

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors October 14, 2021

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on October 14, 2021 at the District Office. Director Montes called the meeting to order at 6:30 p.m.

Directors present: Meraz, Brunberg, Montes,
Directors absent: Stickney, Swenson
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**
MOTION #1 On a motion by Director Brunberg, seconded by Director Meraz, the agenda was approved by a vote of 3-0-2 with Directors Brunberg, Meraz, and Montes voting Aye. There were no Nays. Directors Stickney and Swenson were absent.

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

6. **MINUTES**
MOTION #2 a) Approval of Minutes of September 9, 2021 (pg 1-10): On a motion by Director Brunberg seconded by Director Meraz, the minutes were approved by a vote of 3-0-2 with Directors Meraz, Brunberg, & Montes voting Aye. There were no Nays. Directors Stickney and Swenson were absent.

7. **CORRESPONDENCE** Selection information from Sacramento Local Agency Formation Commission (LAFCO) regarding the upcoming selection of Special District Commissioner and Alternate Special District Commissioner for Sacramento LAFCO. This includes a list of candidates, candidate information, and a ballot which is due by November 17. (pg 11-19): The Board of Directors directed Admin Ross to research and vote on behalf of the Board of Directors for the Orangevale Recreation & Park District.

8. **CONSENT CALENDAR**
MOTION #3
- a) On a motion by Director Brunberg, seconded by Director Meraz, the consent calendar was approved by a vote of 3-0-2 with Directors Brunberg, Meraz and Montes, voting Aye. There were no Nays. Directors Stickney and Swenson were absent.
- 8.1. **CONSENT MATTERS GENERAL FUND**
- a) Ratification of Claims for September 2021 (pg 20-21)
b) Budget Status Report for September 2021 (pg 22-24)
c) Revenue Report for September 2021 (pg 25)
- 8.2. **OLLAD CONSENT MATTERS**
- a) Ratification of Claims for September 2021 (pg 26)
b) Budget Status Report for September 2021 (pg 27-28)
- 8.3. **KENNETH GROVE CONSENT MATTERS**
- a) Ratification of Claims for September 2021 (pg 29)
b) Budget Status Report for September 2021 (pg 30)
9. **NON-CONSENT MATTERS GENERAL FUND**
- a) Ratification of Claims for September 2021 (pg 31):
This is tabled for the next BOD meeting.
10. **STANDING COMMITTEE REPORTS**
- a) Administration and Finance: No report.
- b) Personnel & Policy: Recap of meeting held on October 1, 2021 (pg 32). Admin Ross provided draft policies addressing fires in the park and smoking in the park for BOD review. Admin Ross will present these policies at the December BOD meeting specifying impacted sections within the Policy Manual.
- c) Maintenance and Operation: No report.
- d) Recreation Committee: No report.
- e) Government: No report.
- f) Planning Committee: Recap of meeting held on Sept. 16, 2021 (pg 33-35): Director Stickney, Admin Ross, and Supt. Oropeza attended. Director Swenson was unable to attend. Surveyed the Disc Golf area, new parking lot, and discussed if reduction of irrigation and turf in some areas could be achieved. Turf and irrigation reduction was decided against. Discussed possibility of planting additional trees and increasing irrigation in those areas to support tree growth. The committee discussed moving Disc Golf tee boxes and bringing in additional soil to address soil erosion issues. The committee visited the

playground area at Orangevale Community Park to determine optimal location for fitness equipment to be installed between January and March of 2022. The total cost of the project is approximately \$16,000 with \$9,000 in grant funds and \$7,000 from the District. Admin Ross, Supt. Oropeza, and Supervisor Bain met with the Orangevale Rotary which will be assisting with the general design and installation of the fitness equipment.

g) Trails Committee: Trails Committee: No report.

h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – September 2021 (pg 36-43):

On September 7, Administrator Ross did a job-shadowing with Recreation Coordinator Nadia Khokhhar Roberts. Nadia provided a detailed tour of the Activity Building and New Property to better explain the logistics of the programs held in those facilities. Nadia showed where supplies are stored, with a focus on special event storage. We then viewed where her program files are stored on the server. Nadia also explained some of her marketing and sponsorship successes with special events. Nadia is an effective communicator who is conscientious about her tasks and how they involve others. It was helpful to work with her and get a better understanding of her responsibilities and work systems.

On September 20, Admin Ross did a job-shadowing with Park Maintenance Worker II Lucas Lilly. The primary task for the day was cutting and removing two sections of broken concrete pathway, and then pouring and setting new concrete. These sections of pathway were near the Horse Arena. Park Foreman Doug Fuhlrodt was also involved in the success of this concrete project. The prior week, staff had repaired a significant irrigation leak that required them to cut into a section of concrete. They noticed another section close by that was cracked and posed a potential safety hazard, so that section was also removed and replaced. Contributing to this project provided a good sense of accomplishment. Lucas is a skilled and versatile worker, and it was good to work closely with him and get to know him better. Admin Ross intends to spend one day shadowing each of the full-time staff during 2021. The purpose is to get to know staff better, have a greater appreciation and understanding for the jobs they do, and see if there are opportunities for greater efficiencies.

