

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors July 14, 2022

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on July 14, 2022, at the District Office. Director Montes called the meeting to order at 6:32 p.m.

Directors present: Meraz, Montes, Brunberg, Presinal
Directors absent: Stickney
Staff present: Barry Ross, District Administrator
Jennifer Von Aesch, Finance/HR Superintendent
Horacio Oropeza, Park Superintendent
Jason Bain, Recreation Supervisor
Melyssa Woodford, Admin. Services Supervisor

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.

4. **APPROVAL OF AGENDA**
On a motion by Director Brunberg, seconded by Director Montes, the agenda was approved by a vote of 4-0-0 with Directors Brunberg, Meraz, Montes and Presinal voting Aye. There were no Nays or Abstentions. Director Stickney was absent.
MOTION #1

5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.

6. **MINUTES**
 - a) **Approval of Minutes of Special Meeting May 4, 2022 (pg. 1-2):**
On a motion by Director Brunberg seconded by Director Meraz, the minutes were approved by a vote of 3-0-1 with Directors Brunberg, Meraz, and Montes voting Aye. There were no Nays. Director Presinal abstained. Director Stickney was absent.
MOTION #2

 - b) **Approval of Minutes of the Regular Meeting on May 12, 2022 (pg. 3-9):** On a motion by Director Brunberg seconded by Director Meraz, the minutes were approved by a vote of 3-0-1 with Directors Brunberg, Meraz, and Presinal voting Aye. There were no Nays. Director Montes abstained. Director Stickney was absent.
MOTION #3

 - c) **Approval of minutes of the Regular Meeting on June 9, 2022 (pg. 10-16):** On a motion by Director Brunberg seconded by Director Montes, the minutes were approved by a vote of 3-0-1 with Directors Brunberg, Montes, and Presinal voting Aye. There were no Nays. Director Meraz abstained. Director Stickney was absent.
MOTION #4

7. CORRESPONDENCE

- a) Article in Orangevale View about new outdoor fitness equipment (pg. 17)
- b) Article in Orangevale View about the upcoming Bow Wow Days event at Community Park on September 24 (pg. 18)
- c) OVparks ad in the Orangevale View to promote current and upcoming programs and events (pg. 19)
Admin Ross advised the Tropical Escape luncheon will be held for members at the Community Center Friday, July 15. Attendance is highly attributed to the promotion published in the Orangevale View. Upon publication the enrollment increased significantly. Admin Ross suggested pursuing an insert of the activity guide in the Orangevale View to potentially save on mailing costs. A cost analysis will be researched to determine if this would be beneficial.

8. CONSENT CALENDAR

MOTION #5

On a motion by Director Brunberg, seconded by Director Montes, the consent calendar was approved by a vote of 4-0-0 with Directors Montes, Brunberg, Presinal and Meraz voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

8.1. CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for May 2022 (pg. 20)
- b) Budget Status Report for May 2022 (pg. 21-23)
- c) Revenue Report for May 2022 (pg. 24)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for May 2022 (pg. 25-26)
- b) Budget Status Report for May 2022 (pg. 27-28)

8.3. KENNETH GROVE CONSENT MATTERS

- a) Ratification of Claims for May 2022 (pg. 29)
- b) Budget Status Report for May 2022 (pg. 30)

9. NON-CONSENT MATTERS GENERAL FUND

No Report.

10. STANDING COMMITTEE REPORTS

- a) Administration and Finance: No report.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy: No report.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: Trails Committee: No report.

h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – June 2022 (pg. 31-37):

June 10 was the final day of work for Christina Kelley, our full time Administrative Clerk. Christina accepted a position with the City of Folsom. We wish her well in her new job and thank her for her four years of valuable service to our District, and outstanding customer service to our patrons. Kathy Harling has accepted and moved from the part-time Office Assistant to the full-time Administrative Clerk. Merinda Owens has been hired as the afternoon part-time Office Assistant. OVparks is recruiting for the morning Office Assistant part-time position. Nadia Khokhhar Roberts has accepted a position at the City of Folsom. Her last day will be Friday, July 15, 2022. The continuation of recreation programming is in the capable hands of our Recreation Specialists and other Recreation staff while we await filling the Recreation Coordinator vacancy. Recruitment has begun and the application deadline is August 8 at 5pm.

