



North of the River

recreation and park district

NORTH OF THE RIVER RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS' REGULAR MEETING

MONDAY, JUNE 15, 2020, 5:30 P.M.

MEETING CONDUCTED VIA ZOOM

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 BROOKS DOUGLASS AT 5:30 P.M.
2. **ROLL CALL:**
 - BOARD MEMBERS PRESENT**
 - DONNA CLOPTON; BROOKS DOUGLASS; JIM ECKROTH;
BOB LERUDE; STEVE RUETTIGERS (Arrived at 5:32 P.M)
 - BOARD MEMBERS ABSENT**
 - NONE
 - STAFF PRESENT**
 - RACHEAL GARCIA; ESTHER GRIJALVA; MONYA JAMESON;
WAYNE MCARTHUR (Arrived at 5:33 P.M); LISA PLANK;
STEPH SANDERS
 - LEGAL COUNSEL**
 - NONE
 - PUBLIC PRESENT**
 - JOSHUA PORTER
3. **FLAG SALUTE:** Chairperson Brooks Douglass 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!

 - A. Joshua Porter commented regarding his concern with the removal of the fence at the North Rosedale Park that separate and protect his fence from the park and requested the fence be replaced.

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; Lerude: Ayes: Clopton; Douglass; Eckroth; Lerude; Ruettgers
Noes: None. Absent: None. Motion carried

B. Approval of Minutes from the Board of Directors' Special Meeting Held May 13, 2020

Request by Clerk of the Board of Directors to approve the minutes from the May 13, 2020 Special Board Meeting. BOARD APPROVED MINUTES.

Ruettgers; Lerude: Ayes: Clopton; Douglass; Eckroth; Lerude; Ruettgers.
Noes: None. Absent: None. Motion carried

C. Approval of Minutes from the Board of Directors' Regular Meeting Held May 18, 2020

Request by Clerk of the Board of Directors to approve the minutes from the May 18, 2020 Regular Board Meeting. BOARD APPROVED MINUTES.

Ruettgers; Lerude: Ayes: Clopton; Douglass; Eckroth; Lerude; Ruettgers.
Noes: None. Absent: None. Motion carried

D. Receive and File 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; Lerude: Ayes: Clopton; Douglass; Eckroth; Lerude; Ruettgers.
Noes: None. Absent: None. Motion carried

E. Approval of Bills Exceeding Policy Limit

Accounts Payable Clerk Tammy Sturtevant requested approval of the bill exceeding policy limit related to WestAmerica Bank for Riverlakes Lease APPROVED BILLS EXCEEDING POLICY LIMIT

Ruettgers; Lerude: Ayes: Clopton; Douglass; Eckroth; Lerude; Ruettgers.
Noes: None. Absent: None. Motion carried

6. BOARD BUSINESS

A. Approval of General Manager Employment Agreement

General Manager Monya Jameson requested approval of the revised General Manager Employment Agreement. Following an annual performance evaluation to discuss and agree upon new terms for the upcoming year, it was determined an update was necessary for conformity to current personnel laws and regulations. AFTER DISCUSSION, THE BOARD APPROVED THE GENERAL MANAGER EMPLOYEE AGREEMENT.

Lerude; Ruettgers: Ayes: Clopton; Douglass; Eckroth; Lerude; Ruettgers.
Noes: None. Absent: None. Motion carried

B. COVID-19 Pandemic Response

At the March 16, 2020 Board meeting, the Board authorized General Manager Monya Jameson to take any and all action necessary to ensure the health and safety of District staff and residents through May 18, 2020. District Management Team has reviewed the state issued resilience roadmap for applicability to District Operations, programming and administration and followed stated guidelines to continue safely operating. Ms. Jameson requested the authorization to extend to August 17, 2020, at which time it will be re-evaluated. AFTER DISCUSSION, THE BOARD APPROVED EXTENDING THE GENERAL MANAGER AUTHORIZATION TO AUGUST 17, 2020.

Lerude; Clopton : Ayes: Clopton; Douglass; Eckroth; Lerude; Ruettgers.

