

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors September 9, 2010

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, September 9, 2010 at the District Office. Director Stickney called the meeting to order at 6:30 p.m.

Directors present: Stickney, Brunberg, Hawkins, Caldwell, Meraz

Staff present: Greg Foell, Administrator  
Cynthia Wheat, Finance and Personnel Supervisor  
Chuck West, Parks Superintendent  
Cindy Turner, Recreation Superintendent  
Patty O'Connor, Minute Clerk

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA** The agenda was accepted by the Board as presented.
5. **PUBLIC DISCUSSION** The public present did not wish to address the Board.
6. **MINUTES**
  - a) **Minutes of June 10, 2010 Regular Meeting:**  
Upon a motion by Director Brunberg, seconded by Director Hawkins, the minutes of June 10, 2010 were approved by a vote of 4-0-1 (Meraz).
  - b) **Minutes of August 12, 2010 Regular Meeting:**  
Upon a motion by Director Caldwell, seconded by Director Hawkins, the minutes of July 8, 2010 were approved by a vote of 4-0-1 (Stickney).
7. **CORRESPONDENCE**
  - a) **Confidential Envelope – Attorney Billing July 2010:** Upon a motion by Director Hawkins, seconded by Director Brunberg, the billing was approved by a 5-0 vote.
8. **CONSENT MATTERS –**
  - a) **Ratification of Claims for August 2010:** Upon

**GENERAL FUND**

**MOTION #4**

a motion by Director Hawkins, seconded by Director Brunberg, it was approved by a 5-0 roll call vote to accept and ratify the Claims.

- b) Budget Status Report for August 2010: For information.
- c) Revenue Report for August 2010: For information and review.

**8.1. OLLAD CONSENT MATTERS**

**MOTION #6**

- a) Ratification of Claims for August 2010: There were no expenditures to date presented for ratification.
- b) Budget Status Report for August 2010: For information and review.

**8.2. KENNETH GROVE CONSENT MATTERS**

**MOTION #8**

- a) Ratification of Claims for August 2010: Upon a motion by Director Brunberg, seconded by Director Caldwell, it was approved by a 5-0 roll call vote to accept and ratify the claims.
- d) Budget Status Report for August 2010: For information and review.

**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: A meeting was scheduled for September 10 at 9:00 a.m.
- g) Ad Hoc Committee Reports: No report.

**10. ADMINISTRATOR'S REPORT**

- a) Monthly Activity Report –August 2010: A staff report was provided. It was requested that Disk Golf Tournaments be added to the listing of upcoming events/important dates.
- b) Electronic Sign Update: The proposal is at the County Planning Commission for approval and was on the agenda for their meeting on September 27, 2010.

- c) Woodmore Oaks to Streng Trail Project Update: Staff reported the process was slowly moving forward.
- d) Board Meeting Change from November 11<sup>th</sup> to November 18<sup>th</sup>: Due to Veterans Day – agreed to by Board.

**11. UNFINISHED BUSINESS**

- a) None to discuss.

**12. NEW BUSINESS**

- a) Master Plan Findings Presentation by Pros consulting Including Financial Assessment, Facility Assessment, and Priority Rankings for Facilities and Programs: The representatives from Pros Consulting presented a thorough presentation of their activities thus far in the master plan process. They discussed facility assessment, financial assessment, Program priority rankings and the next steps in the process. Joel Henrie discussed the facility assessment. After touring all the parks he rated the system in “average” condition with “good” framework. He stated that several parks/facilities were in the new classification (level 1) and others were aging and in need of repair (level 3). Design standards needed to be in place to address such issues as color scheme, branding and sign inconsistencies. Allan Mullins discussed the financial assessment. Based on initial information he stated the District was well run and healthy from a financial standpoint. He offered ideas to tweak the system including tracking activities, establishing policies, and prioritizing programs. Neelay Bhatt discussed facility amenity standards and equity maps to develop benchmark data. He commended staff for their excellent cooperation.

- b) Approval of Resolution 10-09-426 Resolution Approving the application for Grant Funds from the Recreation Trails Program: Staff thanked Director Brunberg for the initial writing of the grant narrative. The grant requires payment of matching funds up to \$25,000 which will come from in-lieu account. Upon a motion by Director Brunberg, seconded by Director Meraz, Resolution 10-

**MOTION #10**

09-426 was approved as written by a 5-0 roll call vote.

**MOTION #11**

- c) Approval of Resolution 10-09-427 Resolution Adopting an Operational Policies and Procedures Manual: Director Meraz asked about the methodology to remove an unruly citizen from a meeting–Stop the meeting and call the Sheriff if needed. Upon a motion by Director Brunberg, seconded by Director Hawkins, it was voted 5-0 to approve Resolution 10-09-427.

**MOTION #12**

- d) Approval of Consulting Agreement with John Pope for Real Estate Services In an Amount not to Exceed \$4,000: Upon a motion by Director Hawkins, seconded by Director Meraz, it was voted 5-0 to approve the consulting agreement with John Pope for Real Estate Services in an amount not to exceed \$4,000.

- e) August Sacramento County Sheriff Off Duty Park Report: The monthly park report was presented.

**13. DIRECTORS AND STAFF COMMENTS**

Superintendent Turner thanked Director Meraz for his participation at the hoedown. A recreation committee meeting will be scheduled for October.

Superintendent West commended his seasonal workers for providing good coverage for staff absences.

Supervisor Wheat reported the grant reimbursement was received.

Admin. Foell told the Board that Terry Benedict requested the recordings of the meetings be maintained for over 30 days. It was referred to the policy committee.

Admin. Foell noted additional parking was needed in the new area for special events. A quote of approximately \$5,000 was received for 50 spaces. It will be placed on the agenda in October.

Director Stickney noted the presentation showed staff has worked hard and the Board was moving in the right direction.

Director Hawkins stated he liked the new shade structure. He noted a muddy strip on the north edge. He commended staff for the new bathroom.

Director Caldwell commended staff for recent successful events.

Admin. Foell thanked Supervisor Wheat, Superintendent West and Superintendent Turner for their extra work in providing assistance to the master plan team.

Director Brunberg commended staff on the new portapotty previously discussed by the Board.

**14. ITEMS FOR NEXT AGENDA**

Parking

**15. ADJOURNMENT**

With no further business to discuss, the open session of the general meeting of the Board of Directors was adjourned at 8:05 p.m.

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Mike Stickney, Chairperson