



# 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: TELECONFERENCE

Join meeting by PC: <https://zoom.us> Meeting ID: 892-1581-6763

Or by Phone 1 (669) 900-9128 Meeting ID: 892-1581-6763

**Board of Directors Regular Meeting  
Thursday, March 25, 2021  
7:00 P.M.**

**ON MARCH 16, 2020, THE CONTRA COSTA COUNTY HEALTH OFFICER ORDERED ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR PLACE OF RESIDENCE, WITH CERTAIN EXCEPTIONS. IN ACCORDANCE WITH THE HEALTH OFFICER'S ORDER AND THE GOVERNOR'S EXECUTIVE ORDERS N-29-20 (MARCH 18, 2020) AND N-33-20 (MARCH 19, 2020) ALL BOARD MEMBERS, STAFF, AND MEMBERS OF THE PUBLIC WILL PARTICIPATE IN THIS MEETING BY TELECONFERENCE TO MITIGATE THE SPREAD OF COVID-19**

Members of the public may observe the meeting at the teleconference location above. Members of the public may offer public comment by email to [skubota@pleasanthillrec.com](mailto:skubota@pleasanthillrec.com) prior to the close of the public comment period for the agenda item on which they would like to comment. Staff will share all such comments with the Board at the meeting (subject to the time limits applicable to public comment) and make them part of the record. Alternatively, members of the public may offer public comment orally during the teleconference. Members of the public are requested, but not required, to send an email to [skubota@pleasanthillrec.com](mailto:skubota@pleasanthillrec.com) noting their desire to speak on a given agenda item.

1. Call to Order
2. Pledge of Allegiance and Roll Call
3. Public Comment  
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.

*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.*

4. Report from Ex-Officio Sophia De Ville, College Park High School
5. Report from General Manager (Attachment A)
6. Consent Calendar (Attachment B)
  - a. Approve Bills to be Paid Warrants #14009 – 14049 (Exhibit 1)
  - b. Approve Checks from General Account for Refunds, Reimbursements or Previously Approved Expenditures (Exhibit 2)
  - c. Approve Minutes of February 25, 2021 Board Meeting (Exhibit 3)
7. Verbal Update by General Manager Regarding District Operations and Response to Health Orders Since Initial Shutdown in March 16, 2020
8. 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 – April 20, 4:30 p.m.
  - d. Program Committee – TBD
  - e. District/City Liaison Committee - TBD
9. Board Announcements and Requests to Staff
10. Adjourn

**Future Board of Directors Meetings:**

Thursday, April 8, 2021, 7:00 p.m.

Thursday, April 22, 2021, 7:00 p.m.

Thursday, May 13, 2021, 7:00 p.m.

# MEMORANDUM



Date: March 25, 2021  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: General Manager's Report for March 25, 2021

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**70<sup>th</sup> Anniversary:** In March, District 70<sup>th</sup> Anniversary celebration activities continue with the theme “Trailblazing Women in District History” which ties into National Women’s History Month, the month-long celebration to acknowledge women’s contributions to history, culture and society. Staff is specifically highlighting women who have been trailblazers and or made a big impact over the past 70 years of District’s history. For example, the District hired its first female General Manager, Michelle Lacy in 2016, Lynn Spatz was the first Park Superintendent and Tina Young was the first Recreation Superintendent. To celebrate, staff will interview a selection of living female trailblazers and post an article or podcast via all social media channels and on the District website.

To encourage community outreach, staff will also encourage members of the community to nominate their favorite past or current District female employee and highlight how that person made an impact on their lives. Staff may not nominate each other. The nominee’s photos (if available) will be posted on District social media platforms and the website by the end of the month. The community members who nominate a District employee will be entered into a random raffle drawing of a local restaurant gift card in appreciation.

Happy 70<sup>th</sup> Birthday cards will continue to be distributed in March to District residents who also turn 70 this year. This outreach effort is a way to celebrate together and build awareness of this important District milestone.

**Adult and Youth Sports:** Spring Adult Bocce League officially started on March 15<sup>th</sup> with 40 teams registered. Adult Softball is set to start March 29<sup>th</sup>. Outdoor, in-person Youth Sports are going strong. March features a new Afterschool Fitness & Enrichment class taking place at Pleasant Hill Park twice a week from 3:00 pm – 5:30 pm and it sold out!

