

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

**BOARD OF DIRECTORS REGULAR MEETING
MINUTES
July 15, 2020**

Call to Order

Chairperson Lisa Morris called the meeting to order on Wednesday, July 15, 2020 at 6:30pm. Due to the COVID-19 Pandemic, this meeting was conducted by Zoom videoconference. Vice Chairperson Stacey Bastian and Directors Jerry Huffhines, Becky McDaniel, and Charlea Moore were on the videoconference. Staff members on the call included District Administrator Mike Heller, Administrative Analyst Deann Cater, Recreation Supervisor Erik Hernandez and Parks Supervisor Tim Marble.

Public Comments

There were no Public Comments this month.

Presentations

Presentation of Parks Make Life Better! Resolution proclaiming July 2020 to be Parks Make Life Better! Month

District Administrator Heller introduced Parks Make Life Better! Month by reminding the Board of Directors the importance of local parks, recreation, and open spaces as a respite to residents and families in the midst of the COVID-19 pandemic. The Park District is able to provide social cohesiveness for our residents and families.

Chairperson Morris then read the proclamation to the Board.

Director Moore was curious as to why there wasn't a resolution number attached to this resolution. It was due to this being a ceremonial resolution.

Written Correspondence

There was no written correspondence this month.

Consent Calendar

Director Moore requested to pull Item #7 – Administrators Report from the consent calendar for discussion.

Director Moore asked about the Administration and Finance Committee Minutes from their July 7th meeting. She inquired as to why the Cost of Living Allowance (COLA) was now absent from the budget when it was stated in the May and June Board of Director Meetings that it was to be included. There is a paragraph in the Minutes that says that Staff is only recommending a Step increase and not both Step and COLA. The Minutes also reflect that the Salary Scale does not include COLA's as those cannot be factored until

the Bay Area Index is completed annually. Director Moore asked when this index was completed for budgetary purposes.

District Administrator Heller responded by saying that the Bay Area Index is usually completed by the end of January/beginning of February. This is later than the Salary Scale was presented, which had to be completed due to the minimum wage creeping up closer to our full time and 1600 hour employee wages. Staff mistakenly reported that the preliminary budget included both COLA and Step in May, this was corrected in June based on Resolution 2020-01 which was approved at the January Board of Directors meeting.

Director Moore reminded the Board that during the June Board of Directors meeting it was stated that Step's were included but no COLA. When she asked when COLA will be included, she was told for the Final Budget. Her question is when was it decided that the Board would not do COLA's. District Administrator Heller responded that after the June meeting Staff revisited the Salary Scales and realized that COLA's were not included. So, the item was placed on the July Administration and Finance Committee agenda for discussion and the Staff recommendation was to forego COLA for the upcoming fiscal year.

Motion No. 1

It was moved by Director McDaniel and Vice Chairperson Bastian seconded the motion to approve the consent calendar, as follows: Received and filed: (1) Park Police Report (June 2020); Approve; (2) Minutes of June 17, 2020 Board of Directors Meeting; (3) Cash Disbursements, June 30, 2020; (4) Finance Report, June 30, 2020; (5) Park Maintenance Monthly Report June 2020; (6) Recreation Monthly Report June 2020; (7) Administrator's Report June 2020; (8) Approval of Resolution 2020-17 approving and adopting the order to levy special taxes for FY 2020-21 for the Gibson Crossing CFD. Motion carried: Ayes; (5) Bastian, Huffhines, McDaniel, Moore, and Morris; Noes; (0), Abstain; (0), Absent (0).

General Business

Agenda Item No. 9: Discussion of the Rio Linda Elementary School Memorandum of Understanding.

District Administrator Heller introduced this item and reminded the Board of Directors that this is a continuing item. The Twin Rivers Unified School District (TRUSD) adjusted the water invoices to reflect 50% of total usage. This amount has been placed in the FY 2020-21 budget as one-time funds and will be paid upon approval of the budget. Staff is also meeting regularly with TRUSD Chief Business Officer Kristen Coates and both parties are close to an agreement on the modified MOU for the site. This includes eliminating future water billing and negotiating any improvements in advance with TRUSD.

