



# 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/view video by PC: <https://zoom.us> Meeting ID: 814 7375 6999

Or by Phone 1 (669) 900-9128 Meeting ID: 814 7375 6999

**Board of Directors Regular Meeting  
Thursday, September 23, 2021  
7:00 P.M.**

**IN ACCORDANCE WITH THE GOVERNOR'S EXECUTIVE ORDERS 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 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. Roll Call
3. Pledge of Allegiance
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 #14668-14706 (Exhibit 1)
  - b. Approve Minutes of June 10, 2021 and September 9, 2021 (Exhibit 2)
7. Provide Direction to the General Manager Regarding Implementation of Measures to Reduce the Transmission of COVID-19 in District Programs and Facilities (Attachment C)
8. Verbal Report from Chair Regarding Process and Timeline for the General Manager's Annual Evaluation
9. 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 – September 14, 2021 at 5:00 pm
  - d. Program Committee – TBD
  - e. District/City Liaison Committee – TBD
10. Board Announcements and Requests to Staff
11. Adjourn

**Future Board of Directors Meetings:**

Thursday, October 14, 2021, 7:00 p.m.

Thursday, October 28, 2021, 7:00 p.m.

Thursday, November 11, 2021, 7:00 p.m.

# MEMORANDUM



Date: September 23, 2021  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: General Manager's Report for September 23, 2021

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**ASSEMBLY BILL 361 (RIVAS) SIGNED BY GOVERNOR:** On Thursday, September 16, 2021, Governor Gavin Newsom signed legislation which allows public agencies to meet remotely, as they do now under the Governor's Executive Orders related to COVID-19. This legislation essentially extends the current Executive Order provisions on the Brown Act beyond their September 30 rescission date. It is anticipated the District Board will continue to meet via ZOOM until the risks of community transmission decline significantly.

**INDEPENDENT SPECIAL DISTRICT COVID-19 RELIEF FUND FROM STATE BUDGET:** The State of California included \$100 million in relief funding for Districts that did not receive previous COVID-19 relief funds. The Pleasant Recreation and Park District will be eligible for a share of these funds. The State has announced that the application period will be from October 1 – October 15, 2021.

On September 27, 2021, the Department of Finance (DOF) will hold a webinar in coordination with our partners at California Special Districts Association (CSDA) on how to apply for funding from this \$100 million for COVID-19 relief that was set aside in the State Budget specifically to assist independent special districts. During the webinar, DOF will discuss the allocation process, provide a preview of the web portal, and answer questions. Staff will attend this webinar to gather information for our application.

**Program Details:** According to the Budget Act, this fund is available to provide fiscal relief to special districts that have met *all* the following criteria:

1. The agency is an independent special district;
2. The district is reporting fiscal impacts due to the COVID-19 public health emergency:
  - The district has encountered unanticipated costs due to the pandemic during the eligible period of March 4, 2020 to June 15, 2021; and/or,
  - The district has encountered loss of revenue during the eligible period, which is calculated using revenue from all fund sources of fiscal year 2020-21 compared against revenue from all fund sources of fiscal year 2018-19;
3. The district has not yet received direct COVID-19 fiscal relief from the state or federal government.

ATTACHMENT A

According to the budget language, the plan for distribution must consider:

1. Each qualifying district that applies for relief will receive a prorated share;
2. Each district's share will be based on a proportionate share of revenue losses reported by all qualifying districts (CSDA anticipates this to be construed by DOF to be distributed based on proportional impact);
3. Applicants will self-attest to the accuracy of all information reported;
4. There is no stated timeline for DOF to release the program funds, but once DOF orders the State Controller to remit funds to each County Auditor-Controller, they must disburse the funds within 30 days of receipt from the State Controller.

**EVENTS:** Reminder that the Sunset Cinema Movie in the Park event will be Saturday, September 25.

**PARK MAINTENANCE:** At Pleasant Hill Park the resurfacing and restriping of the basketball courts have been completed.

Pleasant Oaks Park has a big problem with vandalism where people are stealing soap dispensers, paper towel holders, and mirrors. Apparently, this is an issue in schools and other public restrooms and may be linked to a challenge posted on the social media platform Tik Tok. This has been an everyday occurrence, so to prevent any further vandalism, park staff is locking up restrooms at Pleasant Oaks Park before school lets out and Pleasant Hill Baseball Association opens it if they have practice and are using the fields. Hopefully we will see a decline in the instances and can open the restrooms again in a few weeks.

