



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: 883 4349 9795

Or by Phone 1 (669) 900-9128 Meeting ID: 883 4349 9795

**Board of Directors Regular Meeting
Thursday, January 27, 2022
7:00 PM**

IN ACCORDANCE WITH ASSEMBLY BILL 361 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 and participate in the meeting at the teleconference location above. Members of the public may offer public comment by email to skubota@pleasanthillrec.com any time 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 and make them part of the record. Alternatively, members of the public may offer public comment orally during the teleconference by using the Zoom “raise hand” (for PC participants) or “*9” function (for phone participants). 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.

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
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.

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.

5. Report from General Manager (Attachment A)
6. Consent Calendar (Attachment B)
 - a. Approve Bills to be Paid Warrants #15155 – 15202 & 29082 (Exhibit 1)
 - b. Approve Minutes of January 13, 2022 (Exhibit 2)
 - c. Approve Resolution 2022-01-27, Declaring Certain Equipment as Surplus (Exhibit 3)
7. Tentative Planning Calendar for Board Committee Agenda Topics Through June 30, 2022 (Attachment C)
8. Chair Announcement of Board Committee Assignments
9. Board Announcements and Requests to Staff
10. Adjourn

Future Board of Directors Meetings:

Thursday, February 10, 2022, 7:00 p.m.

Thursday, February 24, 2022, 7:00 p.m.

Thursday, March 10, 2022, 7:00 p.m.

MEMORANDUM



Date: January 27, 2022
To: Board of Directors
From: Michelle Lacy, General Manager
Re: General Manager's Report for January 27, 2022

APPLICATIONS FOR PROGRAM MANAGER DUE MARCH 1: Applications for the Senior Services Program Manager will be due March 1, 2022. The position will be widely posted on various recruitment platforms including those specific to diverse groups in careers in government.

MARKETING & COMMUNICATIONS (MARCOM) UPDATE: Staff continues to provide departmental marketing support by developing branded, professional logos, graphics and videos with consistent District messaging/copy for digital promotion campaigns that highlight a program, activity or event. Over the next several weeks, staff will focus on promotion and collateral production for the 2022 Summer Camp Expo on Saturday, February 26, 2022.

Community Outreach

In addition to promoting District Winter/Spring programs and events, staff also continues to post, and cross-share important updates related to COVID-19 on District social media (Facebook/Instagram). This information includes updates on guidelines impacting District programs and/or related services that the benefit of the community. For example, staff posted information about Senior Center program impacts and cross-shared the City of Pleasant Hill's post about the COVID-19 booster clinic on Wednesday, January 26 at the Pleasant Hill Community Center and the availability of senior van services for this clinic. Staff also shared information from Contra Costa Health Services related to new access to free at-home Covid-tests from the federal government (covidtests.gov).



Spring/Summer 2022 Spotlight

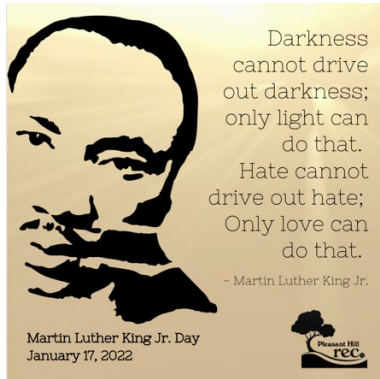
The Spring/Summer 2022 issue is on schedule to distribute the week prior to the Summer Camp Expo on February 26, 2022. This issue will include both a distinct youth summer camp section and regular Spring/Summer classes, activities, and events through August 2022. There will not be a separate distribution of a youth summer camp guide, but this combination issue will be designed so the summer camp section can be printed as a separate brochure as needed.

Equity & Inclusion

Staff continues efforts to integrate equity and inclusion practices in marketing efforts including social media posts on upcoming cultural holidays and celebrations such as Martin Luther King Day (1/17) and Lunar New Year (2/1/22). Animated posts include

ATTACHMENT A

educational resources from local community partners (e.g. Contra Costa Library website) where applicable.



