

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors June 14, 2018

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, June 14, 2018 at the District Office. Director Stickney called the meeting to order at 6:33 p.m.

Directors present: Meraz, Stickney, Montes, Swenson, Brunberg
Staff present: Greg Foell, District Administrator
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** On a motion by Director Brunberg, seconded by Director Montes, the agenda was approved by a vote of 5-0-0 with Directors Stickney, Montes, Meraz, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.
MOTION #1

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

6. **MINUTES**
 - a) **Approval of Minutes of April 12, 2018 Meeting (pg 1-5):** On a motion by Director Montes, seconded by Director Brunberg, the minutes were approved by a vote of 4-0-1 with Directors Montes, Meraz, Swenson, and Brunberg voting Aye. Director Stickney Abstained. There were no Nays.
MOTION #2

 - b) **Approval of Minutes of April 19, 2018 Special Meeting (pg 6-7):** On a motion by Director Brunberg, seconded by Director Meraz, the minutes were approved by a vote of 4-0-1 with Directors Stickney, Meraz, Swenson, and Brunberg voting Aye. Director Montes Abstained. There were no Nays.
MOTION #3

 - c) **Approval of Minutes of May 10, 2018 Meeting (pg 8-13):** On a motion by Director Montes, seconded by Director Stickney, the minutes were approved by a vote of 3-0-2 with Directors Stickney, Montes, and Meraz voting Aye. Directors Brunberg and Swenson Abstained. There were no Nays.
MOTION #4

 - d) **Approval of Minutes of May 17, 2018 Special Meeting (pg 14-17):** On a motion by Director Stickney, seconded by Director Meraz, the minutes were approved by a vote of 3-0-2 with Directors Stickney, Meraz, and Swenson voting Aye. Directors
MOTION #5

Montes and Brunberg Abstained. There were no Nays.

7. CORRESPONDENCE

MOTION #6

- a) Confidential Envelope – Attorney Billing December 2017-May 2018: Director Montes requested the District be billed on a monthly basis, and Admin. Foell agreed. On a motion by Director Montes, seconded by Director Swenson, the attorney billing was approved by a vote of 5-0-0 with Directors Stickney, Montes, Meraz, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.
- b) Appointment of the Independent Special District Representative and Alternate to the Consolidated Redevelopment Oversight Board for Sacramento County (pg 18): Terri Leimbach was selected as the primary representative, and Jeff Frye will be the alternate.
- c) CAPRI Liability and Property Dividend for FY 2001/02 (pg 19-20): This information was provided to the Board. The District received a dividend of \$4,218.43. Director Meraz explained that the reason for the delay was because all of the cases for the year needed to be settled.
- d) Letters from Terry Benedict to the Board of Directors and Letter of Response from the District Administrator (pg 21-31): Mr. Benedict requested two resolutions for the website, and Admin. Foell had them posted.
- e) Letters from Terry Benedict to the Board of Directors and Letter of Response from the District Administrator (pg 32-35): Admin. Foell responded by answering Mr. Benedict's questions.
- f) Letter of Thanks from AARP Tax-Aide Program to District Staff (pg 36): AARP thanked the District for the assistance they provided for this program.

8. CONSENT CALENDAR

MOTION #7

No consent items were discussed. On a motion by Director Meraz, seconded by Director Brunberg, the consent calendar for the General Fund, OLLAD, and Kenneth Grove (8.1-8.3) were approved 5-0-0 with Directors Meraz, Stickney, Montes, Brunberg, and Swenson voting Aye. There were no Abstentions or Nays.

8.1 CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for May 2018 (pg 37-38)
- b) Budget Status Report for May 2018 (pg 39-41)
- c) Revenue Report for May 2018 (pg 42)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for May 2018 (pg 43-44)
- b) Budget Status Report for May 2018 (pg 45-46)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for May 2018 (pg 47)
- b) Budget Status Report for May 2018 (pg 48)

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

MOTION #8

- a) Ratification of Claims for May 2018 (pg 49): On a motion by Director Stickney, seconded by Director Swenson, the non-consent matters for the General Fund was approved 4-0-1 with Directors Meraz, Stickney, Brunberg, and Swenson voting Aye. Director Montes Abstained. There were no Nays.

**9. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: No report.
- b) Maintenance and Operation: No report.
- c) Recreation Committee – Recap of May 1, 2018 Meeting (pg 50): At this meeting, Supervisor Bain discussed activities held during the third quarter, such as Tiger Sharks, as well as upcoming events, including the 35th Anniversary event and a possible Family Fun Day in 2019. They also discussed increasing advertising for renting out the horse arena.
- 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 – May 2018 (pg 51-55): Admin. Foell participated in the consultant selection process for the Electric Greenway Trail project in Citrus Heights. Supervisor Bain spoke about the new volleyball classes.
- b) Update on the Land Swap with San Juan Unified School District (verbal): Admin. Foell provided a map of Orangevale Community Park that was requested by the SJUSD.
- c) Discussion Regarding the Community Park Master Plan Workshop 2 – Thursday, June 7, 2018 (verbal): Admin. Foell felt the workshop went very well. The public will have another opportunity to provide public comment regarding at the July 2018 Board meeting.
- d) Update on the Kovar Creek Erosion Issue (verbal): Admin. Foell contracted with a landscape architect to receive cost estimates and possible solutions for this project. He will have more information to share with the Board in July.

- e) Report on CARPD Conference (verbal): Director Meraz attended the conference, and said it was very educational for him. Admin. Foell also encouraged others to attend.

11. UNFINISHED BUSINESS

There was no unfinished business to discuss.

