

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors

July 13, 2017

A Regular Meeting of the Board of Directors of the Orangevale Recreation & Park District was held on Thursday, July 13, 2017 at the District Office. Director Montes called the meeting to order at 6:32 p.m.

Directors present: Meraz, Brunberg, Montes, Swenson (Stickney was absent)
Staff present: Greg Foell, District Administrator
Jason Bain, Recreation Supervisor
Scott Wade, Interim Park Superintendent (arrived at 6:55 p.m.)
Melyssa Woodford, Administrative Services Supervisor

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA** On a motion by Director Brunberg, seconded by Director Meraz, the agenda was approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays. **MOTION #1** Director Stickney was absent.
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES** a) Approval of Minutes of June 8, 2017 Meeting (pg 1-6): On a motion by Director Brunberg, seconded by Director Meraz, the **MOTION #2** minutes were approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays. Director Stickney was absent.
7. **CORRESPONDENCE** a) Confidential Envelope – Attorney Billing May 2017: On a motion by Director Montes, seconded by Director Brunberg, the attorney **MOTION #3** billing was approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays. Director Stickney was absent.

b) Letters from Terry Benedict dated May 30, 2017, June 27, 2017, and June 29, 2017 Requesting Answers to Questions and the Letter of Response from the District Administrator (pg 7-19): Admin. Foell explained that these letters contained questions relating to the concession contract with Final 9. The District had previously provided Mr. Benedict with documents relating to his questions and so they referred him back to those documents. Admin. Foell felt the majority of Mr. Benedict's questions were about the opinion of the Board at the time, which was impossible

for the current Board to answer for him. The Board determined that no additional action was needed.

**8. CONSENT
CALENDAR**

No consent matters were discussed.

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

**8.1 CONSENT
MATTERS
GENERAL FUND**

- a) Ratification of Claims for May 2017 (pg 20-21)
- b) Budget Status Report for May 2017 (pg 22-24)
- c) Revenue Report for May 2017 (pg 25)
- d) Ratification of Claims for June 2017 (pg 26-27)
- e) Budget Status Report for June 2017 (pg 28-30)
- f) Revenue Report for June 2017 (pg 31)

**8.2. OLLAD CONSENT
MATTERS**

- a) Ratification of Claims for June 2017 (pg 32-33)
- b) Budget Status Report for June 2017 (pg 34-35)
- c) Ratification of Claims for June 2017 (pg 36-37)
- d) Budget Status Report for June 2017 (pg 38-39)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for June 2017 (pg 40)
- b) Budget Status Report for June 2017 (pg 41)
- c) Ratification of Claims for June 2017 (pg 42)
- d) Budget Status Report for June 2017 (pg 43)

**9. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: No report.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy: No report.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: No report.

10. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – June 2017 (pg 44-47): A CWEX community worker was currently working with the District. Admin. Foell felt these type of positions could greatly help the District, such as a custodian and someone to work with the Meals on Wheels program, in order to relieve the impact of these positions on the front office staff. Director Montes suggested asking Women's Club volunteers if they would be willing to take on the Meals on Wheels project. Coordinator Woodford added that they have advertised looking for volunteers as well. The final walkthrough was conducted with the new dog park. The irrigation and watering schedules possibly need to be changed but overall it was a great project that was coming together nicely. The grand opening was being held July 19th at 6:30; he asked all of the Board members to give a short speech if they would like. He commended Ashley Tapia on all the work she did for this project. Nelson Kirk was hired to fill the Maintenance II position and Admin. Foell felt he was very experienced and was doing a great job. Admin. Foell appointed Scott Wade as the Interim Park Superintendent for a period of approximately four to six months; this allows the District time to evaluate the needs within the maintenance division before the position is filled permanently. Brenton Nash was currently working on installing a Little Free Library at the Community Park. Supervisor Bain said the swimming season went well, even though it was shorter than usual due to school starting earlier. Coordinator Woodford had approximately 15 students enrolled in the Wiggles and Giggles preschool program. Admin. Foell felt the staff was doing great work in putting on creative events for the public. Larissa Clark was working at the pool while Sheila King was with the Wiggles and Giggles program. Admin. Foell mentioned that Chelsea McAdam has been doing a great job in her first year in charge of the Rec'ing Crew program. Additionally, that the maintenance division and Supervisor Bain and his staff had done some excellent work at the Kidz Korner house. The maintenance staff pressure washed the house in preparation for an Eagle Scout project and Danny Rodriguez and Doug Fuhlrodt prepared and painted the office. New carpet was installed in three rooms. Also, Maintenance staff (Scott and Curtis) did an excellent job in repairing dry rot in the flooring near the back door. The Eagle Scout project specifically involved painting the entire building and staining the entry way and back ramp, which turned out very nice. Supervisor Bain added that a contractor also re-carpeted the ramp going toward the stage at the Community Center. The office remodel was continuing to be worked on as well. There was a setback on the ADA upgrades being done in the parking lot, due to both bids being over \$45,000. Staff will now start the process over the next month or two to put out an informal bid for completing the work. Admin. Foell also noted that the Fulton-El Camino

Police administration will be changing due to Adam Bragg passing away,
Chief Diller retiring. James Brown will be the new Chief of Police.

**11. UNFINISHED
BUSINESS**

- a) Update on the Land Exchange with San Juan Unified School District (verbal): Admin. Foell stated that this was going through the processes with the attorneys and the District should hear a response by the end of August.

