

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors February 14, 2019

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, February 14, 2019 at the District Office. Director Stickney called the meeting to order at 6:35 p.m.

Directors present: Meraz, Swenson, Stickney, Brunberg, and Montes

Staff present: Greg Foell, District Administrator
Horatio Oropeza, Park Superintendent
Jason Bain, Recreation Supervisor
Melyssa Woodford, Administrative Services Supervisor
Jennifer Von Aesch, Finance/HR Superintendent

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA** Item 13d was removed from the agenda. On a motion by Director Montes, seconded by Director Brunberg, the agenda was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.
MOTION #1
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES** a) Approval of Minutes of January 10, 2019 Meeting (supplement):
MOTION #2 On a motion by Director Montes, seconded by Director Swenson, the minutes were approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.
7. **CORRESPONDENCE** a) Confidential Envelope – Attorney Billing December 2018: On a
MOTION #3 motion by Director Swenson, seconded by Director Stickney, the attorney billing was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.
8. **CONSENT CALENDAR** No consent items were pulled for further discussion. On a motion by Director Meraz, seconded by Director Brunberg, the consent calendar was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.
- 8.1. **CONSENT MATTERS** a) Ratification of Claims for January 2019 (pg 1-2)
b) Budget Status Report for January 2019 (pg 3-5)

- GENERAL FUND**
- 8.2. **OLLAD
CONSENT
MATTERS**
- c) Revenue Report for January 2019 (pg 6)
- a) Ratification of Claims for January 2019 (pg 7-8)
b) Budget Status Report for January 2019 (pg 9-10)
- 8.3. **KENNETH GROVE
CONSENT
MATTERS**
- a) Ratification of Claims for January 2019 (pg 11)
b) Budget Status Report for January 2019 (pg 12)
9. **NON-CONSENT
MATTERS
GENERAL FUND**
- No report.
10. **STANDING
COMMITTEE
REPORTS**
- a) Administration and Finance: No report.
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.
h) Ad Hoc: No report.
11. **ADMINISTRATOR’S
REPORT**
- a) Monthly Activity Report – January 2019 (pg 13-16): Admin. Foell stated the Hazel Avenue sidewalk project was proceeding along. They will discuss this further in a future meeting. A supervisor from the County told Admin. Foell it appeared “favorable” for the sidewalk from the Regency Baptist Church to the current end of the District sidewalk. The District had been working with other districts regarding the park development fee five-year report. Supervisor Woodford noted that Mr. Miranda had been instructing with the District for 18 years. Supervisor Bain reported they have received 230 sign ups for the swim team so far. Staff added an additional basketball session to accommodate more teams/participants. Superintendent Oropeza said they have been managing the amount of rain we have been receiving. They have been working on cleaning up the disc golf course area. The pool pump impeller has been replaced. Staff are also working on relocating a beaver in Sundance Park to prevent additional dams and flooding issues. The audit was completed.
- b) Report on Electric Greenway Trail – Next Public Meeting Scheduled for April 9, 2019 (verbal): Admin. Foell updated the Board on this upcoming meeting. They have received positive

feedback from the residents.

- c) Finance Committee Meeting Scheduled for Friday, March 29, 2019 at 8:00 a.m. (verbal): Admin. Foell updated the Board on this upcoming meeting.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

MOTION #5

- a) Presentation and Approval of Little Free Library Project at Pecan Park by Zane Shumway (presentation): Zane Shumway could not attend the meeting this month. His presentation may be rescheduled for a future date. The library was part of his senior project and will be located near the rock garden. On a motion by Director Montes, seconded by Director Swenson, the little library project was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays

MOTION #6

- b) Approval of the Orangevale Recreation & Park District Fiscal Audit 2017/18 (pg 17-46): Larry Bain presented the audit report from July 1, 2017 to June 30, 2018. Based on the audit, his report indicated the financial reports from the District were fairly stated. He went on to summarize his report. He noted an error from the County in the amount of \$206,000 but this was resolved the following fiscal year. This was the result of a change in their payroll system. Mr. Bain and Admin. Foell discussed the park development fees and how they will be allocated to capital projects, and they decided to specify fund allocations to specific projects in a new resolution that will supersede prior resolutions that lacked clarity. On a motion by Director Brunberg, seconded by Director Montes, the audit was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #7

