

**ORANGEVALE RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
DECEMBER 8, 2022**

**REGULAR MEETING 6:30 PM  
ORANGEVALE COMMUNITY CENTER  
6826 HAZEL AVE. ORANGEVALE, CA 95662**

NOTE: The Board of Directors may take up any Agenda item at any time, regardless of the order listed. Action may be taken on any item on the Agenda.

**1. CALL TO ORDER**

**2. ROLL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA**

**5. PUBLIC DISCUSSION**

Any person may address the board upon any subject within the jurisdiction of the Orangevale Recreation & Park District with each speaker being limited to three minutes. However, the Chairperson can impose reasonable limitations to the maximum time per person and per agenda item to allow the Board to complete its business. Any matter that requires action will be referred to staff or committee for a report and action at a subsequent meeting.

**6. MINUTES**

a. Approval of minutes of the Regular Meeting November 10, 2022 (pg. 1-9)

**7. CORRESPONDENCE**

a. An article in the November 25 issue of the Orangevale View promoting the upcoming Orangevale Tree Lighting event (pg. 10)

b. Confidential envelope – Attorney billing for October 2022

**8. CONSENT CALENDAR: Reading/Opportunity to Pull Items for Discussion/Board Action**

Consent items are considered routine and are intended to be acted upon in one motion, without discussion. During this portion of the meeting, the Consent Calendar will be read aloud. Prior to approval, the Chairperson will give the Board, staff, and public the opportunity to pull any item for discussion. The remaining Calendar will be acted upon. Any pulled items will then be heard and acted upon individually.

**8.1 CONSENT MATTERS GENERAL FUND**

No Report

**8.2 OLLAD CONSENT MATTERS**

No Report

**8.3 KENNETH GROVE CONSENT MATTERS**

No Report

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

No Report

**10. STANDING COMMITTEE REPORTS**

- a. Administration & Finance – No Report
- b. Maintenance & 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 – No Report
- h. Ad Hoc – No Report.

**11. ADMINISTRATOR’S REPORT**

- a. Monthly Activity Report – November 2022 (pg. 11-17)

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

- a. Oath of Office for newly elected Board Members (presentation)
- b. Approve the proposed layout of the California Central Railroad sign provided by the Orangevale History Project (pg. 18-19)
- c. Discussion Item: Evaluate District building options to house the Orangevale History Project and a future museum (pg. 20)
- d. Approve to lease space in a District building to house the Orangevale History Project and a future museum (pg. 21)
- e. Election of Officers for 2023 (pg. 22)
- f. Discuss and take action regarding committee assignments for 2023 (pg. 23-24)
- g. Approve Part Time Salary Scale for 2023 to address increase in minimum wage (pg. 25-27)
- h. Approve to award the construction of a new fence at Streng Open Space to the qualified contractor with the lowest responsive quote (pg. 28)
- i. Approve moving the date of the District’s monthly regular Board of Directors meetings from the second Thursday to the third Thursday for 2023 (pg. 29)
- j. Swimming Pool project timeline and update (pg. 30)
- k. Roadway/Trail project timeline and update (pg. 31)
- l. Arcade Cripple Creek Trail Project Update (verbal)
- m. Discuss and take action if we shall or shall not continue to have our monthly regular Board of Directors meetings live-streamed.

**14. DIRECTOR’S AND STAFF’S COMMENTS**

**15. ITEMS FOR NEXT AGENDA**

**16. ADJOURNMENT**

**NOTICE:**

*As presiding officer, the Chair has the authority to preserve order at all Board of Directors meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.*

People with disabilities may request accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Requests for accommodations must be made with 72 hours prior notice. If you require accommodations, please contact the Orangevale Recreation & Park District main office at (916) 988-4373.

Directors can be reached at: [director@ovparks.com](mailto:director@ovparks.com)

Sharon Brunberg

Manie Meraz

Lisa Montes

Arica Presinal

Mike Stickney

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors November 10, 2022

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on November 10, 2022 at the District Office. Director Stickney called the meeting to order at 6:30 p.m.

Directors present: Stickney, Meraz, Brunberg, Montes, Presinal  
Directors absent: None  
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 Montes, seconded by Director Meraz, the agenda was approved by a vote of 5-0-0 with Directors Stickney, Presinal, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
6. **MINUTES**  
**MOTION #2** a) Approval of Minutes of October 13, 2022 (pg. 1-9): On a motion by Director Montes seconded by Director Brunberg, the minutes were approved by a vote of 4-0-1 with Directors Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays. Director Stickney Abstained.
7. **CORRESPONDENCE**  
**MOTION #3** a) Confidential Envelope – Attorney Billing September 2022: On a motion by Director Montes, seconded by Director Brunberg, the attorney billing was approved by a vote of 5-0-0 with Directors Stickney, Presinal, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.  
b) An article about the history of the Youth Center Building submitted by the Orangevale History Project that was featured in the October 14 issue of the Orangevale View. (pg. 10): Admin Ross thanked the author for the great article.

