

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors May 11, 2017

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, May 11, 2017 at the District Office. Director Stickney called the meeting to order at 6:35 p.m.

Directors present: Stickney, Meraz, Brunberg, Montes (One Vacant Position)
Staff present: Greg Foell, District Administrator
Scott Russell, Park Superintendent
Jennifer Von Aesch, Finance/HR Manager
Jason Bain, Recreation Supervisor
Melyssa Woodford, Administrative Services Supervisor

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

4. **APPROVAL OF AGENDA** On a motion by Director Montes, seconded by Director Meraz, the agenda was approved 4-0-0 with Directors Meraz, Stickney, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.
MOTION #1

5. **PUBLIC DISCUSSION** Mr. Morgan spoke to the Board regarding the vacant position on the Board. He had emailed Admin. Foell who recommended he speak to the Board directly as Mr. Morgan missed the deadline to apply. Admin. Foell hesitated to allow him to apply after the deadline because there could possibly be others who also wanted to apply after the deadline had passed. He spoke with the District's attorney who advised that the Board could not make this decision because it was not an agenda item. Further, they were advised that they could extend the deadline to allow Mr. Morgan to apply but this would have to be advertised in a newspaper. Director Meraz spoke about a prior similar situation he encountered on another Board, which caused others to feel it was unfair. Mr. Morgan advised that he was made aware of the deadline two hours prior to it expiring. He felt that the Board should possibly not allow applications to continue to be submitted after the deadline, which several Board members and Admin. Foell agreed with. The Board determined to not extend the deadline for the position.

6. **MINUTES** a) Approval of Minutes of April 13, 2017 Meeting (pg 1-5): On a motion by Director Montes, seconded by Director Brunberg, the minutes were approved 4-0-0 with Directors Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.
MOTION #2

7. CORRESPONDENCE

MOTION #3

- a) Confidential Envelope – Attorney Billing February 2017: On a motion by Director Montes, seconded by Director Brunberg, the attorney billing was approved 4-0-0 with Directors Meraz, Stickney, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.
- b) Letter from AARP Thanking Staff for their Assistance with the AARP Tax-Aide Program and Commending Rebekah Butcher, Susan Riswold, and Melyssa Woodford for their work Coordinating the Program (pg 6): Admin. Foell explained that they worked to accept calls and make appointments for tax assistance, which the letter indicated benefited over 500 people.

8. CONSENT CALENDAR

MOTION #4

On a motion by Director Brunberg, seconded by Director Stickney, the consent items were approved 4-0-0 with Directors Meraz, Stickney, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

8.1 CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for April 2017 (pg 7-8)
- b) Budget Status Report for April 2017 (pg 9-11)
- c) Revenue Report for April 2017 (pg 12)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for April 2017 (pg 13-14)
- b) Budget Status Report for April 2017 (pg 15-16)

8.3. KENNETH GROVE CONSENT MATTERS

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

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 – April 2017 (pg 19-20): Admin. Foell indicated that April was busy behind the scenes to get ready for the summer months. He met with Sue Frost and her Chief of Staff at her office, and he recommended that the Board take Ms. Frost on a tour of the parks and facilities. Admin. Foell mentioned the park bond and that there may be an opportunity for the County to apply for a grant for improvements at Indian Stone Corral. Recreation

Coordinator McAdam and Admin. Foell met with the San Juan Unified School District to discuss the Bridges After School Program. The District had heard about SCERS speaking to other park districts about part-time employees going over their allowed hours which is a concern with the Bridges program. The District has decided not to continue with the contract next year. Pre-construction meetings were held for the Pecan Dog Park, the Oak and Filbert Pathway project, and the Almond Shade Structure project. Admin. Foell noted that progress was coming along nicely on these projects. Coordinator Woodford noted that pickleball had started and was being held on Tuesday and Thursday mornings for open play sessions; there were six in attendance on the second day. She also noted that swim lesson sessions were already selling out. Supervisor Bain said they were getting ready for the swimming season and pool opening in a couple weeks. The summer kickoff party was being held on May 20. Superintendent Russell said the fields were being used for softball games. Director Stickney noted that a couple of the fields looked very nice.