Social media copy:

Pleasant Hill Rec & Park District programs and services will be closed on Monday, January 17th in observance of Martin Luther King Jr. Day.

To celebrate Dr. Martin Luther King Jr.'s life and his great achievements, visit the following resource page from our friends at [Contra Costa County Library](https://ccclib.org/explore/?tag=mlkdayresource):

<https://ccclib.org/explore/?tag=mlkdayresource>

[#MLKDay2022](#) [#bethelightinthedarkness](#)
[#PHcommunity](#)

PARK MAINTENANCE: Parks Department is currently working on our annual spraying for weed control/fire suppression. We have received and are currently installing new picnic tables at all sites in Pleasant Hill Park as well as replacing the prep tables at Rodgers-Smith Park. There has been consistent vandalism in the restrooms at Pleasant Oaks Park therefore restrooms are locked after staff leaves for day to attempt to break the cycle.

STAFF REPORT



Date: January 27, 2022
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Consent Calendar

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

CONSENT CALENDAR FOR JANUARY 27, 2022

- a. Approve Bills to be Paid Warrants #15155 -15202 & 29082 (Exhibit 1)
- b. Approve Minutes of December 2, 2021 and January 13, 2022 (Exhibit 2)
- c. Approve Resolution 2022-01-27, Declaring Certain Equipment as Surplus (Exhibit 3)

Accounts Payable

Check Register Totals Only

User: Jsmith
Printed: 1/21/2022 - 1:48 PM
Batch: 00008.01.2022 - WARRANTS 01272021



Check	Date	Vendor No	Vendor Name	Amount	Voucher
15155	01/27/2022	ANAALM	ANAYELI ALMAZAN	585.00	0
15156	01/27/2022	AmerSta	AMERICAN STAGE TOURS	1,250.00	0
15157	01/27/2022	ATT WC	AT&T	2.51	0
15158	01/27/2022	ATT3	ATT CALNET 3	1,345.30	0
15159	01/27/2022	BAAirQM	Bay Area Air Quality Management Di	2,375.00	0
15160	01/27/2022	BERG	BERG SENIOR SERVICES LLC	750.00	0
15161	01/27/2022	BillAce	BILL'S ACE HARDWARE	160.49	0
15162	01/27/2022	BonaSan	SANDRA BONATO	600.00	0
15163	01/27/2022	HOHBRIA	HOH BRIAN	180.00	0
15164	01/27/2022	CaDoj	CALIFORNIA DOJ	32.00	0
15165	01/27/2022	CCSNP	CC SENIOR NUTRITION PROGRAI	1,592.00	0
15166	01/27/2022	CenCon	CENTRAL CONTRA COSTA SANIT	13,132.19	0
15167	01/27/2022	CINTAS	CINTAS	55.72	0
15168	01/27/2022	CivicPlu	CIVIC PLUS	2,885.55	0
15169	01/27/2022	CmeLt	CME Lighting Supply Company	23.05	0
15170	01/27/2022	Cole	COLE SUPPLY CO., INC.	893.53	0
15171	01/27/2022	CCWD	CONTRA COSTA WATER DISTRICT	587.61	0
15172	01/27/2022	CPRS Ren	CPRS	555.00	0
15173	01/27/2022	DAVEDW	EDWARD DAVILA	450.63	0
15174	01/27/2022	EBMUD	EAST BAY MUD	87.56	0
15175	01/27/2022	FirstSt	FIRST STUDENT INC.	3,946.00	0
15176	01/27/2022	FranTx	FRANCHISE TAX BOARD	40.00	0
15177	01/27/2022	GATEWAY	GATEWAY ACCEPTANCE CO	1,369.69	0
15178	01/27/2022	GenPlum	GENERAL PLUMBING SUPPLY	53.24	0
15179	01/27/2022	GlovBob	BOBBY GLOVER	600.00	0
15180	01/27/2022	LanErn	ERNIE LANZARIN	1,000.00	0
15181	01/27/2022	LAZCSILV	SILVINA LAZCANO	750.00	0
15182	01/27/2022	LiebCas	LIEBERT CASSIDY WHITMORE	2,520.00	0
15183	01/27/2022	Mallory	MALLORY SAFETY & SUPPLY	467.47	0
15184	01/27/2022	MilCar	CARRIE MILLER	2,000.00	0
15185	01/27/2022	MingMic	Michelle Mingming	1,535.00	0
15186	01/27/2022	MDUSD	MT DIABLO UNIFIED SCHOOL DI	7,953.75	0
15187	01/27/2022	OutdCre	Outdoor Creations Inc	40,204.03	0
15188	01/27/2022	PG&E	PG&E	1,438.69	0
15189	01/27/2022	PhSen	PLEASANT HILL SENIORS CLUB	11,242.88	0
15190	01/27/2022	PhCit	PLEASANT HILL, CITY OF	4,096.14	0
15191	01/27/2022	RedsBac	RED'S BACKFLOW PREVENTION	560.00	0
15192	01/27/2022	Republic	REPUBLIC SERVICES #210	2,703.48	0
15193	01/27/2022	RilKor	KOREY RILEY	222.72	0
15194	01/27/2022	ROHRJEAN	JEANNE ROHRER	50.00	0
15195	01/27/2022	ShessZac	ZAC SNESS	600.00	0
15196	01/27/2022	Standard	STANDARD INSURANCE COMPAN	2,077.06	0
15197	01/27/2022	StePrint	STEVEN'S PRINTING	2,512.67	0
15198	01/27/2022	TRANQU	QUY TRAN	600.00	0
15199	01/27/2022	Travel	TRAVEL CENTER TRUST ACCOUN	437.00	0
15200	01/27/2022	USBank	U.S. BANK	2,855.42	0
15201	01/27/2022	VINSSAN	SANDY VINSON	600.00	0
15202	01/27/2022	XEROX	XEROX CORPORATION	292.21	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
				120,270.59	

