



# 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: 875 3097 8383

Or by Phone 1 (669) 900-9128 Meeting ID: 875 3097 8383

**Board of Directors Regular Meeting  
Thursday, February 10, 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](mailto: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](mailto: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. Presentation regarding Rodgers Ranch Urban Farm 10<sup>th</sup> Anniversary by Farmer John Matthesen
6. Report from General Manager (Attachment A)
7. Consent Calendar (Attachment B)
  - a. Approve Bills to be Paid Warrants #15203 – 15248 (Exhibit 1)
  - b. Approve Minutes of December 2, 2022 (Exhibit 2)
  - c. Approve Resolution 2022-02-10, Approving and Directing the Continued Use of Remote Meetings/Teleconferencing for all Board and Board Subcommittee Meetings Pursuant to the Provisions of Assembly Bill (Exhibit 3)
8. Review and Approval of Proposed Policy for Tablet Use for Elected Officials (Attachment C)
9. Provide Direction Regarding the Process for Consideration in Updating the District's Board Policies (Attachment D)
10. 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
11. Board Announcements and Requests to Staff
12. Adjourn

**Future Board of Directors Meetings:**

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

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

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

# MEMORANDUM



Date: February 10, 2022  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: General Manager's Report for February 10, 2022

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**CSDA, SPECIAL DISTRICTS LEADERSHIP ACADEMY CONFERENCE (SLDA):**

CSDA, sponsors the SDLA Conference which covers all four modules of the Academy in just two and half days. This provides core governance training for district board members. The closest location is Napa, September 18-21, 2022, but there is another location in San Diego for April 3 – 6, 2022. The modules are listed below for the conference and virtual dates are in parentheses:

- Governance Foundations (Feb. 16 & 17, 9am-3:30pm each day)
- Setting Direction/Community Leadership (March 9 & 10, 9am – Noon each day)
- Board's Role in Human Resources (April 18 & 19, 9am – Noon each day)
- Board's Role in Finance and Fiscal Accountability (May 4 & 5, 9am – Noon each day)

Please let Michelle or Susie know if you would like to attend this conference in person, or if you want to attend any one of the modules or all of them virtually.

**CALIFORNIA ASSOCIATION OF RECREATION AND PARK DISTRICT'S (CARPD)**

**ANNUAL CONFERENCE:** Registration has begun for the CARPD Annual Conference that will be held in South Lake Tahoe May 18, 2022 – May 21, 2022. The early registration deadline is March 17, 2022. If you would like to attend, please confirm with Susie or Michelle no later than March 14, 2022, so we can take advantage of the discounted rate.

**DISTRICT OFFICEES CLOSED FOR PRESIDENTS' DAY:** The District offices will be closed on Monday, February 21, 2022 in observance of Presidents' Day holiday.

ATTACHMENT A

# STAFF REPORT



Date: February 10, 2022  
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 FEBRUARY 10, 2022**

- a. Approve Bills to be Paid Warrants #15203 -15248 (Exhibit 1)
- b. Approve Minutes of December 2, 2021 (Exhibit 2)
- c. Approve Resolution 2022-02-10, 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)

# Accounts Payable

## Check Register Totals Only



User: Jsmith  
 Printed: 2/7/2022 - 12:46 PM  
 Batch: 00003.02.2022 - WARRANTS 021022

Check	Date	Vendor No	Vendor Name	Amount	Voucher
15203	02/10/2022	Aantex	AANTEX PEST CONTROL	360.00	0
15204	02/10/2022	AFFEKTIV	AFFEKTIVE SOFTWARE LLC	961.20	0
15205	02/10/2022	AlteFam	Alternative Family Services	1,700.00	0
15206	02/10/2022	AmFid	AMERICAN FIDELITY	1,695.79	0
15207	02/10/2022	AmFidAs	AMERICAN FIDELITY ASSURANC	463.56	0
15208	02/10/2022	AmerSta	AMERICAN STAGE TOURS	1,200.00	0
15209	02/10/2022	BagnAlb	Alberta Bagneschi	312.00	0
15210	02/10/2022	BateKat	KATHLEEN BATE	240.00	0
15211	02/10/2022	BayAlar	BAY ALARM COMPANY	1,691.38	0
15212	02/10/2022	CaSt	CALIFORNIA STATE DISBURSEMI	105.00	0
15213	02/10/2022	CCSNP	CC SENIOR NUTRITION PROGRAI	963.00	0
15214	02/10/2022	CenterF	Center for Human Development	1,326.00	0
15215	02/10/2022	CHERLING	CHERLING CHRIS	100.00	0
15216	02/10/2022	CINTAS	CINTAS	737.98	0
15217	02/10/2022	CCCEHS	Contra Costa County- EHSD	600.00	0
15218	02/10/2022	CCHEALTH	CONTRA COSTA HEALTH SERVIC	1,395.00	0
15219	02/10/2022	CotruShe	SHEILA COTRUVO	35.00	0
15220	02/10/2022	Cresco	CRESCO EQUIPMENT RENTALS	2,450.82	0
15221	02/10/2022	DAVEDW	EDWARD DAVILA	692.14	0
15222	02/10/2022	DushMil	MILDRED DUSHA	256.30	0
15223	02/10/2022	FoodBank	FOOD BANK OF CONTRA COSTA .	78.27	0
15224	02/10/2022	FranTx	FRANCHISE TAX BOARD	40.00	0
15225	02/10/2022	GoldSta	Golden State Warriors, LLC	4,245.00	0
15226	02/10/2022	HOHBRI	BRIAN HOH	1,175.00	0
15227	02/10/2022	HurLan	LANCE HURTADO	74.20	0
15228	02/10/2022	KaisFou	KAISER FOUNDATION HEALTH P.	36,464.85	0
15229	02/10/2022	LanErn	ERNIE LANZARIN	1,000.00	0
15230	02/10/2022	MALLORY	MALLORY SAFETY & SUPPLY	93.44	0
15231	02/10/2022	MurdDeb	DEBBIE MURDOCK	409.50	0
15232	02/10/2022	DelDen	PREFERRED BENEFIT	2,914.90	0
15233	02/10/2022	VSP	PREFERRED BENEFIT	13.60	0
15234	02/10/2022	KlipAli	ALISON RAPHAEL-KLIPPEL	218.40	0
15235	02/10/2022	RayMorg	RAY MORGAN COMPANY	275.41	0
15236	02/10/2022	SAYSKRIS	KRISTINE SAYSON	750.00	0
15237	02/10/2022	ShuteMi	SHUTE, MIHALY & WEINBERGER	1,465.00	0
15238	02/10/2022	SPENWHAL	WHALEN SPENCER	750.00	0
15239	02/10/2022	TIWTUH	TUHINA TIWARI	155.00	0
15240	02/10/2022	TomlChr	CHRISTIE TOMLINSON	991.20	0
15241	02/10/2022	USBank	U.S. BANK	1,703.20	0
15242	02/10/2022	USBankP	US BANK CORPORATE PAYMENT	31,729.11	0
15243	02/10/2022	USPOSTAL	US Postal Service BMEU	11,000.00	0
15244	02/10/2022	Valic	VALIC	4,217.96	0
15245	02/10/2022	VITUS	VITUS HEALTHCARE	4,305.00	0
15246	02/10/2022	WellsFar	WELLS FARGO FINANCIAL LEAS	359.02	0
15247	02/10/2022	YoshSus	SUSAN YOSHIZAKI	16.80	0
15248	02/10/2022	YoshTak	Takeshi Yoshizaki	28.00	0

