

**RIO LINDA ELVERTA RECREATION AND PARK DISTRICT
810 Oak Lane, Rio Linda, California 95673**

**BOARD OF DIRECTORS SPECIAL MEETING
MINUTES
March 30, 2020**

Call to Order

Chairperson Lisa Morris called the meeting to order on Monday, March 30, 2020 at 2:00pm. Due to the COVID-19 Pandemic, this meeting was conducted by teleconference. Vice Chairperson Stacey Bastian and Directors Jerry Huffhines, Becky McDaniel, and Charlea Moore were on the teleconference. Staff members on the call included District Administrator Mike Heller, Administrative Analyst Deann Cater, Parks Supervisor Tim Marble, Recreation Supervisor Erik Hernandez, and Recreation Coordinator Kimberly Vickers.

Public Comments

There were no public comments.

Presentations

There were no presentations.

Written Correspondence

There was no written correspondence.

Consent Calendar

There were no items on the Consent Calendar.

General Business

Agenda Item No. 1: Adopt Resolution 2020-07 approving a Declaration of Local Emergency and Proclamation retroactive to March 19, 2020

District Administrator Heller introduced the item and reviewed the Declaration of Local Emergency for the Board. This declaration will assist the District if FEMA dollars become available when the Pandemic is over.

Motion No. 1

It was moved by Director McDaniel and Director Moore seconded the motion to approve and adopt Resolution 2020-07 approving a Declaration of Local Emergency and Proclamation retroactive to March 19,2020; Motion carried: Ayes; (5) Bastian, Huffhines, McDaniel, Moore, and Morris; Noes; (0), Abstain; (0), Absent (0).

Agenda Item No. 2: Discussion and approval of an emergency preparedness and staffing plan for Essential and Non-Essential staff during the COVID-19 Pandemic.

District Administrator Heller introduced the item and suggested, due to the length, that it be divided into two parts. 1) The discussion of Parks and Essential Services; 2) The discussion of Staff and Administrative Leave.

District Administrator Heller reviewed what the Park District was currently doing with Park operations during the Pandemic and outline four potential staffing levels for Parks during the epidemic.

For the purpose of discussion Director Moore made the motion for the Park District to move to Level 1 – the basic preservation of District assets. Vice Chairperson seconded this motion.

Chairperson Morris opened the floor to comments from the Board:

- C. Moore: Some National, State, and Beach parks have closed their parking lots. In her opinion, the virus is passed by contact and the District should close parks and post closed signage.
- B. McDaniel: The District can lock the gates to the parking lots and there is no issue with moving to Level I. The concern is vandalism to amenities that are locked down such as the tennis court. Recommend signage on the play equipment, restrooms, etc.
- S. Bastian: There is no issue with Level I, just make it apparent on Social Media and note that caution tape will be ripped down.
- B. McDaniel: The Fulton El Camino Recreation and Park District (FECRPD) placed signage adjacent to their play equipment and people are just stepping over the signage and using the equipment.
- C. Moore: Concurs with the statements made. She suggested placing laminated signage at the parks as much as possible.
- J. Huffhines: Place the signage and take pictures to post on social media.
- L. Morris: Is concerned with damage and vandalism. Potential of having existing fencing cut. She agrees with the posts of signage on social media.
- M. Heller: Suggested that all park parking lots can be closed, but not posting parks as closed at this time.
- B. McDaniel: The FECRPD parking lots are not closed, but they aren't set-up for easy closure. She agrees with closing the lots but recommends leaving the parks open. Regarding the tennis court, it should be left unlocked, but signage should be posted.

