

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors September 15, 2016

A Regular Meeting of the Board of Directors of the Orangevale Recreation & Park District was held on Thursday, September 15, 2016 at the District Office. Director Stickney called the meeting to order at 6:33 p.m.

Directors present: Stickney, Anderson, Meraz, Brunberg
Staff present: Greg Foell, District Administrator
Scott Russell, Park Superintendent
Jennifer Von Aesch, Finance/HR Manager
Brandy Kunakey, Recreation Supervisor II
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 Meraz, seconded by Director Brunberg, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

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

6. **MINUTES**
MOTION #2
 - a) Approval of Minutes of August 18, 2016 Meeting (pg 1-6): On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Montes voting Aye. Director Montes was Absent. There were no Nays.

7. **CORRESPONDENCE**
MOTION #3
 - a) Confidential Envelope – Attorney Billing July 2016: On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

 - b) Election Notice/Call for Nominations for the California Association for Park & Recreation Indemnity (CAPRI) Member at Large Position (pg 7-8): Director Meraz nominated himself for this two year assignment. On a motion by Director Meraz, seconded by Director Stickney, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

8. **CONSENT CALENDAR** No consent matters were discussed.
- MOTION #5** On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.
- 8.1 **CONSENT MATTERS GENERAL FUND**
- a) Ratification of Claims for August 2016 (pg 9)
 - b) Budget Status Report for August 2016 (pg 10-12)
 - c) Revenue Report for August 2016 (pg 13)
- 8.2. **OLLAD CONSENT MATTERS**
- a) Ratification of Claims for August 2016 (pg 14-15)
 - b) Budget Status Report for August 2016 (pg 16-17)
- 8.3. **KENNETH GROVE CONSENT MATTERS**
- a) Ratification of Claims for August 2016 (pg 18)
 - b) Budget Status Report for August 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 – August 2016 (pg 20-22): Admin. Foell discussed the several projects the District was working on to send out for bidding. He was also working on the land transfer deal and will be submitting the documents to San Juan for their review soon. The matter will then be submitted to the Board and the San Juan Board for approval in October or November. Supervisor Kunakey noted that the District had very good numbers with regard to enrollment in the summer programs. Recreation revenue was \$18,000 over the estimated amount, and facility rentals totaled at \$9,600 over the projected amount. An administrative clerk was hired and will be starting on September 19, 2016. Coordinator Woodford said the fall swim classes were running with good enrollment.
11. **UNFINISHED BUSINESS** None discussed.

12. NEW BUSINESS

MOTION #6

- a) Discussion and Possible Approval of the Eagle Scout Project Proposal from Brenton Nash (Troop 537) to Build and Install a “Little Free Library” Kiosk in Orangevale Community Park and in Orangevale Community Center Park (pg 23): Brenton Nash presented his project to build a Little Free Library in two locations, between the playground and picnic structures across from Casa Robles High School and near the Danny Oliver memorial bench in the flower beds (exact locations will be determined). He estimated that the maximum size would be 3x3x3 and be up to six or seven feet tall. He will provide private funding for the cost of the materials. Admin. Foell had provided advice to Brenton with regard to the design of the library. Brenton stated he would have the project done as soon as he could pending approval from the Board. On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

MOTION #7

- b) Consideration and Action upon the “Cease and Desist” Letter dated September 6, 2016 from Terry Benedict (pg 24-25): Admin. Foell explained that Mr. Benedict informed the Board that all administrator step increases must be done as part of the agenda at a regular Board meeting. On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

MOTION #8

- c) Approval of Agreement with MTW to provide Landscape Architecture Services for the Schematic Design for Parking Lot Improvements at Orangevale Community Park (pg 26-36): The District received cost estimates for paving the gravel parking lot on Oak Avenue. This agreement totaled \$2,100. On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

MOTION #9

- d) Approval of Agreement with MTW to provide Landscape Architecture Services for the Construction of a Pathway Renovation at Orangevale Community Park including Construction Documents, Specifications, Bid Documents, and Construction Administration (pg 37-47): This agreement was involving the pathway near Oak and Filbert. Each section will be priced separately. The total for this agreement was \$4,400. Director Brunberg asked what was included in the price and Admin. Foell explained that they were going to be required to create a base sheet to include exact square footages and locations, as well as exact specifications. MTW also would provide construction management services on site when the project was being constructed. An error was noted under compensation that the wording of the total amount was incorrect; this will be edited

before the final contract was made. On a motion by Director Meraz, seconded by Director Stickney, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

MOTION #10

- e) Approval of Agreement with MTW to provide the Design and Selection of Shade Structures for Almond Park including the Construction Documents, Specifications, Bid Documents, and Construction Administration for the Project (pg 48-58): This agreement included the shade structure project at Almond Park, as well as the drawings for the two small shade structures. Admin. Foell said that the designs were being done at the same time and so they would be similar in appearance. The total amount for this agreement was \$3,200. On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

MOTION #11

- f) Approval of the bid for Purchase of a Kubota Mower in the amount of \$15,547 (pg 59-60): Superintendent Russell was asking for approval to purchase a new six foot mower. The District currently had four mowers and this new mower would replace the mower that was currently inoperable. The newest mower was four years old. The existing mowers are also of Kubota brand and the mechanic recommended this new mower purchase. On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

