

# FAIR OAKS RECREATION AND PARK DISTRICT

## ONE THOUSAND THREE HUNDRED TWENTY-SIXTH BOARD OF DIRECTORS' REGULAR MEETING

### Minutes for February 22, 2017

The one thousand three hundred twenty-sixth meeting of the Fair Oaks Recreation and Park District Board of Directors was held in Village Hall, 7997 California Avenue, Fair Oaks, CA on Wednesday, February 22, 2017.

For the Record: Chair Simcoe called the regular meeting to order at 6:00 pm.

Board Members Present: Chair Simcoe, Vice-Chair Carhart, Director Jacobs, Director O'Farrell

Board Members Absent: None

Staff Present: District Administrator Maureen Zamarripa, Recreation Superintendent Katy Coss, Parks and Facilities Superintendent Dan Williams, Administrative Services Coordinator Jennifer Larkin, Recreation Coordinator Chelsey Adams, Park Worker Gene Kranig

Members of the Public: 7

#### **PUBLIC COMMENTS:**

None

#### **DISCUSSION & ACTION #1:** *Approval of Agenda*

A motion to approve the agenda was made by Director Jacobs and seconded by Vice Chair Carhart.

AYES: Chair Simcoe, Vice-Chair Carhart, Director Jacobs, Director O'Farrell

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

#### **DISCUSSION & ACTION #2** *Approval of Consent Calendar*

A motion to approve the Consent Calendar, with the addendum of a note on the January 18, 2017 minutes that clarifies the date change of the regular February Board meeting, was made by Director O'Farrell and seconded by Vice-Chair Carhart.

AYES: Chair Simcoe, Vice-Chair Carhart, Director Jacobs, Director O'Farrell

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

**Fair Oaks Youth Advisory Board (FOYAB) Report:** Helen Burch, FOYAB Vice-Chairperson, gave the FOYAB Report.

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**DISCUSSION #3:** *Receive and File: Fiscal Year 16/17 Mid-Year Budget Update*  
The Board received and filed the Fiscal Year 16/17 Mid-Year Budget Update.

**DISCUSSION & ACTION #4:** *Discussion and Possible Action Regarding the Proposed Three Year (FY17-FY20) Capital Improvement Plan.*

A motion to approve the staff recommendation, namely:

- Approve the recommendation by the Capital Improvements Committee and staff regarding the proposed three year Capital Improvement Plan 2017 – 2020 Project Breakdown.
- Approve the Capital Improvements Committee and staff move forward with the prioritizing of the projects based on fiscal year and the selection of funding options for each project.

was made by Director O'Farrell and seconded by Director Jacobs.

AYES: Chair Simcoe, Vice-Chair Carhart, Director Jacobs, Director O'Farrell  
NOES: None  
ABSTAIN: None  
ABSENT: None  
RECUSE: None

**DISCUSSION & ACTION #5:** *Discussion and Possible Action on the Phoenix Park Roadway Surfacing.*

A motion to approve the staff recommendation regarding the installation of additional speed mitigation measures (speed tables and/or speed bumps) to be installed on the soon to be surfaced portion of Phoenix Park between the northwest edge of the Park east to the edge of the current paved surface was made by Director O'Farrell and seconded by Chair Simcoe.

AYES: Chair Simcoe, Vice-Chair Carhart, Director Jacobs, Director O'Farrell  
NOES: None  
ABSTAIN: None  
ABSENT: None  
RECUSE: None

**DISCUSSION #6:** *Receive and File: Hazel Avenue and Curragh Downs Property Update.*  
The Board received and filed the report.

**DISCUSSION & ACTION #7:** *Discussion and Possible Action Regarding the Sale of Surplus Property at the Southwest Corner of Greenback Lane Kenneth Avenue.*

A motion to submit a letter of interest in the property was made by Vice-Chair Carhart and seconded by Director O'Farrell.