# STAFF REPORT



Date: September 23, 2021  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: Consent Calendar

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

## **CONSENT CALENDAR FOR SEPTEMBER 23, 2021**

- a. Approve Bills to be Paid Warrants #14668-14706 (Exhibit 1)
- b. Approve Minutes of June 10, 2021 and September 9, 2021 (Exhibit 2)

# Accounts Payable

## Check Register Totals Only

User: Jsmith  
 Printed: 9/17/2021 - 2:57 PM  
 Batch: 00007.09.2021 - 092321 WARRANTS



Check	Date	Vendor No	Vendor Name	Amount	Voucher
14668	09/23/2021	Aantex	AANTEX PEST CONTROL	1,205.00	0
14669	09/23/2021	AIRGAS	AIRGAS USA, LLC	40.09	0
14670	09/23/2021	ATT WC	AT&T	9.99	0
14671	09/23/2021	BateKat	KATHLEEN BATE	324.00	0
14672	09/23/2021	CaDoj	CALIFORNIA DOJ	244.00	0
14673	09/23/2021	CAPRI	CAPRI	22,256.15	0
14674	09/23/2021	CARBRAFA	RAFAEL CARBUNGO	1,666.00	0
14675	09/23/2021	CCSNP	CC SENIOR NUTRITION PROGRAI	2,167.00	0
14676	09/23/2021	CivicPlu	CIVIC PLUS	2,427.47	0
14677	09/23/2021	CotruShe	SHEILA COTRUVO	69.72	0
14678	09/23/2021	CrawAll	ALLY CRAW	41.72	0
14679	09/23/2021	EBMUD	EAST BAY MUD	175.12	0
14680	09/23/2021	EBPool	EAST BAY POOL SERVICE	3,100.00	0
14681	09/23/2021	FranTx	FRANCHISE TAX BOARD	40.00	0
14682	09/23/2021	FranSan	SANDRA FRANKLIN	1,571.20	0
14683	09/23/2021	FrosSan	SANDRA FROST	480.00	0
14684	09/23/2021	HomDep	HOME DEPOT PRO	24.71	0
14685	09/23/2021	KidzLove	KIDZ LOVE SOCCER	12,521.40	0
14686	09/23/2021	KresMar	MARY KRESS	98.00	0
14687	09/23/2021	LINJOCE	JOCELYN LIN	460.00	0
14688	09/23/2021	MacaRon	RONALD MACALUSO	525.00	0
14689	09/23/2021	Mallory	MALLORY SAFETY & SUPPLY	269.04	0
14690	09/23/2021	MartJos	JOSE MARTINEZ	145.00	0
14691	09/23/2021	MILLMAXI	MAXINE MILLER	441.00	0
14692	09/23/2021	MDUSD	MT DIABLO UNIFIED SCHOOL DI:	111.00	0
14693	09/23/2021	Nuwave	NUWAVE USA	200.70	0
14694	09/23/2021	PerlGui	GUILLERMO PERLA	598.00	0
14695	09/23/2021	PG&E	PG&E	20,885.90	0
14696	09/23/2021	PhSen	PLEASANT HILL SENIORS CLUB	4,698.50	0
14697	09/23/2021	RICOH	RICHO USA, INC.	100.74	0
14698	09/23/2021	ShuteMi	SHUTE, MIHALY & WEINBERGER	673.90	0
14699	09/23/2021	Siggys	SIGGY'S CARPET CLEANING	3,000.00	0
14700	09/23/2021	Sprint	SPRINT	759.23	0
14701	09/23/2021	Standard	STANDARD INSURANCE COMPAN	2,131.65	0
14702	09/23/2021	StePrint	STEVEN'S PRINTING	117.99	0
14703	09/23/2021	USBank	U.S. BANK	1,995.72	0
14704	09/23/2021	USBKLoan	US BANK	1,897.50	0
14705	09/23/2021	USBankEq	US BANK EQUIPMENT FINANCE	572.22	0
14706	09/23/2021	Waterlog	WATERLOGIC	47.49	0

Check Total: 88,092.15

### Exhibit 1

# Accounts Payable

## Computer Check Proof List by Vendor

User: Jsmith  
 Printed: 09/17/2021 - 2:41PM  
 Batch: 00007.09.2021 - 092321 WARRANTS



