

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors June 12, 2014

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, June 12, 2014 at the District Office. Director Caldwell called the meeting to order at 6:34 p.m.

Directors present: Caldwell, Brunberg, Meraz, Montes (Stickney - Absent)  
Staff present: Greg Foell, District Administrator  
Chuck West, Park Superintendent  
Brandy Kunakey, Recreation Supervisor  
Jason Bain, Recreation Coordinator  
Melyssa Woodford, Administrative Clerk

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
  
4. **APPROVAL OF AGENDA**  
**MOTION #1**

Terry Benedict approached the Board and stated that items 7b and 7c were incorrect. He said that the use of the word “concerning” was incorrect as he had submitted agenda item requests and was not voicing a concern or complaint. Director Caldwell responded by stating that he felt the use of the word “concern” only meant that it was related to the District Administrator’s response. The Board decided not to make any changes to the agenda.

Upon a motion by Director Brunberg, seconded by Director Meraz, the agenda was approved 4-0 as presented.
  
5. **PUBLIC DISCUSSION**

Terry Benedict told the Board that he did not believe they knew how to serve the residents of Orangevale and did not know the Brown Act. Mr. Benedict asked the Board members if they had a copy of his letter and Director Caldwell asked him several times to continue his comment that he had planned to make. Mr. Benedict then stated that he was no longer going to make any further comments and left the podium.
  
6. **MINUTES**  
**MOTION #2**

a) Approval of minutes of May 8, 2014 meeting (pg 1-6): Director Brunberg made the motion to approve the minutes of May 8, 2014. It was seconded by Director Montes and approved by a vote of 4-0.
  
7. **CORRESPONDENCE**  
**MOTION #3**

a) Confidential Envelope – Attorney billing April 2014: Upon a motion by Director Brunberg, seconded by Director Montes, this billing was approved by a 4-0 roll call vote.

b) Letter from Terry Benedict concerning the District

Administrator's response to his 16 Public Records Act requests of 5/12/14 (pg 7-8): This letter was received by the Board. No action was taken.

- c) Letter from Terry Benedict concerning Legal Counsel's written response to his questions of Board members at the 3/13/14 Board of Directors meeting (pg 9-11): This letter was received by the Board. No action was taken.

**8. CONSENT CALENDAR**

No items were chosen for discussion. Upon a motion by Director Brunberg, seconded by Director Montes, all consent calendar items were approved with a roll call vote of 4-0.

**MOTION #4**

**8.1. CONSENT MATTERS GENERAL FUND**

- a) Ratification of Claims for April 2014 (pg 12-13)
- b) Budget Status Report for April 2014 (pg 14-16)
- c) Revenue Report for April 2014 (pg 17)
- d) Ratification of Claims for May 2014 (pg 18-19)
- e) Budget Status Report for May 2014 (pg 20-22)
- f) Revenue Report for May 2014 (pg 23)

**8.2. OLLAD CONSENT MATTERS**

- a) Ratification of Claims for April 2014 (pg 24-25)
- b) Budget Status Report for April 2014 (pg 26-27)
- c) Ratification of Claims for May 2014 (pg 28-29)
- d) Budget Status Report for May 2014 (pg 30-31)

**8.3. KENNETH GROVE CONSENT MATTERS**

- a) Ratification of Claims for April 2014 (pg 24-25)
- b) Budget Status Report for April 2014 (pg 26-27)
- c) Ratification of Claims for May 2014 (pg 28-29)
- d) Budget Status Report for May 2014 (pg 30-31)

**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: No report.
- g) Trails Committee: No report.
- h) Ad Hoc Reorganization: No report.

