

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors February 15, 2024

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on February 15, 2024 at the District Office. Director Stickney called the meeting to order at 6:32 p.m.

Directors present: Stickney, Brunberg, Montes, Presinal
Directors absent: Meraz
Staff present: Becky Herz, District Administrator
Jennifer Von Aesch, Finance/HR Superintendent
Horacio Oropeza, Park Superintendent
Jason Bain, Recreation Supervisor

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

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

5. **PUBLIC DISCUSSION** Community member, Jennifer Von Aesch, spoke regarding the Orangevale neighborhood she has lived in since 1997 of approximately 129 homes. This neighborhood is only accessible via Sundance Drive off Fair Oaks Blvd. The entire neighborhood backs to the Sundance Park. Two walking pathways, owned by OVParks, were created for residents to access the Sundance Park nature area. To her knowledge, the pathway off of Big Chief, which looks quite treacherous, has never been opened. The Board had previously closed the Coyote Court access after the adjoining neighbors requested the closure due to issues of crime reported prior to the recent improvements implemented in the Sundance Park area. The Sacramento County Planning and Surveyor Department verified these accesses are the property of OVParks. Director Stickney suggested notifying the neighbors who would be affected of the plan to review opening the pathway on Coyote Court for resident access to the park area. Park Supt. Oropeza advised the Big Chief access has a wider area of the creek which will require a bridge to provide safe access to the park. This topic will be reviewed by the Trails Committee, and added as an agenda item for discussion at the March Board of Directors meeting.

6. MINUTES

MOTION #2

- a) Approval of Minutes of the January 18, 2024 (pg 1-11):
On a motion by Director Brunberg, seconded by Director Presinal, the minutes of the Regular Meeting on January 18, 2024, were approved by a vote of 4-0-0 with Directors Stickney, Brunberg, Montes, and Presinal voting Aye. There were no Nays or Abstentions. Director Meraz was absent.

MOTION #3

- b) Approval of Minutes of the Special Meeting on February 1, 2024 (pg. 12-13):
On a motion by Director Montes, seconded by Director Brunberg, the minutes of the Special Meeting on February 1, 2024, were approved by a vote of 3-0-1 with Directors Stickney, Brunberg, and Montes, voting Aye. There were no Nays. Director Presinal abstained. Director Meraz was absent.

7. CORRESPONDENCE

- a) Orangevale View January 12, 2024 (pg. 14): Admin Herz shared the article inviting the senior community to attend the Best Friends Bash, which includes snacks, Bingo, and socializing for seniors. Approximately seventy-five seniors attended this year's event.
- b) Orangevale View January 26, 2024 (pg. 15): An article was published announcing Becky Herz as the new District Administrator at OVparks.

8. CONSENT CALENDAR

MOTION #4

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

8.1. CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for January 2024 (pg 16-17)
b) Budget Status Report for January 2024 (pg 18-20)
c) Revenue Report for January 2024 (pg 21)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for January 2024 (pg 22-23)
b) Budget Status Report for January 2024 (pg 24-25)

8.3. KENNETH GROVE CONSENT MATTERS

- a) Ratification of Claims for January 2024 (pg 26)
b) Budget Status Report for January 2024 (pg 27)

9. NON-CONSENT MATTERS GENERAL FUND

None discussed.

**10. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: This committee met on Feb 1. See the meeting recap. (pg. 28-29)
The committee discussed the current budgetary status and status of capital projects with Fiscal Year 2023/24. Staff and Directors agreed that the capital projects for 2023/24 were either completed, almost completed, or on track. Staff stated that the pool renovation looks great. The employee salary scale evaluation was discussed and added as an agenda item for tonight's BOD meeting to consider a new District guideline of a salary scale evaluation every two years. Consideration of Final 9 finance reporting and possible audit was discussed and added to tonight's agenda for further discussion. Staff and Directors reviewed and approved the outline for the timing of the 2024/25 Budget Process to include two more Finance Committee meetings. The final budget to be presented for approval by the full Board at the August 15, 2024 BOD meeting. The next Finance Committee meeting is scheduled for May 10, 2024 at 10:30am.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy: No report.
- e) Government: No report.
- f) Planning Committee: Meeting is scheduled for February 26th.
- g) Trails Committee: Trails Committee: Meeting to be scheduled.
- h) Ad Hoc: No report.

