

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors February 14, 2013

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, February 14, 2013 at the District Office. Director Stickney called the meeting to order at 6:30 p.m.

Directors present: Stickney, Caldwell, Montes, Meraz, Brunberg (6:36 p.m.)

Staff present: Greg Foell, Administrator
Chuck West, Parks Superintendent
Cindy Turner, Recreation Superintendent

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

4. **APPROVAL OF AGENDA** Upon a motion by Director Caldwell, seconded by Director Stickney, the agenda was approved as presented.
MOTION #1

5. **PUBLIC DISCUSSION** The public did not wish to comment.

6. **MINUTES**
 - a) **Minutes of January 10, 2013 Regular Meeting:** Upon a motion by Director Caldwell, seconded by Director Stickney, the minutes of January 10, 2012 were approved by a vote of 4-0.
 - b) **Minutes of January 24, 2013 Special Meeting:** Upon a motion by Director Montes, seconded by Director Caldwell, the minutes of January 24, 2012 were approved by a vote of 4-0.**MOTION #2**

MOTION #3

7. **CORRESPONDENCE**
 - a) **Confidential Envelope – Attorney Billing December 2012:** Upon a motion by Director Caldwell, seconded by Director Stickney, the billing was approved by a 4-0 vote.**MOTION #4**

8. **CONSENT MATTERS – GENERAL FUND**
 - a) **Ratification of Claims for December 2012:** Upon a motion by Director Stickney, seconded by Director Caldwell, it was approved by a 4-0 roll call vote to accept and ratify the Claims.**MOTION #5**

- b) Budget Status Report for December 2012: For information.

Director Brunberg Arrives

- c) Revenue Report for December 2012: For information and review.
- d) Ratification of Claims for January 2013: Upon a motion by Director Meraz, seconded by Director Stickney, it was approved by a 5-0 roll call vote to accept and ratify the Claims.
- e) Budget Status Report for January 2013: For information.
- f) Revenue Report for January 2013: For information and review.

MOTION #6

8.1. OLLAD CONSENT MATTERS

MOTION #7

- a) Ratification of Claims for December 2012: Upon a motion by Director Brunberg, seconded by Director Caldwell, it was approved by a 5-0 roll call vote to accept and ratify the claims.
- b) Budget Status Report for December 2012: For information and review.

MOTION #8

- c) Ratification of Claims for January 2013: Upon a motion by Director Brunberg, seconded by Director Caldwell, it was approved by a 5-0 roll call vote to accept and ratify the claims.
- d) Budget Status Report for January 2013: For information and review.

8.2. KENNETH GROVE CONSENT MATTERS

MOTION #9

- a) Ratification of Claims for December 2012: Upon a motion by Director Caldwell, seconded by Director Stickney, it was approved by a 5-0 roll call vote to accept and ratify the claims.
- b) Budget Status Report for December 2012: For information and review.

MOTION #10

- c) Ratification of Claims for January 2013: Upon a motion by Director Brunberg, seconded by Director Stickney, it was approved by a 5-0 roll call vote to accept and ratify the claims.
- d) Budget Status Report for January 2013: For

information and review.

9. STANDING COMMITTEE REPORTS

- a) Administration and Finance: No report.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy: 2/5/13 Meeting Recap Admin. Foell summarized the meeting.
- e) Government: There was no report.
- f) Planning: There was no report.
- g) Trails Committee: There was no report.

10. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – January 2013: A staff report was provided. Director Stickney asked about the pool leak. Supt. West reported that the leak was located and repaired.

Admin. Foell announced an Eagle Scout project to repair the bridge at Oak and Filbert is in process. It is scheduled to be completed by Colin Kersey on February 23rd.

Admin. Foell also announced that quarterly meetings are being held with San Juan Unified School District to discuss issues and coordination between the local park and recreation districts and San Juan.

11. UNFINISHED BUSINESS

- a) None to discuss.

12. NEW BUSINESS

- a) State of the Police Department Presentation by Chief Bob Erickson: Chief Erickson described his experience including 30 years as a Sheriff's officer much of which was in community policing, and more recently as the San Juan Unified School District's Safe Schools Field Operations Coordinator and the Fulton-El Camino Chief of Police. Chief Erickson explained his philosophy of policing and the advantages of enforcement.
- b) Approval of Resolution 13-02-484, Approving the Naming of the Five Acre Parcel East of Community Center Park, "Shackelton Woods":

MOTION #12

Upon a motion by Director Brunberg, and seconded by Director Montes, to name the five-acre parcel “Shackelton Woods” and authorizing the District Administrator to have the park signage reflect this change was approved by a 5-0 roll call vote.

MOTION #13

Upon a motion by Director Brunberg, and seconded by Director Stickney, Resolution 13-02-484 was approved by a 5-0 vote to name the parcel “Shackelton Woods.”

MOTION #11

- c) Approval of the Agreement with EZ Events to hold a Country Music Festival Special Event in Orangevale Community Park on September 15, 2013: Upon a motion by Director Brunberg, and seconded by Director Stickney the event was approved by a 4-0-1 (Montes) roll call vote.

