



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 832-0119-2841

Or by Phone 1 (669) 900-9128 Meeting ID: 832-0119-2841

**Board of Directors Regular Meeting
Thursday, May 28, 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. Presentation by Teen Coordinator Jenny Cooper to Honor and Recognize the 2019-20 Teen Council
 - a. Presentation to Teen Council Members
 - b. Presentation to Chair and Ex-Officio Sophia De Ville
5. Report from General Manager (Attachment A)
6. Consent Calendar (Attachment B)
 - a. Approve Bills to be Paid Warrants #28355 – 28381 (Exhibit 1)
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 – June 2, 2020 at 1:00 p.m.
 - d. Program Committee – TBD
 - e. District/City Liaison Committee - TBD
 - f. Ad Hoc Committee – Board Policies - TBD
8. Adjourn to Special Meeting at 7:30 p.m.

Future Board of Directors Meetings:

Thursday, June 11, 2020, 7:00 p.m.

Thursday, June 25, 2020, 7:00 p.m.

Thursday, July 9, 2020, 7:00 p.m.

MEMORANDUM



Date: May 28, 2020
To: Board of Directors
From: Michelle Lacy, General Manager
Re: General Manager's Report for May 28, 2020

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

COVID-19 Emergency Response Updates: The Contra Costa County Health Officer provided direction regarding frequency of COVID-19 testing for essential workers. It is recommended that those in high contact workplaces get tested at least monthly. The employees who are working in our upcoming childcare programs will be tested prior to starting their shifts in June and will continue testing at least monthly.

Financing Update: I received word from Brandis Tallman that our financing with Western Alliance Bank was approved and we are scheduled to close on June 4.

Special Events: District staff will collaborate with the Pleasant Hill 4th of July Commission to assist in providing an alternative to the traditional 4th of July activities. Stay tuned for more information.

Youth Services: Youth Services Team is launching the Pleasant Hill Rec CARES Childcare programs June 1. Each program complies with the current Contra Costa County Health Order. Participants will be kept in stable groups of 12 with the same staff for the duration of the session. Sessions will be 4 to 5 weeks long depending on location and staffing levels. Programs will be held at Kidstop (Kidstop CARES), the Community Center Preschool Rooms (Preschool CARES) and the Teen Center (Teen Center CARES). We will add additional groups if demand is great and we can accommodate safe staffing levels.

During the last week in May we are hosting "Drive-Thru Goodbyes" for our school year preschool program. Parents and children will drive up to the Community Center and Winslow Center during designated windows of time to pick up their child's artwork and wave goodbye to their teachers. We'll also have an opportunity to appreciate the teachers with spaces for dropping off cards or flowers. This will function very similarly to our curbside drop off/pick up routine with cars moving forward and keeping a steady flow. Teachers will be situated at least 6 feet away to maintain safe social distance.

ATTACHMENT A

STAFF REPORT



Date: May 28, 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 MAY 28, 2020

- a. Approve Bills to be Paid Warrants #28355 – 28381 (Exhibit 1)

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
28355	05/28/2020	Airgas-N	Airgas USA , LLC	39.62	000000
28356	05/28/2020	ATT WC	AT&T	73.45	000000
28357	05/28/2020	ATT3	ATT CALNET 3	1,177.15	000000
28358	05/28/2020	BillAce	Bill's Ace Hardware	42.97	000000
28359	05/28/2020	CaSt	California State Disbursement	52.50	000000
28360	05/28/2020	CCCElect	Contra Costa County Election D	51,375.57	000000
28361	05/28/2020	CCSNP	Contra Costa Senior Nutrition	1,520.00	000000
28362	05/28/2020	CCTracto	Contra Costa Tractor Mobile Se	298.93	000000
28363	05/28/2020	CCWD	Contra Costa Water District	574.53	000000
28364	05/28/2020	CenCon	Central Contra Costa Sanitary	2,850.02	000000
28365	05/28/2020	CintCorp	Cintas	269.59	000000
28366	05/28/2020	DelDen	Preferred Benefit	3,313.50	000000
28367	05/28/2020	EBMUD	East Bay Mud	158.48	000000
28368	05/28/2020	EBPool	East Bay Pool Service	65,393.74	000000
28369	05/28/2020	FranTx	Franchise Tax Board	356.89	000000
28370	05/28/2020	Mallory	Mallory Safety & Supply	114.62	000000
28371	05/28/2020	MDUSD3	MDUSD	80.00	000000
28372	05/28/2020	P&DApp	P&D Appliance	875.00	000000
28373	05/28/2020	PhCit	Pleasant Hill, City of	4,581.51	000000
28374	05/28/2020	PleaHill	Pleasant Hill Rec & Park Distr	131,021.28	000000
28375	05/28/2020	Standard	Standard Insurance Company	2,135.55	000000
28376	05/28/2020	StePrint	Steven's Printing	717.75	000000
28377	05/28/2020	TurfStar	Turf Star, Inc.	697.05	000000
28378	05/28/2020	UnivSol	Univar Solutions USA Inc.	691.87	000000
28379	05/28/2020	USBank	U.S. Bank	322.66	000000
28380	05/28/2020	VSP	Preferred Benefit	13.60	000000
28381	05/28/2020	Xerox	Xerox Corporation	310.84	000000