**11. ADMINISTRATOR'S
REPORT**

- a) Monthly Activity Report – January 2024 (pg 30-36):
- On January 10, EasyStumps removed a hazardous pine tree on District property that was leaning over the sidewalk and road near the entrance of Pecan Park.
 - On January 20, Admin Ross and Recreation Coordinator Andrew Gross attended the Orangevale Open House at the Orangevale Grange. OVparks had a booth along with more than 20 other Orangevale community agencies.
 - On January 22, Admin Herz began her first day at OVparks.
 - On January 23, OVparks held an all-staff meeting to meet new District Administrator Becky Herz, discuss the transition of District leadership, and provide updates on current projects.

- On January 26, OVparks held its quarterly Safety Meeting.
- On January 30, Admin Herz and Admin Ross met with Leslie Blomquist and Regina Cave at the Citrus Heights City Hall. The purpose of the meeting was to provide updates and to orient Admin Herz on the Arcade-Cripple Creek Trail project.
- On January 31, Admin Herz and Admin Ross had an online meeting with Susan Barnes of SCI Consulting. The purpose of the meeting was to orient Admin Herz on the steps and resolutions the District needs to complete each year in relation to its two Assessment District budgets.
- Admin Herz trained with Admin Ross in several areas by touring park properties and getting acquainted with the systems in place. Admin Ross has been very helpful with the transition. A retirement party is being planned for Admin Ross on March 30th. More information will be provided in the future. A staff retirement party was held for Barry prior to his last day.
- Supt. Oropeza advised that Park staff have begun addressing graffiti, replenishing dog poop bags, and blowing the OVparks portion of the Arcade-Cripple Creek Trail. The official ribbon cutting ceremony for the Arcade-Cripple Creek Trail will be held on May 5th. OVparks portion of the maintenance will be established around that timeframe. The City of Citrus Heights plans to post their phone number to manage maintenance concerns and direct concerns to the correct agency for resolution. The ribbon cutting ceremony will be discussed further at the April BOD meeting.
- Supervisor Bain advised that although January was below projected revenue, overall the District is doing well and preparations are being made for upcoming summer programming. Recreation Coordinator Gross has been preparing for summer recreation leader hiring. The Lifeguard Training program is advertised on the OVparks electronic signage on Hazel Avenue. Two Recreation Specialists have been recently hired. One Specialist will oversee pool activities as Pool Manager as well as additional duties as needed. The other Specialist will be assisting to increase marketing of OVparks programs and events as well as assisting with Rec'ing Crew daycamp. Supervisor Bain advised that a plan is being implemented to maintain and potentially add to the Kidz Korner programming for the next school year.
- Admin Herz to obtain bid and timeframe information for the roof replacement at the Community Center Building. The HVAC installation for Building 2 to be added as an agenda item on a future BOD meeting for discussion. Parking lot resurfacing

priority will be given to Pecan Park parking lot and the Disc Golf parking lot.

12. UNFINISHED BUSINESS

- a) Surplus vehicles update (verbal): Park Supt. Oropeza advised that two surplus vehicles have been recycled for \$700. One mower will be scrapped.
- b) Disc Golf Hole #1 update (verbal): Park Supt. Oropeza advised Final 9 representatives of the planned improvement to Hole #1 which may be completed as a Big Day of Service project. A quote has been received from Exclusive Exterior for the replacement of the tee pad. If this is added as a project with the Big Day of Service, the District will sponsor the project. The two benches near the pad will be improved or replaced. The current sign by Hole #1 will remain in its location. Parks staff to remove a large limb and lift up the canopy of the nearby tree to make the sign more visible. This topic is to be discussed further at the Planning Committee meeting on February 26th.

13. NEW BUSINESS

- a) Approval of Resolution 24-02-716, Resolution Directing Preparation of the Engineer's Report for the Orangevale Landscaping and Lighting Assessment District (OLLAD) of the Orangevale Recreation and Park District (pg. 37)

MOTION #6

On a motion by Director Brunberg, seconded by Director Montes, the Resolution 24-02-716, Resolution Directing Preparation of the Engineer's Report for the Orangevale Landscaping and Lighting Assessment District (OLLAD) of the Orangevale Recreation and Park District, was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Brunberg, and Montes, voting Aye. There were no Nays or Abstentions. Director Meraz was absent.

- b) Approval of Resolution 24-02-717, Resolution Directing Preparation of the Engineer's Report for the Kenneth Grove Landscaping and Lighting Assessment District of the Orangevale Recreation and Park District (pg. 38)

MOTION #7

On a motion by Director Brunberg, seconded by Director Montes, the Resolution 24-02-717, Resolution Directing Preparation of the Engineer's Report for the Kenneth Grove Landscaping and Lighting Assessment District of the Orangevale Recreation and Park District, was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Brunberg, and Montes, voting Aye. There were no Nays or Abstentions. Director Meraz was absent.

