

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

**BOARD OF DIRECTORS SPECIAL MEETING
MINUTES
April 26, 2021**

Call to Order

Chairperson Becky McDaniel called the meeting to order on Monday, April 26, 2021 at 6:04pm. Vice-Chairperson Stacey Bastian and Director Lisa Morris were in attendance (Director Morris participated in the meeting via Zoom Communications). Director Charlea Moore was running a little late and was in attendance at 6:10pm. Staff members present included District Administrator Mike Heller and Administrative Analyst Deann Cater. Ms. Cater arrived at 6:18pm.

This meeting was held in person for the Board of Directors only. Due to the COVID-19 pandemic, members of the public were able to join the meeting via Zoom Communication.

Public Comments

There were no comments from the Public.

General Business

Agenda Item #1: Discussion of Goals and Objectives for preparation of the 2021-22 Fiscal Year District Budget.

District Administrator Heller introduced the item by bringing to attached documents to the attention of the Board of Directors. This included the Finance Report of the 2020-21 Year-to-Date (March 31, 2021) and a PowerPoint slide presentation that encompassed the following:

- Fiscal Year 2020-21 Budget vs. Actuals (Year-to-Date)
- Current Fund Balance and how it is made up
- District's Annual Budget and Disbursement of dollars
- Property Tax vs. Revenues
- List of Potential large scale and Capital Projects for next year or down the road
- Fiscal Year 2021-22 Staffing Recommendations
- Questions and Goals from the Board of Directors

Questions from the Board of Directors were asked and answered throughout the presentation. These included:

- Director Moore inquired as to the standard of years a parking lot resurface should last as it seems that the parking lot at the Community Center was done recently.
 - The lot was last resurfaced in 2014, the District filed a claim at the time with the contractor due to issues with the completed job. The claims were denied, and the situation was not rectified. The District Administrator stated that the RFP for the next resurface will include a standard of (years to be determined) as a commitment from the vendor. Also, ADA components will need to be included by the vendor.
- Chairperson McDaniel suggested that when this project proceeds to have the low lying area at the south end of the lot addressed as when it floods, it does cause damage and erosion to the resurfacing.

- Director Moore reminded Staff to include the parking lot at the Central Park Horse Arena as it is not on the list of parking lots provided.
- On the Staffing recommendations slide, the Board congratulated Administrative Analyst Deann Cater on her upcoming retirement. They also inquired about the proposal for the elimination of the Analyst position and the creation of the current 1600 positions becoming two FTE employee positions. Even though it is a cost saving measure, is this truly the best direction for the District to proceed?
 - It was recommended by Chairperson McDaniel to take this proposal to the Administration and Finance Committee for further discussion. A suggestion was, if the position is to be divided, to separate finance and HR/Customer Service so that each employee has responsibility over these individual areas. As well, Staff is asked to separate the current employees from the equation so that a comprehensive search can be done if needed without the emotional piece tied to it.
 - It was also recommended to bring all of the staffing proposals to the Administration and Finance Committee for further discussion and recommendation.

The Board of Directors provided a list of Goals that they would like to see enacted in the next year from the District. These include:

- More signage at each individual park with contact information to the District, maybe include a slogan with our logo (Cali-Quail) to better brand the Park District.
- A 'get to know' District Employees monthly update on the website and social media until direct mailings begin again.
- Better use of the District's outreach – use of Sportsman for mass email; small park kiosks for program announcements and updates; start an 'Adopt-a-Kiosk' campaign once they are purchased and installed.
- Continue to work with Sacramento County for COVID funding. The District really needs to tap into any available federal funding that is awarded locally.
- Continue to work with our representation at CARPD and CSDA to work on legislation surrounding the COVID pandemic. Include the separation of enterprise from non-enterprise Districts as Park Districts are usually left at the bottom of the pile.
- Staff to make finding Deann's replacement a priority.

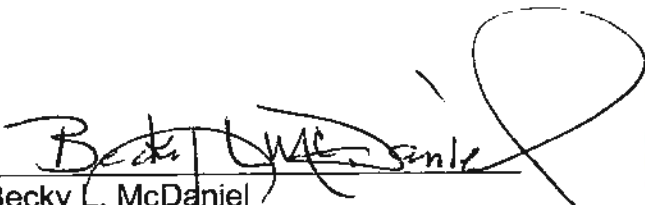
Staff was asked to continue with the budget preparation and to work with the Administration and Finance Committee with the suggested recommendations.

Chairperson McDaniel adjourned the meeting at 7:11pm.

APPROVED: Bastian, McDaniel, Moore, Morris

ATTEST:

ABSENT: Huffhines



Becky L. McDaniel
Chairperson, Board of Directors



Charlea R. Moore
Secretary, Board of Directors