

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors February 10, 2022

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on February 10, 2022, at the District Office. Director Montes called the meeting to order at 6:32 p.m.

Directors present: Swenson, Meraz, Brunberg, and Montes
Directors absent: Stickney
Staff present: Barry Ross, District Administrator
Horacio Oropeza, Park Superintendent
Jason Bain, Recreation Supervisor
Melyssa Woodford, Admin. Services Supervisor
Nadia Khokhhar Roberts, Recreation Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was not 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 Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.
5. **PUBLIC DISCUSSION** Dane Wadle, Senior Field Coordinator Liaison for the California Special Districts Association (CSDA) in Sacramento County, expressed congratulations to OVparks for the \$250,000 Covid Fiscal Relief Fund awarded and extended appreciation to OVparks for their advocacy efforts to secure the funding through the State Legislature. Admin Ross thanked Dane for his advocacy with the Special Districts.
6. **MINUTES**
MOTION #3 a) Approval of Minutes of January 13, 2022 (pg 1-9): On a motion by Director Brunberg seconded by Director Meraz, the minutes were approved by a vote of 4-0-0 with Directors Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.
7. **CORRESPONDENCE** a) Advertisements in the Orangevale View from January 14 and 28 that promote OVparks programs. (pg. 10-11): Admin Ross acknowledged the Orangevale View advertisements have been instrumental in promoting OVparks recreation programs and facility rentals which have been doing well. An article regarding the award of the \$250,000 Covid Fiscal Relief Fund from the State of California to OVparks was published in the January 14 issue.

**8. CONSENT
CALENDAR**

MOTION #4

- a) Admin Ross advised of Finance/HR Supt. Von Aesch's efforts to complete the report to include the first round of property tax. This is reflected in the revenue portion of the General Fund.

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

**8.1. CONSENT
MATTERS
GENERAL FUND**

- a) Ratification of Claims for January 2022 (pg 12-13)
b) Budget Status Report for January 2022 (pg 14-16)
c) Revenue Report for January 2022 (pg 17)

**8.2. OLLAD
CONSENT
MATTERS**

- a) Ratification of Claims for January 2022 (pg 18-19)
b) Budget Status Report for January 2022 (pg 20-21)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for January 2022 (pg 22)
b) Budget Status Report for January 2022 (pg 23)

**9. NON-CONSENT
MATTERS
GENERAL FUND**

MOTION #5

- a) Ratification of Claims for January 2022 (pg. 24)
On a motion by Director Brunberg, seconded by Director Meraz, the Non-Consent Ratification of Claims for January 2022 was approved by a vote of 3-0-1 with Directors Swenson, Brunberg, and Meraz voting Aye. There were no Nays. Director Montes Abstained. Director Stickney was absent.

**10. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: This committee met on February 2. Admin Ross advised of discussion of funding options of a G.O. Bond or an Assessment. Pros and cons were discussed relative to each option. Questions were forwarded to John Isom (Isom Advisors) and Susan Barnes (SCI Consulting Group) and answers were received for review. The committee has not determined which option was best for the District. Admin Ross suggested scheduling a Special BOD meeting to discuss and review both options for a potential decision at the March 17 BOD meeting. Admin Ross to facilitate a date and time for the Special BOD meeting to be scheduled.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: This committee met on January 21. (pg. 25-26): Admin Ross advised of discussion of the fee schedule to determine any potential increases necessary. Recap documentation provided will be discussed further in Item 13j of tonight's agenda.

- d) Personnel & Policy: No report.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: Trails Committee: No report.
- h) Ad Hoc: This committee met on February 4. Directors Montes and Meraz, along with Admin Ross, met with the community at Sundance Trail area scheduled by resident Tom DiGiacomo. City of Citrus Heights Engineer Leslie Blomquist, City of Citrus Heights Community Development Director Casey Kempenaar, representatives from the County Department of Transportation, Supervisor Frost and her Chief of Staff Matt Hedges, as well as approximately twenty-five residents attended. The meeting agenda was more extensive than what OVparks had originally agreed to at the January BOD Meeting to address Highwood Way and Woodmore Oaks area resident concerns. Issues of concern regarding the Fair Oaks crosswalk, the bridge, and trees were incorporated into the meeting. Residents initially voiced opposition to the trail project. Sacramento County representatives addressed concerns and explained various aspects of the trail project. Admin Ross felt the residents' concerns were heard and by the end of the two-hour meeting most residents present were in favor of the trail and the safety measures being taken in the implementation of the trail project.

11. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – January 2022 (pg 27-31):
On January 5, Dennis Sarkisian (President of the Rotary Club of Orangevale) delivered a grant check to Admin Ross in the amount of \$5,400 to go towards the new outdoor fitness equipment.

On January 11, Admin Ross and Superintendent Oropeza met with Tom Carden (Project Director for the Orangevale-Fair Oaks Community Foundation) to discuss projects for the 2022 Big Day of Service, scheduled for Saturday, May 21.

On January 29, Admin Ross and Coordinator Roberts attended the Orangevale Community Open House at The Grange. Nearly 30 community organizations were present with booths to help share information with interested members of the community.

On January 31, Admin Ross attended a California Association of Parks & Recreation Districts (CARPD) meeting on zoom. The meeting included about 40 District Administrators from throughout the state. The primary topics of discussion included: transitioning from gas to electric equipment and vehicles in parks; Covid-19 impacts to agencies and programs; General Obligation Bonds.

Admin Ross advised that Park Supt. Oropeza has been very instrumental in addressing homeless encampments within the parks and has been effectively communicating with the Park Supervisor at Tempo Park regarding encampment issues which potentially affect the Sundance Park nearby.

The Fulton-El Camino Park District Police Report had minimal incidents to report.

Park Supt. Oropeza advised Parks Maintenance Staff continue to complete ongoing maintenance throughout the parks along with some tree branch removal and cleanup. Appreciation extended to Easy Stumps for loaning their equipment for the lighting and removal of lighting of the tree at the Community Center.

Recreation Supervisor Jason Bain advised revenue is still doing well. TigerSharks Swim Team registration has started, and facilities and picnic rental applications received have increased. Renters are beginning to consider Buildings 1 and 2 for rentals. Rental interest is likely to increase when the road connecting the property to the Community Center property is completed creating further accessibility.

Recreation Coordinator Roberts advised that the Best Friends Bash will be held at the Orangevale Community Center tomorrow, Friday, February 11th for senior community. She advised that Supervisor Woodford has worked very hard to be able to offer this program again in a modified capacity due to the Covid pandemic.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

- a) Acknowledgement: Recognize the Rotary Club of Orangevale for their Generous Grant Donation to OVparks to go Towards the Outdoor Fitness Equipment Facility at Orangevale Community Park. Rotary President Dennis Sarkisian will be our Guest.
Rotary President Dennis Sarkisian had originally reached out to Admin Ross with interest in contributing funds to a project for the community. The Rotary Club supports combining their \$5400 contribution with the \$4600 grant funds Recreation Coordinator Bain applied for and received through CPRS and Greenfields Equipment to utilize toward the approximately \$16,000 purchase of outdoor fitness equipment from Greenfields Equipment. Admin Ross extended appreciation to Dennis Sarkisian and the Rotary for their generous contribution. Dennis Sarkisian expressed gratitude to OVparks for all they do for the community and for the ability to partner with them on this outdoor fitness equipment purchase and installation.

- b) Approval of the Orangevale Recreation & Park District Fiscal Audit 2020/21 (pg 32-62): The District contracted with Larry Bain, CPA, to conduct the audit for fiscal year 2020/21. The audit has been completed and Mr. Bain presented the audit and discussed the findings. Net pension liability increased from 1.4 million to over 2 million for the 2021 fiscal year. SCERS had good financial results for the next measurement period which may offset the increase and would likely lower the District's pension liability in the coming years. Director Meraz noted that acquisition of the new buildings and the improvements were completed in the same fiscal year. Larry Bain stated that the documents on the long-term loans provides details of appreciation schedule for capital asset acquisition and expenses. OVparks extended appreciation to Larry Bain for his hard work.

MOTION # 2

On a motion by Director Montes seconded by Director Brunberg, the Approval of the Orangevale Recreation & Park District Fiscal Audit 2020/21 was approved by a vote of 4-0-0 with Directors Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- c) Approval of Resolution 22-02-681, 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. 63):

MOTION # 6

On a motion by Director Brunberg seconded by Director Swenson, the Resolution 22-02-681, 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 Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- d) Approval of Resolution 22-02-682, 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. 64):

MOTION # 7

On a motion by Director Brunberg seconded by Director Swenson, the Resolution 22-02-682, 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 Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- e) Approve the Agreement with ACCO Engineered Systems (the qualified low quote) for the Air Conditioning Unit Replacement on Building #1 of the New Property at Orangevale Community Center Park in the Amount of \$16,469.62 (pg 65-86):

One of the AC units at Building #1 is inoperable and no longer worth repair or salvage. Since we use and rent this building, it is important to replace this unit. The project specification was conducted by staff, then shared and confirmed with Sourcewell. The project specifications include the removal of the existing unit, installation of a new unit with specified tonnage, furnish and install a new thermostat, and test the unit and system. Sourcewell bid the job to secure the lowest responsive bid, which was ACCO Engineered Systems. An ACCO Project Manager and a Sourcewell representative met staff onsite to review the job. Sourcewell/Gordian then submitted a detailed work order with scope of work to the District. The quoted cost for the project is \$16,469.62.