Noes: None. Absent: None. Motion carried

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

General Manager Monya Jameson reported that Kern County is now into phase three of the resilience roadmap and the District can now offer summer camps with preparation and modifications. Aquatics will stay closed for the summer. Virtual aquatics lessons are available, and the splash pads are open with extended hours to help with the heat of summer. Ms. Jameson updated the Board regarding the amenities that have opened and what needs to remain closed. Working closely with Kern County Public Health, Bakersfield City and Kern County Recreation and Parks, it was decided that pickleball courts, tennis courts and youth camps may open. Basketball courts, sports fields and sports activities are currently restricted, and the offices will remain closed.

B. Marketing Report

Marketing Director Lisa Plank reported that staff is continuing to complete normal daily tasks as well as COVID-19 tasks, such as obtaining supplies needed to open the community centers. Sneeze guards, social distance decals, flow and directional arrows, masks and gaiters for staff have been delivered. Ms. Plank informed Board members that virtual recreation programs have kicked off and provide opportunities for the District to stay engaged with the community. Some activities involve prizes and some allow engagement. Ms. Plank also reported that the finance software, BMS, and phone system has been migrated to the cloud for better efficiency.

C. Capital Improvement Projects

Park Planner/Landscape Architect Steph Sanders reported that District security systems were put out to bid which closed last week. The District received four (4) bids with the lowest responsible bidder sending a letter that they could not honor the bid. It was determined that it would be in the District's best interest to reject the bids and rebid at a later time. Ms. Sanders reported that the District Safety Committee has not met regarding COVID-19 but staff is currently working on a re-opening document, thanking General Manager Monya Jameson, Marketing Director Lisa Plank and Human Resources Director Esther Grijalva for navigating and tracking the multiple steps through this process. Wes Michaels has been assigned as Safety Officer and has taken inventory of supplies. A bi-weekly COVID-19 form will now be completed by each site and reported to Mr.

Michaels, allowing a quick delivery and consistent supplies throughout the District.

D. Financial Report

Finance Director Wayne McArthur reported that migrating finance software, BMS, to the cloud has made it faster and cleaner for staff. Mr. McArthur informed the Board that the budget is being discussed in each area and adjustments may need to be made. Staff is also working on the year end processes and tracking COVID-19 costs for the possibility of reimbursement. Mr. McArthur also reported that with the upcoming retirement of long-time employee, Margaret Thompson, a payroll coordinator has been hired.

E. Personnel Report

Human Resources Director Esther Grijalva thanked essential staff that have continued to work, including CTSA, Meals on Wheels, security and park staff. Ms. Grijalva will be meeting with all areas that have continued to work to discuss protocols and receive input to determine what is working for employees. Staff started daily health screens. Temperatures and symptoms will be logged and if symptoms or a fever is experienced, a doctor's clearance will be needed to return to work. Ms. Grijalva reported that the District is working on getting employees back to work. Notices are being sent regularly to keep staff informed on what is going on.

F. Parks Division Report

Park Planner/Landscape Architect Steph Sanders reported that maintenance staff along with Park Development Technician Josh Herrboldt are currently working on the multiple projects that need to be completed. The fire extinguishers are being tested and serviced if needed. Ms. Sanders reported that the District has added a new substitute ranger. The ranger schedule has returned to one day ranger and two evening rangers.

G. Recreation Program Report

NO REPORT

H. Training Report

REPORTS RECEIVED AND FILED.

8. CORRESPONDENCE

No Correspondence.

9. BOARD MEMBER COMMENTS

Opportunity for the Board to comment on items not listed on the agenda

BOB LERUDE – commented that in his opinion, the District is not responsible for protecting a homeowner's fence. Thanked staff for positive approach with public.

JIM ECKROTH commented he agrees regarding the fence.

STEVE RUETTIGERS No Comment

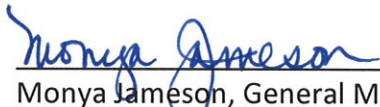
BROOKS DOUGLASS thanked staff for continuing to operate the best we can and communicating well.

DONNA CLOPTON requested staff contact North High School regarding practices being held at parks.


10. ADJOURNMENT

The meeting was adjourned at 6: 33 p.m. to the next meeting of the Board of Directors of North of the River Recreation and Park District scheduled on July 20, 2020.

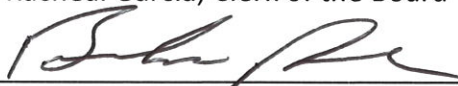
Minutes to be approved at Board
Meeting held on July 20, 2020



Monya Jameson, General Manager



Racheal Garcia, Clerk of the Board



Brooks Douglass, Chairperson