

**ORANGEVALE RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
THURSDAY, JANUARY 11, 2018  
6:30 p.m.**

**LOCATION:  
6826 Hazel Ave.  
Orangevale, CA 95662**

NOTE: The Board of Directors may take up any Agenda item at any time, regardless of the order listed. Action may be taken on any item on the Agenda.

1. **CALL TO ORDER**
2. **ROLL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **PUBLIC DISCUSSION**  
Any person may address the board upon any subject within the jurisdiction of the Orangevale Recreation & Park District with each speaker being limited to three minutes. However, the Chairperson can impose reasonable limitations to the maximum time per person and per agenda item to allow the Board to complete its business. Any matter that requires action will be referred to staff or committee for a report and action at a subsequent meeting.
6. **MINUTES**
7. **CORRESPONDENCE**
  - a. Confidential envelope – Attorney billing July-November 2017
8. **CONSENT CALENDAR: Reading/Opportunity to Pull Items for Discussion/Board Action**  
Consent items are considered routine and are intended to be acted upon in one motion, without discussion. During this portion of the meeting, the Consent Calendar will be read aloud. Prior to approval, the Chairperson will give the Board, staff, and public the opportunity to pull any item for discussion. The remaining Calendar will be acted upon. Any pulled items will then be heard and acted upon individually.
- 8.1 **CONSENT MATTERS GENERAL FUND (No Report)**
- 8.2 **OLLAD CONSENT MATTERS (No Report)**
- 8.3 **KENNETH GROVE CONSENT MATTERS (No Report)**

9. **STANDING COMMITTEE REPORTS**

- a. Administration & Finance
- b. Maintenance & Operation
- c. Recreation Committee
- d. Personnel & Policy
- e. Government
- f. Planning Committee
- g. Trails Committee

10. **ADMINISTRATOR'S REPORT**

- a. Monthly Activity Report – December 2017 (pg 1-3)
- b. Update on the Land Swap with San Juan Unified School District (verbal)
- c. Personnel/Policy Committee Meeting – January 19<sup>th</sup> at 8:30 a.m.

11. **UNFINISHED BUSINESS**

12. **NEW BUSINESS**

- a. Committee Assignments for 2018 (pg 4)
- b. Set Date for Disc Golf Ad Hoc Committee Meeting (verbal)
- c. Set Date for Board Member Training on Special District Governance, The Brown Act, and the Public Records Act (verbal)

13. **DIRECTOR'S AND STAFF'S COMMENTS**

14. **ITEMS FOR NEXT AGENDA**

15. **ADJOURNMENT**

**NOTICE:**

*As presiding officer, the Chair has the authority to preserve order at all Board of Directors meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.*

People with disabilities may request accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Requests for accommodations must be made with 72 hours prior notice. If you require accommodations, please contact the Orangevale Recreation & Park District main office at (916) 988-4373.

Directors can be reached at: [director@ovparks.com](mailto:director@ovparks.com)

Manie Meraz

Mike Stickney

Sharon Brunberg

Lisa Montes

Erica Swenson

# STAFF REPORT



DATE: 1-11-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: MONTHLY ACTIVITY REPORT – DECEMBER 2017

## ADMINISTRATION

- The Employee Recognition Luncheon was held on December 15<sup>th</sup>. Many thanks to all that contributed to the luncheon and to Susan Riswold for planning the excellent event.

## RECREATION

- Supervisor Bain, Coordinator McAdam, Specialist Tapia and Specialist Leveille attended the CPRS District 2 General Membership Meeting on "Cultivating a WHY Style".

| December Activities      | Enrollment | Attendance  | Gross Revenue      |
|--------------------------|------------|-------------|--------------------|
| <b>Classes</b>           |            |             |                    |
| Aikido Teen/Adult        | 2          |             | \$ 281.00          |
| Aikido Youth             | 4          |             | \$ 281.00          |
| Ballet - Baby            | 7          |             | \$ 210.00          |
| Ballet - Pre Ballet      | 8          |             | \$ 249.00          |
| Jazzercise               |            | 251         |                    |
| Karate - Preschool       | 2          |             | \$ 198.00          |
| Karate - SA Shotokan     | 5          |             | \$ 726.00          |
| Kids Ninja               | 1          |             | \$ 103.00          |
| Mini Ninja               | 2          |             | \$ 133.00          |
| Simply Crafty Women      |            | 4           |                    |
| TwirlSport Cheer         | 3          |             | \$ 93.00           |
| TwirlSport Tumbling      | 5          |             | \$ 165.00          |
| Ukulele                  | 25         |             | \$ 25.00           |
| <b>Classes Sub Total</b> | <b>64</b>  | <b>255</b>  | <b>\$ 2,464.00</b> |
| <b>Events</b>            |            |             |                    |
| Community Tree Lighting  |            | 750         | \$ 630.00          |
| <b>Events Sub Total</b>  |            | <b>750</b>  | <b>\$ 630.00</b>   |
| <b>SENIORS</b>           |            |             |                    |
| Bridge                   | 55         |             | \$ 55.00           |
| M.O.V.E. mid-day movie   |            | 4           |                    |
| Senior Lunches           |            | 78          |                    |
| <b>Seniors Sub Total</b> | <b>55</b>  | <b>82</b>   | <b>\$ 55.00</b>    |
| <b>Trips</b>             |            |             |                    |
| Victorian Christmas      | 17         |             | \$ 714.00          |
| <b>Trips Sub Total</b>   | <b>17</b>  |             | <b>\$ 714.00</b>   |
| <b>GRAND TOTAL</b>       | <b>136</b> | <b>1087</b> | <b>\$ 3,863.00</b> |