- c) OVparks ad in the Orangevale View to promote current and upcoming programs and events. (pg. 11):  
Admin Ross mentioned the ad published in the recent Orangevale View.
  - d) A “Thank You” from OVparks to our community for making our Family Fright Night so fun and successful. (pg. 12):  
Recreation Coordinator Andrew Gross submitted an article to extend appreciation to the community for their support of the Family Fright Night.
- 8. CONSENT CALENDAR**  
**MOTION #4**
- a) On a motion by Director Montes, seconded by Director Stickney, the consent calendar was approved by a vote of 5-0-0 with Directors Stickney, Presinal, Brunberg, Meraz and Montes, voting Aye. There were no Nays or Abstentions.
- 8.1. CONSENT MATTERS GENERAL FUND**
- a) Ratification of Claims for October 2022 (pg. 13-14)
  - b) Budget Status Report for October 2022 (pg. 15-17)
  - c) Revenue Report for October 2022 (pg. 18)
- 8.2. OLLAD CONSENT MATTERS**
- a) Ratification of Claims for October 2022 (pg. 19-20)
  - b) Budget Status Report for October 2022 (pg. 21-22)
- 8.3. KENNETH GROVE CONSENT MATTERS**
- a) Ratification of Claims for October 2022 (pg. 23)
  - b) Budget Status Report for October 2022 (pg. 24)
- 9. NON-CONSENT MATTERS GENERAL FUND**  
**MOTION #5**
- a) Ratification of Claims for October 2022 (pg. 25)  
  
On a motion by Director Stickney, seconded by Director Brunberg, the non-consent matters general fund was approved by a vote of 4-0-1 with Directors Stickney, Presinal, Brunberg, and Meraz voting Aye. There were no Nays. Director Montes Abstained.
- 10. STANDING COMMITTEE REPORTS**
- a) Administration and Finance: No report.
  - b) Maintenance and Operation: No report.
  - c) Recreation Committee: This committee met on October 27. See the meeting recap (pg. 26-27): Admin Ross advised of fee increase proposed mainly for Facility rentals. This topic will be addressed in agenda item 13b. Admin Ross explained the pro disc golf tournament as a featured special event in comparison with the amateur disc golf tournament for consideration of the fee structure for each entity. Special events are based on anticipated attendance. Director Presinal advised of a conversation with a community member regarding the use of the tennis courts at Almond Park. Unauthorized private tennis lessons have at times prohibited public use of the courts. OVparks staff will post

signage at the tennis courts prohibiting private use of the court without reservations in place. Signage will be posted indicating scheduled reservations by the District. The sign will provide the District phone number to report unauthorized use of the tennis courts. Supervisor Bain advised that the District is approximately \$8,000 off from the projection mark, however, multiple factors contributed to this situation.

- d) Personnel & Policy: No report. Admin Ross to schedule the next meeting upon receipt of the Personnel Manual from the attorney. Directors Meraz and Montes to attend.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: This committee met on Oct. 6. See the meeting recap (pg. 28-29): The committee discussed updates to the roadway and trail project at Orangevale Community Center Park, Arcade Cripple Creek Trail Project, and future multi-use trail projects. The need to update the Master Plan was also discussed. Admin Ross to contact the County of Sacramento Regional Parks Department to request roadway standards that have been approved which include DG trails on one side of the road. The committee will utilize this information to research the planned trail extension near Excelsior and Peerless.
- h) Ad Hoc: No report.

## 11. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – October 2022 (pg. 30-37):  
On October 18, Admin Ross and Superintendent Oropeza met with Jay Linstroth of Linmoore Fencing to inspect the areas of the Arcade Cripple Creek Trail that have either post and cable fencing plans or wood fencing plans. Mr. Linstroth took measurements and will be providing us with a price quote. The committee recommended installing boulders instead of cable and post fencing. Admin Ross to compare the pricing of the two options.

On October 19, Admin Ross and Superintendent Oropeza met with Kirk Andre of California Association of Park and Recreation Indemnity (CAPRI). CAPRI is a pooled insurer for nearly 70 park and recreation districts in California. They conduct visits to each district every 18 months to review their level of compliance on several items that impact our liability: Safety meetings; registration and rental waivers; ADA progress; job descriptions and hiring materials for staff and volunteers; inspection forms and reports for parks and facilities; current Injury Illness Prevention Plan; current Emergency Action Plan; and COVID Prevention Plan. During the

visit we toured Orangevale Community Center and Park, Sundance Park, Norma Hamlin Park, and Palisades Park.

