

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors August 17, 2017

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, August 17, 2017 at the District Office. Director Stickney called the meeting to order at 6:35 p.m.

Directors present: Meraz, Brunberg, Stickney, Swenson (Montes was absent)
Staff present: Greg Foell, District Administrator
Jennifer Von Aesch, Finance/HR Manager
Jason Bain, Recreation Supervisor
Scott Wade, Interim Park Superintendent
Melyssa Woodford, Administrative Services Supervisor
Chelsea McAdam, Recreation Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA** Motions 12f and 12g were pulled from the agenda due to Caleb Judd being unable to attend the meeting.
MOTION #1 On a motion by Director Meraz, seconded by Director Brunberg, the agenda was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES** a) Approval of Minutes of July 13, 2017 Meeting (pg 1-6): On a motion by Director Brunberg, seconded by Director Meraz, the minutes were approved 4-0-1 with Directors Meraz, Brunberg, and Swenson voting Aye. Director Stickney abstained. There were no Nays. Director Montes was absent.
MOTION #2
7. **CORRESPONDENCE** a) Letters from Terry Benedict dated July 18 (2), July 19 (5), July 20 (1), July 21 (5), July 26 (3), and July 27 (6), and Delay Request from the District Administrator (pg 7-33): Director Brunberg motioned that they consider Mr. Benedict's correspondence at the September 14, 2017 meeting. After seconded by Director Swenson, the motion was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.
MOTION #3

- b) Sacramento Local Agency Formation Commission (LAFCo) Nominations for District Representation (pg 34-36): There were openings on the LAFCo board and District board members could be nominated. No Board members volunteered.

8. CONSENT CALENDAR

No consent matters were discussed.

MOTION #4

On a motion by Director Brunberg, seconded by Director Swenson, the consent agenda was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.

8.1 CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for Period 13 2017 (pg 37)
- b) Budget Status Report for Period 13 2017 (pg 38-40)
- c) Revenue Report for Period 13 2017 (pg 41)
- d) Ratification of Claims for July 2017 (pg 42)
- e) Budget Status Report for July 2017 (pg 43-45)
- f) Revenue Report for July 2017 (pg 46)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for Period 13 2017 (pg 47)
- b) Budget Status Report for Period 13 2017 (pg 48-49)
- c) Ratification of Claims for July 2017 (pg 50)
- d) Budget Status Report for July 2017 (pg 51)

8.3. KENNETH GROVE CONSENT MATTERS

- a) Ratification of Claims for Period 13 2017 (pg 52)
- b) Budget Status Report for Period 13 2017 (pg 53)
- c) Ratification of Claims for June 2017 (pg 54)
- d) Budget Status Report for June 2017 (pg 55)

9. STANDING COMMITTEE REPORTS

- a) Administration and Finance – 8/8/17 Meeting Recap: The meeting focused around budget information for the upcoming Board meeting.
- 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.

10. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – July 2017 (pg 57-60): Admin. Foell said July has been very busy overall. Coordinator Woodford had been working on the fall Activity Guide as well. Maintenance had also been very busy, mainly due to the hot weather. There had been more issues involving the homeless population and security was working on encouraging them to move to another area. Ms.

McAdam was in charge of the rec'ing crew and noted they had been on trips to Sun Splash and Rollerland. Coordinator Woodford said the fall guide will be in the mail within a few days. Supervisor Bain said the Hot Dog Hoedown was a successful event. Superintendent Wade said the maintenance crew had dealt with a few issues and are now working on the smart irrigation system. He also commended the new employee, Nelson Kirk, for doing a great job.

- b) Update on Electric Greenway Grant Funding (verbal): Citrus Heights applied for this grant to provide a class one bike way from the Sunrise Marketplace to Wachtel; the first application was denied but they reapplied this year. If the grant is approved, the District would need to continue working to purchase three small pieces of property that are crucial to the trail.

11. UNFINISHED BUSINESS

- a) Update on the Land Exchange with San Juan Unified School District (verbal): The progress had not changed much since the last meeting. David Burke believed he would be finished reviewing the materials in the next couple of days. This item will remain on the agenda.

