



# 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: 886 6377 7504**

**Or by Phone 1 (669) 900-9128 Meeting ID: 886 6377 7504**

**Thursday, January 26, 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](mailto: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. Report from General Manager (Attachment A)
6. Consent Calendar (Attachment B)
  - a. Approve Bills to be Paid Warrants #16753 – #16803 (Exhibit 1)
  - b. Approve Minutes of December 1, 2022 and January 12, 2023 (Exhibit 2)
7. Authorize Chair to Execute Fifth Amendment to Employment Agreement Between the Pleasant Hill Recreation and Park District and its General Manager, Michelle Lacy, to increase the General Manager’s compensation (Attachment C)
8. Verbal Report from Committee Chair and Opportunity to Set Meeting Dates
  - a. Land and Facilities Development Committee –January 26, 2023 at 1:00 p.m.
  - 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 – January 30, 2023 at 1 p.m.
9. Board Announcements and Requests to Staff
10. Adjourn

**Future Board of Directors Meetings:**

Thursday, February 2, 2023, 9:00 a.m. – Soroptomist Room

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

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

Thursday, March 9, 2023, 7:00 p.m. – McHale Room

# MEMORANDUM



Date: January 26, 2023  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: General Manager's Report for January 26, 2023

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**ANNUAL BOARD PLANNING MEETING** – The annual planning meeting for the Board is scheduled for Thursday, February 2 at 9:30 a.m. in the Community Center Soroptomist Room.

**BUILDING MAINTENANCE** - The security camera at Pleasant Oaks Park is now operational. Building Superintendent Lance Hurtado has access and will be monitoring the footage as needed. Staff has the option in the agreement to increase security and have Bay Alarm monitor and be able to interact with patrons in situations to decrease activity. At this time staff will monitor activity and work with the school district at Pleasant Hill Police Department to identify vandals.

**CAMP EXPO** - Exciting and fun adventures await for a good vibe-only summer! Get inspired and into the groove early at our Summer Camp EXPO. Enroll that day to save 10% on week-long camps and spring/summer swim lessons! The annual Summer Camp Expo will be held on Saturday, February 25 from 9am-12pm at the Community Center. We will have eight internal camps and 16 specialty camps represented. Camp staff and instructors will be onsite to answer questions and get everyone excited about summer!

**INCLUSIVE REC DANCE** - Pleasant Hill Rec & Park District, in partnership with City of Concord, Martinez, and Walnut Creek, hosts dances specifically designed for adults with developmental disabilities (18yrs+). The next dance will be February 10 at the Pleasant Hill Senior Center from 7-9pm.

**WORKING WITH CITY AND MOUNT DIABLO UNIFIED SCHOOL DISTRICT** – General Manager Lacy met with the officials from MDUSD including Superintendent Dr. Adam Clarke and City Officials including City Manager Catalano and Interim Police Chief Vermillion on January 19. The group discussed vandalism issues at Pleasant Oaks Park and the Library with school officials. The group agreed to send joint communication to parents and families regarding the continued issues from all three entities. Dr. Clarke also committed to assisting with identification of students and disciplinary actions for those caught vandalizing public property. The group also discussed meeting on a regular basis throughout the school year to work on joint issues and keep lines of communication open.

# STAFF REPORT



Date: January 26, 2023  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: Consent Calendar

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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 26, 2023**

- a. Approve Bills to be Paid Warrants #16753 – #16803 (Exhibit 1)
- b. Approve Minutes of December 1, 2022 and January 12, 2023 (Exhibit 2)

# Accounts Payable

## Check Register Totals Only



User: Jsmith  
 Printed: 1/23/2023 - 10:13 AM  
 Batch: 00007.01.2023 - WARRANTS 012623