**Check                      Date                      Vendor No                      Vendor Name                      Amount                      Voucher**

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Check Total:

121,758.03

# Accounts Payable

## Computer Check Proof List by Vendor

User: Jsmith  
 Printed: 02/07/2022 - 12:26PM  
 Batch: 00003.02.2022 - WARRANTS 021022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: Aantex 463428	AANTEK PEST CONTROL BAITBOXES	360.00	02/10/2022	100-1231-75515	Check Sequence: 1 ACH Enabled: False
	Check Total:	360.00			
Vendor: AFFEKTIV 2395	AFFEKTIVE SOFTWARE LLC SUBSCRIPTION	961.20	02/10/2022	100-1280-75620	Check Sequence: 2 ACH Enabled: False
	Check Total:	961.20			
Vendor: AlteFam 35251040	Alternative Family Services COVID CANCELED	1,700.00	02/10/2022	100-0000-20000	Check Sequence: 3 ACH Enabled: False
	Check Total:	1,700.00			
Vendor: AmFid 01/2022	AMERICAN FIDELITY AMERICAN FIDELITY 125/DAYCARE	464.57	01/26/2022	100-0000-21345	Check Sequence: 4 ACH Enabled: False
01/2022	AMERICAN FIDELITY FLEX/DAYCARE	556.24	01/11/2022	100-0000-21345	PR Batch 00102.01.2022 American Fidelit
01/2022	AMERICAN FIDELITY FLEX/DAYCARE	291.66	01/11/2022	100-0000-21345	PR Batch 00101.01.2022 American Fidelit
01/2022	AMERICAN FIDELITY 125/DAYCARE	291.66	01/26/2022	100-0000-21345	PR Batch 00101.01.2022 American Fidelit
01/2022	AMERICAN FIDELITY 125/DAYCARE	91.66	01/26/2022	100-0000-21345	PR Batch 00102.01.2022 American Fidelit
	Check Total:	1,695.79			
Vendor: AmFidAs 01/2022	AMERICAN FIDELITY ASSURANCE LIFE/DIS/ACC/CANCER	96.32	01/26/2022	100-0000-21360	Check Sequence: 5 ACH Enabled: False
01/2022	LIFE/DIS/ACC/CANCER	96.32	01/11/2022	100-0000-21360	PR Batch 00102.01.2022 AF Life at
01/2022	LIFE/DIS/ACC/CANCER	12.00	01/26/2022	100-0000-21360	PR Batch 00101.01.2022 AF Life at
01/2022	LIFE/DIS/ACC/CANCER	88.67	01/11/2022	100-0000-21360	PR Batch 00102.01.2022 AF Can at
01/2022	LIFE/DIS/ACC/CANCER	34.79	01/26/2022	100-0000-21360	PR Batch 00101.01.2022 AF Disability at
01/2022	LIFE/DIS/ACC/CANCER	12.00	01/11/2022	100-0000-21360	PR Batch 00102.01.2022 AF Can pt
01/2022	LIFE/DIS/ACC/CANCER	88.67	01/26/2022	100-0000-21360	PR Batch 00101.01.2022 AF Can at
01/2022	LIFE/DIS/ACC/CANCER	34.79	01/11/2022	100-0000-21360	PR Batch 00102.01.2022 AF Disability at
					PR Batch 00101.01.2022 AF Can pt

