

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors June 8, 2017

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, June 8, 2017 at the District Office. Director Stickney called the meeting to order at 6:34 p.m.

Directors present: Stickney, Meraz, Montes, Swenson (Brunberg arrived at 6:35)
Staff present: Greg Foell, District Administrator
Jennifer Von Aesch, Finance/HR Manager
Jason Bain, Recreation Supervisor

3. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was not conducted.

Director Brunberg Arrives (6:35 p.m.)

4. **APPROVAL OF AGENDA**

On a motion by Director Montes, seconded by Director Meraz, the agenda was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #1

5. **PUBLIC DISCUSSION**

There was no public discussion.

6. **MINUTES**

MOTION #2

a) Approval of Minutes of May 11, 2017 Meeting (pg 1-6): On a motion by Director Montes, seconded by Director Brunberg, the minutes were approved 4-0-1 with Directors Brunberg, Meraz, Stickney, and Montes voting Aye. Director Swenson abstained. There were no Nays.

MOTION #3

b) Approval of Minutes of May 16, 2017 Special Meeting (pg 7-8): On a motion by Director Montes, seconded by Director Meraz, the minutes were approved 3-0-2 with Directors Brunberg, Meraz, and Stickney voting Aye. Directors Montes and Swenson abstained. There were no Nays.

MOTION #4

c) Approval of Minutes of May 25, 2017 Special Meeting (pg 9-10): On a motion by Director Montes, seconded by Director Stickney, the minutes were approved 5-0-0 with Directors Brunberg, Meraz, Stickney, Montes, and Swenson voting Aye. There were no Nays.

7. **CORRESPONDENCE**

MOTION #5

a) Confidential Envelope – Attorney Billing March 2017: On a motion by Director Montes, seconded by Director Meraz, the attorney billing was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

- MOTION #6**
- b) Confidential Envelope – Attorney Billing April 2017: On a motion by Director Montes, seconded by Director Stickney, the attorney billing was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.
8. **CONSENT CALENDAR** No consent matters were discussed.
- 8.1 **CONSENT MATTERS GENERAL FUND** No report.
- 8.2. **OLLAD CONSENT MATTERS** No report.
- 8.3. **KENNETH GROVE CONSENT MATTERS** No report.
9. **STANDING COMMITTEE REPORTS**
- a) Administration and Finance – 5/7/17 Meeting Recap (pg 11): Not discussed.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy: No report.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: No report.
10. **ADMINISTRATOR’S REPORT**
- a) Monthly Activity Report – May 2017 (pg 12-13): Admin. Foell said all of the ongoing projects were making great progress. The asphalt was being removed at Oak and Filbert and the final inspection for the dog park was occurring the day following the meeting. He proposed a grand opening date for the dog park of July 22. Due to conflicting schedules, the date was changed to July 19th at 6:30. This is the busy time for the parks, pools, class sessions, and rec’ing crew. Supervisor Bain added that the first swim meet went well. Ms. Von Aesch said the new biweekly pay schedule was still in the training process.
11. **UNFINISHED BUSINESS**
- a) Update on the Land Exchange with San Juan Unified School District (verbal): Not discussed.

12. NEW BUSINESS

MOTION #9

a) Election of Officers – Board Secretary: Director Brunberg nominated Director Swenson as Board Secretary, which was seconded by Director Stickney and approved 5-0-0 by the Board. There were no Abstentions or Nays.

MOTION #8

b) Approval of Resolution 17-06-572, Resolution Adopting the Orangevale Recreation and Park District Preliminary Budget for Fiscal Year 2017/18 (pg 14-40): The estimated actuals were included into the preliminary budget. Admin. Foell discussed the amounts in the funds available for capital items. At the May capital improvement meeting, the Board unanimously voted to finish the pathway project at Oak and Filbert, and Admin. Foell was proposing that this be completed as part of the already ongoing project in order to save money down the road. This was the only capital project on the schedule for this year. The OLLAD budget pays for maintenance on facilities with approximately \$150,000 available for equipment or capital projects. The Kenneth Grove budget was approximately \$5,000 and also pays for maintenance and projects. The general fund budget would be affected by the increase in minimum wage and salaries and will leave less money available than in past years. The District is moving toward a 50/50 plan for retirement costs and this budget includes the second step in that process; the employees will have an increase in compensation but pay more toward their retirement. If approved, it will take effect on July 1, 2017. The Finance Committee will meet in July or August to confirm numbers to present to the Board for the Final Budget. Director Brunberg motioned to approve the Preliminary Budget for 2017/18 which Director Stickney seconded. Public comment was open and closed with no discussion. It was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #10

c) Public Hearing: Orangevale Landscaping and Lighting Assessment District (OLLAD)
1. Approval of Resolution 17-06-573, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2017/18 (pg 41): Susan Barnes from SCI conducted a short presentation to discuss the approval process for the engineer's report and budget. Admin. Foell noted that the assessment districts allow the District to use and maintain the great facilities that they have. The public hearing for the Orangevale Landscaping and Lighting Assessment District was opened and closed with no public comment. On a motion by Director Montes, seconded by Director Brunberg, Resolution 17-06-573 was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #11

