

**ORANGEVALE RECREATION & PARK DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 12, 2019**

**REGULAR MEETING 6:30 PM
LOCATION:
6826 Hazel Ave.
Orangevale, CA 95662**

NOTE: The Board of Directors may take up any Agenda item at any time, regardless of the order listed. Action may be taken on any item on the Agenda.

1. CALL TO ORDER

2. ROLL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

5. PUBLIC DISCUSSION

Any person may address the board upon any subject within the jurisdiction of the Orangevale Recreation & Park District with each speaker being limited to three minutes. However, the Chairperson can impose reasonable limitations to the maximum time per person and per agenda item to allow the Board to complete its business. Any matter that requires action will be referred to staff or committee for a report and action at a subsequent meeting.

6. MINUTES

a. Approval of minutes of the Regular Meeting November 14, 2019 (pg 1-6)

7. CORRESPONDENCE

a. Confidential envelope – Attorney billing October 2019

b. Sacramento Local Agency Formation Commission Selection of Special District Commissioner and Alternate Commissioner Run-off (pg 7-16)

8. CONSENT CALENDAR: Reading/Opportunity to Pull Items for Discussion/Board Action

Consent items are considered routine and are intended to be acted upon in one motion, without discussion. During this portion of the meeting, the Consent Calendar will be read aloud. Prior to approval, the Chairperson will give the Board, staff, and public the opportunity to pull any item for discussion. The remaining Calendar will be acted upon. Any pulled items will then be heard and acted upon individually.

8.1 CONSENT MATTERS GENERAL FUND

a. Ratification of Claims for November 2019 (pg 17-18)

b. Budget Status Report for November 2019 (pg 19-21)

c. Revenue Report for November 2019 (pg 22)

8.2 OLLAD CONSENT MATTERS

a. Ratification of Claims for November 2019 (pg 23-24)

b. Budget Status Report for November 2019 (pg 25-26)

8.3 KENNETH GROVE CONSENT MATTERS

a. Ratification of Claims for November 2019 (pg 27)

b. Budget Status Report for November 2019 (pg 28)

9. **NON-CONSENT MATTERS GENERAL FUND**

10. **STANDING COMMITTEE REPORTS**

- a. Administration & Finance
- b. Maintenance & Operation
- c. Recreation Committee
- d. Personnel & Policy
- e. Government
- f. Planning Committee
- g. Trails Committee
- h. Ad Hoc

11. **ADMINISTRATOR'S REPORT**

- a. Monthly Activity Report – November 2019 (pg 29-33)
- b. Report on Electric Greenway Trail – (verbal)

12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**

- a. Discussion Regarding Naming the New Property and Facilities (pg 34-36)
- b. Approval of Consulting Services Agreement with Isom Advisors to Provide Consulting Services Associated with the District Conducting a Bond Measure (pg 37-48)
- c. Approval of Proposal from MTW Group to Provide Master Plan Services for the Orangevale Community Center Park in the Amount not to Exceed \$25,000 (pg 49-51)

14. **DIRECTOR'S AND STAFF'S COMMENTS**

15. **ITEMS FOR NEXT AGENDA**

16. **ADJOURNMENT**

NOTICE:

As presiding officer, the Chair has the authority to preserve order at all Board of Directors meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.

People with disabilities may request accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Requests for accommodations must be made with 72 hours prior notice. If you require accommodations, please contact the Orangevale Recreation & Park District main office at (916) 988-4373.

Directors can be reached at: director@ovparks.com

Manie Meraz

Mike Stickney

Sharon Brunberg

Lisa Montes

Erica Swenson

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors November 14, 2019

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, November 14, 2019 at the District Office. Director Stickney called the meeting to order at 6:32 p.m.

Directors present: Stickney, Swenson (Arrived 6:35p.m.), Meraz, Brunberg, Montes,
Directors absent: None
Staff present: Greg Foell, District Administrator
Jennifer Von Aesch, Finance/HR Superintendent
Horatio Oropeza, Park Superintendent
Jason Bain, Recreation Supervisor
Melyssa Woodford, Admin. 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 Montes, was approved by a vote of 4-0-0 with Directors Stickney, Brunberg, Meraz, and Montes voting Aye. There were no Abstentions or Nays.
MOTION #1 Director Swenson was absent for vote (arrived at 6:35p.m.)
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
6. **MINUTES** a) Approval of Minutes of October 10, 2019 Special Meeting (pg 1-7): On a motion by Director Brunberg seconded by Director Meraz, the minutes were approved by a vote of 3-0-2 with Directors Stickney, Meraz, Brunberg, and voting Aye and Directors Swenson & Montes Abstaining. There were no Nays.
MOTION #2
7. **CORRESPONDENCE** a) Confidential Envelope – Attorney Billing October/September 2019: On a motion by Director Brunberg, seconded by Director Meraz, the attorney billing was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Abstentions or Nays.
MOTION #3

**8. CONSENT
CALENDAR**

MOTION #4

- a) On a motion by Director Brunberg, seconded by Director Meraz, the consent calendar with the removal of the Chamber of Commerce membership dues (page 8) was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz and Montes, voting Aye. There were no Abstentions or Nays.

**8.1. CONSENT
MATTERS
GENERAL FUND**

- a) Ratification of Claims for October 2019 (pg 8-9)
b) Budget Status Report for October 2019 (pg 10-12)
c) Revenue Report for October 2019 (pg 13)

**8.2. OLLAD
CONSENT
MATTERS**

- a) Ratification of Claims for October 2019 (pg 14-15)
b) Budget Status Report for October 2019 (pg 16-17)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for October 2019 (pg 18)
b) Budget Status Report for October 2019 (pg 19)

**9. NON-CONSENT
MATTERS
GENERAL FUND**

MOTION #5

- a) Ratification of Claims for October 2019 (pg 20):
On a motion by Director Brunberg seconded by Director Swenson, the Ratification of Claims for October 2019 with the addition of the Orangevale Chamber of Commerce membership dues (page 8) was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Meraz, and Brunberg voting Aye and Director Montes Abstaining. There were no Nays.

**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: Trails Committee: No report.
h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – October 2019 (pg 21-24): Admin Foell summarized the cleanup efforts for the new property (Formerly Regency Baptist Church). The California Conservation Corp has been assisting with the removal of concrete, play structures, and miscellaneous debris left behind on the property. Park Supt. Oropeza anticipates utilizing the California Conservation Corp's assistance for an additional day at the new property, one day at Streng Avenue project, and two days at Sundance Park. Capital City Signs will be providing a quote to update interior and exterior signage for all buildings. The termite division of Neighborly Pest Management will be inspecting and treating the termite damage and active infestation issues at the new property. In addition, dry rot repairs, security doors, door replacement and/or repairs, security camera installation, interior repairs and painting, and exterior landscape, are being implemented. Fire and building alarms for the new property will be added to current building security system. A land survey began today, November 14, 2019, in preparation for the Master Plan Update for entire site. The survey will take approximately three to four days to complete. The storage containers currently on site at the new property will be relocated to more optimal locations on the premises for usage. Overflow parking at the new property will be utilized during the Orangevale Community Tree Lighting on December 6, 2019. A lighted pathway will be available to access between the overflow parking to the Orangevale Community Center. The proposal for the Master Plan Update will tentatively be presented to the Board of Directors in December 2019 with the initial Master Plan update projected to begin in January 2020. Initial meeting was held with MTW with Director Lisa Montes, Brad Squires and OVparks staff present. In addition, Admin Foell advised that all sidewalks for accessing the game area at the Orangevale Community Park and the basketball court upgrade at the Youth Center location have both been completed.

Supervisor Woodford emphasized the tremendous effort from maintenance staff in facilitating the cleanup at the new property.

Park Supt. Horacio Oropeza updated on the accomplishments on cleanup at the new property, the tree lighting decorating, and the field aerating of the fields.

Recreation Supervisor Jason Bain summarized the Fright Night event and highlighted new activities such as the pallet maze and "Spookyton" Woods.

b) Report on Electric Greenway Trail – (verbal): Admin Foell advised regarding the positive meeting held with property owners on Escallonia and Drywood regarding the Electric Greenway Project. County of Sacramento, City of Citrus Heights, and Admin Foell

attended the meeting with the property owners involved. The City of Citrus Heights contracted with an engineer to survey the setting of the square footage and the boundary lines. Upon completion of the report, a subsequent meeting will be held with the property owners to confirm the information with them move forward with purchase agreements.

Admin Foell met with local residents to walk through the Electric Greenway Trail area to identify the potential trees to be removed. Draft construction plans are projected to be completed beginning to mid-summer of 2020. At that time another meeting will be conducted with the residents.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

a) Discussion Regarding Community Feedback from Stakeholders on Financing of District Capital Projects and Timeline for Considering a General Obligation Bond (handout, verbal):
Admin Foell summarized feedback received from community leaders and community council. Presentation of information was generally well received. Input suggested showing the anticipated projects to be included in the General Obligation (G.O.) Bond and the prioritization of projects. Ralph Carhart, with the Fair Oaks Board of Directors, was at the presentation and validated the expense involved for public projects based on his experience with upgrades at Fair Oaks Recreation & Park District. Discussed process of providing visualization of projects and marketing strategy for G.O. Bond for vote in 2020 election. Admin Foell has contacted David Dickerson, OVparks website developer, for adding pages to display the master plan updates on the website in a user-friendly format. In addition, John Isom will be present for the December 12, 2019 Board of Directors meeting at which time the consultant agreement and the proposal from David Dickerson will be presented to begin discussions whether to move forward. Admin Foell encouraged the Board of Directors to review the timeline presented to become familiar with the milestones prior to the December BOD meeting. Anticipating February or March timeline for receipt of the estimated cost analysis and actual projects for G.O. Bond if pursued. John Isom will discuss the process pursuant to the July 7th submission deadline for ballot inclusion at the December board meeting.

b) Approval of Quote from Madsen Roofing & Waterproofing, Inc. to Complete Repairs on the Sanctuary and House Buildings in the amount of \$13,681.00 (pg. 25-39): Admin Greg Foell updated on progress in acquiring new roofing at the new property. Classroom building's roof is old but does not have obvious leaks. Sanctuary building has a rolled roofing material which is delaminating from the roof creating the immediate concern for leakage. The house roof is a composition roof that needs repairs as well. Admin Foell

MOTION #6

has contacted four commercial roofing companies. Unfortunately, this late in the season, only one bid for \$76,000 has been received to re-roof the three buildings. This amount exceeds the limit without going through a formal bid process. Therefore, a bid in the amount of \$13,681 was obtained from this company to address the immediate repairs needed to secure the Sanctuary and House roofs until it can be re-addressed for replacement in the next fiscal year. Discussed the possibility of obtaining a bid specification package to re-roof the Orangevale Community Center building, with a new design to prevent leakage, along with the new property roofs as a package bid during the next fiscal year.