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	463.56			
Vendor: AmerSta 12015	AMERICAN STAGE TOURS PIER 39	1,200.00	12/16/2021	Check Sequence: 6 100-1220-75630	ACH Enabled: False
	Check Total:	1,200.00			
Vendor: BagnAlb 012022	Alberta Bagneschi FOX TROT	312.00	02/10/2022	Check Sequence: 7 100-1240-75640	ACH Enabled: False
	Check Total:	312.00			
Vendor: BateKat 012022	KATHLEEN BATE MUSIC CLASS	240.00	02/10/2022	Check Sequence: 8 100-1240-75640	ACH Enabled: False
	Check Total:	240.00			
Vendor: BayAlar 3881524220115M 3882724220115M 38882824220115M 39414220115M 4060524220115M	BAY ALARM COMPANY ALARM ALARM ALARM ALARM ALARM	115.00 115.00 685.13 733.56 42.69	02/10/2022 02/10/2022 02/10/2022 02/10/2022 02/10/2022	Check Sequence: 9 100-1255-75515 100-1220-75515 100-1255-75515 100-1220-75515 100-1231-75515	ACH Enabled: False
	Check Total:	1,691.38			
Vendor: CaSt 020422	CALIFORNIA STATE DISBURSEMENT Sarah L Smith	105.00	02/02/2022	Check Sequence: 10 100-0000-21390	ACH Enabled: False PR Batch 00202.02.2022 Garn Child Supp
	Check Total:	105.00			
Vendor: CCSNP 012022	CC SENIOR NUTRITION PROGRAM 01/2022 SENIOR MEALS	963.00	02/10/2022	Check Sequence: 11 100-1220-75700	ACH Enabled: False
	Check Total:	963.00			
Vendor: CenterF 34968299 34968301	Center for Human Development COVID CANCEL COVID CANCEL	500.00 826.00	02/10/2022 02/10/2022	Check Sequence: 12 100-0000-20000 100-0000-20000	ACH Enabled: False
	Check Total:	1,326.00			
Vendor: CHERLIN 35090915	CHERLING CHRIS REFUND DEPOSIT	100.00	02/10/2022	Check Sequence: 13 100-0000-20000	ACH Enabled: False



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	100.00			
Vendor: CINTAS	CINTAS			Check Sequence: 14	ACH Enabled: False
4103754879	LINEN	30.42	02/10/2022	100-1270-75515	
4103755009	LINEN	60.66	02/10/2022	100-1220-75515	
4104446161	LINEN	60.66	02/10/2022	100-1220-75515	
410446123	LINEN	30.42	02/10/2022	100-1280-75515	
4105166346	LINEN	30.42	02/10/2022	100-1231-75515	
41058506621	LINEN	60.66	02/10/2022	100-1220-75515	
4105859602	LINEN	30.42	02/10/2022	100-1230-75515	
4106470627	LINEN	30.42	02/10/2022	100-1230-75515	
4107151768	LINEN	60.66	02/10/2022	100-1220-75515	
4107837198	LINEN	34.99	02/10/2022	100-1255-75515	
4107837354	LINEN	60.86	02/10/2022	100-1220-75515	
41085211977	LINEN	34.99	02/10/2022	100-1270-75515	
4108522094	LINEN	60.66	02/10/2022	100-1220-75515	
4160470743	LINEN	60.66	02/10/2022	100-1220-75515	
41707151606	LINEN	30.42	02/10/2022	100-1231-75515	
5105166430	LINEN	60.66	02/10/2022	100-1220-75515	
	Check Total:	737.98			
Vendor: CCCEHS	Contra Costa County- EHS			Check Sequence: 15	ACH Enabled: False
34975398	ATTN: DEB JOHNSON- COVID CANCELED	600.00	02/10/2022	100-0000-20000	
	Check Total:	600.00			
Vendor: CCHEALT	CONTRA COSTA HEALTH SERVICES			Check Sequence: 16	ACH Enabled: False
IN0259259	POOL USE	261.00	02/10/2022	100-1280-75525	
IN0259297	POOL USE	1,134.00	02/10/2022	100-1280-75525	
	Check Total:	1,395.00			
Vendor: CotruShe	SHEILA COTRUVO			Check Sequence: 17	ACH Enabled: False
012022	CELL PHONE	35.00	02/10/2022	100-1265-65365	
	Check Total:	35.00			
Vendor: Cresco	CRESCO EQUIPMENT RENTALS			Check Sequence: 18	ACH Enabled: False
0018-0019	CREDIT	-181.35	07/22/2021	100-1300-75401	
5573212-0001	FORKLIFT FOR BENCH PLACEMENT	2,632.17	02/10/2022	100-1100-75510	
	Check Total:	2,450.82			


Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: DAVEDW 267465	EDWARD DAVILA DISHWASHER REPAIR	692.14	02/10/2022	Check Sequence: 19 100-1231-75515	ACH Enabled: False
	Check Total:	692.14			
Vendor: DushMil 012022	MILDRED DUSHA LINE DANCING	256.30	02/10/2022	Check Sequence: 20 100-1220-75640	ACH Enabled: False
	Check Total:	256.30			
Vendor: FoodBank 148782- ET AL	FOOD BANK OF CONTRA COSTA & SOLAN 12312021 STMNT	78.27	02/10/2022	Check Sequence: 21 100-1220-75540	ACH Enabled: False
	Check Total:	78.27			
Vendor: FranTx 020422	FRANCHISE TAX BOARD REBECCA SEIDENSPINNER	40.00	02/02/2022	Check Sequence: 22 100-0000-21390	ACH Enabled: False PR Batch 00202.02.2022 Gam Franchise T
	Check Total:	40.00			
Vendor: GoldSta 5688	Golden State Warriors, LLC JUNIOR WARRIORS	4,245.00	02/10/2022	Check Sequence: 23 100-1250-75050	ACH Enabled: False
	Check Total:	4,245.00			
Vendor: HOHBRI 34994210	BRIAN HOH COVID CANCELED	1,175.00	02/10/2022	Check Sequence: 24 100-0000-20000	ACH Enabled: False
	Check Total:	1,175.00			
Vendor: HurLan 122021 122021	LANCE HURTADO CELLPHONE ATHLETICS	35.00 39.20	02/10/2022 02/10/2022	Check Sequence: 25 100-1250-65365 100-1250-60350	ACH Enabled: False
	Check Total:	74.20			
Vendor: KaisFou 03/2022 03/2022 03/2022 03/2022 03/2022 03/2022 03/2022 03/2022	KAISER FOUNDATION HEALTH PLAN KAISER #7671 KAISER #7671 KAISER #7671 KAISER #7671 KAISER #7671 KAISER #7671 KAISER #7671 KAISER #7671	758.88 144.66 758.88 1,831.48 29,379.78 126.64 144.66 14.45	01/26/2022 01/18/2022 01/11/2022 02/02/2022 01/26/2022 01/18/2022 02/02/2022 01/11/2022	Check Sequence: 26 100-0000-21300 100-0000-21300 100-0000-21300 100-0000-21300 100-0000-21300 100-0000-21300 100-0000-21300 100-0000-21300	ACH Enabled: False PR Batch 00102.01.2022 AF Kaiser PR Batch 00201.01.2022 Kaiser Employee PR Batch 00101.01.2022 AF Kaiser PR Batch 00202.02.2022 Kaiser Employer PR Batch 00102.01.2022 Kaiser Employer PR Batch 00201.01.2022 AF Kaiser PR Batch 00202.02.2022 Kaiser Employee PR Batch 00101.01.2022 Kaiser Employee

