

BOARD OF DIRECTORS
Arden Manor Recreation and Park District
1415 Rushden Drive, Sacramento, CA 95864
Phone (916) 487-7851 Fax (916) 487-2028
Board@Amrpd.org

Minutes: Regular Meeting
Date: December 21, 2023
Time: 6:30 PM
Location: 1415 Rushden Drive,
Sacramento, CA 95864

1. CALL TO ORDER: 6:30PM

a) Pledge of Allegiance

2.

a) Roll Call and Introduction of Guests: read by Jeremy Cullifer

Michael Grace, Chair Jeremy Cullifer, Vice Chair
Warren Harding, Director Jake Baumgartner, Secretary
Debra Cullifer, Director
Kelly Lewellen, District Manager Mike Cottonwood, Maintenance Supervisor

3. VISION STATEMENT

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: no comments

5. BUSINESS ITEMS

a) Consent Agenda

- i) Minutes of the November 16, 2023, Regular Board Meeting**
- ii) Payroll, Supplies, and Revenue Year to Date**
- iii) Program Revenue and Refund Report for November 2023**
- iv) Payroll Report for November 2023**
- v) Claims for November 2023**
- vi) Revolving Fund Report for November 2023**
- vii) Fulton El Camino Police Department Report for November 2023**

Warren Harding moved and Jeremy Cullifer seconded a motion to approve the consent agenda.

Ayes: Jeremy Cullifer, Warren Harding, Mike Grace, Jake Baumgartner, Debra Cullifer

No: 0

Abstain: 0

Absent: 0

b) Nomination and Selection of Officers for Board Positions: The board will nominate and vote on the positions for the 2024 calendar year.

- i) Chair: Mike Grace nominates Jeremy Cullifer and Warren Harding seconds**
- ii) Vice Chair: Mike Grace nominates Jake Baumgartner and Warren Harding seconds**
- iii) Secretary: Jake Baumgartner nominates Debra Cullifer and Mike Grace seconds**

Mike Grace moves to vote as slate and Warren Harding Seconds

Ayes: Jeremy Cullifer, Warren Harding, Mike Grace, Jake Baumgartner, Debra Cullifer

No: 0

Abstain: 0

Absent: 0

- c) **Report and Motion to Adopt a Plan for Maintenance of the Nature Area:** The board will receive a report and recommendation for a interim maintenance plan for the Jonas Larkspur Nature Area until a Landscape Plan is adopted and timeline set to move forward. The board be asked to entertain a motion to adopt the plan.

Mike Grace suggests that permanent signs in the park inviting the community to sign up for information or to contact the District with comments or concerns would be a good idea.

Jake Baumgartner motions to accept the recommended maintenance plans and Debra Cullifer seconds the motion.

Ayes: Jeremy Cullifer, Warren Harding, Mike Grace, Jake Baumgartner, Debra Cullifer

No: 0

Abstain: 0

Absent: 0

- d) **Report and Motion to Adopt Fee Increases for Rentals for the 2024 Calendar Year:** The board will receive a report and recommendation to increase fees for pool and sports field rentals and vote on a motion to increase.

Jeremy Cullifer moved and Debra Cullifer seconded a motion to approve the increases.

Ayes: Jeremy Cullifer, Warren Harding, Mike Grace, Jake Baumgartner, Debra Cullifer

No: 0

Abstain: 0

Absent: 0

- e) **Report and recommendation to adopt a new pay scale for part-time employees due to the increase in minimum wage to \$16.00/hour:** With the increase in minimum wage to begin January 1, 2024, the board will receive a report and recommendation to adopt a new part-time pay scale and vote on a motion.

A request is made to bring the full time pay scale to the next meeting. The pay scale will need to be reworked as the first step of the District Manage pay scale is no longer exempt compliant.

DebraCullifer moved and Jeremy Cullifer seconded a motion to approve the increases.

Ayes: Jeremy Cullifer, Warren Harding, Mike Grace, Jake Baumgartner, Debra Cullifer

No: 0

Abstain: 0

Absent: 0

6. REPORTS

- a) District Manager
- b) Maintenance Report

7. BOARD COMMENTS

Mike Grace shares that Empowerment Park is still waiting on Permits.

8. ADJOURNMENT 7:22PM

Next Regular Board Meeting Thursday, January 18, 2023

AMERICANS WITH DISABILITIES ACT ACCOMODATIONS – *If you are a person with a disability and you need a disability-related modification or accommodation to participate in this meeting, then please contact Kelly Lewellen at (916) 487-7851. Requests must be made as early as possible, and at least three full business days before the start of the meeting.*

BOARD MEETING MATERIALS - *Non-confidential documents or writings for items on this agenda submitted to the Board of Directors after distribution of the Board Packet are available to the public at the same time at the address listed above during regular business hours.*