Check Total:

120,270.59

Accounts Payable

Computer Check Proof List by Vendor

User: Jsmith
 Printed: 01/21/2022 - 1:26PM
 Batch: 00008.01.2022 - WARRANTS 01272021



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: ANAALM 34900264	ANAYELI ALMAZAN REFUND DEPOSIT	585.00	01/27/2022	Check Sequence: 1 100-0000-20000	ACH Enabled: False
	Check Total:	585.00			
Vendor: AmerSta 29015	AMERICAN STAGE TOURS GRACE CATHERDRAL TRIP	1,250.00	01/27/2022	Check Sequence: 2 100-1220-75630	ACH Enabled: False
	Check Total:	1,250.00			
Vendor: ATT WC 122021	AT&T INTERNET	2.51	01/27/2022	Check Sequence: 3 100-1270-65365	ACH Enabled: False
	Check Total:	2.51			
Vendor: ATT3 000017553818 000017553834 000017553834	ATT CALNET 3 BAN BAN BAN	936.44 175.81 233.05	01/27/2022 01/27/2022 01/27/2022	Check Sequence: 4 100-1230-65365 100-1270-65365 100-1231-65365	ACH Enabled: False
	Check Total:	1,345.30			
Vendor: BAAirQM 34770924	Bay Area Air Quality Management District COVID CANCELED	2,375.00	01/27/2022	Check Sequence: 5 100-0000-20000	ACH Enabled: False
	Check Total:	2,375.00			
Vendor: BERG 3326336	BERG SENIOR SERVICES LLC COVID	750.00	01/27/2022	Check Sequence: 6 100-0000-20000	ACH Enabled: False
	Check Total:	750.00			
Vendor: BillAce 574073	BILL'S ACE HARDWARE SUPPLIES	69.05	01/27/2022	Check Sequence: 7 100-1300-75520	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
574135	SUPPLIES	91.44	01/27/2022	100-1300-75520	
	Check Total:	160.49			
Vendor: BonaSan Q2 2021/2022	SANDRA BONATO Q2 2021/2022	600.00	01/27/2022	100-1100-60100	Check Sequence: 8 ACH Enabled: False
	Check Total:	600.00			
Vendor: HOHBRIA 34805285	HOH BRIAN CANCELED MEETING	180.00	01/27/2022	100-0000-20000	Check Sequence: 9 ACH Enabled: False
	Check Total:	180.00			
Vendor: CaDoj 554092	CALIFORNIA DOJ FINGERPRINTS	32.00	01/27/2022	100-1280-75620	Check Sequence: 10 ACH Enabled: False
	Check Total:	32.00			
Vendor: CCSNP 122021	CC SENIOR NUTRITION PROGRAM NUTRITION PROGRAM	1,592.00	01/27/2022	100-1220-75700	Check Sequence: 11 ACH Enabled: False
	Check Total:	1,592.00			
Vendor: CenCon 0906-11302021	CENTRAL CONTRA COSTA SANITARY DIS RECYCLED WATER FOR IRRIGATION	13,132.19	01/27/2022	100-1300-65710	Check Sequence: 12 ACH Enabled: False
	Check Total:	13,132.19			
Vendor: CINTAS 4106470667	CINTAS SHIRTS & PANTS	55.72	01/27/2022	100-1300-55380	Check Sequence: 13 ACH Enabled: False
