

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors February 8, 2018

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, February 8, 2018 at the District Office. Director Stickney called the meeting to order at 6:17 p.m.

Directors present: Meraz, Stickney, Swenson, Montes, Brunberg  
Staff present: Greg Foell, District Administrator  
Scott Wade, Interim Park Superintendent  
Jennifer Von Aesch, Finance/HR Manager  
Melyssa Woodford, Administrative Services Coordinator  
Jason Bain, Recreation Supervisor

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA** On a motion by Director Montes, seconded by Director Brunberg, the agenda was approved 4-0-0 with Directors Stickney, Swenson, Brunberg, and Montes voting Aye. Director Meraz was absent. There were no Nays.  
**MOTION #1**
5. **CLOSED SESSION** a) Closed Session – Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9(c): 1 Case  
  
Director Meraz arrived at 6:18 p.m.
6. **RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION** The Board gave the District Administrator direction to complete the settlement agreement with TJR. It will be placed on the March meeting agenda, and agenda item 15(1) from this meeting will be removed.
7. **PUBLIC DISCUSSION** There was no public discussion.
8. **MINUTES** a) Approval of Minutes of December 14, 2017 Meeting (pg 1-4): A correction was made for Motion #3, as the voting tally should have been 4-0-1 as opposed to 5-0-0. Further, Motion #5 should be edited to show 3-0-2 as opposed to 5-0-0. On a motion by Director Montes, seconded by Director Brunberg, the minutes were approved, with corrections, 5-0-0 with Directors Stickney, Meraz, Montes, Brunberg, and Swenson voting Aye. There were no Nays or Abstentions.  
**MOTION #2**

**MOTION #3**

- b) Approval of Minutes of January 11, 2018 Meeting (pg 5-7): On a motion by Director Montes, seconded by Director Stickney, the minutes were approved 4-0-1 with Directors Stickney, Meraz, Montes, and Swenson voting Aye. Director Brunberg Abstained. There were no Nays.

**9. CORRESPONDENCE**

None discussed.

**10. CONSENT CALENDAR**

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

**MOTION #4**

**MOTION #5**

Director Meraz requested that Bradley Tatum be changed to the Orangevale View. Ms. Von Aesch explained that she could manually edit it to reflect this change. On a motion by Director Stickney, seconded by Director Brunberg, the consent calendar was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. Director Montes Abstained. There were no Nays.

**11.1 CONSENT MATTERS GENERAL FUND**

- a) Ratification of Claims for December 2017 (pg 8-9)
- b) Budget Status Report for December 2017 (pg 10-12)
- c) Revenue Report for December 2017 (pg 13)

**11.2. OLLAD CONSENT MATTERS**

- a) Ratification of Claims for December 2017 (pg 14-15)
- b) Budget Status Report for December 2017 (pg 16)

**11.3. KENNETH GROVE CONSENT MATTERS**

- a) Ratification of Claims for December 2017 (pg 17)
- b) Budget Status Report for December 2017 (pg 18)

**12. STANDING COMMITTEE REPORTS**

- a) Administration and Finance: No report.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy – Recap of January 19, 2018 Meeting (pg 19): During the meeting, the policy manual was reviewed. They also updated the harassment policy. Directors Brunberg and Montes discussed the policy and the attorney forwarded the Board some language to use in the updated policy.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: No report.
- h) Ad Hoc Disc Golf Committee – Recap of February 2, 2018

Meeting (handout): Superintendent Wade acted as secretary of the meeting. They went over the Power Point presentation from the September Board Meeting and spoke about the policy. The committee recommended that staff move forward with the preparation of a survey instrument and draft budget, and to bring them back to the committee for viewing before further decisions were made. The Board discussed the possibility of charging disc golf fees for residents/non-residents, etc.