Park Supt. Oropeza advised some trees and branches have been coming down. Park Maintenance staff assisted in the preparation for the Summer Palooza event held June 17-19. Park Maintenance staff plant an average of forty trees per year. Park Supt. Oropeza will contact the Tree Foundation to obtain additional trees to plant throughout the parks. Park Supt Oropeza clarified the thirty-two feet of fence included the wood to replace bridge rails near the nature area at OCP.

Director Montes appreciated the OVparks staff and all involved in the success of the Summer Palooza event. She voiced concerns regarding electrical issues that occurred during the event which need to be addressed. Park Supt. Oropeza will discuss with Admin Ross to determine the course of action necessary to fix the issues. An early meeting will be held to begin planning next year's Summer Palooza in conjunction with the OVparks 40th anniversary.

Recreation Supervisor Jason Bain advised the Rec'ing Crew day camp has been quite successful. He explained the charts indicating gross revenue includes all summer registrations processed. Directors Brunberg and Montes suggested the Recreation Committee discuss the option of quarterly or semi-annual reconciliation for improved actual vs. accrued revenue reconciliation. He advised that combined recreation and rental revenue was over \$700,000 for the fiscal year.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

a) Approval of the Letter of Engagement from Auditor Larry Bain for the fiscal year 2021/22 audit in the amount not to exceed \$9,900 (pg. 38-42):

MOTION #6

Larry Bain has served as the District's auditor for several years and has submitted a letter of engagement to conduct the Fiscal 2021/22 Audit in the amount not to exceed \$9,900. The rates have increased by approximately \$1,000 because of new requirements from the Governmental Accounting Standards Board (GASB). In addition to the auditing responsibilities of our capital/property leases, Auditors are now responsible for implementing GASB 87 which covers operating leases such as our cell towers and copy machine. This requires extra steps and accounting software for the Auditor.

On a motion by Director Brunberg seconded by Director Meraz, the Letter of Engagement from Auditor Larry Bain for the fiscal year 2021/22 audit in the amount not to exceed \$9,900, was approved by a vote of 4-0-0 with Director Meraz, Brunberg, Presinal & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- b) Approval of the agreement with Terror In The Night Halloween Productions to hold the Cemetary Haunted House at the Orangevale Community Center Park from October 21-31, 2022 (pg. 43-59):

MOTION #7

Frank Babcock has submitted a special event rental application to use the Property in-between the Community Center and the north buildings to build and host the Cemetary Haunted House. The event will run from October 21 thru 31, 2022. Set up would be August 12 thru October 20 and clean up runs from November 1 to November 26, 2022.

The company Terror in the Night Halloween Production produces haunted attraction events in the Sacramento and Modesto Markets. The attractions are hand built with lumber and are open-air walk-through mazes. There are different themes inside the attractions that are designed to scare the paying customers. They use live costumed actors, makeup artists and themed audio throughout the attractions, theatrical lighting, fog machines and pneumatic props. The events will run from October 21 thru October 31 from 7 to 11 p.m. (Oct. 23, 24, 25, 26, 27, and 30) and 7pm to midnight (Oct. 21, 22, 28, 29, and 31). They will be selling tickets for admission.

The fees associated with this special event use permit include:
Set-up: August 12 – October 20: 70 days x \$52 per day = \$3,640
Event Dates: October 21 – October 31: 10 days x \$191 per day = \$1,910
Clean-up: November 1 – November 26: 26 days x \$52 per day = \$1,352
Total Rental fee \$6,902

In addition to the rental fee a \$2,000 deposit will be required for the event.

Per the Agreement, one-half of the fees (\$3,451) plus the deposit (\$2,000) in the amount of \$5,451 will be due by August 1 at noon. The balance of \$3,451 will be due by September 26 at noon.