**Marketing and Communications:** Staff continues efforts to integrate Diversity, Equity & Inclusion practices in marketing efforts with more mindful photo selection for marketing collateral to ensure a more representative depiction of all demographics within the District. The new Summer Camp Guide cover, for example, illustrates a more inclusive photo of both ethnicity and age groups (youth and teen). Several recent social media posts including the March eNews post and the Summer Camp Expo reminder post are additional examples.

**Park Maintenance:** Annual weed abatement has started as staff works through the annual process of reducing risks through abatement. The District will begin recruitment for a Park Maintenance Worker 1 in the next few weeks. There has been a vacancy for several months and with the “busy” season in full swing it is apparent that we need to fill that position to

provide adequate service to user groups and maintain parks to current standards. Job announcement will be posted on the website at [www.pleasanthillrec.com](http://www.pleasanthillrec.com).

**Special Events:** Due to COVID19, we are once again unable to hold our Traditional Egg Hunt, however this year we are Egg-static to be hosting the “Hippity Hop Bunny Stop” on Friday, April 2nd from 10 am to 12 pm in the Senior Center parking lot. It will be a drive-thru event where each child will receive a goody bag and there will be a special appearance from the Spring Bunny! Families and children will remain in their cars and social distancing will be maintained by staff.

There is limited availability in the Underwater Egg Hunt on April 3. There are three 45-minute sessions at 1 p.m., 2 p.m., and 3 p.m. Registered participants will dive for eggs and enjoy playing in the Pleasant Hill Park Pool during their session.

# STAFF REPORT



Date: March 25, 2021  
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 MARCH 25, 2021**

- a. Approve Bills to be Paid Warrants #14009 – 14049 (Exhibit 1)
- b. Approve Minutes of February 25, 2021 Board Meeting (Exhibit 2)

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
14009	03/25/2021	AANTEX	AANTEX PEST CONTROL	1,505.00	000000
14010	03/25/2021	AIRGAS	AIRGAS USA, LLC	38.22	000000
14011	03/25/2021	ARMOUR	ARMOUR PETROLEUM SERVICE & EQU	583.78	000000
14012	03/25/2021	ATT	AT&T	19.97	000000
14013	03/25/2021	BayAlar	BAY ALARM COMPANY	948.65	000000
14014	03/25/2021	BillAce	BILL'S ACE HARDWARE	31.50	000000
14015	03/25/2021	CaDoj	CALIFORNIA DOJ	138.00	000000
14016	03/25/2021	CAPRI	CAPRI	34,665.30	000000
14017	03/25/2021	CCWD	CONTRA COSTA WATER DISTRICT	242.67	000000
14018	03/25/2021	CENCON	CENTRAL CONTRA COSTA SANITARY	2,508.09	000000
14019	03/25/2021	CINTAS	CINTAS	143.04	000000
14020	03/25/2021	CoLock	COUNTY LOCK & KEY	312.30	000000
14021	03/25/2021	Concerta	OCCUPATIONAL HEALTH CENTERS	166.00	000000
14022	03/25/2021	DelDen	PREFERRED BENEFIT	2,798.30	000000
14023	03/25/2021	Denelect	DENALECT ALARM COMPANY	279.94	000000
14024	03/25/2021	EBMUD	EAST BAY MUD	139.94	000000
14025	03/25/2021	EDD	EMPLOYMENT DEVELOPMENT DEPT.	35,431.36	000000
14026	03/25/2021	EWING	EWING IRRIGATION	1,116.84	000000
14027	03/25/2021	FURBER	FURBER SAW, INC	1,434.62	000000
14028	03/25/2021	Guardian	GUARDIAN SECURITY AGENCY	627.00	000000
14029	03/25/2021	ICOM Mec	ICOM MECHANICAL, INC	2,787.11	000000
14030	03/25/2021	INDELEAK	INDEPENDENT LEAK DETECTION	230.00	000000
14031	03/25/2021	KidzLove	KIDZ LOVE SOCCER	2,671.20	000000
14032	03/25/2021	KlipAli	ALISON RAPHAEL-KLIPPEL	139.30	000000
14033	03/25/2021	LiebCas	LIEBERT CASSIDY WHITMORE	3,415.00	000000
14034	03/25/2021	Mallory	MALLORY SAFETY & SUPPLY	60.90	000000
14035	03/25/2021	MDUSD	MT DIABLO UNIFIED SCHOOL DISTR	111.00	000000
14036	03/25/2021	OTI	OTI	803.99	000000
14037	03/25/2021	PG&E	PG&E	1,443.18	000000
14038	03/25/2021	PhCit	PLEASANT HILL, CITY OF	6,406.71	000000
14039	03/25/2021	RHALand	RHA LANDSCAPE ARCHITECTS	4,760.00	000000
14040	03/25/2021	ShuteMi	SHUTE, MIHALY & WEINBERGER LLP	9,305.10	000000
14041	03/25/2021	SPRINT	SPRINT	3,011.61	000000
14042	03/25/2021	Standard	STANDARD INSURANCE COMPANY	1,942.08	000000
14043	03/25/2021	StePrint	STEVEN'S PRINTING	886.95	000000
14044	03/25/2021	UNIVAR	UNIVAR SOLUTIONS USA INC	513.62	000000
14045	03/25/2021	UPS Stor	UPS STORE # 3769	35.00	000000
14046	03/25/2021	USBank	U.S. BANK	1,320.38	000000
14047	03/25/2021	Wave	WAVE	17.13	000000
14048	03/25/2021	WEBWEST	WESTERN WEB, INC	4,976.40	000000
14049	03/25/2021	Xerox	XEROX CORPORATION	265.38	000000

