

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors January 19, 2023

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on January 19, 2023, at the District Office. Director Montes called the meeting to order at 6:30 p.m.

Directors present: Meraz, Brunberg (arrived 6:38pm), Montes, 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**
MOTION #1 On a motion by Director Meraz, seconded by Director Montes, the agenda was approved by a vote of 3-0-0 with Directors Presinal, Meraz, and Montes voting Aye. There were no Nays or Abstentions. Directors Stickney and Brunberg were absent.
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
6. **MINUTES**
MOTION #2 a) Approval of Minutes of December 8, 2022 (pg. 1-9): On a motion by Director Presinal seconded by Director Meraz, the minutes were approved by a vote of 3-0-0 with Directors Meraz, Presinal, & Montes voting Aye. There were no Nays or Abstentions. Directors Stickney and Brunberg were absent.
7. **CORRESPONDENCE**
 - a) An article in the December 9 issue of the Orangevale View reporting on the success of the Orangevale Tree Lighting event (pg. 10-11): Admin Ross advised of a nice article regarding the successful Orangevale Tree Lighting with good pictures of the event.
 - b) An ad in the December 9 issue of the Orangevale View to promote upcoming programs (pg. 12): Admin Ross shared the very helpful advertising recently published in the Orangevale View promoting upcoming programming.

**8. CONSENT
CALENDAR**

MOTION #3

- a) On a motion by Director Montes, seconded by Director Meraz, the consent calendar was approved by a vote of 3-0-0 with Directors Presinal, Meraz and Montes, voting Aye. There were no Nays or Abstentions. Directors Stickney and Brunberg were absent.

**8.1. CONSENT
MATTERS
GENERAL FUND**

- a) Ratification of Claims for November 2022 (pg. 13-14)
b) Budget Status Report for November 2022(pg. 15-17)
c) Revenue Report for November 2022 (pg. 18)
d) Ratification of Claims for December 2022 (pg. 19-20)
e) Budget Status Report for December 2022 (pg. 21-23)
f) Revenue Report for December 2022 (pg. 24)

**8.2. OLLAD
CONSENT
MATTERS**

- a) Ratification of Claims for November 2022 (pg. 25-26)
b) Budget Status Report for November 2022 (pg. 27-28)
c) Ratification of Claims for December 2022 (pg. 29)
d) Budget Status Report for December 2022 (pg. 30-31)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for November 2022 (pg. 32)
b) Budget Status Report for November 2022 (pg. 33)
c) Ratification of Claims for December 2022 (pg. 34)
d) Budget Status Report for December 2022 (pg. 35)

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

MOTION #5

- a) Ratification of Claims for November 2022 (pg. 36)
On a motion by Director Brunberg seconded by Director Meraz, the Ratification of Claims for November 2022 was approved by a vote of 3-0-1 with Directors Meraz, Brunberg, and Presinal voting Aye. There were no Nays. Director Montes Abstained. Director Stickney was absent.

**10. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: No report. This committee is planning a February meeting.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy: This committee met on December 15. See the meeting recap (pg. 37-38): The updated Policies and Procedures Manual, the COVID Policy, and alternative work schedules were discussed. This committee is planning to meet again within the next two weeks.
- e) Government: No report.
- f) Planning Committee: The goal is for this committee to meet in February.
- g) Trails Committee: Trails Committee: No report.

h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – December 2022 (pg. 39-47):

On December 7, representatives from Sysserco visited the District to conduct an energy audit of the OVparks buildings to help determine areas where we can increase efficiency and generate clean energy. Their primary focus was on solar power opportunities. They intend to have an audit report to us in approximately six weeks.

On December 10, OVparks participated in the Orangevale Parade of Lights. Superintendent Oropeza decorated our tractor and rode it in the parade. The rain held off during the parade. There were many enthusiastic visitors to watch the parade.

On December 20, the District purchased a used golf cart that will be used primarily at the Orangevale Community Center Park campus. District staff inspected and test-drove the golf cart on December 14, and determined it was a good value and would be an asset for staff, especially when the new roadway between the properties is constructed in 2023. This electric cart has a roof for shade and a bed to help haul supplies.

The FEC Park District Police Department report indicated minimal occurrences this month.