## December Gross Revenue Recap – No Report

### PROGRAM HIGHLIGHTS

- The Community Tree Lighting had 750 attendees
- The winter/spring activity guide is out
- Day trips have gained enrollment

### UPCOMING EVENTS

- 1/8 - TigerSharks swim team enrollment starts

### SECURITY

#### **Fulton-El Camino Park District Police Department Monthly Status Report for: Orangevale Recreation and Park District Reporting Period: 12/01/2017 to 12/31/2017**

#### **NOTICE TO APPEAR BY PARK**

##### **Park Name: Almond Park**

Infractions: 2

12/22/2017 10:55:00 PM

--> Violation 1: 9.36.067 - PARK HOURS

Severity: Infraction

12/22/2017 10:55:00 PM

--> Violation 1: 9.36.067 - PARK HOURS

Severity: Infraction

##### **Park Name: Sundance Nature Area**

Infractions: 4

12/1/2017 8:30:00 PM

--> Violation 1: 9.36.067 - PARK HOURS

Severity: Infraction

12/1/2017 8:30:00 PM

--> Violation 1: 9.36.067 - PARK HOURS

Severity: Infraction

12/1/2017 8:30:00 PM

--> Violation 1: 9.36.067 - PARK HOURS

Severity: Infraction

12/3/2017 1:58:00 AM

--> Violation 1: 9.36.067 - PARK HOURS

Severity: Infraction

##### **Park Name: Pecan Park**

Infractions: 1

12/8/2017 8:29:00 PM

--> Violation 1: 9.36.067 - PARK HOURS

Severity: Infraction

##### **Park Name: Sundance Nature Area**

Infractions: 2

12/8/2017 9:41:00 PM

--> Violation 1: 9.36.067 - PARK HOURS

Severity: Infraction

12/8/2017 7:47:00 PM

--> Violation 1: 9.36.067 - PARK HOURS

Severity: Infraction

#### **PARKING CITATIONS BY PARK**

##### **Park Name: OV Community Center**

12/15/2017 9:34:00 PM

--> Violation 1: CVC 4000 (a) NO CURRENT REGISTRATION

## **PARKS**

- General: Routine maintenance at all sites including mowing, trash detail, edging, blowing, etc.
- Weekly sanitation routine at dog park at Pecan Park.
- Daily sanitation routine for all restrooms located at Pecan Park, Disc Golf, Horse Arena, and Oak & Filbert.
- Monthly playground inspections conducted at all sites. (Orangevale Community Park, Norma Hamlin Park, Almond Park, Pecan Park, Orangevale Community Center Park)
- Empty all trash receptacles weekly, if not more frequently (due to receptacles noticed to be full, or prior to reservations).
- Coordinated parking for the Tree Lighting Event. Cut out, and mowed down trail for Tree Lighting Event from overflow parking to Regency Baptist Church lot. Set up lights to illuminate the path, then take down lights after event.
- Maintained walkways clear of leaves at Orangevale Community Park, Norma Hamlin Park, Almond Park, Pecan Park, Youth Center Park, Orangevale Community Center Park, Sundance Park, Thunderhead Circle, and Kenneth Grove.

## Orangevale Recreation and Park District Committee Assignments

(First Director listed is designated as the Committee Chair)

| <u>Committees</u>       | <u>2013</u>                     | <u>2014</u>                     | <u>2015</u>                     |
|-------------------------|---------------------------------|---------------------------------|---------------------------------|
| Admin./Finance (Budget) | Sharon Brunberg, Mike Stickney  | Sharon Brunberg, Mike Stickney  | Steve Caldwell, Sharon Brunberg |
| Maint./Operations       | Mike Stickney, Lisa Montes      | Mike Stickney, Lisa Montes      | Lisa Montes, Steve Caldwell     |
| Recreation              | Manie Meraz, Lisa Montes        | Manie Meraz, Lisa Montes        | Manie Meraz, Lisa Montes        |
| Personnel/Policy        | Steve Caldwell, Sharon Brunberg | Steve Caldwell, Sharon Brunberg | Steve Caldwell, Sharon Brunberg |
| Planning                | Mike Stickney, Manie Meraz      | Mike Stickney, Manie Meraz      | Mike Stickney, Manie Meraz      |
| Government              | Manie Meraz, Steve Caldwell     | Manie Meraz, Steve Caldwell     | Manie Meraz, Mike Stickney      |
| Trails                  | Sharon Brunberg, Steve Caldwell | Sharon Brunberg, Steve Caldwell | Sharon Brunberg, Mike Stickney  |
| <u>Committees</u>       | <u>2016</u>                     | <u>2017</u>                     | <u>2018</u>                     |
| Admin./Finance (Budget) | Sharon Brunberg, Mike Stickney  | Sharon Brunberg, Mike Stickney  | Sharon Brunberg, Mike Stickney  |
| Maint./Operations       | Manie Meraz, Tim Anderson       | Erica Swenson, Mike Stickney    | Mike Stickney, Erica Swenson    |
| Recreation              | Lisa Montes, Tim Anderson       | Manie Meraz, Erica Swenson      | Erica Swenson, Manie Meraz      |
| Personnel/Policy        | Sharon Brunberg, Lisa Montes    | Lisa Montes, Sharon Brunberg    | Lisa Montes, Sharon Brunberg    |
| Planning                | Mike Stickney, Manie Meraz      | Mike Stickney, Lisa Montes      | Mike Stickney, Lisa Montes      |
| Government              | Manie Meraz, Mike Stickney      | Lisa Montes, Manie Meraz        | Lisa Montes, Manie Meraz        |
| Trails                  | Mike Stickney, Sharon Brunberg  | Sharon Brunberg, Manie Meraz    | Manie Meraz, Sharon Brunberg    |