

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors August 20, 2015

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, August 20, 2015 at the District Office. Director Stickney called the meeting to order at 6:37 p.m.

Directors present: Stickney, Caldwell, Brunberg, Montes, Meraz  
Staff present: Greg Foell, District Administrator  
Brandy Kunakey, Recreation Supervisor II  
Jason Bain, Recreation Supervisor  
Melyssa Woodford, Administrative Services Coordinator

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

4. **APPROVAL OF AGENDA** Upon a motion by Director Brunberg, seconded by Director Meraz, the agenda was approved 5-0.

### MOTION #1

5. **PUBLIC DISCUSSION** There was no public discussion.

6. **MINUTES** a) Approval of Minutes of July 9, 2015 Meeting (pg 1-4): Upon a motion by Director Montes, seconded by Director Brunberg, the agenda was approved 5-0.

### MOTION #2

b) Approval of Minutes of July 16, 2015 Special Meeting (pg 5-7): Upon a motion by Director Montes, seconded by Director Meraz, the agenda was approved 4-0 with Mr. Meraz abstaining due to his absence at the meeting.

### MOTION #3

7. **CORRESPONDENCE** a) Confidential Envelope – Attorney billing June 2015: Upon a motion by Director Brunberg, seconded by Director Montes, the attorney billing was approved on a 5-0 roll call vote.

### MOTION #4

b) Letter of Appreciation from Terry Benedict to Administrative Clerk Patricia Snider (pg 8): Mr. Benedict thanked Ms. Snider for calling the Sheriff's Department at his request when he noticed people drinking alcohol at the disc golf course.

c) Letters from Terry Benedict Requesting Board Answers and Response from District Administrator (pg 9-47): Mr. Foell provided his response to these letters in the Board meeting packet. The Board had no further comment.

- d) Letter from Terry Benedict Regarding Public Record Act Request (pg 48-49): Admin. Foell provided a response to this letter in the Board meeting packet. The Board had no further comment.

**8. CONSENT CALENDAR**

Upon a motion by Director Brunberg, seconded by Director Montes, all consent items were approved by a 5-0 roll call vote.

**MOTION #5**

**8.1 CONSENT MATTERS GENERAL FUND**

- a) Ratification of Claims for Period 13 2015 (pg 50-51)
- b) Budget Status Report for Period 13 2015 (pg 52-54)
- c) Revenue Report for Period 13 2015 (pg 55)
- d) Ratification of Claims for July 2015 (pg 56-57)
- e) Budget Status Report for July 2015 (pg 58-60)
- f) Revenue Report for July 2015 (pg 61)

**8.2. OLLAD CONSENT MATTERS**

- a) Ratification of Claims for Period 13 2015 (pg 62-63)
- b) Budget Status Report for Period 3 2015 (pg 64-65)
- c) Ratification of Claims for July 2015 (pg 66)
- d) Budget Status Report for July 2015 (pg 67-68)

**8.3. KENNETH GROVE CONSENT MATTERS**

- a) Ratification of Claims for Period 13 2015 (pg 69)
- b) Budget Status Report for Period 13 2015 (pg 70)
- c) Ratification of Claims for July 2015 (pg 71)
- d) Budget Status Report for July 2015 (pg 72)

**9. STANDING COMMITTEE REPORTS**

- a) Administration and Finance-8/7/15 Meeting Recap (pg 73): At this meeting the committee discussed capital replacement, capital projects, and ADA projects, including the office remodel and dog park. Staff will be moving forward with the office remodel project planning but the project would not be constructed until December 2016 or January 2017. This timing would be beneficial because this was the time of year the office was usually closed for two weeks, and would allow staff to relocate more easily. Director Meraz asked if they would be hiring movers and Admin. Foell felt that would be in the best interest of staff. The committee also spoke about employee salaries and benefits, and the CalPEPRA legislation. The County was currently negotiating an approach to have employees contribute 50% of their retirement funds. Admin. Foell will report back to the Board every six months with any progress other park districts are making and give an update on the County as well. He was hoping to have a firm plan in place by the next budget season. Director Stickney asked to have this item placed on the agenda for January. The committee also discussed making changes to the policy manual regarding employee classifications. The District will be adding an intermittent part-time employee classification that allows them to work up to 1,560 hours per year. Health insurance will increase 6% the next year, which amounts to an \$8,000 annual increase. Director Montes and Director Stickney asked to discuss

increasing their percentage in order to cover employee's health insurance costs. At the meeting, they agreed to provide a COLA increase of 1%. These recommendations will be included in the items discussed later in the agenda.

- 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.
- h) Ad Hoc Reorganization: No report.