12. NEW BUSINESS

MOTION #5

- a) Discussion and Possible Approval of the Eagle Scout Project Proposal from Caleb Judd (Troop 121) to Construct an Aggregate Base (AB) Rock Pathway Around the Dog Park at Pecan Park (pg 48-54): Caleb Judd was an Eagle Scout with Troop 121. He proposed connecting the two sidewalks around the dog park by installing base rock. His estimated cost was \$1,100 but Admin. Foell was requesting \$2,000 from the Board just in case. This will

provide a stable pathway around the dog park. Caleb would like to start the project soon after the grand opening ceremony. Director Montes motioned to approve the Eagle Scout project proposal from Caleb Judd to build an aggregate base rock pathway around the dog park at Pecan Park with a District commitment of up to \$2,000 toward the project with expenses to be approved by District Staff. This motion was seconded by Director Swenson and the project was approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays. Director Stickney was absent.

MOTION #6

Approval of the Agreement with Meals on Wheels ACC for the Senior Nutrition Program (pg 55-63): Director Brunberg motioned to approve the agreement with Meals on Wheels by ACC (MoW) to provide the Senior Nutrition Program at the Orangevale Recreation & Park District Community Center and authorize the District Administrator to sign the agreement. This motion was seconded by Director Montes and the agreement was approved 40-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays. Director Stickney was absent.

MOTION #7

- b) Approval of Lease Agreement for a Konica Minolta Bizhub C558 Copier and Maintenance and Support Agreement through Caltronics Business Systems (pg 64-69): Admin. Foell noted that the District currently has a Bizhub 552 which they have had for five years, and it was starting to break down more often. This new Bizhub will allow the District to do color printing at a less expensive price than going elsewhere. This new bizhub lease will increase the monthly lease price by \$32, to \$399 per month. Director Montes felt the District will save at least that much money by having a new unit. Director Brunberg motioned to authorize the District Administrator to enter into an agreement for the lease of a
- c) Konica Minolta Bizhub C558 and a maintenance and support agreement through Caltronics Business Systems with the terms as specified in the attached documents. This motion was seconded by Director Meraz and the agreement was approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays. Director Stickney was absent.

MOTION #8

Approval of Quote from Most Dependable Fountains for Three ADA Drinking Fountains in the Amount of \$11,694.58 (pg 70-72): Admin. Foell felt the fountain installed at Norma Hamlin Park was a great fountain and added that the public enjoyed having filtered water. Director Brunberg motioned to approve the quote from Most Dependable Fountains for three drinking fountains in the amount of \$11,694.58. This motion was seconded by Director Swenson and the quote was approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays. Director Stickney was absent.

- d)

MOTION #9

e) Approval of Irrigation Supply Bid from Horizon in the Amount of \$22,284.28 (pg 72-76): The District had done several irrigation upgrades and staff had installed over half of the smart controllers at the parks so far. Communication modules were also needed to allow the radios to communicate with the controllers. Director Brunberg motioned to approve the Irrigation Supply bid from Horizon in the amount of \$22,284.28. This motion was seconded by Director Meraz and the bid was approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays. Director Stickney was absent.

MOTION #10

f) Approval of Notice of Completion for the Pecan Dog Park Project (pg 77-79): Admin. Foell said a Notice of Completion was required to be filed for the dog park, which gives contractors the opportunity to file their notice with the District. There will still be a maintenance period in effect to use as needed. Director Montes motioned to authorize the District Administrator to file the Notice of Completion with the County of Sacramento for the Pecan Dog Park Project upon substantial completion of the project by Exclusive Exteriors. This motion was seconded by Director Meraz and the motion was approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays. Director Stickney was absent.

13. DIRECTOR AND STAFF COMMENTS Supervisor Bain advertised the movie in the park event. They will be showing Moana and making popcorn. The ice cream social was being held on July 21st.

Director Montes informed Supervisor Wade of a stump at the disc golf course.

Director Swenson asked to meet with Admin. Foell to ask a couple of questions regarding the monthly claims.

Director Meraz felt that the new dog park was beautiful. He also spoke with a woman associated with the SPCA who said there should be a plaque at the park stating it was against the law to abandon pets at the park. She also recommended a posted sign stating dogs should be on a leash.

Director Brunberg had seen several postings in the Orangevale Happenings about when the grand opening of the dog park was, so she was anticipating a large turnout. Admin. Foell also felt the public was excited for it to open. He noted that he had seen some of the homeless population congregating near the park, and Director Swenson said she also saw them at the park.

Director Montes commended the staff members for doing a great job. She spoke about the party she was hosting at the pool as well.

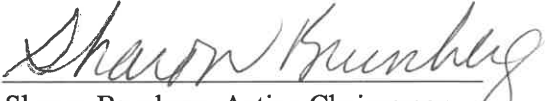
**14. ITEMS FOR NEXT
AGENDA**

None discussed.

15. ADJOURNMENT

MOTION #11

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:25 p.m. On a motion by Director Brunberg, seconded by Director Meraz, the motion to adjourn was approved 4-0-0 with Directors Meraz, Brunberg, Montes, and Swenson voting Aye. There were no Abstentions or Nays. Director Stickney was absent.


Sharon Brunberg, Acting Chairperson