

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors March 21, 2013

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, March 21, 2013 at the District Office. Director Stickney called the meeting to order at 6:34 p.m.

Directors present: Stickney, Caldwell, Montes, Meraz (6:36 p.m.), Brunberg (6:35 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.

Director Brunberg arrived at 6:35 p.m.
Director Meraz arrived at 6:36 p.m.
4. **APPROVAL OF AGENDA**
MOTION #1 Admin. Foell added item 10.b to announce a special meeting on March 27, 2013. Upon a motion by Director Brunberg, seconded by Director Stickney, the agenda was approved 5-0 as amended.
5. **PUBLIC DISCUSSION** The audience present did not wish to address the Board.
6. **MINUTES**
MOTION #2
 - a) Minutes of February 14, 2013 meeting:
Director Brunberg asked for clarification on the term "Fee Nexus Study." It is interchangeable with Nexus Study. Upon a motion by Director Caldwell, seconded by Director Montes, the minutes of February 14, 2013 were approved by a vote of 5-0.
7. **CORRESPONDENCE**
MOTION #3
 - a) Confidential Envelope – Attorney Billing February 2013: Upon a motion by Director Meraz, seconded by Director Brunberg, the billing was approved by a 5-0 roll call vote.
 - b) Cal Fire Award of the Urban and Community Forestry Inventory Grant: Admin. Foell

announced the District received the grant and staff will be working with 2 other local districts. Rio Linda Elverta Recreation and Park District is the lead agency.

**8. CONSENT MATTERS –
GENERAL FUND**

MOTION #4

- a) Ratification of Claims for February 2013: Director Brunberg asked about CPRS fees. It was noted the charge was possibly for multiple membership renewals and paid on the Cal Card. Upon a motion by Director Brunberg, seconded by Director Montes, it was approved by a 5-0 roll call vote to accept and ratify the Claims.
- b) Budget Status Report for February 2013: For information.
- c) Revenue Report for February 2013: For information and review.

8.1. OLLAD CONSENT MATTERS

MOTION #5

- a) Ratification of Claims for February 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.
- b) Budget Status Report for February 2013: For information and review.

8.2. KENNETH GROVE CONSENT MATTERS

MOTION #6

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

9. STANDING COMMITTEE REPORTS

- a) Administration and Finance: A recap of the February 15, 2013 meeting was presented by Admin. Foell. The committee reviewed each of the “significant Deficiencies not Deemed Material Weaknesses. A date change was noted as well as corrections in Finding 12-2.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.

- d) Personnel & Policy: No report.
- e) Government: There was no report.
- f) Planning: No report.
- g) Trails Committee: There was no report.

10. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – February 2013: A staff report was provided. Admin. Foell reported on various projects including the disc golf restrooms, pavilion roof, and stage. He commended Fred Harris and Dennis Robinson for their volunteered time. He noted quarterly meetings are underway with SJUSD.
- b) Special Board Meeting March 27, 2013: The Training Session/Special Meeting was rescheduled from February. Training will begin at 7:00 p.m.

11. UNFINISHED BUSINESS

- a) None to discuss.

12. NEW BUSINESS

- a) Approval of the Orangevale Recreation and Park District Fiscal Audit 2011/12: CPA Larry Bain was present and provided an overview of the audit and answered questions. Admin. Foell also reviewed the Significant Deficiencies not Deemed Material Weaknesses. Director Stickney asked if outside help was needed and Mr. Bain noted it was an option to identify the segregated duties weaknesses, but may not have a cost benefit. Admin. Foell stated it was not common to hire an outside agency to process daily claims. It was referred to the Finance Committee. Finding 12-2 was also discussed. A journal voucher will be created to document properly. A prior year adjustment may need to be made. Upon a motion by Director Brunberg, seconded by Director Meraz the fiscal audit was approved with the following changes: Date on page 25 item 12-2 changed to June 30, 2011, and the adjustment on page 7, the -376 in “other revenues and reimbursements” will be combined with “charges for current services.” The motion to approve the audit was approved by a 5-0 vote.

