

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors August 16, 2018

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, August 16, 2018 at the District Office. Director Stickney called the meeting to order at 6:33 p.m.

Directors present: Meraz, Swenson, Brunberg, Stickney, Montes
Staff present: Greg Foell, District Administrator
Jennifer Von Aesch, Finance/HR Superintendent
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 On a motion by Director Brunberg, seconded by Director Montes, the agenda was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.
5. **PUBLIC DISCUSSION** Janet Kerr spoke to the Board. Tom Tomich passed away and his son was selling almost 10 acres of his land located on Filbert Avenue. The land was filled with fruit trees. She asked the Board if there was any possibility for the District to purchase the land and brought forth the idea of an educational program in coordination with the high school. Director Montes suggested talking with the family about leasing the land for use of providing an educational program. Director Montes noted she should speak with Brad Squires as he has expressed a similar interest. Director Meraz stated he had also spoken with Tom, Sr. in the past about donating his land, and he enjoyed the idea. Admin. Foell offered to be a resource for this process.
6. **MINUTES**
MOTION #2 a) Approval of Minutes of July 12, 2018 Meeting (pg 1-5): On a motion by Director Brunberg, seconded by Director Meraz, the minutes were approved by a vote of 3-0-2 with Directors Swenson, Brunberg, and Meraz voting Aye. Directors Stickney and Montes Abstained. There were no Nays.
7. **CORRESPONDENCE**
MOTION #3 a) Confidential Envelope – Attorney Billing May-June 2018
b) Confidential Envelope – Attorney Billing July 2018
On a motion by Director Brunberg, seconded by Director Montes, both items of correspondence were approved by a vote of 4-0-1 with Directors Brunberg, Meraz, Stickney, and Montes voting Aye. Director Swenson Abstained. There were no Nays.

8. **CONSENT CALENDAR**
MOTION #4
- No consent items were discussed. On a motion by Director Brunberg, seconded by Director Montes, the consent calendar was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.
- 8.1 **CONSENT MATTERS GENERAL FUND**
- a) Ratification of Claims for Period 13 2018 (pg 6)
 - b) Budget Status Report for Period 13 2018 (pg 7-9)
 - c) Revenue Report for Period 13 2018 (pg 10)
 - d) Ratification of Claims for July 2018 (pg 11)
 - e) Budget Status Report for July 2018 (pg 12-14)
 - f) Revenue Report for July 2018 (pg 15)
- 8.2. **OLLAD CONSENT MATTERS**
- a) Ratification of Claims for Period 13 2018 (pg 16)
 - b) Budget Status Report for Period 13 2018 (pg 17-18)
 - c) Ratification of Claims for July 2018 (pg 19-20)
 - d) Budget Status Report for July 2018 (pg 21)
- 8.3. **KENNETH GROVE CONSENT MATTERS**
- a) Budget Status Report for Period 13 2018 (pg 22)
 - b) Ratification of Claims for July 2018 (pg 23)
 - c) Budget Status Report for July 2018 (pg 24)
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.
 - h) Ad Hoc Committee: No report.
10. **ADMINISTRATOR'S REPORT**
- a) Monthly Activity Report – July 2018 (pg 25-29): Admin. Foell participated in the kick off for the Electric Greenway project. The process has been moving along smoothly, and the District is currently conducting appraisals and property owner meetings. He was excited for the completion of this project. The 35th anniversary event was fabulous, and he commended Director Montes and the staff, however the turnout was disappointing. The District has made a conditional offer of employment for the Park Superintendent position and Admin. Foell was hoping for the candidate to begin on August 28. The Hot Dog Hoedown event was very successful. When asked, Admin. Foell said the dog park was well attended however the turf will need to be reseeded this fall.

The Fire District is selling land totaling almost 8 acres of land. However, it is rough terrain and would be difficult to manage. It was currently being very minimally maintained.

Admin. Foell attended a meeting with Brad Squires. He would like to set up an organization similar to a community council to discuss any topics regarding Orangevale. Director Montes added that it would be a collective group of business, residents, etc. They are requesting a six-month commitment from community leaders. Admin. Foell thought this was an exciting idea. He will be attending the first meeting on September 14th.

The Orangevale Library was reevaluating the option of Walgreens, and several survey results showed a positive response to this site. Admin. Foell felt the library should anchor a downtown area for Orangevale, or be close to the Orangevale Community Center Park. Sue Frost would like the library to be located near the park. The Board greatly discussed library options and decided to revisit the topic in the future.

- b) Update on the Land Swap with San Juan Unified School District (verbal): Admin. Foell was currently waiting on the SJUSD and for the deal to record.
- c) Holiday Office Closure – December 24th thru January 2nd (verbal): The office will be closed as scheduled.
- d) Consider Changing the October 11, 2018 Board Meeting to October 18, 2018 (verbal): Director Stickney requested this change due to him going out of town. It was decided that the meeting date will remain the same, with a final decision on the Orangevale Community Park Master Plan being made in November.

11. UNFINISHED BUSINESS

There was no unfinished business.

