

ARDEN MANOR RECREATION AND PARK DISTRICT

A Special District Formed In 1953

Anna Sutton –Board Chair
John Montes - Vice Chair
Lisa Gibson - Secretary
Warren Harding – Director
Marcia Tedder – Director



Boyce Jeffries – District Manager
Maria Boland – Recreation Sup.

REGULAR MEETING MINUTES

1415 Rushden Drive, Sacramento, CA 95864

Thursday, February 16, 2017, 6:30pm

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.

1. CALL MEETING TO ORDER

- A. Roll Call: Gibson, Harding, Montes, Sutton, Tedder – All present
- B. Pledge of Allegiance

2. PUBLIC COMENTS: 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.

- No public comments

3. AGENDA APPROVAL , ADDITIONS AND / OR DELETIONS - Harding motion, Gibson second, All approve

4. PRESENTATIONS – None

5. CONSENT CALENDAR – Harding motion, Montes second, All approve consent calendar

- A. Acceptance of Minutes
 - 1. January 19, 2017
- B. Financial Reports
 - 1. Reports on Revenues and Expenditures (January).
 - 2. Claims Submitted for Payment (January).

3. Employee Benefit Report (January).

C. **RECOMMENDED ACTION: Approve the Consent Calendar as presented.**

6. **CORRESPONDANCE**

A. Capri – Received \$1646 as an overestimate on workmans comp

7. **OLD BUSINESS**

A. Subject: Crabtree Park Sign Location

Recommendation: that the Board discusses and takes action on the location of Park Sign site.

Crabtree Park sign to be placed in south-west corner, near intersection of Windsor and Ardenridge. Harding motion, Montes

8. **REGULAR CALENDAR**

A. Subject: Staff Goals for 2017

Recommendation: That the Board discusses and takes action deemed appropriate.

No action taken

B. Subject: Job Descriptions and Salaries/Hourly

Recommendation: That the Board approves of the Districts revised Job Descriptions and amends hourly wages adjustment for District's Employees.

Salaries: Swim coach salaries waiting results of survey. Harding motion, Montes second, all approve salaries

Job Description: Harding motion, Montes second, all approve job descriptions with the following changes: (1) DOJ background check required for all job descriptions; minimum experience be consistent for all job descriptions.

C. Subject: Districts Manual Update

Recommendation: That the Board discuss and take action deemed appropriate.

No action taken

D. Subject: Form 700

Informational

Board must submit form by April 1

9. **District Manager Report**

A. Board submit Form 700 to County Clerk.

No action taken

10. COMMENTS BY BOARD OF DIRECTORS

- A. Board Member Gibson - None
- B. Board Member Harding -None
- C. Board Member Sutton - None
- D. Board Member Montes - None
- E. Board Member Tedder - None

11. AGENDA ITEMS FOR NEXT MEETING – to be scheduled

- A. Jeffries will be out of town in March. March meeting will not be held.

12. 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.

Closed session not held

13. ADJURMENT