



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/j/547094638> Meeting ID 547-094-638

Or by Phone 1 (669) 900-9128 Meeting ID: 547-094-638

**Board of Directors Regular Meeting
Thursday, April 9, 2020
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 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 noting their desire to speak on a given agenda item.

1. Call to Order
2. Roll Call and Pledge of Allegiance
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 General Manager (Attachment A)
5. Consent Calendar (Attachment B)
 - a. Approve Bills to be Paid Warrants #28226 – 28268 (Exhibit 1)
6. Consider Approval of Resolution 2020-04-09, Pleasant Hill Community Center Pathway Project Notice of Completion (Attachment C)
7. 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 – Oak Park Boulevard – TBD
 - g. Ad Hoc Committee – Board Policies - TBD
8. Board Announcements and Requests to Staff
9. Adjourn

Future Board of Directors Meetings:

Thursday, April 23, 2020, 7:00 p.m.

Thursday, May 14, 2020, 7:00 p.m.

Thursday, May 28, 2020, 7:00 p.m.

MEMORANDUM



Date: April 9, 2020
To: Board of Directors
From: Michelle Lacy, General Manager
Re: General Manager's Report for April 9, 2020

Below is a list of items which would be of interest to the Board of Directors.

Senior Center Kitchen HVAC Project: Due to the recent extension of the Health Order and the uncertainty of the District's ability to resume programs, events, and facility rentals this project is on hold although it is ready to go out to bid once restrictions on construction projects are lifted and I have a better idea of our financial position due to the Health Order.

Update Regarding Extension of Health Order Through May 3: The extension of the Health Order not only extended the potential end date of the Shelter-in-Place, but also added language to define essential services. The District has closed all areas where people congregate including picnic tables, sports facilities and fields, restrooms, playgrounds, dog park, and drinking fountains. Staff has been reassigned to monitor park usage under the order. If we continue to see people not adhering to the order, we may need to take more drastic measures including, but not limited to closing parking lots and trails.

District activities have been reduced to essential services and activities that can be handled remotely as full-time staff work from home at least until May 3. Since the District is a service organization that provides programs, events and facilities to the public many of our staff cannot perform assigned duties within the bounds of the Health Order. As of April 8, the District has reduced its staffing level to full-time staff and a few key part-time staff that are providing essential services. Staffing levels will continue to be evaluated if the Health Order is extended.

The District's response to addressing the County Health Order changes frequently due to the fluidity of the situation and updates to the Order by the Public Health Officer. Changes implemented after the writing of this update will be communicated orally at the Board meeting.

Virtual Recreation Center: District staff is curating "Stay in and Play" activities for all ages on the District website at <https://pleasanthillrec.com/564/STAY-IN-PLAY-Virtual-Rec-Center>. Current activities include Spirit Days such as "crazy sock day," story time and songs with our fabulous preschool teachers, and exercise classes. Check out the webpage for a one-stop shop for playing at home fun!

ATTACHMENT A

STAFF REPORT



Date: April 9, 2020
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 APRIL 9, 2020

- a. Approve Bills to be Paid Warrants #28226 – 28268 (Exhibit 1)