12. NEW BUSINESS

- a) Discussion Regarding the Orangevale Public Library with Supervisor Frost from the Sacramento County Board of Supervisors (verbal): Supervisor Frost presented information to the Board regarding the possibility of building a library in Orangevale. She explained that it has been a goal for several years now to complete this library, and there is \$5,000,000 set aside plus an additional \$200,000 available to complete an Orangevale Library project. However, the library plans completed a couple years ago estimated the cost for a newly constructed library at over \$10,000,000. Supervisor Frost brought up the idea of repurposing an old building into a library rather than new construction. The library authority said that 7,000 to 10,000 square feet would be ideal for a library. The County has looked at several properties and are still researching possible locations. Supervisor Frost wants Orangevale to have an “amazing” community library. Admin. Foell said that it was disappointing that a library could not be built at the community park location due to the lack of funding. The District has had talks with the Regency Baptist Church located next to the community center property about their desire to grow and possibly move to a new site. Talks have now begun with the church, County Real Estate and the District to determine whether the site may be feasible for a library and whether there is adequate incentive for the church to look for a new site. Admin. Foell explained that this was an ongoing process and that there were numerous complications that would need to be worked out. Supervisor Frost added that the timing of this project with the church may work due to the Orangevale Library’s current three year lease agreement. She was hopeful a deal could be worked out to provide Orangevale with a library.

b) Presentation of Completed Eagle Scout Project by Zac Hedrick – Painting the Kidz Korner Preschool House (presentation): Mr. Hedrick heard about this project through a Scoutmaster whose son attended Kidz Korner. It took over 100-man hours to complete over two days. They painted the complete outside of the house. Director Swenson thanked Mr. Hedrick.

MOTION #5

c) Approval of Resolution 17-08-586, Commending Zac Hedrick for his Eagle Scout Project Painting the Kidz Korner Preschool House (handout): Admin. Foell read the motion to commend Mr. Hedrick on his project. Director Stickney motioned to approve this resolution, which was seconded by Director Brunberg. The resolution was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.

d) Presentation of Completed Eagle Scout Project by Brenton Nash – Little Free Library Project (presentation): Mr. Nash completed two Little Free Libraries at two parks. It took Mr. Nash almost a year to complete and 154-man hours, with 42 hours done by Mr. Nash himself. All of the materials were completely donated by HD Supply and 57 books were also donated. A week later, all of the books had been exchanged with a newly donated book.

MOTION #6

e) Approval of Resolution 17-08-587, Commending Brenton Nash for his Eagle Scout Project Building Two Little Free Libraries (handout): Admin. Foell read the motion to commend Mr. Nash on his project. Director Meraz motioned to approve this resolution, which was seconded by Director Swenson. The resolution was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.

f) Presentation of Completed Eagle Scout Project by Caleb Judd (Removed)

g) Approval of Resolution 17-08-588 (Removed)

MOTION #9

h) Public Hearing: Approval of Resolution 17-08-581, Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2017/18 (pg 61-75): Admin. Foell explained that for this past year, the District remained even financially. He felt the budget was conservative. The public hearing was opened and closed with no comments. Director Brunberg motioned to approve the resolution adopting the final budget. This motion was seconded by Director Meraz and the motion was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.

MOTION #10

- i) Public Hearing: Approval of Resolution 17-08-582, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2017/18 (pg 76-82): The public hearing was open and closed with no comments. Director Brunberg motioned to approve the resolution adopting the final budget for OLLAD. This motion was seconded by Director Meraz and the motion was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.

MOTION #11

- j) Public Hearing: Approval of Resolution 17-08-583, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2017/18 (pg 76-82): Public hearing was open and closed with no comments. Director Brunberg motioned to approve the resolution adopting the final budget for Kenneth Grove. This motion was seconded by Director Meraz and the motion was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.