**CHECK TOTAL: \$128,232.56**

# Accounts Payable

## Computer Check Proof List

User: julie  
 Printed: 03/18/2021 - 11:10 AM



# Pleasant Hill Recreation & Park District

People, Parks & Programs Since 1951

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: AANTEX	AANTEX PEST CONTROL			Check Sequence: 1	ACH Enabled: No
427730	PEST CONTROL	300.00	03/25/2021	100-1220-75515	PEST CONTROL
430650	PEST CONTROL	300.00	03/25/2021	100-1220-75515	PEST CONTROL
430668	PEST CONTROL	295.00	03/25/2021	100-1230-75515	PEST CONTROL
430684	PEST CONTROL	203.33	03/25/2021	100-1255-75515	PEST CONTROL
430684	PEST CONTROL	203.33	03/25/2021	100-1100-75515	PEST CONTROL
430684	PEST CONTROL	203.34	03/25/2021	100-1280-75530	PEST CONTROL
	Check Total:	1,505.00			
Vendor: AIRGAS	AIRGAS USA, LLC			Check Sequence: 2	ACH Enabled: No
9978096526	O2 FOR POOL	38.22	03/25/2021	100-1280-75620	O2 FOR POOL
	Check Total:	38.22			
Vendor: ARMOUR	ARMOUR PETROLEUM SERVICE & EQU			Check Sequence: 3	ACH Enabled: No
WO-20005	EXPAND MEMORY FOR PETROL PUMPS	583.78	03/25/2021	100-1300-75545	EXPAND MEMORY F
	Check Total:	583.78			
Vendor: AT&T	AT&T			Check Sequence: 4	ACH Enabled: No
022021	INTERNET	19.97	03/25/2021	100-1100-75509	INTERNET
	Check Total:	19.97			
Vendor: BayAlar	BAY ALARM COMPANY			Check Sequence: 5	ACH Enabled: No
18226513	SECURITY ALARM-CC	240.00	03/25/2021	100-1231-75515	SECURITY ALARM
3882824210215M	SECURITY ALARM-TC	100.00	03/25/2021	100-1255-75515	SECURITY ALARM
3941424210215M	SECURITY ALARM-SC	210.00	03/25/2021	100-1220-75515	SECURITY ALARM
4060524210215M	SECURITY ALARM-CC	110.33	03/25/2021	100-1231-75515	SECURITY ALARM
4060824210215M	SECURITY ALARM-CC	288.32	03/25/2021	100-1231-75515	SECURITY ALARM
	Check Total:	948.65			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:BillAce 562277	BILL'S ACE HARDWARE MAINTENENCE SUPPLIES Check Total:	31.50 31.50	03/25/2021	Check Sequence: 6 100-1300-76500	ACH Enabled: No MAINTENENCE SUP
Vendor:CaDoj 496723 496723	CALIFORNIA DOJ DIETRICK/PICON/MCCAULEY DIETRICK/PICON/MCCAULEY Check Total:	74.00 64.00 138.00	03/25/2021 03/25/2021	Check Sequence: 7 100-1270-75515 100-1280-75620	ACH Enabled: No
Vendor:CAPRI 5138	CAPRI Q4 WORKERS COMP PREMIUM Check Total:	34,665.30 34,665.30	03/25/2021	Check Sequence: 8 100-1100-55400	ACH Enabled: No Q4 WORKERS COMP
Vendor:CCWD I946847	CONTRA COSTA WATER DISTRICT SHADOWOOD Check Total:	242.67 242.67	03/25/2021	Check Sequence: 9 100-1300-65710	ACH Enabled: No
Vendor:CENCON 022021	CENTRAL CONTRA COSTA SANITARY RECYCLED WATER IRRIGATION Check Total:	2,508.09 2,508.09	03/25/2021	Check Sequence: 10 100-1300-65710	ACH Enabled: No RECYCLED WATER
Vendor:CINTAS 4077852526 4078503148	CINTAS UNIFORMS UNIFORMS Check Total:	45.43 97.61 143.04	03/25/2021 03/25/2021	Check Sequence: 11 100-1300-55300 100-1300-55300	ACH Enabled: No UNIFORMS UNIFORMS
Vendor:CoLock 03082021	COUNTY LOCK & KEY SECURITY Check Total:	312.30 312.30	03/25/2021	Check Sequence: 12 100-1300-76500	ACH Enabled: No SECURITY
Vendor:Concerta 70306960	OCCUPATIONAL HEALTH CENTERS PREEMPLOYMENT EXAM Check Total:	166.00 166.00	03/25/2021	Check Sequence: 13 100-1100-70000	ACH Enabled: No PREEMPLOYMENT E
Vendor:DelDen 04/2021 04/2021 04/2021 04/2021	PREFERRED BENEFIT Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555	31.05 -111.70 1,594.40 31.05	02/25/2021 03/25/2021 03/25/2021 03/25/2021	Check Sequence: 14 100-0000-21310 100-1220-55310 100-0000-21310 100-0000-21310	ACH Enabled: No