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
28226	04/09/2020	Aantex	Aantex Pest Control	905.00	000000
28227	04/09/2020	AmFid	American Fidelity	2,749.96	000000
28228	04/09/2020	AmFidAs	American Fidelity Assurance	404.94	000000
28229	04/09/2020	BayAlar	Bay Alarm Company	1,165.56	000000
28230	04/09/2020	BayArGo	Bay Area Golf & Industrial Ve	32.48	000000
28231	04/09/2020	BillAce	Bill's Ace Hardware	46.92	000000
28232	04/09/2020	BonaSan	Sandra Bonato	200.00	000000
28233	04/09/2020	CaSt	California State Disbursement	52.50	000000
28234	04/09/2020	CCWD	Contra Costa Water District	510.50	000000
28235	04/09/2020	CintCorp	Cintas	538.01	000000
28236	04/09/2020	Cole	Cole Supply Co., Inc.	660.84	000000
28237	04/09/2020	CPRS Ren	CPRS	150.00	000000
28238	04/09/2020	DeViSop	Sophia De Ville	40.00	000000
28239	04/09/2020	EBMUD	East Bay Mud	1,605.57	000000
28240	04/09/2020	EBPool	East Bay Pool Service	8,368.89	000000
28241	04/09/2020	FuenWil	William Fuentes	172.80	000000
28242	04/09/2020	GasAnd	Andrea Gaspari	1,634.24	000000
28243	04/09/2020	GlovBob	Bobby Glover	200.00	000000
28244	04/09/2020	Josephs	Josephs Lawnmower & Lock Inc	41.27	000000
28245	04/09/2020	KaisFou	File #73029 Kaiser Foundation Health Plan	38,658.65	000000
28246	04/09/2020	KlipAli	Alison Raphael- Klippel	357.80	000000
28247	04/09/2020	LacyMic	Michelle Lacy	400.00	000000
28248	04/09/2020	LemoAri	Arista Lemos	1,674.00	000000
28249	04/09/2020	LincEqu	Lincoln Aquatics	9,562.31	000000
28250	04/09/2020	OrteJen	Jennifer Ortega	200.00	000000
28251	04/09/2020	OTI	OTI	8,324.00	000000
28252	04/09/2020	PG&E	Pacific Gas & Electric Co	15,242.99	000000
28253	04/09/2020	PierAnd	Andrew Pierce	200.00	000000
28254	04/09/2020	PlantDe	Plant Decor	141.65	000000
28255	04/09/2020	PleaHill	Pleasant Hill Rec & Park Distr	185,731.41	000000
28256	04/09/2020	Ricoh	Ricoh USA Inc.	100.28	000000
28257	04/09/2020	ShessZac	Zac Shess	200.00	000000
28258	04/09/2020	ShuteMi	Shute,Mihaly &Weinberger LLP	8,977.01	000000
28259	04/09/2020	Spanish	Spanish 4 Children	192.90	000000
28260	04/09/2020	Sprint	Sprint Communications	707.69	000000
28261	04/09/2020	StePrint	Steven's Printing	2,704.39	000000
28262	04/09/2020	TomlChr	Christie Tomlinson	213.60	000000
28263	04/09/2020	UnitedS	United Site Services	111.09	000000
28264	04/09/2020	USBank	U.S. Bank	2,150.92	000000
28265	04/09/2020	USBankEq	US Bank Equipment Finance	384.21	000000
28266	04/09/2020	USBankP	U.S. Bank Corporate Payment	26,788.22	000000
28267	04/09/2020	Valic	Valic	3,041.80	000000
28268	04/09/2020	WellsFar	Wells Fargo Financial Leasing	194.55	000000

CHECK TOTAL:				\$325,738.95	

Accounts Payable Computer Check Proof List

User: julie
Printed: 04/02/2020 - 11:45 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
393232	quarterly WC	295.00	04/09/2020	100-1230-75515	pests
393275	quarterly PH Park	203.33	04/09/2020	100-1280-75530	pests
393275	quarterly PH Park	203.34	04/09/2020	100-1255-75515	pests
393275	quarterly PH Park	203.33	04/09/2020	100-1100-75510	pests
	Check Total:	905.00			
Vendor: AmFid	American Fidelity			Check Sequence: 2	ACH Enabled: No
03/2020	American Fidelity 125/Daycare	833.32	04/09/2020	100-0000-21345	
03/2020	American Fidelity 125/Daycare	541.66	04/09/2020	100-0000-21345	
03/2020	American Fidelity 125/Daycare	541.66	03/26/2020	100-0000-21345	
03/2020	American Fidelity 125/Daycare	833.32	03/26/2020	100-0000-21345	
	Check Total:	2,749.96			
Vendor: AmFidAs	American Fidelity Assurance			Check Sequence: 3	ACH Enabled: No
03/2020	Life/Dis/Acc/Cancer	12.00	03/26/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	53.03	04/09/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	53.03	03/26/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	34.79	04/09/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	12.00	04/09/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	16.70	04/09/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	9.38	04/09/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	76.57	03/26/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	34.79	03/26/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	76.57	04/09/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	16.70	03/26/2020	100-0000-21360	
03/2020	Life/Dis/Acc/Cancer	9.38	03/26/2020	100-0000-21360	
	Check Total:	404.94			
Vendor: BayAlar	Bay Alarm Company			Check Sequence: 4	ACH Enabled: No
3411924200315m	PHAP	312.00	04/09/2020	100-1280-75520	alarms