On a motion by Director Brunberg seconded by Director Presinal, the agreement with Terror In The Night Halloween Productions to hold the Cemetary Haunted House at the Orangevale Community Center Park from October 21-31, 2022, was approved by a vote of 4-0-0 with Director Meraz, Brunberg, Presinal & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- c) Update on Board of Directors election timeline (verbal):
Applications will be accepted beginning Monday, July 18, 2022.
- d) Update on Swimming Pool Project (verbal):
Admin Ross advised the schematic design to be completed within a couple of weeks will include updated costs. The final part necessary for the pump repair should be received by the end of this week. Director Meraz suggested a survey be conducted to identify the lines for the future splash park project during the swimming pool project completion to negate the need for another engineering company to survey separately. Admin Ross to research to determine if this is feasible. The final deadline of Spring of 2023 for completion of the project is still realistic. The availability of contractors, the speed of the County permit process, and the actual project costs are variables that could cause delays.
- e) Update on Roadway/Trail Project (verbal):
Admin Ross advised that the project utilizes Prop 68 Per Capita Grant allocated amount of approximately \$250,000. The CEQA study is the next step to be conducted in the project. An invoice will be provided prior to beginning the study which should be completed within approximately two weeks. OVParks likely will qualify for a Notice of Exemption. Once the CEQA study is completed, the State of California will release access to the account to draw funds as necessary throughout the project. Although OVParks is not likely to require additional time to complete the project, The State of California has indicated the likelihood of extending of the project deadline, which is currently December 31, 2023, due to delays on the part of the State.
- f) Update on Arcade Cripple Creek Trail Project (verbal):
Admin Ross advised the quotes came in approximately two million dollars over budget. They are looking for ways to cut

costs or acquire contributions. The City of Citrus Heights has requested approximately \$50,000 worth of contributions from OVparks toward projects currently on their budget. They have indicated the existing lighting will remain at Sundance Park with the possibility of installing three new lights instead of the originally proposed four lights. The Board of Directors voiced necessity to communicate this latest information with the community members within the Sundance Park neighborhood. The City is also seeking the District's assistance with costs related to fencing, concrete removal, and hydroseeding.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross thanked Bruce Barber from the Orangevale Public Library for attending tonight's Board of Directors meeting. Appreciation to Bruce for offering the community room at the library to conduct several community meetings. Thanks went to staff for stepping up when staff shortages and Covid office closure in June occurred. Kudos to the Recreation Staff for generating revenue well in excess of our goals, and to the Admin Staff for processing the additional program registrations. He also extended appreciation to Horacio and his park maintenance staff for their efforts to make our parks and facilities so welcoming for the community.

Supervisor Woodford advised of the Tropical Escape senior luncheon will be held Friday, July 15 at 11am. The Ukulele Fretters will perform at the luncheon. Forty seniors have enrolled for this event, and we are very excited to provide this activity for the senior community.

Supervisor Bain advised the community pool will not be open on Saturday, July 23rd due to majority of pool staff participating in the TigerSharks Championships on that day.

Park Supt. Oropeza thanked the Park Maintenance Staff for their contributions to the upkeep of the parks throughout the recent heatwaves. Communication from community members has increased to inform of any new situations to address throughout the parks. Graffiti incidents have reduced this month.

Finance/HR Supt. Von Aesch advised of an upcoming meeting with the County of Sacramento she is scheduled to attend in August. She anticipates obtaining further information on healthcare costs for 2023.

Director Montes noticed a public announcement of proposal of increasing minimum wage to \$18 per hour be placed on the ballot. She extended appreciation to all who participated in the Summer Palooza this year.

Director Presinal thanked the staff for their efforts to continue smooth operations.

Director Brunberg requested two copies of the updated contact card.

Director Meraz mentioned the parks are looking well-manicured and noticed hardly any trash throughout the parks.

**15. ITEMS FOR NEXT
AGENDA**

No items discussed.

**16. ADJOURNMENT
MOTION #8**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:19 p.m. On a motion by Director Brunberg, seconded by Director Montes, the adjournment was approved by a vote of 4-0-0 with Directors Presinal, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

Director Montes, Acting Chairperson