

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors April 14, 2016

A Regular Meeting of the Board of Directors of the Orangevale Recreation & Park District was held on Thursday, April 14, 2016 at the District Office. Director Stickney called the meeting to order at 6:31 p.m.

Directors present: Anderson, Stickney, Meraz, Montes, Brunberg  
(Brunberg and Meraz arrived at 6:35 p.m.)  
Staff present: Greg Foell, District Administrator  
Brandy Kunakey, Recreation Supervisor  
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 Montes, seconded by Director Stickney, the agenda was approved 3-0 with Director Brunberg and Director Meraz being absent.  
**MOTION #1**
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES** a) Approval of Minutes of March 10, 2016 Meeting (pg 1-7): Upon a motion by Director Montes, seconded by Director Anderson, the minutes were approved 3-0 with Director Brunberg and Director Meraz being absent.  
**MOTION #2**
7. **CORRESPONDENCE** a) Confidential Envelope – Attorney Billing February 2016: Upon a motion by Director Montes, seconded by Director Anderson, the billing was approved 3-0 roll call vote with Director Brunberg and Director Meraz being absent.  
**MOTION #3**
8. **CONSENT CALENDAR** No consent matters were discussed.  
**MOTION #4** Upon a motion by Director Montes, and seconded by Director Anderson, all consent matters were approved by a 3-0 roll call vote with Director Brunberg and Director Meraz being absent.
- 8.1 **CONSENT MATTERS GENERAL FUND**
  - a) Ratification of Claims for March 2016 (pg 8-9)
  - b) Budget Status Report for March 2016 (pg 10-12)
  - c) Revenue Report for January 2016 (pg 13)

**8.2. OLLAD CONSENT MATTERS**

- a) Ratification of Claims for March 2016 (pg 14-16)
- b) Budget Status Report for March 2016 (pg 17-18)

**8.3. KENNETH GROVE CONSENT MATTERS**

- a) Ratification of Claims for March 2016 (pg 19)
- b) Budget Status Report for March 2016 (pg 20)

**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 – 3/16/16 Meeting Recap: Director Stickney and Director Meraz were the Board members for this committee. They discussed the Joint Use agreements with San Juan USD. David Burke from SJUSD is working on this and the discussion will continue over the next few months. They also discussed the SJUSD property conveyance, skate park feasibility study, and updates regarding strategies and tactics.
- g) Trails Committee: No report.
- h) Ad Hoc Reorganization: No report.

**10. ADMINISTRATOR'S REPORT**

- a) Monthly Activity Report – March 2016 (pg 22-25): A special Board meeting will be held on April 21 at Almond Park. Peter Larimer with MTW will attend the meeting to present and discuss the draft Master Plan and to take public suggestions. They will also address the off-leash dog area issue. Over 400 flyers were sent out to residences near the park to invite the public to the meeting. Admin. Foell noted that the plan would not be approved until the middle to end of summer. A park tour had been scheduled for April 28 and it was discussed postponing it until July. Admin. Foell explained that the filing period for elected positions was from July 19 to August 12. Director Stickney, Director Anderson, and Director Montes were all up for re-election. The election handbook would be available in early June. Jonah Morgan completed his Eagle Scout project at Almond Park; he was able to build two kiosks to have one as a backup. He would be attending the May Board meeting to discuss the project. The Electric Greenway Trail, as proposed by the City of Citrus Heights and District, would span from Sunrise Mall to Wachtel and hopefully in the future extend to Folsom Lake and the American River Parkway through Roseville, and/or through Woodbridge Ranch to the Placer Trail. The District, Sunrise, and SMUD would all be involved in this grant project that is applied for through Cal Trans.

The City of Citrus Heights will be applying for this grant soon in conjunction with District. Admin. Foell attended an Arts Mixer in Carmichael. It consisted of local artists who were discussing ways to improve recognition for local artists in the community. A design workshop was held for the Orangevale Library on March 22. The budget for the project was \$10-million, as opposed to the estimated cost of \$15-million. Therefore, planning had been put on hold for now. The parking lot adjustments and other exterior improvements alone cost over \$1-million.

Recreation Supervisor Kunakey attended the CPRS Conference in Long Beach. She thanked the Board for allowing her to attend the conference. She hosted the District 2 Board meeting at the activity building in Orangevale, which was her first meeting as president. She also added that the facility rentals were currently \$10,000 over the projected budget amount.