On a motion by Director Montes, seconded by Director Brunberg, the Approval of Quote from Madsen Roofing & Waterproofing, Inc. to Complete Repairs on the Sanctuary and House Buildings in the amount of \$13,681.00 were approved by a vote of 5-0-0 with Directors Stickney, Swenson, Meraz, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

14. DIRECTOR AND STAFF COMMENTS

Admin Foell mentioned the need to have new property named to put new signage in place. He asked for input for names to consider. He will forward naming policy to the Directors and add this topic to the agenda for Board of Directors Meeting for December.

Supervisor Woodford advised of the upcoming Craft Fair on November 15th and 16th, as well as the 14th Annual Orangevale Community Tree Lighting on December 6th. Currently working on the new activity guide for Winter/Spring with several new activities being planned. The Employee Appreciation Party will be held on Friday, December 13th from 11:30 a.m.- 2:30 p.m.

Park Supt. Oropeza summarized the completion of clearing and the planned maintenance for the new property.

Finance/HR Supt. Von Aesch advised open enrollment for health care plans has ended.

Director Montes extended wishes to all OVparks staff and their families for a blessed Thanksgiving and voiced appreciation to veterans for their service. She invited all to attend the Honky-tonk Party on Saturday, December 7th.

Director Swenson expressed appreciation for the OVparks staff.

Director Stickney appreciates all the efforts of the OVparks staff.

Director Brunberg mentioned the progress on the new property looks great from the street. She is working on updating the trails system for

the master plan update. Suggested having quarterly committee meetings to discuss strategies involved.

Director Meraz appreciates the improved views from clearing the properties.

15. ITEMS FOR NEXT AGENDA

- a) Proposal for the Master Plan Update
- b) G.O. Bond Discussion & and Possible Consultant Agreement
- c) New Property Name Discussion

16. CLOSED SESSION

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

17. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION

Director Stickney resumed public session. No action was taken.

18. ADJOURNMENT

MOTION #7

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:56 p.m. On a motion by Director Brunberg, seconded by Director Stickney, the adjournment was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes, voting Aye. There were no Abstentions or Nays.

Mike Stickney, Chairperson



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

DATE: November 26, 2019

TO: Special Districts' Selection Committee

FROM: Don Lockhart, Executive Officer
Sacramento Local Agency Formation Commission

RE: **Selection of Special District Commissioner and Alternate Commissioner Run-off**
for the Sacramento Local Agency Formation Commission

Term of Office: **January 1, 2020 to December 31, 2023**

Thank you for your participation in the selection process for the Special District Commissioner and Alternate seats on the Sacramento Local Agency Formation Commission (LAFCo).

This purpose of this memorandum is to announce who was selected by the Special District Selection Committee for the Commissioner and the Alternate Commissioner seats for LAFCo.

The winner by a plurality of votes for the **Commissioner seat is Lindsey Liebig** from the Herald Fire Protection District. Therefore, Ms. Liebig is declared the selected Commissioner.

For the **Alternate Commissioner seat there is a three-way tie**. Therefore, a run-off will occur. Please see the attached Instructions and Ballot. (Ballot must be returned by January 28, 2020)

Commissioner Liebig will fulfill the four year term starting January 1, 2020 ending December 31, 2023. At the end of that time, another selection process will be held. Congratulations and welcome Ms. Liebig!

Please feel free to contact me if you have any questions regarding the selection process at (916)874-6458.

Yours truly,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION


Donald Lockhart, AICP
Executive Officer

Donald J. Lockhart AICP, Executive Officer; Diane Thorpe, Clerk of the Commission
www.saclafco.org





SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

DATE: November 26, 2019
TO: Special Districts' Selection Committee
FROM: Donald Lockhart, Executive Officer
RE: **Selection of Special District Alternate Commissioner**
Term of Office: January 1, 2020 to December 31, 2023
for the Sacramento Local Agency Formation Commission

For the Alternate Commissioner seat there is a three-way tie. Therefore, a run-off will occur. Pursuant to the provisions of Section 56332 of the Government Code, the Executive Officer has determined that a meeting of the Special District Selection Committee for the purpose of selecting an Alternate Special District Commissioner [for Offices No. 6 & 7] to serve on the Sacramento Local Agency Formation Commission is not feasible. Based on past experience, due to the size of the Special District Selection Committee, it has been difficult to establish a quorum. Therefore, the business of the Special District Selection Committee will be conducted in writing, as provided in the cited section code.

Please see the attached Run-off Ballot

Please select one candidate for Alternate Special District Commissioner.

Please return the ballot to the LAFCo office no later than:

4:00 P.M. on TUESDAY, JANUARY 28, 2020

To be valid, selection of a candidate must be done by a majority vote of the governing board of an Independent Special District in an open and official meeting of that board and certified by the secretary or clerk of the board.

Any ballot received after the date specified above shall not be valid. The candidate who receives the most votes will be determined the winner outright. In the event of a tie, there will be a run-off selection held in the same format as the initial selection. The LAFCo Executive Officer will announce the results of the selection within seven days of the specified date.

If you have questions, please contact Sacramento LAFCo at (916) 874-6458.

Return ballot to:
Sacramento LAFCo
1112 "I" Street; Suite 100
Sacramento, CA 95814

or e-mail to: Diane.Thorpe@SacLAFCo.org



Runoff Ballot

LAFCo Special District Alternate Commissioner
Please select one candidate from below

Run-off Ballot

Alternate Commissioner - for Offices No. 6 & 7

Please select **ONE** candidate **BELOW**

- | | |
|--|--------------------------|
| Michael Hanson
Arcade Creek Recreation & Park District | <input type="checkbox"/> |
| Charlea Moore
Rio Linda Elverta Recreation & Park District | <input type="checkbox"/> |
| Michael Yearwood
Cordova Recreation & Park District | <input type="checkbox"/> |

Ballot must be received by **4:00 pm on Tuesday January 28, 2020**

Special Districts must return the ballots to LAFCo by the date specified above. Any ballot received after the specified date shall not be valid. *The information below must be complete*

The candidate who receives the most votes will be determined the winner outright.

The LAFCo Executive Officer will announce the results of the election within seven days of the specified date.

Name of Special District

Street Address

Date of Meeting

District Phone Number

Signature of Secretary or Clerk of the Board

Phone Number

Print Name

E-mail Address

Michael Hanson

3552 Rolling Oak Dr

Sacramento, CA 95841

Telephone: 916-550-0531

mjh54321@comcast.net

cellular: 510-346-1344

SUMMARY

Information Technology Professional proven experience including roles as a manager, project manager, systems analyst, systems integrator and software developer of systems in the mainframe and midrange environments. Experienced in all stages of software development life cycle, from analysis through implementation. Successfully managed numerous projects and led teams in system & vendor selection, analysis of business requirements, vendor management, system development & implementation. Strengths include:

- Project Manager
- Vendor Management
- Systems Integration
- Database Analysis
- Application Architecture
- System Analysis
- Software Development Lifecycle
- Managing Projects Across Technologies

Elected to Arcade Creek Recreation and Park District 2014

- Serve as Chair 2015
- Serve as director 2016
 - Lead in the Master Plan project
- Serve as Secretary/Treasurer 2017

PROFESSIONAL EXPERIENCE

CSAA IG, Glendale AZ **1993-Present**
Previously, CSAA, San Francisco, CA

AAA Membership and Insurance Co.

Project Manager **2002 – Present**

As an EDS/HP employee supporting CSAA (outsourced in 1996), led projects involved in mainframe upgrades and support activities.

- Created proposal to upgrade all application software to a consistent and supportable level. The application software would not be supported under the new operating system (the environment was scheduled to be upgraded). Worked with leadership to document proposal and create the accepted SOW. (Project size >65K staff hours)
- Managed teams' efforts associated with the application. Assumed role as the Technical Lead and Application Architect. Needed to allow concurrent business changes to occur while upgrading the infrastructure. Delivered a consolidated toolset for mainframe application support including the customized Configuration Management tool, the approach to managing DB2, and the build process itself.

- Reviewed infrastructure requirements and worked with senior management to create an accepted SOW to upgrade the system software.
- Managed a multi-stage mainframe software upgrade the environment to supported levels. Managed the efforts of EDS, Mphasis, and CSAA teams to upgrade the environment with minimal interruption to the business.
- Technical lead for the CSAA account for the mainframe portion of the Data Replication Project by providing stats and coordinating various teams. In addition, provided communication and follow-through for questions/concerns related to the midrange portion of the effort. Help to coordinate the efforts to deliver a successful data replication environment where the mainframe and midrange have replication in place for Disaster Recovery purposes.
- Manage mainframe hardware upgrades. Managed 4 mainframe CPU upgrades for the CSAA account. The scope included the coordination of the teams, the actual upgrade itself, and validation all components would continue to support the business/applications in the new environment as they did on the current hardware including the encryption coprocessor.
- Manage mainframe system software upgrades. Managed migrations from IBM OS/390 through z/OS 1.13, DB2 v7 through DB2 v10, and similar upgrades to CICS, Datacom, and the infrastructure in general. Each major upgrade required a level of acceptance testing and burn-in prior to moving the upgrades to production.

Team Lead

1996 – 2002

As a Systemhouse/MCI/WorldCom employee supporting CSAA (outsourced in 1996), led teams addressing improvements in the Travel/Touring and Membership area.

- Coordinated the install of the TripTik system developed by the AAA National team to automate the Tourbook and map process used to support members in their travels. This was a client-server app where workstations would communicate to a SUN Sparc back-office server.
- Lead the development of the processes internal to CSAA to handle “vanity cards.” This is the AAA VISA cards for the CSAA members which allowed them to autopay their membership. Later, added the capability to Autopay their insurance premiums as well.
- Scheduled to manage the Claims replacement project (HAL), a Client-Server application. Studied the architecture and status with the current PM who then was able to stay and complete the project.

Team Lead

1993 – 1996

Managed team supporting Travel and Touring

- Brought onboard to support the project replacing all Membership, Insurance, and Claims. The architecture of the system was client-server based with the data storage being DB2 on the mainframe and the client residing on workstations running OS/2 and communicating to the mainframe. Directed the efforts of the Membership team (and supported other team’s efforts) related to productionalizing the system.

Education: BA in Management, St. Mary's College, Moraga CA.

Charlea R Moore

• Elverta, CA 95626

Applicant Statement for the Special District LAFCO Representative

I moved from Glassboro New Jersey to Rio Linda Elverta in 1981, along with my 3 year old daughter and my husband.

Almost immediately I became involved with Sacramento County Service Area #3 which was the forerunner of our current independant Parks and Recreation District serving the Rio Linda Elverta Communities. This involvement was the result of reading a statement in the local paper, indicating that the Parks Advisory Board had determined that there were sufficient equestrian trails in the area. I was very happy to advocate for additional trails and in the process begin my education in local governance processes.

Over the next several decades I was appointed to numerous County and Local advisory boards, steering committees and ad hoc committees. My interest expanded to include growth issues, flood issues and agriculture/suburban/urban issues.