	Check Total:	55.72			
Vendor: CivicPlu 220069	CIVIC PLUS SOFTWARE FEES	2,885.55	01/27/2022	100-1100-73340	Check Sequence: 14 ACH Enabled: False
	Check Total:	2,885.55			
Vendor: CmeLt 0000247342	CME Lighting Supply Company TRIM	23.05	01/27/2022	100-1300-75520	Check Sequence: 15 ACH Enabled: False
	Check Total:	23.05			
Vendor: Cole	COLE SUPPLY CO., INC.				Check Sequence: 16 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
502737	SUPPLIES	893.53	01/27/2022	100-1300-75515	
	Check Total:	893.53			
Vendor: CCWD	CONTRA COSTA WATER DISTRICT			Check Sequence: 17	ACH Enabled: False
012022	IRRIGATION SPAR CT	350.65	01/27/2022	100-1300-65710	
122021	IRRIGATION PARK CAMINO LAS JUNTAS	236.96	01/27/2022	100-1300-65710	
	Check Total:	587.61			
Vendor: CPRS Ren	CPRS			Check Sequence: 18	ACH Enabled: False
002782	AGENCY DUES	555.00	01/27/2022	100-1100-73335	
	Check Total:	555.00			
Vendor: DAVEDW	EDWARD DAVILA			Check Sequence: 19	ACH Enabled: False
267464	PROBE/TEMP KIT	450.63	01/27/2022	100-1220-75515	
	Check Total:	450.63			
Vendor: EBMUD	EAST BAY MUD			Check Sequence: 20	ACH Enabled: False
1027-12302021	IRRIGATION WH3	87.56	01/27/2022	340-3400-65710	
	Check Total:	87.56			
Vendor: FirstSt	FIRST STUDENT INC.			Check Sequence: 21	ACH Enabled: False
9353736	CHARTER TRIP	1,157.50	01/27/2022	100-1255-75626	
9354058	CHARTER TRIP	508.00	01/27/2022	100-1260-75660	
9354958	CHARTER TRIP	1,088.50	01/27/2022	100-1255-75626	
9355646	CHARTER TRIP	1,192.00	01/27/2022	100-1255-75626	
	Check Total:	3,946.00			
Vendor: FranTx	FRANCHISE TAX BOARD			Check Sequence: 22	ACH Enabled: False
012022	REBECCA SEIDENSPINNER	40.00	01/18/2022	100-0000-21390	PR Batch 00201.01.2022 Garn Franchise T
	Check Total:	40.00			
Vendor: GATEWAY	GATEWAY ACCEPTANCE CO			Check Sequence: 23	ACH Enabled: False
018462	REPAIRS	636.62	01/27/2022	100-1300-75510	
018464	REPAIRS	733.07	01/27/2022	100-1300-75510	
	Check Total:	1,369.69			
Vendor: GenPlum	GENERAL PLUMBING SUPPLY			Check Sequence: 24	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
S5562329.001	SUPPLIES	53.24	01/27/2022	100-1300-76500	
	Check Total:	53.24			
Vendor: GlovBob Q2 2021/2022	BOBBY GLOVER Q2 2021/2022	600.00	01/27/2022	100-1100-60100	Check Sequence: 25 ACH Enabled: False
	Check Total:	600.00			
Vendor: LanErr 122021	ERNIE LANZARIN SERP AGREEMENT	1,000.00	01/27/2022	100-1100-55255	Check Sequence: 26 ACH Enabled: False
