

Arcade Creek Recreation & Park District
4855 Hamilton Street
Sacramento, California 95841

MINUTES
Of
The Arcade Creek Recreation & Park District
Meeting of the Board of Directors
Held on
Thursday, August 18, 2011 at 5:30 p.m.

The Board consisting of Linda Kimura, Vickie Roy, Iris Bachman, Jerry Fox and Zana Redden and District Staff convened at 5:30 pm for a public meeting held at the Carmichael Elks Lodge on Cypress Avenue, conducted by Sacramento Area Sewer District with regards to the closure of the pedestrian creek crossing to American River College. At approximately 6:40 pm the Board and Staff excused their selves to return to the District office to commence with the scheduled Board of Directors meeting.

Chairperson Kimura called the meeting to order at 7:05 pm

Board Members Present: Linda Kimura, Iris Bachman, Vicky Roy, Jerry Fox, Zana Redden

Staff Members Present: Stephen Fraher, Julie Leber, Kim Cook, Peter Thomas

Absent: None

Visitors: None

3. ANNOUNCEMENTS:

Spotlight Award Nominee by the Governor's Council on Physical Fitness and Sports given to the Oakdale ASES Program.

4. PUBLIC COMMENT:

Marty Rogers presented a list of names supporting him as the spokesman for a group of neighbors in the area of Jane Steele Park. Mr. Rogers also gave the Districts Administrator, Mr. Fraher a letter addressing concerns and provided pictures to support the concerns about conditions and safety at some of the parks.

5. ADMINISTRATOR'S REPORT: The administrator's report consisted of updates regarding:

Vandalism that occurred at JSP on June 23, 2011
4th of July Carmichael Parade
SASD Lift Station
Personnel Policy
Other Policies
FY 2011 – 2012 Final Budget
Creeks Pedestrian Crossing Closure
CWEX
Maintenance Yard and Office Improvements
District Program Guide
Finance/Budget Oversight Committee
Personal Items
ASES Program
Water Audit

5. ADMINISTRATOR'S REPORT cont:

With regards to the Personnel Policy, the Board would like to review the sections and revisions as staff progresses and completes them.

After reviewing the Administrators report with respect to the FY 2011-2012 Final Budget, it was requested that **Item 9 Unfinished Business, Section a-Adopt Final Budget** be moved out of order to proceed with review and adopting of the Final 2011-2012 budget. Request granted.

Motion No. 1: It was moved by Director Fox and seconded by Director Bachman to approve moving Item 9 Unfinished Business, Section a - Adopt Final Budget to Section 5 Administrator's Report to review.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent

Motion No. 2: It was moved by Director Fox and seconded by Director Bachman to adopt **Resolution 2011-08**, Adopting Final Budget for Fiscal Year 2011-2012 and **Resolution 2011-09**, Appropriations Limit Schedule.

In adopting the final budget it is agreed that the District Administrator will receive a "flat rate" of \$60 per month for mileage (GL account 20283102).

Motion Carried: 4 Ayes – Director 's Kimura, Fox, Bachman, Redden, 1 No – Director Roy, 0 Absent

6. PRESENTATIONS: Presentation of the Final Budget Document for Fiscal Year 2011-2012 (includes new proposed expenses for maintenance staff uniforms, repairs, and District Guide)

7. CORRESPONDENCE:

- a. Letter from Lisa Vigil announcing that she is our new Project Officer with the State Parks OGALS.
- b. Letter from Patti Keating with State Parks announcing a three year extension on the Soccer Grant for Oakdale Park.
- c. Letter from Jane Gunter to the Board regarding the closure of the creek crossing on the Jo Smith Trail.
- d. Response from Julie Valverde, Director of Finance for Sacramento County to my letter requesting verification that the District did owe \$31,000.00 for previous years expenses to the County.
- e. Election result for the Treasury Oversight Committee (June Agenda item)
- f. Premium Projections received from CAPRI on 6-21-2011.
- g. Email correspondence regarding the topic of the closure of the pedestrian traffic crossing on Arcade Creek.

8. CONSENT ITEMS:

- a. June 23, 2011 Board Meeting Minutes
- b. June and July 2011 Claims Reports
- c. Budget Statement June 2011, FY 10-11 Period 13, July 2011
- d. June and July 2011 Payroll Report
- e. June and July 2011 Revenue Reports and Monthly County Pooled Investment Fund Report
- f. June and July 2011 Recreation Report
- g. June and July 2011 Twin Rivers Unified School District Police Activity Report

8. CONSENT ITEMS: cont.

Motion No. 2b. It was moved by Director Bachman and seconded by Director Fox to approve Consent Matters a – g.

Motioned Carried: 5 Ayes, 0 Noes, 0 Absent

9. UNFINISHED BUSINESS:

a. *Moved to number 5 – Administrator's Report*

b. *Staff recommendation for Program Guide and District Brochure.*

Motion No. 3: It was moved by Director Bachman and seconded by Director Redden to authorize staff to produce three activity guides per year. And with the Fall 2011, offer the recipients four options of how they would prefer to receive the guides in the future.

Options consist of: **1)** download from website, **2)** return the address card and provide the District with a valid email address to have an electronic copy sent to them, **3)** complete and return the address card with their mailing address and we will mail the guide to them and **4)** come by the office and pick one up.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent

c. *Request to participate in the formation of a new Special Assessment District with Carmichael and Mission Oaks Park Districts.*

Motion No. 4: It was moved by Director Fox and seconded by Director Bachman to neither participate nor oppose the formation of the Special Assessment District that is being initiated by the Carmichael RPD.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent

10. NEW BUSINESS:

a. *Elect Representatives to the CAPRI Board of Directors*

Motion No. 5: It was moved by Director Fox and seconded by Director Bachman to cast the vote for the representative from Fulton-El Camino Recreation and Park District for the Membership At-Large and Arden Park Recreation and Park District for the Lower One-Third.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent

b. *Proposal for renaming Oakdale Park (Director Roy)*

Director Roy made a request to have staff contact the TRUSD Superintendent and see if the school district would be willing to survey the residents near the Oakdale Park with regards to re-naming the park to Jane Steele Park

Motion No. 6: It was moved by Director Roy and seconded by Director Bachman to have Oakdale Park renamed to Jane Steel Park.

Motion was rescinded by Director Roy

10. NEW BUSINESS: cont.

c. *Extension for Oakdale Soccer Project*

Notification of a three year extension on the Oakdale Park Soccer Project was received and the new completion deadline is June 30, 2015.

d. *Proposal to form a Finance/Budget Oversight committee (Chairman Kimura)*

This item was tabled until the September 2011 Board of Directors meeting.

11. Closed Session:

None

12. GENERAL DISCUSSION: (topics in this item are meant for discussion only and to provide direction to staff before bringing the item to the Board for action)

Discussion to initiate the process to create a Landscaping and Lighting Assessment for ACRPD.

This item was tabled until the September 2011 Board of Directors meeting

FUTURE AGENDA ITEMS & CLOSING COMMENTS:

None

ADJOURNMENT: The Chairperson adjourned the meeting at 8:40 pm

**The next regular meeting will be:
Thursday, September 22, 2011 at 5:30**