

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors November 19, 2015

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, November 19, 2015 at the District Office. Director Stickney called the meeting to order at 6:31 p.m.

Directors present: Stickney, Brunberg, Montes (Meraz was absent)
Staff present: Greg Foell, District Administrator
Scott Russell, Park Superintendent
Jason Bain, Recreation Supervisor
Melyssa Woodford, Recreation Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA** Upon a motion by Director Montes, seconded by Director Stickney, the agenda was approved 3-0. (Meraz absent)
- MOTION #1**
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES**
- MOTION #2**
- MOTION #3**
7. **CORRESPONDENCE**
- MOTION #4**
- a) Approval of Minutes of October 8, 2015 Meeting (pg 1-6): Upon a motion by Director Montes, seconded by Director Brunberg, the minutes were approved 3-0. (Meraz absent)
 - b) Approval of Minutes of October 27, 2015 Special Meeting (pg 7-8): Upon a motion by Director Montes, seconded by Director Brunberg, the minutes were approved 3-0. (Meraz absent)
 - a) Confidential Envelope – Attorney billing September 2015: Upon a motion by Director Montes which was seconded by Director Stickney, the attorney billing was approved 3-0. (Meraz absent)
 - b) Casa Roble Air Force Junior ROTC Thank You Letter (pg 9): The letter was regarding the Halloween party.
 - c) American Cancer Society Bark for Life Certificate of Appreciation (pg 10): It was noted that this event had very low attendance due to the other events going on in the area.
 - d) Sacramento LAFCo Election for Special District Commissioner (pg 11-25): Admin. Foell stated there were six candidates for this position and felt the Board should nominate one of the candidates.

Director Stickney motioned to nominate Ron Greenwood and Director Montes was partial to Brian Danzl. The Board decided to pass on this endorsement because they did not have enough knowledge of the candidates.

**8. CONSENT
CALENDAR**

Upon a motion by Director Brunberg, seconded by Director Stickney, all consent items were approved 3-0. (Meraz absent)

MOTION #5

**8.1 CONSENT
MATTERS
GENERAL FUND**

- a) Ratification of Claims for September 2015 (pg 26-27)
- b) Budget Status Report for September 2015 (pg 28-30)
- c) Revenue Report for September 2015 (pg 31)
- d) Ratification of Claims for October 2015 (pg 32-33)
- e) Budget Status Report for October 2015 (pg 34-36)
- f) Revenue Report for October 2015 (pg 37)

**8.2. OLLAD CONSENT
MATTERS**

- a) Ratification of Claims for September 2015 (pg 38-39)
- b) Budget Status Report for September 2015 (pg 40-41)
- c) Ratification of Claims for October 2015 (pg 42-43)
- d) Budget Status Report for October 2015 (pg 44-45)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for September 2015 (pg 46)
- b) Budget Status Report for September 2015 (pg 47)
- c) Ratification of Claims for October 2015 (pg 48)
- b) Budget Status Report for October 2015 (pg 49)

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

**10. ADMINISTRATOR'S
REPORT**

- a) Monthly Activity Report – October 2015 (pg 50-52): The District had been working on hiring two new employees, which is described below. Staff had been very busy throughout the month, including working on a new server upgrade and beginning to convert to the internet-based registration program. Supervisor Kunakey received the CPRP certification. The Elf event had low attendance but Ms. Woodford felt the event was wonderful and that Recreation Specialist Sheila King did an excellent job

planning the event. Marilyn Killinger was going to be retiring soon, and Admin. Foell wished her well.

