

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors January 19, 2017

A Regular Meeting of the Board of Directors of the Orangevale Recreation & Park District was held on Thursday, January 19, 2017 at the District Office. Director Stickney called the meeting to order at 6:38 p.m.

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

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA** On a motion by Director Meraz, seconded by Director Brunberg, the agenda was approved 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.  
**MOTION #1**
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES** a) Approval of Minutes of December 8, 2016 Meeting (pg 1-5): On a motion by Director Meraz, seconded by Director Brunberg, the agenda was approved 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.  
**MOTION #2**
7. **CORRESPONDENCE** a) Confidential Envelope – Attorney Billing November 2016: On a motion by Director Meraz, seconded by Director Brunberg, the motion to approve the Attorney Billing for November 2016 passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.  
**MOTION #3**  
b) Letter from Sacramento Local Agency Formation Commission Announcing Nominations for the Special District Advisory Committee (pg 6-8): The District was invited to provide a nomination for SDAC, which Director Stickney was already a part of. The Board approved to support Director Stickney for this nomination. On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or  
**MOTION #4**

Nays. Directors Anderson and Montes were absent.

8. **CONSENT CALENDAR**  
**MOTION #5**
- No consent matters were discussed. On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.
- 8.1 **CONSENT MATTERS GENERAL FUND**
- a) Ratification of Claims for November 2016 (pg 9-10)
  - b) Budget Status Report for November 2016 (pg 11-13)
  - c) Revenue Report for November 2016 (pg 14)
  - d) Ratification of Claims for December 2016 (pg 15-16)
  - e) Budget Status Report for December 2016 (pg 17-19)
  - f) Revenue Report for December 2016 (pg 20)
- 8.2. **OLLAD CONSENT MATTERS**
- a) Ratification of Claims for November 2016 (pg 21-22)
  - b) Budget Status Report for November 2016 (pg 23)
  - c) Ratification of Claims for December 2016 (pg 24-25)
  - d) Budget Status Report for December 2016 (pg 26)
- 8.3. **KENNETH GROVE CONSENT MATTERS**
- a) Ratification of Claims for November 2016 (pg 27)
  - b) Budget Status Report for November 2016 (pg 28)
  - c) Ratification of Claims for December 2016 (pg 29)
  - d) Budget Status Report for December 2016 (pg 30)
9. **STANDING COMMITTEE REPORTS**
- a) Administration and Finance – 12/21/16 Meeting Recap (pg 31-32): This committee discussed how the increases in the budget for the ongoing District projects would affect the budget and where the money should come from to fund the increases. The committee also spoke about the financial implications of the proposed changes in the employment and position status changes, and then referred the matter to the Personal committee.
  - b) Maintenance and Operation: No report.
  - c) Recreation Committee: No report.
  - d) Personnel & Policy – 1/12/17 Meeting Recap (pg 33)
  - e) Government: No report.
  - f) Planning Committee: No report.
  - g) Trails Committee: No report.
10. **ADMINISTRATOR'S REPORT**
- a) Monthly Activity Report – December 2016 (pg 34-35): For December, the main activity was the tree lighting event which went very well. The maintenance and recreation staff did a great job in preparing for and working at the event. The polar bear plunge had 75 people in attendance.
11. **UNFINISHED**
- None discussed.

**BUSINESS**

**12. NEW BUSINESS**

- a) Committee Assignments for 2017 (pg 36): The committee assignments for 2017 as proposed by Director Stickney were discussed with no changes requested.
- b) Approve the Qualified Low Bid for the Pecan Dog Park and Trail Project from Exclusive Exteriors in the Amount of \$219,001 and Approve the Agreement with Exclusive Exteriors to Construct the Pecan Dog Park and Trail (pg 37-54): The District received four bids and Exclusive Exteriors was the qualified low bid. On a motion by Director Brunberg, seconded by Director Stickney, the motion to approve the qualified low bid for the Pecan Dog Park and Trail Project and approve the Agreement with Exclusive Exteriors to Construct the Pecan Dog Park and Trail passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.

**MOTION #8**

- c) Approve Resolution 17-01-564, Authorizing a 2016/17 Final Budget Amendment for Fund 332A to Fund Increased Costs for the Pecan Dog Park and Trail Project (pg 55-56): The Pecan Park project was \$71,000 over budget. The Finance Committee met and recommended that \$75,000 be transferred from the Park Development Fee account and this budget amendment to be approved. On a motion by Director Brunberg, seconded by Director Meraz, the motion to approve Resolution 17-01-564 passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.

**MOTION #9**

- d) Approve Resolution 17-01-565, Authorizing a 2016/17 Final Budget Amendment for Fund 374A to Fund Increased Costs for the Community Center Office Remodel Project (pg 55-56): The Finance Committee met and recommended that this budget amendment be approved. The Board believed these funds will help the auditorium be more attractive to prospective renters. On a motion by Director Brunberg, seconded by Director Meraz, the motion to approve Resolution 17-01-565 passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.

**MOTION #10**

- e) Approve the Quote from Burketts for Recovering Existing Sound Panels for the Community Center Auditorium in the amount of \$6,550 (pg 61): On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.