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
04/2021	Delta Dental #3422-5555	111.70	11/19/2020	100-0000-21310	
04/2021	Delta Dental #3422-5555	539.85	03/11/2021	100-0000-21310	
04/2021	Delta Dental #3422-5555	31.05	03/11/2021	100-0000-21310	
04/2021	Delta Dental #3422-5555	31.05	03/11/2021	100-0000-21310	
04/2021	Delta Dental #3422-5555	539.85	03/25/2021	100-0000-21310	
	Check Total:	2,798.30			
Vendor:Denelect R31088 R31098	DENALECT ALARM COMPANY SECURITY ALARM SECURITY ALARM Check Total:	177.94 102.00 279.94	03/25/2021 03/25/2021	Check Sequence: 15 100-1270-50190 100-1100-75515	ACH Enabled: No SECURITY ALARM SECURITY ALARM
Vendor:EBMUD 1221-022521 1231-030421	EAST BAY MUD WATER-VFW WATER-RR Check Total:	55.74 84.20 139.94	03/25/2021 03/25/2021	Check Sequence: 16 100-1300-65710 100-1300-65710	ACH Enabled: No WATER WATER
Vendor:EDD LO779712480	EMPLOYMENT DEVELOPMENT DEPT. Q2 UEI LIABILITY-LESS CARES ACT CREDIT Check Total:	35,431.36 35,431.36	03/25/2021	Check Sequence: 17 100-1100-55400	ACH Enabled: No Q2 UEI LIABILIT
Vendor:EWING 13518763 13586412	EWING IRRIGATION ROUND UP TURF MAINTENENCE Check Total:	253.94 862.90 1,116.84	03/25/2021 03/25/2021	Check Sequence: 18 100-1300-75501 100-1300-75501	ACH Enabled: No TURF MAINTENENC TURF MAINTENENC
Vendor:FURBER 250962 251247	FURBER SAW, INC TRACTOR REPAIR TRACTOR REPAIR Check Total:	1,409.62 25.00 1,434.62	03/25/2021 03/25/2021	Check Sequence: 19 100-1300-75510 100-1300-75510	ACH Enabled: No TRACTOR REPAIR TRACTOR REPAIR
Vendor:Guardian 58476 58477 58478	GUARDIAN SECURITY AGENCY SECURITY PATROL SECURITY PATROL SECURITY PATROL Check Total:	477.00 75.00 75.00 627.00	03/25/2021 03/25/2021 03/25/2021	Check Sequence: 20 100-1300-75520 100-1300-75520 100-1300-75520	ACH Enabled: No SECURITY PATROL SECURITY PATROL SECURITY PATROL
Vendor:ICOM Mec 526210	ICOM MECHANICAL, INC QUARTERLY HVAC & REFRIGERATION MAINTENANCE	237.12	03/25/2021	Check Sequence: 21 100-1100-75515	ACH Enabled: No QUARTERLY HVAC