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
3941424200315m	SC alarms Check Total:	853.56 1,165.56	04/09/2020	100-1220-75515	alarms
Vendor: Bay/ArGo 18371	Bay Area Golf & Industrial Ve ign switch Check Total:	32.48 32.48	04/09/2020	Check Sequence: 5 100-1300-75510	ACH Enabled: No parts
Vendor: BillAce 351913 351914	Bill's Ace Hardware caution tape caution tape Check Total:	16.62 30.30 46.92	04/09/2020 04/09/2020	Check Sequence: 6 100-1300-75520 100-1300-75520	ACH Enabled: No supplies supplies
Vendor: BonaSan 03312020	Sandra Bonato Mar Check Total:	200.00 200.00	04/09/2020	Check Sequence: 7 100-1100-60100	ACH Enabled: No Board
Vendor: CaSt 040320	California State Disbursement Sarah L. Smith Check Total:	52.50 52.50	04/09/2020	Check Sequence: 8 100-0000-21390	ACH Enabled: No
Vendor: CCWD 1572429 1572826 1573988	Contra Costa Water District Sherman Acres Pinewood PO Pk RR Check Total:	228.33 135.49 146.68 510.50	04/09/2020 04/09/2020 04/09/2020	Check Sequence: 9 100-1300-65710 100-1300-65710 100-1300-65710	ACH Enabled: No water water water
Vendor: CintCorp 402744300 4045293272 4046020013 4046663631	Cintas RR cleaning clean Par RR uniforms uniforms Check Total:	63.13 229.95 176.36 68.57 538.01	04/09/2020 04/09/2020 04/09/2020 04/09/2020	Check Sequence: 10 100-1300-75520 100-1300-75520 100-1300-55380 100-1300-55380	ACH Enabled: No supplies supplies supplies supplies
Vendor: Cole 389781 391082 391515	Cole Supply Co., Inc. towels, gloves wipes disinfectant Check Total:	440.04 29.97 190.83 660.84	04/09/2020 04/09/2020 04/09/2020	Check Sequence: 11 100-1300-75515 100-1300-75515 100-1300-75515	ACH Enabled: No supplies supplies supplies

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: CPRS Ren 136374	CPRS Cooper Check Total:	150.00 150.00	04/09/2020	Check Sequence: 12 100-1250-73335	ACH Enabled: No membership
Vendor: DeVISop 03312020	Sophia De Ville Mar Check Total:	40.00 40.00	04/09/2020	Check Sequence: 13 100-1100-60100	ACH Enabled: No Board
Vendor: EBMUD 03242020 03242020 03242020	East Bay Mud Shannon Hills R Smith RRanch Check Total:	286.97 828.95 489.65 1,605.57	04/09/2020 04/09/2020 04/09/2020	Check Sequence: 14 100-1300-65710 100-1300-65710 100-1233-65710	ACH Enabled: No water water water
Vendor: EBPpool 19145 19146 19180 19271	East Bay Pool Service quick connect replace pump baskets Mar monthly service heater circ pump Check Total:	106.84 1,639.94 5,050.00 1,572.11 8,368.89	04/09/2020 04/09/2020 04/09/2020 04/09/2020	Check Sequence: 15 100-1280-75530 100-1280-75527 100-1280-75520 100-1280-75530	ACH Enabled: No pools pools pools pools
Vendor: Fuen Wil 6095.205-6	William Fuentes karate Check Total:	172.80 172.80	04/09/2020	Check Sequence: 16 100-1260-75645	ACH Enabled: No instructor
Vendor: GasAnd 6088.201 6636.201-3	Andrea Gaspari piano music Check Total:	727.07 907.17 1,634.24	04/09/2020 04/09/2020	Check Sequence: 17 100-1260-75645 100-1260-75640	ACH Enabled: No instructor instructor
Vendor: GlovBob 03312020	Bobby Glover Mar Check Total:	200.00 200.00	04/09/2020	Check Sequence: 18 100-1100-60100	ACH Enabled: No Board
Vendor: Josephs 266832	Josephs Lawnmower & Lock Inc trimmer line Check Total:	41.27 41.27	04/09/2020	Check Sequence: 19 100-1300-75510	ACH Enabled: No parts