MOTION # 8

On a motion by Director Brunberg, seconded by Director Swenson, the Agreement with ACCO Engineered Systems (the qualified low quote) for the Air Conditioning Unit Replacement on Building #1 of the New Property at Orangevale Community Center Park in the Amount of \$16,469.62, was approved by a vote of 4-0-0 with Directors Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- f) Approve to Award the Phase 1 Concrete Pathway Repair Project at Orangevale Community Park to the Qualified Contractor with the Lowest Responsive Quote (pg. 87):

At the July 8, 2021, Board of Directors meeting, the Board approved that the sections of damaged concrete pathways at Orangevale Community Park be replaced with new concrete in affordable and manageable intervals over the next three fiscal years. Phase 1 includes a stretch of pathway immediately north of the pickleball/tennis courts on Hazel Ave. that begins near the Hazel Ave. sidewalk and runs directly east, ending near the disc golf putting area. This stretch is 102' long by 8' wide. This is the highest priority because of the amount of damaged concrete and potential tripping/safety concerns.

Staff has been seeking three quotes. We currently have two quotes and are expecting a third within a week. In an effort to begin this project in the coming weeks, we request that the Board approve the District Administrator to award this phase of the project to the qualified contractor with the lowest responsive quote, and to finalize contract documents.

MOTION # 9

On a motion by Director Swenson, seconded by Director Montes, the Phase 1 Concrete Pathway Repair Project at Orangevale Community Park to the Qualified Contractor with the Lowest

Responsive Quote, was approved by a vote of 4-0-0 with Directors Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- g) Approve to Award the Pool Pump Replacement Project at Orangevale Community Swimming Pool to the Qualified Contractor with the Lowest Responsive Quote (pg. 88):
As a result of a Planning Committee meeting (11/5/21) and two Board of Directors meetings (12/9/21 and 1/13/21), the Board of Directors decided on the scope of work for the swimming pool renovation projects to occur in 2022 and 2023. It was acknowledged that our current pool pump has been repaired multiple times and was near the end of its useful service life. With staff recommendations, the Board agreed to have staff manage the pump replacement process instead of including that in the larger scope of work to be managed by Aquatic Design Group.

MOTION # 10

On a motion by Director Brunberg, seconded by Director Montes, the Pool Pump Replacement Project at Orangevale Community Swimming Pool to the Qualified Contractor with the Lowest Responsive Quote and direction given to the District Administrator to prepare and finalize the contract documents to begin the project on the earliest available date, was approved by a vote of 4-0-0 with Directors Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- h) Approval of the agreement with All Events Management Group to hold the Bow Wow Days – A Peticular Event at Orangevale Community Park on September 24, 2022 (pg. 89-104):
This item will be addressed at the March 17 BOD meeting.
- i) Approval of the agreement with Terror In The Night Productions to hold the April Fools Psycho Circus attraction at Orangevale Community Center Park on March 25 thru April 2, 2022 (pg. 105-121): 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 April Fool's Psycho Circus Attraction. The event will run from March 25 - April 2, 2022. Setup would be March 4 - 24, 2022, and clean up runs from April 3 - 9, 2022. The company Terror in the Night Productions 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

7-11 p.m. on March 25 - April 2. They will be selling tickets for admission.

MOTION # 11

On a motion by Director Brunberg, seconded by Director Swenson, the agreement with Terror In The Night Productions to hold the April Fools Psycho Circus attraction at Orangevale Community Center Park on March 25 thru April 2, 2022 and authorize the District Administrator to execute the agreement, was approved by a vote of 4-0-0 with Directors Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- j) Approval of Resolution 22-02-683, Resolution Establishing a Schedule of Fees for Use of Park and Recreational Facilities, Programs, and Services (pg. 122-135): Admin Ross summarized the fee schedule as agreed to by committee and recommended to the Board of Directors. Staff is proposing modest fee increases that average about five percent effective upon approval as stated in the resolution and accompanying exhibit. In determining the increase in fees, staff considered the minimum wage increases for part time staff, supply costs and utility cost increases. In addition, staff surveyed Fulton-El Camino, Folsom, Roseville, Sunrise, Fair Oaks and the Orangevale Grange to insure rental fees were comparable and competitive with facilities of similar size and amenities.