	Check Total:	1,000.00			
Vendor: LAZCSILV 34898209	SILVINA LAZCANO REFUND DEPOSIT	750.00	01/27/2022	100-0000-20000	Check Sequence: 27 ACH Enabled: False
	Check Total:	750.00			
Vendor: LiebCas 210225	LIEBERT CASSIDY WHITMORE EMPLOYMENT RELATIONS	2,520.00	01/27/2022	100-1100-60370	Check Sequence: 28 ACH Enabled: False
	Check Total:	2,520.00			
Vendor: Mallory 5260049	MALLORY SAFETY & SUPPLY PPE	467.47	01/27/2022	100-1100-76000	Check Sequence: 29 ACH Enabled: False
	Check Total:	467.47			
Vendor: MilCar 112021 122021	CARRIE MILLER SERP AGREEMENT SEERP AGREEMENT	1,000.00 1,000.00	01/27/2022 01/27/2022	100-1100-55255 100-1100-55255	Check Sequence: 30 ACH Enabled: False
	Check Total:	2,000.00			
Vendor: MingMic 34889561	Michelle Mingming COVID	1,535.00	01/27/2022	100-0000-20000	Check Sequence: 31 ACH Enabled: False
	Check Total:	1,535.00			
Vendor: MDUSD 10209838 12462334 3115129 4038492	MT DIABLO UNIFIED SCHOOL DISTRICT GYM USE GYM USE GYM USE GYM USE	432.25 1,618.50 1,315.00 355.00	01/27/2022 01/27/2022 01/27/2022 01/27/2022	100-1250-73410 100-1250-73410 100-1250-73410 100-1250-73410	Check Sequence: 32 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
8023810	GYM USE	4,011.00	01/27/2022	100-1250-73410	
AR359384	SHARED UTILITIES	111.00	01/27/2022	100-1250-73410	
AR360096	WATER SEWER GARBAGE	111.00	01/27/2022	100-1270-65700	
	Check Total:	7,953.75			
Vendor: OutdCre 8981	Outdoor Creations Inc 47 CONCRETE PICNIC TABLES FOR PLEAS	40,204.03	01/27/2022	970-0000-15001	Check Sequence: 33 ACH Enabled: False
	Check Total:	40,204.03			
Vendor: PG&E 122021 122021 122021	PG&E UTILITIES UTILITIES UTILITIES	 1,422.52 3.43 12.74	 01/27/2022 01/27/2022 01/27/2022	 100-1255-65701 100-1300-65701 100-1300-65701	Check Sequence: 34 ACH Enabled: False
	Check Total:	1,438.69			
Vendor: PhSen 11 & 12 2021	PLEASANT HILL SENIORS CLUB POS SALES, MEMBERSHIP SALES, CHEF'S	11,242.88	01/27/2022	100-1220-49700	Check Sequence: 35 ACH Enabled: False
	Check Total:	11,242.88			
Vendor: PhCit 900007207 900007207	PLEASANT HILL, CITY OF T LINE DIESEL & VEHICLE MAINT COST SHARE	 2,933.88 1,162.26	 01/27/2022 01/27/2022	 100-1100-75509 100-1300-75545	Check Sequence: 36 ACH Enabled: False
	Check Total:	4,096.14			
Vendor: RedsBac 2824	RED'S BACKFLOW PREVENTION SERVICE BACKFLOW TEST	560.00	01/27/2022	100-1300-75520	Check Sequence: 37 ACH Enabled: False