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
03/2022	KAISER #7671	126.64	02/02/2022	100-0000-21300	PR Batch 00202.02.2022 AF Kaiser
03/2022	KAISER #7671	14.45	01/26/2022	100-0000-21300	PR Batch 00102.01.2022 Kaiser Employee
03/2022	KAISER #7671	3,164.33	02/02/2022	100-0000-21300	PR Batch 00202.02.2022 AF Kaiser
	Check Total:	36,464.85			
Vendor: LanErn 012022	ERNIE LANZARIN SERP AGREEMENT	1,000.00	02/10/2022	100-1100-55255	Check Sequence: 27 ACH Enabled: False
	Check Total:	1,000.00			
Vendor: MALLORY 5266752	MALLORY SAFETY & SUPPLY PPE	93.44	02/10/2022	100-1300-75501	Check Sequence: 28 ACH Enabled: False
	Check Total:	93.44			
Vendor: MurdDeb 012022	DEBBIE MURDOCK WEIGHT TRAINING	409.50	02/10/2022	100-1220-75640	Check Sequence: 29 ACH Enabled: False
	Check Total:	409.50			
Vendor: DelDen 02/2022 02/2022 02/2022 02/2022 02/2022 02/2022 02/2022 02/2022 02/2022	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 DELTA DENTAL #3422-5555 DELTA DENTAL #3422-5555	32.25 32.25 556.65 556.65 1,541.20 32.25 32.25 131.40	01/18/2022 01/03/2022 12/28/2021 01/11/2022 01/11/2022 01/03/2022 01/18/2022 01/18/2022	100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310	Check Sequence: 30 ACH Enabled: False PR Batch 00201.01.2022 AF Dental PR Batch 00001.01.2022 AF Dental PR Batch 00102.12.2021 AF Dental PR Batch 00101.01.2022 AF Dental PR Batch 00101.01.2022 Dental Employer PR Batch 00001.01.2022 Dental Employee PR Batch 00201.01.2022 Dental Employee PR Batch 00201.01.2022 AF Dental
	Check Total:	2,914.90			
Vendor: VSP 02/2022 02/2022	PREFERRED BENEFIT VSP VISION #1064-0229 VSP VISION #1064-0229	6.80 6.80	01/03/2022 01/18/2022	100-0000-21300 100-0000-21300	Check Sequence: 31 ACH Enabled: False PR Batch 00001.01.2022 VSP Vision Emp PR Batch 00201.01.2022 VSP Vision Emp
	Check Total:	13.60			
Vendor: KlipAli 012022	ALISON RAPHAEL-KLIPPEL PILATES	218.40	02/10/2022	100-1220-75640	Check Sequence: 32 ACH Enabled: False
	Check Total:	218.40			
Vendor: RayMorg	RAY MORGAN COMPANY				Check Sequence: 33 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
3585884	PINTER LEASE	275.41	02/10/2022	100-1220-75540	
	Check Total:	275.41			
Vendor: SAYSKRIS 35074821	KRISTINE SAYSON REFUND DEPOSIT	750.00	02/10/2022	100-0000-20000	ACH Enabled: False
	Check Total:	750.00			
Vendor: ShuteMi 275606 275607	SHUTE, MIHALY & WEINBERGER LLP GENERAL COUNSEL GENERAL COUNSEL	527.40 937.60	02/10/2022 02/10/2022	100-1100-70000 100-1100-70000	ACH Enabled: False
	Check Total:	1,465.00			
Vendor: SPENWH/ 54258155	WHALEN SPENCER REFUND DEPOSIT	750.00	02/10/2022	100-0000-20000	ACH Enabled: False
	Check Total:	750.00			
Vendor: TIWTUH 35411990	TUHINA TIWARI CANCELLED	155.00	02/10/2022	100-0000-20000	ACH Enabled: False
	Check Total:	155.00			
Vendor: TomlChr 012022 012022	CHRISTIE TOMLINSON BALLET BALLET	382.20 609.00	02/10/2022 02/10/2022	100-1260-75640 100-1260-75645	ACH Enabled: False
	Check Total:	991.20			
Vendor: USBank 020422 020422	U.S. BANK PARS #6746022400 PARS #6746022400	1,135.48 567.72	02/02/2022 02/02/2022	100-0000-21330 100-0000-21335	ACH Enabled: False PR Batch 00302.02.2022 Pars Employee PR Batch 00302.02.2022 Pars Employer
	Check Total:	1,703.20			
Vendor: USBankP 012022	US BANK CORPORATE PAYMENT CALCARD SUMMARY	31,729.11	02/10/2022	100-0000-20000	ACH Enabled: False
	Check Total:	31,729.11			
Vendor: USPOSTAL 2022 SPRING/SUM	US Postal Service BMEU 2022 SPRING/SUMMER SPOTLIGHT BULK 1	11,000.00	02/10/2022	100-1290-75624	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	11,000.00			
Vendor: Valic	VALIC			Check Sequence: 42	ACH Enabled: False
01/2022	VALIC #43476	25.00	01/11/2022	100-0000-21340	PR Batch 00301.01.2022 Valic Deferred C
01/2022	VALIC #43476	25.00	02/02/2022	100-0000-21340	PR Batch 00302.02.2022 Valic Deferred C
01/2022	VALIC #43476	229.43	01/26/2022	100-0000-21340	PR Batch 00102.01.2022 Valic Deferred C
01/2022	VALIC #43476	1,854.55	01/26/2022	100-0000-21340	PR Batch 00102.01.2022 Valic Deferred C
01/2022	VALIC #43476	229.43	01/11/2022	100-0000-21340	PR Batch 00101.01.2022 Valic Deferred C
01/2022	VALIC #43476	1,854.55	01/11/2022	100-0000-21340	PR Batch 00101.01.2022 Valic Deferred C
	Check Total:	4,217.96			
Vendor: VITUS	VITUS HEALTHCARE			Check Sequence: 43	ACH Enabled: False
355071242	COVIC CANCELLED	4,305.00	02/10/2022	100-0000-20000	
	Check Total:	4,305.00			
Vendor: WellsFar	WELLS FARGO FINANCIAL LEASING			Check Sequence: 44	ACH Enabled: False
501822865	COPIER LEASE	359.02	02/10/2022	100-1220-75540	
	Check Total:	359.02			
Vendor: YoshSus	SUSAN YOSHIZAKI			Check Sequence: 45	ACH Enabled: False
012022	FOOD BANK	16.80	02/10/2022	100-1220-60350	
	Check Total:	16.80			
Vendor: YoshTak	Takeshi Yoshizaki			Check Sequence: 46	ACH Enabled: False
122021	FOOD BANK	28.00	02/10/2022	100-1220-60350	
	Check Total:	28.00			
	Total for Check Run:	121,758.03			
	Total of Number of Checks:	46			



 The December 2, 2021 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 922-6356-3630 or by phone 1 (669) 900-9128 Meeting ID: 922-6356-3630.

 **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 THE GENERAL MANAGER (Attachment A)**


General Manager Lacy reviewed the report enclosed in the board packet. She added the following announcements verbally:

- Lacy said she just announced there will be an end of the Year Employee Appreciation Event on December 14, 4:30 – 7:00 p.m. at Wise Girls outdoor patio. There will be no spouses invited, only for employees and board members. There will be appetizers and drinks. She wants to be Covid safe and still wants to express appreciation to staff for all their hard work. If you would like to attend, please let her know, or Susie Kubota, if you will be attending.
- The next Spotlight will highlight staff with the theme of "Hello Again," we are still here, we are back and ready. Ana Castaneda is on the cover.

 **CONSENT CALENDAR (Attachment B)**

- a. Approve Bills to be Paid, Warrants #14965-15002 (Exhibit 1)
- b. Approve Minutes of October 28, 2021 (Exhibit 2)
- c. Approve Board Meeting Dates for 2022 (Exhibit 3)

 **Motion:** To Approve Consent Calendar as presented, **Action:** Approve, **Moved by** Bobby Glover, **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.


 **ADOPT RESOLUTION 2021-12-02 APPROVING AN APPLICATION FOR PER CAPITA GRANT FUNDS (Attachment C)**

General Manager Lacy remarked in the past there were no stipulations for Per Capita Grants, but now there are some stipulations with applying for current Per Capita Grant Funds required by California State Parks Department. Some require that a 20% grant match must be required for jurisdictions that are severely disadvantaged, meaning they are at 60% of the State's median. There are no areas that meet this stipulation. Another stipulation is the funds cannot be used for a maintenance project. The funds need to be spent by June 30, 2024. This is a quick turn around for a new project. After meeting with the Land and Facilities Development Committee, Lacy mentioned one of the projects they are proposing to apply for are to replace the restrooms at Rodgers-Smith Park and make it ADA Accessible. Committee Chair Glover stated there were several options presented, but this was the project that recommended by the Committee. It would assist in

creating a greater advantage to accessing our parks for the community. General Manager Lacy pointed out the Prop 68 project funds from the grant would be about \$177,000 and the 20% grant match would bring the project amount close to \$220,000.