Check	Date	Vendor No	Vendor Name	Amount	Voucher
16753	01/26/2023	AFFEKTIV	AFFEKTIVE SOFTWARE LLC	816.80	0
16754	01/26/2023	AIRGAS	AIRGAS USA, LLC	55.30	0
16755	01/26/2023	ATT3	ATT CALNET 3	1,558.60	0
16756	01/26/2023	BAYALAR	BAY ALARM COMPANY	370.55	0
16757	01/26/2023	BAYAREA	BAY AREA BARRICADE SERVICE,	1,107.73	0
16758	01/26/2023	BCC	BENEFIT COORDINATORS CORP.	3,063.20	0
16759	01/26/2023	BILLACE	BILL'S ACE HARDWARE	59.18	0
16760	01/26/2023	BLISSPO	BLISS POINT PRODUCTIONS	1,500.00	0
16761	01/26/2023	BradyIND	BRADY INDUSTRIES, LLC	752.26	0
16762	01/26/2023	CaDoj	CALIFORNIA DOJ	96.00	0
16763	01/26/2023	CINTAS	CINTAS	1,092.32	0
16764	01/26/2023	CCHEALTH	CONTRA COSTA HEALTH SERVIC	1,395.00	0
16765	01/26/2023	CCWD	CONTRA COSTA WATER DISTRICT	12,912.80	0
16766	01/26/2023	COTRUSHE	SHEILA COTRUVO	35.00	0
16767	01/26/2023	CrawAll	ALLY CRAW	77.84	0
16768	01/26/2023	Denelect	DENALECT ALARM COMPANY	162.00	0
16769	01/26/2023	DickCol	COLIN JAMES DICKIE	120.00	0
16770	01/26/2023	DushMil	MILDRED DUSHA	133.65	0
16771	01/26/2023	EBMUD	EAST BAY MUD	1,230.88	0
16772	01/26/2023	EBPool	EAST BAY POOL SERVICE	3,100.00	0
16773	01/26/2023	EWING	EWING IRRIGATION	53.21	0
16774	01/26/2023	FranTx	FRANCHISE TAX BOARD	40.00	0
16775	01/26/2023	FRANKGRO	FRANK & GROSSMAN	4,094.00	0
16776	01/26/2023	FraHol	HOLLIS FRATES	70.00	0
16777	01/26/2023	GATEWAY	GATEWAY ACCEPTANCE CO	1,167.05	0
16778	01/26/2023	GUARDIAN	GUARDIAN SECURITY AGENCY	1,333.20	0
16779	01/26/2023	GUZMKEN	Kenny Guzman	105.00	0
16780	01/26/2023	GuzzNan	NANCY GUZZALDO	2,092.50	0
16781	01/26/2023	HerrRya	RYAN HERRIMAN	431.25	0
16782	01/26/2023	HONEYBUC	HONEY BUCKET	662.45	0
16783	01/26/2023	KELLMOO	KELLY-MOORE PAINT CO, INC.	296.86	0
16784	01/26/2023	LIEBCAS	LIEBERT CASSIDY WHITMORE	3,045.00	0
16785	01/26/2023	MDUSD2	MDUSD M & O DEPARTMENT	1,060.01	0
16786	01/26/2023	MDUSD	MT DIABLO UNIFIED SCHOOL DI	111.00	0
16787	01/26/2023	PERFCARI	CARINA PERFECTO	350.00	0
16788	01/26/2023	PG&E	PG&E	25,106.28	0
16789	01/26/2023	PhSen	PLEASANT HILL SENIORS CLUB	4,154.00	0
16790	01/26/2023	DRAIPREF	PREFERRED PLUMBING & DRAIN	484.20	0
16791	01/26/2023	QUALTRE	QUALITY TREE CARE/JOSEPH M/	500.00	0
16792	01/26/2023	Republic	REPUBLIC SERVICES #210	3,137.21	0
16793	01/26/2023	RILGREG	GREG RILEY	435.00	0
16794	01/26/2023	RILKOR	KOREY RILEY	100.13	0
16795	01/26/2023	RotoRoot	Roto-Rooter Sewer Service	534.00	0
16796	01/26/2023	Snapolo	SNAPOLOGY OF THE TRI-VALLEY	1,794.00	0
16797	01/26/2023	Spanish	SPANISH 4 CHILDREN	2,016.00	0
16798	01/26/2023	Standard	STANDARD INSURANCE COMPAN	2,394.32	0
16799	01/26/2023	StePrint	STEVEN'S PRINTING	1,373.51	0
16800	01/26/2023	TMOBILE	T-MOBILE	601.84	0
16801	01/26/2023	TomlChr	CHRISTIE TOMLINSON	1,570.80	0
16802	01/26/2023	USBank	U.S. BANK	1,490.97	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
16803	01/26/2023	WAVE	WAVE	35.64	0
				<u>90,278.54</u>	
Check Total:				<u>90,278.54</u>	

# Accounts Payable

## Computer Check Proof List by Vendor

User: Jsmith  
 Printed: 01/23/2023 - 9:57AM  
 Batch: 00007.01.2023 - WARRANTS 012623



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: AFFEKTIV 2854	AFFEKTIVE SOFTWARE LLC Annual subscription	816.80	01/26/2023	Check Sequence: 1 100-1280-75620	ACH Enabled: False
	Check Total:	816.80			
Vendor: AIRGAS 9994123860	AIRGAS USA, LLC Oxygen cylinder rental	55.30	01/26/2023	Check Sequence: 2 100-1280-75620	ACH Enabled: False
	Check Total:	55.30			
Vendor: ATT3 19156335 19156351	ATT CALNET 3 Phone bills Phone bills	1,345.87 212.73	01/26/2023 01/26/2023	Check Sequence: 3 100-1100-65365 100-1100-65365	ACH Enabled: False
	Check Total:	1,558.60			
Vendor: BAYALAR 3962584	BAY ALARM COMPANY Fire horn troubleshooting	370.55	01/26/2023	Check Sequence: 4 100-1231-75515	ACH Enabled: False
	Check Total:	370.55			
Vendor: BAYAREA 37677	BAY AREA BARRICADE SERVICE, INC NEW BARRICADES	1,107.73	01/26/2023	Check Sequence: 5 100-1300-75520	ACH Enabled: False
	Check Total:	1,107.73			
Vendor: BCC 02/2023 02/2023 02/2023 02/2023 02/2023 02/2023	BENEFIT COORDINATORS CORP. DELTA DENTAL #PDV00207 DELTA DENTAL #PDV00207 DELTA DENTAL #PDV00207 DELTA DENTAL #PDV00207 DELTA DENTAL #PDV00207 DELTA DENTAL #PDV00207	1,541.20 696.50 628.80 32.25 32.25 132.20	12/16/2022 01/03/2023 12/16/2022 01/03/2023 12/16/2022 01/03/2023	Check Sequence: 6 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310	ACH Enabled: False PR Batch 00003.12.2022 Dental Employer PR Batch 00091.01.2023 AF Dental PR Batch 00003.12.2022 AF Dental PR Batch 00091.01.2023 Dental Employee PR Batch 00003.12.2022 Dental Employee PR Batch 00091.01.2023 AF Dental