Park Supt. Oropeza advised that Parks Maintenance aided with preparation for the Orangevale Tree Lighting event and parking during the event. Drainage and creek cleanup were ongoing to prevent flooding issues during the storms.

Nineteen trees fell during the recent storms, mainly at the Shady Oaks Disc Golf course. A few Eucalyptus trees fell at Pecan Park. A tree fell partially blocking the entrance to Shady Oaks. Part of the same tree also came down toward the neighboring house into their fence and driveway area. A few trees came down at Sundance Park and at Orangevale Community Center Park.

Director Meraz inspected the creek water level during the heavy rainstorms and measured the water to be fourteen inches below the support beam. This supports the need for the increased elevation for the proposed bridge installation. Director Presinal inquired if the District qualifies for any state of emergency funding at the State or Federal level. Admin Ross advised that pre-qualifying application for FEMA has been submitted. This application provides early reports of damage and anticipated costs for clean-up. He spoke with CAPRI insurance agent, Matt Duarte, who advised that the FEMA funding is provided for any damage costs above and beyond what our insurance through CAPRI will cover. Matt Duarte advised that typically a

forty-eight-hour storm window is considered part of one claim. A \$2,000 deductible is in place per incident or per storm. Due to the recent series of storms experienced over a three-week period, CAPRI will likely consider that as one storm exceeding the 48-hour period and allowing all storm-related damages to be filed within the same claim. Damage-related claims will include submission of logged staff time for storm related clean-up, and contracts with tree companies for haul-away of trees. Park Supt. Oropeza documented downed trees with date stamps throughout the OVparks properties to provide documentation for claim submissions. These photos and videos will be organized with labels indicating location and date.

Recreation Supervisor Jason Bain advised projected goal of \$6,500 for the month of December was surpassed. Graph indicating the net revenue and projections was provided. The District is currently approximately \$4,000 over projections for the fiscal year.

12. UNFINISHED BUSINESS

- a) Update on the awarding of the construction of a new fence at Streng Open Space to the qualified contractor with the lowest responsive quote (verbal): Admin Ross advised of the status of the new fence construction for Arcade Cripple Creek Trail Project. Bids received are under the \$15,000 allotted by the Board of Directors. A SMUD gate is part of that fencing that provides access to one of the utility poles. Admin Ross to meet with a SMUD representative on Monday, January 23 to discuss any size or material requirements for the gate and if SMUD pays for any of the changes. If so, this would alter the bid specs and potentially lower the price of the gate and the fence. Admin Ross is postponing awarding the bid for the fence until the meeting has been held with SMUD.

13. NEW BUSINESS

- a) Presentation of Certificates of Election for three newly elected Board Directors: Arica Presinal, Sharon Brunberg, and Manie Meraz (presentation): Admin Ross presented the Certificates of Election to each of the newly elected Board Directors. The Oath of Office Certificate from the Sacramento County official vote count was presented to Arica Presinal. Admin Ross advised that since Arica was completing the term previously held by Erica Swenson, her term will end in 2024. Arica will be running for reelection along with Directors Stickney and Montes. Director Montes extended congratulations to the three newly elected Board Directors on behalf of the District.
- b) Approval of the Orangevale Recreation & Park District Fiscal Audit 2021/22 (pg. 48-80): The District contracted with Larry Bain, CPA, to conduct the Fiscal Audit for 2021/22 and provide an overview of the results. Two sets of financial statements were provided. Government-wide funds combined to show all of the

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activity and one set including long term assets and long-term liabilities in Government-wide financials. The new item for this fiscal year is GASB Statement 87 showing operating leases in the financial statements. Crown Castle, American Tower and Final 9 are all operating leases with lease receivables to the District. Cash and investments are strong. The annual operating expenses in the General Fund are considered very strong with a healthy carryover cash balance. The income statement saw an increase of \$344,000 in the General Fund balance due to inter-governmental revenue predominately obtained from COVID-related income. The cell tower leases were renegotiated in 2019 and 2020 which increased revenue. Pension liability with SCERS went down significantly for this fiscal year. SCERS amortizes the investment gains or losses following the CalPERS schedule which is five years. These results may perpetuate a lower employer contribution requirement. The Significant Deficiencies Management Report is provided with minimal content to address.