Recreation Supervisor Bain was still working on the new registration system and was hoping to have it completed before the new guide was released.

Coordinator Woodford noted that Adriaan, a karate teacher with the District for over 13 years, attended a tournament in Las Vegas with a team of 13 athletes and they brought home nine medals. Several new classes were held, including a Mad Science camp with 17 in attendance. There were also new fitness classes including tennis and jazzercise.

Director Meraz stated the California Association of Recreation and Park District's (CARPD) board received applications for awards of distinction from special districts within the state, such as teaching elementary school students how to swim. He thought these programs were very helpful.

Regarding the disc golf tournaments, the first week had wet weather but the second week for the professionals had great weather. They received one complaint for the entire event which was regarding not being able to easily traverse through the course while they were playing. Admin. Foell noted that he had requested additional patrols before the tournament due to the tendency of cars being parked where they are not allowed and substance abuse being done on the course. The officers should not be driving on the course in their vehicles unless they were involved in trying to apprehend a suspect. Admin. Foell asked for anyone to let him know if this was ever witnessed so he could contact the police department.

**11. UNFINISHED BUSINESS**

None discussed.

**12. NEW BUSINESS**

a) Discussion Regarding Installation of a Solar Light to Illuminate

the Memorial Bench in Memory of Officer Danny Oliver and Consideration of the Request to have the District Re-Stain the Trellis (pg 26): The solar light was installed and is working well. Debbie Beasley had requested that the trellis be re-stained but Admin. Foell felt that it does not yet need to be re-stained and that they should reevaluate this issue in the fall. A clear stain was initially applied and will lighten in color over time.

**MOTION #5**

b) Approval of Revision of Resolution 16-03-547, Resolution Calling the General District Election to be Consolidated with Statewide Election (pg 27-28): Admin. Foell explained that the policy had changed to where candidates must handle all of the business regarding their candidate statement at the Voter Registration office. As motioned by Director Montes and seconded by Director Brunberg, this resolution revision was approved by a 5-0 roll call vote.

**MOTION #6**

c) Approval of the Lowest Responsible Bid for the Replacement of an Air Conditioning Unit at the Orangevale Community Center (pg 29): The air conditioner located above the kitchen went out and the part needing to be replaced was the compressor which would cost \$2,500 to replace. The unit was 15-20 years old and so it was suggested that a brand new unit be installed instead. The cost for this would come out of Mechanical System Service in the OLLAD budget. The District received three bids, and the lowest bid was from Golden Air in the amount of \$6,500. It was noted that Golden Air was based out of Orangevale and had a great reputation. As motioned by Director Montes and seconded by Director Brunberg, this matter was approved by a 5-0 roll call vote.

**MOTION #7**

d) Approval of Resolution 16-04-548, Approving the Nomination of Manual "Manie" Meraz to run for Election to the Board of Directors of the California Association of Recreation and Park Districts (CARPD) and when Elected, Approving him as the District's Representative to that Board (pg 30-32): Director Meraz was the incumbent and would like to run again. The Board must pass a resolution authorizing him to run in this election. Director Meraz and Rick Sloan from Cordova Recreation and Park District will both be running in the election. As motioned by Director Brunberg and seconded by Director Montes, this resolution was approved by a 4-0-1 roll call vote with Director Meraz abstaining.

e) Master Plan Strategies and Tactics Update (pg 33-56): Admin. Foell discussed the mission and vision statements for the District, and then discussed the strategies and tactics as to how they will fulfill the mission and vision statements. Mission statements included fostering human development, providing safe, secure and well maintained parks and facilities, connecting communities through trails, promoting health and wellness, increasing cultural unity, facilitating community problem solving, protecting natural

resources, strengthening community image and sense of place, and supporting economic development. Specifically discussed was connecting communities through trails as the District's goal has been to connect all of the trails that are in the community. Health and wellness and community problem solving were also discussed as being important issues. Board members also noted how busy the disc golf course had been. There was also a resident who was now a world champion player who started at Shady Oaks. Regarding economic development, Director Montes believed that events such as WOLF FEST contributed to this area, as well as the local vendors that are utilized whenever possible.

