



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: 852 3971 2754

Or by Phone 1 (669) 900-9128 Meeting ID: 852 3971 2754

Board of Directors Regular Meeting

Thursday, September 24, 2020

7:00 P.M.

ON MARCH 16, 2020, THE CONTRA COSTA COUNTY HEALTH OFFICER ORDERED ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR PLACE OF RESIDENCE, WITH CERTAIN EXCEPTIONS. IN ACCORDANCE WITH THE HEALTH OFFICER'S ORDER AND THE GOVERNOR'S EXECUTIVE ORDERS N-29-20 (MARCH 18, 2020) AND N-33-20 (MARCH 19, 2020) ALL BOARD MEMBERS, STAFF, AND MEMBERS OF THE PUBLIC WILL PARTICIPATE IN THIS MEETING BY TELECONFERENCE TO MITIGATE THE SPREAD OF COVID-19

Members of the public may observe the meeting at the teleconference location above. Members of the public may offer public comment by email to skubota@pleasanthillrec.com prior to the close of the public comment period for the agenda item on which they would like to comment. Staff will share all such comments with the Board at the meeting (subject to the time limits applicable to public comment) and make them part of the record. Alternatively, members of the public may offer public comment orally during the teleconference. Members of the public are requested, but not required, to send an email to skubota@pleasanthillrec.com noting their desire to speak on a given agenda item.

1. Call to Order
2. Roll Call and Pledge of Allegiance
3. Public Comment
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
4. Report from Ex-Officio Sophia De Ville, College Park High School

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 #28660 – 28687 (Exhibit 1)
 - b. Approve Minutes of July 9, 2020 and July 23, 2020 (Exhibit 2)
 - c. Approve Resolution 2020-09-24, Authorizing An Update Of District Signature List Of Check Signers (Exhibit 3)
7. Verbal Report from Committee Chair and Opportunity to Set Meeting Dates
 - a. Land and Facilities Development Committee – TBD
 - b. Personnel Committee – TBD
 - c. Budget & Finance Committee – TBD
 - d. Program Committee – TBD
 - e. District/City Liaison Committee - TBD
 - f. Ad Hoc Committee – Oak Park Boulevard – TBD
 - g. Ad Hoc Committee – Board Policies - TBD
8. Board Announcements and Requests to Staff
9. Adjourn

Future Board of Directors Meetings:

Thursday, October 8, 2020, 7:00 p.m.

Thursday, October 22, 2020. 7:00 p.m.

Thursday, November 5, 2020, 7:00 p.m.

MEMORANDUM



Date: September 24, 2020
To: Board of Directors
From: Michelle Lacy, General Manager
Re: General Manager's Report for September 24, 2020

Aquatics: We are now able to offer Water Aerobics and Lap Swimming, which began the week of September 14. While the first water aerobics class was canceled due to poor air quality, we are excited to welcome participants back to the pool!

Capital Improvement Projects: Staff is making progress on a number of the 2020/21 CIP Projects including the shades in Perera Pavilion, new bottle filler at Community Center, reupholstering of lobby furniture, and scheduling carpet replacement at the Teen Center for Thanksgiving week.

Tinkers and Thinkers Virtual Event: On Saturday, September 12, Pleasant Hill Rec & Park District and the Pleasant Hill Library hosted the fourth annual Tinkers & Thinkers Innovation Faire. While this free family-friendly STEM (Science Tech Engineering and Math) festival is typically offered outside at Pleasant Hill Park and inside the Senior Center or Teen Center, the need for social-distancing led to an epically experimental 2020 event.

In effort to maintain the hands-on experience of past events, over 1,000 "maker" kits were packed with projects and distributed free to participants prior to a 2-hour community gathering on Zoom. Registration filled up days before the event with long waiting lists and requests for kits even after the event was over.

The event kicked off with an unboxing of STEM surprises in each kit, younger makers crafted wearable LED creations, while older tinkers wired up a walking robot. The second half of the program featured full-scale Star Wars droids, the College Park High School Robotics Club, inventor Mike Meneghetti's tornado machine and spooky animatronics, hands-on chemistry with DVC, interactive sound science with the Exploratorium, and Lego challenges.