**MOTION #11**

- f) Approve the Quote from Burketts for Purchase and Installation of

**MOTION #12**

30 Sound Panels for the Community Center Auditorium in the Amount of \$11,749.90 (pg 62): On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.

**MOTION #13**

g) Approve Criteria for Hiring/Advancement within the Parks Division, Hire a Park Maintenance I Position, and Create a Park Maintenance III Position (pg 63-65): This motion would clarify the differences between the PM I and II skills criteria. CPO certification was required to become a PM II or above. On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.

**MOTION #14**

h) Approve Upgrading the Administrative Services Coordinator Position to Administrative Services Supervisor with the Beginning Salary at Step Four of the Scale with a Start Date of February 1, 2017 (pg 66-69): The District felt this change was needed due to the reorganization done in 2014, and having an Administrative Services Coordinator would be a more natural and efficient way to supervise the front office. This would give Melyssa Woodford a promotion and she would supervise one full-time employee, one part-time employee, and other employees that fill in as needed. On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.

**MOTION #6**

i) Presentation and Approval of the Design Plans and Cost Estimate for the Almond Park Shade Structure Project (pg 70-77): Peter Larimer, a landscape architect with MTW, presented the plans for this project. Admin. Foell recommended the Board approve Shade Structure A, which was the largest structure. The Board approved the design and placement of the shade structures and gave the District Administrator authority to proceed with the bid documents for Structure A. On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.

j) Presentation and Approval of the Design Plans and Cost Estimate for the Orangevale Community Park Oak and Filbert Pathway Project (pg 78-83): This pathway has been deteriorating and so the District would like to replace the entire pathway. The project was divided into three different sections, which Mr. Larimer explained during the presentation at the meeting. The District felt there was enough money in the budget to span from the Oak Avenue parking lot to the bridge. The first option, the asphalt option, was estimated

**MOTION #7**

at \$155,250 and involved grinding up the old asphalt and pouring 2.5” inches of new asphalt along the entire path. Admin. Foell felt concrete might be a better option because even though the initial cost is higher, it would last a lot longer and require less cost in maintenance. For concrete, the small section was \$57,688 and the larger section was \$134,063. An overlay was done a couple of years ago and cost roughly \$6-10,000; it is suggested that for asphalt, an overlay be done within the first two years and then again in another three to five years. Further, edging and lawn maintenance is much easier with a concrete path. Superintendent Russell recommended a concrete path due to less maintenance and because vehicles drive on the path. Admin. Foell also recommended a concrete path. The Board approved the design plans for the concrete Option A. On a motion by Director Brunberg, seconded by Director Stickney, the motion approve the design plans for a concrete pathway passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.

- k) Presentation of Draft Design and Estimated Costs for the Orangevale Community Park Oak Avenue Parking Lot and Skate Park (pg 84-89): Mr. Larimer presented possible options for a new permanent parking lot and skate park along Oak Avenue. The cost estimate was divided into the parking lot and skate park sections separately. The cost estimate for the parking lot was \$269,000 and the skate park was \$316,000. Director Brunberg inquired as to the number of parking spaces in the new lot, and Mr. Larimer explained there would be fewer spaces for the parking lot if the remaining space was reserved for a skate facility. Per code, there would be one required handicap space. Mr. Larimer and the Board discussed looking at other skate parks in the area in order to get design ideas. Admin. Foell noted that the District was also looking at other possible locations for the skate park.
- l) Acceptance of the County of Sacramento 2016 Investment Policy for the Pooled Investment Fund (pg 90-107): This was a standard motion that gets approved on an annual basis. On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 3-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.
- m) Approve a Date and Time for a Board Workshop to Discuss Board Governance, The Brown Act, and the Public Records Act (pg 108): The meeting date was proposed as February 9, 2017 from 4:30-6:00 p.m.

**MOTION #15**

**13. DIRECTOR AND STAFF COMMENTS**

Coordinator Woodford said the recreation programs were starting back up.

Supervisor Bain stated the gym floors will be done the following

week.

Ms. Von Aesch spoke to the County about the Form 700, and she will forward the email once she received it. Admin. Foell said the form was online and Ms. Von Aesch will forward the link to everyone. She also noted that minimum wage went up to \$10.50.

Superintendent Russell spoke about the rain and storms and the damage it had done to the parks. A large oak tree fell into a parking lot. He also thanked the Board for approving Motion 12g.

Admin. Foell thanked the staff for all their work and for handling the changes well.

Director Brunberg requested the emergency calling card.

Director Stickney said he received a phone call during the two week closure of the office requesting to rent out a field. He wanted to discuss options for next year. He also wanted to discuss setting up a committee meeting to discuss disc golf at the next meeting.

**14. ITEMS FOR NEXT  
AGENDA**

None discussed.

**15. ADJOURNMENT  
MOTION #16**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:04 p.m. On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 3-0-0 with Directors Brunberg, Stickney, and Meraz voting Aye. There were no Abstentions or Nays. Directors Anderson and Montes were absent.

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Mike Stickney, Chairperson