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
4142870499	Towels & Linens	64.24	01/26/2023	100-1231-75515	
4142870594	UNIFORM SERVICE	59.91	01/26/2023	100-1300-55380	
4142873956	Towels & Linens	57.19	01/26/2023	100-1220-75515	
4142873956	Towels & Linens	20.00	01/26/2023	100-1255-75515	
	Check Total:	1,092.32			
Vendor: CCHEALT	CONTRA COSTA HEALTH SERVICES			Check Sequence: 12	ACH Enabled: False
IN0274228	pool annual health permit fees	1,134.00	01/26/2023	100-1280-75525	
IN0276096	sprayground annual health permit fees	261.00	01/26/2023	100-1280-75525	
	Check Total:	1,395.00			
Vendor: CCWD	CONTRA COSTA WATER DISTRICT			Check Sequence: 13	ACH Enabled: False
3008274-12	TEEN CENTER/147 GREGORY LN	953.30	01/26/2023	100-1255-65710	
3010786-12	VALLEY HIGH DR/VALLEY HIGH 5	108.35	01/26/2023	320-3200-65710	
3017215-12	COMMUNITY CENTER/FIRE	481.70	01/26/2023	100-1231-65710	
3019510-12	POOL/147 GREGORY LANE	1,418.21	01/26/2023	100-1280-65710	
3027071-12	PASO NOGAL/PASO NOGAL CT	2,985.65	01/26/2023	100-1300-65710	
3037684-12	SENIOR CENTER/FIRE	479.06	01/26/2023	100-1220-65710	
3037685-12	TEEN CENTER/FIRE	175.68	01/26/2023	100-1255-65710	
3048738-12	CC/320 CIVIC DRIVE	1,345.44	01/26/2023	100-1231-65710	
3050729-12	DISTRICT OFFICE/147 GREGORY LN	1,079.73	01/26/2023	100-1100-65710	
3050730-12	IRRIG. CLEVELAND RD 25%	744.69	01/26/2023	100-1300-65710	
3050730-12	IRRIG. CLEVELAND RD 75%	2,234.08	01/26/2023	100-1280-65710	
3052569-12	FALLS CT/VALLEY HIGH 2	146.30	01/26/2023	300-3000-65710	
3058444-12	PASO NOGAL/PRIMROSE PLACE	760.61	01/26/2023	100-1300-65710	
	Check Total:	12,912.80			
Vendor: COTRUSH	SHEILA COTRUVO			Check Sequence: 14	ACH Enabled: False
122022	CELLPHONE REIMBURSEMENT	35.00	01/26/2023	100-1265-65365	
	Check Total:	35.00			
Vendor: CrawAll	ALLY CRAW			Check Sequence: 15	ACH Enabled: False
DEC 2023	MILEAGE	7.84	01/26/2023	100-1260-60350	
DEC/JAN 2023	CELL PHONE	70.00	01/26/2023	100-1260-65365	
	Check Total:	77.84			
Vendor: Denelect	DENALECT ALARM COMPANY			Check Sequence: 16	ACH Enabled: False
R51264	Alarm	162.00	01/26/2023	100-1270-75515	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	162.00			
Vendor: DickCol 12023	COLIN JAMES DICKIE December Tea Dance	120.00	01/26/2023	Check Sequence: 17 100-1220-75540	ACH Enabled: False
	Check Total:	120.00			
Vendor: DushMil 122022	MILDRED DUSHA Instructor Payment Dec. Line Dance	133.65	01/26/2023	Check Sequence: 18 100-1220-75640	ACH Enabled: False
	Check Total:	133.65			
Vendor: EBMUD 33802700001-12 44090200001-12 44247000001-12 46325780911-12 52000200001-01 52061600001-01	EAST BAY MUD WINSLOW CENTER-2590 PLEASANT HILL VFW-2060 OAK PARK SCHOOL HOUSE-2050 OAK PARK VFW-2060 OAK PARK WOODSIDE HILLS 3-840 GRAYSON RD WOODSIDE HILLS 3-3151 WOODSIDE MEA	374.72 300.80 312.96 60.28 91.06 91.06	01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023	Check Sequence: 19 100-1230-65710 100-1300-65710 100-1232-65710 100-1300-65710 340-3400-65710 340-3400-65710	ACH Enabled: False
	Check Total:	1,230.88			
Vendor: EBPool 30990	EAST BAY POOL SERVICE December pool maintenance	3,100.00	01/26/2023	Check Sequence: 20 100-1280-75520	ACH Enabled: False
	Check Total:	3,100.00			
Vendor: EWING 18442851	EWING IRRIGATION BURLAP TRASH SQUARE	53.21	01/26/2023	Check Sequence: 21 100-1300-75511	ACH Enabled: False
	Check Total:	53.21			
Vendor: FranTx 012023	FRANCHISE TAX BOARD REBECCA SEIDENSPINNER	40.00	01/17/2023	Check Sequence: 22 100-0000-21390	ACH Enabled: False PR Batch 00092.01.2023 Garn Franchise T
	Check Total:	40.00			
Vendor: FRANKGF 21582	FRANK & GROSSMAN TURF MAINTENANCE/WEED CONTROL	4,094.00	01/26/2023	Check Sequence: 23 100-1300-75570	ACH Enabled: False
	Check Total:	4,094.00			
Vendor: FraHol 12023	HOLLIS FRATES Nov. & Dec Cell phone	70.00	01/26/2023	Check Sequence: 24 100-1220-65365	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	70.00			
Vendor: GATEWAY	GATEWAY ACCEPTANCE CO			Check Sequence: 25	ACH Enabled: False