On September 29, Admin Ross attended a California Association of Recreation & Park Districts (CARPD) meeting on Zoom with over 50 other administrators throughout the state. The primary topics included: imminent Cal-Osha guidelines for COVID-19 vaccinations and mandates; the expiration and extension potential of AB 361 that allows for holding remote board meetings; and the application

process for COVID-19 relief funding for independent special districts through the State of California Department of Finance. Admin Ross has submitted the application to the State. OVParks stands to receive up to \$157,000 in relief funds. OVParks will be notified of the allocation of funds by the end of the month. This meeting was also valuable for the networking and information sharing it provided.

Supt. Von Aesch advised that she and Finance Clerk Myren attended a benefits webinar with Sacramento County and, as anticipated, some increases were noted. Kaiser HMO has an 8% increase. The benefits department has encouraged employees to transition to the Kaiser High Deductible Plan which saw an increase of 3%. Sutter has an increase of 4.22%. This is a modest increase considering discussions at the beginning of the year indicated a potential 10-15% increase. Currently, only two employees have remained on the Kaiser HMO which will be an increase of \$27/month for family. All other employees have opted for the High Deductible Plan and will receive approximately 25% of the difference in cost from HMO allocated into their Health Savings Account. No change is indicated to the Dental, Vision, and Life Insurance plans.

Park Supt. Oropeza advised of regular maintenance in addition to wind related cleanup of branches and leaves. The pool pump is currently down but maintaining chemicals in the pool. They are waiting for parts on order. The CPRS Maintenance Expo was a success with many organizations participating. OVParks won first place in the Expo Rodeo competition, receiving a trophy and belt buckles. Admin Ross participated in the Bubble Soccer. This event gives the opportunity to interact with other agency personnel. The trophy will be engraved with the winning agency name.

Recreation Supervisor Jason Bain advised approximately \$23,000 of the SJUSD Voucher payments were received. Facility and picnic rentals have increased significantly. Clipped In Races will be held on the weekend of October 23. The Cemetary Haunted House will open on Friday, October 22 with 500 presold tickets to date. It was originally supposed to open on Friday, October 15, however, Sacramento County has indicated it can only be run for ten days. Family Fright Night Extravaganza will be held this Friday, October 15 with the Trunk or Treat, Spookyton Woods, maze, and games from 5:30pm-7pm and a movie at 7pm. Food trucks will be on site for food purchases.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

- a) Public Hearing: Approval of Resolution 21-10-678, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2021/22. (pg 44-46):

MOTION #4

In submitting the OLLAD budget resolution for the August 19, 2021, Board of Directors meeting, Admin Ross did not include the final updated resolution. The submitted and approved resolution (Resolution 21-08-675) had a total that was \$1,400 more than the OLLAD budget that was submitted. The County brought this error to the District's attention on September 8, and allowed us to approve a new resolution at our October 14 Board of Directors meeting and submit it to the County the following day.

On a motion by Director Brunberg seconded by Director Meraz, the Resolution 21-10-678, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2021/22 was approved by a vote of 3-0-2 with Directors Meraz, Brunberg, & Montes voting Aye. There were no Nays. Directors Stickney and Swenson were absent.

- b) Approve the Sacramento Tree Foundation's request to responsibly harvest acorns from native oaks in designated District parks to ensure the Foundation's ability to continue region-wide tree planting efforts. (pg 47-48)

On September 27, Admin Ross received an email from Sacramento Tree Foundation intern, Eliud Mena Rios explaining this harvesting program and its purpose to help increase the planting of native oaks in schools and parks throughout the Sacramento area.

MOTION #5

On a motion by Director Brunberg seconded by Director Meraz, the Sacramento Tree Foundation's request to responsibly harvest acorns from native oaks in designated District parks to ensure the Foundation's ability to continue region-wide tree planting efforts was approved by a vote of 3-0-2 with Directors Meraz, Brunberg, & Montes voting Aye. There were no Nays. Directors Stickney and Swenson were absent.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross advised the District Holiday Closures of December 20-31, 2021. The District Office will reopen on Monday, January 3, 2022.

Supervisor Bain provided a quick presentation of the CivicRec system and the options available.

Supervisor Woodford advised the Orangevale Community Tree Lighting will be held on Friday, December 3 from 6-7:30 p.m. She also mentioned that the new registration system, CivicRec, is now in operation. Supt. Von Aesch extended appreciation to Supervisors Bain & Woodford for all their efforts in the implementation of this program. This program provides extended flexibility, support, and ease of use.

Finance/HR Supt. Von Aesch advised District Auditor Larry Bain will be conducting the audit beginning on Wednesday, October 27, 2021.

Director Montes mentioned the Bow Wow Days event was very successful. It was wonderful to see such great participation. Many adoptions were processed. She is very excited the Casa Roble Homecoming Dance will be held at the Orangevale Community Center on October 23, 2021.

**15. ITEMS FOR NEXT
AGENDA**

a) Ratification of Claims for September 2021

**16. ADJOURNMENT
MOTION #6**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:06 p.m. On a motion by Director Brunberg, seconded by Director Meraz, the adjournment was approved by a vote of 3-0-2 with Directors Brunberg, Meraz, and Montes, voting Aye. There were no Nays. Directors Stickney and Swenson were absent.

Lisa Montes, Acting Chairperson