I learned a great deal about how government works and how Special Districts fit into the process. I became a strong advocate for local governance after going through 3 incorporation attempts in the Rio Linda Elverta communities and in the education process I switched from anti-incorporation to pro-incorporation for unincorporated communities.

In about 1992 I was appointed to the RLE CPAC in and served during the Community Plan Update. I am familiar with the governance process and with procedures for arriving at a decision as a board member. I have served several terms on CPAC under four different County Supervisors since that initial appointment. All of these experiences were very educational for me.

In 2002 I successfully ran for the Rio Linda Elverta Recreation and Parks District. I truly enjoyed and have greatly benefited from the experience of becoming an elected board member. I ran again in 2016 and am currently serving as Secretary for the RLE Recreation and Parks District.

I believe that my history in the community and experience as an elected public official will be an asset for Special Districts as a LAFCO Special District Board member.

Thank you,

Charlea R. Moore

Michael T. Yearwood

Rancho Cordova, CA 95670

Experience Summary:

Customer Service Leader with over ten years of experience with direct customer problem solving within the health insurance industry. Expert level experience with hiring, training, staff retention, process improvement projects, managing deadlines and increasing production of teams.

Health Net of California

2016-2019

Claims Supervisor - Performance Team

- Supervise a team of 17 Claims Analysts
- Coach and mentor staff to exceed expectations
- Responsible for talent and performance management of Claims Team
- Daily operational leadership and support through work distribution and monitoring
- Coordinate with scheduling to assist with daily forecast ensuring accurate staffing coverage
- Identify individual performance gaps to recommend and implement action plans that achieve desired result
- Monitor daily productivity through the Macess System
- Collaborate with peers and managers on process improvements

State of California - Health Benefits Exchange (Covered California)

2015-2016

Supervising Program Technician III

- Supervise a team of 15 Customer Service Representatives
- Coach and mentor staff to exceed expectations
- Assist representatives with questions regarding health plan options and policy and procedures
- Research and resolve escalated calls from consumers
- Monitor daily productivity through the IEX System
- Audit inbound calls through the Nice System
- Collaborate with peers and managers on process improvements

Vision Service Plan

2007-2015

Client Broker Representative - Inside Sales

- Assisted and resolved clients and brokers service issues
- Provided phone support and customer service to clients and brokers
- Provided e-mail coverage for Sales Team in their absence
- Implemented installation of new groups and pull-outs according to guidelines
- Processed renewals for clients according to guidelines
- Provided Resource Center support to clients and brokers

References available upon request

Michael Yearwood

~~1234567890~~ Rancho Cordova, CA 95670
~~1234567890~~
~~1234567890~~

Service to My Community

Cordova Recreation and Park District (Board Chairperson)
2015-Present: Director

As a Cordova Recreation and Park District (CRPD) Board Member I am responsible for the budget and for setting policies that safeguard the vitality of the district. The five non-partisan members of the Board of Directors are elected to four-year terms by residents located within CRPD's boundaries. The elected board is held accountable to the following laws that govern public officials: The Brown Act, California Public Records Act, FPPC Reporting Requirements and biannual ethics training.

Specific functions and duties of my role as a Board Director are:

1. To perform its legal responsibility.
2. To set up by-laws, regulations and operation procedures
3. To select, employ, and if necessary, dismiss the District Administrator.
4. To control the operating budget, the financial plans and the insurance program.
5. To care and maintain property.
6. To be responsible for program.
7. To assure personnel policies.
8. To maintain good public relations.
9. To appoint, commission, supervise and receive reports from committees and the District Administrator.

BOARD MEMBERS RESPONSIBILITIES

1. Board members should understand the significance and importance of recreation in the community.
2. Board members should be aware of the relationship of the recreation services to other community services.
3. Board members should look objectively at their specific responsibility as board members and at local community recreation needs, and keep abreast of changing conditions, continuously reassessing their efforts and reasons for service.
4. Board members should have the courage to resist pressures of all types and insist upon high standards for their agencies, particularly in regard to competent, professional personnel.
5. Board members should be aware of their role as board members, acting in concert with their fellow board members without usurping the functions of the District Administrator.

Michael Yearwood

Rancho Cordova, CA 95670

Rancho Cordova Athletic Association

2013: Founding Member

2013-2015: Secretary

2016: CRPD Representative

Leadership Rancho Cordova

2014-2016: Governing Board

2014: Graduate of Class VIII

Rancho Cordova Youth Soccer Club (RCSC)

2002: Coach

2003: U-6 Age Coordinator

2004: Coach & U-8 Boys Age Coordinator

2005: Coach & U-8 Girls Age Coordinator

2006: Coach & U-6 Age Coordinator

2007-2009: Club Manager & Coach

2012: Coach

American River Youth Soccer League (ARYSL)

2007-2009: Board Member – RCSC Representative

2010: League Treasurer

Cordova Girls Softball League

2010-2011: League Vice President

2011-2012: League Vice President

2012-2013: Secretary

2013-2014: Secretary

2014-2015: NORCAL Representative

Folsom Cordova Unified School District

Cordova High School Site Council

2014-2015: Parent Representative

Cordova Lane Elementary School Site Council

1998-2006: Elected Parent Representative

Navigator Elementary School Site Council

2006-2008: Elected Parent Representative

Measure M & P Oversight Committees

2014-2016: Parent/PTSO Member Representative

GENERAL FUND EXPENDITURES
FOR THE MONTH ENDING
NOVEMBER 30, 2019

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1906286204	20202100	US BANK NATIONAL ASSOCIAT	Books/Periodicals/Subscriptions	117.99
1906286204	20202900	US BANK NATIONAL ASSOCIAT	Business/Conference Expense	306.00
1906288689	20203900	JENNIFER VON AESCH	Employee Transportation	9.51
1906288691	20203900	DANIEL RODRIGUEZ	Employee Transportation	54.75
1906288701	20203900	LUCAS LILLY	Employee Transportation	302.00
1906288705	20203900	SUSAN MYREN	Employee Transportation	133.05
1906288706	20203900	ANNE-METTE VEILSTRUP	Employee Transportation	29.81
1906288709	20203900	SHANNON L KANE	Employee Transportation	138.54
1906296167	20203900	JASON BAIN	Employee Transportation	145.00
1906296166	20203900	EMILY ROMINE	Employee Transportation	48.14
1906295909	20203900	CHRISTINA LEVEILLE	Employee Transportation	0.93
				861.73
1906288645	20207600	BURKETTS OFFICE SUPPLY IN	Office Supplies	272.93
1906286204	20208100	US BANK NATIONAL ASSOCIAT	Postal Services	6.85
1906286204	20208102	US BANK NATIONAL ASSOCIAT	Stamps	165.00
1906286321	20219700	SPRINT P C S	Telephone Services	34.15
1906291534	20219700	AT&T	Telephone Services	19.71
1906291823	20219700	COMCAST	Telephone Services	565.63
1906295850	20219700	COMCAST	Telephone Services	338.83
				958.32
1906288644	20226200	JJR ENTERPRISES INC	Office Equipment Maintenance Supply	168.34
1906288642	20253100	DAVID MCMURCHIE	Legal Services	15,847.00
1906295865	20253100	DAVID MCMURCHIE	Legal Services	3,630.50
				19,477.50
1906291855	20257100	B AND P SECURITY INC	Security Services	120.00
1906286204	20259100	US BANK NATIONAL ASSOCIAT	Other Professional Services	2,397.25
1906291857	20259100	MTW GROUP	Other Professional Services	730.00
1906291859	20259100	MTW GROUP	Other Professional Services	1,155.00
				4,282.25
1906286204	20285100	US BANK NATIONAL ASSOCIAT	Recreational Services	622.95
1906288659	20285100	CLINT LEMAY	Recreational Services	747.50
1906288666	20285100	HANDSTANDS INC	Recreational Services	985.60
1906288686	20285100	ADRIAAN JANSEN VAN VUUREN	Recreational Services	896.75
1906291849	20285100	RICHARD KOWALESKI	Recreational Services	180.00
1906291853	20285100	ALISON LLOYD	Recreational Services	126.00
1906291865	20285100	NICOLE SMITH	Recreational Services	400.00
1906291862	20285100	LARAY FORD	Recreational Services	400.00
1906291863	20285100	RAQUEL VINA	Recreational Services	400.00
1906291848	20285100	HOLLY COVALT HOLT	Recreational Services	138.00
1906291847	20285100	STEVEN MIRANDA	Recreational Services	894.40
1906295900	20285100	TERRY MASTEN	Recreational Services	132.00
1906295881	20285100	DANIEL CRANDALL	Recreational Services	420.70
1906295877	20285100	DANIEL CRANDALL	Recreational Services	275.80
1906295875	20285100	JILLIAN JULIEN	Recreational Services	400.00
1906295873	20285100	DEANNA RONNINGEN	Recreational Services	400.00
1906295872	20285100	LOVELL NIX	Recreational Services	400.00
1906295866	20285100	RICHARD GALL	Recreational Services	1,600.00
				9,419.70

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2019/2020
NOVEMBER 2019**

Account Number	Expenditure Account	Budgeted 2019/2020	Current Expenditure	Expenditures to Date	Funds Available	% Left
1000	SALARIES & EMPLOYEE BENEFITS					
10111000	Salaries & Wages, Regular	855,000.00	58,472.40	310,937.56	544,062.44	64%
10112100	Salaries & Wages, Extra Help	430,000.00	19,900.13	212,451.87	217,548.13	51%
10112400	Salaries, Board members	12,000.00	300.00	2,600.00	9,400.00	78%
10121000	Retirement	230,000.00	16,452.20	86,412.01	143,587.99	62%
10122000	Social Security	100,000.00	5,930.96	39,823.77	60,176.23	60%
10123000	Group Insurance	240,000.00	20,166.67	99,012.59	140,987.41	59%
10124000	Worker's Comp. Ins	35,000.00		18,626.00	16,374.00	47%
10125000	Unemployment Insurance	25,000.00	276.30	7,477.85	17,522.15	70%
10128000	Health Care/Retirees	0.00		-	0.00	#DIV/0!
	SUB-TOTAL	1,927,000.00	121,498.66	777,341.65	1,149,658.35	60%
2000	SERVICES & SUPPLIES					
20200500	Advertise/Legal Notices	1,500.00		1,014.48	485.52	32%
20202100	Books/Periodicals/Subscrip	1,000.00	117.99	1,384.96	(384.96)	-38%
20202900	Business/Conference Expense	6,000.00	306.00	306.00	5,694.00	95%
20203500	Education/Training Serv.	7,000.00		1,993.25	5,006.75	72%
20203600	Education /Training Supplies	1,000.00		-	1,000.00	100%
20203700	Tuition Reimbursement	1,000.00		-	1,000.00	100%
20203800	Employee Recognition	2,000.00		-	2,000.00	100%
20203802	Recognition Items	500.00		-	500.00	100%
20203803	Recognition Events	500.00		-	500.00	100%
20203900	Employee Transportation	3,000.00	861.73	1,666.51	1,333.49	44%
20205100	Liability Insurance	60,000.00		29,041.50	30,958.50	52%
20205500	Rental Insurance	4,000.00		516.28	3,483.72	87%
20206100	Membership Dues	10,000.00		8,810.90	1,189.10	12%
20207600	Office Supplies	9,000.00	272.93	2,437.56	6,562.44	73%
20207602	Signs	500.00		-	500.00	100%
20207603	Keys	350.00		-	350.00	100%
20208100	Postal Services	7,500.00	6.85	224.70	7,275.30	97%
20208102	Stamps	3,000.00	165.00	492.00	2,508.00	84%
20208500	Printing Services	28,000.00		-	28,000.00	100%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20210400	Agricultural/Horticultural Supply	1,000.00		-	1,000.00	100%
20211200	Building Maint. Supplies	500.00		-	500.00	100%
20212200	Chemicals	500.00		-	500.00	100%
20213100	Electrical Maint. Service	400.00		-	400.00	100%
20213200	Electrical Maint. Supplies	500.00		-	500.00	100%
20214100	Land Improv. Maint. Services	500.00		-	500.00	100%
20214200	Land Improv. Maint. Supplies	500.00		-	500.00	100%
20215100	Mechanical System Maint. Ser	500.00		-	500.00	100%
20215200	Mechanical System Maint. Sup	500.00		-	500.00	100%
20216200	Painting Supplies	500.00		-	500.00	100%
20216700	Plumbing Maint. Service	400.00		-	400.00	100%
20216800	Plumbing Maint. Supplies	500.00		-	500.00	100%
20218100	Irrigation Services	500.00		-	500.00	100%