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
526211	QUARTERLY HVAC & REFRIGERATION MAINTENANCE	90.85	03/25/2021	100-1231-75515	QUARTERLY HVAC
526212	QUARTERLY HVAC & REFRIGERATION MAINTENANCE	77.62	03/25/2021	100-1220-75515	QUARTERLY HVAC
526228	QUARTERLY HVAC & REFRIGERATION MAINTENANCE	481.52	03/25/2021	100-1255-75515	QUARTERLY HVAC
	Check Total:	2,787.11			
Vendor:INDELEAK A3587	INDEPENDENT LEAK DETECTION LEAK DETECTION IN PARKING LOT	230.00	03/25/2021	Check Sequence: 22 100-1300-75520	ACH Enabled: No LEAK DETECTION
	Check Total:	230.00			
Vendor:KidzLove JAN9146-0061	KIDZ LOVE SOCCER SOCCER ADMINISTRATION	2,671.20	03/25/2021	Check Sequence: 23 100-1250-75640	ACH Enabled: No SOCCER ADMINIST
	Check Total:	2,671.20			
Vendor:KlipAli 0820-0321	ALISON RAPHAEL-KLIPPEL GENTLE PILATES	139.30	03/25/2021	Check Sequence: 24 100-1220-75640	ACH Enabled: No GENTLE PILATES
	Check Total:	139.30			
Vendor:LiebCas 1511760	LIEBERT CASSIDY WHITMORE ERC MEMBERSHIP 01/01-12/31/2021	3,415.00	03/25/2021	Check Sequence: 25 100-1100-70000	ACH Enabled: No ERC MEMBERSHIP
	Check Total:	3,415.00			
Vendor:Mallory 2782126	MALLORY SAFETY & SUPPLY UNIFORM	60.90	03/25/2021	Check Sequence: 26 100-1300-75370	ACH Enabled: No UNIFORMS
	Check Total:	60.90			
Vendor:MDUSD AR352057	MT DIABLO UNIFIED SCHOOL DISTR KIDSTOP/MARCH 2021	111.00	03/25/2021	Check Sequence: 27 100-1270-65700	ACH Enabled: No
	Check Total:	111.00			
Vendor:OTI 76500	OTI MONITOR & HARDRIVE REPLACEMENT	803.99	03/25/2021	Check Sequence: 28 100-1231-75500	ACH Enabled: No MONITOR & HARDR
	Check Total:	803.99			
Vendor:PG&E 022021	PG&E UTILITIES-VALLEY HIGH II	10.51	03/25/2021	Check Sequence: 29 300-3000-65701	ACH Enabled: No UTILITIES
022021	UTILITIES-TC	1,080.55	03/25/2021	100-1255-65701	UTILITIES
022021	UTILITIES-TC	352.12	03/25/2021	100-1255-65705	UTILITIES