	Check Total:	560.00			
Vendor: Republic 011041915 011041915 011042321 011046883 011046883 011046883 011046883 011049733	REPUBLIC SERVICES #210 WASTE WASTE WASTE WASTE WASTE WASTE WASTE	 252.95 252.95 549.69 183.23 183.23 183.23 1,098.20	 01/27/2022 01/27/2022 01/27/2022 01/27/2022 01/27/2022 01/27/2022 01/27/2022	 100-1230-65720 100-1300-65720 100-1220-65720 100-1255-65720 100-1100-65720 100-1280-65720 100-1231-65720	Check Sequence: 38 ACH Enabled: False
	Check Total:	2,703.48			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: RilKor	KOREY RILEY			Check Sequence: 39	ACH Enabled: False
102021	CELLPHONE	35.00	01/27/2022	100-1280-65365	
102021	AQUATICS MILEAGE	105.34	01/27/2022	100-1280-60350	
122021	CELLPHONE	35.00	01/27/2022	100-1280-65365	
122021	AQUATICS MILEAGE	47.38	01/27/2022	100-1280-60350	
	Check Total:	222.72			
Vendor: ROHRJEA	JEANNE ROHRER			Check Sequence: 40	ACH Enabled: False
34797510	TRIP CANCELED	50.00	01/27/2022	100-0000-20000	
	Check Total:	50.00			
Vendor: ShessZac	ZAC SNESS			Check Sequence: 41	ACH Enabled: False
Q2 2021/2022	Q2 2021/2022	600.00	01/27/2022	100-1100-60100	
	Check Total:	600.00			
Vendor: Standard	STANDARD INSURANCE COMPANY			Check Sequence: 42	ACH Enabled: False
02/2022	LIFE/ADD/STD/LTD	282.50	01/11/2022	100-0000-21320	PR Batch 00101.01.2022 LIFE & ADD
02/2022	LIFE/ADD/STD/LTD	1,728.22	01/11/2022	100-0000-21320	PR Batch 00101.01.2022 LTD & STD
02/2022	LIFE/ADD/STD/LTD	66.34	01/11/2022	100-0000-21320	PR Batch 00101.01.2022 LTD & STD
	Check Total:	2,077.06			
Vendor: StePrint	STEVEN'S PRINTING			Check Sequence: 43	ACH Enabled: False
48495	12/2021 SENIOR SOUNDS	1,138.64	01/27/2022	100-1220-75540	
48727	CC CAFE PUNCH CARDS	103.79	01/27/2022	100-1220-75540	
48804	01/2022 SENIOR SOUNDS	1,182.84	01/27/2022	100-1220-75540	
48805	01/2022 SENIOR SOUNDS	87.40	01/27/2022	100-1220-75540	
	Check Total:	2,512.67			
Vendor: TRANQU	QUY TRAN			Check Sequence: 44	ACH Enabled: False
Q2 2021/2022	Q2 2021/2022	600.00	01/27/2022	100-1100-60100	
	Check Total:	600.00			
Vendor: Travel	TRAVEL CENTER TRUST ACCOUNT			Check Sequence: 45	ACH Enabled: False
01102022	PRESIDIO TOUR	437.00	01/27/2022	100-1220-75630	
	Check Total:	437.00			
Vendor: USBank	U.S. BANK			Check Sequence: 46	ACH Enabled: False
011422	PARS #6746022400	714.65	01/11/2022	100-0000-21330	PR Batch 00301.01.2022 Pars Employee