MOTION #7, 8, 12

- k) Approval of Resolution 17-08-584, Resolution Amending the District Salary Schedule (pg 88-100): Ms. Von Aesch and Admin. Foell worked together on completing the salary and benefit survey. The salary schedule was last adjusted in 2006/07 shortly before the recession caused a negative tax growth. At that time, the District had fund balance available and decided to institute furloughs rather than consider terminating employees, and the District continued offering a full range of programs. Admin. Foell summarized the District's conservative approach to providing COLA increases over the next several years. There were over 20 agencies in the surrounding area that offer similar parks and recreation facilities and programs to the District. For salary and benefit comparison purposes the District chose the five Districts that were most similar in population, tax base, acres, and facilities provided. The District also compared benefits including health and retirement programs available in other districts. Admin. Foell explained the difference in the health plans available for employees. Staff summarized current health options with a high deductible plan. The high deductible plan could provide savings for both the employee and the District. This will be an option for employees during open enrollment. For the salary analysis, staff took the average market amount for each like position at each agency. District salaries were compared to other agencies at the 25th percentile and the draft salary scale was adjusted to match average salaries at the 25th percentile. Admin. Foell noted that staffing changes this past year had saved resources making salary increases to meet the 25th percentile of other like agencies more manageable. The staff recommendation was to make the salary scale adjustment to the 25th percentile beginning September 1, 2017. The proposed employee medical benefit would also adjust to 70/30 on January 1, 2018. The Board was provided options for consideration. Director

Brunberg stated a preference for Option 2 which was to adjust the salary scale to the 25th percentile on 9/1/17, with an increase of five percent to dependent health benefits on 1/1/18, with a one percent COLA. Director Stickney motioned to choose Option 1 to adjust the salary scale to the 25th percentile, but with an increase of five percent to dependent health benefits effective 9/1/17, with no COLA. Director Meraz seconded. (Motion 7) Director Stickney voted Aye and Directors Meraz, Brunberg, and Swenson voted Nay. Director Brunberg motioned the Board approve Option 2 to adjust the salary scale to the 25th percentile with an increase of five percent to dependent health benefits effective 9/1/17, with a 1% COLA. This was seconded by Director Meraz. (Motion 8) The motion was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent. Director Brunberg moved to approve Resolution 17-08-584, Resolution Amending the District Salary Schedule. The motion was seconded by Director Meraz (Motion 12). The motion included adopting the salary scale adjustment to the 25th percentile and including a one percent COLA. The motion was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.

MOTION #13

- l) Approval of Resolution 17-08-585, Resolution Approving the Revision of the District's Reserve Designations in Accordance with GASB 54 (pg 101-105): This item was done on an annual basis. Director Brunberg motioned to approve this resolution as stated. This motion was seconded by Director Stickney and the motion was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.

MOTION #14

- m) Approval of Notice of Completion for the Orangevale Community Park Oak and Filbert Pathway Project (pg 106-108): Director Brunberg motioned to approve the Notice of Completion as stated. This motion was seconded by Director Swenson and the motion was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.

13. DIRECTOR AND STAFF COMMENTS

Ms. McAdam noted that the rummage sale was on September 16th.

Supervisor Bain spoke about the busy summer season and added that movie night was coming up soon with Lego Batman.

Superintendent Wade was looking forward to the rest of the season.

Ms. Von Aesch notified the Board that the payroll software will be changing in the later in the year. She will also be working on the open enrollment for staff health benefits.

Admin. Foell thanked the staff for all their hard work. The dog park opening event went very well and the District had received several positive comments from residents.

Director Stickney thought the dog park opening went great. He toured the fields but felt they were too wet, which Superintendent Wade said had already been addressed.

Director Swenson also thanked the staff. She asked for an update on Meals on Wheels volunteers.

Director Brunberg also felt the dog park opening event was successful. She thanked the staff for their work.

Director Meraz attended the Hot Dog Hoedown and said it was a great time.

14. ITEMS FOR NEXT AGENDA

None discussed.

15. CLOSED SESSION

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

16. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION

No action was taken. It was clarified that all employees' dependent medical benefits will be increased by five percent.

17. ADJOURNMENT
MOTION #15

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 9:25 p.m. On a motion by Director Brunberg, seconded by Director Meraz, the motion was approved 4-0-1 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. There were no Abstentions or Nays. Director Montes was absent.

Mike Stickney, Chairperson