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,443.18			
Vendor:PhCit	PLEASANT HILL, CITY OF			Check Sequence: 30	ACH Enabled: No
900007168	COST SHARE-PSC	933.88	03/25/2021	100-1100-75504	COST SHARE
900007168	COST SHARE-T-LINE & FUEL	3,039.64	03/25/2021	100-1300-75545	COST SHARE
900007168	COST SHARE-VEHICLE MAINT	2,433.19	03/25/2021	100-1300-75545	COST SHARE
	Check Total:	6,406.71			
Vendor:RHALand	RHA LANDSCAPE ARCHITECTS			Check Sequence: 31	ACH Enabled: No
0720008	OAK PARK DESIGN FEES	4,760.00	03/25/2021	100-1500-80090	OAK PARK DESIGN
	Check Total:	4,760.00			
Vendor:ShuteMi	SHUTE, MIHALY & WEINBERGER LLP			Check Sequence: 32	ACH Enabled: No
271893	GENERAL COUNSEL SERVICES-BROOKWOOD PARK	80.60	03/25/2021	100-1100-70000	GENERAL COUNSEL
271894	GENERAL COUNSEL SERVICES	7,299.50	03/25/2021	100-1100-70000	GENERAL COUNSEL
271895	GENERAL COUNSEL SERVICES-1700 OAK PARK	1,625.00	03/25/2021	100-1500-80090	GENERAL COUNSEL
	Check Total:	9,305.10			
Vendor:SPRINT	SPRINT			Check Sequence: 33	ACH Enabled: No
709409312-223	CELLPHONES & HOTSPOTS	125.32	03/25/2021	100-1100-65365	CELLPHONES & HO
709409312-223	CELLPHONES & HOTSPOTS	25.06	03/25/2021	100-1260-65365	CELLPHONES & HO
709409312-223	CELLPHONES & HOTSPOTS	100.25	03/25/2021	100-1350-65365	CELLPHONES & HO
709409312-223	CELLPHONES & HOTSPOTS	20.00	03/25/2021	100-1265-65365	CELLPHONES & HO
709409312-223	CELLPHONES & HOTSPOTS	25.06	03/25/2021	100-1250-65365	CELLPHONES & HO
709409312-223	CELLPHONES & HOTSPOTS	25.06	03/25/2021	100-1255-65365	CELLPHONES & HO
709409312-223	CELLPHONES & HOTSPOTS	75.19	03/25/2021	100-1231-65365	CELLPHONES & HO
709409312-223	CELLPHONES & HOTSPOTS	25.06	03/25/2021	100-1270-65365	CELLPHONES & HO
709409312-223	CELLPHONES & HOTSPOTS	250.63	03/25/2021	100-1300-65365	CELLPHONES & HO
709409312-223	CELLPHONES & HOTSPOTS	75.20	03/25/2021	100-1220-65365	CELLPHONES & HO
709409312-223	CELLPHONES & HOTSPOTS	25.06	03/25/2021	100-1290-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	120.53	03/25/2021	100-1100-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	24.11	03/25/2021	100-1270-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	241.07	03/25/2021	100-1300-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	72.30	03/25/2021	100-1220-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	24.11	03/25/2021	100-1290-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	72.32	03/25/2021	100-1231-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	24.11	03/25/2021	100-1250-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	24.11	03/25/2021	100-1260-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	20.00	03/25/2021	100-1265-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	96.43	03/25/2021	100-1350-65365	CELLPHONES & HO
709409312-224	CELLPHONES & HOTSPOTS	24.11	03/25/2021	100-1255-65365	CELLPHONES & HO
709409312-225	CELLPHONES & HOTSPOTS	97.10	03/25/2021	100-1350-65365	CELLPHONES & HO