18701	TRACTOR REPAIR-FUEL LEAKS	510.00	01/26/2023	100-1300-75510	
18702	TRACTOR REPAIR-REPLACE SPARKPLUGS	657.05	01/26/2023	100-1300-75510	
	Check Total:	1,167.05			
Vendor: GUARDIA	GUARDIAN SECURITY AGENCY			Check Sequence: 26	ACH Enabled: False
64058	DHILL LOCK UP DEC	333.30	01/26/2023	100-1300-75520	
64059	PHP LOCK UP	333.30	01/26/2023	100-1300-75520	
64060	RSP LOCK UP DEC	333.30	01/26/2023	100-1300-75520	
64061	POP LOCK UP DEC	333.30	01/26/2023	100-1300-75520	
	Check Total:	1,333.20			
Vendor: GUZMKEI	Kenny Guzman			Check Sequence: 27	ACH Enabled: False
Q2	CELLPHONE REIMBURSEMENT	105.00	01/26/2023	100-1300-65365	
	Check Total:	105.00			
Vendor: GuzzNan	NANCY GUZZALDO			Check Sequence: 28	ACH Enabled: False
122022	Instructor Payment Sugi Yoga 4637.101, 4637.10	2,092.50	01/26/2023	100-1240-75640	
	Check Total:	2,092.50			
Vendor: HerrRya	RYAN HERRIMAN			Check Sequence: 29	ACH Enabled: False
Expense Sheet	July22-Dec22 Mileage	221.25	01/26/2023	100-1350-60350	
Expense Sheet	July22-Dec22 Cell Stipend	210.00	01/26/2023	100-1350-65365	
	Check Total:	431.25			
Vendor: HONEYBU	HONEY BUCKET			Check Sequence: 30	ACH Enabled: False
553204423	PNP PORTA POTTY SERVICE	220.85	01/26/2023	100-1300-75520	
553247441	BP PORTA POTTY SERVICE	220.75	01/26/2023	100-1300-75520	
553254472	PNP PORTA POTTY SERVICE	220.85	01/26/2023	100-1300-75520	
	Check Total:	662.45			
Vendor: KELLMOO	KELLY-MOORE PAINT CO, INC.			Check Sequence: 31	ACH Enabled: False
61800000668579	PAINT TO COVER GRAFITTI	296.86	01/26/2023	100-1300-76500	
	Check Total:	296.86			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: LIEBCAS 232067	LIEBERT CASSIDY WHITMORE EMPLOYMENT RELATIONS CONSORTIUM	3,045.00	01/26/2023	Check Sequence: 32 100-1100-70000	ACH Enabled: False
	Check Total:	3,045.00			
Vendor: MDUSD2 11199518 11980313 12117068	MDUSD M & O DEPARTMENT Gym Use fall-Fridays Gym Use Fall - Wednesday Gym Use fall-Thursdays	969.50 32.26 58.25	01/26/2023 01/26/2023 01/26/2023	Check Sequence: 33 100-1250-73410 100-1250-73410 100-1250-73410	ACH Enabled: False
	Check Total:	1,060.01			
Vendor: MDUSD AR370888	MT DIABLO UNIFIED SCHOOL DISTRICT KIDSTOP WATER/SEWER/GARBAGE	111.00	01/26/2023	Check Sequence: 34 100-1270-65700	ACH Enabled: False
	Check Total:	111.00			
Vendor: PERFCAR 48371076	CARINA PERFECTO Deposit Refund	350.00	01/26/2023	Check Sequence: 35 100-0000-20225	ACH Enabled: False
	Check Total:	350.00			
Vendor: PG&E 11302022 1657184093-9 1699234071 1699664015 1699664025 1699664045 1699664176 1699664371 1699664412 1699664439 1699664596 1699664748 1699664755 1699664771 1699664771 1699664775 1699664824 1699664854 4366335025 4366335025 4366335040	PG&E SENIOR CENTER TEEN CENTER VFW-1919 WENDELL LN PLEASANT OAKS PARK-SPAR CT- IRRIGAT SHANNON HILLS-201 DEVON AVE SPRINK LAS JUNTAS-1694 LUCILLE LANE BROOKWOOD-TAYLOR BLVD & WITHERS BALL PARK-147 GREGORY LN RODGERS SMITH PARK-736 GRAYSON HOSPICE TREE-147 GREGORY LN COMMUNITY CENTER- 320 CIVIC SCHOOL HOUSE-2050 OAK PARL BLVD TENNIS COURTS-201 VIKING DRIVE #161 POOL 50%-147 GREGORY LN POOL 50%-147 GREGORY LN WINSLOW CENTER-2590 PLEASANT HILL PLEASANT OAKS PARK-MONTECELLO & I RODGERS RANCH-315 CORTSEN RD PARK 10%-147 GREGORY LN PARK 90%-147 GREGORY LN CC REC BLDG G-320 CIVIC DR	6,374.49 1,864.35 43.25 10.83 20.63 19.86 9.53 161.28 126.87 50.21 4,566.61 58.38 1,058.36 1,526.99 1,529.98 772.46 29.03 55.95 416.35 3,747.14 2,612.04	01/26/2023 01/26/2023	Check Sequence: 36 100-1231-65701 100-1255-65701 100-1300-65701 100-1300-65701 100-1300-65701 100-1300-65701 100-1300-65701 100-1300-65701 100-1230-65701 340-3400-65701 100-1300-65701 100-1232-65701 100-1250-65701 100-1280-65701 100-1300-65701 100-1230-65701 100-1300-65701 100-1300-65701 100-1300-65701 100-1250-65701 100-1231-65701	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
8241332025	VALLEY HIGH 2-804 CLIFFSIDE DR	13.42	01/26/2023	300-3000-65701	