Account Number	Expenditure Account	Budgeted 2019/2020	Current Expenditure	Expenditures to Date	Funds Available	% Left
20218200	Irrigation Supplies	500.00		-	500.00	100%
20218500	Permit Charges	3,000.00		-	3,000.00	100%
20219100	Electricity	500.00		-	500.00	100%
20219200	Natural Gas / LPG/ Fuel Oil	500.00		-	500.00	100%
20219300	Refuse Collection / Disposal Service	500.00		-	500.00	100%
20219500	Sewage Disposal Service	500.00		-	500.00	100%
20219700	Telephone Service	15,000.00	958.32	4,297.01	10,702.99	71%
20219800	Water	1,000.00		-	1,000.00	100%
20219900	Telephone System Maint.	500.00		-	500.00	100%
20220500	Automotive Maint. Service	500.00		-	500.00	100%
20220600	Automotive Maint. Supplies	500.00		-	500.00	100%
20221200	Construction Equip Maint Sup	500.00		-	500.00	100%
20222600	Expendable Tools	500.00		-	500.00	100%
20223600	Fuel & Lubricants	500.00		-	500.00	100%
20226100	Office Equip Maint Service	1,000.00		-	1,000.00	100%
20226200	Office Equip Maint Supplies	5,000.00	168.34	760.92	4,239.08	85%
20227500	Rents/Leases Equipment	500.00		-	500.00	100%
20228100	Shop Equip Maint Service	500.00		-	500.00	100%
20228200	Shop Equip Maint Supplies	500.00		-	500.00	100%
20229100	Other Equip Maint Service	500.00		-	500.00	100%
20229200	Other Equip Maint Supplies	500.00		-	500.00	100%
20231400	Clothing/Personal Supplies	2,000.00		-	2,000.00	100%
20232100	Custodial Services	1,000.00		-	1,000.00	100%
20232200	Custodial Supplies	1,000.00		-	1,000.00	100%
20244300	Medical Services	200.00		18.49	181.51	91%
20250500	Accounting Services	8,000.00		-	8,000.00	100%
20250700	Assessment/Collection Service	18,000.00		-	18,000.00	100%
20252500	Engineering Services	6,000.00		-	6,000.00	100%
20253100	Legal Services	15,000.00	19,477.50	46,401.50	(31,401.50)	-209%
20256200	Transcribing Services	1,000.00		-	1,000.00	100%
20257100	Security Services	5,000.00	120.00	780.00	4,220.00	84%
20259100	Other Professional Services	22,000.00	4,282.25	22,762.25	(762.25)	-3%
20259101	Computer Consultants	8,000.00		1,500.00	6,500.00	81%
20281201	PC Hardware	10,000.00		118.80	9,881.20	99%
20281202	PC Software	6,000.00		324.00	5,676.00	95%
20281203	PC Supplies	1,000.00		-	1,000.00	100%
20281900	Elections	0.00		-	0.00	#DIV/0!
20285100	Recreational Services	190,000.00	9,419.70	70,182.16	119,817.84	63%
20285200	Recreational Supplies	40,000.00	767.63	16,119.81	23,880.19	60%
20289800	Other Operating Exp - Supplies	2,000.00		-	2,000.00	100%
20289900	Other Operating Exp - Services	2,000.00		40.68	1,959.32	98%
20291100	System Development Services	3,000.00		-	3,000.00	100%
20296200	GS Parking Charges	200.00	7.00	45.50	154.50	77%
	SUB-TOTAL	527,550.00	36,931.24	211,239.26	316,310.74	60%
3000	OTHER CHARGES					
30321000	Interest Expense	14,000.00		13,498.34	501.66	4%
30322000	Bond/Loan Redemption	70,000.00	429.93	65,464.88	4,535.12	6%
30345000	Taxes/Licenses/Assess Trans	2,500.00		-	2,500.00	100%
	SUB-TOTAL	86,500.00	429.93	78,963.22	7,536.78	9%
4000	FIXED ASSETS					

Account Number	Expenditure Account	Budgeted 2019/2020	Current Expenditure	Expenditures to Date	Funds Available	% Left
41410100	Land	200,000.00		25,000.00	175,000.00	
42420200	Struc. & Improvements	268,500.00	6,677.00	37,916.60	230,583.40	86%
43430300	Vehicles/Equipment	0.00		-	0.00	#DIV/0!
	SUB-TOTAL	468,500.00	6,677.00	62,916.60	405,583.40	87%
5000	INTERFUND CHARGES					
50557100	Fingerprinting Service	4,000.00	32.00	790.22	3,209.78	80%
	SUB-TOTAL	4,000.00	32.00	790.22	3,209.78	80%
79790100	<i>Contingency Appropriations</i>	0.00		-	0.00	0%
	<i>Deposit into Reserves</i>	0.00		-	0.00	0%
	GRAND TOTAL	3,013,550.00	165,568.83	1,131,250.95	1,882,299.05	62%

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND
REVENUE STATEMENT
FISCAL YEAR 2019/2020
NOVEMBER 2019**

Account	Revenue Account	2019/2020 Budgeted Revenue	Realized This Period	Collection YTD Balance	YTD Uncollected Balance	% Collected
91910100	Prop. Taxes - Current Secured	1,340,000		0.00	1,340,000.00	0.00%
91910200	Prop. Taxes - Current Unsecured	40,000		0.00	40,000.00	0.00%
91910300	Supplemental Taxes Current	20,000		0.00	20,000.00	0.00%
91910400	Prop. Taxes Sec. Delinquent	10,000	9,614.99	9,614.99	385.01	96.15%
91910500	Prop. Taxes Supp. Delinq.	500	2,067.38	2,067.38	-1,567.38	413.48%
91910600	Unitary Current Secured	12,000		0.00	12,000.00	0.00%
91910800	Prior Year Supple-Delinq	-		0.00	0.00	
91910900	Education Rev. Augment. Fund	-		0.00	0.00	
91911000	Prop. Tax - Sec. Delinq. Roll	-		0.00	0.00	
91912000	Prop. Tax - Sec. Redemption	-		0.00	0.00	
91913000	Prop. Tax Prior - Unsecured	1,000		0.00	1,000.00	0.00%
91914000	Penalty Costs - Prop. Tax	200		0.00	200.00	0.00%
91919900	Taxes - Other	-		0.00	0.00	
	SUB-TOTAL TAXES 9100	1,423,700	11,682.37	11,682.37	1,412,017.63	0.82%
94941000	Interest Income	14,000		353.00	13,647.00	2.52%
94942900	Building Rental Other	110,000		29,716.63	80,283.37	27.02%
94943900	Cell Tower Leases	29,600		10,447.12	19,152.88	35.29%
94944800	Rec.Concessions Final 9	17,000		8,549.70	8,450.30	50.29%
94945900	Other Vending Devices	-		0.00	0.00	#DIV/0!
94949000	Concessions - Other	-		0.00	0.00	
95952200	Homeowner Prop. Tax Relief	15,000		0.00	15,000.00	0.00%
95952900	In-Lieu Taxes	260,000		0.00	260,000.00	0.00%
95956900	State Aid - Other Misc. Programs	-		0.00	0.00	
96963313	Miscellaneous Fees	1,000		900.77	99.23	90.08%
96964600	Recreation Service Charges	505,000		168,122.22	336,877.78	33.29%
96969700	Security Services	2,500		932.56	1,567.44	37.30%
96969903	Sponsorships/Scholarships	-		0.00	0.00	
97973000	Donations & Contributions	-		1,048.00	-1,048.00	
97973200	Recreation Contributions	-		0.00	0.00	
97973300	Orangevale Clubs	-		0.00	0.00	
97974000	Insurance Proceeds	2,500		598.45	1,901.55	23.94%
97979000	Revenue - Other	500		57,247.58	-56,747.58	11449.5%
	SUB-TOTAL OTHER MISC. INCOME	957,100	0.00	277,916.03	679,183.97	29.04%
	TOTAL BUDGET AMOUNT	2,380,800	11,682.37	289,598.40	2,091,201.60	12.16%