On a motion by Director Brunberg, seconded by Director Swenson, the Resolution 22-02-683, Resolution Establishing a Schedule of Fees for Use of Park and Recreational Facilities, Programs, and Services, was approved by a vote of 4-0-0 with Directors Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

MOTION # 12

- k) Consider Approving a Policy that Makes it Conditional that any Applicants for New Employment or Volunteer Positions with the District Must be Fully Vaccinated Against COVID-19 Before Being Hired and Beginning Work (pg 136-138): Admin Ross advised of two other agencies implementing a vaccination requirement for new hires. In the interest of the safety to employees, volunteers, and patrons within the community, he recommends that OVparks require Covid vaccination for all new hire employees ages 18 and up. This requirement makes sense from a health as well as a fiscal viewpoint. SB114 was just recently approved requiring employers to pay for Covid 19 related sick leave. The Board stated that they preferred the original written recommendation by Admin Ross, but did not feel the age should be limited to 18 and over.

MOTION # 13

On a motion by Director Brunberg, seconded by Director Meraz, the Policy that Makes it Conditional that any Applicants for New Employment or Volunteer Positions with the District, Must be Fully Vaccinated Against COVID-19 Before Being Hired and Beginning Work. Draft policy to be reviewed and approved by CAPRI legal counsel prior to implementation by the District, was approved by a vote of 4-0-0 with Directors Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- 1) Approve Board Director Assignments to Each of the Seven Standing Committees for Calendar Year 2022 (pg. 139-140): Board committees are up for reassignment each calendar year. Late into our Jan. 13 board meeting, the board felt agreeable to retain the committee assignments held from 2021. As Board Chairperson, Director Stickney has since requested the following committee changes:
1. Director Stickney would move to the Recreation Committee in place of Director Meraz
 2. Director Meraz would move to the Maintenance/Operations Committee in place of Director Stickney
 3. Director Stickney would move to the Government Committee in place of Director Brunberg
 4. Director Stickney would now have three committee assignments, and Director Brunberg would have two committee assignments
 5. The vice-chairs for the 2021 committees would move into the chair role for the 2022 committees.

MOTION # 14

On a motion by Director Montes, seconded by Director Swenson, the Board Director Assignments to Each of the Seven Standing Committees for Calendar Year 2022 was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent

14. DIRECTOR AND STAFF COMMENTS

Admin Ross commended the staff for a great job handling ongoing business functions during the recent staff Covid cases and exposures that have affected staff at the District. In following the County guidance, the mask mandate will be lifted effective Wednesday, February 16. Fully vaccinated individuals may continue to, but are not required to, wear a mask. Unvaccinated individuals must continue to wear masks while indoors. The Covid Sick Leave Policy does apply to the District which has 26 or more employees on the payroll. The policy covers an employee's absence from work due to Covid, Covid vaccinations, quarantine due to close contact, or caring for a family member with Covid. Those that have previously utilized past Covid Relief will be able to utilize this Covid Relief also which takes place immediately. Employees who missed work due to Covid related reasons between January 1 and September 30 will be covered under

this policy. Those who used their regular sick leave prior to the implementation of the policy will have hours reimbursed. Admin Ross thanked the staff and the Board of Directors for all their support.

Park Supt. Oropeza thanked the Parks staff for their hard work to keep the parks in good shape and their extra efforts to disinfect all the playgrounds, benches, and drinking fountains.

Recreation Coordinator Roberts extended appreciation to the staff for supporting each other.

Director Meraz mentioned on his recent visit to Sundance Park that there was no trash in the park to pick up which was encouraging.

Director Montes congratulated the OVparks staff for their recent awards in the Best of Orangevale 2021.

Director Swenson appreciated all the hard work from the staff during the Covid pandemic.

15. ITEMS FOR NEXT AGENDA

- a) Funding Options
- b) Electric Vehicle Charging Stations
- c) Personnel Policies & Procedures Update
- d) Pool Repair Update

16. ADJOURNMENT

MOTION # 15

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:50 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 Swenson, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

Lisa Montes, Acting Chairperson