- c) Approve Resolution 19-02-612 Resolution of the Board of Directors of the Orangevale Recreation & Park District Establishing a Schedule of Fees for Use of Park and Recreational Facilities, Programs, and Services (pg 47-62): Admin. Foell stated that the fee schedule is normally reviewed and approved on a yearly basis. This year's increase is recommended to be a 5% increase. Staff also worked to compare fees with other districts, strictly for research purposes. Admin. Foell recommended the Board approve the increase in the schedule of fees. Director Stickney asked why the non-resident rate for the disc golf course was the same as the resident rate. The rate was the same on the District's prior schedule. It was edited to make the disc golf course rate be the same as the horse arena rates of \$250 for non-residents and \$208 for residents, with the person reserving the rental having to be a resident. On a motion by Director Brunberg, seconded by Director Montes, the fee schedule (with the above

change) was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #8

- d) Approve Resolution 19-02-613 Resolution Allocating Park Development Fees and In-Lieu Fees to District Capital Projects (pg 63-64): This item was removed from the agenda.
- e) Approval of the Agreement for Acquisition of Real Property, Easement for Public Roadway and Public Utilities, and Easement for Temporary Construction for 24 Months with the County of Sacramento at Youth Center Park for the Construction of a Bus Stop and Hazel Avenue Sidewalk Improvements (pg 65-84): This project goes from Central to Elm, adding a bus stop in front of the Youth Center playground. The County will build a fence between the bus stop and playground area. This will also include a pedestrian light on Hazel. Construction will begin in 2020 and take up to two years. Director Stickney requested that Admin. Foell send another letter to the County regarding the concerns of the District patrons not having enough room to merge into traffic from the middle lane. Director Meraz recommended a flashing light to warn drivers of the oncoming traffic light color. Director Meraz motioned to approve the agreement, with the addition of a consideration for a secondary light for southbound traffic as discussed. This motion was seconded by Director Swenson. However, after further discussion the motion was withdrawn. The item will be reconsidered at the March 14, 2019 meeting.

MOTION #9

- f) Approve Agreement with Exclusive Exteriors to Construct an ADA Pathway at the Youth Center Park in the Amount of \$52,500 (pg 85-101): The District solicited three bids and received two bids. This project includes an ADA compliant sidewalk near the baseball field, and another from the parking lot stalls to the middle of the basketball court and playground, along with an additional sidewalk going around the playground. Wood fiber would be used as the surfacing material in the playground area. On a motion by Director Brunberg, seconded by Director Montes, the agreement was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #10

- g) Approve a Date and Time for a Board Workshop to Discuss and Prioritize the District's Capital Improvement, Capital Replacement, and ADA Plan Projects (pg 102): Admin. Foell recommended the workshop date being February 28 at 6:30. On a motion by Director Montes, seconded by Director Brunberg, the workshop was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #11

h) Approve a Date and Time for a Board Workshop to Discuss Board Governance, the Brown Act, and the Public Records Act (Conducted by McMurchie Law) (pg 103): This was to be held on March 14, 2019 at 5:30. On a motion by Director Montes, seconded by Director Swenson, the workshop was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #12

i) Acceptance of the County of Sacramento 2019 Investment Policy for the Pooled Investment Fund (pg 104-121): This vote was done on a yearly basis to accept the investment policy from the County of Sacramento. On a motion by Director Montes, seconded by Director Brunberg, the investment policy was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #13

j) Approval of Proposal from SCI Consulting to Provide Consulting Services for Updating the Park Impact Fee Nexus Study and Completing the Five-Year Findings Report (pg 122-129): The District must update the park development nexus study every five years and then submit a findings report. On a motion by Director Brunberg, seconded by Director Montes, the proposal was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

k) Presentation by Blair Aas from SCI Consulting Group Regarding Financing Methods for District Capital Projects (pg 130): Blair Aas presented the District with financing options to assist the District with the legal, financial, and political process in order to establish a new funding source. Admin. Foell noted that the District was not a growth district. Mr. Aas went on to summarize what his firm could provide the District with regards to financing methods. He reiterated the importance of voter surveys of the community and the benefits of those surveys. In summary, Admin. Foell stated that the Board should choose a funding method based on the community preferences determined by the survey. Mr. Aas recommended doing the GO bond survey first which could cost approximately \$10,000 through a survey firm.

14. DIRECTOR AND STAFF COMMENTS

Supervisor Bain said they will start prepping the pool at the end of March.

Superintendent Oropeza was appreciating the rain.

Ms. Von Aesch reminded the Board that the Form 700 was due in April.

Admin. Foell has two vacations scheduled. One in March and one in

April.
Director Montes congratulated the staff on the Best of Orangevale event.

Director Swenson and Supervisor Bain discussed the floor finish on the basketball court and solutions to the slick surface.

15. ITEMS FOR NEXT AGENDA

Director Stickney stated items for the March agenda including the Hazel Avenue Project, District Financing/Survey Options and the Project/Funding Designation Resolution.

16. ADJOURNMENT
MOTION #14

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 9:10 p.m. On a motion by Director Montes, seconded by Director Swenson, the adjournment was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

Mike Stickney, Chairperson