

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors August 18, 2016

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, August 18, 2016 at the District Office. Director Stickney called the meeting to order at 6:30 p.m.

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

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA** On a motion by Director Montes, seconded by Director Brunberg, the motion passed 5-0-0 with Directors Anderson, Meraz, Brunberg, Montes, and Stickney voting Aye. There were no Abstentions or Nays.
- MOTION #1**
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES**
- MOTION #2**
- a) Approval of Minutes of July 14, 2016 Meeting (pg 1-4): On a motion by Director Montes, seconded by Director Meraz, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Montes voting Aye. Director Stickney abstained due to his absence. There were no Nays.
- MOTION #3**
- b) Approval of Minutes of July 21, 2016 Special Meeting (pg 5-6): On a motion by Director Montes, seconded by Director Brunberg, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes abstained due to her absence. There were no Nays.
7. **CORRESPONDENCE**
- MOTION #4**
- a) Confidential Envelope – Attorney Billing June 2016: On a motion by Director Meraz, seconded by Director Montes, the motion passed 5-0-0 with Directors Anderson, Meraz, Brunberg, Montes, and Stickney voting Aye. There were no Abstentions or Nays.
- b) Thank You Letter from San Juan Water District Regarding Administrator Foell Serving on the Drought Committee (pg 7): Admin. Foell enjoyed serving on the committee and stated he

learned a lot of information about water usage.

- c) Letters from Terry Benedict and the District Administrator's Letters of Response (pg 8-40): The Board acknowledged the letters received from Mr. Benedict and thanked Admin. Foell for the time and effort he has put in to respond to the letters.

**8. CONSENT
CALENDAR**

No consent matters were discussed.

MOTION #5

On a motion by Director Brunberg, seconded by Director Montes, the motion passed 5-0-0 with Directors Stickney, Anderson, Meraz, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

**8.1 CONSENT
MATTERS
GENERAL FUND**

- a) Ratification of Claims for June 2016 (pg 41)
- b) Budget Status Report for June 2016 (pg 42-44)
- c) Revenue Report for June 2016 (pg 45)
- d) Ratification of Claims for Period 13 2016 (pg 46)
- e) Budget Status Report for Period 13 2016 (pg 47-49)
- f) Revenue Report for Period 13 2016 (pg 50)
- g) Ratification of Claims for July 2016 (pg 51)
- h) Budget Status Report for July 2016 (pg 52-54)
- i) Revenue Report for July 2016 (pg 55)

**8.2. OLLAD CONSENT
MATTERS**

- a) Ratification of Claims for June 2016 (pg 56-57)
- b) Budget Status Report for June 2016 (pg 58-59)
- c) Ratification of Claims for Period 13 2016 (pg 60-61)
- d) Budget Status Report for Period 13 2016 (pg 62-63)
- e) Ratification of Claims for July 2016 (pg 64)
- f) Budget Status Report for July 2016 (pg 65)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for June 2016 (pg 66)
- b) Budget Status Report for June 2016 (pg 67)
- c) Ratification of Claims for Period 13 2016 (pg 68)
- d) Budget Status Report for Period 13 2016 (pg 69)
- e) Ratification of Claims for July 2016 (pg 70)
- f) Budget Status Report for July 2016 (pg 71)

**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 – 7/15/16 Meeting Recap (pg 72): During the Planning Committee meeting, a tour of the disc golf course was conducted. They were able to discuss about possible improvements

during the meeting. They decided that “quiet zone” signs should be installed. Director Meraz had an incident at the course but Admin. Foell believed it was resolved nicely. He would like to speak to the early morning groups and weekend groups. Director Montes added that she also felt it was a good meeting and that she learned new information, such as the over two pounds of cigarette butts that were collected on the course. Admin. Foell believed the approach the District was taking to make improvements was working. Admin. Foell has encouraged Mr. Nutt to reach out to him whenever he had any complaints.

g) Trails Committee: No report.

10. ADMINISTRATOR’S REPORT

a) Monthly Activity Report – July 2016 (pg 73-76): Admin. Foell said the District had been working on upcoming Capital projects. He had asked MTW to submit proposals for asphalt overlays and ADA projects at three locations, as well as the pathway renovation project at Orangevale Community Park and shade structures at Almond Park. Director Stickney noticed that one of the water boxes was low at the disc golf course. Bid specifications and cost estimates for the Community Center remodel will be provided at the next meeting. Staff has also started planning the relocation plans for the office staff. Supervisor Kunakey noted that July totaled almost \$9,000 over the projected amount (\$3,500 in Facilities and \$5,300 in Recreation). They had an average of 55 summer camp attendees per week in July 2016 which was larger than last year. Supervisor Bain discussed Max Galaxy and based on people he spoke with, everyone was enjoying the registration interface. Residents could also view and pay their balances, as well as rental schedules and availability. The movie at the pool would be on August 27 and the rummage sale was also coming up soon. Director Stickney asked about the Green Oaks process and Admin. Foell said it was going well. The attorney had been putting together resolutions and will be finalizing the paperwork soon that they will be able to send to the school district.

11. UNFINISHED BUSINESS

None discussed.

