **Moved by** Sandy Vinson, **Seconded by** Quy Tran.

Vote: Motion carried by unanimous roll call vote (**summary:** Ayes = 5).

Ayes: Sandra Bonato, Bobby Glover, Zac Shess, Quy Tran, Sandy Vinson.

BOARD REVIEW AND DIRECTION TO STAFF REGARDING RECOMMENDED CHANGES AND EDITS TO BOARD POLICY 1020 CONFLICT OF INTEREST (Attachment C)

General Manager Lacy explained that the Board Policy 1020 Conflict of Interest needs to be reviewed every two years and must be approved by the County. There are some changes that need to be made and the County requires them to be turned in by end of December. Since the 1000 Policies are lengthy, the Policy 1020 is being reviewed and revised so the District can meet the deadline.

Osa Wolff, Legal Counsel for the District, reviewed the changes and explained some of the requirements. She stated these changes comply with FPCC requirements and codes. Her recommendation is to give direction to staff if there are any changes to be made to the revisions and this will be brought back for Board approval. Some Board Members had a few questions that Legal Counsel Wolff and General Manager Lacy answered.

REVIEW AND APPROVAL OF RECOMMENDED CHANGES TO THE SALARY RANGE ADJUSTMENT POLICY (Attachment D)

General Manager Lacy presented the proposed salary range adjustment policy which has been recommended for approval by the Personnel Committee. She reviewed some of the changes and mentioned they have been working with a employment legal counsel through CAPRI.

Personnel Committee Chair Tran and Committee Member Shess explained some of the rational in designing the range adjustments and the changes are completed in a fair way and to be transparent. They wanted to make sure everyone was rewarded when the District is doing well and have merit-based adjustments in addition to their salary range adjustments. There was some further discussion and questions of the Board. Board Vice Chair Bonato asked to have Legal Counsel review the policy. General Manager Lacy stated this will be brought back for approval after Legal Counsel review.

VERBAL REPORT FROM GENERAL MANAGER REGARDING THE HAUNTED TRAIL EVENT

General Manager Lacy gave a Powerpoint presentation on the Haunted Trail event. She thanked Program Manager Jen Thoits for putting the presentation together. The successes and challenges, along with some changes for next year's event were discussed. The date for next year is October 20, 2023, which is much earlier, but are hoping to draw more local residents and prevent conflicts with school events and other local events around the same day of the Friday before Halloween. There were statistics and analytics reviewed for this event and many traveled to this free community event.

Board Chair Glover opened public comment. Staff Susie Kubota said there was one email received from Allen Vinson. Kubota read the email to the Board of Directors. Board Chair Glover thanked Allen Vinson for his comment. There were no further public comments, so Chair Glover closed public comment.

Some discussion of the Board followed with concerns and suggestions for next year's event. Board expressed appreciation to staff for all their work and efforts for the success of this event.

VERBAL REPORT FROM DISTRICT/CITY LIAISON COMMITTEE REGARDING THE NOVEMBER 15, 2022 MEETING WITH THE CITY OF PLEASANT HILL

Board Chair Glover shared the agenda of the Liaison Committee Meeting with the City of Pleasant Hill. The representatives from the City were Mayor Michael Harris, Vice Mayor Tim Flaherty, City Manager June Catalano, Interim Police Chief Vermillion, City Engineer Ananthan Kanagasundaram, and Community Relations Manager Geoff Gillette. Representatives from the District were Chair Glover, Vice Chair Bonato, General Manager Lacy and Program Manager Thoits. Chair Glover and

Vice Chair Bonato provided an update on each item discussed. There was an expressed desire to meet again in the Spring.

VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES

- a. **Land and Facility Development Committee** – TBD
- b. **Personnel Committee** - TBD
- c. **Budget & Finance Committee** – TBD
- d. **Program Committee** – TBD
- e. **District/City Liaison Committee** – TBD
- f. **Ad Hoc Committee – Board Policies** – TBD

General Manager Lacy said there will be a Land and Facilities Development Committee meeting to be set to review the renderings from the designer for the restrooms at Rodgers-Smith Park.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Shess made the following announcements/questions:

- He has nothing to report.

Tran made the following announcements/questions:

- He attended the Light up the Night event last night and said it was a great time, but a cold night.
- He said this month is Hospice and Palliative Care Month.
- Regarding graffiti, he was in Palm Springs and said one park had graffiti art to allow the public to paint graffiti on low concrete walls. He said it was unique and clean. He tried to get some informational history. He said it was a fascinating way to allow public to “tag”.

Vinson made the following announcements/questions:

- She congratulated Director Shess for his victory on election to City Council. He will be missed.
- She attended the Light up the Night and hung out with Sheila Cotruvo at the Rec & Park booth. It was a nice event with people taking brochures and candy canes.
- The Hospice Tree Lighting was a touching event and it was nice to see everyone in attendance and for Paul Cotruvo playing music.
- She gave a shout out to Jason and Kathy Olsen, owners of Grocery Outlet, who will be moving. There were great supporters of the community and thanked them.

Bonato made the following announcements/questions:

- She asked about listening to board minutes on our website. Lacy explained that you need to download the minutes for the recording to work. There is a statement on the website on the lefthand column stating these directions.
- She asked since Lance Hurtado has been promoted to Building Superintendent, who will be handling sports. General Manager Lacy said the second set of interviews just took place and they had some good candidates. They hope the new Sports Coordinator will start at the beginning of the year.
- She echoed Vinson on Shess election to City Council. It will be hard work and looks forward to seeing him in that role and congratulated him.

Glover made the following announcements/questions:

- He was happy to represent the District at the Hospice Tree Lighting. He said about 8 – 9 years ago, this event was going to be taken away, but the District and Chamber fought to keep the lighting in Pleasant Hill.
- He said Light Up the Night was great. The band was fantastic and kudos to the City for putting on the event.
- He congratulated Zac Shess and looks forward to celebrating with him.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 9:12 p.m.

Michelle Lacy, Clerk of the Board

STAFF REPORT



Date: January 12, 2022
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Identification of Board Annual Planning Retreat Date for 2023

On an annual basis the Board of Directors schedules a one-day retreat to set priorities and discuss important topics for the coming year.

Below are some dates the General Manager is available for an all-day retreat.

Mondays: January 30, February 13, 27
Wednesdays: February 1, 15, 22
Thursdays; January 26, February 2, 16, 23, March 9
Fridays: January 27, February 3, 17, 24, March 10

Please be prepared to identify all the dates that will work for your schedule. If none of the above dates work, please be prepared to share alternate dates. If the Board chooses to meet on a date of a regular Board meeting, we could combine the retreat and Board Meeting.

If you have suggestions for retreat topics, please email the General Manager for consideration. The due date will depend on the chosen retreat date.

ATTACHMENT C