



AGENDA

Meeting of the
Scotts Valley Senior Center Board
In-Person Meeting
Date: May 21, 2024
Time: 1:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
Recreation Division 361 Kings Village Road Scotts Valley, CA 95066 (831) 438-3251	Scotts Valley Senior Center 370 Kings Village Road Scotts Valley, CA 95066	Agenda posted on 5/17/24 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at: www.scottsvalley.gov

BOARD MEMBERS	CITY STAFF MEMBERS
Margaret Schraft, Chair Nancy Diaz, Vice Chair Ferd Bergholz, Board Member Harvey Bustichi, Board Member Lisa Bustichi, Board Member George Milder, Board Member Anna Pissanetzky, Board Member	Allison Pfefferkorn, Recreation Division Manager Darshana Croskrey, Senior Center Coordinator Brian Youmans, Administrative Assistant III

MEETING NOTICE AND AGENDA PACKET MATERIALS
Notice regarding Senior Center Meetings: The Senior Center Board meets regularly on the 1st Tuesday of each month at 1:00 PM at the Senior Center located at 370 Kings Village Road, Scotts Valley, CA 95066. Agenda and Agenda Packet Materials: The Senior Center Board agenda packet is published at least 72 hours in advance of the regular meeting and is available for review at the Recreation Division office at 361 Kings Village Road, Scotts Valley, CA. The agenda packet is also available for viewing on the City's website at www.scottsvalley.gov.

Call to Order

Roll Call

Staff Updates

1. Staff Update - RDM Pfefferkorn

Public Comment Time:

This portion of the agenda is reserved for discussion by the public of items which are NOT agendized. No action may be taken by the Board except to refer the matter to staff and/or place it on a future agenda. It is in the best interest of the person speaking to the Board to be concise and to the point. All speakers are requested to sign their name at the podium so their name may be accurately recorded in the minutes of the meeting. A time limit of three minutes per individual will be allowed.

Consent Agenda

(Any person wishing to speak on the consent agenda may do so by raising their hand as the item is called out by the chairperson.)

1. 03-05-24 Senior Board Meeting Minutes

Additions/Deletions to Regular Agenda

Regular Agenda

(Any person wishing to speak on the regular agenda may do so by raising their hand as the item is called out by the chairperson.)

1. Green Business Network
2. Potential Senior Center facility improvements to be funded by the City's CDBG Program Income available funds

Adjournment

ADA NOTICE

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5600 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; or, Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT

DATE: 5/21/2024
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Staff Update - RDM Pfefferkorn**

SUMMARY OF ISSUE

Recreation Manager Allison Pfefferkorn

Admin Updates:

Bocce Summer registration will be fully online. The registration for the spring went well, and we are excited to continue to offer registration and payment online.

Darshana was trained on how to register new members through the Active platform. She is working on setting up a time with a few others to learn how to register new members.

Facility Updates:

Thanks to our maintenance crew, a security gate was installed in the boutique to help keep the contents secured during rental groups.

Senior Center Coordinator Darshana Croskrey

REORGANIZING PROJECT

It is well under way as Anna Pissanetzky and Carmon Watson helped me to sort through the off-site storage; everything is ready to be transferred to the center once the Host Lions storage shed has been refurbished.

The Club, under the direction of Marc Winkvist and Ron Sekkel, have now cleared out their final belongings. Public Works will be starting work to renovate it so that we can utilize the space that best fits the center's needs for storage.

LINE DANCE SOCIAL

Got off to an exciting start with 64 paid attendees. We are splitting the door entry 50/50 with the band. We do not pay the line dancing instructor. This social will take place every month, up to and including, October. Currently looking for a Co-Chair for Ira Kessler.

CONTINUING ADMIN IMPROVEMENTS

Darshana has been trained to sign up members online by Brian & Allison

Brian continues to work with Darshana and Marlene to ensure quirks which show up in our transition from the Access database to the Active database are worked out.

Receptionists are working on calling members to collect missing information which is passed on to Brian for updating on Active.

NEW OFFERINGS

We continue to expand our activities. The latest is Mindfulness Meditation. We are set to start a Gyrokinesis Program in June and are working on adding a Balance Class in July. We are also talking with a retired college professor about starting a Writer's Class.

SPECIAL PRESENTATIONS

In March, we offered a Personal Safety Class by Erin O' Brien. In spite of having only eight attendees, the attendees themselves loved the event and found it very helpful.

In April, a local realtor brought together a panel of five experts on the subject of 'All Aspects of Downsizing'. It was well-attended (19) and well-received. Lunch was provided by the panel.

The City Manager, Mali LaGoe, authorized an application submitted by a nonprofit group called Damians Ladder (DL), to host its monthly Board Meeting at the center as part of the center's calendar of events. It is open to all. The mission of DL is to serve the needs of all seniors in the SV/SLV communities.

UPCOMING EVENTS

We are excited about bringing back a pancake breakfast and a flea market, BOTH on the same day, so please mark your calendars for June 1st starting at 8am.

