



ADVISORY BOARD OF DIRECTORS
SUNRISE RECREATION & PARK DISTRICT
7801 AUBURN BLVD
CITRUS HEIGHTS, CA 95610

Action Summary

This meeting summary is intended to update the public regarding the actions of the Advisory Board of Directors at their March 16, 2023 meeting. The official meeting minutes are typically approved by the Advisory Board of Directors the following month. For example, the March 16, 2023 meeting minutes will be approved by the Advisory Board of Directors at the scheduled April meeting. If you have any questions, please contact us at (916) 725-1585.

THURSDAY, MARCH 16, 2023

REGULAR MEETING 5:00 PM

Board of Directors: Jay Evans, David Huber, Mark Shahan, Tim Virga, Vacant

SECTION 1: REGULAR SESSION

The Advisory Board of Directors welcomes and encourages participation in the Board meetings. The Board of Directors may take up any Agenda item at any time, regardless of the order listed. Action may be taken on any item on the agenda.

1. CALL REGULAR MEETING TO ORDER – 5:00 PM
2. ROLL CALL
3. FLAG SALUTE
4. MEETING PROTOCOL
5. APPROVAL OF AGENDA
6. COMMUNICATIONS RECEIVED AND FILED
None
7. PRESENTATION
Sunrise Pickleball Club Donation to the Gene Ahner Youth Scholarship Fund

Board Action: Shahan, Virga
Ayes: Evans, Huber, Shahan, Virga
Noes: 0
Absent: 0
Abstain: 0
Recuse: 0

SECTION 2: PUBLIC COMMENT

Members of the audience may address the Board on any item of interest to the public and within the Board's purview, or on any Agenda Item before or during the Board's consideration of the item. If you wish to address the Board during a meeting, please fill out a Speaker Identification Sheet and give it to the Clerk. When you are called upon to speak, step forward to the podium and state your name for the record. Normally, speakers are limited to two (2) minutes each with 30 minutes being allowed for all comments. Any public beyond the initial 30 minutes may be heard at the conclusion of the agenda. The Chairperson has the discretion to lengthen or shorten the allotted times.

SECTION 3: CONSENT MATTERS

The consent matters are acted upon as one unit.

1. Approval of minutes from the Advisory Board of Directors meeting for February 16, 2023.

[Board Minutes](#)

2. Approval of 2022-23 February Financial Reports.
3. Approval of billing and refund report for February 2023.
4. Approval of Operation Report for February 2023.

[Operations Report – FEB 2023](#)

5. Approve Resolution No. 23-002, authorizing the District Administrator, or his/her designee, to execute a Sales and Purchase Agreement of Real Property, an Easement for installing a cinder block wall between the park and the freeway in Walerga Park and to do and perform everything necessary to carry out the purpose of the resolution.

[Easement Staff Report](#)

[RES NO 23-002](#)

[Easement Document](#)

[Sales and Purchase Agreement](#)

[Maintenance MOU](#)

Board Action: Virga, Shahan
Ayes: Evans, Huber, Shahan, Virga
Noes: 0
Absent: 0
Abstain: 0
Recuse: 0

SECTION 4: ADMINISTRATION BUSINESS

1. By motion, approve the transfer of surplus property in Fair Oaks, Ca. to the Fair Oaks Recreation and Park District.

Amended Motion: By motion, approve the transfer of surplus property in Fair Oaks, Ca. to the Fair Oaks Recreation and Park District and District staff to work with Fair Oaks Recreation and Park District staff to identify any additional properties that need to be transferred within the next six months.

Property Transfer Staff Report	Letter of Request	Record of Survey
Grant Deed	Image of Parcel	

Board Action: Virga, Shahan
Ayes: Evans, Huber, Shahan, Virga
Noes: 0
Absent: 0
Abstain: 0
Recuse: 0

2. By motion, provide direction to staff to balance the budgets and approve the Sunrise Recreation and Park District's FY 2023-2024 Recommended Budgets for 338A, 338B, 338D, 338E and 338F and forward to the Board of Supervisors for final adoption.

Public Hearing started at 6:15 pm.

Amended Motion: By motion, balance 338A by allocating \$237,737.00 to contingency and approve the Sunrise Recreation and Park District's FY 2023-2024 Recommended Budgets for 338A, 338B, 338D, 338E, and 338F and forward to the Board of Supervisors for final adoption.

District Budget Report	338A	338B
338D	338E	338F
2023-2024 Salary Policy		

Board Action: Virga, Shahan
Ayes: Evans, Huber, Shahan, Virga
Noes: 0
Absent: 0
Abstain: 0
Recuse: 0

Public Hearing ended at 7:03 pm.

3. By motion, approve the District's Capital Improvement Projects (CIP) for FY 2023-2024 as outlined in Exhibit A. Also, by motion, authorize the District Administrator to initiate Request for Proposals (RFP's) and Request for Qualifications (RFQ's) as required or necessary following District Policy and the Uniform Public Construction Cost Accounting Act (UPCCAA) to begin Capital Improvement Projects outlined in Exhibit A.

[District CIP Plan Report](#)

[2023-2024 CIP Program](#)

Board Action: Virga, Shahan
Ayes: Evans, Huber, Shahan, Virga
Noes: 0
Absent: 0
Abstain: 0
Recuse: 0

4. By Motion, award the lowest responsible bidder to Helix Environmental for the Cook Amphitheater RFQ.

Amended Motion: By motion, award the lowest responsible bidder to Helix Environmental for the Cook Amphitheater RFQ and authorized the District Administrator to sign all necessary documents.

[Cook Amphitheater RFQ Report](#)

[Helix Proposal](#)

[Contract with Mr. Cook](#)

Board Action: Virga, Shahan
Ayes: Evans, Huber, Shahan, Virga
Noes: 0
Absent: 0
Abstain: 0
Recuse: 0

SECTION 5: ITEMS FROM THE ADVISORY BOARD

The next subcommittee meetings are scheduled for April 2023 as follows:

Park Development and Finance

Jay Evans
April TBD

Personnel and Programing

Mark Shahan/Tim Virga
April TBD

District Administrator recruitment update

Upcoming Special Events

March 29 – April 2 – Wall That Heals – Rusch Community Park

May 19 – May 21 – Pickleball Tournament – Rusch Community Park

SECTION 6: ADJOURNMENT

The agenda for this meeting of the Advisory Board of Directors for the Sunrise Recreation and Park District was posted in the following listed sites before the close of business at 5:00 pm on the Friday preceding the meeting.

1. Sunrise Recreation and Park District, 7801 Auburn Blvd, Citrus Heights, CA
2. Foothill Community Center, 5510 Diablo Drive, Sacramento, CA
3. Crosswoods Community Center, 6742 Auburn Blvd., Sacramento, CA
4. City of Citrus Heights, 6237 Fountain Square Drive, Citrus Heights, CA
5. District Website (www.sunriseparks.com)
6. North Highlands-Antelope Library

Board Action: Chair Called for Adjournment at 7:13 pm