- c) Approval of the agreements with Final 9 to hold the annual St. Patrick's Disc Golf Tournaments at the Shady Oaks course at

Orangevale Community Park on March 8-10 & 15-17, 2024 (pg. 39-72):

Final 9 submitted special event applications to hold the St. Patrick's Classic Amateur Disk Golf Tournament on March 8-10, 2024, and the St. Patrick's Classic California Professional State Championship disc golf tournament on March 15-17, 2024. Both events are to take place at the Shady Oaks Course at Orangevale Community Park. The location of these events will include the entire Shady Oaks Disc Golf Course and expanding out into the horse arena and soccer field (see attached map). The event is also requesting the non-exclusive use of the Horse Arena parking lot. These events are disc golf tournaments, which promote outdoor activities, community sports, physical fitness, and community. These events will run from 7am on Friday to 7pm on Sunday of the respective dates. The rental fee for each event is \$1,323. Director Stickney inquired of the process in place to discuss such special events for consideration and what is policy if damage is incurred. The contract includes verbiage pertaining to the resolution of any damage to the property incurred during the event. The event organizers and the club prepare for the tournament by completing necessary preparation to the holes and the course grounds prior to the event.

MOTION #5

On a motion by Director Brunberg, seconded by Director Montes, the agreements with Final 9 to hold the annual St. Patrick's Disc Golf Tournaments at the Shady Oaks course at Orangevale Community Park on March 8-10 & 15-17, 2024, was approved by a vote of 3-0-1 with Directors Presinal, Brunberg, and Montes, voting Aye. There were no Nays. Director Stickney abstained. Director Meraz was absent.

- d) Approval the District guideline to conduct a salary survey for all full-time employees every two years, starting with 2025 (pg 73)
The stated goal of the District is to maintain a salary scale near the average (50th percentile) among the following comparable local agencies: North Highlands, Fulton El Camino, Mission Oaks, Fair Oaks, and Carmichael.

In 2023, a salary survey was conducted. Seven of the District's nine full-time position categories were at least 4.46% below the 25th percentile. At the March 16, 2023 BOD Meeting, a salary scale increase of 5% for those seven identified position categories was approved in an effort to bring staff salaries closer to the 25th percentile. At that time, the financial impact of salary adjustments that would bring the District salary scales to the 50th percentile goal was unattainable.

At the Finance Committee meeting on February 1, 2024, the Committee recommended waiting until 2025 to conduct another salary survey. The Committee also recommended that the BOD

adopt the guideline of conducting a salary survey every two years. This would be conducted as an operational guideline. If approved, this would be conducted every other year automatically without Finance Committee involvement unless otherwise requested.

MOTION #8

On a motion by Director Montes, seconded by Director Brunberg, the District operational guideline to conduct a salary survey for all full-time employees every two years, starting with 2025, was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Brunberg, and Montes, voting Aye. There were no Nays or Abstentions. Director Meraz was absent.

- e) Discussion and consideration of a Financial Review of Final 9 (verbal): Admin Herz advised that the Finance Committee discussed potentially conducting a Final 9 audit which has not been done since 2009. Due to the significant cost of \$3000 to conduct the audit, Supt. Von Aesch reached out to auditor to see if another option is available. The auditor offered to conduct a Financial Review for \$1500 to allow the District. Admin Herz and Supt. Von Aesch advised that our contract indicates the District can enter the premises, ask for financial information, and ask for an audited financial statement. This has not been conducted in the past. Final 9 representatives have indicated they can provide tax documents and any internal audits conducted, though they are not prepared by a CPA. The current Final 9 agreement, updated through October 2027, provides the District with a rental fee and a percentage of sales. Admin Herz suggested the District consider future discussion about revisiting the contract, increasing the rent, and removing the percentage requirement from the contract. This could benefit both entities for ease of bookkeeping purposes. The Board will not be hiring our auditor to assist at this time. Instead, Finance/HR Supt. Von Aesch will review the financial information that Final 9 can provide and report back at the next Finance Committee Meeting to be held on May 10th. Finance/HR Supt. Von Aesch has already reviewed the previous 2009 Final 9 audit completed by Larry Bain which showed no inconsistencies with the lease or the sales that were paid and they had their liabilities.