CHECK TOTAL: \$269,058.67

Accounts Payable

Computer Check Proof List

User: julie
 Printed: 05/21/2020 - 1:10 PM



Pleasant Hill Recreation & Park District

People, Parks & Programs Since 1951

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: Airgas-N 9970691744	Airgas USA , LLC oxy cyl Check Total:	39.62 39.62	05/28/2020	Check Sequence: 1 100-1280-75620	ACH Enabled: No Oxy
Vendor: ATT WC 05042020	AT&T WC internet Check Total:	73.45 73.45	05/28/2020	Check Sequence: 2 100-1230-65365	ACH Enabled: No internet
Vendor: ATT3 14548115 14548131 14548131	ATT CALNET 3 WC phones KS phones CC phones Check Total:	785.28 176.00 215.87 1,177.15	05/28/2020 05/28/2020 05/28/2020	Check Sequence: 3 100-1230-65365 100-1270-65365 100-1231-65365	ACH Enabled: No phones phones phones
Vendor: BillAce 352221 352255	Bill's Ace Hardware paint battery Check Total:	33.20 9.77 42.97	05/28/2020 05/28/2020	Check Sequence: 4 100-1300-75520 100-1300-75520	ACH Enabled: No supplies supplies
Vendor: CaSt 052020	California State Disbursement Sarah L Smith Check Total:	52.50 52.50	05/28/2020	Check Sequence: 5 100-0000-21390	ACH Enabled: No
Vendor: CCCElect 1874	Contra Costa County Election D election costs Meas A Check Total:	51,375.57 51,375.57	05/28/2020	Check Sequence: 6 100-1100-73310	ACH Enabled: No fees
Vendor: CCSNP 02292020	Contra Costa Senior Nutrition FEB donations	1,520.00	05/28/2020	Check Sequence: 7 100-1220-75700	ACH Enabled: No donations

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,520.00			
Vendor: CCTracto 18290	Contra Costa Tractor Mobile Se starting problem Check Total:	298.93 298.93	05/28/2020	Check Sequence: 8 100-1300-75510	ACH Enabled: No repairs
Vendor: CCWD K628608	Contra Costa Water District Shadowood Check Total:	574.53 574.53	05/28/2020	Check Sequence: 9 100-1300-65710	ACH Enabled: No water
Vendor: CenCon 04302020	Central Contra Costa Sanitary recycled water-Park use Check Total:	2,850.02 2,850.02	05/28/2020	Check Sequence: 10 100-1300-65710	ACH Enabled: No water
Vendor: CintCorp 4041618810 4050108274 450108274 450734277	Cintas park staff uniforms staff uniforms park staff park staff Check Total:	57.75 68.14 68.14 75.56 269.59	05/28/2020 05/28/2020 05/28/2020 05/28/2020	Check Sequence: 11 100-1300-55380 100-1300-55380 100-1300-55380 100-1300-55380	ACH Enabled: No supplies uniforms uniforms uniforms
Vendor: DelDen 06/2020 06/2020 06/2020 06/2020 06/2020 06/2020 06/2020	Preferred Benefit Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555 Check Total:	301.90 455.85 62.90 1,974.10 31.45 455.85 31.45 3,313.50	05/28/2020 05/14/2020 05/28/2020 05/28/2020 05/28/2020 05/28/2020 05/14/2020	Check Sequence: 12 100-1100-55310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310	ACH Enabled: No
Vendor: EBMUD 05012020 05012020	East Bay Mud 3151 Woodside Meadows 840 Grayson Check Total:	79.24 79.24 158.48	05/28/2020 05/28/2020	Check Sequence: 13 340-3400-65710 340-3400-65710	ACH Enabled: No water water
Vendor: EBPool 19277	East Bay Pool Service replace heaters PHEC pool	65,393.74	05/28/2020	Check Sequence: 14 100-1500-80844	ACH Enabled: No repairs