- L. Morris: Agrees with Director McDaniel's comment and also to leave the dog park gates unlocked but open.
- C. Moore: Agrees that the dog park should be left open.
- B. McDaniel: Also agrees that the dog park should be left open.
- S. Bastian: Asked if the Park Staff had proper personal protection equipment, like gloves and masks.
- T. Marble: Stated that his staff has gloves, but they have no training with a virus such as this and he would prefer to isolate his staff.
- C. Moore: Sympathizes with the Park Staff and while she doesn't know the full implication of the virus, it seems to be transferred by close contact. Knowing this we should isolate, and she recommends that we close down entirely.
- S. Bastian: Is also concerned for the Staff, The District needs to constantly sanitize as we don't know where the virus is hibernating. We need to keep the Parks Staff safe. She personally would like everything closed.
- B. McDaniel: Concurs, but there is no way to enforce this. We can state "please refrain from using our parks" but it cannot be enforced.
- C. Moore: Agrees, we should be closed – nothing we can do to enforce.
- M. Heller: Recommended amending the motion for Level I that keeps the Dog Park and Tennis Court unlocked but the gates closed with signage that the amenity is closed.
- C. Moore: Amended the original motion to include the Tennis Court and Dog Park staying open but having signage placed at both areas.
- M. Heller: Staffing for turf mowing and garbage removal will still be in place.
- C. Moore: Yes, to the staffing.
- S. Bastian: Seconded the motion as amended.
- T. Marble: Stated that his staff would be doing the bare minimum in the Parks.

Motion No. 2

It was moved by Director Moore and Vice Chairperson Bastian seconded the motion to move the Rio Linda Elverta Recreation and Park District to a Level I Basic Preservation of District Assets. This is to include the following: 1) The parks will be posted as closed and all; parking lot gates will be locked; 2) Signs will warn patrons that all park amenities are closed and have not been sanitized; 3)The tennis

court and dog park gates will be closed but not locked with closed signage; 4) Garbage will be collected as needed; 5) Turf will be mowed once per week or as needed. Motion carried: Ayes; (5) Bastian, Huffhines, McDaniel, Moore, and Morris; Noes; (0), Abstain; (0), Absent (0).

The second part of the staff report refers to the staffing situation. District Administrator Heller introduced this portion of the item and reminded the Board that when the Shelter-in-Place was put into action the District placed five staff members on Administrative Leave. It is being recommended by Staff that the Board compensate these positions through May 2, 2020 (which is the end of a Pay Period). A portion of this (10 days) will be covered through the Federal Stimulus package that will be reimbursed to the County of Sacramento in the form of Tax Credits. The Families First Coronavirus Response Act and Emergency Paid Sick Leave Act was signed into Law on March 18, 2020 and will take effect on April 2, 2020. This will provide up to 10 days of paid leave for employees placed on Administration Leave during the Pandemic.

Impacted Staff will be given tasks by their supervisors during this paid leave. This includes but is not limited to Target Solutions online classes; the review and clean-up of the District's Policies and Procedures manual; and the preparation for summer staff trainings in anticipation of our return to work.

The impacted employees have also been recommended to apply of unemployment at this time as well.

Chairperson Morris opened the floor to comments from the Board:

B. McDaniel: Wants to ensure that the impacted employees are using Target Solutions and that the trainings do take place. She also asked about a training that she has seen for Parks Staff regarding COVID-19 and working outdoors and if the Park Staff can be given time in front of a monitor to review that.

D. Cater: Mentioned that this training was on the Target Solutions list.

Motion No. 3

It was moved by Director Moore and Vice Chairperson Bastian seconded the motion to compensate the employees placed on Administrative Leave by the District until May 2, 2020. This includes the usage of The Families First Coronavirus Response Act and Emergency Paid Sick Leave Act dollars that will become available. Motion carried: Ayes; (5) Bastian, Huffhines, McDaniel, Moore, and Morris; Noes; (0), Abstain; (0), Absent (0).

Agenda Item No. 3: Discussion on progression of District Master Plan during the COVID-19 Pandemic.

District Administrator Heller introduced this item and reminded the Board that BluePoint Planning has completed approximately two thirds of their year one tasks on the two year master plan update. After conversation with BluePoint, it was determined that the next

phase involved communication with stakeholder groups which cannot be done during the shelter-in-place. BluePoint Planning has stated that they can complete everything to date and then halt the project until a time when the shelter-in-place has been lifted.

The Board of Directors agreed unanimously to temporarily halt the Master Plan update at this time.

Items not on the Agenda

District Administrator Heller reminded the Board of Directors that the President had pushed the threat of the Pandemic out to April 30, 2020 and that both the County of Sacramento and State of California would probably soon follow with their own directive. We could be in a shelter-in-place for the foreseeable future.


Adjournment

Chairperson Morris adjourned the meeting at 2:55pm


APPROVED: Bastian, Huffhines, McDaniel, Moore, Morris

ATTEST:

ABSENT:



Lisa L. Morris
Chairperson, Board of Directors



Charlea R. Moore
Secretary, Board of Directors