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
011422	PARS #6746022400	357.30	01/11/2022	100-0000-21335	PR Batch 00301.01.2022 Pars Employer
011522	PARS #6746022400	670.73	01/18/2022	100-0000-21330	PR Batch 00303.01.2022 Pars Employee
011522	PARS #6746022400	335.34	01/18/2022	100-0000-21335	PR Batch 00303.01.2022 Pars Employer
121521	PARS #6746022400	777.40	12/13/2021	100-0000-21330	PR Batch 00301.12.2021 Pars Employee
	Check Total:	2,855.42			
Vendor: VINSSAN	SANDY VINSON			Check Sequence: 47	ACH Enabled: False
Q2 2021/2022	Q2 2021/2022	600.00	01/27/2022	100-1100-60100	
	Check Total:	600.00			
Vendor: XEROX	XEROX CORPORATION			Check Sequence: 48	ACH Enabled: False
015227397	PRINTER USEAGE	292.21	01/27/2022	100-1231-75500	
	Check Total:	292.21			
	Total for Check Run:	120,270.59			
	Total of Number of Checks:	48			

Board of Directors Regular Meeting Minutes
January 13, 2022
DRAFT



The January 13, 2022 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 7:00 p.m. by teleconference by PC: <https://zoom.us> Meeting ID 865-0244-6029 or by phone 1 (669) 900-9128 Meeting ID: 865-0244-6029.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

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 said staff were busy with Covid exposures, isolations and keeping up and aware of the protocols on the current surge. Since the office was mostly closed for the almost two weeks there was less exposure at the worksite, but we are short-staffed due to family exposures over the holidays.
- She stated the offices will be closed on Monday, January 17 in observance of Martin Luther King, Jr Holiday.
- She said the vaccine mandate has been updated where employees that are eligible need to receive their booster by February 10 or if they are not eligible yet, will need to get the booster by two weeks after their eligibility. This updated vaccine booster mandate is due to OSHA has changed their regulations on quarantine. The County, along with the City of Pleasant Hill and the District, are having a Booster Clinic on January 26 at the Community Center from 12 – 3 pm.

CONSENT CALENDAR (Attachment B)

- a. Approve Bills to be Paid, Warrants #15078-15153 (Exhibit 1)
- b. Approve Minutes of November 18, 2021 (Exhibit 2)
- c. Approve Resolution 2022-01-13, Approving and Directing the Continued use of Remote Meetings/Teleconferencing for all Board and Board Subcommittee Meetings Pursuant to the Provisions of Assembly Bill 361 (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.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Shess made the following announcements/questions:

- He complimented Chair Glover on a tremendous job tonight.

Tran made the following announcements/questions:

- He wished everyone a Happy New Year for 2022. The Lunar New Year will be on February 1, the Year of the Tiger. He reviewed astrology for the last couple of years; 2020 was Year of the Rat, rats are survivors, 2021 was Year of the Ox, hardworking and hunkering down type of creature, Year of the Tiger is being bold and doing new things. He hopes the District will be bold and do new things in 2022.

Vinson made the following announcements/questions:

- She watched the community conversation on issues and concerns of the LGBTQ+ Community. She commented the panel was highly informative and did an excellent job on answering the questions submitted.
- She said the Commission on Aging today had the presentation on "Senior Scams and Fraud Prevention." Veronica Dangerfield was the moderator, and it was a good reminder to be vigilant this time of the year.
- She thanked Michelle Lacy for proactively expanding the vaccine mandate to require the booster shots. It was a great thing to do and helps kick-off 2022 in a good way.