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	65,393.74			
Vendor:FranTx 052020	Franchise Tax Board Jose R Martinez Check Total:	356.89 356.89	05/28/2020	Check Sequence: 15 100-0000-21390	ACH Enabled: No
Vendor:Mallory 4845364	Mallory Safety & Supply nitrile gloves Check Total:	114.62 114.62	05/28/2020	Check Sequence: 16 100-1300-75370	ACH Enabled: No supplies
Vendor:MDUSD3 05312020	MDUSD Kidstop utilities May Check Total:	80.00 80.00	05/28/2020	Check Sequence: 17 100-1270-65700	ACH Enabled: No utilities
Vendor:P&DApp 169968 169968 169968	P&D Appliance refrig PM semi-annual refrig PM semi-annual refrig PM semi-annual Check Total:	291.67 291.67 291.66 875.00	05/28/2020 05/28/2020 05/28/2020	Check Sequence: 18 100-1231-75515 100-1220-75515 100-1255-75515	ACH Enabled: No PM PM PM
Vendor:PhCit 900007105 900007105 900007105	Pleasant Hill, City of fuel & repairs Apr T Line Apr PSC APR Check Total:	1,647.63 2,000.00 933.88 4,581.51	05/28/2020 05/28/2020 05/28/2020	Check Sequence: 19 100-1300-75545 100-1100-75504 100-1300-73730	ACH Enabled: No shared exps shared exps shared exps
Vendor:PleaHill 051520 052020	Pleasant Hill Rec & Park Distr Reimburse Payroll/Pers Reimburse Payroll/Pers Check Total:	121,132.38 9,888.90 131,021.28	05/28/2020 05/28/2020	Check Sequence: 20 100-0000-10410 100-0000-10410	ACH Enabled: No
Vendor:Standard 06/2020 06/2020	Standard Insurance Company Life/ADD/STD/LTD Life/ADD/STD/LTD Check Total:	303.70 1,831.85 2,135.55	05/28/2020 05/28/2020	Check Sequence: 21 100-0000-21320 100-0000-21320	ACH Enabled: No
Vendor:StePrint 44857	Steven's Printing lawn signs -fields open	717.75	05/28/2020	Check Sequence: 22 100-1100-76000	ACH Enabled: No printing

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	<u>717.75</u>			
Vendor: TurfStar 358304-00	Turf Star, Inc. hose, hyrd oil, service Check Total:	<u>697.05</u> 697.05	05/28/2020	Check Sequence: 23 100-1300-75510	ACH Enabled: No repairs
Vendor: UnivSol 48581935	Univar Solutions USA Inc. PHEC pool chemicals Check Total:	<u>691.87</u> 691.87	05/28/2020	Check Sequence: 24 100-1280-75527	ACH Enabled: No pools
Vendor: USBank 051520 051520	U.S. Bank Pars #6746022400 Pars #6746022400 Check Total:	<u>107.55</u> 215.11 322.66	05/28/2020 05/28/2020	Check Sequence: 25 100-0000-21335 100-0000-21330	ACH Enabled: No
Vendor: VSP 06/2020 06/2020	Preferred Benefit VSP Vision #1064-0229 VSP Vision #1064-0229 Check Total:	<u>6.80</u> 6.80 13.60	05/28/2020 05/14/2020	Check Sequence: 26 100-0000-21300 100-0000-21300	ACH Enabled: No
Vendor: Xerox 99956173	Xerox Corporation CC copier Check Total:	<u>310.84</u> 310.84	05/28/2020	Check Sequence: 27 100-1231-75500	ACH Enabled: No copier
	Total for Check Run:	269,058.67			
	Total Number of Checks:	27			