



North of the River
recreation and park district

**NORTH OF THE RIVER RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS' SPECIAL MEETING
405 GALAXY AVENUE, BAKERSFIELD, CALIFORNIA 93308
MONDAY, SEPTEMBER 25, 2017, 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; BROOKS DOUGLASS; STEVE RUETTIGERS;
JIM ECKROTH; BOB LERUDE
 - BOARD MEMBERS ABSENT**
NONE
 - STAFF PRESENT**
PAUL ANDERSON; ELAINE BUSH; ESTHER GRIJALVA; DAVID
MCARTHUR; LISA PLANK; STEPH SANDERS
 - LEGAL COUNSEL**
PAT OSBORN
 - PUBLIC PRESENT**
ROGER MC INTOSH

- 3. FLAG SALUTE:** Chairperson Bobbie 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 COMMENTS FROM THE PUBLIC.

5. CONSENT AGENDA

A. Approval of Secretary Declaration of Posting of September 16, 2017 Regular Board Meeting 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. (Meeting Cancelled)

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

B. Approval of Minutes from the Board of Directors' Regular Meeting Held August 21, 2017

Request by Clerk of the Board of Directors to approve the minutes from the August 21, 2017 Board Meeting. BOARD APPROVED MINUTES.

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

C. Approval of the Receipt of 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; Lerude.
Noes: None. Absent: None. Motion carried.**

D. Approval of Secretary Declaration of Posting of September 25, 2017 Special Meeting Agenda 24 Hours in Advance of Meeting

Declaration by the Clerk of the Board of Directors that the agenda was posted at least 24 hours in advance of meeting. BOARD APPROVED SECRETARY DECLARATION.

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

6. BOARD BUSINESS

A. Approval of Change Orders for RiverLakes Administrative Center, Resolution #38-17

Park Planner/Landscape Architect Steph Sanders requested adoption of Resolution #38-17 approving change orders for the District Administrative Office at RiverLakes related to temporary power at NOR office trailer; additional casework added by NOR; Installation of seismic expansion material and epoxy flooring in existing catering and custodian areas; and revision to custodian closet epoxy color. Ms. Sanders also provided a listing of all change orders to date for this project.

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

B. Approval of Park Land Dedication/Park Land Purchase Agreement for Property at Coffee Road and Etchart Road, Resolution #39-17

Park Planner/Landscape Architect Steph Sanders provided background information related to land at the southwest corner of Coffee Road and Etchart Road. Discussions with developers began in 2006, but the conceptual process was halted due to residential housing market conditions. New discussions with a new land owner began again in 2014. Then discussions continued in 2016 with land owner Landstone Partners, LLC and the tract was revised and vested. Staff is requesting approval of an agreement for dedication of 4.46 acres of land by Landstone Partners, LLC, NOR's acquisition of 1.5 acres of land and acceptance of a PG & E utility easement. BOARD ADOPTED RESOLUTION #39-17 APPROVING THE AGREEMENT.

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

C. Approval of New Print Shop Copier/Printer Lease Agreement and One Time Purchase of Equipment, Resolution #40-17

THIS ITEM WAS TABLED BY CHAIRPERSON BOBBIE ROBERSON DUE TO A BID PROTEST.

D. Award of Bid for Furniture for New Administrative Offices, Resolution #41-17

With the addition of offices to the RiverLakes Ranch Community Center, District Office, Creative Services and Print Shop operations will be merged with RiverLakes staff to more efficiently and effectively serve the community. Inventory of furniture has revealed a myriad of styles, colors, sizes and conditions, with most furnishings purchased many years ago. Staff recommends purchase of furniture that has a uniform look and style and is beneficial to staff and that will complete the finished look of the new facility. BOARD AWARDED BID FOR FURNITURE FOR THE NEW ADMINISTRATIVE OFFICES.

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

E. Approval of Revision to NOR Records Retention Policy, #42-17

In June 2015 and with a backlog of records that needed a determination as to their retention status, Policy #6-115, Records Retention Policy, was adopted. Staff will be reviewing and updating the policy as needed in the upcoming year; however, with the pending move to offices at RiverLakes and to avoid moving a volume of outdated records to the new facility, staff is requesting Board approval of a change to the retention period for full time personnel files. BOARD ADOPTED RESOLUTION #42-17 APPROVING THE RETENTION PERIOD CHANGE FOR FULL TIME PERSONNEL FILES.

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

7. STAFF REPORTS

A. General Manager Report

B. Marketing Report

Marketing Director Lisa Plank updated Board Members regarding the Fall Festival scheduled for October 14th, the upcoming Christmas Parade and a new staff portal available to staff which will provide opportunity for improved communication, project planning, and other areas of interest.

C. Capital Improvement Projects

Park Planner/Landscape Architect Steph Sanders provided updates regarding the offices at RiverLakes, the North Beardsley skatepark and District Office demolition.

D. Financial Report

E. Personnel Report

Human Resources Director Esther Grijalva stated that the recruitment and hiring of Afterschool Sports Coaches is winding down, the District is currently recruiting for a part-time Custodian and the HR office is preparing for the move to RiverLakes.

F. Parks Division Report

Parks Superintendent Paul Anderson informed Board Members of an internal recruitment for a Park Supervisor position in preparation for moving from a two area work crew to a three area work crew to improve efficiencies and that a truck approved by the Board of Directors has been delivered and staff expects delivery of a Board approved lift this week.

G. Recreation Program Report

H. Training Report

REPORTS RECEIVED AND FILED.

8. CORRESPONDENCE

THERE WAS NO CORRESPONDENCE

9. BOARD MEMBER COMMENTS

THERE WERE NO BOARD MEMBER COMMENTS

10. EXECUTIVE SESSION – ADJOURNED TO EXECUTIVE SESSION AT 6:20 P.M.

- A.** Request for Executive Session Regarding General Manager Performance Evaluation – Government Code 54957

RECONVENED FROM EXECUTIVE SESSION AT 7:23 P.M.

- A.** Request for Executive Session Regarding General Manager Performance Evaluation – Government Code 54957
NO ACTION TAKEN

11. ADJOURNMENT

SEPTEMBER 25, 2017 SPECIAL BOARD MEETING SUMMARY OF PROCEEDINGS

Page 5

The meeting was adjourned at 7:24 p.m. to the next meeting of the Board of Directors of North of the River Recreation and Park District scheduled on October 16, 2017

Minutes to be approved at Board Meeting held on October 16, 2017

Elaine Bush, Clerk of the Board

David McArthur, General Manager

Bobbie Roberson, Chairperson