2. Approval of Resolution 17-06-574, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2017/18 for the Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg 42-89): On a motion by Director Brunberg, seconded by Director Meraz, Resolution 17-06-574 was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #12

- d) Public Hearing: Kenneth Grove Landscaping and Lighting Assessment District
 1. Approval of Resolution 17-06-575, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2017/18 (pg 90): The public hearing for the Kenneth Grove Landscaping and Lighting Assessment District was opened and closed with no public comment. On a motion by Director Brunberg, seconded by Director Meraz, Resolution 17-06-575 was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #13

2. Approval of Resolution 17-06-576, Resolution Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2017/18 for the Kenneth Grove Landscaping and Lighting Assessment District (pg 91-111): On a motion by Director Brunberg, seconded by Director Stickney, Resolution 17-06-576 was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #14

- e) Approval of Resolution 17-06-577, Proclaiming the Month of July 2017 as Parks Make Life Better Month (pg 112): On a motion by Director Montes, seconded by Director Brunberg, Resolution 17-06-577 was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #15

- f) Approval of Resolution 17-06-578, Resolution Amending the District Salary Schedule (pg 113-117): Director Brunberg motioned that the Board approve Resolution 17-06-578 as stated. The motion was seconded by Director Stickney and approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #16

- g) Approval of Resolution 17-06-579, Resolution Authorizing Transfer of Funds from the Parkland Dedication Fund (088C) to the General Fund (332A) (pg 118): Admin. Foell noted that all of the funds will be transferred but will be used over the next two fiscal years. Director Brunberg motioned that the Board approve Resolution 17-06-579 as stated. The motion was seconded by

Director Montes and approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #17

h) Approval of Resolution 17-06-579, Resolution Authorizing a 2016/17 Final Budget Amendment for Fund 332A (pg 119): This adjustment would allow the District to put \$85,000 into the budget to cover the Oak and Filbert Pathway project. Director Brunberg motioned that the Board approve Resolution 17-06-579 as stated. The motion was seconded by Director Montes and approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #7

i) Approval of Special Event Application from Benjamin Bliven to Host the Bumfest Event at Orangevale Community Park on July 22, 2017 (pg 120-136): Admin. Foell said that they have hosted several recent special events at the Community Park. Mr. Bliven would like to host a small music event near the stone amphitheater. He was a drummer in a local band and would like to host an artistic festival with musicians on the stage and artists showing their talents such as painting, poetry, and dancing. He believed this will be a family friendly event. No alcohol will be served and no security will be needed. On a motion by Director Brunberg, seconded by Director Montes, the Bumfest Event application was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #18

j) Approval of the Agreement with MTW to Provide Irrigation As-Built Drawings for Pecan Park (pg 137-147): This would approve new irrigation drawings for the park. On a motion by Director Brunberg, seconded by Director Montes, the agreement was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

MOTION #19

k) Approval of Contract Amendment with TJR Resources, Inc. to Include Add Alternate 2 to the Orangevale Community Park – Oak and Filbert Pathway Project in the Amount of \$83,802 (pg 148-149): The District's attorney confirmed that a change order would be the best way to adjust the plans. This project will be completed on approximately July 15. On a motion by Director Brunberg, seconded by Director Swenson, the contract amendment was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

13. DIRECTOR AND STAFF COMMENTS

Supervisor Bain stated that the summer season has been busy. He commended the pool manager, Larisa Clark for helping things go so smoothly.

Ms. Von Aesch said everything was going well.

Admin. Foell had been participating in the recruitment of a Park Maintenance I/II position, and a candidate had been selected. Superintendent Russell resigned and so the District was evaluating on how to move forward. He commended the employees for doing a great job.

Director Swenson recommended that groups from District programs should participate in the Pow Wow Days parade.

Director Stickney said the parks were looking great. Admin. Foell said this was a busy time for the maintenance staff.

Director Montes thanked all the staff in the different departments of the District. She was thankful for all of their help and participation in Pow Wow Days. She also asked about the ability for the District to go paperless for the Board packets. Director Stickney recommended that they discuss this issue in the future or through a committee meeting.

14. ITEMS FOR NEXT AGENDA

None discussed.

15. ADJOURNMENT

MOTION #20

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:52 p.m. On a motion by Director Montes, seconded by Director Brunberg, the attorney billing was approved 5-0-0 with Directors Meraz, Stickney, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays.

Lisa Montes, Vice Chairperson