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
7094093 12-225	CELLPHONES & HOTSPOTS	20.00	03/25/2021	100-1265-65365	CELLPHONES & HO
7094093 12-225	CELLPHONES & HOTSPOTS	24.28	03/25/2021	100-1290-65365	CELLPHONES & HO
7094093 12-225	CELLPHONES & HOTSPOTS	72.83	03/25/2021	100-1231-65365	CELLPHONES & HO
7094093 12-225	CELLPHONES & HOTSPOTS	24.28	03/25/2021	100-1270-65365	CELLPHONES & HO
7094093 12-225	CELLPHONES & HOTSPOTS	24.28	03/25/2021	100-1255-65365	CELLPHONES & HO
7094093 12-225	CELLPHONES & HOTSPOTS	242.75	03/25/2021	100-1300-65365	CELLPHONES & HO
7094093 12-225	CELLPHONES & HOTSPOTS	121.38	03/25/2021	100-1100-65365	CELLPHONES & HO
7094093 12-225	CELLPHONES & HOTSPOTS	72.80	03/25/2021	100-1220-65365	CELLPHONES & HO
7094093 12-225	CELLPHONES & HOTSPOTS	24.28	03/25/2021	100-1250-65365	CELLPHONES & HO
7094093 12-225	CELLPHONES & HOTSPOTS	24.28	03/25/2021	100-1260-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	24.28	03/25/2021	100-1270-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	72.83	03/25/2021	100-1231-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	72.80	03/25/2021	100-1220-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	24.28	03/25/2021	100-1290-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	24.28	03/25/2021	100-1250-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	24.28	03/25/2021	100-1260-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	20.00	03/25/2021	100-1265-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	121.38	03/25/2021	100-1100-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	97.10	03/25/2021	100-1350-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	24.28	03/25/2021	100-1255-65365	CELLPHONES & HO
7094093 12-226	CELLPHONES & HOTSPOTS	242.75	03/25/2021	100-1300-65365	CELLPHONES & HO
	Check Total:	3,011.61			
Vendor:Standard 04/2021	STANDARD INSURANCE COMPANY LIFE/ADD/STD/LTD	275.60	03/25/2021	Check Sequence: 34 100-0000-21320	ACH Enabled: No
04/2021	LIFE/ADD/STD/LTD	1,666.48	03/25/2021	100-0000-21320	
	Check Total:	1,942.08			
Vendor:StePrint 46376	STEVEN'S PRINTING MARCH SENIOR SOUNDS	843.45	03/25/2021	Check Sequence: 35 100-1220-75540	ACH Enabled: No MARCH SENIOR SO
46377	MARCH SENIOR SOUNDS	43.50	03/25/2021	100-1220-75540	MARCH SENIOR SO
	Check Total:	886.95			
Vendor:UNIVAR 48983824	UNIVAR SOLUTIONS USA INC CHLORINE	513.62	03/25/2021	Check Sequence: 36 100-1280-75525	ACH Enabled: No CHLORINE
	Check Total:	513.62			
Vendor:UPS Stor 4609	UPS STORE # 3769 LIVESCAN AQUATICS	35.00	03/25/2021	Check Sequence: 37 100-1280-75620	ACH Enabled: No LIVESCAN AQUATI
	Check Total:	35.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:USBank 031521 031521	U.S. BANK Pars #6746022400 Pars #6746022400 Check Total:	440.14 880.24 1,320.38	03/25/2021 03/25/2021	Check Sequence: 38 100-0000-21335 100-0000-21330	ACH Enabled: No
Vendor:Wave 0008691	WAVE INTERNET Check Total:	17.13 17.13	03/25/2021	Check Sequence: 39 100-1100-75505	ACH Enabled: No
Vendor:WEBWEST 25377	WESTERN WEB, INC SUMMER CAMP GUIDE PRINITING Check Total:	4,976.40 4,976.40	03/25/2021	Check Sequence: 40 100-1290-75624	ACH Enabled: No SUMMER CAMP GUI
Vendor:Xerox 012788094	XEROX CORPORATION CC COPIER/FEBRUARY 2021 Check Total:	265.38 265.38	03/25/2021	Check Sequence: 41 100-1231-75500	ACH Enabled: No
	Total for Check Run: Total Number of Checks:	128,232.56 41			

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
13994	03/18/2021	ARZIEJEN	JEN ARZIE	175.00	000000
13995	03/18/2021	AYALIVON	IVON AYALA	2,250.00	000000
13996	03/18/2021	CrawAll	ALLY CRAW	35.00	000000
13997	03/18/2021	DELGSAIR	SAIRA DELGADO	750.00	000000
13998	03/18/2021	GG Eleme	Gregory Gardens Elementary Sch	475.00	000000
13999	03/18/2021	HurLan	LANCE HURTADO	49.00	000000
14000	03/18/2021	KAUPSHEI	SHEILA KAUPPINEN	23.40	000000
14001	03/18/2021	KubSus	SUSIE KUBOTA	24.08	000000
14002	03/18/2021	MadsCar	CAROL MADSEN	25.00	000000
14003	03/18/2021	OVERKEVI	KEVIN OVERSTREET	100.00	000000
14004	03/18/2021	PereJul	JULISA PEREZ	750.00	000000
14005	03/18/2021	RilKor	KOREY RILEY	117.56	000000
14006	03/18/2021	SmiJuli	JULIE SMITH	11.20	000000
14007	03/18/2021	SPINLAUR	LAUREN SPINDLER	750.00	000000
14008	03/18/2021	WILLMERR	MERRILEE WILLER	2,155.00	000000
				-----	
<b>CHECK TOTAL:</b>				<b>\$7,690.24</b>	

**Board of Directors Regular Meeting Minutes**  
**February 25, 2020**  
**DRAFT**



The February 25, 2020 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:00 p.m. by teleconference by PC: <https://zoom.us> Meeting ID 825-2123-6447 or by phone 1 (669) 900-9128 Meeting ID: 825-2123-6447.