OLLAD EXPENDITURES
FOR THE MONTH ENDING
NOVEMBER 30, 2019

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1906286204	20203500	US BANK NATIONAL ASSOCIAT	Education/Training Services	25.16
1906291346	20207603	AMERICAN RIVER ACE HARDWA	Keys	11.82
1906297715	20210300	NORTHERN CALIFORNIA INALL	Agriculture/Hortuculture Service	487.50
1906286204	20211200	US BANK NATIONAL ASSOCIAT	Building Maintenance Supply/Materials	82.60
1906286204	20211200	US BANK NATIONAL ASSOCIAT	TAX ACCRUAL	6.40
1906291346	20211200	AMERICAN RIVER ACE HARDWA	Building Maintenance Supply/Materials	102.24
				191.24
1906291829	20212200	AQUA SOURCE INC	Chemical Supplies	4,240.70
1700113899	20212200	AQUA SOURCE INC	Chemical Supplies	-40.00
1906291836	20212200	LESLIES POOLMART INC	Chemical Supplies	73.59
				4,274.29
1906286204	20213200	US BANK NATIONAL ASSOCIAT	Electrical Maintenance Supply	614.13
1906286204	20213200	US BANK NATIONAL ASSOCIAT	TAX ACCRUAL	0.01
1906297718	20213200	LIGHTBULBSPLUSINC	Electrical Maintenance Supply	113.66
				727.80
1906286204	20214200	US BANK NATIONAL ASSOCIAT	Land Improvement Maintenance Supply	336.18
1906291842	20214200	NUTRIEN AG SOLUTIONS INC	Land Improvement Maintenance Supply	1,025.51
				1,361.69
1906291346	20216200	AMERICAN RIVER ACE HARDWA	Painting Supplies	13.54
1906291346	20216800	AMERICAN RIVER ACE HARDWA	Plumbing Maintenance Supplies	87.20
1906283991	20218200	SITEONE LANDSCAPE SUPPLY	Irrigation Supplies	249.58
1906291346	20218200	AMERICAN RIVER ACE HARDWA	Irrigation Supplies	51.19
1906291846	20218200	SITEONE LANDSCAPE SUPPLY	Irrigation Supplies	31.79
				332.56
1906286324	20219100	SMUD	Electricity	5,906.81
1906286330	20219200	PACIFIC GAS AND ELECTRIC	Natural Gas/LPG/Fuel Oil	3,894.93
1906286327	20219300	ALLIED WASTE SERVICES OF	Refuse Collection/Disposal Service	1,862.13
1906295854	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	113.70
1906297708	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	113.70
1906297710	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	113.70
1906297711	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	172.82
1906297713	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	304.26
1906297714	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	322.94
				1,141.12
1906286204	20219800	US BANK NATIONAL ASSOCIAT	Water	39.77
1906291819	20219800	ORANGE VALE WATER COMPANY	Water	4,351.17
				4,390.94
1906286204	20223600	US BANK NATIONAL ASSOCIAT	Fuel/Lubricants	50.26
1906289602	20223600	FLEETCOR TECHNOLOGIES	Fuel/Lubricants	1,502.51
				1,552.77
1906291346	20228200	AMERICAN RIVER ACE HARDWA	Shop Equipment Maintenance Supplies	17.12
1906291841	20228200	GORDON COOK	Shop Equipment Maintenance Supplies	71.09

OLLAD EXPENDITURES
FOR THE MONTH ENDING
NOVEMBER 30, 2019

1906297720	20228200	GORDON COOK	Shop Equipment Maintenance Supplies	35.36
1906297721	20228200	GORDON COOK	Shop Equipment Maintenance Supplies	36.61
				160.18
1906286204	20231400	US BANK NATIONAL ASSOCIAT	Clothing/Personal Supplies	316.22
1906286204	20231400	US BANK NATIONAL ASSOCIAT	TAX ACCRUAL	0.02
1906291346	20231400	AMERICAN RIVER ACE HARDWA	Clothing/Personal Supplies	21.54
1906291843	20231400	UNIFIRST CORPORATION	Clothing/Personal Supplies	103.20
				440.98
1906286204	20232200	US BANK NATIONAL ASSOCIAT	Custodial Supplies	119.71
1906286204	20232200	US BANK NATIONAL ASSOCIAT	TAX ACCRUAL	0.01
1906291346	20232200	AMERICAN RIVER ACE HARDWA	Custodial Supplies	27.99
1906291832	20232200	HOME DEPOT USA INC	Custodial Supplies	178.78
1906291843	20232200	UNIFIRST CORPORATION	Custodial Supplies	78.36
1906297716	20232200	NELSONS BUILDING MAINTENA	Custodial Supplies	128.31
1906297717	20232200	NELSONS BUILDING MAINTENA	Custodial Supplies	351.83
				884.99
1906295903	20257100	S E TECHNOLOGIES INC	Security Services	165.00
1906295860	20257100	FULTON-EL CAMINO REC & PA	Security Services	2,200.00
1906295907	20257100	S E TECHNOLOGIES INC	Security Services	135.00
1906295905	20257100	S E TECHNOLOGIES INC	Security Services	135.00
				2,635.00
1906288388	20289800	W W GRAINGER	Other Operating Expenses Supplies	109.58
1906288388	20289800	W W GRAINGER	TAX ACCRUAL	0.01
				109.59

ORANGEVALE RECREATION AND PARK DISTRICT - OLLAD ASSESSMENT
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2019/2020
NOVEMBER 2019

Account Number	Expenditure Account	Budgeted 2019/2020	Current Expenditure	Expenditures to Date	Funds Available	% Left
2000	SERVICES & SUPPLIES					
20203500	Education/Training Service	3,000.00	25.16	698.24	2,301.76	77%
20206100	Membership Dues	1,000.00		-	1,000.00	100%
20207600	Office Supplies	500.00		9.69	490.31	98%
20207602	Signs	1,000.00		97.60	902.40	90%
20207603	Keys	1,500.00	11.82	157.61	1,342.39	89%
20210300	Agricultural/Horticultural Service	12,000.00	487.50	2,100.00	9,900.00	83%
20210400	Agricultural/Horticultural Supply	15,000.00		1,643.03	13,356.97	89%
20211200	Building Maint. Supplies	10,000.00	191.24	10,013.62	(13.62)	0%
20212200	Chemicals	35,000.00	4,274.29	20,518.46	14,481.54	41%
20213100	Electrical Maint. Service	6,000.00		-	6,000.00	100%
20213200	Electrical Maint. Supplies	2,000.00	727.80	1,422.04	577.96	29%
20214100	Land Improv. Maint. Service	34,000.00		10,860.00	23,140.00	68%
20214200	Land Improv. Maint. Supplies	46,000.00	1,361.69	1,888.69	44,111.31	96%
20215100	Mechanical System Maint. Ser	10,000.00		6,115.01	3,884.99	39%
20215200	Mechanical System Maint. Sup	3,000.00		875.35	2,124.65	71%
20216200	Painting Supplies	1,500.00	13.54	32.22	1,467.78	98%
20216700	Plumbing Maint. Service	1,000.00		199.00	801.00	80%
20216800	Plumbing Maint. Supplies	4,000.00	87.20	780.61	3,219.39	80%
20218100	Irrigation Service	2,000.00		-	2,000.00	100%
20218200	Irrigation Supplies	18,000.00	332.56	8,378.14	9,621.86	53%
20218500	Permit Charges	2,000.00		1,673.25	326.75	16%
20219100	Electricity	88,000.00	5,906.81	29,048.74	58,951.26	67%
20219200	Natural Gas / LPG/ Fuel Oil	30,000.00	3,894.93	6,149.43	23,850.57	80%
20219300	Refuse Collection / Disposal Service	24,000.00	1,862.13	6,547.87	17,452.13	73%
20219500	Sewage Disposal Service	14,000.00	1,141.12	5,275.70	8,724.30	62%
20219700	Telephone System	3,000.00		-	3,000.00	100%
20219800	Water	53,000.00	4,390.94	34,198.84	18,801.16	35%
20219900	Telephone System Maintenance	3,000.00		-	3,000.00	100%
20220500	Auto Maintenance Service	6,000.00		330.69	5,669.31	94%
20220600	Auto Maintenance Supplies	6,000.00		1,265.50	4,734.50	79%
20221200	Construction Equip. Maint. Sup.	500.00		-	500.00	100%
20222600	Expendable Tools	4,000.00		104.44	3,895.56	97%
20223600	Fuel & Lubricants	18,000.00	1,552.77	7,083.04	10,916.96	61%
20227500	Rent/Lease Equipment	5,000.00		150.00	4,850.00	97%
20228100	Shop Equip. Maint. Service	2,000.00		269.50	1,730.50	87%
20228200	Shop Equip. Maint. Supplies	7,000.00	160.18	1,594.57	5,405.43	77%
20229100	Other Equip. Maint. Service	2,500.00		273.32	2,226.68	89%
20229200	Other Equip. Maint. Supplies	4,000.00		-	4,000.00	100%
20231400	Clothing/Personal Supplies	4,000.00	440.98	535.69	3,464.31	87%
20232100	Custodial Service	0.00		-	0.00	#DIV/0!
20232200	Custodial Supplies	20,000.00	884.99	9,413.61	10,586.39	53%
20250500	Accounting Services	3,000.00		-	3,000.00	100%
20252500	Engineering Services	15,000.00		6,084.04	8,915.96	59%
20253100	Legal Services	18,000.00		-	18,000.00	100%
20257100	Security Services	20,000.00	2,635.00	8,929.19	11,070.81	55%
20259100	Other Professional Services	38,000.00		1,316.00	36,684.00	97%
20289800	Other Operating Expenses Sup.	3,500.00	109.59	989.38	2,510.62	72%

Account Number	Expenditure Account	Budgeted 2019/2020	Current Expenditure	Expenditures to Date	Funds Available	% Left
	SUB-TOTAL	600,000.00	30,492.24	187,022.11	412,977.89	69%
3000	OTHER CHARGES					
30321000	Interest Expense	0.00		-	0.00	0%
30322000	Bond/Loan Redemption	0.00		-	0.00	0%
30345000	Taxes/Licenses/Assess Trans	1,300.00		1,199.95	100.05	8%
	SUB-TOTAL	1,300.00	-	1,199.95	100.05	8%
4000	FIXED ASSETS					
42420200	Struc. & Improvements	172,000.00		56,034.05	115,965.95	0%
43430300	Equipment	110,000.00		62,796.76	47,203.24	0%
	SUB-TOTAL	282,000.00	-	118,830.81	163,169.19	0%
	GRAND TOTAL	883,300.00	30,492.24	307,052.87	576,247.13	65%

ORANGEVALE RECREATION AND PARK DISTRICT - KENENTH GROVE ASSESSMENT
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2019/2020
NOVEMBER 2019

Account Number	Expenditure Account	Budgeted 2019/2020	Current Expenditures	Expenditures to Date	Funds Available	% Left
2000	SERVICES & SUPPLIES					
20200500	Advertise/Legal Notices	500.00		-	500.00	100%
20207600	Office Supplies	100.00		-	100.00	100%
20207602	Signs	48.00		-	48.00	100%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20219800	Water	800.00	39.19	195.95	604.05	76%
20223600	Fuel & Lubricants	600.00	62.60	292.61	307.39	51%
20250500	Accounting Services	500.00		-	500.00	100%
20252500	Engineering Services	1,000.00		-	1,000.00	100%
20253100	Legal Services	100.00		-	100.00	100%
20256200	Transcribing Services	150.00		-	150.00	100%
20259100	Other Professional Services	500.00		-	500.00	100%
20289900	Other Operating Exp - Services	300.00		(2.64)	302.64	101%
20291500	COMPASS Costs	300.00		-	300.00	100%
20296200	GS Parking Charges	30.00		-	30.00	100%
	SUB-TOTAL	5,428.00	101.79	485.92	4,942.08	91%
4000	FIXED ASSETS					
42420200	Struc. & Improvements	0.00		-	0.00	0%
	SUB-TOTAL	0.00	-	-	0.00	0%
	GRAND TOTAL	5,428.00	101.79	485.92	4,942.08	91%

STAFF REPORT



DATE: 12-12-19

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: MONTHLY ACTIVITY REPORT – NOVEMBER 2019

ADMINISTRATION

- Administrator Foell participated in a conference call with consultant David Dickerson regarding website updates.
- Administrator Foell evaluated the designated Electric Greenway trail location with City of Citrus Heights staff and arborist.
- Administrator Foell and Director Montes attended the Orangevale Community Council Meeting on Friday, November 8th.
- Administrator Foell toured the Electric Greenway trail through the Sundance Natural Area with the City of Citrus Heights staff and residents and tree advocates to discuss the trail location and tree preservation strategies.
- Administrator Foell and Superintendent Oropesa met with Director Stickney to discuss possible tree and shrub plantings at Orangevale Community Park.
- Supervisor Bain met with Chris Jensen from Neighborly Pest to discuss service for the new buildings.
- Superintendent Von Aesch attended the Recreation and Park meeting with the San Juan Unified School District.
- Administrator Foell, Rec. Supervisor Bain, Admin. Serv. Supervisor Woodford, Finance/HR Supt. Von Aesch, Rec. Coordinator Roberts, Park Supt. Oropesa, MTW Staff, Brad Squires, and Lisa Montes met to discuss the update to the Orangevale Community Center Park master plan.
- Many thanks to Superintendent Oropesa and the entire Park Maintenance staff for their outstanding work in cleaning up the new property.
- Thanks to Supt. Oropesa and Foreman Fuhlrodt for coordinating contractors and completing repair work on the facilities.
- Additional thanks to Supervisor Bain, Danny Rodriguez and their staff for their significant progress in cleaning up the buildings, repairing walls and beginning painting the buildings.