Bonato made the following announcements/questions:

- She wished everyone a Happy New Year.

Glover made the following announcements/questions:

- He thanked everyone for making his first meeting of the year extremely easy. He echoed the comments on getting the booster shot. Team Glover is at full steam where his girls received their second shot.
- He will be coming forward with Committee assignments at the next board meeting. He may reach out to some of the board members.
- He said he hopes to have the planning session in person, but they may have to delay this meeting.
- He is entering his 12th year on the Board, but becoming nostalgic, he wants to reach out to each one of the board members to get their thoughts and make sure 2022 will be a fantastic year and gets us going in the right direction.
- He said on Monday it is the Martin Luther King, Jr Holiday, this is an opportunity to realize what it is all about. He suggested looking at the MDUSD Parents for Multi-Cultural Education posts on their Instagram and Facebook pages with good information on messaging to kids.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 7:17 p.m.

Michelle Lacy, Clerk of the Board



Board of Directors Resolution

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

IN THE MATTER OF
DECLARING CERTAIN EQUIPMENT AS SURPLUS

RESOLUTION 2022-01-27

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

THAT the following list includes items that have served their life expectancy and can no longer be
utilized by the District:

Tag #	Item	Cost	Purchase Date	Reason for Surplus/Disp.
0	5 Aluminum picnic tables	\$2,945	8/13/90	Old, worn - replaced
0	8 Aluminum picnic tables	\$2,496	6/10/82	Old, worn - replaced
0	26 Aluminum picnic tables	\$8,112	Various dates	Old, worn - replaced
3003	PC - Dell Dimension C521	\$748	4/7/08	Not Working
3012	PC - Dell Dimension C521	\$748	4/7/08	Not working
3124	PC – R Computers	\$754	9/10/10	Not working
3161	PC – R Computers	\$754	Not sure	Not working
3171	HP Printer	\$123	4/16/12	Broken
	Total:	\$16,680		

THEREFORE, BE IT RESOLVED, THAT THE Pleasant Hill Recreation and Park District Board of Directors does hereby declare the above items in the amount of \$16,680.00 as surplus and;

BE IT FURTHER RESOLVED, THAT the General Manager is authorized to sell or trade-in the property in a manner, which will bring the best price.

PASSED AND ADOPTED on January 27, 2022, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 January 27, 2022.

Michelle Lacy, Clerk of the Board

STAFF REPORT



Date: January 27, 2022
 To: Board of Directors
 From: Michelle Lacy, General Manager
 Re: Tentative Planning Calendar for Board Committees Through June 2022

BACKGROUND:

On an annual basis the Chair of the Board of Directors assigns Board Members to serve on one of four Board Committees. The purpose of these committees is for the Board to work with staff to solve complex issues by vetting options before making a recommendation for consideration to the full Board for final action. Committee meetings are called on an as-needed basis. The past two years staff and Board action has been hyper-focused on responding to the pandemic and keeping the District functioning without much opportunity for proactive planning.

In order to be more proactive in 2022, staff has provided a tentative calendar of topics for each of the committees through June 30, 2022.

Month	Budget and Finance	Program	Land and Facilities	Personnel
February	Mid-Year Financials and COVID Relief Funds		Master Plan Projects Prioritization	
March	Evaluate New Revenue Sources and PERS Prefunding Options	Listening Session Serving Diverse Populations		Salary Survey
April	Budget	Review Scholarship Policy/Equity	CIP Projects	DEI/GARE Survey Results re: Employee
May	CIP Funding		Facility Maintenance Standards	
June	Finalize Budget	Listening Session Serving Diverse Populations		

The above planning calendar will be used by staff to plan committee meeting topics through the end of the fiscal year. This list is not exhaustive and issues that arise will be placed on the appropriate committee agenda. It is requested the Board review the tentative planning calendar and provide feedback to staff. This item is informational only, so no action will be taken by the Board of Directors.