**10. ADMINISTRATOR'S REPORT**

- a) Monthly Activity Report – May 2014 (pg 36-38): Admin. Foell felt the summer had started off great, and included several new programs that have been very successful. Online registration has increased to a total of 200 registrants which had decreased registration time for the office staff. Staff has been working on the irrigation pump project and met with the Hunter representative that will provide the central control irrigation clock. They are currently working on obtaining the electric permit and a construction bid for providing electrical service for the pump. Director Caldwell commented about the Pow Wow Days event, and added that the Board appreciates the extra time that the staff put in during those

type of events. He also asked about the nature series program. Melyssa Woodford stated that the program is provided by Angie Raskin from Life Cycle Celebrations. She conducts hands-on nature classes that have been well received due to her personal and educational teaching methods. The pool special events were discussed including Caribbean Night, 4<sup>th</sup> of July Water Carnival, Ice Cream Social, and Hot Dog Hoe Down. Admin. Foell felt the summer kickoff event was successful, especially for it being the first one held. He also spoke about the security report and that it showed the District was starting to gain revenue from the tickets given out for fix-it tickets and other infractions such as dogs being off-leash. They have been attempting to provide education to the public for infractions and citations. Officer Mohamed added that missing tags, expired tags, and no front license plate citations have a fine of \$115.50 if not fixed and \$25 if fixed within 42 days. Parking in a handicap parking place or the striped space next to it has a \$407.50 fine. They also issue citations for parking in a fire lane. Most of the Notice to Appear citations are for bringing alcohol into the park. They usually give warnings for being in the park after dark. Director Brunberg noted that there had been incidents with dogs being off-leash and being involved in incidents. Director Montes stated that her golf cart was stolen during Pow Wow Days and asked Officer Mohamed to keep an eye out for it.

**11. UNFINISHED BUSINESS**

There was no unfinished business to discuss.

**12. NEW BUSINESS**

- a) Approval of Resolution 14-06-515, Resolution Adopting the Orangevale Recreation and Park District Preliminary Budget for Fiscal Year 2014/15 (pg 39-55): Admin. Foell said an increase of tax revenue of approximately \$50,000 has made a difference in the budget as it offsets increases to staffing costs, retirement cost, medical benefits, and the minimum wage increase. The District may increase program costs in order to recoup some of the revenue lost from the minimum wage increase. The Capital projects cost was low because the only money available was from the In Lieu account, totaling \$200,000, and the Park Development Fee account, which was \$500,000. Meetings will be held in late summer and the fall to prioritize the areas of capital replacement, new capital projects, and the ADA assessment projects. Admin. Foell stated that some projects budgeted for in 2013/14 were not completed and will be carried over to the 2014/15 Final Budget. Director Caldwell noted that the District has deferred projects and maintenance that will need to be completed. Director Meraz added that CARPD lobbyists had been watching a bill that pertains to the tax revenue coming to local districts. The bill is currently in the appropriations committee. Updates will be provided as they become available. As motioned by Director Brunberg and seconded by Director Montes, the Preliminary Budget for Fiscal Year 2014/15 was approved with a roll call vote

**MOTION #5**

of 4-0.

- b) Public Hearing: Orangevale Landscaping and Lighting Assessment District (OLLAD)
1. Approval of Resolution 14-06-516, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District (OLLAD) Preliminary Budget for Fiscal Year 2014/15 (pg 56-63): Director Caldwell outlined the purpose of the public hearing and how the hearing will proceed. Admin. Foell presented the staff report. The District has been able to cover the costs of maintenance and repairs through the Assessment District. Susan Barnes was introduced from SCI, the company that completed the Engineer's Report. Ms. Barnes noted that she appreciated the Board's ability to remain calm and professional when someone was acting inappropriately. She stated she was available to answer any questions regarding the engineers report. Director Caldwell opened the public input portion of the public hearing. No public comments were made and Director Caldwell closed the public input portion of the public hearing. In response to an inquiry by Director Meraz, Admin. Foell said that after the District completes the evaluation and prioritization of projects the District will consider any financing options including future bond acts that may be available. Admin. Foell and Director Meraz commended SCI for their work on the reports. As motioned by Director Brunberg and seconded by Director Meraz, the OLLAD Preliminary Budget for 2014/15 was approved with a roll call vote of 4-0.