It was moved by Director McDaniel and Vice Chairperson Bastian seconded the motion to discuss the item.

- C. Moore: On item 4.4, can we ask for clarification on this item or a list of that the regulations are for scheduling of the site.
- L. Morris: Item 4.3 can the phrase “on the occasion” be re-worded as this can be confusing. Maybe change it to “when.”
- B. McDaniel: Also, on 4.3, the word “lease” may need to be changed. Can Staff clarify with CAPRI? Our insurance may not allow the District to lease land to a 3rd party that doesn’t belong to us. The District can co-sponsor but not lease.
- S. Bastian: TRUSD is aware of the confusion about the insurance from last year’s Country Faire (item 4.3) and it shouldn’t happen again. As well, thank you for the continued work on this agreement.
- L. Morris: Item 4.5, can athletic events be removed as well as in 4.7 does TRUSD really have the right to enter the facilities at any time and stop activities?
It was explained that all of the items in section 4 are boilerplate language and is more for TRUSD to be able to have the ability to enter in a supporting role (such as police or custodial). To date, TRUSD has not bumped any of our activities and we can ask for notification on this.
- L. Morris: Item 5.4A there is concern over the irrigation as the system is older. Parks Supervisor Marble explained that, to date, TRUSD has handled repairs of the system and there is a good partnership between both parties.
- S. Bastian: Item 5.4A, confirming that the Park District will not do a site improvement on the irrigation system without speaking to TRUSD first. This is correct.
- B. Bastian: School Trustee Bastian thanked Staff for the continued partnership with TRUSD. He also hopes that the Little League will continue to use the field for T-Ball and that the Country Faire will also continue to use the site. He also stated that he felt that RLERPD was paying too much for water and we now have better control over water with the one way valve and separate meter on the site.

Director McDaniel stated that the MOU is good to send back with the changes discussed and she withdrew her motion.

Agenda Item No. 10: Adopt Resolution 2020-18 approving the Final Budget for Fiscal Year 2020-21.

District Administrator Heller introduced the item mentioning that we normally bring back a draft in July and approve the final budget in August. Staff has worked to prepare the final budget for approval in July.

- B. McDaniel: With the continuation of the COVID-19 pandemic, to be fiscally responsible it is recommended to wait until the January 2021 meeting to discuss any kind of merit increases. As well, pertaining to the 2% COLA that Director Moore spoke of earlier, it is listed in the Budget on page 9 under Human Resources detail that there is a 2% COLA. Administrative Analyst Cater responded that the listing was a copy and paste typo that will be corrected. The proposed budget just has a 5% merit for full time personnel – is that correct? Ms. Cater answered in the affirmative.
- C. Moore: Was concerned that the COLA would have gone through as an Administration and Finance Committee recommendation and not the full Board of Directors without Board discussion. As has been stated in previous months, she is reluctant to withhold any kind of increase from Staff as long as we have the funds. At this time the funds are there and we are not certain they will be moving forward as we will be entering some tough times.
- L. Morris: Is in favor of giving employees a Step increase. But with the new restrictions being put into place by the Governor, there may be no revenue for the remainder of the year. She asked Director McDaniel if this was correct.
- B. McDaniel: Agreed with the comment. She stated that she originally believed that we could be back by July, August, or September but with the latest numbers it is now more likely to be into January or February of 2021. FECRPD just laid off five employees and she agrees with Director Moore, that people are our greatest asset. Her fear is that the District may have the dollars currently, but will it still be there at the beginning of the year if people get foreclosed on or do not pay their property tax?
- L. Morris: Asked Director McDaniel, as a Recreation Professional, if she was aware of any other local Districts giving raises or COLA's to their Staff.
- B. McDaniel: Responded by reporting that the District Administrator may have a better idea on this, but what she is hearing from the weekly County Zoom meeting is that most Administrators are reporting on furloughs, lay-off's, and financial shortfalls. She has not heard of any agency receiving any increase. The larger agencies are the ones that are struggling.
- M. Heller: During the calls, budgeting has come up, but salaries have not. As well our District is unique as we are one of the smaller Districts with a small staff. We have also done very well over the 4-5 years with increasing our fund balance. Also, as a reminder every Sacramento County agency that receives property tax is part of the Teeter program with the County. This program guarantees property tax payment from the County regardless of foreclosures and defaults. We will not receive any percentage of late payments, but we will get our full percentage on time.