8241332035	VALLEY HIGH 2-704 FALLS CT	13.42	01/26/2023	300-3000-65701	
8241332065	WOODSIDE HILLS 3-504 HERITAGE RD	16.24	01/26/2023	100-1233-65701	
8241332070	WOODSIDE HILLS 3-27 DRIFTWOOD CT	16.24	01/26/2023	100-1233-65701	
897114446-6	FALLS CT # A	-7.63	01/26/2023	300-3000-65701	
	Check Total:	25,106.28			
Vendor: PhSen 12023	PLEASANT HILL SENIORS CLUB December POS	4,154.00	01/26/2023	100-1220-49700	ACH Enabled: False
	Check Total:	4,154.00			
Vendor: DRAIPREI 5045499A	PREFERRED PLUMBING & DRAIN PHP RESTROOM PLUMBING REPAIRS	484.20	01/26/2023	100-1300-75520	ACH Enabled: False
	Check Total:	484.20			
Vendor: QUALTRE 1548459	QUALITY TREE CARE/JOSEPH MATTOS REMOVAL OF FALLEN TREE	500.00	01/26/2023	100-1300-75550	ACH Enabled: False
	Check Total:	500.00			
Vendor: Republic 0210-011852837 0210-011852837 0210-011853225 0210-011857591 0210-011857591 0210-011857591 0210-011857591 0210-011860275	REPUBLIC SERVICES #210 Garbage Garbage Garbage Garbage Garbage Garbage Garbage	265.01 265.00 575.89 191.96 191.97 191.96 1,455.42	01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023	100-1300-65720 100-1230-65720 100-1220-65720 100-1280-65720 100-1100-65720 100-1255-65720 100-1231-65720	ACH Enabled: False
	Check Total:	3,137.21			
Vendor: RILGREG 122022	GREG RILEY Instructor Payment 4510.101	435.00	01/26/2023	100-1240-75640	ACH Enabled: False
	Check Total:	435.00			
Vendor: RILKOR 122022 122022	KOREY RILEY December 2022 cell December 2022 mileage	35.00 65.13	01/26/2023 01/26/2023	100-1280-65365 100-1280-60350	ACH Enabled: False
	Check Total:	100.13			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: RotoRoot 510-24557528	Roto-Rooter Sewer Service reset water heater	534.00	01/26/2023	Check Sequence: 43 100-1280-75530	ACH Enabled: False
	Check Total:	534.00			
Vendor: Snapolo 5101.101	SNAPOLOGY OF THE TRI-VALLEY CREATURE ROBOTICS	1,794.00	01/26/2023	Check Sequence: 44 100-1260-75645	ACH Enabled: False
	Check Total:	1,794.00			
Vendor: Spanish 6632.11	SPANISH 4 CHILDREN SPANISH WINTER CAMP	2,016.00	01/26/2023	Check Sequence: 45 100-1260-75640	ACH Enabled: False
	Check Total:	2,016.00			
Vendor: Standard 02/2023 02/2023	STANDARD INSURANCE COMPANY LIFE/ADD/STD/LTD #156388 LIFE/ADD/STD/LTD #156388	324.90 2,069.42	12/16/2022 12/16/2022	Check Sequence: 46 100-0000-21320 100-0000-21320	ACH Enabled: False PR Batch 00003.12.2022 LIFE & ADD PR Batch 00003.12.2022 LTD & STD
	Check Total:	2,394.32			
Vendor: StePrint 51897	STEVEN'S PRINTING January newsletter	1,373.51	01/26/2023	Check Sequence: 47 100-1220-75540	ACH Enabled: False
	Check Total:	1,373.51			
Vendor: TMOBILE 12212022 12212022 12212022 12212022 12212022 12212022 12212022 12212022 12212022 12212022 12212022	T-MOBILE Monthly Cell Monthly Cell	58.77 58.76 29.36 29.37 58.76 29.37 29.37 29.37 249.35 29.36	01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023 01/26/2023	Check Sequence: 48 100-1260-65365 100-1265-65365 100-1300-65365 100-1270-65365 100-1350-65365 100-1250-65365 100-1280-65365 100-1255-65365 100-1231-65365 100-1220-65365	ACH Enabled: False
	Check Total:	601.84			
Vendor: TomlChr 122022 6042.102 6045.102	CHRISTIE TOMLINSON Instructor Payment Total Fitness 4636.102 BALLET 1 TAP 1	252.00 588.00 126.00	01/26/2023 01/26/2023 01/26/2023	Check Sequence: 49 100-1240-75640 100-1260-75645 100-1260-75645	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
6619.102	PRE BALLET	604.80	01/26/2023	100-1260-75640	
	Check Total:	1,570.80			
Vendor: USBank	U.S. BANK			Check Sequence: 50	ACH Enabled: False
011523	PARS #6746022400	994.00	01/17/2023	100-0000-21330	PR Batch 00092.01.2023 Pars Employee
011523	PARS #6746022400	496.97	01/17/2023	100-0000-21335	PR Batch 00092.01.2023 Pars Employer
	Check Total:	1,490.97			
Vendor: WAVE	WAVE			Check Sequence: 51	ACH Enabled: False
103859801-0009913	software	35.64	01/26/2023	100-1100-75506	
	Check Total:	35.64			
	Total for Check Run:	90,278.54			
	Total of Number of Checks:	51			

