

# FAIR OAKS RECREATION AND PARK DISTRICT

## *ONE THOUSAND TWO HUNDRED AND SIXTIETH BOARD OF DIRECTORS' REGULAR MEETING*

### **Minutes for March 21, 2012**

The one thousand two hundred and sixtieth meeting of the Fair Oaks Recreation and Park District Board of Directors was held in the Old Fair Oaks Library Building, 4200 Temescal Street, Fair Oaks, CA on Wednesday, March 21, 2012.

For the Record: Chair Simcoe called the regular meeting to order at 6:01 pm.

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

Board Members Absent: None

Staff Present: District Administrator Maureen Zamarripa, Administrative Services Coordinator Kris Borders, Accounting Coordinator Margaret Voorhees, Parks and Facilities Supervisor Robert Matthews, Recreation Supervisor Katy Albers, Recreation Coordinator Nick Davison, Recreation Coordinator Sabrina Bernardo

Members of the Public Present: 5

**DISCUSSION & ACTION #1:** A motion to approve the agenda (with a noted edit to revise the fiscal year to FY1011 in the audit item) was made by Director Carhart and seconded by Director O'Farrell.

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

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

**DISCUSSION & ACTION #2:** A motion to approve consent calendar item 7.1 (February regular meeting minutes) was made by Rose and seconded by Vice-Chair Jacobs.

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

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

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**DISCUSSION & ACTION #3:** A motion to approve consent calendar item 7.2 (March special workshop minutes) was made by Director O'Farrell and seconded by Director Rose.

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

**DISCUSSION & ACTION #4:** Agenda Item 8.2 - Discussion and Possible Action regarding Operation of a Farmers Market by BeMoneySmartUSA in Plaza Park. Upon a motion from Director O'Farrell and a second by Director Rose, the Board approved the operation of a Farmers Market by BeMoneySmartUSA in Plaza Park as recommended by the Community Resources Development Committee.

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

**DISCUSSION & ACTION #5:** Agenda Item 8.3 - Discussion and Possible Action on the Fiscal Year 2011/2012 Financial Audit. Upon a motion from Vice-Chair Jacobs and a second from Director Carhart, the Board approved the Annual Audit for FY 2010/2011.

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

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**DISCUSSION & ACTION #6:** Agenda Item 8.4 - Discussion and Possible Action regarding a Contract Extension for Innovative Management Solutions, Inc. Upon a motion from Director Carhart and a second from Director O'Farrell, the Board approved a contract amendment with Innovative Maintenance Solutions, Inc. for facility maintenance services from April 1, 2012 – March 31, 2013 with the ability to renew for one additional year if services continue at a satisfactory level.

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

**DISCUSSION & ACTION #7:** Agenda Item 8.5 - Discussion and Possible Action regarding a Contract Extension for Hylton Security, Inc. Upon a motion from Chair Simcoe and a second from Director Carhart, the Board approved the renewal of the security services agreement with Hylton Private Security and delegated execution of the agreement for services to the District Administrator.

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

**DISCUSSION & ACTION #8:** Agenda Item 8.6 - Discussion and Possible Action regarding Adoption of Resolutions Directing Preparation of the Engineer's Reports for the Phoenix Field Landscape and Lighting Assessment District, and the Fair Oaks Parks Maintenance and Recreation Improvement District. Upon a motion from Vice-Chair Jacobs and a second from Director O'Farrell, the Board took the following actions:

- Adopted Resolution No. 032112-01 Directing the Preparation of the Engineer's Report for Fiscal Year 2012-13 for the Parks Maintenance and Recreation Improvement District.
- Adopt Resolution No. 032112-02 Directing the Preparation of the Engineer's Report for the Fiscal Year 2012-13 for the Phoenix Field Landscape and Lighting Assessment District.

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

**DISCUSSION & ACTION #9:** Agenda Item 8.7 - Discussion and Possible Action regarding Ad-Hoc Committee for Update to Community Partner Structure. Upon a motion from Director Carhart and a second from Chair Simcoe, the Board designated an ad-hoc committee consisting of Director Brandon Rose and Director John O'Farrell to work with staff over the next year on revisions to the Community Partner structure and operation.

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

**DISCUSSION & ACTION #10:** Agenda Item 8.8 - Discussion and Possible Action regarding an Update on Park Monument Signage. Upon a motion from Director O'Farrell and a second from Vice-Chair Jacobs, the Board continued discussion of this item to the April regular meeting.

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

**DISCUSSION & ACTION #11:** Agenda Item 8.9 - Discussion and Possible Action regarding a Report Back on the Reclassification of Two Supervisor Positions to Superintendent Positions. Upon a motion from Director O'Farrell and a second from Director Rose, the Board took the following actions:

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Approved the recommendations of the Personnel and Management Committee to:

1. Reclassify the Recreation Supervisor and the Parks and Facilities Maintenance Supervisor positions to a Superintendent level making the positions management positions and approving the attached job descriptions (Attachment A);
2. Revise the salary schedule to reflect a new salary ladder that compensates the two positions equally and changes the positions from an hourly wage to salary with an exempt designation;
3. Approve an annual allocation of 64 hours of administrative leave for each position consistent with other District management positions as described in the Personnel Policy Manual.

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

**DISCUSSION & ACTION #12:** A motion to adjourn to the Park District regular meeting on April 18, 2012 @ 6:00 pm was made by Director O'Farrell and seconded by Director Carhart. For the record the meeting was adjourned at 7:51 pm.

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

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Geoffrey A. Simcoe  
Chair, Board of Directors

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Maureen Zamarripa  
District Administrator