MOTION #14

- d) Approval of Resolution 13-02-485 Establishing a Schedule of Fees for Use of Park and Recreation Facilities, Programs, and Services: Director Montes asked that staff make the participant numbers match between the Facility Use Policy and the Schedule of Fees document regarding special events. Upon a motion by Director Brunberg, and seconded by Director Meraz, Resolution 13-02-485 was approved by a 5-0 roll call vote.
- e) Master Plan Strategies and Tactics Update: The Directors instructed staff as to several strategies and tactics each felt were important to concentrate on over the next year. The website (5.1c) and branding (5.2) were mentioned along with items 1.1e, 1.2a, 1.3a,b,c, 1.5d, 3.1a,d.
- f) Approval of the 2013 Employee Health Care Benefit: Admin. Foell stated that Kaiser did not increase while Health Net increased only slightly over last year’s rates. No action is necessary as the rates are under amounts previously approved.
- g) Approval of Resolution 13-02-486 Authorizing the Renewal Application for the State and

MOTION #15

Federal Surplus Property Program and Establishing the District Administrator, Recreation Superintendent, and Park Superintendent as Purchasing Agents:

Upon a motion by Director Brunberg, seconded by Director Montes, Resolution 13-02-486 was approved by a 5-0 roll call vote.

- h) Discussion and Possible Approval of Policy Manual Updates for the Operational Policies and Procedures Manual and the Personnel Policy Manual: Admin. Foell was asked to look into how Board Members request an item be placed on the agenda, and if Board Members could be added to the policy for being able to rent one facility per year at a discounted price. Additionally, to investigate if the non-profit language in the Facility Use Policy could be expanded to include other non-profit designations. An additional month was added (now 2 months) to the time employees can make a facility rental in advance of the event. Upon a motion by Director Brunberg, seconded by Director Stickney, the additions to the Operational Policies and Procedures Manual and Personnel Policy Manual were approved by a 5-0 roll call vote.

MOTION #16

- i) Approval of Recreation Trails Grant Project Plans and Specifications: Two benches in the project were moved to from along the pathway to the pool area landing and the drinking fountain was dropped from the specifications. Upon a motion by Director Brunberg, seconded by Director Stickney, it was voted 5-0 (roll call vote) to approve the Recreation Trails Grant Project plans and specifications including moving the two benches and eliminating the drinking fountain and authorizing the District Administrator to complete all necessary documents to bid the project.

MOTION #17

- j) Approval of Proposal to Provide Professional Consulting, Engineer of Work, and Levy Administration for the Orangevale Landscape and Lighting Assessment District from SCI Consulting Group: Upon a motion by Director Meraz, seconded by Director Brunberg, the proposal was approved on a 5-0 roll call vote.

MOTION #18

MOTION #19

k) Approval of Proposal to Provide Professional Consulting, Engineer of Work, and Levy Administration for the Kenneth Grove Landscape and Lighting Assessment District from SCI Consulting Group: Upon a motion by Director Brunberg, seconded by Director Caldwell, the proposal was approved on a 5-0 roll call vote.

MOTION #20

l) Approval of Resolution 13-02-487, Resolution Directing Preparation of the Engineer's Report for the Orangevale Landscaping and Lighting Assessment District (OLLAD) of the Orangevale Recreation and Park District: Upon a motion by Director Brunberg, seconded by Director Caldwell, Resolution 13-02-487 was approved by a 5-0 roll call vote.

MOTION #21

m) Approval of Resolution 13-02-488, Resolution Directing Preparation of the Engineer's Report for the Kenneth Grove Landscaping and Lighting Assessment District of the Orangevale Recreation and Park District: Upon a motion by Director Brunberg, seconded by Director Montes, Resolution 13-02-488 was approved by a 5-0 roll call vote.

MOTION #22

n) Discussion of the Trellises and Greenback Assisted Living Development Projects: Admin. Foell summarized the project and stated that the District is requesting the project pay both park impact fees and in-lieu fees. The fees are being negotiated with the developers based on the Fee Nexus Study. He stated that the Board will determine the final conditions at a future board meeting.

MOTION #23

o) Approval of Agreement with Solomon Industries to Complete Repairs at the Disc Golf Restroom at Orangevale Community Park: Upon a motion by Director Montes, seconded by Director Brunberg, the Agreement was approved on a 5-0 roll call vote.

MOTION #23

p) Approval of Land Survey and Administrative Costs in Preparation for San Juan Unified School District Conveying a Portion of Green Oaks School Property to the District: Upon a motion by Director Brunberg, seconded by Director Caldwell, voted 3-1-1 (Montes)

(Stickney) to approve paying one half of the cost of the land survey and administrative fees not to exceed \$2,000 and authorize the District Administrator to execute any documents.

MOTION #24

- q) Approval of Agreement with the California Conservation Corps to Provide Contract Services for the Recreation Trails Grant Project: Upon a motion by Director Brunberg, seconded by Director Montes, the Agreement with the California Conservation Corps to provide contract services for the Recreation Trails Grant Project and to authorize the District Administrator to sign the contract documents was approved by a 4-0-1 (Meraz) roll call vote.
- r) Select Date for Board Workshop to Discuss Training Topics Including The Brown Act, Robert's Rules of Order, and Ethics: The date of February 27th was chosen for the workshop.
- s) Consider Changing the March 14th Board of Directors Meeting to March 21st: The March Board of Directors meeting was changed to March 21st.

13. DIRECTORS AND STAFF COMMENTS

Director Caldwell thanked staff for the work associated with the Board agenda.

Director Stickney asked about the outage on one side of the sign. Supt. Turner stated that staff is working with the manufacturer to correct the problem.

14. CLOSED SESSION

Closed Session pursuant to Government Code Section 54957, Public Employee Performance Evaluation: District Administrator

15. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION

The Board adjourned Closed Session and reopened the meeting to the public. Director Stickney announced no action was taken.

16. ITEMS FOR NEXT AGENDA

The three policy questions will be brought back for consideration at a future meeting.

17. ADJOURNMENT

With no further business to discuss, the open session of the general meeting of the Board of Directors was adjourned to the next meeting scheduled for March 21, 2013.

Mike Stickney, Chairperson