**Board of Directors Regular Meeting Minutes**  
**December 1, 2022**  
**DRAFT**



The December 1, 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 Teen Center.

**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 that Susie has organized a food drive for staff and participants to donate for the Monument Crisis Center. There are donation bins at three locations, Teen Center, Community Center, and the Senior Center. The food drive will be until December 16. She is excited to see staff want to help the community.
- She followed up on Pleasant Oaks Park and stated she received an email from Interim Police Chief Vermillion who stated he has been working with Pleasant Hill Middle School Principal Terry McCormick. He said Principal McCormick has agreed to include in her weekly emails to parents about the issues we are having at the park about vandalism, and remind parents they need to monitor their children. Lacy said the security cameras have been installed, but they are still working on getting power for the cameras.
- She said tomorrow the deadline to reserve a spot for the Holiday Party on December 16. Let her know tonight or email Ally Crow.

Some Board Members had questions about Pleasant Oaks Park and if the tagging and vandalism had subsided some. Lacy said it has subsided some.

**CONSENT CALENDAR (Attachment B)**

- a. Approve Bills to be Paid Warrants #16541 -16568 (Exhibit 1)
- b. Approve Minutes of October 27, 2022 (Exhibit 2)
- c. Approve Resolution 2022-12-01, Approving updated text for Board Policy 1020 (Conflict of Interest (Exhibit 3)

**Motion:** to approve consent calendar as presented, **Action:** Approve, **Moved by** Sandy Vinson, **Seconded by** Zac Shess.

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

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

**RECOGNITION OF OUTGOING BOARD MEMBER ZAC SNESS (Attachment C)**

Board Chair Glover asked Board Members to introduce their families. Glover opened public comment on this agenda item.

LISA CHOW, representative from District 4 Supervisor Karen Mitchoff's office and Pleasant Hill resident, presented a resolution on behalf of the Board of Supervisors to Outgoing Director Zac

Shess. Chow looks forward to working with Councilmember Elect Shess. Shess thanked Chow for the resolution and coming tonight.

MATTHEW RINN, City Councilmember, congratulated Shess on his election to City Council and wanted to recognize his years serving on the Recreation and Park District Board. Rinn also wanted to recognize Chair Bobby Glover for his leadership with the Board and throughout the community. Lastly, Rinn congratulated Derek Wurst for his election as the new Board Director. He said they are excited to work with him and wanted to officially acknowledge him. Board Chair Glover closed public comment.

The Board of Directors each thanked Shess for all his years of service and how they enjoyed his humor, leadership, knowledge, and hard work. They also congratulated him on his election to City Council and expressed how he will be missed.

General Manager Lacy, also President of the California Association of Recreation and Park District (CARPD), presented a resolution from CARPD in recognition and appreciation of service. She read the resolution. Board Chair Glover presented some gifts from the District to Board Member Shess. Shess opened the gifts and expressed his appreciation. He read a speech with deep sentiment for his 3,592 days of serving (almost 10 years) on the Recreation and Park District Board. He told some stories and thanked staff and past and current Board Members. He congratulated and wished newly elected Board Member Derek Wurst well. Shess thanked his family and especially his wife Deborah Jean.

### **RECOGNITION OF SERVICE OF 2022 BOARD CHAIR BOBBY GLOVER**

Board Vice Chair Bonato reviewed the past year under leadership of Board Chair Bobby Glover. She said the greatest gift was for Glover to stay on this Board another term. She thanked him for his service. Each Board Member thanked Glover for his service as Chair and for being a leader and instilling a sense of power and confidence with staff and everyone around him. The Board knows Chair Glover loves his family, community, College Park High School and how passionate he is with all he does, especially serving on the Board. Board Vice Chair Bonato presented Outgoing Board Chair Glover with a gift from the District, a framed photo of the family as the cover of a Spotlight.