MOTION #12

- g) Approval of the bid for Purchase of a Toro Slit Seeder/Dethatcher in the Amount of \$10,126.53 (pg 61-62): This purchase was already included in the 2016/17 Fiscal Budget. Superintendent Russell felt this piece of equipment would save time and be very valuable to use on the sports fields. The dethatcher portion would also be beneficial in many areas and will work well with Bermuda grass. On a motion by Director Meraz, seconded by Director Brunberg, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

MOTION #13

- h) Approval of the Agreement with Entravision to hold Wolf Fest 2016 Music Festival Special Event in Orangevale Community Park on October 2, 2016 (pg 63-75): In March 2016, the Wolf Fest event was approved by the Board as managed by AEMG. However, the responsible party will now be changed to Entravision who owns the 101.9 radio station and they will become responsible for the artist costs and the liability insurance for the event. Supervisor Kunakey added that the fees, documentation, insurance, and permits would remain the same. The balance has already been paid for. No soccer fields were going to be in use that day. On a motion by Director Brunberg, seconded by Director Anderson, the

motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

MOTION #14

- i) Approval of Electrical and Mechanical Engineering Service fees in Excess of the Original MFDB Agreement for the Community Center Office Remodel in the Amount of \$2,495 (pg 76-78): The original agreement was estimated at \$3,000. However, additional work was required such as relocation of a thermostat, heating and A/C ducting, and moving an electrical service panel. On a motion by Director Brunberg, seconded by Director Anderson, the motion passed 3-1-1 with Directors Anderson, Meraz, and Brunberg voting Aye. Director Montes was Absent. Director Stickney voted Nay.

MOTION #15

- j) Approval to Reject all bids for the Pecan Dog Park Project Received on Thursday, September 8, 2016 and Authorize the District Administrator to Rebid the Project Utilizing Formal Bidding Procedures after Document Review by the District's Attorney with No Changes to the Plans and Specifications (pg 79): The District received three bids for this project. The low bid did not have a proper bid bond and the two other bids were significantly higher than the informal bid limit of \$175,000. Admin. Foell was recommending that the Board reject the bids and conduct a formal bidding process. On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

MOTION #16

- k) Presentation and Approval of the Plans, Specifications, and Informal Bid Documents for the Community Center Remodel Project (pg 80-292): The engineer's estimate for this project was approximately \$60,000. The office would relocate to the activity building for the duration of the project. The sound panels in the auditorium will be considered separately which included recovering the existing sound panels and add additional sound panels to the sidewalls. This bid amount was approximately \$12,000. The walls would also be painted up to a certain level to provide a more formal appearance. The cost for the office furniture was \$15,100. Server relocation was necessary as it will be moved to a different wall, which requires new wiring. Wires would also be pulled for a future upgrade to the telephone system. Cameras, wiring, and DVR upgrades for the security system was also included. An auditorium lighting panel would also be included because the old panel had burnt out. The portion discussed for this particular item was \$60,000 for the office remodel, painting, new carpet, and a wall relocation. Director Meraz discussed sound-proofing the bathroom near the offices. On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

MOTION #17

- 1) Consideration to Place the District Administrator on Step 7 of the Salary Scale in the Amount of \$7,692/month effective July 1, 2016 (verbal): On a motion by Director Brunberg, seconded by Director Brunberg, the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

13. DIRECTOR AND STAFF COMMENTS

Superintendent Russell noted that he had learned a lot during his first summer with the District. They are now getting ready for soccer season. They recently completed a seeding and will be doing another aeration later in the season.

Finance/HR Manager Von Aesch also stated that she had completed her first summer with the District. There has been some turnover with staff but everyone has filled in as needed.

Supervisor Kunakey mentioned the rummage sale happening the following weekend with 40 vendors. All unsold items will be donated. The Equipment Expo for CPRS District 2 will also be held and several vendors would be participating.

Administrative Services Coordinator Woodford said that she felt the summer had been successful. Fall classes would be starting soon. Tennis has started with both a beginners and intermediate class. Staff is currently looking for a pickleball instructor to run a program.

Admin. Foell thanked the staff for their hard work.

Director Anderson said his family was participating in the soccer league and complemented how the fields looked. He thanked Brenton for his Boy Scout presentation and commended him for staying for the entire meeting.

Director Stickney indicated he had been slightly disappointed in the turf maintenance this year.

Director Brunberg thanked the staff for working through the busy summer season.

Director Meraz discussed the park bond issue and stated that it had been removed from consideration this year. He also discussed a Supreme Court issue with regard to an elected Board of Directors. The court decided in this case that a Board of Directors should not be held liable for action taken by the Board.

14. ITEMS FOR NEXT AGENDA

No items were discussed.

15. ADJOURNMENT

MOTION #18

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:53 p.m., on a motion by Director Brunberg seconded by Director Stickney the motion passed 4-0-1 with Directors Anderson, Meraz, Brunberg, and Stickney voting Aye. Director Montes was Absent. There were no Nays.

Mike Stickney, Chairperson