Also, very excited about Armchair Topics in May.... The Miracles of Modern Medicine. Through an informal and impromptu conversation among some seniors, it was discovered that there is a distinct ignorance about devices, drugs, procedures and therapies available today for chronic conditions and mild to severe ailments and diseases affecting our senior community - Takes place on Tuesday, May 28th at 12:30pm.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive Presentation

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1. Staff Update - RDM Pfefferkorn

Staff Updates- May 7th, 2024

Recreation Manager Allison Pfefferkorn

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MINUTES

Meeting of the
Senior Center Board Meeting
Date: March 5th, 2024
Time: 1:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
Recreation Division 361 Kings Village Road Scotts Valley, CA 95066 (831) 438-3251	Scotts Valley Senior Center 370 Kings Village rd. Scotts Valley, CA 95066	The agenda was posted on 03-01-2024 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at www.scottsvally.gov .

Call to Order - 1:00 pm

The meeting was called to order at 12:59 PM.

Roll Call

APPOINTED OFFICIALS PRESENT:

Margaret Schraft, Chair
Nancy Diaz, Vice Chair
Ferd Bergholz, Board Member
Harvey Bustichi, Board Member
Lisa Bustichi, Board Member
George Milder, Board Member
Anna Pissanetzky, Board Member

CITY STAFF MEMBERS PRESENT:

Allison Pfefferkorn, Recreation Division Manager
Darshana Croskrey, Senior Center Coordinator
Brian Youmans, Administrative Secretary

Staff Updates

1. Staff Updates - RDM Pfefferkorn
 - a. RDM Pfefferkorn announced several updates to the Senior Center facility, including the installation of a new ADA door and main hall light switch.
2. Staff Updates – SCC Croskrey
 - a. SCC Croskrey announced several updates to the Senior Center programs and events, including highlighting previous events and announcing upcoming activities.

Public Comment Time

Cynthia Dendzel, a Senior Center Member, requested that the board assist SCC Croskrey in developing a list of needs/wants for the Senior Center to utilize the City's new Donation Policy.

Cynthia Dendzel read aloud a letter from Deborah Beham, a fellow Senior Center Member. Deborah requested that the board investigate fundraising options for the construction of a shade structure over the bocce courts.

Linda Carney, a Senior Center Member, and volunteer within the Senior Center Boutique, requested that she be able to come into the Center on weekends to take inventory and prepare items for the boutique.

Consent Agenda

1. Approve Senior Center Board Meeting Minutes 11-07-23.

M/S: Schraft/Diaz

To approve the Consent Agenda with no alterations. Carried 7/0 (AYES: Schraft, Diaz, Bergholz, Bustichi, Bustichi, Milder, Pissanetzky)

Additions/Deletions to Regular Agenda

None.

Regular Agenda

1. Year Event Schedule
 - a. RDM Pfefferkorn presented the Senior Center Event Master Calendar for 2024.
 - b. SCC Croskrey provided clarification that several upcoming events are still only tentative.
2. Update on Active Net for Membership and Future Implementation
 - a. RDM Pfefferkorn presented a three-phase plan for the implementation of the Active Net database for the Senior Center. This includes: the integration of Senior Center Memberships into the Active Net system as well as registration for Senior Center classes and activities.
 - b. Administrative Secretary Youmans gave a live demonstration for how a person could enroll into the Senior Center Membership through Active Net's online portal.
3. Parks Master Plan Update
 - a. RDM Pfefferkorn presented an update in regards to the upcoming Parks Master Plan.

Adjournment

The meeting adjourned at 2:01 PM.

City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT

DATE: 5/21/2024
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager, Matthew Spencer-Cooke
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Green Business Network**

SUMMARY OF ISSUE

The California Green Business Network leads the state and nation in working with small to medium-sized businesses to create a vibrant green economy. Led by a coalition of cities and counties, they contribute by helping to make communities healthier and more livable while also conserving resources and saving money.

The Maintenance Manager has recently been working with the California Green Business Network to help the Senior Center become a Green Business. The Recreation office as well as the PD have all been certified as a green business.

The benefits of becoming certified for the Senior Center are the following:

1. It is good for the environment - it helps fight climate change and saves resources.
2. Saves Money - implementing practices that lead to cost savings in energy, water, and garbage bills.
3. Improves employee and visitor wellness - using less toxic products.

Scotts Valley Senior Center is being asked to commit to minimizing environmental impact and actively promoting sustainable practices. This can be done in very simple ways, such as waste reduction, water conservation, responsible energy consumption, and a purchasing policy that prioritizes eco-friendly products and services.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Staff recommends board members to receive Maintenance Manager Matt Spencer-Cooke's presentation on how the Senior Center can change the mindset of their practices and adapt to the new guidelines.

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1. Environmental Policy Statement Procurement Guidelines - Scotts Valley Senior Center



Scotts Valley Senior Center

Environmental Policy Statement & Procurement Guidelines

370 Kings Village Road
Scotts Valley, CA 95066

Scotts Valley Senior Center is committed to minimizing environmental impact and actively promoting sustainable practices. Our environmental policy encompasses waste reduction, water conservation, responsible energy consumption, and a purchasing policy that prioritizes eco-friendly products and services. By adhering to these principles, we strive to create a greener future for our business and the community we serve.