On a motion by Director Brunberg seconded by Director Meraz, the Orangevale Recreation & Park District Fiscal Audit 2021/22 was approved by a vote of 4-0-0 with Directors Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- c) Board Committee assignments for 2023 (pg. 81-82):
 Board committees are up for reassignment each calendar year. At the December 8, 2022, board meeting, it was agreed that each Board Director would remain on at least one committee that they currently serve on for the sake of continuity. Each Board Director would then consider which other committees they would like to serve on. Administrator Ross met with Chair Stickney on January 5 to prepare the committee assignments to present to the full board on January 19. The only changes in committee assignments were moving Director Meraz from Government to Planning, and then moving Director Montes from Planning to Government. The Committee Chairs in each committee have been changed as is done annually.

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<u>Committee</u>	<u>Chairperson</u>	<u>Vice Chairperson</u>
Admin/Finance	Mike Stickney	Sharon Brunberg
Maintenance/Operations	Arica Presinal	Manie Meraz
Recreation	Lisa Montes	Mike Stickney
Personnel/Policies	Lisa Montes	Manie Meraz
Planning	Mike Stickney	Manie Meraz
Government	Mike Stickney	Lisa Montes
Trails	Arica Presinal	Sharon Brunberg

On a motion by Director Brunberg seconded by Director Meraz, the Board Committee assignments for 2023 was approved by a

vote of 4-0-0 with Directors Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions. Director Stickney was absent.

- d) Consider altering the timing of our current policy that makes it conditional that any new employees or volunteers with the District must be fully vaccinated, or in the process of becoming fully vaccinated, against COVID-19 (pg. 83-86):

The District passed our current policy (attached) in February 2022 in an effort to provide a healthy work environment for its staff, and a safe and healthy play environment for its guests. Being fully vaccinated is clearly identified by top health agencies as the most effective way to prevent the transmission of COVID-19 while reducing hospitalizations and deaths.

One concern with this policy is that staff is being exposed to the public, at work or outside of work, who may not be vaccinated. Vaccinated staff are still contracting COVID-19 in its various strands. Though the vaccine provides a valuable layer of protection, if it isn't mandated among the greater population, then the policy for staff is less effective. As an agency we want to continue to encourage staff to defend themselves against COVID-19, including being fully vaccinated.

Another concern is that we are the only parks & recreation agency in the region, except for the City of Sacramento, that has a similar vaccination policy. This puts us at a disadvantage when recruiting staff, especially staff under the age of 18 who are guided by the preferences of their parents. This negatively impacted our hiring of aquatic and camp staff this past summer as we needed to turn away several applicants. Several others applied for religious or medical exemptions to our policy, but only a couple successfully cleared the needed qualifications of those exemptions.

The final reason staff would like to alter the timing of this policy is because the death rates and hospitalization rates have dropped considerably since this time last year when the policy was being considered. In January 2022 we were in a peak where about 4,000 Americans were dying daily. This January we are averaging about 550 deaths per day. This is still very frightening, but certainly less severe. Staff feels that when local public health officials mandate the wearing of masks/face coverings, then the threat is elevated to the point where we automatically reactivate this policy until the mask mandated is discontinued.

On a motion by Director Brunberg seconded by Director Meraz, that our current policy regarding mandated COVID-19 vaccinations for new employees and volunteers be enforced only during times when there is a local mandate for people to wear

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masks/face coverings due to elevated risks related to the spread of COVID-19, and have the current Personnel Employment Policy updated to reflect this adjustment, was approved by a vote of 3-0-1 with Directors Meraz, Brunberg, & Presinal voting Aye. There were no Nays. Director Montes abstained. Director Stickney was absent.

