



North of the River

recreation and park district

**NORTH OF THE RIVER RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING
405 GALAXY AVENUE, BAKERSFIELD, CALIFORNIA 93308
MONDAY, NOVEMBER 21, 2016, 5:30 P.M.**

DISCLAIMER: This agenda includes proposed actions and activities with respect to each agenda item, as of the date of posting. As such, it does not preclude the Board from taking other actions on any item on the agenda that is different or in addition to what may have been recommended.

SUMMARY OF PROCEEDINGS

**Posted Prior to 5:00 p.m.
Wednesday, November 16, 2016**

- 1. CALL TO ORDER: BOARD MEETING CONVENED BY CHAIRPERSON BOBBIE ROBERSON AT 5:34 P.M.**

- 2. ROLL CALL:**
 - BOARD MEMBERS PRESENT**
BOBBIE ROBERSON; BROOKS DOUGLASS; STEVE RUETTIGERS;
JIM ECKROTH; BOB LERUDE
 - BOARD MEMBERS ABSENT**
NONE
 - STAFF PRESENT**
PAUL ANDERSON; LAUREN CRONK; ESTHER GRIJALVA;
MONYA JAMESON; DAVID MCARTHUR; LISA PLANK;
STEPH SANDERS
 - LEGAL COUNSEL**
NONE
 - PUBLIC PRESENT**
STEVEN NIELSEN; SHARI NIELSEN

- 3. FLAG SALUTE:** Eagle Scout Steven Nielsen led the flag salute.

- 4. PUBLIC COMMENTS**

The North of the River Recreation and Park District Board of Directors may take official action only on items included in the posted agenda. Items addressed during the Public Comment section are generally matters not included on the agenda and, therefore, the Board will not take action at this scheduled meeting. Such items, however, may be added to a future meeting's agenda. Members of the public may address the Board on items included on the agenda in the order that the items appear. Speakers are limited to two minutes. Please state your name before making your presentation. Thank you!

4. PUBLIC COMMENTS (Continued)

A. Greenacres Eagle Scout Project Presentation

Parks Superintendent Paul Anderson introduced Eagle Scout Steven Nielson, representing Troop 11. Mr. Anderson informed Board Members that there were two groups within this troop who completed Eagle Scout Projects at Greenacres Park. These projects included the refurbishment of backstops and dugouts at the two softball fields at Greenacres Park. Mr. Anderson stated signage will be placed at both fields in recognition of these Eagle Scout projects. In response to Board Member inquiries, Eagle Scout Steven Nielson provided funding and project details. Board Members expressed their appreciation and support of these projects and stated the groups did a great job.

5. CONSENT AGENDA

A. Approval of Secretary Declaration of Posting of Agenda 72 Hours in Advance of Meeting

Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting. BOARD APPROVED SECRETARY DECLARATION.

**Ruettgers-Eckroth: Ayes: Roberson; Douglass; Ruettgers; Eckroth; Lerude.
Noes: None. Absent: None. Motion carried.**

B. Approval of Minutes from the Board of Directors' Regular Meeting Held October 17, 2016

Request by Clerk of the Board of Directors to approve the minutes from the October 17, 2016 Board Meeting. BOARD APPROVED MINUTES.

**Ruettgers-Eckroth: Ayes: Roberson; Douglass; Ruettgers; Eckroth; Lerude.
Noes: None. Absent: None. Motion carried.**

C. Ratification of Bills Over Policy Limit

Accounts Payable Clerk Tammy Sturtevant requested approval of bills exceeding policy limit related to the second quarter payment for Workers' Compensation Coverage and Westamerica Bank Lease Agreement for RiverLakes Community Center. BOARD RATIFIED BILLS EXCEEDING POLICY LIMIT.

**Ruettgers-Eckroth: Ayes: Roberson; Douglass; Ruettgers; Eckroth; Lerude.
Noes: None. Absent: None. Motion carried.**

D. Approval of the Receipt of Bills and Invoices

A monthly voucher list of bills submitted for payment during the month of November was provided to Board Members for review, comment and filing. BOARD RECEIVED AND FILED BILLS AND INVOICES.

**Ruettgers-Eckroth: Ayes: Roberson; Douglass; Ruettgers; Eckroth; Lerude.
Noes: None. Absent: None. Motion carried.**

5. **CONSENT AGENDA (Continued)**

E. **Award of Bid for Summer Ball Program Equipment, Apparel and Embroidery, Resolution #38-16**

Recreation Supervisors Mike Thompson and Brian Yackovich requested award of bid for Summer Ball Program equipment, apparel and embroidery. BOARD ADOPTED RESOLUTION #38-16 AWARDING THE BID.