Invoice No Description

Amount Payment Date Acct Number

Reference

Vendor:KaisFou File #73029 Kaiser Foundation Health Plan ACH Enabled: No
 05/2020 Kaiser #7671 27,782.66 04/09/2020 100-0000-21300
 05/2020 Kaiser #7671 4,413.87 04/09/2020 100-1100-55255
 05/2020 Kaiser #7671 32.83 03/26/2020 100-0000-21300
 05/2020 Kaiser #7671 2,394.34 04/09/2020 100-0000-21300
 05/2020 Kaiser #7671 719.43 04/09/2020 100-0000-21300
 05/2020 Kaiser #7671 1,611.73 04/09/2020 100-0000-21300
 05/2020 Kaiser #7671 227.21 03/26/2020 100-0000-21300
 05/2020 Kaiser #7671 341.72 04/09/2020 100-0000-21300
 05/2020 Kaiser #7671 403.86 03/26/2020 100-0000-21300
 05/2020 Kaiser #7671 719.43 03/26/2020 100-0000-21300
 05/2020 Kaiser #7671 11.57 04/09/2020 100-0000-21300
 Check Total: 38,658.65

Vendor:KlippiAli Alison Raphael-Klippel ACH Enabled: No
 4688.202-4 fitness 357.80 04/09/2020 100-1240-75640 instructor
 Check Total: 357.80

Vendor:LacyMic Michelle Lacy ACH Enabled: No
 03312020 Mar 400.00 04/09/2020 100-1100-60350 car
 Check Total: 400.00

Vendor:LemoAri Arista Lemos ACH Enabled: No
 6623-5.201 gymnastics, warriors 1,674.00 04/09/2020 100-1260-75640 instructor
 Check Total: 1,674.00

Vendor:LinEgu Lincoln Aquatics ACH Enabled: No
 D8677061 Aquatic portable lift 9,562.31 04/09/2020 100-1100-75680 lift
 Check Total: 9,562.31

Vendor:Ortelen Jennifer Ortega ACH Enabled: No
 03312020 Mar 200.00 04/09/2020 100-1100-60100 Board
 Check Total: 200.00

Vendor:OTI OTI ACH Enabled: No
 72803 IT consultant Apr 8,324.00 04/09/2020 100-1100-75507 consultant
 Check Total: 8,324.00

Invoice No Description Amount Payment Date Acct Number Reference

Vendor:PG&E	Pacific Gas & Electric Co							
03182020	PO pk	22.31	04/09/2020	100-1300-65701	Check Sequence: 27			ACH Enabled: No
03232020	TC	1,093.76	04/09/2020	100-1255-65705				utilities
03232020	TC	3,578.45	04/09/2020	100-1255-65701				utilities
03242020	Falls Ct	12.74	04/09/2020	300-3000-65701				utilities
03242020	CC	998.23	04/09/2020	100-1231-65705				utilities
03242020	CC	3,364.85	04/09/2020	100-1231-65701				utilities
03242020	Las Juntas	18.12	04/09/2020	100-1300-65701				utilities
03242020	WC	74.39	04/09/2020	100-1230-65705				utilities
03242020	WC	360.18	04/09/2020	100-1230-65701				utilities
03242020	Hospice	9.53	04/09/2020	100-1300-65701				utilities
03242020	P Hill Pk	1,163.43	04/09/2020	100-1300-65701				utilities
03242020	VFW	38.84	04/09/2020	100-1300-65701				utilities
03242020	Brookwood	9.57	04/09/2020	100-1300-65701				utilities
03242020	PH Park	227.31	04/09/2020	100-1300-65705				utilities
03242020	VFW	28.36	04/09/2020	100-1300-65705				utilities
03242020	Cliffside	12.74	04/09/2020	300-3000-65701				utilities
03242020	PH Park	2,045.79	04/09/2020	100-1280-65705				utilities
03242020	Driftwood Ct	15.10	04/09/2020	340-3400-65701				utilities
03242020	Heritage Meadows	15.10	04/09/2020	340-3400-65701				utilities
03242020	P Hill Pk	1,163.43	04/09/2020	100-1280-65701				utilities
03242020	Viking Dr	560.14	04/09/2020	100-1250-65701				utilities
03242020	R Smith	90.61	04/09/2020	100-1300-65701				utilities
03242020	Shannon	18.76	04/09/2020	100-1300-65701				utilities
03242020	Shadowood	10.60	04/09/2020	100-1300-65701				utilities
03242020	PO Pk	25.26	04/09/2020	100-1300-65701				utilities
03242020	S House	38.23	04/09/2020	100-1232-65701				utilities
03242020	RRanch	44.01	04/09/2020	100-1233-65701				utilities
03242020	RRanch	16.02	04/09/2020	100-1233-65705				utilities
03242020	PH Park Ball Pk	187.13	04/09/2020	100-1250-65701				utilities
	Check Total:	15,242.99						