- e) Discuss having the April 2023 Regular Board of Directors meeting on either April 13 or April 20 (verbal): Admin Ross will be unable to attend on April 20th. The Board of Directors discussed and agreed to move the April Board of Directors Meeting to April 13th. Admin Ross to update the website and advise of the schedule change.
- f) Swimming Pool project timeline and update (pg. 87): Aquatic Design Group (ADG) is aware that we will delay the pool project until after the pool closes this August/September. They understand and agree that this is the wise decision. Currently we are in the Sacramento County Health Approval Process. ADG is still working with the County towards plan approval, with some progress occurring this week. We are planning to acquire bids in February and March and move forward with awarding the bid in March or April 2023.
- g) Roadway/Trail project timeline and update (pg. 88): The 99% drawings/plans were presented to District staff by MTW Group on January 9. Staff reviewed the plans and discussed some possible adjustments with MTW Group. A few changes were made, and the final 100% drawings/plans were provided to staff on January 17. Staff is now in the process of completing the County application for plan review and approval. The plans are expected to be submitted to the County next week, the week of 1/23. Sacramento County is currently backlogged approximately six weeks.
- h) Arcade Cripple Creek Trail Project Update (verbal): The trail construction is currently still happening at the SMUD Substation location. The holidays and the storms have slowed construction. There is currently sidewalk construction occurring on Oak Ave. between Melva St. and Olivine Ave. which is part of this project. Staff will be meeting with SMUD on Monday (1/23) at Streng Avenue Trail to determine the details of the gate in the fence that provides access to the SMUD utility pole. There is a chance that SMUD will pay for that section of the fence, which is the reason we have not yet awarded the bid for that fence replacement.
- i) Determine if our February Board of Directors is to be live-streamed (verbal): The Board of Directors discussed and agreed

to have the February Board of Directors meeting live-streamed. Admin Ross to contact Ken Bennedict to confirm his availability to provide live-stream service at the February 16 BOD meeting.

**14. DIRECTOR AND
STAFF COMMENTS**

Admin Ross thanked Supervisor Woodford for meeting with him and Jennifer Tremble with InnovAge PACE. They are a potential sponsor for OVparks senior activities. He also thanked Supervisor Woodford for her efforts in producing the Winter/Spring Activity Guide.

Admin Ross extended appreciation to Finance/HR Supt. Von Aesch and Finance Clerk Sue Myren for their hard work and organization to receive a successful audit result.

Admin Ross thanked Supt. Oropeza and his staff for all their hard work in making repairs and cleanup after the recent storms. The Park Maintenance team has been short-staffed recently due to holidays, vacations, and illnesses, but have been able to accomplish a great amount of work.

The Employee and Board of Directors Appreciation Luncheon was held on Friday, December 16. It was a fun gathering for all that attended.

Admin Ross acknowledged the Recreation team for the success of their recent events.

Supervisor Bain advised TigerSharks signups will open to everyone on February 6.

Supervisor Woodford shared that the Best Friends Bash event will be held on Friday, February 10.

Park Supt. Oropeza thanked the staff and those who assisted during and after the recent storms with clean up efforts and repairs. The decorations will be removed from the tree tomorrow. Thank you to EZ Stumps for their sponsorship with the tree truck. Their assistance is greatly appreciated.

Finance/HR Supt. Von Aesch advised that everyone at OVparks contributed to the good audit results and it is much appreciated.

Director Montes advised the Best of Orangevale voting goes dark tomorrow but voting is open until January 31. The Best of Orangevale award ceremony will be held on Saturday, February 11 at the Orangevale Community Center. The event is sold out.

Director Montes suggested the Orangevale Recreation & Park District present a symbolic key to the Orangevale History Project at the Best of Orangevale awards on February 11. She is hopeful that Congressman Kiley will be able to provide a certificate to present to them along with the key.

Director Montes advised that the park district has free profiles for the parks. It is a great tool for the community to see and understand the differences within our parks. The Directory will stay up four years so please take advantage of that.

Director Montes requested appreciation be expressed to the OVparks staff for all their hard work.

Director Presinal voiced that the OVparks staff and the Board of Directors are great to work with.

Director Brunberg extended appreciation to the staff for their hard work dealing with the storms and everything going on.

15. ITEMS FOR NEXT AGENDA

- a) Lease agreement with Orangevale History Project for use of the Cottage building.
- b) Discuss future funding measures for the District.
- c) Plans for the District's 40th Anniversary
- d) Resolution directing the preparation of the Engineers Report for the two assessments (SCI Consulting)

16. ADJOURNMENT

MOTION #8

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:45 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.

Lisa Montes, Acting Chairperson