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: Aantex	AANTEX PEST CONTROL			Check Sequence: 1	ACH Enabled: False
449959	PEST CONTROL	300.00	09/23/2021	100-1220-75515	
450438	PEST CONTROL	295.00	09/23/2021	100-1230-75515	
450453	PEST CONTROL	203.00	09/23/2021	100-1255-75515	
450453	PEST CONTROL	203.00	09/23/2021	100-1280-75530	
450453	PEST CONTROL	204.00	09/23/2021	100-1100-75515	
	Check Total:	1,205.00			
Vendor: AIRGAS	AIRGAS USA, LLC			Check Sequence: 2	ACH Enabled: False
9982542682	O2 FOR POOL	40.09	09/23/2021	100-1280-75620	
	Check Total:	40.09			
Vendor: ATT WC	AT&T			Check Sequence: 3	ACH Enabled: False
082021	INTERNET	9.99	09/23/2021	100-1230-65365	
	Check Total:	9.99			
Vendor: BateKat	KATHLEEN BATE			Check Sequence: 4	ACH Enabled: False
082021	MUSIC	324.00	09/23/2021	100-1240-75640	
	Check Total:	324.00			
Vendor: CaDoj	CALIFORNIA DOJ			Check Sequence: 5	ACH Enabled: False
140168	FINGERPRINTING	32.00	09/23/2021	100-1260-75645	
140168	FINGERPRINTING	32.00	09/23/2021	100-1300-75520	
140168	FINGERPRINTING	32.00	09/23/2021	100-1260-60370	
140168	FINGERPRINTING	148.00	09/23/2021	100-1270-75515	
	Check Total:	244.00			
Vendor: CAPRI	CAPRI			Check Sequence: 6	ACH Enabled: False
5324	Q2 WORKERS COMP	22,256.15	09/23/2021	100-0000-15100	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	22,256.15			
Vendor: 082021	CARBRAF RAFAEL CARBUNGCO TENNIS	1,666.00	09/23/2021	Check Sequence: 7 100-1250-75640	ACH Enabled: False
	Check Total:	1,666.00			
Vendor: 082021	CCSNP CC SENIOR NUTRITION PROGRAM CAFE REVENUE	2,167.00	09/23/2021	Check Sequence: 8 100-1220-45000	ACH Enabled: False
	Check Total:	2,167.00			
Vendor: 216899	CivicPlu CIVIC PLUS SOFTWARE FEES	2,427.47	09/23/2021	Check Sequence: 9 100-1100-73340	ACH Enabled: False
	Check Total:	2,427.47			
Vendor: 082021 082021	CotruShe SHEILA COTRUVO CELL PHONE SECIAL EVENTS	35.00 34.72	09/23/2021 09/23/2021	Check Sequence: 10 100-1265-65365 100-1265-60350	ACH Enabled: False
	Check Total:	69.72			
Vendor: 082021 082021	CrawAll ALLY CRAW CELLPHONE BUS PICKUP	35.00 6.72	09/23/2021 09/23/2021	Check Sequence: 11 100-1260-65365 100-1260-60350	ACH Enabled: False
	Check Total:	41.72			
Vendor: 082021 082021	EBMUD EAST BAY MUD WOODSIDE HILLS 3 WOODSIDE HILLS 3	87.56 87.56	09/23/2021 09/23/2021	Check Sequence: 12 340-3400-65710 340-3400-65710	ACH Enabled: False
	Check Total:	175.12			
Vendor: 21298	EBPool EAST BAY POOL SERVICE SPLASH PAD	3,100.00	09/23/2021	Check Sequence: 13 100-1280-75520	ACH Enabled: False
	Check Total:	3,100.00			
Vendor: 092021	FranTx FRANCHISE TAX BOARD Rebecca Seidenspinner	40.00	09/20/2021	Check Sequence: 14 100-0000-21390	ACH Enabled: False PR Batch 00201.09.2021 Garn Franchise T
	Check Total:	40.00			



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: FranSan 082021	SANDRA FRANKLIN AQUA ZUMBA	1,571.20	09/23/2021	Check Sequence: 15 100-1280-75640	ACH Enabled: False
	Check Total:	1,571.20			
Vendor: FrosSan 082021	SANDRA FROST 30 GAMES	480.00	09/23/2021	Check Sequence: 16 100-1250-75622	ACH Enabled: False
	Check Total:	480.00			
Vendor: HomDep 638562660	HOME DEPOT PRO SUPPLIES	24.71	09/23/2021	Check Sequence: 17 100-1280-75515	ACH Enabled: False
	Check Total:	24.71			
Vendor: KidzLove 2021JUKL-10061-	KIDZ LOVE SOCCER SOCCER	12,521.40	09/23/2021	Check Sequence: 18 100-1250-75640	ACH Enabled: False
	Check Total:	12,521.40			
Vendor: KresMar 32170458	MARY KRESS CUSTOMERR CANCELED	98.00	09/23/2021	Check Sequence: 19 100-0000-20000	ACH Enabled: False
	Check Total:	98.00			
Vendor: LINJOCE 32162093	JOCELYN LIN CLASS CANCELED DUE TO LOW ENROLLI	460.00	09/23/2021	Check Sequence: 20 100-0000-20000	ACH Enabled: False
	Check Total:	460.00			
Vendor: MacaRon 082021	RONALD MACALUSO 21 GAMES	525.00	09/23/2021	Check Sequence: 21 100-1250-75622	ACH Enabled: False
	Check Total:	525.00			
Vendor: Mallory 5172330	MALLORY SAFETY & SUPPLY PPE	269.04	09/23/2021	Check Sequence: 22 100-1300-75370	ACH Enabled: False
	Check Total:	269.04			
Vendor: MartJos 1849	JOSE MARTINEZ DOLPHINS SS	145.00	09/23/2021	Check Sequence: 23 100-1280-75530	ACH Enabled: False
	Check Total:	145.00			


Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: MILLMAJ 092021	MAXINE MILLER GENTLE YOGA	441.00	09/23/2021	Check Sequence: 24 100-1220-75640	ACH Enabled: False
	Check Total:	441.00			
Vendor: MDUSD AR353709	MT DIABLO UNIFIED SCHOOL DISTRICT WATER SEWER & GARBAGE & KIDSTOP	111.00	09/23/2021	Check Sequence: 25 100-1270-65700	ACH Enabled: False
	Check Total:	111.00			
Vendor: Nuwave 082021	NUWAVE USA TRIFIT AQUA CIRCUT	200.70	09/23/2021	Check Sequence: 26 100-1280-75640	ACH Enabled: False
	Check Total:	200.70			
Vendor: PerlGui 082021	GUILLERMO PERLA 23 GAMES	598.00	09/23/2021	Check Sequence: 27 100-1250-75622	ACH Enabled: False
	Check Total:	598.00			
Vendor: PG&E 082021	PG&E TEEN CENTER UTILITIES	2,203.08	09/23/2021	Check Sequence: 28 100-1255-65701	ACH Enabled: False
082021	VALLEY HIGH 2	18.64	09/23/2021	300-3000-65701	
082021	SENIOR CENTER	6,338.07	09/23/2021	100-1220-65701	
082021	VALLEY HIGH 2	8.00	09/23/2021	300-3000-65701	
082021	COMMUNITY CENTER	3,318.10	09/23/2021	100-1231-65701	
082021	COMMUNITY CENTER	2,215.53	09/23/2021	100-1231-65701	
082021	PLEASANT OAKS PARK	16.84	09/23/2021	100-1300-65701	
082021	PLEASANT OAKS PARK	9.23	09/23/2021	100-1300-65701	
082021	SHADOWOOD	10.78	09/23/2021	100-1300-65701	
082021	SHADOWOOD	0.52	09/23/2021	100-1300-65701	
082021	VALLEY HIGH II	12.63	09/23/2021	300-3000-65701	
082021	VALLEY HIGH II	1.54	09/23/2021	300-3000-65701	
082021	TENNIS COURTS	492.19	09/23/2021	100-1250-65701	
082021	TENNIS COURTS	285.00	09/23/2021	100-1250-65701	
082021	CC REC BUILDING	111.89	09/23/2021	100-1231-65705	
082021	LAS JUNTAS	17.25	09/23/2021	100-1300-65701	
082021	LAS JUNTAS	4.13	09/23/2021	100-1300-65701	
082021	SHANNON HILLS	17.79	09/23/2021	100-1300-65701	
082021	SHANNON HILLS	4.44	09/23/2021	100-1300-65701	
082021	WINSLOW CENTER	373.90	09/23/2021	100-1230-65701	
082021	WINSLOW CENTER	206.87	09/23/2021	100-1230-65701	
082021	WINSLOW CENTER	8.11	09/23/2021	100-1230-65701	
082021	ROGERS SMITH	123.45	09/23/2021	100-1300-65701	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
082021	ROGERS SMITH	59.09	09/23/2021	100-1300-65701	
082021	ROGERS RANCH	15.00	09/23/2021	100-1233-65701	
082021	ROGERS RANCH	2.63	09/23/2021	100-1233-65701	
082021	ROGERS RANCH	8.11	09/23/2021	100-1233-65701	
082021	WOODSIDE HILLS III	14.65	09/23/2021	340-3400-65701	
082021	WOODSIDE HILLS III	2.69	09/23/2021	340-3400-65701	
082021	WOODSIDE HILLS III	14.65	09/23/2021	340-3400-65701	
082021	WOODSIDE HILLS III	2.69	09/23/2021	340-3400-65701	
082021	HOSPICE TREE	9.86	09/23/2021	100-1300-65701	
082021	PARK	451.91	09/23/2021	100-1250-65701	
082021	BALLPARK	283.37	09/23/2021	100-1280-65701	
082021	PARK	31.49	09/23/2021	100-1300-65701	
082021	PARK	181.45	09/23/2021	100-1280-65701	
082021	PARK	20.16	09/23/2021	100-1300-65701	
082021	POOL	1,123.79	09/23/2021	100-1280-65701	
082021	POOL	1,123.79	09/23/2021	100-1300-65701	
082021	POOL	818.59	09/23/2021	100-1280-65701	
082021	POOL	818.58	09/23/2021	100-1280-65701	
082021	POOL	5.81	09/23/2021	100-1232-65701	
082021	SCHOOLHOUSE	36.84	09/23/2021	100-1232-65701	
082021	VFW	3.92	09/23/2021	100-1300-65701	