**10. ADMINISTRATOR'S REPORT**

- a) Monthly Activity Report – July 2015 (pg 74-77): Coordinator Woodford discussed the tennis program that will be offered for younger players in September. Admin. Foell said the Pecan Park courts have been overlaid and the striping will occur in the next couple of weeks. The pickleball court was also almost finished. Admin. Foell had a company inspect the older light fixtures in the District to see if retrofitting for energy savings would be feasible. The Park Superintendent and the Finance/HR Manager positions are currently open and staff may extend the deadline for applications. Recreation Supervisor II Kunakey said that camp and swim lessons went very well over the summer. They will be having a movie night at the pool.

**11. UNFINISHED BUSINESS**

None discussed.

**12. NEW BUSINESS**

- a) Public Hearing – Approval of Resolution 15-08-539, Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2015/16 (pg 78-106): Admin. Foell gave a staff report and discussed the increasing tax base. This was the first year in eight years that the District had a positive yearend balance. The District added a part time Recreation Specialist position. In response to the minimum wage increase, they will have to raise program fees in order to offset the additional salary costs. The in lieu and park development fees have small balances which will be maintained for future improvements to the Community Center Park site if the County Library is funded and built. The Board discussed several items that need to be addressed in the parks. The budget included the ADA renovations, dog park, and Pecan Park projects as well as the 1% COLA. Director Stickney opened the public hearing. No public wished to speak to the item. Director Stickney closed the public hearing. Upon a

**MOTION #6**

motion by Director Brunberg and seconded by Director Stickney, Resolution 15-08-539, the Orangevale Recreation and Park District Final Budget for 2015/16 was approved on a 5-0 roll call vote.

**MOTION #7**

- b) Public Hearing – Approval of Resolution 15-08-540, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District (OLLAD) Final Budget for Fiscal Year 2015/16 (pg 107): Director Stickney opened the public hearing. No public wished to speak to the item. Director Stickney closed the public hearing. Upon a motion by Director Brunberg and seconded by Director Stickney, Resolution 15-08-540 was approved on a 5-0 roll call vote.

**MOTION #8**

- c) Public Hearing – Approval of Resolution 15-08-541, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2015/16 (pg 108): Director Stickney opened the public hearing. No public wished to speak to the item. Director Stickney closed the public hearing. Upon a motion by Director Brunberg, seconded by Director Stickney, Resolution 15-08-541 was approved 5-0.

**MOTION #9**

- d) Approval of Resolution 15-08-542, Resolution Establishing Classes of Regular Employment and Salary Ranges (pg 109-117): Upon a motion by Director Brunberg which was seconded by Director Montes, Resolution 15-08-542 was approved 5-0.

**MOTION #10**

- e) Approval of Policy Manual Changes to Update Classes of Employment, Sick Leave, Medical, and Retirement Benefit Policies (pg 118-127): The District chose to adopt the lump sum method for accruing sick leave for part-time employees. Part-time employees receive 24 hours of sick leave in a lump sum per year that they can use after 90 days of employment. Regarding retirement, new members would receive 2% at 65 and old members will receive 2% at 55. Upon a motion by Director Montes, seconded by Director Brunberg, the policy manual changes were approved by a 5-0 vote.

**MOTION #11**

- f) Approval of Agreement with Tamika Stove, with American Cancer Society, to Rent Almond Park for an American Cancer Society Bark for Life of Orangevale Event on Saturday, October 24, 2015 (pg 128-136): Recreation Supervisor Kunakey indicated that this agency was hoping a new event will increase participation as Relay for Life attendance was declining. This event would be held from 10:00 a.m. to 2:00 p.m. They need access to water for the dogs. Food trucks will also be available. Upon a motion by Director Montes, seconded by Director Stickney, this event was approved by a 5-0 vote.

**13. DIRECTOR AND STAFF COMMENTS**

Coordinator Woodford indicated that Steven Miranda, the Aikido instructor, had the highest enrollment in 15 years.

Supervisor Bain said the swim team won second place this summer.

Supervisor II Kunakey reminded the Board about the movie at the pool. Finding Nemo will be shown on August 29.

Director Montes was preparing for Wolf Fest. They had raised enough funds to provide a soldier with a companion dog.

Director Caldwell was excited for the new programs, especially pickleball.

Director Brunberg thanked the District for the rental. She was impressed by the financial numbers for the past year. She thought the staff was doing a great job.

Director Stickney appreciated the budget ending in a surplus.

**14. CLOSED SESSION**

- a) Closed Session Pursuant to Government Code Section 54957, Public Employee Performance Evaluation – District Administrator

**15. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION**

Director Stickney resumed the public session and announced that no action was taken.

**16. ITEMS FOR NEXT AGENDA**

None discussed.

**17. ADJOURNMENT**  
**MOTION #12**

With no further business to discuss, the general meeting of the Board of Directors was adjourned, with the motion being made by Director Montes and seconded by Director Stickney and approved by a vote of 5-0.

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Mike Stickney, Chairperson