MOTION #7

MOTION #9

- b) Approval of the low bid for the purchase of a 72" Rotary Mower from Sacramento for Tractors in the amount of \$15,000: Upon a motion by Director Montes, seconded by Director Brunberg, it was approved by a 5-0 roll call vote to accept the low bid for the purchase.
- c) Approval to purchase pool covers from Knorr Systems, Inc. in the amount of \$8,861.92: Upon a motion by Director Caldwell, seconded by Director Montes, the purchase was approved by a 5-0 roll call vote.
- d) Discussion and possible approval of the fee requirements and conditions of approval for The Trellises Development Projects: Greg Kasner with Trellis Development Group was available for questions. Community meetings have been held and a presentation done at CPAC. The project is in an area that is currently zoned AG 2. It includes a power line easement from Hazel to Peerless. The District's fee program was approved by the Board of Supervisors but didn't include a specific category for this type of development. Admin Foell discussed the various fees, units and categories. The fee amounts were negotiated based on the premise that this project will have a lower number of people per dwelling unit than a similar category in the District's fee study. The fees for the 54 duplexes were reduced to the mobile home rate. The developers have asked for a \$50,000 credit to build the trail. It will be a benefit to the District but will be maintained and owned by the County. Director Caldwell asked if the proposed trail was in line with the District's trail plan. It is consistent with the plan but the specifications for building the trail have not been determined. Director Brunberg asked for clarification on the 54 residential units. They are duplexes and a first step of leaving traditional living for older adults. The Nexus study is based on expected occupancy per unit. Residency is limited to one or two people per unit (2-3 bedrooms). Time for guests is limited. Director Brunberg recommended the 54 unit be at the park

MOTION #10

impact fee for the 5+ unit attached residential (3,893) Mr. Kasner believed the impact was far less on the park system than traditional residential. The conditions from the County for the public trail are not yet known. It was agreed the Board could approve the conditions in concept. Director Brunberg made the motion to approve in concept the conditions of approval as stated in the negotiated option on page 66 with the adjustment of the 54 cottage units to the impact fee for the 5+ unit attached residential (\$3,893), and giving a credit for the building of the trail in the amount of \$50,000. The motion was seconded by Director Montes and approved by a 4-0-1 (Meraz) roll call vote.

MOTION #11

- e) Approval of the Agreement to Provide Contract Services for the Norma Hamlin Playground and Walkway Project: Six bids were received. The low bid was received from Exclusive Exteriors in the amount of \$16,500 with an additive alternate bid of \$700 (second drain inlet), for a total of \$17,200. Upon a motion by Director Brunberg to approve the contract amount of \$17,200 with a 10% addition for possible minor change orders, seconded by Director Stickney, the motion was approved by a 5-0 roll call vote. The project should be done in June.

13. DIRECTORS AND STAFF COMMENTS

Supt. Turner referred the Board to the staff report.

Supt. West commended the volunteers that worked on the Pavilion. Director Caldwell recommended a thank you card be sent; Admin. Foell agreed. A letter was received from a neighbor on Streng Avenue expressing their appreciation for the work of Jason Hartshorn and Willie Libbee who cleared the nearby brush.

Admin. Foell reported the City of Citrus Heights has begun their master plan for trails. Community meetings will be held and Admin. Foell is on the advisory committee.

Director Montes expressed appreciation to the staff.

Director Caldwell commended the condition of lawns/fields. Director Stickney wondered if the Community Park had been done; yes, recently. Director Stickney noted Shackleton Woods is being worked on by the California Conservation Corps. Their work is now completed.

Director Meraz reported he attended recent meetings with CAPRI and CARPD. He noted several legislative bills to watch that could impact parks.

14. ITEMS FOR NEXT AGENDA

None presented.

15. ADJOURNMENT

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:45 p.m.

Mike Stickney, Chairperson