The outreach and engagement results of this experimental event were tremendous. The event engaged an estimated 1,800 children and family members who tuned in to Saturday's activities: the largest online event ever for Pleasant Hill. According to a post-event survey, more than two-thirds of participants were new attendees to Tinkers & Thinkers. Respondents overwhelmingly reported that the kits were fun, interesting, and challenging. Participants were eager to share ideas for next year's event: "I want to build a bed-making robot." Others were eager to "be in person" again.

ATTACHMENT A

Although Tinkers & Thinkers 2020 was wildly successful and will hopefully return to the park in 2021, this year's faire offered a unique way to provide STEM inspiration for teachers and families who are now reinventing education in the home.

The event was sponsored by The Friends of the Pleasant Hill Library and Republic Services.

Park Maintenance: Turf renovation work has started at all parks and will include irrigation repairs and adjustments; seeding; aeration of all sports turf and applying winterizing fertilizer. The bocce court renovation at Rodgers-Smith Park should be finished this week in anticipation of potentially starting a limited fall Bocce league in October. Finally, annual cleaning of drains and v-ditches has begun and will continue in all of the assessment districts and open spaces through November.

Youth Services: With the first session of PH Cares Academy winding down, all Kidstop and Teen families have elected to stay with the program for the month of October. Staff continues to rise to the challenge of juggling online schedules for remote learners from a wide variety of different schools within each of our classrooms.

STAFF REPORT



Date: September 24, 2020
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Consent Calendar

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

CONSENT CALENDAR FOR SEPTEMBER 24, 2020

- a. Approve Bills to be Paid Warrants #28660 – 28687 (Exhibit 1)
- b. Approve Minutes of July 9, 2020 and July 23, 2020 (Exhibit 2)
- c. Approve Resolution 2020-09-24, Authorizing An Update Of District Signature List Of Check Signers (Exhibit 3)

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
28660	09/24/2020	Aantex	Aantex Pest Control	595.00	000000
28661	09/24/2020	Airgas-N	Airgas USA , LLC	40.61	000000
28662	09/24/2020	ATT3	ATT CALNET 3	681.37	000000
28663	09/24/2020	CaDoj	California DOJ	96.00	000000
28664	09/24/2020	Capri	CAPRI	34,665.30	000000
28665	09/24/2020	CintCorp	Cintas	115.10	000000
28666	09/24/2020	CivicPlu	CivicPlus, Inc.	944.81	000000
28667	09/24/2020	Cole	Cole Supply Co., Inc.	51.46	000000
28668	09/24/2020	CPRS Ren	CPRS	165.00	000000
28669	09/24/2020	DelDen	Preferred Benefit	2,942.50	000000
28670	09/24/2020	EBMUD	East Bay Mud	84.20	000000
28671	09/24/2020	EBPool	East Bay Pool Service	6,658.68	000000
28672	09/24/2020	Ewing	Ewing Irrigation	120.44	000000
28673	09/24/2020	JetMul	Jet Mulch, Inc.	1,466.50	000000
28674	09/24/2020	LincEqu	Lincoln Aquatics	115.76	000000
28675	09/24/2020	NatAcad	National Academy of Athletics	6,446.76	000000
28676	09/24/2020	PG&E	Pacific Gas & Electric Co	2,214.71	000000
28677	09/24/2020	PhCit	Pleasant Hill, City of	3,808.09	000000
28678	09/24/2020	PleaHill	Pleasant Hill Rec & Park Distr	159,502.76	000000
28679	09/24/2020	Ricoh	Ricoh USA Inc.	100.25	000000
28680	09/24/2020	RJRic	R.J.Ricciardi, Inc	1,600.00	000000
28681	09/24/2020	Standard	Standard Insurance Company	1,878.77	000000
28682	09/24/2020	StePrint	Steven's Printing	248.38	000000
28683	09/24/2020	TurfStar	Turf Star, Inc.	1,895.96	000000
28684	09/24/2020	USBank	U.S. Bank	1,577.89	000000
28685	09/24/2020	USBKLoan	US Bank	1,897.50	000000
28686	09/24/2020	WellsFar	Wells Fargo Financial Leasing	389.10	000000
28687	09/24/2020	Xerox	Xerox Corporation	237.56	000000