- C. Moore: Appreciates Director McDaniel's concerns. This budget is for July 2020-June 2021 and doesn't this account for expenses in this period, regardless of revenues? We have all agreed that this can be done, and she feels that we need to do this now and we should pull back when we need to.
- L. Morris: She agrees but is concerned that we may not have the finances in future years and would hate to see anybody lose their job due to spending now. If we give the Staff a 5% merit right now, we cannot take it back. If there is no income coming in next year, then we would have to lay people off at the time and that is something that we would like to avoid. Just to be clear, we are talking about the Step increases and not COLA's, is the Board ok with that?
- C. Moore: This point has been clarified and she was concerned that it went through Administration and Finance and not directly to the Board, but it is not in the Budget and the Board discussed it this evening, so she is fine with it.
- B. McDaniel: Recommended to hold off until August to approve the Final as it isn't due until then and we still don't know what, if any, restrictions still may come down from the County and State. If it is ready to go and just sitting there, we can hold off for another month if it needs to be tweaked at all.

Motion No. 2

It was moved by Vice Chairperson Bastian and Director Moore seconded the motion to approve and adopt Resolution 2020-18 approving the Fiscal Year 2020-2021 Final Budget as presented; Motion carried: Ayes; (4) Bastian, Huffhines, Moore, and Morris; Noes; (0); Abstain; (1) McDaniel; Absent (0).

Board of Director Committee Minutes

Administration and Finance Committee – met on July 7th - the Minutes are in the Administrators Report.

Planning Committee – Did not meet.

Safety and Security Committee – Did not meet.

Firehouse Committee – Did not meet.

Dry Creek Committee – Did not meet.

LAFCo Committee – Did not meet.

Board of Director Comments

Director Huffhines thanked Mike for the work with TRUSD. He also included School Trustee Bastian for his assistance as well. Also thanked Tim and his Staff with their continued work on the Parks. Reminded all to stay safe and to wear masks.

Director McDaniel mentioned that it is nice to see people at the pool again. For Tim and his Staff, please stay safe. Thanked Mike for representing the District. Thanked Deann for the budget preparation.

Director Moore agreed with the previous comments. She agreed that it was good to see people using the pool. She thanked the District Administrator for coming by the Country Faire Fireworks booth and sponsoring the booth. The Country Faire has been cancelled for 2020 and the 2021 date is Saturday, September 18th. Thanked Erik for keeping some programs going. She also thanked Deann for the budget. Reminder for all to continue to wear masks and wash their hands.

Vice Chairperson Bastian thanked the Recreation Division for the continued work on the Facebook page with all of the virtual activities. Our community, especially our kids will need a lot of support moving forward. Especially with the distance learning about to be incorporated. She is hoping that something can be done to add some recreational activities with the students. She thanked Tim and his Staff for their continued efforts. She also thanked Deann for the budget as well as Mike and Erik for their work on getting the pool opened.

District Administrator Heller informed the Board that the District was working on a new program, which would need to stay revenue neutral to assist with recreational activities either at the Community Center or School sites while TRUSD was continuing with distance learning. This will continue to be updated in the weekly Board email.

Chairperson Morris thanked the entire Staff for the budget and the upkeep of the Parks.

Adjournment

Chairperson Morris adjourned the meeting at 7:41pm

APPROVED: Bastian, Huffhines, McDaniel, Moore, Morris

ATTEST:

ABSENT:



Lisa L. Morris
Lisa L. Morris
Chairperson, Board of Directors

Charlea R. Moore
Charlea R. Moore
Secretary, Board of Directors