Supervisor Kunakey discussed projects they had been working on, including the website and moving the District's registration/finance software to the internet based Max Galaxy system. Coordinator Woodford had been reviewing the programs in order to drop the unsuccessful ones and to add new ones. Draft documents were made for the volunteer and sponsorship manuals. They had also been able to improve the rental process. In the near future, staff plans to finalize the Max Galaxy program, the website, and the volunteer and sponsorship manuals. Regarding the data collection for programs, Supervisor Kunakey explained that they will promote classes that have low attendance and would also collaborate with other Districts and cosponsor classes. Coordinator Woodford said they have data from winter, spring, and fall but it was not all combined on one spreadsheet. Max Galaxy should have extra programs built in for tracking purposes, but financial information needs to be exported and organized separately. Supervisor Kunakey said they have a system where they can input the information but it was done on a yearly basis instead of a five-year term. Director Brunberg suggested that a five year summary might be helpful for evaluation purposes.

The District received a SMUD grant and they were able to retrofit most of the District's older lighting fixtures. The Pecan Park master plan was completed and the Almond Park master plan was going to begin soon. Staff is planning on for the Orangevale Community Park as the next park to master plan. Monument signs were also installed. Admin. Foell felt that Superintendent Russell was doing a great job with the staff and the parks. The District had been working on joint use agreements and the land swap. An irrigation pump was installed at the Community Center Park. The business plan for recreation programs and an overall finance plan for the District were being discussed as well. Staff is also planning to work on a Cost of Service model over the next year. These plans were reviewed every year during the budget process and they will be looked at again when the master plan is updated. Admin. Foell felt the plan was working well for now.

- f) Discussion and Possible Approval of Policy Manual Updates for the Operational Policies and Procedures Manual and the Personnel Policy Manual (pg 57-58): Admin. Foell explained that the updates were standard changes, such as new dress and grooming standards. They also added a section that allowed the cell phone stipend to not be taxed. Family medical leave policies were also changed due to the change in the laws. In the Operational manual, changes included including the park development fee, how to handle reserve funds, and record retention items. They also amended how the Board handled the public regarding complaints. This allowed the District Administrator to respond to the complaint by placing it on the agenda along with the administrator's response. The Board can then choose to place the item on the agenda for further discussion. As motioned by Director Montes and seconded by Director Brunberg, this agreement was approved by a 4-0-1 roll call vote with Director Stickney abstaining.

## **MOTION #8**

### **13. DIRECTOR AND STAFF COMMENTS**

Supervisor Kunakey discussed Creek Week that happened to occur in the rain. A new part-time recreation specialist was hired and was going to start the following week. The parking lot sale was being held the next week as well as a Mother's Day craft fair. T-ball also just started.

Ms. Von Aesch said she had enjoyed attending the special committee meetings. She was excited for the park tour and the Almond Park master plan.

Supervisor Bain said all of the pools were ready to go. Admin. Foell added that the cracks were going to continue to be an ongoing problem and they may have to consider re-plastering in the future. The calcium based product they used also helped the condition of the pool walls.

Coordinator Woodford added that the Sacramento Junior Tennis Fund will be giving the District a grant.

Admin. Foell said the three new employees for the seasonal maintenance crew were onboarding and were excited for them to start. They were working on the landscaping out along Hazel. The District had also been working with MTW on a sustainable maintenance plan.

Director Meraz spoke about the issues he had been hearing about. The debate of homelessness and allowing them to sleep in the parks had been brought up again in the legislature.

Director Brunberg asked about the landscaping changes along Hazel Avenue.

Director Anderson stated that Orangevale was selected as a site to hold the regional tournaments for pony ball 7-8 years olds. This will be held during the week of July 6 and will include attendees from the Bay Area.

Director Montes said that everyone was doing a great job.

**14. ITEMS FOR NEXT AGENDA**

The date for the July meeting will be discussed at a future meeting.

**15. CLOSED SESSION**

- a) Closed Session Pursuant to Government Code Section 54958.8, Conference with Real Property Negotiators  
Property: 7301 Filbert Avenue, Orangevale, CA 95662 and  
6550 Filbert Avenue, Orangevale, CA 95662  
Agency Negotiator: Greg Foell  
Negotiating Parties: San Juan Unified School District  
Under Negotiation: Property Exchange

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

No action was taken. Direction was given to the District Administrator.

**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 Montes and approved by a vote of 5-0.

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Mike Stickney, Chairperson