12. NEW BUSINESS

MOTION #14

- a) Approval of the Agreement with Meals on Wheels ACC for the Senior Nutrition Program (pg 56-64): The District has participated in Meals on Wheel for several years and Admin. Foell was excited to continue to provide this service. He and Coordinator Woodford thanked the volunteers that participated in the program. On a motion by Director Montes, seconded by Director Brunberg, the agreement was approved 5-0-0 with Directors Meraz, Stickney, Montes, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.

MOTION #9

- b) Approval of Resolution 18-05-596, Resolution Adopting the Orangevale Recreation and Park District Preliminary Budget for Fiscal Year 2018/19 (pg 65-90): The final budget will be approved in August. The August 2018 meeting will be held on the third Thursday of the month. On a motion by Director Montes, seconded by Director Brunberg, the resolution was approved 5-0-0 with Directors Meraz, Stickney, Montes, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.

MOTION #10

- c) Public Hearing – Orangevale Landscaping and Lighting Assessment District (OLLAD): Valerie Flores from SCI was available to answer any questions regarding the assessments. Admin. Foell added that no emails or letters were received from the public to address to the Board for the public hearing.

MOTION #11

- 1) Approval of Resolution 18-06-597, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2018/19 (pg 91): On a motion by Director Brunberg, seconded by Director Montes, the resolution was approved 5-0-0 with Directors Meraz, Stickney, Montes, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.
- 2) Approval of Resolution 18-06-598, Resolution Approving the Engineer’s Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2018/19 for the Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg 92-138): On a motion by Director Brunberg, seconded by Director Meraz, the resolution was approved 5-0-0 with Directors Meraz, Stickney, Montes, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.

- d) Public Hearing – Kenneth Grove Landscaping and Lighting

Assessment District: Valerie Flores from SCI was available to answer any questions regarding the assessments. Admin. Foell added that no emails or letters were received from the public to address to the Board for the public hearing.

MOTION #12

1) Approval of Resolution 18-06-599, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2018/19 (pg 139): Due to the recent landscape improvements, Kenneth Grove will not need much work done in the near future. On a motion by Director Montes, seconded by Director Stickney, the resolution was approved 5-0-0 with Directors Meraz, Stickney, Montes, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.

MOTION #13

2) Approval of Resolution 18-06-600, Resolution Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2018/19 for the Kenneth Grove Landscaping and Lighting Assessment District (pg 140-160): On a motion by Director Montes, seconded by Director Swenson, the resolution was approved 5-0-0 with Directors Meraz, Stickney, Montes, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.

MOTION #15

e) Approval of Resolution 18-06-601, Proclaiming the Month of July 2018 as Parks Make Life Better Month (pg 161): On a motion by Director Brunberg, seconded by Director Montes, the resolution was approved 5-0-0 with Directors Meraz, Stickney, Montes, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.

MOTION #16

f) Approval of Resolution 18-06-602, Resolution Amending the District Salary Schedule (pg 162-164): Changes to the salary schedule are presented to the Board for approval. This change includes the 2% cost of living adjustment that was recommended at the May meeting and approved with adoption of the preliminary budget. On a motion by Director Montes, seconded by Director Swenson, the resolution was approved 5-0-0 with Directors Meraz, Stickney, Montes, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.

MOTION #17

g) Approval of Agreement with Pattison & Associates, Inc. to Provide Appraisal Services in the Amount Not to Exceed \$3,750 for the Electric Greenway Trail Project (pg 165-177): In January 2010, the portions of the properties needed for the trail project were appraised but no sales were finalized. The District must now get new appraisals for these properties since it is now eight years later. One property owner is prepared to sell and the District will continue to negotiate with the two other owners. This agreement only includes the appraisal of the three properties, which is an important first step for this project. Director Montes thought it was

important to know where the owners stand at the time so the District was not spending money on appraisals that were not going to be needed. Director Brunberg felt the appraisals needed to be done in order to give the owners the information in order to make a decision. Admin. Foell felt the Board should approve this agreement. Director Brunberg motioned to approve the agreement for services not to exceed \$5,000 as opposed to \$3,750. This was seconded by Director Meraz and the agreement was approved 4-0-1 with Directors Meraz, Stickney, Swenson, and Brunberg voting Aye. Director Montes Abstained. There were no Nays.

- h) Approval of Resolution 18-06-603, Resolution Authorizing Transfer of Funds from the Parkland Dedication Fee Fund (332I) to the General Fund (332A) (pg 178): On a motion by Director Brunberg, seconded by Director Montes, the resolution was approved 5-0-0 with Directors Meraz, Stickney, Montes, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays

MOTION #18

13. DIRECTOR AND STAFF COMMENTS

Ms. Von Aesch said everything was going well.

Supervisor Bain stated the pool was running smoothly and swimming lessons had started. The ice cream social will be in July.

Coordinator Woodford also said everything was going well.

Admin. Foell thanked the staff for all their hard work during the busy summer months.

The library staff reported that 60+ had been participating in the summer reading program.

Director Montes said Pow Wow Days was successful. Attendance was slightly lower, which she believed was due to the heat. She thanked the staff and said it was a great show. She said the fun run was a great event as well.

Director Meraz said he learned a lot at the conference in Tahoe. He also realized how great Orangevale was as a district.

Director Brunberg commended the District for their senior activities and thought the staff should continue to work to accommodate the large senior population in the District.

Director Stickney said the parks looked to be in good shape.

Director Swenson had been visiting the parks in the District recently, and thought they looked great.

14. ITEMS FOR NEXT AGENDA

No items were discussed.

15. ADJOURNMENT

MOTION #19

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:08 p.m. On a motion by Director Montes, seconded by Director Brunberg, the adjournment was approved 5-0-0 with Directors Meraz, Stickney, Montes, Swenson, and Brunberg voting Aye. There were no Abstentions or Nays.

Sharon Brunberg, Acting Chairperson