12. NEW BUSINESS

a) Public Hearing: Approval of Resolution 16-08-560, Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2016-17 (pg 77-92): Admin. Foell stated that the budget showed in the positive for the second year in a row. He felt the capital improvement plan was balanced with capital replacement, ADA work, and capital projects. Regarding the Oak and Filbert pathway project, staff is currently planning a three-phase project for completion. The highest priority included from the gravel parking lot and around the corner past the two shade structures. Director Brunberg and Admin. Foell discussed the carryover amount as it compared to prior years.

Admin. Foell discussed creating a Park Maintenance III position. Admin. Foell noted that Director Stickney wanted to insure that each increase in job classification was accompanied by requirements for additional training and skills. If an employee was hired without the stated certifications or skills, that they would have to obtain them within a specified amount of time after employment. Director Montes wanted to explore having similar incentives available in all departments. The Board decided to refer the consideration of the Park Maintenance III position, and other possible employee incentives to the Personnel and Policy Committee, with Director Stickney substituting for Director Brunberg on the committee.

MOTION #7

On a motion by Director Brunberg, seconded by Director Meraz, the motion to approve Resolution 16-08-560, Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2016-17 passed 5-0-0 with Directors Stickney, Anderson, Meraz, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #8

- b) Public Hearing: Approval of Resolution 16-08-561, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2016-17 (pg 93-99): The year-end balance for OLLAD was very similar to past years. On a motion by Director Brunberg, seconded by Director Meraz, the motion to approve Resolution 16-08-561, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2016-17 passed 5-0-0 with Directors Stickney, Anderson, Meraz, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

- c) Public Hearing: Approval of Resolution 16-08-562, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2016-17 (pg 100-106): Money was spent this year on new landscaping for Kenneth Grove.

Director Stickney officially opened the public hearing portion for each of the budgets and as there were no public present to speak to the items, he then closed the public hearing on each item.

MOTION #9

On a motion by Director Brunberg, seconded by Director Meraz, the motion to approve Resolution 16-08-562, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2016-17 passed 5-0-0 with Directors Stickney, Anderson, Meraz, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

- d) Approval of Resolution 16-08-563, Resolution Establishing Classes of Regular Employment and Salary Ranges (pg 107-109): Admin. Foell proposed a 1% COLA for this budget year. As part

MOTION #10

of this budget, this resolution will change the salary scale by 1% effective September 1, 2016. Some directors wanted to offer more of a percentage. Admin. Foell stated that staff will do a salary review of all positions with comparisons to other like agencies in the near future. The Board decided to vote on the resolution as is and then revisit the issue in the future, possibly during budget committee meetings. On a motion by Director Brunberg, seconded by Director Meraz, the motion to approve Resolution 16-08-563, Resolution Establishing Classes of Regular Employment and Salary Ranges passed 5-0-0 with Directors Stickney, Anderson, Meraz, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #6

- e) Presentation and Approval of the Plans, Specifications, and Informal Bid Documents for Pecan Dog Park Project (pg 110-150): Peter Larimer from MTW conducted a presentation regarding this project. The Master Plan had been approved and so a two phase process was discussed in order to complete the project. Phase I included the actual dog park and connections to the dog park including concrete pathways, fence, service gates, a bone-shaped patio between the two parks, a 20'x30' shade structure, dog and human drinking fountains, water access, and benches. Irrigation controllers were also being replaced. Phase I was hopefully beginning in the fall but possibly not until the spring. Phase II included extending the concrete pathway, crushed rock trails along the creek, and the covered picnic area. This project was budgeted for \$175,000 and the total price after contingency is estimated at \$182,000. Phase II was projected to be \$230,000 which included the bridge and shade structure. Mr. Larimer approximated that Phase I would take six to eight weeks to complete. On a motion by Director Brunberg, seconded by Director Montes, the motion to approve the Plans, Specifications, and Informal Bid Documents for Pecan Dog Park Project passed 5-0-0 with Directors Stickney, Anderson, Meraz, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.
- f) Approval to Change the September Board of Directors Meeting from September 8 to September 15, 2016 (verbal): The Board agreed to have the meeting on September 15, 2016.

13. DIRECTOR AND STAFF COMMENTS

Coordinator Woodford said that several events had gone well, such as the senior trips and a mini-sports camp.

Supervisor Bain was attempting to coordinate a fall swim program.

Supervisor Kunakey stated they were starting the process of hiring an administrative clerk with interviews on August 30. They were also taking applications for the craft fair. She said the summer programs went very well and the new guide was now available.

Ms. Von Aesch said everything was going great with regard to finance.

Admin. Foell thanked Jeanne Condon for her work at the District.

Director Montes stated that Wolf Fest was coming up soon. Pow Wow Days will be on June 1-4, 2017.

Director Anderson said the softball fields looked great.

Director Meraz discussed bills that he wanted to bring to the Board's attention.

Director Brunberg discussed the negative comments made on social media about Pecan Park and the Board discussed how they should handle or reply to these comments. Admin. Foell said that they have had issues with camping at the parks but the issue was always dealt with immediately.

Director Stickney indicated that there were four people running for election for the three positions available. The current three Board members that were up for re-election, along with an additional candidate. He also spoke about the turf fields having slid downhill but that they are now coming back.

14. ITEMS FOR NEXT AGENDA

No items were 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.

17. ADJOURNMENT

MOTION #11

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:50 p.m., on a motion by Director Montes, seconded by Director Stickney, the motion passed 5-0-0 with Directors Stickney, Anderson, Meraz, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

Mike Stickney, Chairperson