Some Board Members had some questions that General Manager Lacy answered. There was some further discussion. Most of the Board agreed that the new restrooms at Rodgers-Smith Park and to make them ADA accessible is the best project.

 **Motion:** To Adopt Resolution 2021-12-02 Approving An Application For Per Capita Grant Funds In Accordance with Attachment to Replace the Restrooms at Rodgers-Smith Park and to Provide ADA Accessibility, **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.

 **RECEIVE REPORT REGARDING PLEASANT HILL RECREATION AND PARK DISTRICT'S FINANCIAL STATEMENTS ENDING SEPTEMBER 30, 2021 (Attachment D)**


The General Manager gave an update on the first quarter financials and stated things are starting to get back to normal. She said revenues are starting to come back and are getting back closer to normal than last year. She reviewed some of the significant changes in each department.


The Board asked some questions on the budget and made some comments. The General Manager explained some of the budget departmental questions the Board had.

 **DISCUSSION REGARDING POTENTIAL INCREASE TO THE GENERAL MANAGER'S COMPENATION (Attachment E)**

Board Chair Shess reported after meeting the Board of Directors in closed session regarding the General Manager's performance evaluation that changes to compensation need to be discussed in open session. Chair Shess said the most recent amendment was in September 2019. He said they have finalized her performance evaluation and stated his recommendation is a 5% salary increase being retroactive to September 2021. General Manager Lacy did not recommend this increase to be retroactive.

Board Members expressed compliments and comments on Lacy's leadership, outstanding efforts during these difficult times during Covid, feel that she is an asset to the District and appreciate her stewardship. The Board agreed on the 5% salary increase and Board Members want to make this retroactive from her start date in September.

 **Motion:** To increase the General Manager's salary compensation by a 5% increase for an annual salary of \$206,527 retroactive to make it effective on September 1, 2021, **Action:** Approve, **Moved by** Bobby Glover, **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.

 **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

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

- He had a look at some early pictures of the finished product of the labyrinth at Brookwood Park. It looks fabulous.
- He attended the General Plan Meeting with the City and all the proposed park sites for housing were taken off the table.

- He said the Pleasant Hill Library gave out nice bug bags for the Bug Safari put on with East Bay Regional Park District. It has some great tools, and his daughter is looking forward to participating in the event. He thought our District can do a lot more with nature.

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

- She reviewed the pdf of the new Spotlight highlighting all the staff. It is something that the public will enjoy and likes the tag line throughout "Hello Again." She thanked staff and recommended to jump on-line to look at it.

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

- She thanked staff and the General Manager to expand the Around the World Holiday Express Drive Thru Event to accommodate more community members to attend. She said this event is a gift of the District staff that is free of charge and is supported entirely by efforts of the staff with community sponsorship.

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

- He highlighted a FB group, Instagram group, Mt Diablo Unified School District Parents Multicultural Education for ongoing video and meetings. He asked to look into CSDA and see whatever efforts as a District, to have some opportunities for others like this.
- Happy Hannukah to all those celebrating.

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

- He requested staff to try and have a celebration for the 70<sup>th</sup> Anniversary, some type of wrap up video of the year. He suggested a 71<sup>st</sup> or an outstanding 70+1 celebration since we could not have an in-person event this year.



## **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 8:17 p.m.

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Michelle Lacy, Clerk of the Board





# Board of Directors RESOLUTION

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Pleasant Hill Recreation & Park District  
County of Contra Costa, State of California  
Board of Directors

**IN THE MATTER OF** **RESOLUTION 2022-02-10**  
**Approving the Continued Use of Teleconferencing/Remote Meetings Pursuant to the**  
**Provisions of Assembly Bill 361**

**WHEREAS**, in response to the COVID-19 pandemic, the Governor adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Brown Act were followed; and

**WHEREAS**, on September 15, 2021, the Governor signed into law as an urgency measure, AB 361, which allows for the continued use of remote meetings by local legislative bodies subject to certain conditions, which must be reconsidered every 30 days; and

**WHEREAS**, the Board has considered the current state of health guidance related to public meetings in Contra Costa County and finds it necessary to continue with remote meetings to promote public health and safety.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Pleasant Hill Recreation and Park District that the Board approves and directs the continued use of teleconferencing for public meetings based on the following findings required by Government Code Section 549539(e), as amended by AB361:

1. The entire State of California remains under a proclaimed state of emergency as declared by the Governor of the State of California related to the COVID-19 pandemic.
2. State and local officials have imposed or recommended measures to promote social distancing. For example, the Health Officer for Contra Costa County published "Recommendations for Safely Holding Public Meetings" on September 20, 2021. Those recommendations "strongly recommend" on-line meetings, that local agencies should provide options for the public to participate without having to attend meetings in person, and that social distancing should be used, including six feet of spacing between all in attendance.
3. The state of emergency continues to directly impact the ability to meet safely in person. For example, given the constraints of the District's available meeting spaces, social distancing is difficult without severely limiting space for members of the public to attend.
4. The Board anticipates this resolution will appear on its consent calendar for review and ratification or update at each regular Board meeting for as long as the Governor's proclaimed state of emergency related to the COVID-19

pandemic remains in effect and the Board desires to continue remote public meetings.