**13. ADMINISTRATOR'S REPORT**

- a) Monthly Activity Report – December 2017 (pg 1-3): Admin. Foell and Director Montes discussed the Big Day of Service that will be occurring on May 5<sup>th</sup>. He encouraged the Board and community to participate. Several projects will be available for participants to work on. Examples of the projects include picking up trash on the streets, building a garden, or helping a family with home repairs. A pancake breakfast, rally, and health fair will also be offered. Sue Frost and several businesses in the area have donated upwards of \$20,000 so far. Admin. Foell added that several projects will be worked on at Orangevale Community Park. Admin. Foell and Director Stickney attended an administrator's meeting when lighting retrofits through SMUD were discussed. They also spoke about the Park Bond and the possible benefits for the District. Further, the new District website has went live for the public. The Board and staff also discussed other updates to the park and District that had occurred recently such as the auctioning of the old golf course baskets.
- b) Update on the Land Swap with San Juan Unified School District (verbal): The District was still waiting for the title reports, but now that the School Board had approved their portion the District will move forward as soon as all the documents are in order.

**14. UNFINISHED BUSINESS**

There was no unfinished business to discuss.

**15. NEW BUSINESS**

**MOTION #6**

- a) Approval of the Orangevale Recreation & Park District Fiscal Audit 2016/17 (pg 26-60): Larry Bain, in conjunction with Ms. Von Aesch, completed the audit. He felt it went very smoothly. Mr. Bain presented the audit and discussed details as needed. He explained that the Board had a pretty good cushion and carry over. The net pension liability increased over the past year, so he suggested the District continue to watch that closely. On a motion by Director Brunberg, seconded by Director Montes, the audit was approved 5-0-0 with Directors Meraz, Brunberg, Stickney, Montes, and Swenson voting Aye. There were no Nays or Abstentions.

**MOTION #7**

- b) Resolution of the Board of Directors of Orangevale Recreation & Park District Establishing a Schedule of Fees for Use of Park and Recreational Facilities, Programs, and Services (pg 61-76): Admin. Foell explained it will be a 10% increase that will go into effect immediately upon approval by the Board. On a motion by Director

Montes, seconded by Director Brunberg, the new fee schedule was approved 5-0-0 with Directors Meraz, Brunberg, Stickney, Montes, and Swenson voting Aye. There were no Nays or Abstentions.

**MOTION #8**

- c) Acceptance of the County of Sacramento 2018 Investment Policy for the Pooled Investment Fund (pg 77-94): This motion is presented by the County on a yearly basis and approved by the Board. On a motion by Director Montes, seconded by Director Meraz, the investment policy was approved 5-0-0 with Directors Meraz, Brunberg, Stickney, Montes, and Swenson voting Aye. There were no Nays or Abstentions.

**MOTION #9**

- d) Approval of the Updated Harassment Policy (pg 95-105): All of the supervisors took a webinar in September 2016 about bullying and the current manual was updated. The draft policy was reviewed by the policy committee in January. On a motion by Director Montes, seconded by Director Stickney, the policy was approved 5-0-0 with Directors Meraz, Brunberg, Stickney, Montes, and Swenson voting Aye. There were no Nays or Abstentions.

**MOTION #10**

- e) Discussion and Update of Master Plan Strategies and Tactics (pg 106-129): Admin. Foell discussed the details of the Strategy Matrix report that was presented to the Board. Topics discussed were the lighting updates at the community center which have been completed, the security camera updates that are currently in process, the purchase of a new ArborPro software, various capital improvement programs such as new valves/heads for watering, seeding athletic field areas, new signs, and trail and grant projects. Supervisor Woodford discussed the voucher program for non-traditional schools utilizing the District's recreation programs. Supervisor Wade discussed the new work order system, sustainability, and other strategies going forward for operations and maintenance. Supervisor Bain discussed marketing strategies, signs, and volunteers. Director Montes recommended the IVolunteer software to track and encourage more volunteers. Admin. Foell discussed the District's ability to request donations from businesses, which have been very helpful. He also spoke about the new website and the ability to embed videos from YouTube.

- f) Approval of the Purchase of the ArborPro Software for Urban Forest and Asset Management in the Amount of \$8,450 (pg 130-131): Admin. Foell felt this software was vital for District services and he supported the approval of the motion. The software carries a \$1,575.00 annual fee as well. Director Montes was concerned about the additional money that would be coming out of the budget. Supervisor Wade explained how helpful the software will be to allow the District to be more effective. On a motion by Director Brunberg, seconded by Director Swenson, the purchase was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. Director Montes Abstained. There were no

Nays.