CHECK TOTAL:				\$230,540.46	

Accounts Payable

Computer Check Proof List

User: julie
 Printed: 09/17/2020 - 3:18 PM



Pleasant Hill Recreation & Park District

People, Parks & Programs Since 1951

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:Aantex 411432	Aantex Pest Control BAIT BOXES	300.00	09/24/2020	Check Sequence: 1 100-1220-75515	ACH Enabled: No PESTS
411450	PC QUARTERLY	295.00	09/24/2020	100-1230-75515	PESTS
	Check Total:	595.00			
Vendor:Airgas-N 9973658383	Airgas USA , LLC med xs oxygen	40.61	09/24/2020	Check Sequence: 2 100-1280-75620	ACH Enabled: No Rent cycl
	Check Total:	40.61			
Vendor:ATT3 15262476	ATT CALNET 3 PHAONE CHAGES 08/01-08/31/2020	479.33	09/24/2020	Check Sequence: 3 100-1230-65365	ACH Enabled: No 08/01-0831
15262492	08/01-0831/2020 PHONE	88.00	09/24/2020	100-1270-65365	08/01-0831/2020
15262492	08/01-0831/2020 PHONE	114.04	09/24/2020	100-1231-65365	08/01-0831/2020
	Check Total:	681.37			
Vendor:CaDoj 466018	California DOJ Williamson	32.00	09/24/2020	Check Sequence: 4 100-1260-75250	ACH Enabled: No background
466018	Petlock	32.00	09/24/2020	100-1100-73340	background
466018	Obrienatz	32.00	09/24/2020	100-1270-75250	background
	Check Total:	96.00			
Vendor:Capri 4937	CAPRI 2nd Quarter fy 2020/2021	34,665.30	09/24/2020	Check Sequence: 5 100-0000-15100	ACH Enabled: No 2nd quater
	Check Total:	34,665.30			
Vendor:CintCorp 4060841815	Cintas park staff	59.47	09/24/2020	Check Sequence: 6 100-1300-55380	ACH Enabled: No uniforms
406143869	UNIFORMS	55.63	09/24/2020	100-1300-55380	UNIFORMS

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	115.10			
Vendor:CivicPlu 203724	CivicPlus, Inc. CivicRec 08/01-08/31/20 Check Total:	944.81 944.81	09/24/2020	Check Sequence: 7 100-1100-73340	ACH Enabled: No CivicRec 08/01-
Vendor:Cole 419830	Cole Supply Co., Inc. Disinfectant Check Total:	51.46 51.46	09/24/2020	Check Sequence: 8 100-1300-75515	ACH Enabled: No disinfectant
Vendor:CPRS Ren 109621	CPRS Dues renewal, expires 11/30/2020 Check Total:	165.00 165.00	09/24/2020	Check Sequence: 9 100-1255-73335	ACH Enabled: No Dues Renewal
Vendor:DeiDen 10/2020 10/2020 10/2020 10/2020 10/2020 10/2020	Preferred Benefit Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555 Delta Dental #3422-5555 Check Total:	113.20 62.90 1,728.90 487.30 62.90 487.30 2,942.50	09/24/2020 09/10/2020 09/24/2020 09/24/2020 09/24/2020 09/10/2020	Check Sequence: 10 100-1100-55310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310	ACH Enabled: No
Vendor:EBMUD 08282020	East Bay Mud Water Check Total:	84.20 84.20	09/24/2020	Check Sequence: 11 100-1100-65710	ACH Enabled: No Water Service
Vendor:EBPool 19772 19855	East Bay Pool Service Monthly sercharge: splash & ed center Reste loose coping, regrout & patch Check Total:	5,300.00 1,358.68 6,658.68	09/24/2020 09/24/2020	Check Sequence: 12 100-1280-75520 100-1280-75530	ACH Enabled: No Maintenance Maintenance
Vendor:Ewing 12521031 12557451	Ewing Irrigation IRRIGATION EQUIP PVC Check Total:	83.56 36.88 120.44	09/24/2020 09/24/2020	Check Sequence: 13 100-1300-75520 100-1300-75520	ACH Enabled: No IRRIGATION parts
Vendor:JetMul 141568-OL	Jet Mulch, Inc. PLAYGROUND MULCH	1,466.50	09/24/2020	Check Sequence: 14 100-1300-75520	ACH Enabled: No MULCH

