

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors May 10, 2018

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, May 10, 2018 at the District Office. Director Stickney called the meeting to order at 6:32 p.m.

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

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
  
4. **APPROVAL OF AGENDA**  
**MOTION #1** Director Stickney requested to pull item 8.4. On a motion by Director Stickney, seconded by Director Montes, the agenda was approved with this change by a vote of 3-0-0 with Directors Stickney, Montes, and Meraz voting Aye. Directors Swenson and Brunberg were absent. There were no Abstentions or Nays.
  
5. **PUBLIC DISCUSSION** Dan Kovar spoke to the Board. He resides at 8094 Chipwood Way which backs to Arcade Creek in Sundance Park. He explained that the creek had eroded near his fence posts and deck pillars which resulted in the fence leaning and the deck being unstable. He contacted Sacramento County and they concluded that it was the Orangevale Recreation & Park District's issue. Superintendent Wade has inspected the area. Mr. Kovar would like to repair his deck and fence but the creek erosion has complicated the repairs. Admin. Foell and Superintendent Wade had been investigating the situation to determine whose responsibility it was to repair the issues. On Assessor's Parcel maps when the house was built, it appears the creek was part of Mr. Kovar's backyard at one time. Admin. Foell would like to determine where the property line currently is and what kind of correction needed to be done. The District maintains Sundance Park, however the County maintains the flows within the creek. Superintendent Wade said the County had been breaking up dams downstream from Mr. Kovar's home to prevent erosion on the banks. Admin. Foell was continuing to research the situation, to find a solution from someone more experienced in bank stabilization. When asked, Admin. Foell explained that the District was still working to determine where the responsibility lies for repairing this damage. Director Stickney also noted that it was against the law for them to work on the creek between October 15<sup>th</sup> and April 15<sup>th</sup>. According to the County Parcel

Viewer, Mr. Kovar's property includes the creek but the current property line must be firmly established during this investigation.

**6. MINUTES**

- a) Approval of Minutes of April 12, 2018 Meeting (pg 1-5): This item was tabled until the meeting to be held in June 2018.
- b) Approval of Minutes of April 19, 2018 Special Meeting (pg 6-7): This item was tabled until the meeting to be held in June 2018.

**7. CORRESPONDENCE**

- a) Letter from Amanda Thomas Requesting Support for Candidacy to Serve as the Independent Special District Representative on the Consolidated Redevelopment Oversight Board for Sacramento County (pg 8): Admin. Foell had not yet received a ballot and so he provided this letter to the Board as informational only. Director Stickney requested that Admin. Foell include the letter when they receive the ballot.
- b) Letters from Terry Benedict to the Board of Directors and Letter of Response from the District Administration (pg 9-14): The Board approved of the District Administrator's response.

**8. CONSENT CALENDAR**

**MOTION #2**

No consent items were discussed. On a motion by Director Montes, seconded by Director Stickney, the consent calendar was approved 3-0-0 with Directors Meraz, Stickney, and Montes voting Aye. Directors Swenson and Brunberg were absent. There were no Abstentions or Nays.

**8.1 CONSENT MATTERS GENERAL FUND**

- a) Ratification of Claims for April 2018 (pg 15-16)
- b) Budget Status Report for April 2018 (pg 17-19)
- c) Revenue Report for April 2018 (pg 20)

**8.2. OLLAD CONSENT MATTERS**

- a) Ratification of Claims for April 2018 (pg 21-23)
- b) Budget Status Report for April 2018 (pg 24-25)

**8.3. KENNETH GROVE CONSENT MATTERS**

- a) Ratification of Claims for April 2018 (pg 26)
- b) Budget Status Report for April 2018 (pg 27)

**8.4. NON-CONSENT MATTERS GENERAL FUND**

This item was pulled from the agenda and not discussed.

**9. STANDING COMMITTEE REPORTS**

- a) Administration and Finance – Recap of April 27, 2018 Meeting (pg 29): See item 12(a) for more information.
- 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.
- h) Ad Hoc Committee: No report.

**10. ADMINISTRATOR'S REPORT**

- a) Monthly Activity Report – April 2018 (pg 30-33): Admin. Foell said the past month had been very busy due to the Board meetings, Master Plan, and other special events. Registration has been going well, and he noted that the Tiger Sharks have had high attendance numbers. Supervisor Bain spoke of the new coach, Andy Marriott, who also coaches at Oakmont High School and a college swim team where Devin (our former coach) coaches the water polo team. Admin. Foell noted that 100 volunteers participated in the creek clean-up. Supervisor Bain said the summer open house was successful which resulted in approximately 350 in attendance and \$19,000 in registrations at the event. Superintendent Wade updated the Board on field maintenance updates and seasonal employee job and safety trainings. Admin. Foell said the Big Day of Service was one of the most successful volunteer service events the District has participated in. Projects completed included building four walking bridges over the creek, planting 75 trees, removing a long wood fence and creating a painted rock garden at Pecan Park. Admin. Foell described each project and commended Superintendent Wade, other staff, the Rotary Club and all the volunteers for the great work completing the project. Director Stickney assisted in planting 75 trees throughout the park.
- b) Update on the Land Swap with San Juan Unified School District (verbal): Admin. Foell said the land swap continues to move forward toward completion.
- c) Special Board Meeting – 2018-19 Capital Projects Workshop – Thursday, May 17, 2018 (verbal): Admin. Foell reminded the Board of this meeting.
- d) Special Board Meeting – Community Park Master Plan Workshop 2 – Tuesday, June 7, 2018 (verbal): Admin. Foell reminded the Board of this meeting.

**11. UNFINISHED BUSINESS**

There was no unfinished business to discuss.