Vendor:PierAnd Andrew Pierce
 03312020 Mar
 Check Total: 200.00
 200.00 04/09/2020
 Check Sequence: 28
 100-1100-60100
 ACH Enabled: No
 Board

Vendor:PlantDe Plant Decor
 331873 plant care Mar
 Check Total: 141.65
 141.65 04/09/2020
 Check Sequence: 29
 100-1220-75540
 ACH Enabled: No
 plants

Vendor:Pleahill Pleasant Hill Rec & Park Distr
 033120 Reimburse Payroll/Pers 142,236.51 04/09/2020
 040320 Reimburse Payroll/Pers 43,494.90 04/09/2020
 Check Sequence: 30
 100-0000-10410
 100-0000-10410
 ACH Enabled: No

Invoice No Description Amount Payment Date Acct Number Reference

Check Total: 185,731.41

Vendor: Ricoh
103449436 Ricoh USA Inc.
SC copier
Check Total: 100.28 04/09/2020 100-1220-75540 ACH Enabled: No
copier

Vendor: ShessZac
03312020 Zac Shess
Mar 200.00 04/09/2020 100-1100-60100 ACH Enabled: No
Board
Check Total: 200.00

Vendor: ShuteMi
263308 Shute, Mihaly & Weinberger LLP
263309 Feb bank erosion 2,606.70 04/09/2020 100-1100-70000 ACH Enabled: No
263310 Feb general legal 5,001.31 04/09/2020 100-1100-70000 legal
Feb legal Oak Park 1,369.00 04/09/2020 100-1100-70000 legal
Check Total: 8,977.01

Vendor: Spanish
6634.201 Spanish 4 Children 192.90 04/09/2020 100-1260-75640 ACH Enabled: No
Zumbini instructor
Check Total: 192.90

Vendor: Sprint
709409312-215 Sprint Communications 22.92 04/09/2020 100-1255-65365 ACH Enabled: No
709409312-215 cell phones 229.23 04/09/2020 100-1300-65365 cell
709409312-215 cell phones 68.77 04/09/2020 100-1231-65365 cell
709409312-215 cell phones 20.00 04/09/2020 100-1265-65365 cell
709409312-215 cell phones 22.92 04/09/2020 100-1270-65365 cell
709409312-215 cell phones 91.69 04/09/2020 100-1350-65365 cell
709409312-215 cell phones 22.92 04/09/2020 100-1260-65365 cell
709409312-215 cell phones 68.78 04/09/2020 100-1220-65365 cell
709409312-215 cell phones 22.92 04/09/2020 100-1250-65365 cell
709409312-215 cell phones 22.92 04/09/2020 100-1290-65365 cell
709409312-215 cell phones 114.62 04/09/2020 100-1100-65365 cell
Check Total: 707.69

Vendor: StePrint
44595 Steven's Printing 1,219.33 04/09/2020 100-1220-75540 ACH Enabled: No
44713 meber cards 1,408.93 04/09/2020 100-1220-75540 printing
44714 Apr Sen sounds 76.13 04/09/2020 100-1220-75540 printing
Apr Sen sounds

Invoice No Description Amount Payment Date Acct Number Reference

Check Total: 2,704.39

Vendor: TomlChr
 6042-5-202 Christie Tomlinson ballet, tap 127.20 04/09/2020 Check Sequence: 37 ACH Enabled: No
 6619-202 pre ballet 86.40 04/09/2020 100-1260-75645 instructor
 Check Total: 213.60 100-1260-75640 instructor