12. NEW BUSINESS

MOTION #5

- a) Approval of Resolution 18-08-604, Commending Grant Barry for his Eagle Scout Project Building a Fence Around a Vernal Pool at Orangevale Community Park (handout): On a motion by Director Meraz, seconded by Director Stickney, the resolution was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #6

- b) Approval of the Agreement with Jennifer Claassen, with Clipped in Races, to Rent Orangevale Community Park for a Cyclocross Event on October 26-27, 2018 (pg 30-45): Admin. Foell had spoken to the group with regard to the restrictions of the course. The event will not allow soccer teams on the field, which Pete Phillips has agreed to. The District was charging \$830.00. On a motion by Director Brunberg, seconded by Director Montes, the

agreement was approved by a vote of 4-1-0 with Directors Swenson, Brunberg, Meraz, and Montes voting Aye. Director Stickney voted Nay. There were no Abstentions.

MOTION #7

- c) Discussion and Possible Approval of an Increase in Employee Medical Insurance Premium (pg 46): Most other recreation and park agencies provide covered dependent medical insurance, and the District would like to increase dependent coverage by 5% to a total of 75% for the two or more individual category. Admin. Foell noted insurance rates increase on January 1st and so this will be a yearly rate increase. On a motion by Director Montes, seconded by Director Swenson, a 5% premium increase (to be effective 9/1/18) was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #8

- d) Discussion and Possible Approval of a Cost of Living Adjustment for District Staff (pg 47): The Board previously approved a 2% increase. Director Stickney felt against approving this increase because of the other increases in pay it will affect. Director Montes agreed with a 1% increase in order to be competitive in the market. On a motion by Director Montes, seconded by Director Meraz, the cost of living adjustment was approved by a vote of 3-2-0 with Directors Swenson, Meraz, and Montes voting Aye. Directors Stickney and Brunberg voted Nay. There were no Abstentions.

MOTION #9

- e) Public Hearing: Approval of Resolution 18-08-605, Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2018/19 (pg 48-62): Admin. Foell noted that last year, the District finished with a \$93,000 deficit. Money was transferred in the 2017/18 fiscal year from the park development fund to cover 2016/17 project costs and with unexpended budget resources the fund balance ended the year at \$392,000. Changes from the Preliminary Budget to the Final Budget include a property tax estimate reduction as well lower salary figures and recreation revenue due to the elimination of the SJUSD Bridges program. Workers' compensation costs have decreased significantly as the District's experience modification factor has decreased. Admin. Foell felt the District had a healthy budget and noted the District has followed projections in regard to saving for projects. The District receives approximately \$6,500 per building permit which has paid for several recent projects. Director Stickney opened and closed the public hearing. No written or public comments were received. On a motion by Director Brunberg, seconded by Director Montes, the resolution was approved by a vote of 4-1-0 with Directors Swenson, Brunberg, Meraz, and Montes voting Aye. Director Stickney voted Nay. There were no Abstentions.
- f) Public Hearing: Approval of Resolution 18-08-606, Resolution Adopting the Orangevale Landscaping and Lighting Assessment

MOTION #10

District Final Budget for Fiscal Year 2018/19 (pg 63-69): Director Stickney opened and closed the public hearing. No written or public comments were received. On a motion by Director Brunberg, seconded by Director Meraz, the resolution was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #11

g) Public Hearing: Approval of Resolution 18-08-607, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2018/19 (pg 70-74): Director Stickney opened and closed the public hearing. No written or public comments were received. On a motion by Director Brunberg, seconded by Director Meraz, the resolution was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

MOTION #12

h) Approval of Resolution 18-08-608, Resolution Amending the District Salary Schedule (pg 75-77): The Board regularly approves this change in the salary schedule when a COLA is approved. On a motion by Director Montes, seconded by Director Swenson, the resolution was approved by a vote of 3-2-0 with Directors Swenson, Meraz, and Montes voting Aye. Directors Brunberg and Stickney voted Nay. There were no Abstentions.

MOTION #13

i) Approval of Resolution 18-08-609, Resolution Approving the Revision of the District’s Reserve Designations in Accordance with GASB 54 (pg 78-82): This was a regular Board item after the final budget was approved. This item addresses the reserves. On a motion by Director Montes, seconded by Director Brunberg, the resolution was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

13. DIRECTOR AND STAFF COMMENTS

Coordinator Woodford thanked the staff for their help at the events.

Supervisor Bain spoke about the dive in movie event coming up, Sherlock Gnomes. The pool was open only on weekends.

Ms. Von Aesch will be attending a meeting regarding benefits and deferred comp; she will educate District staff on what she learns.

Admin. Foell stated that the staff will continue to work to improve the Board members experiences with their new paperless board package devices.

Director Montes commended the staff’s job at the anniversary event.

Director Swenson requested for more photos to be utilized when advertising programs on the Facebook page in order to create

excitement for events.

Director Brunberg stated that there was a 50th Anniversary party for the Twin Lakes Riding Club on Saturday, August 25th, and that Sue Frost will be attending.

Director Meraz was enjoying using the tablet during the meeting.

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

Clarification was given. The 5% increase in dependent health care will also apply to the District Administrator.

17. ADJOURNMENT
MOTION #14

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 9:05 p.m. On a motion by Director Brunberg, seconded by Director Stickney, the adjournment was approved by a vote of 5-0-0 with Directors Swenson, Brunberg, Meraz, Stickney, and Montes voting Aye. There were no Abstentions or Nays.

Mike Stickney, Chairperson