

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND THREE HUNDRED ELEVENTH BOARD OF DIRECTORS' REGULAR MEETING

Minutes for January 20, 2016

The one thousand three hundred eleventh 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, January 20, 2016.

For the Record: Chair O'Farrell called the regular meeting to order at 6:00 pm.

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

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, Recreation Leader Aaron Girard, Park Worker Sean Ventura, Park Worker Dave Knighton, Park Worker Amy Eastham

Members of the Public: 0

PUBLIC COMMENTS:

No public comments.

PRESENTATIONS:

Ms. Zamarripa made a presentation to Director Rose, thanking him for his service as Board Chair for 2015.

DISCUSSION & ACTION #1: *Approval of Agenda*

A motion to approve the agenda was made by Director Jacobs and seconded by Director Rose.

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

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

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

A motion to approve the Consent Calendar was made by Director Jacobs and seconded by Director Rose.

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

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

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FOYAB REPORT:

Claire Burch, Chair of Fair Oaks Youth Advisory Board (FOYAB), gave the monthly FOYAB update.

DISCUSSION AND ACTION#3: *Approval of Staff Selection of Janitorial Cleaning Services*

Following a termination notice from the District's Janitorial Services Provider, IMS, the District went out for bid for a new vendor. Staff presented the Board with the following recommendations:

1. Approve the selection of City Wide Maintenance for Janitorial Cleaning Services from January 21st, 2016 – January 20th, 2017 with the ability to renew for two (2) subsequent years (year to year basis) if services continue at a satisfactory level.
2. Delegate execution of the agreement for services to the District Administrator for each separate year, not to exceed three total years (i.e. one year contract periods, reviewed at the end of each contract period).

Park Worker Dave Knighton gave the Board a brief synopsis of the bid process. Mr. Knighton said staff had selected the lowest responsive bid, which was City Wide Maintenance. Park Worker Sean Ventura explained that City Wide services were \$20K lower than those of IMS because staff had changed the scope of services to eliminate the quarterly deep cleanings of the floors in the Clubhouse; those will be done in-house now.

A motion to approve staff's recommendation to select City Wide Maintenance for Janitorial Cleaning Services was made by Vice-Chair Simcoe and seconded by Director Carhart.

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

DISCUSSION AND ACTION #4: *Clubhouse Proposed Restroom Remodel Project*

Parks and Facilities Superintendent Dan Williams reported that, as directed by the Board, staff had met with the Capital Improvements and Construction Program (CICP) Committee to discuss the design options for the Clubhouse restroom remodel. Mr. Williams said that staff is now returning to get full Board approval for the design direction prior to moving forward with the work. Staff is recommending the following:

1. Provide feedback regarding materials and proposed updates to the Clubhouse Restroom Remodel Project.
2. Delegate final design approval to the Capital Improvements and Construction Projects (CICP) Committee.

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A motion to approve the staff recommendation to delegate the final design to the CICIP Committee within the \$25K Facility Set-Aside Funds was made by Vice-Chair Simcoe and seconded by Director Jacobs.

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

DISCUSSION #5: *Receive and File: Update to the Clubhouse Entryway Ramp Project*

Mr. Williams gave the Board an update on the Ramp Project. The architect has gotten feedback from the CICIP Committee on the initial design and is working on incorporating that feedback. He will be at the March meeting for an update. The Board received and filed the report.

DISCUSSION & ACTION #6: *Proposed Phoenix Park Usage by Contractor Related to the Hazel Avenue Widening Project*

Mr. Williams reported to the Board that Sacramento County is in the process of widening Hazel Avenue; they are mandated to start work in January. The contractor, Bay Cities Paving & Grading, approached the District asking if there was space at Phoenix Park for trailer storage for a period of two years (January 2016 – January 2018). The space would need to be fenced and would be approximately 10,000 square feet. In exchange for the space, the contractor is offering to re-grade or grade the undeveloped area at Phoenix Park or monetary compensation.

The staff recommendation is to delegate to the District Administrator and Capital Improvements and Construction Program (CICIP) Committee permission to negotiate, develop and enter into agreement with Bay Cities Paving & Grading.

A motion to delegate to the District Administrator and the CICIP Committee the authority to negotiate and develop and enter into agreement to the contract with Bay Cities Paving & Grading for their use of the site in exchange for something of valuable consideration was made by Director Carhart and seconded by Chair O'Farrell.

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

DISCUSSION & ACTION #9: *Adjournment*

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A motion to Adjourn to the Regular Meeting of February 17, 2016 at 6:00 PM was made by Director Carhart and seconded by Vice-Chair Simcoe.

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

For the record, the meeting was adjourned at 7:00 pm.

John O'Farrell
Chair, Board of Directors

Maureen Zamarripa
District Administrator