

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors April 12, 2018

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, April 12, 2018 at the District Office. Director Montes called the meeting to order at 6:34 p.m.

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

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.

4. **APPROVAL OF AGENDA** On a motion by Director Brunberg, seconded by Director Meraz, the agenda was approved 4-0-0 with Directors Swenson, Brunberg, Montes, and Meraz 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 February 8, 2018 Meeting (pg 1-7): On a motion by Director Brunberg, seconded by Director Meraz, the agenda was approved 4-0-0 with Directors Swenson, Brunberg, Montes, and Meraz voting Aye. There were no Abstentions or Nays.

 - b) Approval of Minutes of March 8, 2018 Meeting (pg 8-12): On a motion by Director Brunberg, seconded by Director Meraz, the agenda was approved 4-0-0 with Directors Swenson, Brunberg, Montes, and Meraz voting Aye. There were no Abstentions or Nays.**MOTION #2**

MOTION #3

7. **CORRESPONDENCE**
 - a) Letter from Terry Benedict to the Board of Directors and Letter of Response from the District Administrator (pg 13-14): Director Montes felt the Administrator's response to Mr. Benedict's letter was well done.

 - b) Letter from CARPD Announcing Nominations for Candidate's Interested in Serving on the CARPD Board of Directors (pg 15-16): CARPD sent a letter soliciting possible Board member candidates.

- c) Letter from CARPD Requesting Letters of Interest from Board Members Interested in Serving on the CAPRI Board as the CARPD Appointee (pg 17): CAPRI (liability coverage carrier) is announcing an appointed positioned by the CARPD Board. If a Board member was interested in applying, they would submit their name and be up for consideration for the position. Director Meraz has served on the Board in the past.

8. CONSENT CALENDAR

No consent items were discussed.

MOTION #4

On a motion by Director Brunberg, seconded by Director Swenson, the consent calendar for the General Fund, OLLAD, and Kenneth Grove (8.1-8.3) were approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Nays or Abstentions.

8.1 CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for February 2018 (pg 18-19)
- b) Budget Status Report for February 2018 (pg 20-22)
- c) Revenue Report for February 2018 (pg 23)
- d) Ratification of Claims for March 2018 (pg 24-25)
- e) Budget Status Report for March 2018 (pg 26-28)
- f) Revenue Report for March 2018 (pg 29)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for February 2018 (pg 30-31)
- b) Budget Status Report for February 2018 (pg 32)
- c) Ratification of Claims for March 2018 (pg 33-34)
- d) Budget Status Report for March 2018 (pg 35-36)

8.3. KENNETH GROVE CONSENT MATTERS

- a) Ratification of Claims for February 2018 (pg 37)
- b) Budget Status Report for February 2018 (pg 38)
- c) Ratification of Claims for March 2018 (pg 39)
- d) Budget Status Report for March 2018 (pg 40)

8.4. NON-CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for February 2018 (pg 41)

MOTION #5

On a motion by Director Brunberg, seconded by Director Meraz, the non-consent calendar (8.4) for the General Fund was approved 3-0-1 with Directors Meraz, Brunberg, and Swenson voting Aye. Director Montes Abstained. There were no Nays.

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.
- h) Ad Hoc Disc Golf Committee – Recap of April 4, 2018 Meeting (pg 42-43): Admin. Foell felt this was a great meeting that included a lot of input given regarding the topics involving the disc golf course. They recapped the discussion from the committee meeting, spoke about the public resources code and the District's ability to charge fees for service, and how the funds would be collected and used. Possible revenue amounts were discussed based on the difference in charges that are being weighed, as well as the amount of traffic at the course.

10. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – March 2018 (pg 44-49): Admin. Foell felt this month's finance report was positive, yet not as strong as the beginning of the year. He felt the District was still doing well. The Top Notch Basketball League has been growing in attendance. Admin. Foell noted this was a very busy time for the District with several up-coming events such as the Creek Week Clean-up, Rummage Sale, Summer Open House, and Spring Craft Fair. The Finance Committee meeting was on April 27th, Community Park Master Plan meeting was on April 19th, and Recreation Committee meeting on May 1st. The next Board meeting will be on May 10th and the Capital Projects Board Workshop meeting will be on May 17th. The Big Day of Service will be on May 5th and four projects were being planned. He noted that Fair Oaks has been working on a finance plan and would like to build a community center; he felt it was interesting to compare the public opinion and the similarities and differences in the Master Plans between park districts.
- b) Update on the Land Swap with San Juan Unified School District (verbal): As requested, the District provided the School District with their Verizon contract due to the cell tower being listed on the title report.

**11. UNFINISHED BUSINESS
MOTION #6**

- a) Discussion Regarding the Disc Golf Pay to Play Draft Business Plan, Draft Budget, and Disc Golf Course Survey and Approval of the Disc Golf Ad Hoc Committee Recommendation Regarding Incorporation of the Disc Golf Course Survey into the Orangevale Community Park Master Plan (pg 50-62): Admin. Foell discussed the main items that would be funded via a pay-to-play measure. There are two large scale projects, both in the \$150,000 range, including an expansion of the parking lot to include 30 new stalls and a restroom renovation. They also identified environmental improvements, such as defining walkways to at least six of the holes and tree pruning. He estimated that \$7,000-15,000 per year would need to be allocated to hire a tree company to better maintain the trees on the course. A marshalling program would be instituted and police patrols would be increased under the plan. Possible fee structures were discussed including a daily (\$3-6) and yearly fee (\$50-140). Regarding administration for collecting fees, he felt it was more conceivable to have a concessionaire collect the

fees as opposed to District staff. Marshalls could also be used to ensure players have paid to play. Director Brunberg questioned the amount of players that are being estimated, but it was noted that this course was always very busy. Admin. Foell developed several possible budget scenarios with regard to the amount of service and projects completed, and the Board spoke about the pluses and minuses of each one. The disc golf survey was also discussed. The survey included questions such as where the player lives, how frequently they play, what improvements they'd like to see most and the projects that were most important to them, how much they were willing to pay and possible different fees for weekends or an annual pass, and if and why they would not be willing to pay. Director Montes added that she felt the yearly fees were too low, and Admin. Foell said this was still an issue that needed to be discussed further. Increasing the annual fees was discussed amongst the Board, to possibly \$100-150 for residents and \$150-200 for non-residents. With the approved motion, the survey will start being distributed. An ad hoc meeting will be held before the June Board meeting, and a final budget and business plan will be developed.

It was a motioned that the District approve the disc golf course survey and instruct the staff to distribute the survey and include the results as part of the Orangevale Community Park Master Plan. On a motion by Director Brunberg, seconded by Director Montes, the motion was approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Nays or Abstentions.

12. NEW BUSINESS

There was no new business to discuss.

13. DIRECTOR AND STAFF COMMENTS

Coordinator Woodford said the Top Notch basketball program was growing in popularity. Creek Week was being held on Saturday.

Interim Superintendent Wade was keeping busy now that spring was here.

Ms. Von Aesch said everyone completed their Form 700.

Admin. Foell said it was a busy time of year for the District. He was happy with all of the staff members and what was being accomplished. Staff was getting ready for spring and summer. Coordinator Woodford completed the new activity guide.

Director Swenson was excited to participate in Creek Week. She also complemented the parks throughout the District.

Director Brunberg requested a class to teach basic life skills such as balancing a checkbook or opening a bank account. Bruce from the Orangevale Library announced a financial education initiative through the library. They have partnered with community groups and

government agencies to include classes such as a fraud prevention, social security, long-term care, and debt management. Coordinator Woodford also spoke of online classes that were available.

Director Montes thanked staff for their work. She also let everyone know about the upcoming fun run, Pow Wow Days, and the Big Day of Service.

14. ITEMS FOR NEXT AGENDA

None

15. ADJOURNMENT

MOTION #7

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:34 p.m. On a motion by Director Montes, seconded by Director Brunberg, adjournment was approved 4-0-0 with Directors Meraz, Swenson, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

Lisa Montes, Vice Chairperson