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,466.50			
Vendor:LincEqu 29608561	Lincoln Aquatics eyebolt Check Total:	115.76 115.76	09/24/2020	Check Sequence: 15 100-1280-75530	ACH Enabled: No Eyebolt
Vendor:NatAcad 6231	National Academy of Athletics SUMMER CAMPS Check Total:	6,446.76 6,446.76	09/24/2020	Check Sequence: 16 100-1250-75640	ACH Enabled: No SUMMER SPORTS C
Vendor:PG&E 082020 082020	Pacific Gas & Electric Co Electrictric Gas Check Total:	2,154.69 60.02 2,214.71	09/24/2020 09/24/2020	Check Sequence: 17 100-1255-65701 100-1255-65705	ACH Enabled: No Gas & electric Gas & electric
Vendor:PhCit 900007144 900007144 900007144	Pleasant Hill, City of INET/SVSC City T-Line PSC Cost Share INET/SVSC City T-Line Check Total:	874.21 933.88 2,000.00 3,808.09	09/24/2020 09/24/2020 09/24/2020	Check Sequence: 18 100-1300-75545 100-1300-73730 100-1100-75504	ACH Enabled: No Cost Share 08/2 Cost Share 08/2 Cost Share 08/2
Vendor:PleaHill 091520 091520	Pleasant Hill Rec & Park Distr Reimburse Payroll/Pers Reimburse Payroll/Pers Check Total:	29,250.45 130,252.31 159,502.76	09/24/2020 09/24/2020	Check Sequence: 19 100-0000-10410 100-0000-10410	ACH Enabled: No
Vendor:Ricoh 104039549	Ricoh USA Inc. Senior Center Copier Check Total:	100.25 100.25	09/24/2020	Check Sequence: 20 100-1220-75540	ACH Enabled: No Senior Center C
Vendor:RJRic 11866	R.J.Ricciardi, Inc 2020 Audit Check Total:	1,600.00 1,600.00	09/24/2020	Check Sequence: 21 100-1100-70000	ACH Enabled: No 2020 Audit
Vendor:Standard 10/2020 10/2020	Standard Insurance Company Life/ADD/STD/LTD Life/ADD/STD/LTD	1,617.47 261.30	09/24/2020 09/24/2020	Check Sequence: 22 100-0000-21320 100-0000-21320	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,878.77			
Vendor:StePrint 45375	Steven's Printing Tink Think Red and Yellow Check Total:	248.38 248.38	09/24/2020	Check Sequence: 23 100-1265-75625	ACH Enabled: No
Vendor:TurfStar 358449-00 7129334-00 7130284-00	Turf Star, Inc. hose asm blade service pack wheel asm Check Total:	873.80 603.23 418.93 1,895.96	09/24/2020 09/24/2020 09/24/2020	Check Sequence: 24 100-1300-75510 100-1300-75510 100-1300-75510	ACH Enabled: No parts parts parts
Vendor:USBank 091520 091520	U.S. Bank Pars #6746022400 Pars #6746022400 Check Total:	525.97 1,051.92 1,577.89	09/24/2020 09/24/2020	Check Sequence: 25 100-0000-21335 100-0000-21330	ACH Enabled: No
Vendor:USBKLoan 5848867	US Bank Trust fees Refunding COP's 8/1- 7/31/21 Check Total:	1,897.50 1,897.50	09/24/2020	Check Sequence: 26 100-1100-73340	ACH Enabled: No trust fees
Vendor:WellsFar 5011692886	Wells Fargo Financial Leasing Senior Center Copier Check Total:	389.10 389.10	09/24/2020	Check Sequence: 27 100-1220-75540	ACH Enabled: No Senior Center C
Vendor:Xerox 011284350	Xerox Corporation PRINTER CHARGES 07/21-08/21/2020 Check Total:	237.56 237.56	09/24/2020	Check Sequence: 28 100-1231-75500	ACH Enabled: No 07/21/08/21/202
	Total for Check Run:	230,540.46			
	Total Number of Checks:	28			



The July 9, 2020 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Ortega at 7:03 p.m. by teleconference by PC: <https://zoom.us> Meeting ID 825-7586-4771 or by phone 1 (669) 900-9128 Meeting ID: 825-7586-4771.

ROLL CALL

BOARD PRESENT: Bonato, Glover, Ortega, Pierce, Shess

PLEDGE OF ALLEGIANCE

Board Member 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 expressed how wonderfully staff has responded with the CARES Camps keeping everyone safe and staying within the County health orders. She reviewed some of the changes in the health orders and what each department is doing by pivoting and getting programs going and making adjustments as needed. She said this week the Aquatics staff have accommodated and made changes with the new programs. We are following the day care camp guidelines of the County health orders and the changes the County have made now following the State health orders. Even Senior Center staff are coming up with various programs for members such as parking lot bingo, virtual classes and events such as a happy hour, dance party and fitness classes. She stated staff have been doing a fantastic job.

