

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors

December 14, 2017

(Revised)

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, December 14, 2017 at the District Office. Director Stickney called the meeting to order at 6:32 p.m.

Directors present: Meraz, Brunberg, Stickney, Swenson, Montes  
(Brunberg arrived at 6:47 p.m.)

Staff present: Greg Foell, District Administrator  
Scott Wade, Interim Park Superintendent  
Jennifer Von Aesch, Finance/HR Manager  
Melyssa Woodford, Administrative Services Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA**  
**MOTION #1** On a motion by Director Montes, seconded by Director Meraz, the agenda was approved 4-0-1 with Directors Meraz, Stickney, Swenson, and Montes voting Aye. Director Brunberg was absent. There were no Nays.
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES**  
**MOTION #2** a) Approval of Minutes of November 9, 2017 Meeting (pg 1-7): 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 was absent. There were no Nays.
7. **CORRESPONDENCE** a) Letters from Terry Benedict dated November 27, 2017 (1), November 28, 2017 (1), November 29, 2017 (3), and November 30, 2017 (1) and Response from the District Administrator (pg 8-17): Admin. Foell addressed questions Mr. Benedict proposed from Board meetings in the past. He explained that often Mr. Benedict will choose one sentence from the meeting and take the meaning out of context and so it was sometimes difficult to address his concerns. Admin. Foell felt the District has always responded to Mr. Benedict per the Public Records Act, as they would do with any member of the public. The Board felt the response given by Admin. Foell and the attorney letter were appropriate.

**8. CONSENT CALENDAR**

No consent matters were discussed.

**MOTION #3**

On a motion by Director Meraz, seconded by Director Swenson, the consent calendar was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. Director Montes Abstained. There were no Nays.

**8.1 CONSENT MATTERS GENERAL FUND**

- a) Ratification of Claims for October 2017 (pg 18-19)
- b) Budget Status Report for October 2017 (pg 20-22)
- c) Revenue Report for October 2017 (pg 23)
- d) Ratification of Claims for November 2017 (pg 24-25)
- e) Budget Status Report for November 2017 (pg 26-28)
- f) Revenue Report for November 2017 (pg 29)

**8.2. OLLAD CONSENT MATTERS**

- a) Ratification of Claims for October 2017 (pg 30-31)
- b) Budget Status Report for October 2017 (pg 32-33)
- c) Ratification of Claims for November 2017 (pg 34-36)
- d) Budget Status Report for November 2017 (pg 37-38)

**8.3. KENNETH GROVE CONSENT MATTERS**

- a) Ratification of Claims for October 2017 (pg 39)
- b) Budget Status Report for October 2017 (pg 40)
- c) Ratification of Claims for November 2017 (pg 41)
- d) Budget Status Report for November 2017 (pg 42)

**9. 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.

**10. ADMINISTRATOR'S REPORT**

- a) Monthly Activity Report – November 2017 (pg 43-46): Admin. Foell met with City of Citrus Heights staff and the three Escallonia residents. He felt they had a great conversation. They learned that one of the residents was ready to move forward with the sale for the Electric Greenway Grant Project. The other two residents still had questions but Admin. Foell felt the District could adequately address those concerns. He said the project was moving forward. Admin. Foell attended a meeting with Supervisor Frost and Assemblyman Kiley and he felt it was a nice open forum style meeting. He noted that the security reports only indicated minor incidents, mainly involving transient camping sites. Superintendent Wade reported that they will give them a notice and reminder that they should not be camping. Admin. Foell encouraged the Board

members to participate in the Polar Bear Plunge. Directors Stickney and Swenson questioned about the tree planting, and Superintendent Wade explained the plan for planting which involves the consideration of spring and autumn colors and blossoming schedule. He added that they have removed the tree watering bags due to the change in season. Disc golf customers have expressed their appreciation for the trees at the course. The Board members gave positive feedback regarding the Christmas Tree Lighting event and Admin. Foell felt Coordinator McAdam did an excellent job organizing the event.

- b) Consider Changing the January 11<sup>th</sup> Regularly Scheduled Board of Directors Meeting to January 18<sup>th</sup> (verbal): Admin. Foell suggested changing the date of the meeting because of the District offices being closed until January 3<sup>rd</sup>. The Board decided to keep the meeting on January 11<sup>th</sup>. Admin. Foell added that the August 2018 meeting will be the third Thursday of the month because staff prefers to have the County fiscal year end reports to complete the final budget.
- c) Update on the Land Swap with San Juan Unified School District (verbal): The District has ordered the title reports and Admin. Foell was hoping to have the entire package ready for the San Juan Unified School District Board meeting in January.

**11. UNFINISHED BUSINESS**

There was no unfinished business to discuss.

**12. NEW BUSINESS**

**MOTION #4**

- a) Election of Officers for 2018 (verbal): Director Brunberg motioned that the current officer assignments remain the same for 2018: Director Stickney as Board Chair, Director Montes as Vice Chair, and Director Swenson as Secretary. Director Montes seconded the motion and the officer assignments were approved 5-0-0 with Directors Meraz, Brunberg, Stickney, Swenson, and Montes voting Aye. There were no Nays. Director Stickney advised the Board members to start thinking about their preferred committee assignments for 2018.

**MOTION #5**

- b) Set Date for Policy Committee Meeting to Review the Revised Harassment Policy (verbal): The Board discussed a possible meeting date and they decided on January 19<sup>th</sup> at 8:30 a.m.
- c) Approval of the Agreement with the Women Veterans Alliance to Hold the Women Veterans Red, White & Blue Fun Run Event in Orangevale Community Park on May 19, 2018 (pg 47-61): Director Brunberg motioned to approve the agreement with the Women Veterans Alliance to hold the Women Veterans Red, White, and Blue Fun Run Event in Orangevale Community Park on May 19, 2018. This was seconded by Director Meraz and the event was approved 3-0-2 with Directors Meraz, Brunberg, and Stickney voting Aye. Directors Swenson and Montes Abstained.

There were no Nays.

**13. DIRECTOR AND STAFF COMMENTS**

Coordinator Woodford noted that there was a new designer chosen for the upcoming activity guide. The craft fair and tree lighting events were very successful. She also reminded the Board of the Polar Bear Plunge. She also spoke about the newly hired Recreation Specialists.

Superintendent Wade said he looked forward to seeing the Board members at the employee appreciation luncheon. He spoke about Lucas, a newly hired employee specializing in the maintenance of vehicles, mowers, and other equipment.

Ms. Von Aesch stated that the audit was completed.

Admin. Foell complimented the staff. He reminded the Board of the employee appreciation luncheon.

Director Stickney asked about the new website, and Admin. Foell said they were hoping it will be completed soon. They want to ensure that the PDF forms are working correctly before it goes live.

Admin. Foell noted that the District offices would be closed until January 3, 2018. He was also looking forward to the employee appreciation luncheon.

Director Swenson complimented the Christmas tree, and thanked the staff for all they do.

Director Stickney wished everyone a happy holidays and Merry Christmas.

Director Brunberg thanked the staff, and also complimented them on the Christmas tree. She hoped everyone enjoyed their holiday.

**14. ITEMS FOR NEXT AGENDA**

No items were discussed.

**15. ADJOURNMENT  
MOTION #6**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:27 p.m. On a motion by Director Brunberg, seconded by Director Montes, adjournment was approved 5-0-0 with Directors Meraz, Brunberg, Stickney, Swenson, and Montes voting Aye. There were no Abstentions or Nays.

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Mike Stickney, Chairperson