

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors December 8, 2016

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, December 8, 2016 at the District Office. Director Stickney called the meeting to order at 6:35 p.m.

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

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA**
MOTION #1 On a motion by Director Montes, seconded by Director Brunberg, the agenda was approved 4-0-0 with Directors Meraz, Montes, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Director Anderson was absent.
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES**
MOTION #2 a) Approval of Minutes of November 10, 2016 Meeting (pg 1-7): On a motion by Director Montes, seconded by Director Meraz, the minutes were approved 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.
7. **CORRESPONDENCE**
MOTION #3 a) Confidential Envelope – Attorney Billing October 2016: On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.
8. **CONSENT CALENDAR**
MOTION #4 No consent matters were discussed. On a motion by Director Brunberg, seconded by Director Montes, the motion to approve the consent calendar passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.
- 8.1 **CONSENT MATTERS GENERAL FUND**
 - a) Ratification of Claims for October 2016 (pg 8-9)
 - b) Budget Status Report for October 2016 (pg 10-12)
 - c) Revenue Report for October 2016 (pg 13)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for October 2016 (pg 14-15)
- b) Budget Status Report for October 2016 (pg 16-17)

8.3. KENNETH GROVE CONSENT MATTERS

- a) Ratification of Claims for October 2016 (pg 18)
- b) Budget Status Report for October 2016 (pg 19)

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.

10. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – November 2016 (pg 20-22): Admin. Foell reported that November was a busy month. The District was preparing for upcoming contracts and discussing various submittal details, such as the color scheme within the building. A consultant will visit and write a letter to address sprinklers, alarm system, and asbestos within the building. A full permit from the County was expected within a couple of weeks. Director Montes attempted to attend the tree lighting ceremony but there were no parking spaces available. Admin. Foell added that there were 80 additional parking spaces but the attendance was much higher than last year. He commended the staff for all the hard work put into making the tree lighting event successful. Supervisor Bain noted that they filmed parts of the event and posted the videos on Facebook. Admin. Foell discussed setting a finance committee meeting date to discuss how proposed additions to the building would affect the contract costs; PM 1, 2, and 3 job descriptions; and the reorganization status. Staff would like to survey other agencies to compare salaries and benefits before the next budget. Director Brunberg and Stickney were going to be on the finance committee. A meeting date was proposed for December 21st. He also proposed a personnel committee meeting for January 11 or 12. The election officials sent a letter thanking the District for allowing them to use a polling location, and added that 92% of the voters had a satisfactory experience.

MOTION #5

- b) Approval to move the January Board Meeting to the Third Thursday – January 19th: After a discussion, the meeting date was tentatively scheduled for either January 17th or 19th. The Board approved to give the District Administrator the flexibility to

determine the meeting date. On a motion by Director Montes, seconded by Director Brunberg, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

11. UNFINISHED BUSINESS

None discussed.

12. NEW BUSINESS

a) Oath of Office for Newly Elected Board Members: Director Montes received 7,128 votes, Director Stickney received 7,123, Director Anderson received 5,724, and Terry Benedict received 5,721. Director Montes and Director Stickney took the oath of office.

b) Election of Officers for 2017:

MOTION #6

1) Director Brunberg nominated Director Stickney as chair. On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

MOTION #7

2) Director Brunberg nominated Director Montes for vice chair. On a motion by Director Meraz, seconded by Director Brunberg, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

MOTION #8

3) Director Brunberg nominated Director Anderson as secretary. On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

MOTION #9

c) Discussion and Possible Approval of an Increase to the District Paid Percentage for the Employee Medical Insurance Premium (pg 23-24): The District budgeted for an 8% increase in healthcare premiums, however Kaiser increased their rates by 9.35% and Sutter also increased their rates significantly. The District covers 100% of the individual-only. The costs of these increases for individuals totaled \$9,298.08. The District also covers 60% of the “two or more individuals” category which would result in an increase of \$4,216.18. The current approved amount for these increases was \$13,514.26. It had been discussed in the past to cover a larger portion of the “two or more individuals” coverage. It was noted that some other districts cover 100% for their full-time employees. The increase in cost for the employees on the two or more plan at the current 60% rate will pay \$38.22 more per month for Kaiser and \$24 for Sutter. If the District raised the coverage to 65%, those on Kaiser would receive \$17.89 more per month and those with Sutter would receive \$29.98 more per month. Staff felt that this difference was worth the Board

approving an increase to 65% District coverage. The Board approved an increase to the District paid portion of the “two or more individuals” category in the amount of 65%. On a motion by Director Montes, seconded by Director Brunberg, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

MOTION #10

- d) Approval of the Quote from Xtechs to Install Data Drops and a Server Rack in the Amount of \$3,979 (pg 25-29): The District was updating the data lines coming into the office. Camera hard-wiring was also planned for the future. This quote would install data drops during the building renovation while the walls are being opened up. The Board approved the quote from Xtechs to install data drops and a server rack in the amount of \$3,979. On a motion by Director Brunberg, seconded by Director Montes, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

MOTION #11

- e) Approval of the Quote from Burketts for Office Furniture for the Community Center Office Remodel Project (pg 30-32): One of the desk configurations was changed to help with the noise level of the copy machine. The three existing offices will maintain the same furniture. The other offices will receive new furniture. There will also be four storage areas for supplies. The Board approved the quote from Burketts for office furniture in the amount of \$15,212. On a motion by Director Brunberg, seconded by Director Montes, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

13. DIRECTOR AND STAFF COMMENTS

Ms. Von Aesch said everything was going well.

Superintendent Russell and his team had been working on the District events as well as the acoustic panels. They had also been assisting in the move.

Admin. Foell commended Supervisor Bain for leading his team in assisting with the move. Doug had also been working hard. Recently they were working on the auditorium prepping and cleaning. Willie was off work due to a non work related shoulder surgery so the District will be hiring additional part time staff to cover his absence.

Supervisor Bain invited the Board members to attend the Polar Bear Plunge.

Coordinator Woodford thanked everyone for assisting with the move.

Director Brunberg wished the staff a great holiday season.

Director Stickney said that LAFCO may be making changes in their committee structure. He will keep the District informed.

14. ITEMS FOR NEXT AGENDA

None discussed.

15. ADJOURNMENT

MOTION #12

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:45 p.m. On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

Mike Stickney, Chairperson