**MOTION #6**

2. Approval of Resolution 14-06-517, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2014/15 for the Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg 64-111): As motioned by Director Brunberg and seconded by Director Meraz, Resolution 14-06-517 was approved with a roll call vote of 4-0.

**MOTION #7**

- c) Public Hearing: Kenneth Grove Landscaping and Lighting Assessment District
1. Approval of Resolution 14-06-518, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2014/15 (pg 112-117): Admin. Foell stated they had been working on a capital project to improve the landscape area, with a budget of \$15,000. As motioned by Director Brunberg and seconded by Director Montes, the Kenneth Grove Preliminary Budget for 2014/15 was approved with a roll call vote of 4-0.

**MOTION #8**

2. Approval of Resolution 14-06-519, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2014/15 for the Kenneth Grove Landscaping and Lighting Assessment District

**MOTION #9**

(pg 118-139): Director Caldwell opened the public input portion of the public hearing. No public comments were made and Director Caldwell closed the public input portion of the public hearing. As motioned by Director Brunberg and seconded by Director Montes, Resolution 14-06-519 was approved with a roll call vote of 4-0.

**MOTION #10**

d) Approval of the Agreement with Meals on Wheels ACC for the Elderly Nutrition Program (pg 140-148): Patricia Snider heads this program with help from the front office staff of Devon and Susan. The program includes a significant staff commitment and is a nice service to the community. As motioned by Director Montes and seconded by Director Brunberg, the Agreement with Meals on Wheels, ACC was approved with a roll call vote of 4-0.

**MOTION #11**

e) Approval of the Agreement with Village Creative – Nathan Dickerson for Website Design Services (pg 149-166): Admin. Foell and Brandy Kunakey have looked into companies to assist the District in re-doing the website. David “Nathan” Dickerson resides in Orangevale and they are confident in his abilities to construct a new website. Mr. Dickerson will write the code and construct it to allow staff to edit pages easily. The quote is a flat fee of approximately \$9,700 to construct the website, and then an additional not to exceed \$5,000 for his assistance in adding new content. The online registration page is a link to a separate website. Ms. Kunakey would be working with Mr. Dickerson to develop the content. Staff will be meeting with Mr. Dickerson to begin the process after the contract is in place. Go Daddy hosts the District website. The District has a server for internal information and email. Director Montes suggested that other hosting companies may have a control panel that was easier to navigate and Admin. Foell suggested she attend one of their meetings with Mr. Dickerson to provide her input. As motioned by Director Brunberg and seconded by Director Caldwell, the Agreement with Village Creative was approved with a roll call vote of 4-0.

**MOTION #12**

f) Approval of the Easement Agreement with MKD Rollingwood Partners, LLC for a sign easement (pg 167-172): As motioned by Director Brunberg and seconded by Director Meraz, the Easement Agreement with MKD Rollingwood Partners, LLC was approved with a roll call vote of 4-0.

g) Discussion of Draft Criteria for Conducting a Feasibility Study for a Skate Park Facility (pg 173-177): A Skate park was included in the Master Plan and has generated interest by the Board and the public, as shown in the signatures recently gathered by Mr. Benedict. As the District prepares for prioritizing and funding future projects the District needs to determine the price parameters for the skate park. Admin. Foell stated that as part of the Master Plan the District did a statistically valid survey and

had residents rank 27 projects according to what they felt was most needed. A skate park ranked 14 on the list of 27 items. The District must decide if they want to build a skate park, where to locate the park, and then choose a budget for the park. The skate park could range in price from \$50,000 to \$1-million or more depending on location and design factors. One big decision will be to determine whether an above ground or in-ground park is most feasible considering the significant cost differences. Admin. Foell provided a tentative list of four sites to include in the feasibility study but said others could be added. Several factors will be weighted in importance through the decision making process which is described in the staff report. Director Brunberg felt the District should look at both above ground and in-ground options for each site evaluated. She added Pecan Park to the list of tentative sites to be evaluated. Director Meraz discussed the possibility of monitoring the park and designing for all age groups. Director Brunberg also suggested doing a tour of the existing skate parks in the area. Director Meraz said the District should advertise this plan with the elementary schools so the children could submit their input. Admin. Foell stated they would organize an ad hoc committee when the plan was to the design phase.