MOTION #5

- b) Special Board Meeting – Selection of a New Director – Tentative Date: Tuesday, May 16, 2017 (verbal): Admin. Foell reviewed the current applications: Hari Modi, who attended the bridge program; Richard Perez, who worked for the City of Sacramento Parks and Recreation; Erica Swenson, a resident who organized a playground build at Norma Hamlin Park; Charlie Clark, a long-standing Orangevale resident who was previously on the Board; Leonard Hawkins, who was also previously on the Board and was involved in soccer and other activities; and Bets Flores, who was active with the Friends of Orangevale Library. The applicants will make presentations at the upcoming special meeting. Director Montes motioned that the Board hold the Special Meeting on May 16, 2017 at 6:30 p.m. The motion was seconded by Director Brunberg and the motion was approved 4-0-0 with Directors Meraz, Stickney, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #6

- c) Special Board Meeting – Capital Project Workshop – Tentative Date: Thursday, May 25, 2017 (verbal): This annual meeting workshop will cover capital projects and reprioritizing the capital improvement project for the upcoming year. A salary survey to compare Orangevale with other districts will also be discussed. Director Brunberg motioned that the Board approve the Special Meeting date as May 25, 2017 at 6:30 p.m. The motion was seconded by Director Stickney and was approved 4-0-0 with Directors Meraz, Stickney, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.
- d) Job Announcement – Park Maintenance I/II Position (verbal): The application date for this position closes May 16 and interviews will be held shortly after. There were currently 35 candidates which will be condensed to the top eight applicants before interviews are

held.

11. UNFINISHED BUSINESS

None discussed.

12. NEW BUSINESS

a) Presentation of the Orangevale Recreation and Park District Preliminary Budget for Fiscal Year 2017-18 (pg 21-46): The Board reviewed the preliminary budget. Admin. Foell explained that the Board will approve the preliminary budget in June. The final budget will be advertised for public comment, and will be considered for approval at the August meeting. The tax revenue growth has been averaging \$30-50,000 a year. The District continues to increase program fees and part-time salaries due to yearly minimum wage increases. Director Brunberg requested budget sheets with 2016-2017 actuals and projected actuals. Admin. Foell noted that the finances available for capital projects was diminishing and the budget will remain lean for these projects. Once the Master Plans are complete, a District wide finance plan can be discussed.

MOTION #7

b) Approval of Resolution 17-05-569, Resolution of Intention to Levy Assessments for Fiscal Year 2017-18, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg 47-93): Director Brunberg motioned that the Board approve Resolution 17-05-569 as stated. Public comment was open and closed with no discussion. The motion was seconded by Director Montes and approved 4-0-0 with Directors Meraz, Stickney, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #8

c) Approval of Resolution 17-05-570, Resolution of Intention to Levy Assessments for Fiscal Year 2017-18, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Kenneth Grove Landscaping and Lighting Assessment District (pg 94-113): Director Brunberg motioned that the Board approve Resolution 17-05-570 as stated. Public comment was open and closed with no discussion. The motion was seconded by Director Montes and approved 4-0-0 with Directors Meraz, Stickney, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #9

d) Approval of Resolution 17-05-571, Resolution Authorizing the Disposal of Surplus Property (pg 114): Admin. Foell said the items will be offered in a sealed bid format. Director Brunberg motioned that the Board approve Resolution 17-05-571 as stated and authorized the District Administrator to surplus the items as responsibly as possible. Public comment was open and closed with no discussion. The motion was seconded by Director Montes and approved 4-0-0 with Directors Meraz, Stickney, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

- e) Approval of the Agreement with MTW to Provide Irrigation As-Built Drawings for Orangevale Community Park (pg 115-126): A base map was completed and now the irrigation planning can begin. Director Montes motioned that the Board approve the Agreement with MTW to provide irrigation as-built drawings for Orangevale Community Park in the amount of \$3,500 and authorize the District Administrator to execute the contract documents. The motion was seconded by Director Brunberg and approved 4-0-0 with Directors Meraz, Stickney, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #10

13. DIRECTOR AND STAFF COMMENTS

Supervisor Bain was getting ready for the swimming season. The summer kickoff party was being held on May 20.

Ms. Von Aesch said she was working on getting the part-time staff ready to go. The County was having the payroll system changed over to Compass, a different software, in June. Admin. Foell added that paychecks will be administered every two weeks instead of twice a month.

Superintendent Russell said they have been able to get caught up with mowing.

Coordinator Woodford indicated the guide was completed and came out a couple weeks ago. Several Board members stated that it looked great. A mud run and weight loss challenge were being held.

Admin. Foell explained that the District was now in “crunch time” and will be getting busier. He commended the staff on doing a fantastic job.

Director Montes was still working on planning for Pow Wow Days. There will be a kid zone, petting zoo, and laser show.

Director Meraz thanked Admin. Foell for the detailed budget letter he provided. He commended the staff for getting the parks into great shape.

Director Brunberg thanked the staff for all the hard work they do.

Director Stickney was happy to be back in the United States after a vacation.

14. ITEMS FOR NEXT AGENDA

None discussed.

15. CLOSED SESSION

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

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

No action was taken by the Board but direction was given.

**17. ADJOURNMENT

MOTION #11**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:40 p.m. On a motion by Director Montes, seconded by Director Brunberg, the adjournment motion passed 4-0-0 with Directors Meraz, Stickney, Montes, and Brunberg voting Aye. There were no Abstentions or Nays.

Mike Stickney, Chairperson