**12. NEW BUSINESS**

- a) Presentation of the Orangevale Recreation and Park District Preliminary Budget for Fiscal Year 2018-19 (pg 34-59): This was the first showing of the budget for the upcoming year. Admin. Foell highlighted that the District has received a very strong increase in the tax increment, possibly exceeding \$100,000. The

District had exceeded projections on facility rentals and will be close or slightly below projections for recreation. Program fees will need to rise in order to match the minimum wage increase. Last year's deficient was approximately \$93,000 primarily due to projects being completed and funded over two fiscal years. Staff is planning for the General Fund to continue to slowly grow over time as it has been in recent years. Full-time salaries rose this past year due to a Board approved salary adjustment and 1% COLA. Workers' Compensation rates are still on the higher side due to a couple of claims being filed, and Admin. Foell was hoping rates will decrease over the next few years as the District's experience modification percentage decreases. SCERS rates will increase over the next five years and represents a total of approximately \$30,000 in additional retirement costs for the District. The Park Superintendent position will be added to the maintenance division. Interim Superintendent Wade has declined the position and will return to his PM III position. The Finance Committee recommended a 2% COLA increase be included in preparing the preliminary budget for the Boards consideration. The committee discussed projects that had been completed, proposed projects, as well as salaries and benefits. The status of the District providing benefits for part-time employees was discussed. The District's original agreement with SCERS from over 30 years ago stated that part-time employees working more than an average 20 hours per week year-round were eligible for benefits. The District passed a new resolution approximately three years ago which allowed part time employees to work 1,560 hours per year before being eligible for retirement benefits. SCERS has started evaluating districts desiring to have consistency with all member districts. Local Districts are encouraging SCERS to adopt the 30 hours per week threshold. If retired, a person can only work approximately 900 hours. The District may have to modify the approved resolution once the SCERS Board approves their new policy.

The preliminary budget was discussed in more detail. The District was estimating a year-end fund balance for 2017-18 of \$140,850. The proposed OLLAD budget estimates an ending fund balance of \$314,000. The in-lieu park dedication fund rose \$361 over the last year which was much lower than in the past, however the District was still receiving a good amount of park development fees. Admin. Foell felt the carryover should remain consistent over the years, which has been the case. Director Montes asked about fees in regard to Mr. Benedict, and Admin. Foell noted that this has mainly resulted in staff costs and a decrease in legal fees. Group insurance rate increases were calculated at 7% for Fiscal 2018/19. Upcoming projects and maintenance equipment were discussed.

- b) Approval of Resolution 18-05-594, Resolution of Intention to Levy Assessments for Fiscal Year 2018-19, Preliminarily Approving the Engineer's Report, and Providing for Notice of Hearing for the Orangevale Landscaping and Lighting Assessment District

**MOTION #3**

(OLLAD) (pg 60-106): On a motion by Director Montes, seconded by Director Stickney, the resolution was approved 3-0-0 with Directors Meraz, Stickney, and Montes voting Aye. Directors Swenson and Brunberg were absent. There were no Abstentions or Nays.

**MOTION #4**

c) Approval of Resolution 18-05-595, Resolution of Intention to Levy Assessments for Fiscal Year 2018-19, Preliminarily Approving the Engineer’s Report, and Providing for Notice of Hearing for the Kenneth Grove Landscaping and Lighting Assessment District (pg 107-126): On a motion by Director Stickney, seconded by Director Montes, the resolution was approved 3-0-0 with Directors Meraz, Stickney, and Montes voting Aye. Directors Swenson and Brunberg were absent. There were no Abstentions or Nays.

**MOTION #5**

d) Approval of Quotation from Ecology Action in the Amount of \$8,451.11 to Retrofit the Community Center Auditorium with LED Dimmable Fixtures (pg 127-145): A power outage caused damage to two lighting control boards in the auditorium two years ago. Replacement parts have not been able to be secured due to outdated technology. Upgrading the fixtures to LED lights is the best possible option. Ecology Action was the exclusive energy provider for SMUD and can access a program to provide the District a larger rebate. Director Montes felt that having LED dimmable fixtures would be the best option for rental use. Admin. Foell said installation would start in approximately six to eight weeks. On a motion by Director Montes, seconded by Director Stickney, the quotation was approved 3-0-0 with Directors Meraz, Stickney, and Montes voting Aye. Directors Swenson and Brunberg were absent. There were no Abstentions or Nays.

**13. DIRECTOR AND STAFF COMMENTS**

Coordinator Woodford said the Spring Craft Fair was coming up soon. Director Montes complimented the work done on the activity guide.

Supervisor Bain stated the pool would open on Memorial Day weekend. Swim practice started two weeks ago.

Interim Superintendent Wade said they have been busy as growing season had begun.

Ms. Von Aesch had been completing the paperwork for employee new hires and rehires.

Admin. Foell complimented the staff on the fantastic work they have done, especially with the busy season coming up and the recent events the District had hosted.

Director Stickney attended the Big Day of Service and said that several people there were very helpful. He commended Admin. Foell for helping organize the event.

Director Montes felt the Big Day of Service was wonderful and noted some details of the great community event. She also noted that Pow Wow Days was coming up soon.

**14. ITEMS FOR NEXT AGENDA**

Admin. Foell discussed the agenda for the upcoming capital projects workshop meeting, as well as the preparation for Orangevale Community Park master plan workshop #2.

**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**

Director Stickney resumed the public session and announced that no action was taken.

**17. ADJOURNMENT  
MOTION #6**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:41 p.m. On a motion by Director Montes, seconded by Director Meraz, adjournment was approved 3-0-0 with Directors Meraz, Stickney, and Montes voting Aye. Directors Swenson and Brunberg were absent. There were no Abstentions or Nays.

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Mike Stickney, Chairperson