- f) Discussion of Equestrian/Multi-Purpose Trail (verbal): Admin Herz shared a map indicating developer plans to build one dozen units between Excelsior and Peerless, in the northern portion of Orangevale. Sacramento County is requiring a fifty foot easement, south of the development, which will become OVparks property. The developer is required to provide an equestrian/multi-use trail on this easement. The developer has inquired if they could give the property to OVparks and not build the multi-use trail. The Board verbalized this would not be acceptable. Director Brunberg specified that trail standards must

be met which OVparks has indicated in the Master Plan. Additionally, the developer may be required to provide installed fencing prior to building of units. Admin Herz to contact Sacramento County to obtain clarification on what the developer is required to provide. She will also follow up with the developer to communicate trail standards and obtain a new amicable proposal, if deviated from the Sacramento County requirement. If a new proposal is obtained, Admin Herz will present it to the Trails Committee for a discussion on trail standards.

- g) Driveway/Trail Project Update (verbal): Admin Herz and Park Supt. Oropeza met with the Gordian representative who will be providing a final proposal bid tentatively planned to be presented to the Board at the March 15th BOD meeting. Admin Herz will be filing the status report update and a project extension, which has already been pre-approved, for Prop 68 funding. Director Stickney inquired about the two concrete walls existing near where the new road will be installed. Park Supt. Oropeza advised that construction will occur on the right side which will affect one of the concrete walls. The chain link fencing to the east of the entryway will need to be removed by OV Parks for construction. Cyclone fencing will be removed and saved. Supt. Oropeza to look into adding the cyclone fence removal at the new property to the Big Day of Service projects along with the decomposed granite for the Orangevale History Museum pathway.
- h) Arcade Cripple Creek Trail Project Update (verbal): The ribbon cutting ceremony will be held on May 5, 2024. A tree planting event is planned in Tempo Park in March. OVparks will receive trees to be planted by the Tree Foundation at Sundance Park, close to the road. Supt. Oropeza advised that Valley Oaks, Button Brush and Western Redbud species will be planted.
- i) Youth Center Park Concrete Project Update (verbal): Supt. Oropeza advised that this project was completed today and looks nice. A report with pictures will be included in the March BOD meeting. This project, which involved ADA compliance, is to be documented in the Board report. Admin Herz to provide an update on OVParks ADA plan to the Board at a future BOD meeting.
- j) Bond Update (verbal): Admin Herz advised that the contract with Isom Advisors, reviewed by legal consult, has been signed. The initial process of the survey is to determine if the community is favorably interested in the Bond. Isom Advisors will provide a report for the Board to review at the March BOD meeting.
- k) Update on other projects (verbal): Admin Herz indicated the roof replacement at Orangevale Community Center and the Pool Slide

resurfacing projects are on track for completion in April. Minor storm damage occurred to address due to the recent storms. Admin Herz, Supt. Von Aesch, and Supt. Oropeza created and submitted a spreadsheet of the storm damage to Sacramento County to potentially receive disaster funding.

14. DIRECTOR AND STAFF COMMENTS

Admin Herz extended appreciation for a wonderful first couple of weeks as District Administrator. The OVparks staff has been very supportive and understanding as she learns the duties of her new job. She appreciates the interactions with the Board at events and in preparation for tonight's Board of Directors meeting.

Park Supt. Oropeza advised approximately eight projects have been identified for the Big Day of Service. Renovating Lovett Field to include a new home plate, painted backstop, renovated benches, install bat and bag hangers, and improves to the usability of the field by the community. In addition, painting the restrooms at the Orangevale Community Park and touchup painting on the fence of the Oak and Filbert fence line with Green Oaks School.

Director Stickney mentioned the parks are looking good considering the rain has hindered the routine mowing and maintenance within the parks.

Director Montes appreciated all staff and those who assisted and attended the Best of Orangevale Awards Event. Thank you to OVparks for being such great hosts.

Director Presinal welcomed and congratulated Becky Herz for her new position as District Administrator at OVparks. She extended appreciation to the staff for keeping the District in good shape. She is looking forward to the summer recreation programming.

15. ITEMS FOR NEXT AGENDA

- a) Big Day of Service update
- b) CSDA Nominations
- c) Coyote Court Pathway Access
- d) OCC Roof and Building 2 HVAC

16. ADJOURNMENT

MOTION #9

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:09 p.m. On a motion by Director Brunberg, seconded by Director Presinal, the adjournment was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Brunberg, and Montes, voting Aye. There were no Nays or Abstentions. Director Meraz was absent.

Mike Stickney, Chairperson