

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors December 10, 2015

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, December 10, 2015 at the District Office. Director Stickney called the meeting to order at 6:30 p.m.

Directors present: Stickney, Brunberg, Meraz (Montes absent)
Staff present: Greg Foell, District Administrator
Scott Russell, Park Superintendent
Brandy Kunakey, Recreation Supervisor II
Jason Bain, Recreation Supervisor
Melyssa Woodford, Administrative Services Coordinator
Jennifer Von Aesch, Finance/HR Manager

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

4. **APPROVAL OF AGENDA** Upon a motion by Director Stickney, seconded by Director Brunberg, the agenda was approved 3-0.

MOTION #1

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

6. **MINUTES**
 - a) Approval of Minutes of November 19, 2015 Special Meeting (pg 1-2): Upon a motion by Director Brunberg, seconded by Director Stickney, the minutes were approved 3-0.

 - b) Approval of Minutes of November 19, 2015 Meeting (pg 3-7): Upon a motion by Director Brunberg, seconded by Director Stickney, the minutes were approved 3-0.
MOTION #2

MOTION #3

7. **CORRESPONDENCE**
 - a) Confidential Envelope – Attorney billing October 2015: Upon a motion by Director Meraz which was seconded by Director Brunberg, the attorney billing was approved on a 3-0 roll call vote.
MOTION #4

8. **CONSENT CALENDAR** There were no consent matter reports.

- 8.1 **CONSENT MATTERS GENERAL FUND** No report.

- 8.2. **OLLAD CONSENT** No reports.

MATTERS

**8.3. KENNETH GROVE
CONSENT
MATTERS**

No reports.

**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 – November 2015 (pg 8-10): Library planning has begun with the location and the interior of the library being decided upon. A public meeting was held to address public opinion and questions. There will be a presentation at the next Board meeting to discuss the ongoing plans. Supervisor Kunakey organized the programs for the Fall Forum conference. The craft fair was very successful. Reminders were given for upcoming events. Superintendent Russell stated he was learning the locations of the parks and commended the employees for being supportive.
- b) Employment Recruitment Progress (verbal): The District was in the process of hiring an administrative clerk and had narrowed it down to three applicants.
- c) Introduction of Finance/HR Manager Jennifer Von Aesch (verbal): Ms. Von Aesch has been living in Orangevale for 19 years and was a Sacramento native. She had primarily worked in accounting and HR for private companies.

**11. UNFINISHED
BUSINESS**

None discussed.

12. NEW BUSINESS

- a) Presentations from Director Candidates and Appointment of a new Director (pg 11-44): Hari Modi was retired from a public service agency after working for 36 years. When asked, he said he would be able to meet on Thursdays and on an emergency basis. Brad St. Cyr had been involved in community activities and was in the running for honorary mayor last year. Steve Caldwell referred him to apply for the position. He travels for work but should be

available on Thursday evenings. Regarding attending emergency meetings, he said he would always be available via cell phone. When he is in town, he lives only three to four miles from the location of the meetings and would be able to attend any meetings as scheduled. Richard Perez had always worked in the recreation field, with the last 17 years being with the City of Sacramento Parks and Recreation Department. He described his view of “recreation” and how it had changed from being strictly for children to being for all ages. He stated he was usually in town and would be able to attend all meetings as needed. Tim Anderson was born and raised in Orangevale and he described his history of being involved in the District. Director Brunberg nominated Richard Perez. Director Stickney nominated Tim Anderson which Director Meraz seconded. Upon a motion by Director Stickney, seconded by Director Meraz, the nomination for Tim Anderson was approved on a 3-0 roll call vote.

MOTION #5

- b) Oath of Office for Newly Appointed Board Member: Tim Anderson was sworn into office as the new Board member.
- c) Election of Officers for 2016: Director Brunberg nominated Director Stickney as the chair, which Director Meraz seconded, and it was approved 3-0. As motioned by Director Brunberg and seconded by Director Stickney, Director Brunberg became vice chair on a 3-0 vote. As motioned by Director Brunberg and seconded by Director Stickney, Director Montes became secretary on a 3-0 vote.

MOTION #6, #7, #8

- d) Approval of the Agreement with Avail Services, Inc. to Provide Energy Efficiency Upgrades in the Amount not to Exceed \$9,864.61 (pg 45-72): This was a project being done through the SMUD rebate program. The proposal is to upgrade the lights at the Community Center parking lot as well as the interior lights at the Youth Center. The District will pay their owed costs (\$9,864.61) and then SMUD will pay the contractor directly for the rebate portion. Admin. Foell recommended the Board approve this agreement. Upon a motion by Director Brunberg, seconded by Director Stickney, the agreement was approved on a 3-0 roll call vote.

MOTION #9

- e) Approval of the Quote from Jacobsen Textron for a Ryan Lawnaire in the Amount of \$3,952.80 (pg 73-75): This was a recommended purchase by Superintendent Russell as a way to improve the condition of the athletic fields by obtaining a core aerator. Admin. Foell recommended the Board approve this purchase. The budget allows for the purchase if the District delays the purchase of one drinking fountain until next year. Upon a motion by Director Brunberg, seconded by Director Stickney, this purchase was approved on a 3-0 roll call vote.

MOTION #10

MOTION #11

f) Discussion and Possible Approval of the Eagle Scout Project Proposal from Jonah Morgan (Troop 54) to Build and Install a “Little Free Library” Kiosk in Almond Park (pg 76-79): Jonah Morgan gave a presentation for this project. He stated the library will encourage literacy and neighborhood unity throughout the community. He would raise the funds required for the project, which total \$200, on his own via donations. There are no permits required. The library would be located near the young children’s playground and he planned to work on it in the spring and be done by May 2016. Upon a motion by Director Brunberg, seconded by Director Stickney, the resolution was approved 3-0.

MOTION #12

g) Approval of the Memorandum of Understanding with the County of Sacramento for Election Services (pg 80-84): The County provides election services for the District and the District pays a fee for those services. The County is now asking for an official agreement to be signed. Admin. Foell and the District’s Attorney both recommended the Board approve the MOU. Upon a motion by Director Brunberg, seconded by Director Stickney, the resolution was approved by a 3-0 roll call vote.

13. DIRECTOR AND STAFF COMMENTS

Supervisor Kunakey spoke about the conference in Livermore and stated it was very successful. She also enjoyed attending Maintenance Management School. She was looking forward to the Christmas Tree Lighting event.

Supervisor Bain mentioned the Polar Bear Plunge. Applebee’s donated soup for the event. He said the new on-line registration process was going to start in late January.

Coordinator Woodford was getting ready for the events coming up in the new year.

Admin. Foell believed staff members were happy that they were hiring new staff members in order to reduce the workload for everyone.

Director Meraz reviewed upcoming bills.

Director Brunberg spoke about the horse arena. She requested an updated meeting tally sheet.

Director Stickney also requested updates to the Board Member’s names on the sign at the entrance to the Community Center.

14. ITEMS FOR NEXT AGENDA

None discussed.

15. ADJOURNMENT

MOTION #13

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

Mike Stickney, Chairperson