082021	VFW	17.68	09/23/2021	100-1300-65701	
082021	BROOKWOOD	9.97	09/23/2021	100-1300-65701	
082021	VFW	16.98	09/23/2021	100-1300-65701	
082021	VFW	0.05	09/23/2021	100-1300-65701	
082021	704 FALLS CRT	12.63	09/23/2021	300-3000-65701	
082021	704 FALLS CRT	1.54	09/23/2021	300-3000-65701	
	Check Total:	20,885.90			
Vendor: PhSen	PLEASANT HILL SENIORS CLUB			Check Sequence: 29	ACH Enabled: False
082021	POS SALES, MEMBERSHIP SALES & SENIO	4,698.50	09/23/2021	100-1220-49700	
	Check Total:	4,698.50			
Vendor: RICOH	RICHO USA, INC.			Check Sequence: 30	ACH Enabled: False
105287520	COPIER LEASE	100.74	09/23/2021	100-1220-75540	
	Check Total:	100.74			
Vendor: ShuteMi	SHUTE, MIHALY & WEINBERGER LLP			Check Sequence: 31	ACH Enabled: False
273833	GENERAL COUNSEL	673.90	09/23/2021	100-1100-70000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	673.90			
Vendor: Siggys 32424	SIGGY'S CARPET CLEANING CARPET CLEANING AFTER CARES PROGR	3,000.00	09/23/2021	Check Sequence: 32 100-1100-76000	ACH Enabled: False
	Check Total:	3,000.00			
Vendor: Sprint	SPRINT			Check Sequence: 33	ACH Enabled: False
709409312-232	CELL PHONES	123.21	09/23/2021	100-1100-65365	
709409312-232	CELL PHONES	246.41	09/23/2021	100-1300-65365	
709409312-232	CELL PHONES	24.64	09/23/2021	100-1250-65365	
709409312-232	CELL PHONES	73.92	09/23/2021	100-1231-65365	
709409312-232	CELL PHONES	24.64	09/23/2021	100-1255-65365	
709409312-232	CELL PHONES	98.56	09/23/2021	100-1350-65365	
709409312-232	CELL PHONES	20.00	09/23/2021	100-1270-65365	
709409312-232	CELL PHONES	24.64	09/23/2021	100-1290-65365	
709409312-232	CELL PHONES	73.92	09/23/2021	100-1220-65365	
709409312-232	CELL PHONES	24.64	09/23/2021	100-1260-65365	
709409312-232	CELL PHONES	24.65	09/23/2021	100-1290-65365	
	Check Total:	759.23			
Vendor: Standard 10/2021	STANDARD INSURANCE COMPANY LIFE/ADD/STD/LTD	293.10	09/09/2021	Check Sequence: 34 100-0000-21320	ACH Enabled: False PR Batch 00101.09.2021 LIFE & ADD
10/2021	LIFE/ADD/STD/LTD	1,783.96	09/09/2021	100-0000-21320	PR Batch 00101.09.2021 LTD & STD
10/2021	LIFE/ADD/STD/LTD	54.59	09/09/2021	100-0000-21320	PR Batch 00101.09.2021 LTD & STD
	Check Total:	2,131.65			
Vendor: StePrint 47647	STEVEN'S PRINTING SEPTEMBER SENIOR SOUNDS	117.99	09/23/2021	Check Sequence: 35 100-1220-75540	ACH Enabled: False
	Check Total:	117.99			
Vendor: USBank 091521	U.S. BANK PARS #6746022400	1,330.44	09/10/2021	Check Sequence: 36 100-0000-21330	ACH Enabled: False PR Batch 00301.09.2021 Pars Employee
091521	PARS #6746022400	665.28	09/10/2021	100-0000-21335	PR Batch 00301.09.2021 Pars Employer
	Check Total:	1,995.72			
Vendor: USBKLoar 6238030	US BANK TRUSTEE FEE	1,897.50	09/23/2021	Check Sequence: 37 100-1100-73340	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,897.50			
Vendor: USBankEq 451562425	US BANK EQUIPMENT FINANCE COPPIER LEASE	572.22	09/23/2021	100-1100-75500	Check Sequence: 38 ACH Enabled: False
	Check Total:	572.22			
Vendor: Waterlog WLA1173	WATERLOGIC SERVIC AGREEMENT	47.49	09/23/2021	100-1100-75500	Check Sequence: 39 ACH Enabled: False
	Check Total:	47.49			
	Total for Check Run:	88,092.15			
	Total of Number of Checks:	39			



