

Orangevale Recreation and Park District: Roll Sheet Form Date: 9/10/09

Roll Call	Move	2nd	Vote	AYES	NOS	ABST.
Motion #1 5A	M	C	(C) (S) (M) (B) (H)	4	0	0
Motion #2 7a	H	S	(S) (M) (B) (H) (C)	4	0	0
Motion #3 7.1a	M	H	(M) (B) (H) (C) (S)	4	0	0
Motion #4 7.2a	M	S	(B) (H) (C) (S) (M)	4	0	0
Motion #5 11a	H	M	(H) (C) (S) (M) (B)	4	0	0
Motion #6 11b	H	S	(C) (S) (M) (B) (H)	4	0	0
Motion #7			S M B H C			
Motion #8			M B H C S			
Motion #9			B H C S M			
Motion #10			H C S M B			

✓ C = Caldwell

✓ S = Stickney

✓ M = Meraz

~~0~~ B = Brunberg *Absent*

✓ H = Hawkins

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors August 20, 2009

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, August 20, 2009 at the District Office. Chairperson Stickney called the meeting to order at 6:30 p.m.

Directors present: Stickney, Brunberg, Hawkins, Caldwell, Meraz (6:42)

Staff present: Greg Foell, Administrator
Cynthia Wheat, Finance and Personnel Supervisor
Patty O'Connor, Minute Clerk

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.

4. **PUBLIC DISCUSSION** The public present did not wish to address the board.

5. **MINUTES**
MOTION #1
 - a) Minutes of July 11, 2009 Regular Meeting:
Upon a motion by Director Hawkins, seconded by Director Caldwell, the minutes of July 11, 2009 were approved by a vote of 4-0.

6. **CORRESPONDENCE**
MOTION #2
 - a) Confidential Envelope – Attorney Billing:
Upon a motion by Director Brunberg, seconded by Director Hawkins, it was approved by a 3-0-1 (Stickney) roll call vote to pay the attorney billing.
 - b) Senator Dave Cox Letter: Good letter regarding the state budget.
 - c) Code Enforcement Notice: A notice was received that all portable banners must be removed at the county's request. It will be addressed with Supervisor McGlashan.

7. **CONSENT MATTERS –
GENERAL FUND**

MOTION #3

- a) Ratification of Claims for Period 13 2009: Upon a motion by Director Hawkins, seconded by Director Brunberg, it was approved by a 4-0 roll call vote to accept and ratify the Claims.
- b) Budget Status Report for Period 13 2009: For information. Director Stickney requested all handouts be given with the board packet unless it is an emergency.

DIRECTOR MERAZ ARRIVED AT 6:42

MOTION #4

- c) Revenue Report for Period 13 2009: For information and review.
- d) Reserve Status Report for Period 13 2009: For review and information.
- e) Ratification of Claims for July 2009: Upon a motion by Director Hawkins, seconded by Director Stickney, it was approved by a 5-0 roll call vote to accept and ratify the Claims.
- f) Budget Status Report for July 2009: For information.
- g) Revenue Report for July 2009: For information and review.
- h) Reserve Status Report for July 2009: For review and information.

7.1. **OLLAD CONSENT MATTERS**

MOTION #5

- a) Ratification of Claims for Period 13 2009: Upon 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 Period 13 2009: For information and review.

MOTION #6

- c) Ratification of Claims for July 2009: Upon a motion by Director Brunberg, seconded by Director Meraz, it was approved by a 5-0 roll call vote to accept and ratify the Claims.
- d) Budget Status Report for July 2009: For information and review.

7.2. KENNETH GROVE CONSENT MATTERS

MOTION #7

MOTION #8

- a) Ratification of Claims for Period 13 2009: Upon 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 Period 13: For information and review.
- c) Ratification of Claims for July 2009: Upon a motion by Director Brunberg, seconded by Director Meraz, it was approved by a 5-0 roll call vote to accept and ratify the claims.
- d) Budget Status Report for July 2009: For information and review.

8. STANDING COMMITTEE REPORTS

- a) Administration and Finance: The recap of the August 14, 2009 meeting was provided. The final budgets were discussed as well as Capital Improvement Projects. It was agreed the reserves needed to be used in OLLAD for some of the Capital Projects therefore a transfer was agreed upon.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: The recap of the August 14, 2009 meeting was presented. In Ms. Turner's absence, it was agreed the staff report was very comprehensive. A summary of activities and revenue for 2008/09 was provided and noted revenue projections were exceeded.
- d) Personnel & Policy: No report.
- e) Government: There was no report.
- f) Planning: The recap of the July 16, 2009 meeting was presented by Admin. Foell. The district wide master plan was discussed with a projected date of final approval of May 2011. The personnel and board operations manual were expected by November 2009 for review. SJUSD joint use and the district's first right to purchase property was discussed as well as park regulations by ordinance.

g) Ad Hoc Committee Reports: There was no report.