Waste Reduction-

- Increase waste diversion by recycling all paper, hard plastic, glass, cans and composting all food waste.
- For internal and external company events, use reusable and/or compostable dishware.
- For in-office dining, only provide reusable utensils.
- Obtain or donate previously used furniture, supplies, or materials.
- Purchase office/copy paper that is either: 100% recycled *or* FSC Certified with at least 30% post-consumer waste recycled content.
- Make two-sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.

Water Conservation

- Check for leaks monthly (at the minimum) and repair all leaks.
- Ensure that no wastewater, debris, or litter enters storm drains near your business.
- Inspect and regularly repair all broken or defective sprinkler heads/nozzles, meters, water pipes, lines, and valves.

Energy Conservation

- Unplug infrequently used equipment including monitors and printers when not in use.
- Only use LED lightbulbs in fixtures and lamps.
- Consider motion sensor lights for rooms used infrequently such as conference rooms and bathrooms.

- Complete regularly scheduled maintenance on your HVAC (heating, ventilation, and air conditioning) at least twice a year.
- Keep the HVAC system at 78° for cooling and 68° for heating.
- Ensure that future appliance purchases are Energy Star.

Pollution Prevention

- Repair or replace dumpsters that have holes to protect storm drains.
- Keep dumpsters covered and impermeable to rain.
- Dispose of, or recycle universal waste including light bulbs, batteries and paint.
- Limit the use of disinfectants to only surfaces in restrooms or on door handles. Use a hydrogen peroxide-based disinfectant product with an automatic dilution system when necessary.
- Continue purchasing less toxic janitorial cleaning products.
- Use Integrated Pest Management.
- Request vegetable-based inks, including linseed and soy, when using a commercial printer.

Reduce Fuel Consumption

- Incentivize the use of alternative transportation including public transit, carpool, biking, walking etc.
- Provide guaranteed rides home for employees and volunteers who opt for alternative transportation.
- Remodel using LEED Green building standards.
- All future vehicle purchases should be hybrid or electric vehicles.

Employee Education

- Host zero waste events, i.e., ensuring no waste is generated during company meetings.
- Provide training programs to educate employees on proper recycling & composting practices, resource conservation ideas, low-toxic purchasing, etc.
- Include this Environmental Policy in employees' onboarding.
- Post this environmental policy somewhere visible.

Green Business Procurement Guidelines

- **Energy Star** office equipment, appliances, printers, computers, laptops, monitors, and mobile phones.
- **BPI compostable** or **reusable food ware**: Single-use coffee lids, cups, plates, utensils, straws, etc., should always be BPI certified and preferably fiber-based.
- **Paper products**: chlorine free/unbleached and at least 30% post-consumer waste recycled content. This applies to paper towels, toilet paper, napkins, and printer paper.
- **Cleaning products**: [Green Seal](#) certified, [US EPA Safer Choice](#), or [EcoLogo](#).
- **Disinfectants** should never have ammonia or chlorine as active ingredients. Alternative active ingredients include: hydrogen peroxide, thymol, alcohol, or citric acid



NAME _____

SIGNATURE _____

DATE _____

City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT

DATE: 5/21/2024
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Potential Senior Center facility improvements to be funded by the City's CDBG Program Income available funds**

SUMMARY OF ISSUE

The city has available funding from the Community Development Block Grant - Program Income. The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. CDBG Program Income (PI) is revenue generated by a previous CDBG grant such as a loan repayment. The City has \$366,000 available in Program Income to reinvest in CDBG eligible projects.

The funds can be used for facility improvements, ADA, and other improvements that would benefit a majority of low-moderate income individuals. The CDBG demographic survey that was conducted last fall targeting Senior Center users resulted in 54% of users meeting the income qualifications. Therefore, City staff recommended to the City Council that the funds be used to improve the Senior Center Facility. The City Council accepted the staff's recommendation and directed staff to develop a proposal to use the funds in this way. The funding can not be used for any programming, staffing, etc.

Staff explored the Senior Center and reviewed the ADA Transition Plan (ADATP) from 2016 to help identify projects for the grant and would like the Senior Board and public's input on the identified projects.

The following is a list of improvements that could be considered for the grant funding:

- Exterior Accessible Route - Replace back porch steps with ramp- ADATP
- Landscaping border around sidewalks to keep sidewalks debris free
- General structural repairs
- Kitchen remodel - new cabinets, counter tops and dish sanitizer- ADATP
- Commercial Refrigerator
- Sound absorbing panels for main room to improve acoustics

Next Steps: Staff will develop a list of eligible improvements and budget to utilize the available funds. This detailed proposal will be presented to the City Council for authorization to submit

the City's CDBG-PI application to the State Department of Housing and Community Services. The state must approve the City's application before any funds can be expended.

FISCAL IMPACT

The City has \$366,000 available in CDBG-PI grant funds to use for Senior Center improvements.

STAFF RECOMMENDATION

Staff recommends the board review the list of suggested improvements and identify other needs not listed, as well as advise on the priority ranking of the needs listed.

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None