### **REMARKS FROM 2022 BOARD CHAIR BOBBY GLOVER**

Board Chair Glover spoke about growing up in the community and his first job was working for the District as a scorekeeper. He has loved living and growing up in this community and loves giving back. He is excited to continue serving another term and appreciates everyone.

### **SELECTION OF BOARD OFFICERS FOR 2023**

Board Chair Glover invited the Board to motion for the selection of officers for 2023.

#### **a. Chair**

**Motion:** to approve selection of Sandra Bonato for 2023 Chair, **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.

#### **b. Vice Chair**

**Motion:** to approve Sandy Vinson for 2023 Vice Chair, **Action:** Approve, **Moved by** Zac Shess, **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.

**c. Secretary**

**Motion:** to approve Quy Tran for 2023 Secretary, **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.**

**REMARKS BY 2023 NEWLY APPOINTED CHAIR SANDRA BONATO**

Newly appointed Chair Sandra Bonato gave some words on how this year will be active and it is time to approach voters and residents to bring the District parks and facilities into greater glory. There are challenges such as the School House, and the funding needed to develop proposed fields by the new library. Bonato said we also need to retain the best staff and wants to stay competitive in compensation. She encouraged staff to keep up their creativity and bring these ideas to the General Manager and let her know what resources are needed. Bonato continued to remark on the goals of the new year and to make a difference in 2023 as a team.

**ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY ELECTED DIRECTOR DEREK WURST**

General Manager/Clerk of the Board Lacy conducted the Oath of Office to Derek Wurst with his family in attendance. Wurst introduced his family and thanked everyone that supported him. He was not elected a couple of years ago, but with the support of the community and Zac Shess, he realized he wanted to still pursue a position on the Board.

Outgoing Chair Glover congratulated Wurst and welcomed him onto the Board of Directors.

**VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES**

- a. **Land and Facility Development Committee** – December 8, 2022, 5:00 p.m.
- 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 confirmed the date for the Land and Facility Development Committee.

**BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

**Shess** made the following announcements/questions:

- He asked staff to continue to be the best in the world. He said he will miss them, but he will still be at most events, and he will still be around, just across the street at a new job as City Councilmember. He thanked everyone.

**Glover** made the following announcements/questions:

- He had the opportunity to attend Supervisor Mitchoff's Retirement Party. He said it was a who's who of current and former elected officials. It was nice to see former Supervisor McPeet who gave a great presentation, also City Councilmembers Rinn and Noack, and Supervisor Elect Ken Carlson. He had the opportunity, on behalf of the District, to recognize Mitchoff in making the City, District and County a better place.

**Tran** made the following announcements/questions:

- He thanked General Manager Lacy for working with the City on the homeless encampment and expressed a desire to show compassion for the unhoused while at the same time maintaining a standard in the parks. He hopes in the future to discuss this topic.
- He is proud to announce his daughter learned to ride a bike in our park property. He appreciates the parks, and this will be a treasured memory.

**Vinson** made the following announcements/questions:

- She is excited to bring back the Holiday Festival event next week.
- She thanked staff for being diligent on what happens in the parks and being patient for things to get better such as the vandalism and tagging. She hopes it improves and the letter to the parents at the school will help.
- She looks forward to Chair Bonato's administration.

**Bonato** made the following announcements/questions:

- She is looking forward to attending the Holiday Festival next week with her grandkids. She urged everyone to get there early if you want to ride the popular train. She thanked staff for what they do for the Holiday Festival and the gift they give to our community.

### **ADJOURNMENT**

Board Chair Bonato adjourned the meeting at 7:41 p.m.

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Michelle Lacy, Clerk of the Board

# Board of Directors Regular Meeting Minutes

January 12, 2023

DRAFT



The January 12, 2023 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:07 p.m. at the Community Center, McHale Room. She announced the Board met in closed session on a Personnel Matter and Chair Bonato and Vice Chair Vinson are tasked to meet with the General Manager to conduct her evaluation.

## **PLEDGE OF ALLEGIANCE**

Board Member Tran led the Pledge of Allegiance.

## **ROLL CALL**

**BOARD PRESENT:** Sandra Bonato, Bobby Glover, Derek Wurst, Quy Tran, Sandy Vinson

## **PUBLIC COMMENT**

There was no public comment.

## **ADMINISTRATION OF THE OATH OF OFFICE TO RE-ELECTED DIRECTOR BOBBY GLOVER**

Kristen Connelly, County Clerk Recorder, administered the Oath of Office to re-elected Director Bobby Glover. Director Glover had his family present. He thanked Kristen for administering the oath and all her support and thanked his family for their support.

Board Chair Bonato opened public comment. Kevin Kennedy, Pleasant Hill resident, said he has worked with Bobby within the community and is proud of him and said to keep up the good work. Chair Bonato closed public comment. She thanked Glover and congratulated him.

## **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 thanked the Park Maintenance Staff for all their hard work with down trees, clearing drains and making sure our parks are safe. They have been up early, working late and keeping things going and doing a tremendous job.
- She reminded everyone Monday, January 16 is Martin Luther King Day and staff will be off and offices will be closed.