**MOTION #13**

- h) Discuss and Consider Approval to Close the District Office from December 24, 2014 through January 2, 2015 (verbal): Admin. Foell stated they had done this for the last couple of years and staff had once again expressed interest in closing the office again. This would also save on energy during this time. He added that there was virtually no business from the public during that week. As motioned by Director Montes and seconded by Director Brunberg, the item was approved by a vote of 4-0.

**MOTION #14**

- i) Approval of Resolution 14-06-520 Proclaiming the Month of July 2014 as Parks Make Life Better Month (pg 178): Admin. Foell stated this was done at parks statewide as a way of showing that parks were important to a community and in improving quality of life. As motioned by Director Meraz and seconded by Director Brunberg, this was approved by a vote of 4-0.

**MOTION #15**

- j) Approval of Resolution 14-06-521 Authorizing Transfer of Funds from the Parkland Dedication Fund (088C) to the General Fund (332A) (pg 179): Admin. Foell said the money was used for the round pen fencing at the warm-up horse arena. As motioned by Director Brunberg and seconded by Director Montes, this was approved by a roll call vote of 4-0.

**13. DIRECTORS AND STAFF COMMENTS**

Brandy Kunakey said that summer kickoff event was very successful. Staff were present with games for the children. Over 200 hot dogs were served, with over 100 participants attending the free swim. Kayaking in the pool was also offered as an activity. Staff also served popsicles donated by the food bank. She also showcased the full page ad which was published in the newspaper. She noted the increase in online registration, and that they had been giving out swim passes to entice the public to register online.

Jason Bain stated the pool was now open daily for family swim and water aerobics. The swim team won a recent meet in Auburn. At the recent water aerobics class there were 19 participants.

Melyssa Woodford indicated the summer kickoff went great and the kayaks being offered in the pool was a good incentive. She also mentioned the online registration increase. The District is also offering several new programs and parents have expressed appreciation for these programs being offered locally. A Lego Minecraft class was offered that has a five to six person waitlist, along with Mad Science camps, free flow parkcor, and computer based animation and graphics classes. Admin. Foell added that these programs have been very successful. Tiny Tots gym also started, and Brandy Kunakey said they have had a steady stream of families to try it out. Ms. Woodford felt the sign out front was increasing participation in the programs.

Chuck West said they had been working on fire control work, and are hoping to be done by the 4<sup>th</sup> of July. The District relies heavily on the seasonal staff members and they do a great job. They also have intermittent assistance from the Sheriff's crew.

Admin. Foell reiterated that the maintenance crew worked very hard in the warm weather, trying to keep up with work that needed to be done. The office staff was also working very hard on the registrations for classes and preparing for the next Activity Guide.

Director Meraz attended the CARPD conference with Admin. Foell in Lake Tahoe, learning about new laws and policies.

Director Brunberg appreciated all of the work the staff was doing.

Director Montes also said thank you to the staff for their hard work. She also thanked Mr. West and his crew for their work at Pow Wow Days.

Director Caldwell attended Pow Wow Days and had heard positive comments about the event. He also enjoyed the Facebook pictures and comments. He also commented that the parks look nice, despite the recent drought. He further commended the staff for their hard work on the budget.

**14. ITEMS FOR NEXT  
AGENDA**

There were no additional items to include on the next agenda.

**15. ADJOURNMENT  
MOTION #16**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:05 p.m., as motioned by Director Brunberg and seconded by Director Montes.

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Steve Caldwell, Acting Chairperson