

# ARDEN MANOR RECREATION AND PARK DISTRICT

A Special District Formed In 1953

Christine Arden – Chair Person  
Lauri DeFazio – Vice Chair  
Lisa Gibson - Secretary  
Warren Harding – Director  
Darcy Skala – Director



Maria Boland – District Manager

## REGULAR MEETING MINUTES

1415 Rushden Drive, Sacramento, CA 95864

Thursday, August 15, 2019, 6:30pm

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### VISION STATEMENT

Arden Manor Recreation and Park District, in partnership with the community, contributes to a high quality of life for residents of all ages in a safe, clean, healthy environment. Residents participate in programs that promote and enrich individual, family, and cultural harmony and prosperity.

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### 1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call: Present – Arden, DeFazio, Harding, Skala                      Absent – Gibson  
Also present: District Manager Maria Boland, Maintenance Supervisor Michael Cottonwood.  
Resident: Trena Harding

### 2. AGENDA APPROVAL, ADDITIONS AND / OR DELETIONS

Agenda was approved

### 3. PRESENTATIONS - NONE

### 4. District Manager Report

- A. Maintenance, Recreation, Admin. update – see report

#### Admin Update:

1. The District Manager Maria Boland, Board member Darcy Skala, and resident Michael Skala are continuing to work with River City Youth Soccer League to come to a mutual agreement for the use of Jonas Larkspur's soccer field. We have finally come to an agreement for the next 3 years.

#### Recreation Update:

1. Summer camp hosted their family night on Friday, August 2nd. The event started with our annual boat races, parent vs camper dodgeball and a talent show. On August 7th we had 2 Probation Officers and a California State Park Ranger visit camp and BBQ with the campers. Camps last day was August 9th.

2. The Pirate season ended on August 3rd with 7 swimmers attending Meet of Champions in Roseville. We had a very successful season and would like to thank our volunteer Head Coach Jeremy Cullifer for his time and effort. Also, the parent board was able to raise funds to help purchase needed equipment. Next season we are hoping to grow the team from 65 to 80 swimmers. The 2020 season will start at the end of April.

3. The District hosted their 5th annual National Night Out on August 6th from 5:30-8:30. We had approximately 50 people attend, and several officers stop by including Sheriff Scott Jones. We provided a BBQ and free swim event for the community.

4. August 15th is the first day of school for Thomas Edison Language Institute and the Afterschool Program started the same day.

**Discussion:** The Board discussed a resident who is often yelling at lifeguards during public swimming and distracting lifeguards from performing their duties protecting swimmers. The Board directed the District Manager to consider acquiring and serving a no trespassing injunction on that resident, keeping her out of Deterding Park.

Maintenance Update:

Parks & Facilities Maintenance Supervisor Mike Cottonwood Reports:

#### **Maintenance Update:**

1. Routine maintenance at all parks including mowing, edging, blowing, leaf removal, etc. Note: Jonas and Crabtree mowing, blowing, and edging were completed by Jensen Landscape.

2. Daily trash and debris removal from all three parks.

3. Routine facility maintenance and cleaning including – cleaning restrooms, disposing of trash, sweeping, mopping.

4. Routine monthly safety inspections of all playgrounds and park facilities.

5. Daily pool chemistry and facility maintenance including- brushing the pool walls, vacuuming, removing debris from the pool deck, mowing pool deck grass, cleaning restrooms.

6. Daily filter cleaning and care for the Dolphin automated pool vacuum.

7. On June 19th, the County of Sacramento, Health Inspector, conducted their annual inspection of the pool and facilities. There were no major concerns, only 3 minor corrections needed that have since been taken care of.

8. Cut down tall grass and raised tree skirts in the Nature Area at Jonas Larkspur Park where there was evidence of people sleeping at night.

9. There was a cracked “T” in the 4” mainline near the backflow at Jonas Larkspur Park which caused the water to be off for 3 ½ weeks. Maintenance staff was able to dig it up and find exactly where the break was. Staff had also noticed that there had been at least 3 previous breaks in the same spot which

resulted in the use of slip-fixes (2) and a compression coupler meaning that the previous repairs were not done properly and that the repair was going to be far too difficult to be repaired in-house. AD Sprinkler Repair was able to cut out the slip-fixes and compression coupler and properly plumb the mainline into the #1 & #8 irrigation valves with Schedule 80 fittings and backfilling. The irrigation is back on and pond refilled.

