



North of the River

recreation and park district

**NORTH OF THE RIVER RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING
3825 RIVERLAKES DRIVE, BAKERSFIELD, CALIFORNIA 93308
MONDAY, NOVEMBER 20, 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 5:35 P.M.**
- 2. ROLL CALL:**
 - BOARD MEMBERS PRESENT**
BOBBIE ROBERSON; BROOKS DOUGLASS; STEVE RUETTIGERS;
JIM ECKROTH
 - BOARD MEMBERS ABSENT**
BOB LERUDE
 - STAFF PRESENT**
PAUL ANDERSON; ESTHER GRIJALVA; MONYA JAMESON;
DAVID MCARTHUR; LISA PLANK; STEPH SANDERS
 - LEGAL COUNSEL**
NONE
 - PUBLIC PRESENT**
- 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 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.
Noes: None. Absent: Lerude. Motion carried.**

B. Approval of Minutes from the Board of Directors' Regular Meeting Held October 16, 2017

Request by Clerk of the Board of Directors to approve the minutes from the October 16, 2017 Board Meeting. BOARD APPROVED MINUTES.

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

C. Ratification of Bill Exceeding Policy Limit

Accounts Payable Clerk Tammy Sturtevant requested ratification of a bill exceeding policy limit related to the lease agreement for RiverLakes Ranch Community Center. BOARD RATIFIED BILL EXCEEDING POLICY LIMIT.

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

D. 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; Douglass; Ruettgers; Eckroth.
Noes: None. Absent: Lerude. Motion carried.**

E. Award of Bid for Summer Ball Program Equipment, Apparel and Embroidery, Resolution #47-17

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.
Noes: None. Absent: Lerude. Motion carried.**

F. 2018 Board Meeting Schedule

Chairperson Bobbie Roberson brought to the attention of Board Members the 2018 Board Meeting Schedule. BOARD ACCEPTED THE 2018 BOARD MEETING SCHEDULE.

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

6. BOARD BUSINESS**A. Approval of Annual Health Insurance Renewal, Resolution #48-17**

General Manager David McArthur requested Board approval of the 2018 renewal rates for employee medical insurance coverage with Kaiser Permanente for all covered employees. The 2018 premium rates decreased 3.81% without change to coverage. Staff responded to Board Member inquiries. AFTER DISCUSSION, THE BOARD ADOPTED RESOLUTION #48-17 APPROVING THE ANNUAL HEALTH INSURANCE RENEWAL.

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

B. Approval of Change Orders for District Administrative Office, Resolution #49-17

Park Planner/Landscape Architect Steph Sanders requested adoption of Resolution #49-17 approving change orders for the District Administrative Office at RiverLakes related to additional fire safety requirements; unforeseen electrical conditions; and additional painting/epoxy floor recoat. Board Members were provided with a listing of all change orders to date and associated costs. Staff responded to Board Member inquiries. AFTER DISCUSSION, THE BOARD ADOPTED RESOLUTION #49-17 APPROVING THE CHANGE ORDERS.

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

C. Discussion and Direction Involving Employee Salary Adjustment, Resolution # 50-17

General Manager David McArthur provided a financial update related to the FY 2017-2018 Budget. Based on the status of the budget, staff recommends a three percent one time salary adjustment for full time and regular part-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. Staff responded to Board Member inquiries. AFTER DISCUSSION, THE BOARD ADOPTED RESOLUTION #50-17 AUTHORIZING A TRANSFER OF FUNDS TO PROVIDE A ONE TIME SALARY ADJUSTMENT FOR FULL TIME AND REGULAR PART-TIME EMPLOYEES, SUCH ADJUSTMENT NOT INCREASING THE EMPLOYEE'S SALARY BASE.

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

D. Discussion Regarding Special Board Meetings

Board Member Brooks Douglass requested discussion regarding the manner in which a Special Board Meeting is scheduled. Upon discussion of this subject, direction was given to staff that when scheduling a Special Board Meeting, staff will select a date for the meeting, poll Board Members as to their ability to attend; then if a quorum of Board Members is not available for that date, will select another date, repeating this procedure until a quorum can be reached.

7. STAFF REPORTS**A. General Manager Report**

B. Marketing Report

Marketing Director Lisa Plank conveyed to Board Members that over the next few weeks, staff will be working on set-up of furniture, equipment and printers related to the move to the RiverLakes Complex; reminded Board Members of the 45th Annual Christmas Parade and Pancake Breakfast scheduled for December 9th; and informed Board Members that the Spring Funbook will be published to the Web in December.

C. Capital Improvement Projects

Park Planner/Landscape Architect Steph Sanders updated Board Members regarding the RiverLakes Office Complex; the demolition of the North Beardsley Pool; and the status of the Nord Hageman property.

D. Financial Report

Finance Director Monya Jameson informed Board Members that the new auditor made his initial visit to the District Office to begin his audit of the District as well as visited three off site locations to view cash handling procedures.

Ms. Jameson also informed Board Members that property tax revenue may exceed the anticipated budget numbers.

E. Personnel Report

F. Parks Division Report

Park Superintendent Paul Anderson updated Board Members regarding the status of organizational changes within the Parks Department; informed Board Members that three staff members attended Management Maintenance and that staff will be assisting with the move to the new RiverLakes Complex.

G. Recreation Program Report

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

THERE WAS NO CORRESPONDENCE

9. BOARD MEMBER COMMENTS

THERE WERE NO BOARD MEMBER COMMENTS.

10. EXECUTIVE SESSION – ADJOURNED TO EXECUTIVE SESSION AT 6:19 P.M.

- A. Request for Executive Session Regarding Claim in the Matter of James Curran vs. North of the River Recreation and Park District – Government Code 54956.9

RECONVENED FROM EXECUTIVE SESSION AT 6:24 P.M.

- A. Request for Executive Session Regarding Claim in the Matter of James Curran vs. North of the River Recreation and Park District – Government Code 54956.9
BOARD OF DIRECTORS VOTED UNANIMOUSLY TO REJECT THE CLAIM.

11. ADJOURNMENT

The meeting was adjourned at 6:26 p.m. to the next meeting of the Board of Directors of North of the River Recreation and Park District scheduled on December 18, 2017.

Minutes to be approved at Board
Meeting held on December 18, 2017

Elaine Bush, Clerk of the Board

David McArthur, General Manager

Bobbie Roberson, Chairperson