5. This determination by the Board applies to the Board and its Subcommittees.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of February 2022 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**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 February 10, 2022.

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Michelle Lacy, Clerk of the Board

# STAFF REPORT



Date: February 10, 2022  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: Review and Approval of Proposed Policy for Tablet Use for Elected Officials

---

## **BACKGROUND:**

During the pandemic the District has transitioned to electronic packets for Board Members. Board Members have access to different technologies to access and review materials prior to Board meetings. To eliminate any barriers for current and future Board Members in preparing for discussions staff is preparing to purchase tablets for distribution to Board Members. Having tablets available for Board Member use in accessing Board materials and email accounts will allow all Board Members to adequately prepare for meetings.

## **DISCUSSION:**

The District has moved to electronic packets for all meetings which provides an opportunity for staff to equip Board members with proper tools such as a tablet to access and review electronic packets. Providing tablets to Board Members will ensure that all Board Members have appropriate access to meeting materials. The District has sufficient funds budgeted to purchase five tablets for distribution to its elected officials, but it is recommended the Board approve a tablet use policy prior to distribution of the tablets.

Attached as Exhibit 1 is a proposed Table Use Policy for Elected Officials. Staff and legal counsel is recommending the attached policy as a stand-alone policy in order to expedite purchase and distribution of tablets to current Board Members. The policy will then be folded into the revised Board Policy Manual when it is edited later this year.

## **RECOMMENDATION:**

Approve Table Use Policy for Elected Officials

## **EXHIBITS:**

Exhibit 1: Proposed Policy for Tablet Use for Elected Officials

## **PLEASANT HILL RECREATION AND PARK DISTRICT TABLET USE POLICY**

The Pleasant Hill Recreation and Park District (hereinafter "PHRPD" or "District") recognizes the benefits of utilizing digital communication and information. Thus, the purpose of this policy is to establish guidelines and procedures for Board Members (hereinafter "Users") to implement the efficient use of technology performing official duties, such as receiving and reviewing board meeting materials, and to reduce costs and waste associated with the creation and distribution of materials in paper format. Therefore, the District may provide a tablet (such as an iPad device) to each Board Member for use in performing official duties.

### **Scope**

This policy applies to elected officials of the District who are issued a tablet by the District.

### **Policy**

It is the policy of the District to provide tablet devices to the District's elected officials for the duration of their terms. Those in receipt of tablets must adhere to this Usage Policy and the procedures described herein to ensure the appropriate use and optimum functionality of District- issued communication devices. The tablet and email access that the District provides to Users are tools for conducting District business. All of the District's computer systems, including the tablet, are considered public property and are to be used exclusively for District related business. Users are strictly prohibited from using the tablet to transmit, receive, download, view or copy any communication that is fraudulent, harassing, discriminatory, racially offensive, sexually explicit, profane, obscene, defamatory, or otherwise unlawful or inappropriate.

### **Policy Guidelines**

#### **A. Ownership.**

After being sworn in, and prior to attendance at the first meeting of the PHRPD Board of Directors, one tablet with accessories will be issued to each Board Member requesting a tablet. Tablets issued to the Board are the property of the District and recipients have no ownership, interest or right to title of the tablets or any information stored or annotated on the device. Board Members agree to return such tablet to the District upon demand and provide any passcodes and login information necessary to return the tablet to factory settings and remove any documents, images, files, or media stored on the tablet.

The security and care of each tablet and the information stored or annotated on it is the responsibility of each User respectively, while it is issued to that User.

Upon the expiration of a User's term of service to PHRPD, that User's tablet shall be returned to the District General Manager, and following the preparation of any appropriate

backup files, the tablet will be wiped clean of any and all information and issued to the User's successor.

B. Receipt of Tablet

When issued, each tablet will include appropriate applications for use relating to District business. The District will direct all of its email and other electronic transmissions for a User to the User's District email address.

C. Care of the Tablet.

Users are responsible for the general care of the tablet and associated equipment issued by the District. Tablets and equipment must remain free of any writing, drawing, stickers, or labels that are not the property of the District. Only a clean, soft cloth should be used to clean the screen.

D. Software on the Tablet.

Users shall refrain from downloading any software other than that required for District business or recommended by District IT staff. Any software and applications installed by the District must remain on the tablet in usable condition and be readily accessible at all times. From time-to-time, the District may require Users to check in their tablets with the District's IT Service Provider to add or upgrade software applications or for periodic updates and syncing. In the event it becomes necessary to restore a tablet to its original condition, the District will not be responsible for the loss of any software or data deleted due to a re-format and/or re-image.

Any software, email messages, or files downloaded via the Internet into the District system, including a District-issued tablet, become the property of the District and may only be used in ways that are consistent with applicable licenses, trademarks, or copyrights.

Users are requested to periodically update the tablet when update notifications are provided by the manufacturer of the tablet.

The District is the sole licensee of the software included with a tablet. Any copying, modification, or distribution of any software, including written documentation, by the User is prohibited. The User is responsible for complying with any and all hardware, software, service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections.

A User may not download a file or open an email attachment unless the User knows that the file or attachment comes from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage or breach the security of the District's information systems. A User will be held accountable for any such consequences that result from the User downloading a file or opening an email attachment for a purpose other than District business.

E. Life of the Tablet.

Tablets will be assessed periodically and, if authorized through the budgeting process, the District may purchase upgraded devices. Replacement or upgrade decisions shall be made by District staff to ensure optimum performance and compatibility at a reasonable cost.