**Ruettgers-Eckroth: Ayes: Roberson; Douglass; Ruettgers; Eckroth; Lerude.
Noes: None. Absent: None. Motion carried.**

6. **BOARD BUSINESS**

A. **Approval of Annual Health Insurance Renewal, Resolution #39-16**

Human Resources Director Esther Grijalva requested that the Board of Directors approve 2017 renewal rates for employee medical insurance coverage with Kaiser Permanente for all covered employees, with a 5% rate decrease for the period January 1, 2017 to December 31, 2017. Ms. Grijalva responded to Board Member inquiries. AFTER DISCUSSION, THE BOARD ADOPTED RESOLUTION #39-16 APPROVING THE MEDICAL INSURANCE RENEWAL.

**Ruettgers-Douglass: Ayes: Roberson; Douglass; Ruettgers; Eckroth; Lerude.
Noes: None. Absent: None. Motion carried.**

B. **Discussion Regarding 2017 Board Meeting Dates**

Board Members were provided the Proposed Board Meeting Schedule for 2017 for Board Member consideration. Finding no issues among Board Members with dates provided, Chairperson Bobbie Roberson directed staff to proceed with these dates as the tentative schedule of Board Meetings for 2017.

C. **Discussion and Direction Involving Employee Salary Adjustment, Resolution #40-16**

Finance Director Monya Jameson provided a financial update to Board Members. Staff recommends a three percent one-time salary adjustment for regular part-time and full time employees. This increase is for a six month period only (July through December) and will not be added to the employee's salary base. AFTER DISCUSSION, BOARD ADOPTED RESOLUTION #40-16 AUTHORIZING A TRANSFER OF FUNDS TO PROVIDE A ONE-TIME SALARY ADJUSTMENT FOR FULL TIME AND REGULAR PART-TIME EMPLOYEES, WHICH WILL NOT INCREASE THE EMPLOYEE'S SALARY BASE.

**Lerude-Eckroth: Ayes: Roberson; Douglass; Ruettgers; Eckroth; Lerude.
Noes: None. Absent: None. Motion carried.**

7. STAFF REPORTS (Continued)

A. General Manager Report

B. Marketing Report

Marketing Director Lisa Plank informed Board Members that the Christmas Fun Books are now available via the NOR Website and at NOR Centers and will be mailed out this week. Spring Fun Books are in process. Ms. Plank also updated Board Members regarding upcoming holiday events as well as Sangara Subaru charity events in support of NOR's Meals on Wheels Program.

C. Capital Improvement Projects

Landscape Architect/Park Planner Steph Sanders informed Board Members that the new office building plans are back from the City of Bakersfield with very minor revisions and comments. Staff will be completing back check submittals with plans going out to bid at the same time. The job walk will occur early December and contractors selected by mid-December followed by groundbreaking early January as scheduled by the Marketing Director. In response to Board Member inquiries, daily inspection of construction will be conducted by District staff.

D. Financial Report

Finance Director Monya Jameson informed Board Members that the new auditor is taking a little longer to complete the audit. It is anticipated that staff should have the draft next week with the presentation temporarily slated for the December Board Meeting.

E. Personnel Report

Human Resources Director Esther Grijalva informed Board Members that their office is currently seeking applicants for the Afterschool Basketball Program.

F. Parks Division Report

Parks Superintendent Paul Anderson informed Board Members that four park maintenance staff recently attended Maintenance Management School at Lake Arrowhead which provided a great opportunity for staff to get real world experience in understanding parks from planning, development, management and maintenance. Mr. Anderson also informed Board Members that the District received delivery of the skid steer previously approved for purchase by the Board of Directors and staff had an opportunity to train on the use/operation of the skid steer. Lastly, OSHA paid a recent visit to inspect an NOR Park with staff able to answer their questions and provide documents needed within the hour, all resulting in a good rating from OSHA.

G. Recreation Program Reports

- 1) CTSA Quarterly Report
- 2) Afterschool Flag Football
- 3) Afterschool Volleyball
- 4) Primary Flag Football
- 5) Adult Basketball

H. Training Report

REPORTS RECEIVED AND FILED.

8. CORRESPONDENCE

Memo – KERN COUNTY LAFCO – Announcing Karen Sanders (Eastern Kern Resources Conservation District) as the regular Special District representative on LAFCo.

Memo – KERN COUNTY LAFCO – Requesting Nominations to Fill the Alternate Special District Representative position on the LAFCo Commission

9. BOARD MEMBER COMMENTS

THERE WERE NO BOARD MEMBER COMMENTS.

10. ADJOURNMENT

The meeting was adjourned at 6:10 p.m. to the next meeting of the Board of Directors of North of the River Recreation and Park District scheduled on December 19, 2016.

Minutes to be approved at Board
Meeting held on December 19, 2016.

Elaine Bush, Clerk of the Board

David McArthur, General Manager

Bobbie Roberson, Chairperson