CONSENT CALENDAR (Attachment B)

- a. Approve Bills to be Paid, Warrants #28449-28497 (Exhibit 1)
- b. Approve Minutes of May 14, 2020 (Exhibit 2)

Motion: To Approve consent calendar presented with adjustments to the minutes of May 14, 2020,

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, Jennifer Ortega, Andrew Pierce, Zac Shess.

ADOPT AMENDED FISCAL YEAR 2019-2021 OPERATING BUDGET AND 2020-2021 CAPITAL IMPROVEMENT PROJECTS (Attachment C)

General Manager Lacy reviewed the amended fiscal year 2019-2021 operating budget and the 2020-2021 fiscal year Capital Improvement Projects. There was no public comment on this agenda item. The Board of Directors had some discussions on the budget and some of the changes to the Capital Improvement Projects. Board Members thanked Michelle Lacy and staff for answering all of their questions and the District has seen budget surpluses for the past 8 years or more and the budget and finance committee worked hard with staff and requested quite a bit and is impressed with all the hard work to complete this budget under the difficult circumstances. General Manager Lacy expressed her appreciation and thanked Administrative Services Manager Mark Blair for all his hard work on this budget.

Motion: Adopt Amended Fiscal Year 2019-2021 Operating Budget and 2020-2021 Capital Improvement Projects, **Action:** Approve, **Moved by** Andrew Pierce, **Seconded by** Sandra Bonato. **Vote:** Motion carried by unanimous roll call vote (**summary:** Ayes = 5). **Ayes:** Sandra Bonato, Bobby Glover, Jennifer Ortega, Andrew Pierce, Zac Shess.

RECEIVE CALPERS AUDIT FINDINGS AND APPROVE PAY SCHEDULE FOR PERS ELIGIBLE POSITIONS (Attachment D)

General Manager Lacy reviewed the audit findings and mentioned that when CalPERS completed their audit. They had two areas identified which included timeliness of employee annual evaluations for step increases and adoption of salary scale by Board of Directors. Administrative Services Manager Mark Blair stated the Board did approve the pay schedules which included any COLA increases and felt the District was complying. He provided PERS with approved minutes.

The Board requested to be notified either in a General Manager's report or to let the Board know when the District is being audited by CalPERS or any other agency. Blair said that this was the first time we were audited by CalPERS since he has been here. There was no public comment.

Board Members expressed their comments and stated their confidence in staff and being due diligent and handling this audit and being compliant with CalPERS requirements.

Motion: To Approve Pay Schedule for PERS Eligible Positions, **Action:** Approve, **Moved by** Bobby Glover, **Seconded by** Jennifer Ortega.

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

Ayes: Sandra Bonato, Bobby Glover, Jennifer Ortega, Andrew Pierce, Zac Shess.

DISCUSSION REGARDING POTENTIAL BOARD STATEMENT ON DIVERSITY, EQUITY AND INCLUSION PRESENTED BY THE POLICY AD-HOC COMMITTEE

General Manager Lacy thanked the Policy AD HOC Committee for working on this project. Board Chair Ortega spoke about how the Board at the last meeting brought up the civil unrest in the community and our nation and would like to have a statement created to express our beliefs on equality. She said there was a statement that the Board put out in 2017 that we denounce hate in all forms. We want to make sure that parks, spaces and programs are welcoming to all.

There was no public comment on this agenda item. After some discussion, the Board approved the statement and appreciated the committee for working so hard, how they articulated it perfectly and how they expressed the District's beliefs. There were some changes made from suggestions and the committee will take it back and make final changes. The Board Members requested to be emailed the final draft before it will be posted. It will be published on our website and it will also be sent to other agencies and community groups.

Motion: To approve this statement with light editing to go out to the community affirming the Board's commitment to developing a cultural and committing to a culture of diversity, equity and inclusion and will go back to the Board before a final draft is posted to the public, **Action:** Approve, **Moved by** Jennifer Ortega, **Seconded by** Zac Shess.

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

Ayes: Sandra Bonato, Bobby Glover, Jennifer Ortega, Andrew Pierce, Zac Shess.

VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES

- a. **Land and Facility Development Committee** – Meeting date of July 22 was confirmed.
- b. **Personnel Committee** - TBD

- c. **Budget & Finance Committee** – TBD
- d. **Program Committee** – TBD
- e. **District/City Liaison Committee** – TBD
- f. **Ad Hoc Committee – Oak Park Boulevard** – TBD
- g. **Ad Hoc Committee – Board Policies** – TBD

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Glover made the following announcements/questions:

- He is missing everyone and looking forward to seeing everyone in person and they are a family in Rec and Park.
- He is glad to hear that Jen is on the mend and sad to hear the news of San Ramon Valley family members passing.
- He said he was surprised with the fly overs and had the 4th of July mini parade that went right by their home.

Bonato made the following announcements/questions:

- She had a quiet 4th of July and did enjoy the flyovers.
- She thanked Ana, Susie and Michelle for her mask. She wears it everywhere and loves it.
- She asked if the meeting with the PH Dolphins was arranged yet. Michelle said August 10 was the confirmed date for the meeting.
- She also misses seeing everyone.

Shess made the following announcements/questions:

- He went to the groundbreaking for the Pleasant Hill Library at Oak Park. He saw Pleasant Hill City Council and Contra Costa County District 4 Supervisor Karen Mitchoff.
- He said his neighbor asked him about renting a field and asked if they can relay his request for the Martinez Pleasant Hill Futbol Club. Lacy stated to have them reach out to her. Lance handles the field rentals.

Pierce made the following announcements/questions:

- He thanked Ana for his mask and said his wife loves it.
- He thanked everyone from Michelle, staff and his fellow board members staff for all the hard work and the adjustments that are being made. He thanked Michelle for continuing to keep the Board apprised and keeping up the morale, staff's enthusiasm, creativity and showing staff's commitment level. Under the current COVID circumstances, it is difficult.

Ortega made the following announcements/questions:

- She thanked staff during these difficult uncertain times.
- She also misses everyone.

ADJOURNMENT

Board Chair Ortega adjourned the meeting at 8:33 p.m.

Michelle Lacy, Clerk of the Board

Board of Directors Regular Meeting Minutes

July 23, 2020

DRAFT



The July 23, 2020 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Ortega at 7:01 p.m. by teleconference by PC: <https://zoom.us> Meeting ID 850-5820-2192 or by phone 1 (669) 900-9128 Meeting ID: 850-5820-2192.

PLEDGE OF ALLEGIANCE

Board Member Pierce led the Pledge of Allegiance.

ROLL CALL

PRESENT: Sandra Bonato, Bobby Glover, Jennifer Ortega, Andrew Pierce, Zac Shess.

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 added a report from the Senior staff detailing the Senior meal deals were more successful than last month where they had more than 300 meals. In addition there were 9 tutorials for Zoom for Senior Members and the parking lot bingo was a success. She reported that the nutrition program in the first half of the fiscal year, they served almost 2,000 seniors and now they have almost doubled that amount to about 3,800 seniors. It shows that the seniors are in need during this pandemic. She read a note from a Senior that expressed their gratitude for this program and deliveries are made for the seniors that are homebound.
- She reported that the Oak Park property should close escrow soon.
- She will be having Auntie camp and will have her niece and nephew visiting, so she will be checking emails intermittently.

The Board of Directors expressed appreciation for the report on the senior programs. Some Board Members had some questions on Tinkers and Thinkers and how it will take place virtually and questions on what the District will plan for the distance learning. The General Manager responded and answered the Board Members questions.

CONSENT CALENDAR (Attachment B)

- a. Approve Bills to be Paid, Warrants #28498-28537 (Exhibit 1)
- b. Approve Minutes of May 20, 2020 (Exhibit 2)
- c. Approve Resolution 2020-07-23, Approving Appropriation Limit (Article XIIIIB) for Fiscal Year 2020-2021 (Exhibit 3)

Motion: To Approve the Consent Calendar as Presented, **Action:** Approve, **Moved by** Bobby Glover, **Seconded by** Zac Shess.

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

Ayes: Sandra Bonato, Bobby Glover, Jennifer Ortega, Andrew Pierce, Zac Shess.