F. No Expectation of Privacy.

All software and data (including, and without limitation, photos, text messages, email, calendars, downloaded files, and web browsing history) stored on District-issued devices may be subject to disclosure under State and District public records laws and/or for litigation purposes, unless a privilege or exception exists that justifies withholding the information. As a result, there is no guarantee that User notes and materials stored on tablets will be in whole or in part exempt from public disclosure. Users shall use the tablet exclusively for District business, not for personal purposes.

G. Representations.

In advocating, advancing, or expressing their individual views or opinions, Users must take care not to misrepresent their statements as official District policy.

H. Email Usage for District Business.

A User shall use his or her assigned District email account for all email related to District business. Emails sent or received on a User's District email account are archived and retained by the District. This account shall be synced to the User's individual tablet. A User's personal email box may not be synced to the tablet. User shall conduct all District-related business through the User's District email account, not the User's personal email.

I. Acceptable Use.

The tablet and email access that the District provides to Users will be exclusively for District business related purposes, such as to participate in District meetings using Zoom or similar programs, to review District Board and Committee agenda materials, to send and receive messages from User's District email account, and to obtain useful information for District-related business. District-issued tablets are not to be used for personal activities, including the operation of a business for personal gain, sending chain letters, or any other purpose not related to normal District business activities. Users shall not use District-issued tablets for any illegal activity.

A User may not download and maintain music and applications on the User's tablet except as required for District business and supported by the District's IT Service Provider. The District's IT Service Provider shall not install, work on, or support an application that is not issued by the District. All applications used in the course of business-related activities shall be secured in conjunction with the District Manager.

J. User Responsibility.

It is the responsibility of the User to ensure the District-provided tablet is kept in a reasonable and safe condition. Should a tablet be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:

1. First time: The District shall pay half the cost of repair or replacement and the User shall pay half the cost.
2. Second and subsequent time: The User shall be entirely responsible for repair or replacement costs and shall replace or repair the unit within two weeks of the equipment damage or loss.

Tablets that are damaged or destroyed through intentional, reckless or negligent misuse must always be repaired or replaced at the User's expense.

K. Security of the Tablet

The User is responsible for the security of all data stored on the tablet, whether related to District business or otherwise. The User will configure a passcode to gain access to and use the tablet, and set an idle timeout that will automatically lock the device when not in use. Users will not delete or modify any security features that the District loads on the tablet. A User shall notify the District General Manager as soon as possible if the tablet is lost or stolen. If a tablet is lost or stolen, the District reserves the right to remotely wipe and completely erase all data from the tablet.

L. Compliance with Policy.

The District reserves the right to inspect any and all files stored on any and all tablets that are the property of the District in order to ensure compliance with this policy. Users do not have any personal privacy right in any material, data, files, photos, programs, etc. created, received, stored in, or sent from any District-issued tablet, and the District General Manager may institute appropriate practices and procedures to ensure compliance with this policy. In the event of a violation of this policy by an elected official, appropriate action under the circumstances may be taken in accordance with the law, including, but not limited to revocation of the tablet.

**[Acceptance Signature Page Follows]**

**ACCEPTANCE OF TABLET USE POLICY**

Pleasant Hill Recreation and Park District Board Members may in their discretion, decline acceptance of a tablet. In such instance, that individual may receive Board meeting materials for regular, special and committee meetings on paper.

Individuals who decline use of a tablet shall not be entitled to any other form of equipment in replacement of the tablet.

All individuals who accept a tablet from Pleasant Hill Recreation and Park District agree and acknowledge, without restriction or reservation, that any information contained in such Tablet, is potentially subject to the Public Records Act.

I acknowledge that I have received, read, and understand the Tablet Use Policy of Pleasant Hill Recreation and Park District.

Dated:

Signature:

Printed Name:



# STAFF REPORT



Date: February 10, 2022  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: Provide Direction Regarding the Process for Consideration in Updating the District's Board Policies

---

## **BACKGROUND:**

Prior to the start of the COVID-19 pandemic shutdown the Board assigned an ad hoc committee to review and recommend changes to Board policies. In March 2020, staff and Board focus changed and this initiative was placed on the backburner. It is now time for staff to reinstate this project with the goal of adopting new policies prior to the end of 2022.

## **DISCUSSION:**

The District's day-to-day operations are governed in part by various policies adopted by the Board. Many of these policies need to be revised due to changes in State Law, common practice and increased efficiencies. The current table of contents is attached as Exhibit 1.

Osa and I have been working on editing the Board Policies and would like the Board to provide direction on a preferred method for reviewing staff recommendations for the policy changes.

Options include:

1. Staff brings edits each policy section to the full Board at a regular meeting
2. Board appoints one (or two) members to serve on an ad hoc committee to review initial staff recommendations and forwards final recommendation to Board for approval
3. Assign task to a standing subcommittee

In the interest of efficiency, staff recommends the Board designate one (or two) of its members to serve as an ad hoc subcommittee directed to work with staff and legal counsel to develop draft updated policies, which would then be presented to the full Board for discussion and eventual adoption. Staff hopes this approach will streamline the update process and avoid the need for time-consuming discussion of detailed edits by the full Board at its meetings, while still obtaining full Board input on all important policy matters.

## **EXHIBITS:**

Exhibit 1: Current Board Policy Manual Table of Contents

ATTACHMENT D

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# Policy Handbook

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