- g) Discussion and Approval of the Method for Filling the Park Superintendent Position (pg 132-133): Scott Wade has been working as the interim park superintendent. Last February, the Board approved a method for promotion within the District. Admin. Foell felt that since Mr. Wade was a qualified applicant, and that the Board wanted to watch their finances, he discussed eliminating a park maintenance position. This would save the District \$60,000, the amount Mr. Wade would receive as a Park Maintenance III employee if not hired as the superintendent. He recommended that the District offer a conditional offer of employment to Mr. Wade. Director Montes felt Mr. Wade had done a great job thus far, and that she believes in hiring from within, however, she believed the committee agreed to follow the adopted procedures from last year. Director Montes also stated that she didn't believe it should have been included in the public forum of a Board meeting. Director Stickney expressed that he does not feel any positions should be eliminated, but he favored leaving the position open and unfilled for a period of time. Director Meraz felt Admin. Foell had the authority to hire no matter what the Board approved, minus the previously Board approved hiring policy. Admin. Foell felt that in this case the reasons stated in the staff report were more compelling than was previously discussed in the committee meeting. He added that he had spoken to the District's attorney and was told that the Board could change the process and hire as they determined was in the best interest of the District.

**MOTION #11a**

Director Montes motioned that the District follow the Park Division Advancement requirements in hiring the park superintendent position. The motion was seconded by Director Stickney and the motion was rejected 1-2-2 with Director Montes voting Aye, Directors Swenson and Stickney Abstaining, and Directors Brunberg and Meraz voting Nay.

**MOTION #11b**

Director Brunberg motioned to authorize the District Administrator to forgo the competitive hiring process on this one case basis and provide a conditional offer of employment to Interim Park Superintendent Scott Wade, and not fill the vacant park maintenance position at this time. This motion was seconded by Director Meraz, the motion was approved 3-1-1 with Directors Meraz, Brunberg, and Stickney voting Aye. Director Montes voted Nay. Director Swenson Abstained.

**MOTION #12**

- h) Discussion and Approval of the Orangevale Community Park Master Plan Schedule (pg 134-135): On a motion by Director Brunberg, seconded by Director Meraz, the Master Plan schedule was approved 4-1-0 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. Director Montes voted Nay. There were no Abstentions.

**MOTION #13**

- i) “Cease and Desist Letter” Dated January 2, 2018 from Terry Benedict Alleging a Brown Act Violation for Changing the Subject Matter of an Agenda Item (pg 136): No discussion.
- j) Authorize District Administrator to Send Response to Cure and Correct Letter of Terry Benedict Dated January 2, 2018 Regarding Alleged Violation of Brown Act (pg 137-138): On a motion by Director Montes, seconded by Director Stickney, the motion was approved 5-0-0 with Directors Meraz, Brunberg, Stickney, Montes, and Swenson voting Aye. There were no Nays or Abstentions.
- k) Approve a Date and Time for a Board Workshop to Discuss Board Governance, The Brown Act, and the Public Records Act (Conducted by Vicki Hartigan from McMurchie Law (pg 139): The Board decided to wait until after the general election in November to decide on a date for another workshop. No motion was made.
- l) Approval of Settlement Agreement with TJR Resources, Inc. Regarding Orangevale Community Park Oak and Filbert Pathway Project (pg 140-142): This item was removed and moved to the March meeting.

**16. DIRECTOR AND STAFF COMMENTS**

Admin. Foell discussed the Best of Orangevale event and encouraged the Board members to respond.

Director Brunberg discussed the Master Plan and appreciated all the work that went into the completion of it.

**17. ITEMS FOR NEXT AGENDA**

The TJR Resources item will be discussed at the March meeting.

**18. CLOSED SESSION**

- a) Closed Session – Pursuant to Government Code Section 54957 Public Employee Performance Evaluation: District Administrator

**19. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION**

No action was taken, but direction was given.

**20. ADJOURNMENT**

**MOTION #14**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 9:40 p.m. On a motion by Director Montes, seconded by Director Brunberg, adjournment was approved 5-0-0 with Directors Meraz, Stickney, Swenson, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

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Mike Stickney, Chairperson