AYES: Vice-Chair Carhart, Director Jacobs, Director O'Farrell  
NOES: Chair Simcoe  
ABSTAIN: None  
ABSENT: None

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## ONE THOUSAND THREE HUNDRED TWENTY-SIXTH BOARD OF DIRECTORS' REGULAR MEETING

### Minutes for February 22, 2017

RECUSE: None

**DISCUSSION & ACTION #8:** *Discussion and Possible Action Regarding Replacement of the Community Clubhouse Roof and Adoption of Resolutions No. 022217-01 and No. 022217-02:*

- *Amendment Of The Fiscal Year 2016-2017 Final Budget Of The General Fund (341A), Fund Center 9349341, To Reflect The Transfer Of Funds From The Reserve Account (7100000) To The Other Operating Expense Account (20289800) To Fund Costs Related To The Community Clubhouse Roof.*
- *Amendment Of The Fiscal Year 2016-2017 Final Budget Of The General Fund (341A), Fund Center 9349341, To Reflect The Transfer Of Funds From The Contingency Account (79790100) To The Architectural Services Account (20251900) To Fund The Design Costs Related To The Replacement Of The Community Clubhouse Roof.*

A motion to adopt resolution no. 022217-01 was made by Director O'Farrell and seconded by Chair Simcoe.

AYES: Chair Simcoe, Vice-Chair Carhart, Director Jacobs, Director O'Farrell

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

**DISCUSSION & ACTION #9:** *Discussion and Possible Action Regarding Replacement of the Community Clubhouse Roof and Adoption of Resolutions No. 022217-01 and No. 022217-02:*

- *Amendment Of The Fiscal Year 2016-2017 Final Budget Of The General Fund (341A), Fund Center 9349341, To Reflect The Transfer Of Funds From The Reserve Account (7100000) To The Other Operating Expense Account (20289800) To Fund Costs Related To The Community Clubhouse Roof.*
- *Amendment Of The Fiscal Year 2016-2017 Final Budget Of The General Fund (341A), Fund Center 9349341, To Reflect The Transfer Of Funds From The Contingency Account (79790100) To The Architectural Services Account (20251900) To Fund The Design Costs Related To The Replacement Of The Community Clubhouse Roof.*

A motion to adopt resolution no. 022217-02 was made by Director O'Farrell and seconded by Chair Simcoe.

AYES: Chair Simcoe, Vice-Chair Carhart, Director Jacobs, Director O'Farrell

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

**DISCUSSION #10:** *Receive and File: Update on the Fair Oaks Holiday Tree.*

The Board received and filed the report.

**DISCUSSION & ACTION #11:** *Discussion and Possible Action on District Administrator Transition.*

A motion to:

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## ONE THOUSAND THREE HUNDRED TWENTY-SIXTH BOARD OF DIRECTORS' REGULAR MEETING

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- Accept District Administrator's resignation;
- Direct the Management and Personnel Committee to create an agreement with District Administrator pending District Counsel review for Liability Insurance Coverage;
- Direct the Management and Personnel Committee to work with the District Administrator to make recommendations on executive search firms with a cost not to exceed \$30,000;
- Direct the Management and Personnel Committee to begin the process to recruit and search for an Interim District Administrator as soon as possible;

was made by Director O'Farrell and seconded by Chair Simcoe.

AYES: Chair Simcoe, Vice-Chair Carhart, Director Jacobs, Director O'Farrell  
NOES: None  
ABSTAIN: None  
ABSENT: None  
RECUSE: None

**DISCUSSION & ACTION #12:** A motion to move the regular Board meeting of March 15, 2017 to March 14, 2017 was made by Chair Simcoe and seconded by Director O'Farrell.

AYES: Chair Simcoe, Vice-Chair Carhart, Director Jacobs, Director O'Farrell  
NOES: None  
ABSTAIN: None  
ABSENT: None  
RECUSE: None

**DISCUSSION & ACTION #13:** A motion to adjourn to the special Board meeting of February 27, 2017, at 7:30 AM was made by Vice-Chair Carhart and seconded by Director O'Farrell.

AYES: Chair Simcoe, Vice-Chair Carhart, Director Jacobs, Director O'Farrell  
NOES: None  
ABSTAIN: None  
ABSENT: None  
RECUSE: None

For the record, the meeting was adjourned at PM.

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Geoffrey A. Simcoe  
Chair, Board of Directors

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Maureen Zamarripa  
District Administrator