Vendor: UnitedS
 114-10039296 United Site Services Brookwood Pk 111.09 04/09/2020 Check Sequence: 38 ACH Enabled: No
 Check Total: 111.09 temp tr

Vendor: USBank
 033120 U.S. Bank Pars #6746022400 716.99 04/09/2020 Check Sequence: 39 ACH Enabled: No
 033120 Pars #6746022400 1,433.93 04/09/2020 100-0000-21335
 Check Total: 2,150.92 100-0000-21330

Vendor: USBankEq
 410505820 US Bank Equipment Finance DO copier 384.21 04/09/2020 Check Sequence: 40 ACH Enabled: No
 Check Total: 384.21 copier

Vendor: USBankP
 03232020 U.S. Bank Corporate Payment Cal Card charges 26,788.22 04/09/2020 Check Sequence: 41 ACH Enabled: No
 Check Total: 26,788.22 credit cards

Vendor: Valic
 03/2020 Valic 329.90 03/26/2020 Check Sequence: 42 ACH Enabled: No
 03/2020 Valic #43476 1,166.00 04/09/2020 100-0000-21340
 03/2020 Valic #43476 1,166.00 03/26/2020 100-0000-21340
 03/2020 Valic #43476 329.90 04/09/2020 100-0000-21340
 03/2020 Valic #43476 25.00 04/09/2020 100-0000-21340
 03/2020 Valic #43476 25.00 03/26/2020 100-0000-21340
 Check Total: 3,041.80

Vendor: WellsFar
 5009762675 Wells Fargo Financial Leasing SC copier 194.55 04/09/2020 Check Sequence: 43 ACH Enabled: No
 Check Total: 194.55 copier

Invoice No

Description

Amount Payment Date Acct Number

Reference

Total for Check Run:
Total Number of Checks:

325,738.95
43

STAFF REPORT



Date: April 9, 2020
To: Board of Directors
From: Tom Bradley, Park Superintendent
Re: Approve Resolution 2020-04-09 Filing a Notice of Completion for the Community Center Pathway Project

BACKGROUND

On September 12, 2019, the Board of Directors (Board) awarded a contract to Sposeto Engineering, Inc. in the amount not to exceed \$164,000 for the Community Center Pathway project. The project is located in Frank Salfingere Park just east of the Community Center at 320 Civic Drive. The project replaced the dilapidated pathways in Frank Salfingere Park with new five feet wide concrete pathways.

DISCUSSION

The project is now complete and ready for acceptance by the District. All work was performed in accordance with the approved plans and specifications.

The Final contract amount of \$164,000 is within the authorized construction budget of this project.

FISCAL IMPACT

The contract amount was included in the 2019/20 Capital Improvement Project Budget and sufficient funds were reserved for this project from the District's Capital Improvement Project Fund.

RECOMMENDATION

It is recommended the Board to approve Resolution 2020-04-09 filing a Notice of Completion for the Community Center Pathway Project.

EXHIBIT:

Exhibit 1: Resolution 2020-04-09 Pleasant Hill Community Center Pathway Project Notice of Completion



Board of Directors Resolution

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

**IN THE MATTER OF
PLEASANT HILL COMMUNITY CENTER PATHWAY PROJECT
NOTICE OF COMPLETION**

RESOLUTION 2020-04-09

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

THAT the Pleasant Hill Recreation & Park District did enter into an agreement with Sposeto Engineering, Inc. for the completion of the Pleasant Hill Community Center Pathway Project in Frank Salfingere Park, just east of the Pleasant Hill Community Center at 320 Civic Drive, Pleasant Hill, California 94523 in the amount of \$164,000.

THAT the work has been inspected by the staff of the Pleasant Hill Recreation & Park District and has been accepted.

THEREFORE, BE IT RESOLVED THAT the Pleasant Hill Recreation & Park District Board of Directors does hereby accept the Pleasant Hill Community Center Pathway Project. Staff has been authorized and directed in accordance with applicable law to record a notice of completion.

PASSED AND ADOPTED on April 9, 2020, by the following vote:

AYES:

NOES:

ABSENT:

Jennifer Ortega, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on April 9, 2020.

Michelle Lacy, Clerk of the Board