

# ARDEN MANOR RECREATION AND PARK DISTRICT

A Special District Formed In 1953

Christine Arden –Board Chair  
Lauri DeFazio - Vice Chair  
Lisa Gibson - Secretary  
Warren Harding – Director  
John Montes – Director



Maria Boland –District Manager

## REGULAR MEETING MINUTES

1415 Rushden Drive, Sacramento, CA 95864

Thursday, November 15, 2018, 6:30pm

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### 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.

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#### 1. CALL MEETING TO ORDER: 6:30

A. Roll Call: Arden, DeFazio, Harding, Montes present. Gibson absent

#### 2. AGENDA APPROVAL, ADDITIONA AND/OR DELETIONS:

#### 3. PRESENTATION – NONE

#### 4. DISTRICT MANAGER REPORT

A. Report given. M. Boland informed the board that there will be an Administrator's meeting with FEC park police on December 13<sup>th</sup>. M. Boland also informed the board that Mike Grace from FEC had called and asked for more involvement in the Sacramento Park Foundation from Arden Manor. A. Kohl asked to be informed about proposition 68 and where funds are going for the new accessible park being developed by the Sacramento Park Foundation.

#### 5. GUEST: None

#### 6. PUBLIC COMMENTS:

A. Visitors: Mike Cottonwood, Trena Harding, Ted DeFazio, Ann Kohl, Darcy Skala

I. No Public Comments

7. COMMITTEE REPORTS:

- A. Crabtree Park Committee: Now have 8-10 volunteers, so W. Harding will set up a meeting to get organized with the priority list that the District has put together.
- B. Deterding Park Committee: Will begin asking neighbors to join after the holidays.
- C. Jonas Larkspur Park Committee: Discussed split rail and getting bids. One company will be coming out the following week to physically give a bid. M. Boland and L. DeFazio will meet and map out what the specifics of the split rail are from materials to spacing and gaps for ease of access. W. Harding suggested that a combination of boulders and trees be put around the perimeter instead of split rail. W. Harding does not have any information on the play structure which is the third priority of the committee. The committee is suggesting the rubber bark in the play structure be removed and placed at Crabtree or Deterding and replace it with Splinter less bark. A. Kohl is still trying to get a hold of the nature society regarding the nature area. D. Skala asked what the maintenance is going to be on the pond? A. Kohl responded that there will be some maintenance especially with overgrowth.

8. CONSENT CALENDAR:

- A. Approval of minutes for October 18, 2018 meeting
- B. Financial Reports: A. Kohl asked about assessments and permits line item and what was paid from the account. M. Boland identified that the hazardous materials permit for the pool and Jonas property taxes were paid from account #2507. A. Kohl suggested that the hazardous materials permit should be paid out of the maintenance budget and not admin. A. Kohl asked why the new reports are not accurate on the revenue page. M. Boland responded that some formulas are still broken and need to be fixed. A. Kohl identified and asked why account number 20214200 Land improvement maintenance supplies was over budget. M. Boland informed her that it was due to replacement pieces for Jonas and Deterding play equipment was purchased along with materials to fix the main office building. A. Kohl suggested that money be moved from account number 20281900 Election Services since the District did not hold an election. M. Boland agreed with A. Kohl and informed the board that a resolution would be prepared for December's board meeting.
- C. **RECOMMENDED ACTION: Approve the Consent Calendar as presented:** Warren motion to adopt; DeFazio 2<sup>nd</sup>. All approve.

9. CORRESPONDENCE

- A. FEC Park police: report provided; M. Boland identified FEC was not as busy.

10. OLD BUSINESS

- A. None

11. REGULAR CALENDAR

- A. Subject: Review and discuss Laura's Law and if the District should write a letter of support. C. Arden mentioned that this could really help us and be a great benefit to our community. A. Kohl informed that the City of Davis supports Laura's Law and that it has made a difference. A. Kohl also had asked what the effects of proposition 1 and 2 would be and if it would take over the function of Laura's law and she was told no. W. Harding mentioned that by supporting this it gives the state power to do something. A. Kohl mentioned that she was willing to help draft a letter from the District with M. Boland after the holiday. Harding move to approve support of Laura's Law; Arden 2<sup>nd</sup>. All approve.

- B. Subject: Review, discuss and adopt reorganization of District’s Maintenance Department; introducing job description and pay scale for Senior Maintenance Worker and Maintenance Worker. C. Arden asked if the Senior Maintenance Worker should hold certificates. M. Boland responded yes and will make the corrections. A. Kohl suggested adding that a maintenance worker should have the ability to interact with the public and represent the District. M. Boland agreed and suggested that it be added to all job descriptions. L. DeFazio suggested adding the ability to replace sprinklers and basic knowledge of plumbing. Harding move to approve; Arden 2<sup>nd</sup>; DeFazio Abstained; Approved
- C. Discuss Request for Information (RFI) on split rail fence at Jonas Larkspur Park: Board directed M. Boland to put out RFI with changes identified by L. DeFazio. May need a special meeting if proposals are submitted. RFI will have a deadline for the end of October, with sit visit scheduled for those interested a couple of days later.
- D. Subject: Review, discuss, and approve the purchase of a new registration computer. DeFazio asked for clarification on exactly what was needed. M. Boland informed her that it was just one computer that is needed and was asking to move forward with the cheapest option. W. Harding asked if M. Boland had been able to test out the computers in person and was informed that we were not able to that. C. Arden is familiar with Dell computers and mentioned that it is not necessary to try it out in person and that the computer could be returned if it was defective. Arden move to approve the purchase; DeFazio 2<sup>nd</sup>; All approve.

**12. COMMENTS BY BOARD OF DIRECTORS:**

- A. C. Arden thanks J. Montes for serving on the board and that she values his wisdom and insight. C. Arden also asked for spare thoughts and prayers to those affected by the fires in Paradise and to the first responders.

**13. AGENDA ITEMS FOR NEXT MEETING**

- A. Oath of office for board members
- B. Nominations for board positions
- C. Resolution to move money from election services to Land Improvement Maintenance Supplies

**14. CLOSED SESSION: A closed session was held for personnel matter – no decisions made**

**15. ADJOURNMENT: Meeting adjourned at 9:05**