 The June 10, 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 EX-OFFICIO SOPHIA DE VILLE, COLLEGE PARK HIGH SCHOOL**

Ex-Officio Sophia De Ville reported the Seniors at College Park High School graduated on June 2. There was not much to report tonight.

 **PRESENTATION TO HONOR AND RECOGNIZE THE 2020-21 EX-OFFICIO SOPHIA DE VILLE**

General Manager Lacy thanked Sophia De Ville on behalf of the District and appreciates all her time she dedicated to the Teen Council and night meetings and virtual meetings giving reports about the Teen Council and College Park High School activities. Board Chair Shess, along with all the Board Members, thanked De Ville and congratulated her on her graduation and going to Arizona State University. They wished her well in her future and said she will be missed.

Board Chair Shess opened public comment. Executive Secretary, Susie Kubota received a couple of emails and read them for the record. One was from ANDREW PIERCE, Pleasant Hill resident and past Board Member of PHRPD, who expressed his appreciation to De Ville for her time, commitment, and service as an Ex-Officio to the Board. He wished her the very best and good luck to all her future endeavors. The second public comment was from JENNIFER ORTEGA, Pleasant Hill resident and past PHRPD Board Chair. She thanked Sophia De Ville for her time serving as Ex-Officio and wished her the best in her future. Kubota thanked De Ville and said it was great working with her. She wished her the best at Arizona State University.

De Ville thanked everyone and for giving her the opportunity to serve as Ex-Officio. She had issues with public speaking and over time, she learned how to become more comfortable in public settings. She was glad to convey how the teens in the community were doing and to provide the Board a better understanding of the teens in the community. She said it is good to keep that connection that is so important. She will carry what she has learned into college and the rest of her life. Board Chair Shess thanked De Ville again and said she will be welcomed any time to come back.

## **REPORT FROM GENERAL MANAGER (Attachment A)**

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


- Lacy announced the first Spotlight will be out for the Fall/Winter. It has been over a year since we have had a Spotlight production.
- Weed abatement is scheduled to be completed tomorrow.


Board Member Bonato asked about the frontage road on Taylor Boulevard by Brookwood Park and noticed there needs to be weed abatement on that property since it looks like a potential fire hazard. Even though it is not our property, she asked if we could follow up with that agency responsible for that property or Contra Costa Fire. Lacy will have Park Superintendent Tom Bradley follow up on this matter.

Board Chair Shess congratulated General Manager Lacy for her being appointed to the CAPRI Board.

## **CONSENT CALENDAR (Attachment B)**


- a. Approve Bills to be Paid, Warrants #14562-14 (Exhibit 1)
- b. Approve Minutes of March 12, 2021 (Exhibit 2)


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

 **Vote:** Motion carried by unanimous roll call vote (**summary:** Ayes = 5).  
**Ayes:** Sandra Bonato, Bobby Glover, Zac Shess, Quy Tran, Sandy Vinson.

## **ADOPT RESOLUTION 2021-06-10, DECLARING JUNE AS LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, QUESTIONING PLUS (LGBTQQ+) PRIDE MONTH (Attachment C)**

General Manager Lacy stated part of the District's strategic goals of committing to resolutions or proclamations to promoting inclusive and diverse communities and to affirm this commitment, she noted the District adopted a resolution last month promoting the AAPI Heritage month. This month is Pride month and to promote our diverse community, she recommends the Board of Directors to adopt this resolution. Lacy pointed out that Marketing has been working on the pride month logo that is on the resolution and is being used to promote pride month on social media and will be used on our website.

 **Motion:** To approve resolution 2021-06-10, declaring June as Lesbian, Gay Bisexual, Transgender, Queer, Questioning Plus (LGBTQQ+) Pride Month, **Action:** Approve, **Moved by** Sandy Vinson, **Seconded by** Sandra Bonato.

 **Vote:** Motion carried by unanimous roll call vote (**summary:** Ayes = 5).  
**Ayes:** Sandra Bonato, Bobby Glover, Zac Shess, Quy Tran, Sandy Vinson.

## **PRESENTATION AND INITIAL REVIEW OF PROPOSED 2021-2022 & 2022-2023 OPERATING BUDGET (Attachment D)**

General Manager Lacy gave a presentation and did an overview of the two-year operating budget. The budget may be amended mid-year and before the start of the next fiscal year. Budget and Finance Committee Members, Chair Sandra Bonato and Member Zac Shess, reviewed the budget and worked with the General Manager to prepare this budget. She stated the numbers are conservative in year one and two due to the ongoing uncertainty of the pandemic. Lacy pointed

out some highlights of the operating expenses and said they are anticipating a slower than normal start. She continued to break down and highlight sections of the budget. Lacy explained the long-term debt.

