

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors May 9, 2019

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, May 9, 2019 at the District Office. Director Stickney called the meeting to order at 6:33 p.m.

Directors present: Meraz, Stickney, Brunberg
Directors absent: Swenson, Montes
Staff present: Greg Foell, District Administrator
Jennifer Von Aesch, Finance/HR Superintendent
Horatio Oropeza, Park Superintendent
Jason Bain, Recreation Supervisor
Melyssa Woodford, Admin. 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 Stickney, the agenda was approved by a vote of 3-0-0 with Directors Brunberg, Meraz and Stickney voting Aye. There were no Abstentions or Nays.
MOTION #1 Directors Swenson and Montes were absent.

5. **PUBLIC DISCUSSION** Frances Merrell addressed the Board and discussed park safety at Orangevale Community Park in the open space area off Filbert Avenue by Green Oaks school. She stated that the area had become overgrown and that she was concerned about children's safety as well as a potential fire hazard as the grasses dry up. Administrator Foell stated that the park staff will be cutting fire breaks through June and that he would contact her in early July to reassess the area and discuss what further action may be needed.

6. **MINUTES**
MOTION #2 a) Approval of Minutes of March 14, 2019 Special Meeting (pg 1-2): On a motion by Director Brunberg, seconded by Director Stickney, the minutes were approved by a vote of 3-0-0 with Directors Meraz, Stickney and Brunberg voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

MOTION #3 b) Approval of Minutes of March 14, 2019 Meeting (pg 3-7): On a motion by Director Brunberg, seconded by Director Meraz, the minutes were approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

7. CORRESPONDENCE

MOTION #4

- a) Confidential Envelope – Attorney Billing February and March 2019: On a motion by Director Brunberg, seconded by Director Stickney, the attorney billing was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.
- b) Letter from County of Sacramento – Treasury Oversight Committee Special District Representative Election – 2019 Ballot (pg 8-9): On a motion by Director Meraz, seconded by Director Brunberg, the motion to vote for Amanda Thomas to serve on the County Treasury Oversight Committee was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.
- c) Letter of thanks from the AARP Tax-Aide program commending Melyssa Woodford, Christina Leveille, Kathy Harding, Megan Brennan, Emily Romine and Sue Myren for their support of the program (pg 10): Board members commended staff for their work with the AARP Tax-Aide program in scheduling appointments for over 600 participants in 10 weeks.
- d) Letter of thanks from the Sacramento County Voter Registration & Elections Department (pg 11): Admin. Foell expressed that the letter was thanking the District for being a voting site.

MOTION #5

- e) Letter from the California Association of Recreation and Park Districts (CARPD) Soliciting Candidates for the CARPD Board of Directors (pg 12-15): On a motion by Brunberg, seconded by Director Stickney the motion to Approve Resolution 19-05-620, Resolution Nominating Manie Meraz to Run for Election for the California Association of Recreation and Park Districts (CARPD) Board of Directors was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

8. CONSENT CALENDAR

MOTION #6

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

8.1. CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for April 2019 (pg 16-17)
- b) Budget Status Report for April 2019 (pg 18-20)
- c) Revenue Report for April 2019 (pg 21)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for April 2019 (pg 22-23)
- b) Budget Status Report for April 2019 (pg 24-25)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for April 2019 (pg 26)
- b) Budget Status Report for April 2019 (pg 27)

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

MOTION #7

- a) Ratification of Claims for April 2019 (pg 28): On a motion by Director Brunberg, seconded by Director Stickney, the non-consent calendar was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

**10. 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: No report.

**11. ADMINISTRATOR'S
REPORT**

- a) Monthly Activity Report – April 2019 (pg 29-34): Admin. Foell summarized several items from the Activity Report and highlighted the Big Day of Service Projects that would take place on Saturday, May 11th. Recreation Supervisor Bain elaborated on the success of the Open House with summer registrations received doubling the amount of the previous year.
- b) Report on Electric Greenway Trail – Second Community Meeting, Tuesday, May 21st (pg 35-36) Admin. Foell reminded the Board about this meeting.

- c) Sacramento Local Area Formation Commission (LAFCo) Budget (verbal): Admin. Foell stated that the LAFCo Budget is very similar to the past year and that the agency allocation would be available in early June.
- d) Big Day of Service Update (verbal): Admin. Foell gave the update on the three projects happening at Pecan Park and the game project at Orangevale Community Park along with small tree plantings at both parks. Admin. Foell stated that Park Supt. Oropeza has done an outstanding job coordinating the projects and ensuring the District has completed preparations for the event.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

- a) Presentation of the Orangevale Recreation & Park District Preliminary Budget for Fiscal 2019-20 (supplement): Admin. Foell highlighted several items in the Preliminary Budget Message. He stated that the first tax installment was lower than projected and that if the second installment (due to be posted May 17th) didn't reach projections that adjustments would need to be made to decrease the capital improvement items. Increases to the 2019/20 Fiscal Budget include increases to salaries due to annual step increases, the minimum wage increases, increases to health insurance premiums, and increases in retirement cost from SCERS. He stated that staff is looking into possible alternatives related to paying off the unfunded liability portion of the SCERS rates and will report back no later than the August final budget meeting. No increases in full-time positions are being recommended.

