

**NORTH HIGHLANDS RECREATION AND PARK DISTRICT
MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Date: September 10, 2020

Time: 6:30 p.m.

Place: North Highlands Recreation Center

Members Present: Patrick Williams, Alan Matré, Pedro Marquez III, Diane Richards

Members Absent:

Staff Present: Larry Mazzuca, Administrator
Scott Graham, Park Superintendent
Sarah Musser, Recreation Superintendent
Terri Smith, Office Manager

Guests Present: Mr. Reynolds

CALL MEETING TO ORDER:

Chairperson Williams called the meeting to order at 6:30 p.m.

APPROVAL OF MINUTES:

9/1/20

Motion by Board Member Matré seconded by Board Member Richards that the Board of Directors approves the Minutes via Zoom of the Regular Meeting of August 13, 2020.

AYES: Williams, Marquez III, Richards, Matré

NOES: -0-

ABSTAIN: -0-

ABSENT: -0-

CHAIRPERSON'S REPORT:

None

COMMENTS FROM BOARD MEMBERS:

Board Member Matré asked about the Sign Board and when it would be fixed.

Administrator Larry Mazzuca stated that the Sign Board is supposed to be paid through the per capita grant once the district receives the grant funds. It was approximately \$45,000.

Board Member Richards wanted to commend the maintenance staff for keeping all the parks up and looking good.

REPORTS FROM STANDING COMMITTEES:

Chairperson Williams stated that due to Board Member Smith resignation last month he will replace Mr. Smith’s position on his standing committees. He stated that Board Member Marquez III will take member position for the committee of Program & Community Relations and Board Member Matré will take the member position for the committee of Facility, Acquisition & Development and Board Member Richards will move up to the Chairperson for this committee. See below.

Personnel & Personnel Policies: Chairperson Pedro Marquez III; Member Alan Matré
Budget, Finance & Audit: Chairperson Alan Matré; Member Pedro Marquez III
Program & Community Relations: Chairperson Diane Richards; Member Pedro Marquez III
Facility, Acquisition & Development: Chairperson Diane Richards; Member Alan Matré

ADMINISTRATOR’S REPORT:

Oral report by Administrator Larry Mazzuca was presented without Board comments:

- Larry reported on the FY 2020-2021 Budget Review report:
 - Administration Division expenditures including salaries and benefits are in line with projection.
 - Recreation Division expenditure including salaries and benefits have decrease due to offering few recreation programs in July and August.
 - Maintenance Division expenditure including salaries and benefits are in line with projections.

Report by Park Superintendent Scott Graham was presented with Board comments:

Oral report by Recreation Superintendent Sarah Musser was presented with Board comments:

- Sarah updated the Board on the expanding learning program formally known as ASES:
 - Contract was entered on August 10th.
 - First day of School on August 18th.
 - Program is being led from the Recreation Center, Monday – Friday 1:00 p.m.-6:00 p.m.
 - The program is virtual – student log in from 3:00 p.m.-3:15 p.m. on school days.
 - Students are required to log in from 3:00 p.m. – 4:00 p.m. but have the option to stay until 5:00 p.m.

CORRESPONDENCE:

None

COMMENTS AND REPORTS FROM STANDING CITIZENS AND ORGANIZATIONS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Sierra Creek Park CEQA Study Update

Administrator Mazzuca reported with Board comments that the CEQA Study is progressing on schedule. The District has contracted with Sacramento County who subcontracted some of the CEQA Study through AECOM, a Sacramento planning firm.

- The CEQA Study is not only a requirement to develop the park site, but is a requirement for Prop 68 grant funding.
- DRAFT timeline:
 - September 25th County Review
 - October 7th Bio and Tech Report Due
 - October 24rd County Review Completed (review may be completed sooner)
 - October 30th Public Review
 - November 30th Public Review Period Completed
 - December 7th Final Document Completed (tentative)
- The CEQA Study can be submitted with the grant application or within three months after the December 14th grant deadline (March 5, 2021).

B. Distant Learning Support Program

Recreation Superintendent Sarah Musser reported on the Distant Learning Program with Board comments:

- Contracted through Twin Rivers Unified School District (TRUSD) from August 19th through December 31st.
- TRUSD will refer up to 30 students for participation in the program with the potential to add up to 10 more.
- Targeted student will be those most in need of support: Homeless, foster, children of parents with disabilities, children of essential workers, and children of TRUSD staff.
- TRUSD Nutrition Service Program provides daily meals: Student will receive, breakfast, lunch, afternoon snack (supper), weekend meals, and a fresh produce bag that includes vegetables and fruit.
- TRUSD provides Wi-Fi hotspots to support student's internet needs – nine (9) total hotspots are being used to supplement internet.
- Community Center doors open from 7:30 a.m. to 8:15 a.m., each class room has their own class room doors for their arriving students.
- Parents never step into the building.
- Temperature are taken and document and initial by staff and parents.
- Documentation on all absents and late arrivals.

C. Disposition of Surplus Equipment

Park Superintendent Scott Graham reported with Board comments on the disposition of surplus equipment's:

- He noted that Policy No. 3115.8 states the disposition of surplus, damaged or inoperative equipment will be as the discretion of the District Administrator.
- He stated that for several months, staff has been compiling a surplus master list of items deemed obsolete or outdated which are no longer utilized by staff in the day to day operations of the District.

➤ Time Line:

- August 31st - Establish a fair market value to each item deemed appropriate for sale.
- September 30th – Items posted on internet marketplaces where appropriate.
- October 31st – In-person auctions and/or yard sales to dispose of remaining items.
- November 30th – Items not appropriate for sale will be recycled or dispose of.

D. Board Officer: Election of a Vice Chairperson

Chairperson Williams stated that due to the resignation of Board Member Zachary Smith, who served as Vice-Chairperson on the Board, the Board of Directors will need to fill that vacancy. Board Member Matré volunteered to serve as Vice-Chairman through the end of Mr. Smith's term.

9/2/20

Board Member Marquez III made a motion to nominated Board Member Matré for Vice Chairperson; Board Member Richards seconded it.

AYES: Williams, Marquez III, Richards
NOES: -0-
ABSTAIN: Matré
ABSENT: -0-

PAYMENT OF BILLS

Payment of bills for the Month of August 2020 for the District and Cherry Blossom Park was presented with Board comments.

9/3/20

Motion by Board Member Matré seconded by Board Member Richards that the Board of Directors approves payment of the Park District's August 2020 bills.

AYES: Williams, Marquez III, Richards, Matré
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

9/4/20

Motion by Board Member Matré seconded by Board Member Richards that the Board of Directors approves payment of the Cherry Blossom Park August 2020 bills.

AYES: Williams, Marquez III, Richards, Matré
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

RECESS

7:40 p.m. Chairperson Williams announced a short recess before going into a closed session.

CLOSED SESSION

Chairperson Williams called the closed session to order at 7:48 p.m.

- A. Closed Session for Pending Litigation (California Government Code § 54956.9)
Chairperson Williams stated that there was nothing to report.

- B. Closed Session for Public Employee Performance Evaluation of the Administrator (California Government Code § 54957).
Chairperson Williams stated that there was nothing to report.

ADJOURNMENT

Chairperson Williams adjourned the meeting at 8:41 p.m.

DATE, TIME AND PLACE OF MEETING

The next regular meeting of the Board of Directors will be on October 8, 2020 at 6:30 p.m. in the North Highlands Recreation Center, 6040 Watt Avenue, North Highlands, CA



Signature



Signature