

## Bear River Recreation & Park District

### Regular Meeting Minutes

August 17, 2017

In Attendance: Board: Debi Juric, Scott Leaman, Terry Eberhardt, Stephanie O'Callaghan

Staff: Marlene Sharon, Adina Herrlin

Absent: Board Member TBD

1. Meeting was called to order by DJ at 7:06 p.m.
2. All in attendance recited the Pledge of Allegiance.
3. Approval Items
  - a. The minutes of the June 21st meeting were approved with a motion from SL and seconded by DJ. Unanimous.
  - b. The minutes of the July 20th meeting were approved with a motion from TE and seconded by SO. Unanimous.
  - c. TE also offered a motion to APPROVE the current payables, was seconded by SO. Unanimous.

**4. Request for Proposal/Bids - Cascade Crossings Maintenance - Action Item:** BRRPD Board chose to table this item until September meeting. Comments were logged from CC residents emails about current maintenance service. MS to contact current maintenance company about current scope of work and price. .Board discussed pros and cons of a maintenance company and a single operator company.

**5. Resolution of Acceptance of Cascade Crossings Park, Roundabouts, Holding Ponds and Perimeter Trail - Action Item:** BRRPD board also tabled this item until September meeting in order to review documentation received with sufficient time. Documents arrived the week of the meeting.

**6. Board Member Opening - Report:** Board recommended that we follow an interview process for interested candidates at the September meeting. MS to submit four questions to the interested parties via email. And invite them to the September meeting and put on agenda as an action item.

**7. Agnes Park -** MS made initial contact with county for this potential park. No rezoning needed. Recommended hiring a company to proceed with the steps going forward for development.

**8. Nevada County Auditor Controller Batch/Check Mailing Changes -** AH reported that the county will no longer mail checks to the special districts to then forward to the appropriate vendors. Also they will only process check (batch) requests on Mondays and Thursdays. The county will then mail warrants to the vendors. AH concerned with county not having the

payment statements that most vendors require. If not mailed, a representative of BRRPD would have to drive to county to pick-up. Alternative method was discussed of just getting the documented amounts direct deposited into our accounts and we process the payments. Batches have about a week turnaround. MS to make a payment schedule. AH to email Leslie about alternative solution.

**9. Safety Committee Report** - The Board of directors acting as the Safety Committee will discuss appropriate safety measures and responsibilities. Focus: After School Enrichment Classes on School Sites; Independent Contractors; Site Coordinators; Lockdown procedures; Fire/EQ. All school sites are maintained by school district custodial and BRRPD responsibilities are for maintaining classroom as was found. Classrooms have lockdown keys, First Aid kits with instructions on what to do if fire, lockdown, earthquake and other disasters. When Independent Contractors are on site there is always custodial and school district office staff on the grounds. All IC have contact information for students participating in their classes. No IC is left on campus without school district personnel being resent. Participants must be signed-out sheet by a recorded/registered adult picking them up. Site coordinators review this information with ICs. All ICs at sites have accident report forms and emergency numbers. BRRPD has not received any accident reports or incidences.

**10. New Business-**

a. PRSD'S new charter school ARETE would like to contract with us for after school enrichment classes and PE credits. PRSD will pay BRRPD for any classes or sports taken by ARETE charter students. Board approved with a motion from DL and SO seconded. Unanimous. Board requests to see scope of work offered by BRRPD at September meeting.

**11. Old Business-**

A. Board members new and old to determine areas of responsibilities. AORs TBD at September meeting suggestions included recruitment, classes and camps, contracts and negotiations, Friends of BRRPD 501C3 non-profit.

**General Managers Report** - included Fall & Winter Activity Guide, Fall Break Camp Bear River and classes, camps that can be held in the new office workroom/classroom. After School Enrichment classes are scheduled at three sites and hopefully add three more. MS mentioned the classes that pull in ASE - science, cooking and sports - and they should be offered at every session. MS had a site coordinators meeting in the summer to discuss the decrease in the ASE revenue. The school population is down but quality classes and instructors and including the three enrichment activities that always fill will help. MS should have site information by September meeting.

**Adjourn - DJ 7:28 p.m.**