Director Wurst had a question regarding the vandalism at Pleasant Oaks Park. General Manager Lacy said the Police Department assigned a Detective who is investigating the situation. They hope to get the School District involved and she announced they have a meeting set on the 19<sup>th</sup> with the School District Superintendent, City Manager, and the General Manager.

Director Tran said there are many open space facilities near where he lives and there is no sidewalk along some of them which hinders safe walking due to mudslides. He stated you must go out to the street to walk around the mudslide. He suggested to maybe do some continuity sidewalk for a Capital Improvement Project in the area near the area where he lives, which some are District open space properties. Some further discussion followed regarding some additional slides and downed trees in District sites. The Board of Directors thanked Park staff for all their hard work.

## **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)

Board Member Wurst had a question on the listing of the warrants and asked if they can be sorted by revenue accounts. General Manager Lacy stated the program sorts by vendor names. Administrative Services Manager Chris Petlock reported the descriptions are more detailed on the report. Lacy asked Petlock if there were any changes to the warrants. He stated there were three warrants pulled. Board Chair Bonato asked the warrant numbers pulled. Petlock researched the warrant numbers. Chair Bonato asked to move to the next agenda item and come back to Consent Calendar.

### **CONSENT CALENDAR (CONTINUED)**

General Manager Lacy reported the warrants pulled were #16682 – Andrea Gaspari, #16707 – Martinez Electric, and #16710 – Occupational Health with a new total amount of \$252,561.33.

**Motion:** to approve consent calendar with warrant numbers 16682, 16707 and 16710 pulled for a revised total amount of \$252,561.33, **Action:** Approve, **Moved by** Sandy Vinson, **Seconded by** Bobby Glover.

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

**Ayes:** Sandra Bonato, Bobby Glover, Quy Tran, Sandy Vinson, Derek Wurst.

### **CHAIR ANNOUNCEMENT OF COMMITTEE ASSIGNMENTS**

Board Chair Bonato announced the following appointments:

Budget and Finance Committee – Chair Sandy Vinson, Member Quy Tran  
Land and Facility Development Committee – Chair Sandra Bonato, Member Derek Wurst  
Personnel Committee – Chair Quy Tran, Member Bobby Glover  
Program Committee – Chair Bobby Glover, Member Derek Wurst  
City/District Liaison Committee – Sandra Bonato and Sandy Vinson  
Ad Hoc Policy Committee – Sandra Bonato and Sandy Vinson will continue to serve.

### **IDENTIFICATION OF BOARD ANNUAL PLANNING RETREAT DATE FOR 2023 (Attachment C)**

Board Chair Bonato brought up the dates that General Manager Lacy proposed to the Board of Directors. The Board of Directors discussed some dates. The date of February 2 was decided by the Board of Directors. General Manager Lacy will work on getting consultants. Board Chair Bonato asked the Board of Directors to get any proposed agenda items to Lacy.

### **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

Lacy will contact the committee chairs to schedule future meeting dates.

### **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

**Glover** made the following announcements/questions:

- He had the opportunity to attend the swearing in of Councilmembers Sue Noack and Zac Shess, also County Supervisor Ken Carlson. He said it is nice to see the elevation of the people in our community into new positions.
- He announced PHBA Opening Day is Saturday, March 4, 2022. PHBA will reach out to the Board to attend.

**Wurst** made the following announcements/questions:

- He expressed his appreciation to Lacy and staff on keeping the Board up to date on the closures of some parks and all the challenges due to the weather.

**Tran** made the following announcements/questions:

- He thanked staff for keeping up with the storm and expressed his appreciation to staff.
- He reminded everyone that Chinese New Year is January 22 and handed out some gifts to the Board and staff. He hopes this year will bring quite a bit of luck with the Year of the Rabbit.

**Vinson** made the following announcements/questions:

- She thanked Park Maintenance Staff on keeping up the parks and making sure every one of our parks are safe.
- She saw Shannon Hills Park closure and said the creek was rushing and the closure was necessary.
- She said you can renew your Senior membership, which she did today.
- She attended the swearing in of new Councilmember Zac Shess and County District Supervisor Ken Carlson. It was nice to be there and honor people that she has worked with, and it was special.

**Bonato** made the following announcements/questions:

- She did make the swearing in of Sue Noack and Zac Shess.
- She attended, along with General Manager Lacy, the County Board of Supervisors Reorganization Luncheon at the RYSE Center. The RYSE Center is a youth-focused programs providing opportunities and recognizing that everybody can grow and become what they want. She said it was a lovely experience.
- She announced Lisa Chow, is now the Chief of Staff for Ken Carlson, will no longer be in the position of District Representative. She introduced Leah Bristol who will be the new District representative for Pleasant Hill for Ken Carlson. It was a wonderful opportunity to meet her and hope to invite Leah Bristol to a future meeting to introduce herself and meet the Board.

## **ADJOURNMENT**

Board Chair Bonato adjourned the meeting at 7:47 p.m.

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Michelle Lacy, Clerk of the Board

# STAFF REPORT

Date: January 26, 2023  
To: Board of Directors  
From: Sandra Bonato, Chair of the Board  
Re: Authorize Chair to Execute Fifth Amendment to Employment Agreement Between the Pleasant Hill Recreation and Park District and its General Manager, Michelle Lacy, to increase the General Manager's compensation

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The Chair will provide a verbal presentation regarding proposed compensation increase.