- b) Employment Recruitment Progress (verbal): The District was still recruiting for the Administrative Clerk position. They will be interviewing candidates on December 3. The position will be hired before 2016.
- c) Introduction of Park Superintendent D. Scott Russell and Finance/HR Manager Jennifer Von Aesch (verbal): Mr. Russell had retired from another position before taking the Superintendent position. He had a degree from the University of Wisconsin in Soil Science, Turf and Grounds Management. He had previously worked as a golf superintendent in the Midwest. He relocated to California and worked for the City of Sunnyvale and then as a superintendent in Tahoe and for Sunrise Recreation and Park District. He retired from Sunnyvale/CalPERS. Mr. Russell's first day of work was approximately three weeks prior. Mr. West and Admin. Foell both gave him a tour of the entire district, which he felt were invaluable to his position. He felt that the working environment was very positive and community oriented. Ms. Von Aesch started on November 16, and will be attending the December board meeting. Admin. Foell discussed conducting a park tour in early spring once the new Board member is appointed.
- d) Form 700 Statement of Economic Interests Training Sessions for Electronic Filing (pg 53): Beginning in 2016, the County will be holding training sessions on the electronic filing process. Admin. Foell felt this will make the processes easier by eliminating the need for paper.
- e) Board of Directors Applications (pg 54): Admin. Foell listed the applicants that had applied for the position. Hari Modi attended the meeting. Admin. Foell had all of the applicant's complete supplemental questions. He would like all of them to make a five minute presentation at the December meeting, as well as answer additional questions. Director Stickney stated that the Directors would then discuss the candidates and then nominate and vote for a new director in public session.
- f) Orangevale Community Park/Disc Golf Issues (verbal): The District received an email citing the ongoing issues of alcohol and marijuana usage on the course, which he felt were issues they needed to control. He would like the Board to reopen the discussion of "pay to play" for the course. If compliance doesn't improve, the District may have to look into closing part of the course for a period of time or changing the hole locations. The District has since scheduled increased patrols at the course. Admin. Foell explained the logistics behind the patrolling schedules and techniques, and said that overall the efforts had been positive.

- g) Scott Wade – Certified Irrigation Auditor Certificate (pg 55): Admin. Foell commended Mr. Wade on this certificate he received.
- h) Administrator Vacation Dates – November 30 and December 1 (verbal): Admin. Foell will be on vacation on November 30 and December 1.

11. UNFINISHED BUSINESS

None discussed.

12. NEW BUSINESS

MOTION #6

- a) Approval of Resolution 15-11-544, Approving the Application for the Federal Surplus Property Program and Establishing Purchasing Agents (pg 56-63): This process was done every three years, which allowed the District to purchase from Federal or State surplus when needed. Upon a motion by Director Brunberg, seconded by Director Montes, the resolution was approved 3-0. (Meraz absent)

MOTION #7

- b) Approval of Resolution 15-11-545 Honoring Steve Caldwell on his Eight Years of Service as a Director on the Board of Directors and his Dedicated Service to the Residents of the Community (pg 64): Upon a motion by Director Stickney which was seconded by Director Brunberg, this resolution was approved 3-0. (Meraz absent) Admin. Foell explained that Mr. Caldwell relocated to Citrus Heights and so he could no longer serve on the Board of Directors. He commended him for his eight years of service to the community of Orangevale. Admin. Foell read the resolution onto the record. Mr. Caldwell was appreciative of the honor he received and thanked the Board and the District.

MOTION #8

- c) Discussion and Possible Approval of the Ecology Action Proposals for Energy Efficiency Upgrades Utilizing SMUD Rebates (pg 65-87): Admin. Foell scheduled a meeting with a SMUD energy efficiency employee to inspect all of the District's lighting at several District sites, to find out if they could benefit from utilizing rebates for upgrades. Recommended upgrades included LED lighting, new fans for refrigerators and other small items. They provided quotes for the price after the rebates and the monthly savings in order to recoup the costs over time. The projects included outdoor light fixtures at the Community Center, lighting at the Youth Center, and interior lighting at the Community Center. Admin. Foell recommended the District wait to upgrade the interior Community Center lighting. Director Stickney motioned that they approve \$10,000 in costs for these upgrades. This was seconded by Director Brunberg and approved by a vote of 3-0 (Meraz absent) and authorized the District Administrator to execute the quote sheets.

13. DIRECTOR AND STAFF COMMENTS

Superintendent Russell appreciated the welcome he had received and felt that he had good communication with the staff.

Mr. Bain was working on the Max Galaxy program.

Ms. Woodford stated that the staff was getting ready for the craft fair being held that weekend. She also spoke about the tennis program with USTA and that she and Sheila King attended the tennis workshop in San Diego. She announced that the District received a grant for a beginning tennis program.

Director Montes and Director Stickney wished everyone a happy Thanksgiving.

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 reopened the public session at 9:30 p.m. and announced that no action was taken.

**16. ITEMS FOR NEXT
AGENDA**

None discussed.

**17. ADJOURNMENT

MOTION #9**

With no further business to discuss, the general meeting of the Board of Directors was adjourned, with the motion being made by Director Brunberg and seconded by Director Stickney and approved by a vote of 3-0. (Meraz absent)

Mike Stickney, Chairperson