**PLEDGE OF ALLEGIANCE**

Board Chair Shess 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 EX-OFFICIO SOPHIA DE VILLE, COLLEGE PARK HIGH SCHOOL**

Ex-Officio DeVille reported the Teen Council are still trying to plan virtual events for the teen community to participate in. DeVille also reported on College Park High School fundraisers, activities, and the planning of the Virtual Multi-Cultural Rally where videos are being received. She mentioned that she has been collecting donation for the book drive and has donated around 1,000 books to the Friends of the Library store in Downtown Pleasant Hill.

Board Chair Shess thanked DeVille for her report and asked if she has heard back from colleges and if she has decided on where she will be attending college. DeVille said she is committing to Arizona State University. The Board Members wished her well and congratulated DeVille.

**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 said the Summer Camp catalog is out and the Virtual Camp Expo is on Saturday, March 6.
- Childcare and education staff are eligible to get their vaccinations and have started scheduling them. Senior staff have been able to get their first vaccinations too.
- The District is also assisting Seniors on scheduling and getting their vaccinations.

**CONSENT CALENDAR (Attachment B)**

- a. Approve Bills to be Paid, Warrants #29007-29037 (Exhibit 1)
- b. Approve Checks from General Account for Refunds, Reimbursements or Previously Approved Expenditures (Exhibit 2)
- c. Approve Minutes of February 11, 2020 (Exhibit 2)

**Motion:** To approve consent calendar as presented, **Action:** Approve, **Moved by** Sandra Bonato, **Seconded by** Bobby Glover.

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

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

**ADOPT RESOLUTION 2021-02-25A AND 2021-02-25B, APPROVING THE APPLICATION FOR STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM GRANT FUNDS FOR THE ACQUISITION AND DEVELOPMENT OF 1700 OAK PARK BOULEVARD AND DEVELOPMENT OF CHILPANCINGO PARK (Attachment C)**

General Manager Lacy reminded the Board of the approval in October to submit two applications for the Statewide Park Development and Community Revitalization Program Grant, a re-submission of the 1700 Oak Park Boulevard new development and one for Chilpancingo Park. The information gathered from public input for Chilpancingo Park were to have a children's play area, restrooms, and picnic tables. Lacy recommended to have \$1.5 million for Chilpancingo Park and stated it would be enough to include a sewer line. The Board had some questions that the General Manager answered. There was some further discussion.

**Motion:** To approve resolutions 2021-02-25A and 2021-02-25B with one minor change to each resolution where the last sentence will be take consider out and state will promote inclusion

**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.

**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** – General Manager Lacy announced a scheduled meeting for March 3, 2021 at 4:30 p.m.
- d. **Program Committee** – TBD
- e. **District/City Liaison Committee** – TBD
- f. **Ad Hoc Committee – Oak Park Boulevard** – TBD
- g. **Ad Hoc Committee – Board Policies** – TBD

**BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

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

- She commended staff on the camp expo catalog. The Marketing and Outreach are excellent.
- She attended the California Association of Recreation & Park District (CARPD) Board Orientation. She commented it was a great presentation by Matt Duarte.

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

- He thanked General Manager Lacy and staff for the Summer Camp Catalog. His daughter was circling every page for camps she wanted to attend.
- He thanked everyone for the retreat and he has been able to absorb and thinks it is a good foundation for the rest of the year.
- He thanked staff for collaborating with Pleasant Hill Library on Black History Month. He hopes we can do more in the future.

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

- She wanted to commend staff on the wonderful camp catalog.
- She thanked the District for the warm grey cap.
- She gave a "hats off" to the two new Board Members on their participation in the Board Retreat.

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

- He mentioned the Hall of Famer, College Park Graduate and wrestling champion for Arizona State University Casey Strand.



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

- He enjoyed the Board Retreat.
- He thanked Michelle Lacy and Susie Kubota for flowers and lunch due to his Father-in-Law's passing. He and his wife appreciated the thoughtfulness and it meant a lot to them.
- He wished Michelle Lacy a Happy Birthday!

**ADJOURNMENT**

Board Chair Shess adjourned the meeting at 7:39 p.m.

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Michelle Lacy, Clerk of the Board