



# 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, MAY 23, 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**

1. **CALL TO ORDER:** BOARD MEETING CONVENED BY CHAIRPERSON BOBBIE ROBERSON AT 5:30 P.M.
  
2. **ROLL CALL:**
  - BOARD MEMBERS PRESENT**  
BOBBIE ROBERSON; STEVE RUETTIGERS; JIM ECKROTH;  
BROOKS DOUGLASS
  - BOARD MEMBER ABSENT**  
DANA MARTIN
  - STAFF PRESENT**  
PAUL ANDERSON; ELAINE BUSH; LAUREN CRONK; ESTHER  
GONZALES; LISA GONZALEZ; DIANE HOOPER; MONYA JAMESON;  
ROBERT MARTIN; DAVID MCARTHUR; RUBEN MUSQUEZ; LISA  
PLANK; SONIA QUILL; STEPH SANDERS; MIKE THOMPSON; JOE  
WEST; BRIAN YACKOVICH
  - LEGAL COUNSEL**  
PAT OSBORN
  - PUBLIC PRESENT**  
ED CHILDRES; MARK DELMARTER
  
3. **FLAG SALUTE:** KYLIE ROBERSON 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!

THERE WERE NO PUBLIC COMMENTS
  
5. **CONSENT AGENDA**
  - A. **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; Ruettgers; Eckroth; Douglass.  
Noes: None. Absent: Martin. Motion carried.**

**B. Approval of Minutes from the Board of Directors Regular Meeting Held April 18, 2016**

Request by Clerk of the Board of Directors to approve the minutes from the April 18, 2016 Regular Board Meeting. BOARD APPROVED MINUTES.

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

**C. Receive and File Bills and Invoices**

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

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

**D. Ratification of Bills Over Policy Limit**

Accounts Payable Clerk Tammy Sturtevant requested approval of bills exceeding policy limit related to the RiverLakes Ranch Community Center lease agreement and Black Mountain Software annual maintenance agreement. BOARD APPROVED BILLS EXCEEDING POLICY LIMIT.

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

**6. PUBLIC HEARING**

**A. Public Hearing and Approval of FY 2016-2017 Chevron North Meadows Assessments, Resolution #13-16**

Chairperson Bobbie Roberson opened the public hearing. No comments were received from the public. The hearing was then closed. BOARD ADOPTED RESOLUTION #13-16 AUTHORIZING AN INCREASE IN FEES TO BE ASSESSED IN THE CHEVRON NORTH MEADOWS ASSESSMENT DISTRICT TO REFLECT THE FY 2016-2017 CONSUMER PRICE INDEX (CPI) ADJUSTMENT.

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

**B. Public Hearing and Approval of FY 2016-2017 NOR Park Maintenance Assessments, Resolution #14-16**

Chairperson Bobbie Roberson opened the public hearing. No comments were received from the public. The hearing was then closed. BOARD ADOPTED RESOLUTION #14-16 AUTHORIZING AN INCREASE IN FEES TO BE ASSESSED IN THE NOR PARK MAINTENANCE DISTRICT TO REFLECT THE FY 2016-2017 CONSUMER PRICE INDEX (CPI) ADJUSTMENT.

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

**7. BOARD BUSINESS**

**A. Approval of NOR Administrative Office Design/Build Contract, Resolution #15-16**

In an effort to relocate the administrative office to a more central location within the District, RiverLakes Ranch Park, staff has been working to develop a layout that is both practical in use and financially responsible and determined that the design-build method of construction would be best suited for this project. Following Request for Qualifications and a prequalification meeting at which three contractors were present, the District received one Statement of Qualifications from Klassen Corporation. After review, the contractor was determined qualified and submitted a formal bid for the project which was presented to Board Members at tonight's meeting. Landscape Architect/Park Planner Steph Sanders responded to Board Member inquiries. AFTER DISCUSSION, BOARD ADOPTED RESOLUTION #15-16 AUTHORIZING A CONTRACT WITH KLASSEN CORPORATION FOR THE DESIGN AND CONSTRUCTION OF THE NEW ADMINISTRATIVE OFFICE AND THE DEMOLITION OF THE CURRENT ADMINISTRATIVE OFFICE.

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

**B. Retroactive Approval of Purchase of Swimming Pool Recreational Toys, Resolution #16-16**

Recreation Supervisor Lauren Cronk requested retroactive approval of the purchase of inflatable pool toy modules in an effort to increase participation in recreation swim by enhancing the customer's experience as well as offer, for a fee, this service to individuals renting NOR pools. Ms. Cronk provided details related to the pool toys to include modules being purchased, set-up and take down and staff training and responded to Board Member inquiries. AFTER DISCUSSION, BOARD ADOPTED RESOLUTION #16-16 RETROACTIVELY APPROVING THE PURCHASE OF THE SWIMMING POOL RECREATIONAL TOYS.

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

**C. Discussion and Direction Regarding FY 2016-2017 Budget to Include**

**Presentations from Staff**

Budget Holders presented FY 2016-2017 service plans and budget requests to Board Members and responded to inquiries from the Board. Each budget holder provided areas of responsibility, the percentage of his/her budget as it relates to the overall District budget, general background, major accomplishments in FY 2015-2016 and goals for the upcoming year. Following staff presentations, Finance Director Monya Jameson presented an overview of the proposed FY 2016-2017 Budget (Operating and Capital Projects) as well as a comparison to the FY2015-2016 budget. Staff will continue the review/adjustments of the budget in preparation for approval of the FY 2016-2017 Preliminary Budget at the June 20<sup>th</sup> Board Meeting.

**8. STAFF REPORTS**

- A. General Manager Report
  - B. Marketing Report
  - C. Capital Improvement Projects
  - D. Financial Report
  - E. Personnel Report
  - F. Parks Division Report
  - G. Recreation Program Report  
CTSA Third Quarter Report
  - H. Training Report
- Reports received and filed.

**9. CORRESPONDENCE**

Memorandum from CSDA regarding proposed CSDA Bylaw Updates

**10. BOARD MEMBER COMMENTS**

**STEVE RUETTIGERS** stated that tonight's presentation provided the scope and depth of the many lives, both young and old, touched by NOR.

**BOBBIE ROBERSON** stated she was appreciative of what she learned and details provided this evening.

**JIM ECKROTH** expressed his appreciation to everyone for their presentations and the work they do.

**11. ADJOURNMENT**

The meeting was adjourned at 7:42 p.m. to the next regular meeting of the Board of Directors of North of the River Recreation and Park District scheduled on June 20, 2016.

Minutes to be approved at Board  
Meeting held on June 24, 2016

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Elaine Bush, Clerk of the Board

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David McArthur, General Manager

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Bobbie Roberson, Chairperson