RECREATION

- Coordinator Roberts and Specialist Romine, Specialist Brennan and Specialist Kane Attended the CPRS Fall Forum.
- Coordinator Roberts and Specialist Brennan attended the YTRS meeting.

<u>November Activities</u>	<u>Enrollment</u>	<u>Attendance</u>	<u>Gross Revenue</u>
Classes			
Aiki Jujitsu Self Defense	8	\$	437.00
Aikido Teen/Adult	4	\$	400.00
Aikido Youth	4	\$	359.00
American Mahjong	22	\$	22.00
Ballet - Baby	4	\$	91.00
Ballet - Pre Ballet	2	\$	47.00
Dance - Cha Cha	2	\$	82.00

Dance - Tango	1		\$	50.00
Gymnastics - KinderGym	1		\$	153.00
Gymnastics - Tot Gymnastics	1		\$	142.00
Jazzercise		270		
Karate - Preschool	2		\$	154.00
Karate - SA Shotokan	5		\$	619.00
Kids Ninja	1		\$	142.00
Mini Ninja	1		\$	82.00
Pediatric CPR & First Aid	2		\$	170.00
Sunset Chef	11		\$	251.00
Tai-Chi Chuan	6		\$	261.00
TwirlSport Tumbling	4		\$	208.00
Ukulele	45		\$	45.00
Yoga for Grown-Ups	5		\$	243.00
Classes Sub Total	123	270	\$	3,958.00
Events				
Carving Memories	49		\$	284.00
Holiday Craft Fair	35		\$	3,410.00
Kids Night Out	8		\$	176.00
Events Sub Total	92	0	\$	3,870.00
Preschool				
Kinder Kidz	20		\$	5,290.00
Orange Blossoms	14		\$	3,350.00
Preschool Sub Total	34		\$	8,640.00
SENIORS				
Bridge	50		\$	50.00
M.O.V.E. mid day movie		19		
Morning Walk		5		
Senior Lunches		182		
Seniors Sub Total	50	206	\$	50.00
Trips				
San Francisco Shopping Daytrip	10		\$	580.00
Trips Sub Total	10	0	\$	580.00
GRAND TOTAL	309	476	\$	17,098.00

November Gross Revenue Recap –November OTC (over-the-counter) revenue for combined recreation and facility rentals ended at \$20,650, \$4,350 under the projected amount. November recreation revenue came in at \$15,597, \$2,403 under the projected amount and facility revenue in came in at \$5,053, \$1,947 under the projected amount. *Please note the revenue referenced here includes prepayments for future programs while the revenue figures listed in the chart on the previous page represent revenue attributed to programs occurring in November.*

UPCOMING EVENTS

- January 1, Polar Bear Plunge

NOVEMBER HIGHLIGHTS

Holiday Craft Fair

We had our 22nd annual Holiday Craft Fair this month. We had 35 vendors with over 1300 people shopping.



Carving Memories

OVparks enjoyed starting off the Holiday Season with our Senior Community. We had over 50 people join us.



Superhero Academy

Part of our Kids Night Out series was our Superhero Academy. The kids took on their super hero identity and dodged lasers, saved a baby and took down the villains.



Fulton-El Camino Park District Police Department
Monthly activity report for: Orangevale Recreation and Park District
Reporting Period: 2019-11-01 to 2019-11-30

Off Property

Notice To Appear Issued

1) Date/Time: 2019-11-08 22:48

Violation 1: 12500(a) CVC Unlicensed Driver, Severity: Inf

Violation 2: 11350(a) HS Possession of narcotic controlled substance, Severity: Mis

Violation 3: 11364 HS Paraphernalia, Severity: Mis

2) Date/Time: 2019-11-30 21:20

Violation 1: 14601.2 CVC Suspended License DUI, Severity: Mis

OV Community Park (Disc Golf)

Parking Citations Issued

1) Date/Time: 2019-11-24 15:59

V1: 4000(a) CVC No current registration

V2: 5200(a) CVC Display of two license plates required

Pecan Park

Parking Citations Issued

1) Date/Time: 2019-11-24 16:37

V1: 5200(a) CVC Display of two license plates required GOA

PARKS

Park Infrastructure

All Parks

- Nelson continues to do monthly playground inspections and takes care of repairs on site if necessary.
- Staff repaired 40 feet of fence at Oak and Filbert and Horse Arena.
- Staff removed graffiti from Pecan Park.

Mechanics

- Staff serviced the tractor.
- Staff serviced light tower and replaced 1 fuel line in preparation for the Christmas tree lighting.
- Staff serviced all chain saws.
- Staff serviced the chipper in preparation for the new property clean up.

Park Irrigation

All Parks

- Staff continues to water all planted trees.
- Irrigation has been reduced significantly but we continue to irrigate.
- Staff repaired 5 lateral lines at Kenneth Grove, Community Center and new property
- Staff repaired 2 valves at Oak and Filbert.
- Staff replaced 12 sprinklers at various parks of the District.

Park Grounds

All Parks

- Staff continues with regular detail maintenance in all parks and park restrooms.
- Doug aerified all sports fields.

Other Reports

- Staff continues to assist Recreation in Youth Center building rental, programed classes, picnic rentals and schedule events.
- Staff helped in the decoration of the Christmas Tree for the Tree Lighting event.
- Staff cleaned the new property. Some of the work done by staff includes:
 - Irrigation repairs (all systems properly working).

- Removed nearly all blackberry bushes around the entire area.
- Removed nearly all debris left by the previous owner (Four 40-yard bins were filled).
- The mowing of the open field area.
- The mowing, edging and blowing the grass areas.
- Removal of two non-commercial playgrounds.
- Staff worked 10 days with the Sacramental Regional Conservation Core in the removal of privets, trees, tree pruning and debris removal at the Community Center new property, Oak and Filbert east nature area and Sundance.

20. POLICY FOR NAMING AND RENAMING PARKS, FACILITIES, AND OPEN SPACE

20.1 Purpose

The following policy will be utilized in naming and renaming parks, facilities, and open space within the Orangevale Recreation & Park District.

20.2 Naming and Renaming Policy

- A. The District may name or rename entire park sites or significant portions of an otherwise named park, such as a fountain, playfield, pavilion, skate area, natural area, or playground. As a general rule, portions of a park or recreation facility will not have a name other than that of the entire facility. The District may consider exceptions such as:
 - 1. A revenue or fundraising opportunity, where a nomination is submitted to name a room within a community center after a corporate sponsor.
 - 2. In cases where an area within a park is distinctive enough to merit its own name.
- B. An Application for Naming or Renaming Parks or Facilities must be completed and submitted to the District Administrator for District consideration. The District Administrator will then forward the request to the Naming Committee.
- C. The District Ad Hoc Naming Committee will consist of the Board Planning Committee members, District Administrator, Park Superintendent, Recreation Superintendent, and other members as appointed by the Board of Directors. The committee will review all naming or renaming applications and forward recommendations to the Board of Directors which will have final discretion in name selection. After the Board of Director's decides upon a name or name change, public notice of the recommended name will be provided through a public notice in the local newspaper advertising a thirty (30) day comment period. Citizen comments and recommendations must be in writing to the District Administrator of the Orangevale Recreation & Park District and must be postmarked within the (30) day public-notice period. At the next regularly scheduled Board Meeting after the comment period, the Board of Director's will pass a resolution adopting or rejecting the name.
- D. The District will bear the cost of the plaque or monument indicating the name of the park or individual for whom the park or facility is named.
- E. Whenever possible, the District will solicit suggestions or concur on a name during the planning stages, prior to park or facility construction, so

as to avoid prolonged use of temporary designations. The following procedures may be utilized in determining the name of a new park.

1. The District may solicit input from community groups having special knowledge of the area's geographical or historical significance.
2. The District may consider conducting a contest or competition involving the public, in the community within which the park is to be developed, with such contest to be conducted within strict preestablished guidelines.

F. In selecting the name of a park or facility, the following guidelines should be considered:

1. Names of subdivisions and/or communities within which a park is being developed.
2. Names of major streets which serve as access to the park.
3. Names of schools located immediately adjacent to parks.
4. Names of historical significance; may be the name of a particular historical event, e.g. gold rush, pony express, etc.
5. Names of prominent geographic features or local reference points.
6. Wishes of the community.
7. Duplication of other places or facility names in Orangevale shall not be considered.
8. Consideration may be given to naming parks after persons within the following guidelines:
 - a. The suggested name must be accompanied by a biographical sketch which shall provide evidence of the contributions to the park, facility, or parks system overall.
 - b. The person must be deceased for a minimum of three years. The Board of Directors can waive this provision by a 4/5 vote if they determine it is in the best interest of the District.
 - c. The person must have made a significant positive contribution to parks, recreation, or culture in the community without which the park/facility may not exist, or in which the individual's recreational or environmental contributions enhanced a program or facility in an extraordinary way.
 - d. If a park site was acquired by means of a substantial gift or donation by an individual, family or corporation, consideration can be given to naming the park for this person or for a particular name request.
 - e. A park should not be named after a person whose contribution to the recreation and park movement was or is

a part of that individual's normal duties as an employee of the District, unless such contribution was of an extraordinary nature and/or above and beyond that person's employment duties.

- G. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
1. Only those parks and facilities named for location or subdivision shall be considered for renaming.
 2. Parks named by deed restriction shall not be considered for renaming.
 3. Parks and facilities named after individuals shall never be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community.
 4. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.