CONSIDER REQUEST FROM RESIDENT GARRETT STONE FOR ACCESS FROM 1984 FAYE COURT TO PLEASANT HILL PARK (Attachment C)

General Manager Lacy gave an overview of the request from Garrett Stone for access from his backyard to Pleasant Hill Park. She stated there is no fence policy on granting access from a private property onto District property. After she spoke with General Counsel if access is from private property should have benefit to the general public. There are several private properties with access directly into Pleasant Oaks Park. Those property owners had access prior to the renovations to Pleasant Oaks Park. Lacy continued to give a brief history of the location of this property and recommended the Board to deny this request.

The Board asked questions of the General Manager, which she answered their questions. Board Chair Ortega opened public comment and Mr. Stone spoke about his request. He thanked the District for considering his request and stated he would sign a waiver for any liability, he would have a lock on the gate and would pay for any renovations to be made to the cyclone fence.

After much discussion, the Board requested more information and history to form a basis of a decision whether to approve Mr. Stone's request.

VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES

- a. **Land and Facility Development Committee – July 22 at 5:00 p.m.** Committee Chair Pierce reported it was a robust meeting on the bike park with 34 participants. He stated there will be more information coming to the Board at a later meeting.
- b. **Personnel Committee** - TBD
- c. **Budget & Finance Committee** – TBD
- d. **Program Committee** – TBD
- e. **District/City Liaison Committee** – TBD
- f. **Ad Hoc Committee – Oak Park Boulevard** – July 24, 2:00 p.m.
- g. **Ad Hoc Committee – Board Policies** – TBD

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Bonato made the following announcements/questions:

- She stated the policy statement on diversity, equity and inclusion published is beautifully worded and extended a thank you to Chair Ortega and Member Shess. General Manager Lacy forwarded the Board some comments from the community and one was critical. Bonato said she wanted to underscore the reason we did this policy; it was the right thing to do and the only regret is that we did not pay attention to this sooner. She feels there is misunderstanding what our role is in this community. We offer programs, enrichment and wanted to respond publicly and stands 1,000% behind our policy.

Shess made the following announcements/questions:

- He stands by our policy 1,000% too.
- It warms his heart how we support our seniors and is proud to sit on the Board.
- He saw Mayor Matt Rinn at Paso Nogal Dog Park. Rinn mentioned to him that he lives by the park and pointed out that he's had situations where he had to pull his dog up many times where dogs that were off leash in the open space and feels there needs to be more signage at the park. General Manager Lacy stated as soon as the signs are put up in the open space, they are torn down. She said she directed staff to order metal signs.

Glover made the following announcements/questions:

- He echoed Sandy's comments on the statement and thanked Board Chair Ortega and Member Shess for their work on it.

Pierce made the following announcements/questions:

- He thanked the Policy Ad-Hoc Committee regarding the equity statement. Proud to be on the Board and to have his name on it.
- He wanted General Manager Lacy to express to staff how he appreciates them. He is impressed on how staff are thinking outside of the box and are positive and he wanted her to communicate his thanks to them and to keep sharing all their efforts.

Ortega made the following announcements/questions:

- She is sad that we couldn't have the Blues and Brews Festival event this year and misses it.
- She announced the National Parks and Recreation Professionals Day on July 17. She wanted to wish all staff a Happy National Park and Recreation Professionals Day!
- She thanked everyone for sending out the statement and that we are committed to live our mission and strive to be better. She is proud to serve on the Board and to this community.

ADJOURNMENT

Board Chair Ortega adjourned the meeting at 8:27 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 **RESOLUTION 2020-09-24**
AUTHORIZING AN UPDATE OF DISTRICT SIGNATURE LIST OF CHECK SIGNERS

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

WHEREAS, the Pleasant Hill Recreation & Park District (“District”) is a recreation and park district duly organized and existing under and pursuant to the laws of the State of California; and

WHEREAS, the District needs to make some revisions to the authorized check signers list for all District accounts as follows:

Revised Check Signers

- Christopher Petlock
- Thomas Bradley
- Ryan Herriman
- Katrina Hunn
- Lance Hurtado
- Susie L. Kubota
- Michelle Lacy
- Kendra Luke
- Korey Riley
- Julie A. Smith
- Nicole Watson

THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Pleasant Hill Recreation & Park District has hereby authorized the District to make these changes immediately and submit the authorized forms to appropriate organizations.

PASSED, APPROVED AND ADOPTED this 24th day of September 2020, by the following vote:

AYES:

NOES:

ABSENT:

Jennifer Ortega, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on September 24, 2020.

Michelle Lacy, Clerk of the Board