10. 1 toilet in the Women's outdoor restroom on the pool deck was constantly running. Replaced with new Sloan flush valve and spud.

11. On July 10th, during public swim time, we had 2 more toilets (1 in Men's, 1 in Women's) continuously flushing. In order to avoid shutting the pool down, Boyd Plumbing was called out. Their technician replaced the diaphragm on both toilets and the vacuum breaker on 1.

12. On the morning of Saturday, July 6th, while setting up for the Arden Manor/Cordova swim meet, the emergency exit gate would not open. Maintenance staff and a few parent volunteers were able to get it open and found that one of the mechanisms used to pull the slide broke off and that a locksmith was needed to repair the gate properly. J & J Locksmith was called out and able to make the necessary repair to be able to keep the pool open for public swim later that afternoon.

13. Removed graffiti from tables at Deterding Park.

14. Over the 4th of July weekend, somebody placed hot fireworks in 1 of the rubber coated trash cans at Crabtree Park and it caught fire and melted. There were also an estimated 20 broken glass bottles from the gazebo, to the tennis courts and including the 2-5-year-old playground. It took maintenance staff approximately 6 hours to get the glass removed.

15. Due to the high volume of swimmers in the pool, the chlorine hoppers needed to be broken down and have the calcification removed in order to operate at their full potential.

16. Sprinkler repair & adjustments:

Deterding Park – Replaced 5 Rainbird 5004, 4" rotors, replaced 7 Rainbird 1804-SAM pop-up sprinklers, replaced nozzles and filters on 2 – 1804-SAM pop-ups.

Crabtree Park – Replaced 1 Rainbird 6504, 8" rotor that was missing.

Jonas Larkspur Park – Replaced 4 Rainbird 6504, 8" rotors that were broken or not rotating, adjusted 2 – 6504, 8" rotors that were spraying the street.

5. **Guest** – None

6. **PUBLIC COMMENTS:** Under Government Code Section 54954.3 members of the public may address the Board on non-agenda items. Speakers may address Board on any agenda item during consideration of the item. Speakers are limited to three (3) minutes for their comments.

**NONE**

7. **Committee Reports**

A. **Crabtree Park Committee** – See agenda item 10 below

- B. **Deterding Park Committee – See agenda item 10 below**
- C. **Jonas Larkspur Park Committee – See agenda item 10 below**
- D. **Sacramento Park Foundation** - Board Member Darcy Skala stated that the Sacramento Park Foundation submitted all paperwork for their application for the new Bell Street Empowerment Park and will receive a response in December.

**8. CONSENT CALENDAR**

- A. Approval of Minutes
  - 1. June 20, 2019
  - 2. July 20, 2019 – Meeting was cancelled

**NOTE:** Board Chair Christine Arden stated that the Board packet will no longer be available on our website: This is due to a phone call we received reminding us that scanned documents are not 508 compliant and the district can be sued for this. We will still have the agenda online, but the packets will now be available in hard copy in the office--this is the process that both Arden Park and FEC follow.

- B. Financial Reports
  - 1. Reports on Revenues and Expenditures (June and July).
  - 2. Claims Submitted for Payment (June and July).
  - 3. Employee Benefit Report (June and July).
- C. **ACTION: Consent Calendar, including Minutes and Financial Reports were approved by the Board unanimously as presented.**

**9. CORRESPONDANCE**

- A. FEC Park Police (June and July)

Park logbook pages were attached to the Board Packet. No significant problems occurred during June and July. The Board agreed that was good news.

**10. OLD BUSINESS**

- A. Subject: Review and discuss Prop 68 Per Capita Grant.

Board Member Warren Harding reports that he has been monitoring the process and progress of Arden Manor's Proposition 68 Per Capita Grant and has been in direct communication with Lisa Vigil from the Office of Grants and Local Services (OGALS) from the California Department of Parks and Recreation. Vigil states that Arden Manor met the June 3, 2019 Questionnaire deadline and is on the list of qualified grantees. Allocations to Park Districts will occur "late this summer". There will be an Administrative Workshop in the "middle of the fall". A finalized "Procedure Guide for the grant will be coming out sometime soon, most likely with the Workshop.