9. **ADMINISTRATOR'S REPORT**

- a) Proposition 1A Suspension and Possible Loan Securitization Program: Admin. Foell discussed the loan securitization program to address the delay in Proposition 1A funds. CSDA is working with California Communities to review and finalize the legal documents for the program and is working on possible clean-up language to AB 415, the bill that includes the language for the program and repayment process. Admin. Foell will keep the Board informed.
- b) Almond Park Access Project Update: Admin. Foell reported all contracts have been executed.
- c) Miscellaneous: The Board will be discussing OLLAD issues with legal counsel. Staff will contact legal counsel to see if it should be a closed session. It may be scheduled for September 17 or 24.

10. **UNFINISHED BUSINESS**

- a) None to discuss.

11. **NEW BUSINESS**

- a) Review and Discuss Draft Capital Project List: Staff has created a draft Capital Project list for projects to be funded in the 09/10 budget. Each project was given a priority. It was noted no land purchases were included but may be added in the future. No trail projects were included as they need to be defined, a cost estimate and a timeline developed. The priority 1 and 1b projects were discussed in detail. Director Brunberg preferred major restroom improvements at the horse arena and not just lighting improvements. It was agreed the parking lot repairs at Community Park and Pecan Park could be delayed, as well as the district wide master plan. It was noted \$40,000 was budgeted for electronic signs. The approved projects were estimated at \$60,000. A workshop will be held in early winter to review the budget thus far and prioritize further.

MOTION #9

- b) Approval of the Orangevale Recreation and Park District General Fund 2009/2010 Final Budget, Res. # 09-08-395: The final budget was presented and discussed. The budget includes \$1,421,591 in salaries and wages; \$641,468 in services and supplies; \$42,038 in taxes, licenses and assessments; \$228,518 in fixed assets, \$4,000 in interdepartmental transfers; and \$50,000 in reserves for a total budget of \$2,387,615. Changes and comparisons to the past were discussed. Upon a motion by Director Brunberg, seconded by Director Hawkins, Resolution #09-08-395 was approved by a 5-0 roll call vote.

MOTION #10

- c) Approval of the Orangevale Landscaping and Lighting Assessment District (OLLAD) 2009/2010 Final Budget, Res. # 09-08-396C: The final budget was presented and discussed. The budget includes \$170,665 in services and supplies, \$432,443 in other charges, and \$100,000 for Capital Improvements/Fixed Assets; for a total budget of \$703,208. It was agreed the transfer of \$100,000 from Reserves be made to fund Fixed Assets/Capital Improvements. Upon a motion by Director Brunberg, seconded by Director Hawkins, Resolution #09-08-396C was approved by a 5-0 roll call vote.

MOTION #11

- d) Approval of the Kenneth Grove Landscaping and Lighting District 2009/2010 Final Budget, Res. # 09-08-397: The final budget was presented and discussed. The budget includes \$14,880 in services and supplies; for a total budget of \$14,880. Upon a motion by Director Brunberg, seconded by Director Stickney, Resolution #09-08-397 was approved by a 5-0 roll call vote.
- e) Breakdown of Yearly Fund Balance and General Reserve by Fund Center: An overview of reserve fund and fund balance account was provided and discussed.
- f) Approval of the Installation of a Flag Pole at the Orangevale Community Center and the Designation of an Ad Hoc Committee to Organize the Flag Pole Dedication Ceremony:

MOTION #12

The Omaha Woodmen Life Insurance Society Lodge 339 has offered to donate a flag and flag pole to the district. This organization donates every year to honor the events of September 11, 2001. It was estimated the project may cost up to \$200 but more than likely will be offset by donations. Upon a motion by Director Brunberg, seconded by Director Stickney, it was noted to accept the flag pole and flag donation from the Omaha Woodmen Life Insurance Society and direct staff to install the flag pole at the Orangevale Community Center. Directors Meraz and Stickney were appointed to serve with Superintendent West on the Ad Hoc committee to organize the dedication ceremony.

- g) Discussion of a District Ordinance to Officially Adopt the Sacramento County Park Regulations as the ORPD Park Regulations:
The district has cited the Sacramento County Park Regulations as its own. Legal Counsel has recommended the district adopt these regulations in the form of an ordinance. The Board agreed to direct staff to have the ordinance prepared and brought back to the board at a future meeting.
- h) Proposal to Seek Reimbursement for Outstanding Proposition 40 Per Capita and Proposition 40 – Roberti-Z'berg non matching Grant Funds in the Amount of \$306,000:
These funds will be requested for the activity building.

12. DIRECTOR AND STAFF COMMENTS

- a) Director Brunberg will not be at the next meeting.
- b) Director Stickney asked about the status of the policies and procedures manual. Admin, Foell noted there have been a lot of legal issues lately and it should be available in November. The Board requested a redline version. Admin. Foell noted he has been keeping on top of legal counsel to meet the numerous deadlines.

13. ITEMS FOR NEXT AGENDA

Library, Anderson Property and Trails are ongoing issues.

14. ADJOURNMENT

With no further business to discuss, the meeting of the Board of Directors was adjourned at approximately 8:20 p.m. until the meeting of September 10, 2009.

Mike Stickney, Chairperson