STAFF REPORT



DATE: 12-12-19

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: APPROVAL OF CONSULTING SERVICES AGREEMENT WITH ISOM ADVISORS TO PROVIDE CONSULTING SERVICES ASSOCIATED WITH THE DISTRICT CONDUCTING A BOND MEASURE

RECOMMENDATION

Approve the Consulting Services Agreement with Isom Advisors to provide consulting services associated with the District conducting a bond measure.

BACKGROUND

The District has completed master plans for the developed parks in the District and is in the process of updating the Orangevale Community Center Park master plan. Financing options have been discussed to fund the capital projects identified in the park master plans. At the April 11, 2019 meeting Isom Advisors was selected to conduct a voter survey for the District. The survey results were presented at the June 2019 Board of Directors Meeting regarding the public's level of support for park projects and a potential bond measure. The next step is to approve the Consulting Services Agreement with Isom Advisors.

RECOMMENDED MOTION

I move we approve the Consulting Services Agreement with Isom Advisors to provide consulting services associated with the District conducting a bond measure and authorize the District Administrator to execute the agreement.

CONSULTING SERVICES AGREEMENT

This CONSULTING SERVICES AGREEMENT (this "Agreement") is dated as of the latest date set forth on the signature page hereto (the "Effective Date") and is entered into by and between Isom Advisors, a Division of Urban Futures Inc., a California corporation ("Advisor"), and Orangevale Recreation and Park District ("District").

RECITALS

WHEREAS, District wishes to issue certain bonds (the "Bonds") and desires that Advisor provide to District certain Consulting Services (defined below) with respect to the Bonds; and

WHEREAS, Advisor desires to provide to District certain Consulting Services with respect to the Bonds on the terms and subject to the conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, agreements, representations, and warranties contained in this Agreement, the parties agree as follows:

AGREEMENT

1. **CONSULTING SERVICES.** District hereby retains Advisor to perform (i) the financial planning services set forth on Exhibit A hereto ("the Financial Planning Services"), and (ii) the financial advisory services set forth on Exhibit B hereto ("the Financial Advisory Services"); and Advisor hereby agrees to perform the Consulting Services pursuant to the terms and conditions of this Agreement.

2. **EFFECTIVE DATE, TERM AND CONDITIONS.** This Agreement shall be effective as of the Effective Date and shall remain in effect until (i) the 5-year (five-year) anniversary of the Effective Date (the "Term") or (ii) until the Agreement is terminated as set forth below. The parties may extend the Term for successive 1-year (one-year) periods upon mutual written agreement, or otherwise as the parties may agree in writing.

3. **COMPENSATION.** Compensation for the Consulting Services provided to District pursuant to this Agreement shall be as set forth in this Section 3. All fees and expenses are contingent on the success of the election with exception to Continuing Disclosure Services. Fees for Survey/Voter Opinion Poll Services, Financial Planning Services, and Continuing Disclosure shall be paid from the District's general fund or other allowable sources. Fees for Financial Advisory Services shall be paid out of proceeds received by the District resulting from the sale of Bonds

a. Fees.

i. For Financial Planning Services, District shall pay to Advisor a fee of Twenty-Five Thousand Dollars (\$25,000) payable upon the closing of the first series of Bonds.

ii. For Financial Advisory Services, District shall pay to Advisor a fee of Sixty-Five Thousand Dollars (\$65,000) for each series of Bonds sold, payable upon the closing of each series of Bonds (including, without limitation, the first).

iii. For Continuing Disclosure Services, should District utilize this service, District shall pay an annual fee of Three Thousand Dollars (\$3,000) for the filing of customary continuing disclosure documents for each year of the Term existing after a closing of a series of GO Bonds.

iv. District shall reimburse Advisor for out-of-pocket expenses incurred by Advisor in the course of performance of Consulting Services at the actual cost of such expenses, not to exceed \$2,500. Payment for any expenses pursuant to this Section shall be made at the next following due date for payment of a fee pursuant to Section 3(a).

4. **COVENANTS.**

a. District.

i. Access to Personnel. District will cooperate with Advisor by providing opportunities to consult with District personnel as Advisor deems reasonably necessary to perform the Consulting Services.

ii. Information. District agrees to provide, on a timely basis, and to the best extent possible, all necessary and accurate information reasonably requested by Advisor for the purpose of performing the Consulting Services.

iii. Additional Professional Services. Upon written request for authorization and written approval by the District, at the District's sole discretion, the District agrees to provide or be responsible for additional professional services (e.g., legal counsel, paying agent) as Advisor deems reasonably necessary to complete the Consulting Services and the Bond issuance.

iv. Further Assurances. District agrees to take such further actions as may be necessary or appropriate to effectuate, carry out and comply with all of the terms of this Agreement and the transactions contemplated hereby.

b. Advisor.

i. Compliance with Laws. Advisor shall, at all times, comply with all laws, rules and regulations related to the subject matter of this Agreement and to which Advisor is subject.

ii. Further Assurances. Advisor agrees to take such further actions as may be necessary or appropriate to effectuate, carry out and comply with all of the terms of this Agreement and the transactions contemplated hereby.

5. TERMINATION.

a. This Agreement may be terminated prior to the conclusion of the Term as follows:

i. By either party upon the other party's material breach of any of its representations, warranties or obligations under this Agreement, provided that such breach is not cured within thirty (30) days of receipt of notice specifying the breach.

ii. At any time upon mutual written consent of the Parties.

iii. Notwithstanding the foregoing, the District may terminate this Agreement without cause upon thirty (30) days written notice and in that event, Advisor shall be paid for the reasonable value of services performed to the date of termination. However, if the District terminates this Agreement without cause thirty days (30) or fewer prior to the sale of a series of Bonds in connection with a Bond program with respect to which Advisor performed any Consulting Services, Advisor shall be entitled to promptly receive the full fee as set forth in Section 3(a)(ii) with respect to Financial Advisory Services provided for such Bond series. Such amounts shall be paid by District to Advisor upon District's receipt of proceeds resulting from the sale of such Bonds.

b. The District agrees that during the term and any subsequent terms of this contract that Advisors shall be the sole financial advisor in relation to the sale of the Bonds, and that no additional financial advisors shall be hired by the District for the services described in this Agreement without the written consent of Isom Advisors, a Division of Urban Futures, Inc.

6. LIMITATION OF LIABILITY.

a. Advisor Liability. The parties agree that Advisor's officers, directors, agents and employees shall not be personally liable to District for any damages in connection with this Agreement. Advisor shall be solely liable for any finally determined damages in connection with this Agreement for which Advisor is deemed liable.

b. Limitation of Advisor Liability. Except to the extent finally determined to have resulted from the negligence, fraud or willful misconduct of Advisor, Advisor's liability to pay damages for any damages, losses and claims incurred by District, regardless of the theory

of liability asserted, is limited to no more than an amount equal to the total amount of insurance required fees paid to Advisor under this Agreement.

c. District Liability. The parties agree that District's officers, directors, agents, and employees shall not be personally liable to Advisor for any damages in connection with this Agreement. District shall be solely liable for any finally determined damages in connection with this Agreement for which District is deemed liable.

d. Limitation of District Liability. Except to the extent finally determined to have resulted from the negligence, fraud or willful misconduct of District, and without limiting the District's defenses permitted under the law, District's liability to pay damages for any damages, losses and claims incurred by Advisor, regardless of the theory of liability asserted, is limited to no more than an amount equal to the total amount of insurance required fees paid to Advisor under this Agreement.

e. Survival of Liability. The provisions of this Section 6 shall survive the expiration or termination of this agreement.

7. **CONFIDENTIALITY OF INFORMATION.** It is mutually agreed that Advisor shall regard all information received during the performance of services pursuant to this Agreement ("Confidential Information") as confidential and shall not disclose Confidential Information to any other person without prior written consent of District. Confidential Information shall not include information that: (i) is, as of the time of its disclosure, or thereafter becomes, part of the public domain through a source other than Advisor; or (ii) is subsequently learned from a third party not under a confidentiality obligation to District. In addition, Advisor shall be entitled to disclose Confidential Information to the extent such disclosure is requested by the order of a court of competent jurisdiction, administrative agency, or other governmental body, provided that Advisor shall provide prompt, advanced written notice thereof to enable District to seek a protective order or otherwise prevent such disclosure. The confidentiality obligations of Advisor shall survive the expiration or termination of this Agreement.

8. **ADDITIONAL MATTERS.**

a. MSRB Rule G-10.

i. Pursuant to Municipal Securities Rulemaking Board ("MSRB") Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following: Urban Futures, Inc. is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.

Within the MSRB website at www.msrb.org, the District may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

b. MSRB Rule G-42; Duties of Non-Solicitor Municipal Advisors.

i. Conflicts of Interest. Isom Advisors represents that in connection with the issuance of municipal securities, Isom Advisors may receive compensation from an Issuer or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, Isom Advisors hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding Isom Advisors' ability to provide unbiased advice to enter into such transaction.

It should be noted that other forms of compensation (i.e. hourly or fee based) may also present a potential conflict of interest regarding Isom Advisors' ability to provide advice regarding a municipal security transaction. These conflicts of interest (if ever applicable) would not impair Isom Advisors' ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

If Isom Advisors becomes aware of any additional potential or actual conflict of interest after this disclosure, Isom Advisors will disclose the detailed information in writing to the Issuer in a timely manner.

ii. Legal or Disciplinary Events. Isom Advisors does not have any legal events or disciplinary history on Isom Advisors' Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The Issuer may electronically access Isom Advisors' most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: www.sec.gov/edgar/searchedgar/companysearch.html.

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC. If any material legal or regulatory action is brought against Isom Advisors, we will provide complete disclosure to the Issuer in detail allowing the Issuer to evaluate Isom Advisors, its management and personnel.

c. Governing Law; Jurisdiction. It is expressly understood and agreed that this Agreement and all questions arising hereunder shall be construed according to the laws of the State of California, without giving effect to conflicts of law principles. All actions or proceedings arising directly or indirectly from this Agreement shall be litigated in courts located within Sacramento County, California. The parties consent to the jurisdiction thereof and the parties further agree not to disturb such choice of forum.

d. Independent Contractor: Both parties hereto in the performance of this Agreement will be acting in an independent capacity and not as agents, employees, partners or joint ventures with one another. Neither the Advisors nor the Advisors' employees are employee of the District and are not entitled to any of the rights, benefits, or privileges of the District's employees, including but not limited to retirement, medical, unemployment, or workers' compensation insurance.