Harding requested that the Arden Manor Board review our current Priority List at the special budget meeting on August 27 and at home. In addition to any discussion at the meeting, he requested Board members to submit recommendations and thoughts to the Arden Manor District Manager via email, to keep within the limitations of the Brown Act. Harding will be presenting our current priority list to each of the Arden Manor Park Committees in meetings that will soon be held at the parks and at the park office. In addition to presenting the priority list to residents, residents will be asked for input for what

they would like to see happen at each of their parks. This information will be gathered for board consideration and as input to the grant process on how we should allocate the Prop 68 funds.

Funds from this grant will be available for local park rehabilitation, creation and improvement. We are encouraged to utilize these funds to rehabilitate existing infrastructure and address "deficiencies in neighborhoods lacking access to the outdoors".

The minimum allocation to our parks is \$200,000. To receive this grant, we will have to provide a matching fund of \$40,000.

There are some restrictions on what we use the funds for. We have to develop project plans for how we are going to use this funding. Each project can have only one location, but we can develop multiple projects.

### **Schedule:**

Resolution and contract applications must be submitted no later than November 1, 2019.

Application packets must be submitted no later than January 31, 2020.

Contract with OGALS must be submitted no later than March 31, 2020.

### **Scope:**

We can install new or renovate existing or replace existing Pool, aquatic center, splash pad, trails, walking paths, landscaping, irrigation, group picnic, outdoor classrooms, gathering spaces, play equipment, outdoor fitness equipment, sports fields, sports courts, court lighting, community center, gym, indoor facilities, restroom, concession stand, etc.

For Community Access, we can use funding for transportation, physical activity programming, resource interpretation, multilingual translation, natural science, workforce development, career pathways, education and "communication related to water, parks, climate, coastal protection, and other outdoor pursuits."

Harding stressed that we need to get moving on planning and fulfilling requirements right away.

Community input meetings for the various committees can start right away.

### **More grants from Proposition 68:**

There is more to Prop 68 in additional grants that are in a competitive mode with many more complicated requirements. These grants are over much longer periods of time. Harding says we have to focus on the current Per Capita Program for our \$200,000, but once we have that under our belt, we need to look into other Sacramento park districts that are doing these competitive grant applications to see if we can join them or duplicate their work for needs we have at our parks. Joint projects between park districts are allowed and some of them may be doing work we can copy. It can also help them with their competitive qualifications by serving two park districts instead of one. These grants have several future deadlines allowing us to join later.

**11. REGULAR CALENDAR**

- A. Subject: Review and discuss the Final Budget for 2019-2020 Fiscal Year.  
The Board reviewed and discussed the budget and decided that a more detailed review of the budget was needed
- B. Subject: Resolution #NO. AM 19/20-1 adopting the Final Budget for the 2019-2020 Fiscal Year.  
The Board called for a special meeting at 6:30 pm on August 27 to review and discuss the proposed Final Budget in greater detail with the objective of adopting it.
- C. Subject: Review, Discuss and adopt security plan for employees and patrons.

**12. COMMENTS BY BOARD OF DIRECTORS**

There were no additional comments by the members of the Board.

**13. AGENDA ITEMS FOR NEXT MEETING**

The Special Meeting for August 27, 2019 will include the follow items.

- A. Subject: Review and discuss District priority list.
- B. Subject: Review and discuss the Final Budget for the 2019-2020 Fiscal Year.
- C. Subject: Resolution #NO. AM 19/20-1 adopting the Final Budget for the 2019-2020 Fiscal Year.

**14. CLOSED SESSION**

The Board may hold a closed session on any subject matter authorized under the State Law Gov't Code § 54957(b) including but not limited to pending litigation, property acquisition negotiations, and personnel matters.

A closed session was held. It was related to a personnel matter.

**15. ADJOURNMENT - The meeting adjourned at 9:05 PM.**

**16. SIGN ALL APPROVED DOCUMENTS – All approved documents were signed.**