Committee Chair Bonato spoke about the reallocation of overhead. She commented that when reallocations are frequent, it gets hard to compare and with the cost recovery goals, it is hard to predict the outcome. Committee Member Shess pointed out his observation of these budgets that the notion of staff is taking a cautious approach coming out of this pandemic. There is a lot we don't know, and we will build appropriately, and he feels this is important. Lacy mentioned the cost-of-living increase of 3.8% for qualified employees, which is based on the CPI for the Bay Area.

Some of the Board Members had some questions that General Manager Lacy answered. The budget will be brought back to the Board for final approval.

### **VERBAL PRESENTATION REGARDING TIMELINE AND STRATEGIES FOR SAFELY RESTARTING DISTRICT RECREATION PROGRAMS**

The General Manager presented a slideshow on the overview of the timeline and strategies for safely restarting District programs. She highlighted each program from Seniors, Aquatics, Athletics, Youth, Teen and Special Event programs. She said with public meetings, they will continue to conduct them virtually until the Governor revokes the Executive Order.

Board Members asked some questions and expressed their appreciation to staff on pivoting and keeping up with offering safe programs for the community. There were some further questions on masking and requirements of vaccination. General Manager Lacy said she will create standard operating procedures and consistent signage to make sure staff relays a consistent message to the public.

### **VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES**

- a. **Land and Facility Development Committee** – TBD
- b. **Personnel Committee** - TBD
- c. **Budget & Finance Committee** – June 15, 2021 at 4:30 pm
- d. **Program Committee** – July 1, 2021 at 4:00 pm Committee Chair Shess reported that special events and a draft of a DEI policy was presented. They are offering some feedback on these topics. The July 1<sup>st</sup> will be a follow-up meeting.
- e. **District/City Liaison Committee** – TBD
- f. **Ad Hoc Committee – Board Policies** – TBD

### **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

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

- He participated with the City at the AAPI Town Hall Meeting and he appreciates the City doing these and there is a Diversity Commission. He looks forward to continued conversations.
- He expressed his appreciation to General Manager Lacy and the Board and staff to bring together these resolutions and it is important for the community to see that we support diversity. He told a story about his parents moving to this community and how it took them awhile to feel accepted and now joined the Senior Center.

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



- She attended the Diversity Commission Town Hall Meeting and said it was done well. She hopes they continue to do these events several times a year and it makes you think about a lot of different things.
- She congratulated Tran for being appointed to Chair on the Commission on Aging.
- She congratulated Michelle Lacy for being appointed to the CAPRI Board of Directors.
- She thanked Ally Crow for putting on the Summer Kick-off lunch in the park for staff.

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

- She said the bocce season is over now and they made it to the first round of playoffs. She is looking forward to the new season.

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

- He said with the drought, what impact will it have for the District? He spoke about the various water districts and wants us to keep tabs on this topic. Lacy commented that Jen Thoits, Marketing Director, is working on a promotion regarding our use of our reclaimed water at the parks.

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

- He said he noticed a recycled water sign up at Pleasant Oaks Park. This will help the community aware of this during the drought.



## **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 8:38 p.m.

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Michelle Lacy, Clerk of the Board

**Board of Directors Regular Meeting Minutes**  
**September 9, 2021**  
**DRAFT**



The September 9, 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 814-4877-8483 or by phone 1 (669) 900-9128 Meeting ID: 814-4877-8483.

**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 announced a change to the Sunset Cinema in the Park had to be cancelled due to poor air quality and has been rescheduled to Saturday, September 25.
- She made some corrections to the report under Marketing and corrected some event dates.
- She gave a shout out to Marketing for creating creative logos for recent new events and has done a great job marketing the new events.

**CONSENT CALENDAR (Attachment B)**

- a. Approve Bills to be Paid, Warrants #14606-14667 (Exhibit 1)
- b. Approve Resolution 2021-09-09, Declaring Certain Equipment as Surplus (Exhibit 2)

General Manager Lacy explained the procedures for declaring certain equipment as surplus for the new board members.

**Motion:** To Approve Consent Calendar as presented, **Action:** Approve, **Moved by** Sandra Bonato, **Seconded by** Sandy Vinson.

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

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

**UPDATE FROM GENERAL MANAGER REGARDING 2021-2022 CAPITAL IMPROVEMENT PROGRAM PRIORITIES AND TIMELINE (Attachment C)**

General Manager Lacy stated she put together a timeline when we expect the project to be completed. This is the first time she has brought a timeline with the Capital Projects, which will keep us accountable. Land and Facilities Committee Chair Glover said it was a good report and the committee met on August 31 to provide input on the timeline. General Manager Lacy mentioned there will be quarterly progress reports.

**VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES**

- a. **Land and Facility Development Committee** – August 31, 2021 at 3:00 pm

- b. **Personnel Committee** - TBD
- c. **Budget & Finance Committee** – September 14, 2021 at 5:00 pm
- d. **Program Committee** – TBD
- e. **District/City Liaison Committee** – TBD
- f. **Ad Hoc Committee – To Advise General Manager on COVID-19 Policies** – September 2, 2021 at 11:00 am – Committee member Bonato reported that they have started to investigate how the District might collaborate with Public Health on possible mandatory public employee vaccinations and whether members of the public should be vaccinated before they come to our facilities as a way to protect seniors, staff and participants.

### **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

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

- He wanted to follow up on last week’s report where the library is doing several events and activities for Hispanic Heritage Month. He is hopeful the District can partner with them on some of the events.
- He mentioned that the Mid-Autumn Moon Festival will occur Sept. 19 – 21. He said it is the second most celebrated Asian holiday. He suggested to get Mooncakes at Asian restaurants or stores around the area. He said to enjoy the Asian holiday festivities.

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

- She is glad to see the Tinkers and Thinkers boxes ready to be distributed. She said it was quite an effort with staff and volunteers. She is glad we are doing this event again. There is an excitement level still there even though the event will take place virtually again this year. She is looking forward to seeing the event on September 18.

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

- She had the opportunity to bump into Preschool Director Sarah Smith. She was excited to hear from Smith about what they are accomplishing at the preschool age level. She commented how very upbeat staff are.

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

- He did not have anything to report.

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

- He gave a shout out to staff and volunteers putting 1,000 boxes together for the Tinkers and Thinkers event!
- On a personal note, he congratulated Sandy and Allen Vinson for their son being elected to the De La Salle Athletic Hall of Fame for lacrosse. Vinson thanked Chair Shess and commented she will be visiting her son who lives in Colorado soon. Her granddaughter will be getting her first lacrosse set and ice hockey set for her 3<sup>rd</sup> birthday.

### **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 7:30 p.m.

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Michelle Lacy, Clerk of the Board

# STAFF REPORT



Date: September 23, 2021  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: Provide Direction to the General Manager Regarding Implementation of Measures to Reduce the Transmission of COVID-19 in District Programs and Facilities

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## **BACKGROUND:**

The Board appointed an Ad-Hoc Committee to provide input regarding implementation of measures to reduce the transmission of COVID-19 which may go beyond current health orders.

The current orders which apply to the District include:

Employee Vaccine Mandate (Federal Executive Order): Employees are required to show proof of vaccination or provide a weekly negative test. Effective date will be based on OSHA releasing its Emergency Temporary Standards. Pleasant Hill Recreation and Park District implemented a proof of vaccination or weekly negative test on August 20.

General Public Proof of Vaccine for High-Risk Indoor Activities (Contra Costa County Health Order): As of September 22, 2021 all participants in activities that fall under the health order are required to provide proof of full vaccination or a negative COVID-19 test within the last 72 hours. The activities which this requirement has been implemented include Café Costa, exercise classes, tea dance, indoor sports leagues, and rentals that serve food or drink.

## **DISCUSSION:**

During the duration of the public health emergency, I have been diligent in implementing procedures to comply with all health orders and new regulations regarding safety measures for employees, participants and visitors to our facilities. But we continue to have inquiries about implementing more stringent measures than is required by public health agencies.

At the September 20, 2021, Ad Hoc Committee meeting we discussed the current employee vaccine mandate including the current weekly testing option. As of now, the District has a 96% vaccination rate amongst its part-time and full-time employees. There was discussion about removing the weekly testing option for current employees unless they had a verified medical exemption or religious belief as required by law. If the District

removed the testing opt-out, then we would need to end employment with up to seven current employees unless they can prove a legal exemption.

All new employees and rehires must provide proof of vaccination upon offer of employment and will not have a weekly test-out option.

I am recommending continuing with the current vaccine mandate which allows for weekly testing for unvaccinated employees through the end of October. Then we will reconsider continuing to allow unvaccinated employees to test without a verified legal exemption.

In addition, I am working to secure on-site testing kits so we can move to testing unvaccinated employees two times per week as well as test vaccinated employees that work with vulnerable populations like children under 12 and seniors.

The Ad Hoc Committee will meet to discuss expanding the current vaccination requirement for the public beyond the County Health Order and return to the full Board for discussion.

It is requested the Board discuss the current recommendation and provide input regarding the employee vaccine mandate.