Neither the District nor its officers, agents or employees shall have any control over the conduct of the Advisors or any of the Advisors' employees except as herein set forth, and the Advisors expressly agrees not to represent that the Advisors or the Advisors' agents, servants, or employees are in any manner agents, servants or employees of the District, it being understood that the Advisors, its agents, servants, and employees are as to the District wholly independent Advisors and that the Advisors' obligations to the District are solely such as are prescribed by this Agreement.

e. Political Contributions: Isom Advisors may choose of its own free will to contribute time, money, or resources to political campaigns associated with the passage of a voter approved funding measure. Prior to signing this agreement, Advisor has not made, considered, or discussed a contribution to any campaign. This agreement does not obligate Advisor to contribute to any particular campaign or election. Advisor has in no way committed to or indicated a willingness to contribute time, money, or resources to any campaign, or to make any other contribution.

f. Conflicts of Interest: No officer or employee of District shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is, directly or indirectly, interested, in violation of any State statute or regulation. The Advisors warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

g. Successors and Assigns. Except as otherwise provided herein, this Agreement shall not be assignable by either party without the express written consent of the other party hereto. Nothing in this Agreement, express or implied, is intended to confer upon any party other than the parties hereto or their respective successors and assigns any rights, remedies, obligations, or liabilities under or by reason of this Agreement, except as expressly provided in this Agreement.

h. Attorneys' Fees. In the event of any action to enforce or interpret this Agreement, including without limitation the recovery of damages for its breach, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees and costs. Any judgment or order entered in such action shall contain a specific provision providing for the recovery of attorneys' fees and costs incurred in enforcing such judgment.

i. Amendments to Agreement. This Agreement may not be modified, amended or supplemented except by written instrument executed by all parties hereto.

j. Notice. All notices to be given by the parties hereto and other communications hereunder shall be in writing and shall be deemed effectively given: (i) upon personal delivery to the party to be notified; (ii) when sent by confirmed telex, electronic mail or facsimile if sent during normal business hours of the recipient, if not, then on the next business day; (iii) one (1) day after deposit with a nationally recognized overnight courier, specifying next day delivery, with written verification of receipt; or (iv) four days after deposit with a United States Post Office, first class postage prepaid and registered. All communications shall be sent as follows:

To Advisor:

Isom Advisors,
a Division of Urban Futures, Inc.
1470 Maria Lane, Ste. 315
Walnut Creek, CA 94596
Attn.: Jonathan Isom, Managing Principal
Telephone: (925) 478-7450
E-mail: jon@isomadvisors.com

To District:

Orangevale Recreation and Park District
6826 Hazel Avenue
Orangevale, CA 95662
Attn.: Greg Foell, District Administrator
Telephone: (916) 988-4373
E-mail: greg@ovparks.com

k. Severability. If one or more provisions of this Agreement are held to be unenforceable under applicable law, such provision shall be excluded from this Agreement and the balance of the Agreement shall be interpreted as if such provision were so excluded and shall be enforceable in accordance with its terms.

l. Entire Agreement. This Agreement (including the Exhibits attached hereto) contains the entire understanding of the parties in respect of its subject matter and supersedes all prior agreements and understandings (oral or written) between the parties with respect to such subject matter. The Exhibits attached hereto constitute a part hereof as though set forth in full herein.

m. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the dates set forth below.

ADVISOR:

DISTRICT:

Isom Advisors,
A Division of Urban Futures Inc.

Orangevale Recreation and Park District

By: _____

By: _____

Name: Jonathan Isom

Name: Greg Foel

Title: Managing Principal

Title: District Administrator

Dated: _____, 2019

Dated: _____, 2019

Urban Futures, Inc. is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.

Within the Municipal Securities Rulemaking Board ("MSRB") website at www.msrb.org, Orangevale Recreation and Park District may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

EXHIBIT A

FINANCIAL PLANNING SERVICES

- Review District project list and assist District in preparing a capital and financing plan
- Analyze the assessed valuation of District, calculate bonding capacity, and perform financial analysis to determine possible bond proceeds
- Create an election timeline and financing timeline; coordinate same with bond counsel, District, and county
- Recommend proposed bond amount, issuance schedule, and projects to be funded by bond program
- Assist in the preparation of a bond election resolution including preparing ballot language and detailed bond project list
- Prepare tax rate statement and estimates of tax rates for bond program
- If needed, prepare ballot arguments and rebuttals

EXHIBIT B

FINANCIAL ADVISORY SERVICES

- Analyze the bond market to determine timing, credit enhancement requirements, structure, bond amount, legal documentation requirements, rating requirements, and method of sale
- Assist District, as needed, to assemble bond finance team members including bond counsel, paying agent, trustee, and underwriter
- Prepare timeline, distribution lists, and term sheets to manage financing
- Manage bond issuance process including the coordination with other finance team members (bond counsel, paying agent, trustee, and underwriter, if needed)
- Define the proposed structure including sizing, call provisions, amortization schedule, and phasing of debt service repayment
- Review legal documents including district and county resolutions, bond purchase agreements, Preliminary Official Statement, and Official Statement
- Prepare rating agency and insurer presentation; negotiate with analysts of same
- Assist in preparation and train District members for rating agency meetings
- Analyze tax base and recommend appropriate tax structure
- For competitive sale, review Notice of Sale and Bid Form, distribute bid documents to qualified underwriters and post bid documents, monitor and verify bids on day of sale, and coordinate award of winning bid
- For negotiated sale, discuss structure and tax rate objectives with underwriter, review proposed structure and scale and make recommendations as appropriate, review fees, and review final pricing
- Review closing documents including tax opinion, arbitrage certificate, and continuing disclosure certificate
- Prepare wrap up presentation booklets to summarize bond sale
- Manage pre-closing and closing
- Attend board meetings as needed to explain bond sale, legal documents, and pricing summary

EXHIBIT C

CONTINUING DISCLOSURE/ANNUAL DEBT TRANSPARENCY REPORT SERVICES

- Annually review District's Continuing Disclosure requirements
- Submit to Municipal Securities Rulemaking Board the necessary filings and documentation in order to remain compliant with Continuing Disclosure requirements
- Review ongoing District's Annual Debt Transparency Report ("ADTR") requirements.
- Submit to CDIAC the necessary filings and documentation to remain compliant with SB 1029 including the ADTR by Jan 31st of each year.

STAFF REPORT



DATE: 12-12-19

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: APPROVAL OF PROPOSAL FROM MTW GROUP TO PROVIDE MASTER PLAN SERVICES FOR THE ORANGEVALE COMMUNITY CENTER PARK IN THE AMOUNT NOT TO EXCEED \$25,000

RECOMMENDATION

Approve the proposal from MTW Group to provide master plan services for the Orangevale Community Center Park in the amount not to exceed \$25,000.

BACKGROUND

The District has completed park master plans for each of four major parks within the District including Pecan, Almond, Orangevale Community Park, and the Orangevale Community Center Park. The Orangevale Community Center Park master plan was completed in 2008 and is in need of a 10-year update to include the additional property purchased recently. The proposal from MTW Group includes the master plan update, schematic design concepts, engineers cost estimates, and community meetings.

RECOMMENDED MOTION

Approve the proposal from MTW Group to provide master plan services for the Orangevale Community Center Park in the amount not to exceed \$25,000 and authorize the District Administrator to execute the agreement.

FEE PROPOSAL/AGREEMENT

PART 1 PROJECT DESCRIPTION

1.1	PROJECT TITLE AND LOCATION:		
	Orangevale Recreation and Park District – OCC Master Plan Update and Project Engineering Estimates/Renderings Orangevale	City Sacramento	County Client #:
	The undersigned agree to the Project Description, Scope of Services, Compensation, and Terms and Conditions as described in Parts 1-3 of the following proposal and in the following attachments: ▶ Time and Expense Fee Schedule ▶ Exhibit A (Scope of Work) ▶ Exhibit B (Other Terms and Conditions) Both parties shall have the right to terminate this Agreement at any time upon 48 hours written notice to the other party. In the event of termination, Consultant shall be entitled to payment of its fees for services rendered through the effective date of termination and to reimbursements of expenditure made by it for the project through the effective date of termination; and the Client's license to use the Consultant's Instruments of Service as described in Exhibit B, section B.1, shall be terminated.		
1.2	SUBMITTED BY (CONSULTANT)		
	MTWgroup 2707 K Street, Suite 201 Sacramento, CA 95816	▶ Peter Larimer, ASLA, LEED® AP Principal Landscape Architect (LA 5284)	date
		916/369-3990 ph ▶ peter@mtwgroup.com	
1.3	ACCEPTED BY (CLIENT)		
	Greg Foell Orangevale Recreation and Park District 6826 Hazel Avenue Orangevale, CA 95662	▶ Authorized Signature	date
		916/988-4373 ph ▶ greg@ovparks.com	
1.4	PROJECT UNDERSTANDING:	Project Budget: Project Area:	Lds: Lds:
	The project consists of landscape architecture services for the Orangevale Community Center Master Plan Update and Project Engineering Estimates and Renderings. These two scopes are overlapping and are best served to be combined and are a continually fluid process on scope and deliverables. Deliverables established so far:		
	Project Engineering Estimates/Renderings:		
	<ul style="list-style-type: none"> • Schematic Design Concepts for undeveloped property north of the Community Center • Prepare renderings of major design ideas • Prepare renderings/graphics for all remaining approved park Master Plan elements for website • Refinement of previously prepared probable cost of constructions for remaining elements at each park site. • Assistance in organizing projects for bond spending 		
	OCC Master Plan Update:		
	<ul style="list-style-type: none"> • Host Community Meetings • Master Plan Update documents • Refinement of previously prepared probable cost of construction 		
	The Client will provide construction budget, base information, and electronic copies of architectural drawings for use by the Consultant.		

Consultant <input style="width: 100px;" type="text"/>	Client <input style="width: 100px;" type="text"/>
Orangevale Recreation and Park District – OCC Master Plan Update and Project Engineering Estimates/Renderings	FEE PROPOSAL P088-1902 December 9, 2019 - Page 1 <small>4/05/05</small>

PART 2 LANDSCAPE ARCHITECTURAL SERVICES

2.1 SCOPE OF SERVICES

The Consultant will visit the project site to become familiar with the observable conditions and constraints of the project, if warranted, and will provide design and layout of planting and/or sprinkler irrigation in the phases designated below. See Exhibit A (or Master Agreement) for a full description of the work to be performed in the designated phases.

Investigation, **Schematic Design**, Preliminary Design, Design Development, Contract Documents, Bid and Negotiation, Construction Administration.

- ▶ The Consultant will submit progress sets of Contract Documents at the following intervals: _____
- ▶ Record Documents are are not] included.
- ▶ Delivery Method: Design-Bid-Build Design-Build. Lease/Leaseback
- ▶ Other: CHPS LEED _____

ITEMS NOT INCLUDED

The items listed below are not included in the Consultant's scope of work (see also Exhibit B.4 or Master Agreement):

- | | | |
|------------------------------------|--|-------------------|
| Underground Investigation | Topographic Survey | Site Lighting |
| Printing of Contract Documents | Geological Investigations | Paving & Fountain |
| Location of Underground Utilities | Soils Test (Ag. Suitability & Soil Sterilants) | Signage |
| Environmental Impact Report | Out-of-Town Meetings & Presentations | Arborist Report |
| Agency Plan Checking & Permit Fees | Grading & Drainage | |

PART 3 COMPENSATION

3.1 COMPENSATION

The fee for services described above shall be a paid on a Time and Materials basis Not to Exceed the amount of **Twenty-Five Thousand Dollars (\$25,000.00)**.