MOTION #8

- b) Approval of Resolution 19-05-618 Resolution of Intention to Levy Assessments for Fiscal Year 2019-20, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg 37-84): On a motion by Director Brunberg, seconded by Director Meraz, Resolution 19-05-618 was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

MOTION #9

- c) Approval of Resolution 19-05-619 Resolution of Intention to Levy Assessments for Fiscal Year 2019-20, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Kenneth Grove Landscaping and Lighting Assessment District (pg 85-104): On a motion by Director Brunberg, seconded by Director Meraz, Resolution 19-05-619 was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

MOTION #10

d) Approval of Special Event Application from the Iglesia Evangelica Pentecostal Church to Rent the Pavilion and Rock Amphitheater at Orangevale Community Park on July 27, 2019 (pg 105-109): On a motion by Director Brunberg, seconded by Director Stickney the event application was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

MOTION #11

e) Approval of Quote from Sacramento for Tractors, Inc. to Purchase a Kubota MX Series Tractor in the amount of \$51,484.27 (pg 110-111): On a motion by Director Brunberg, seconded by Director Meraz, the quote was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

MOTION #12

f) Discussion and Update of Master Plan Strategies and Tactics (presentation): Admin. Foell and Rec. Supervisor Bain presented the strategies and tactics that had been accomplished since the last report. Copies of the updated Strategies and Tactics were provided to the Board members.

g) Rejection of Claim for Damages from The Hartford – Central Recovery Office (pg 112-114): On a motion by Director Brunberg, seconded by Director Meraz, Rejection of Claim for Damages from The Hartford was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

14. DIRECTOR AND STAFF COMMENTS

Supervisor Woodford reminded the Board about the Craft Fair this weekend.

Supervisor Bain spoke about the upcoming “Campout” in June and the planning efforts of Sheila King, La Rissa Clark, and Emily Romine. He discussed the District Open House event and stated that the District took in more than \$27,000 in registrations that day. TigerSharks is in full swing and he mentioned that they are currently having their pasta feed in the auditorium.

Park Superintendent Oropeza discussed the preparations for the Big Day of Service.

Ms. Von Aesch stated that preparations for summer employment were going well.

Admin. Foell stated that Chelsea McAdam has put in her resignation. She will be working through the Craft Fair on May 11th. The District has appreciated her excellent work and wish her the best in her future

endeavors.

Admin. Foell expressed his appreciation to Park Supt. Oropeza and the entire maintenance staff for their efforts in preparation for the Big Day of Service and the significant work this time of the year out in the parks. He mentioned that Supervisor Woodford was doing an outstanding job insuring all of the program details are attended to and for her supervision of the front office staff. He also recognized Supervisor Bain for taking on additional responsibilities and for he and Finance/HR Supt. Von Aesch for their work on grant applications through Prop. 68. He then recognized Supt. Von Aesch for her valuable work and support in the office and for her collaboration on a number of projects outside her normal responsibilities.

15. ITEMS FOR NEXT AGENDA

None to discuss.

16. CLOSED SESSION

a. Closed Session pursuant to Government Code Section 54956.8
Conference with Real Property Negotiators
Property: 6930 Hazel Avenue, Orangevale, CA 95662
Agency Negotiator: Greg Foell
Negotiating Parties: Regency Baptist Church
Under Negotiation: Price and Terms

b. Closed Session pursuant to Government Code Section 54957
Public Employee Performance Evaluation: District Administrator

17. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION

Director Stickney resumed open session.

a. Director Stickney stated that no action was taken on this matter. Direction was given to the Administrator.

b. Director Stickney stated that the Administrator received a positive evaluation. Director Brunberg motioned to move the District Administrator to Step 8 on the District Salary Schedule effective at the next pay period. Director Stickney seconded the motion and the motion was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

MOTION #14

18. ADJOURNMENT

MOTION #15

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 9:30 p.m. On a motion by Director Brunberg, seconded by Director Stickney, the adjournment was approved by a vote of 3-0-0 with Directors Brunberg, Meraz, and Stickney voting Aye. There were no Abstentions or Nays. Directors Swenson and Montes were absent.

Mike Stickney, Chairperson