On October 20, we held our quarterly staff safety meeting. The topics included reviews of our Emergency Action Plan, our Covid-19 Prevention Program, reviewing recent incidents, accidents, or near misses, and identifying potential safety hazards in our District that should be addressed.

On October 20, Admin Ross and Supervisor Bain met with Gabe Johnson of Syserco Energy Solutions to discuss energy efficiency options. The primary topic of discussion was with solar energy. This is the one area where Mr. Johnson felt we could benefit the most. Several options are available to the District, including parking lot panels (shaded parking), rooftop panels, and ground panels (to be fenced and secured). One option would potentially pay for a new roof in exchange for future energy cost savings with rooftop solar panels. We also discussed smart thermostats in our buildings to provide us with better climate control and anticipated cost savings. Next steps include Jason meeting with a representative with expertise in smart thermostats, and for Barry to schedule a solar audit with a specialist.

The solar company will be providing a free estimate.

A representative will be providing a written estimate to Supervisor Bain for the smart thermostats.

On October 28, Admin Ross, Supervisor Woodford, Supervisor Bain, and Coordinator Gross met with Lisa Montes of All Events Management Group to begin planning the District's 40th Anniversary celebration. Our general plan is to have special focus on OVparks during one of the days of the 2023 Summer Palooza. We intend to fine-tune the plans during the next two months so we can begin marketing early.

Admin Ross advised of a citation issued by the Fulton-El Camino Police at the Orangevale Community Center Park for possession of narcotics. Admin Ross met with the Fulton-El Camino Police this week. For minor offenses, officers typically issue a warning initially, and then citations for future violations by the same individual.

Admin Ross mentioned the Arcade-Cripple Creek Trail groundbreaking which was held last Tuesday, November 1. Director Stickney recommended the Board members walk the existing trail on the west side of Sunrise Avenue to visualize what could be implemented in the OVparks Sundance and Streng Avenue section of the trail.

Park Supt. Oropeza advised of a large oak tree that fell onto Hazel Ave. on October 22. The County removed it from the street and our staff chipped the tree branches and the logs were placed on the nature side of the Shady Oaks Disc Golf course. Staff assisted in

the installation of the new Variable Speed Drive (VFD) and the new circulation pump at the Orangevale Community Pool. The pool has been shut down due to leakage. Admin Ross has been in contact with ADG consultants. ADG has indicated that postponing the pool repair project one more swim season is an option, however, the goal is still to move forward with the original project start timeframe. If necessary to postpone the project, the pool leak area will need to be patched to withstand another swim season. ADG has indicated they expect multiple contractors will be interested in bidding on this project. Park Supt. Oropeza extended appreciation to staff for their efforts in preparation of the CAPRI visit.

Recreation Supervisor Jason Bain advised of upcoming Holiday Craft Fair on November 18 and 19, and the Community Tree Lighting on Friday, December 2.

**12. UNFINISHED BUSINESS**

None discussed.

**13. NEW BUSINESS**

- a) Presentation by Susan Barnes of SCI Consulting to review the results of the survey that was sent to approximately 40% of our property owners to help us determine the feasibility of the District conducting a ballot vote on a future benefit assessment comparable to the existing Orangevale Lighting and Landscaping Assessment District (OLLAD):

Admin Ross introduced Susan Barnes of SCI Consulting to share the results of the recent survey conducted. Surveys were mailed to 7,500 property owners on September 15, 2022 to be returned by October 17, 2022. Survey responses were received by mail and online. Two benefit assessment options were provided. 1,357 surveys were returned which is approximately an 18% return rate. The survey determined:

- The Orangevale community appreciates the Park District and the facilities and services it provides.
- Key capital projects proposed by the District are not supported by a majority of property owners right now.
- The level of support for a funding measure at the rates tested is not high enough to recommend going forward with a ballot measure at this time.

The survey found insufficient support to move forward with a benefit assessment measure at this time. Susan Barnes recommended readdressing the assessment with the community if conditions of issues such as inflation and gas prices improve. The District may want to launch an outreach campaign to communicate the following information:

- Why the District needs new funding
- What has been done to cut costs so far
- What may have to be done to cut costs in the future



- The benefits to the community of providing a skate park, bike track, and splash park

Director Meraz suggested providing the community with the approximate costs of proposed improvements. Director Montes inquired if the community supported any improvements other than restrooms? Susan Barnes advised she will send the suggestions obtained from the survey to Admin Ross to discuss for future reference. Director Presinal inquired if the community would be more receptive to an increase of a set dollar amount to the current rate instead of including the increase in the total rate. Surveys were sent in both formats. Director Stickney suggested including this topic again in the February 2023 Board of Director Meeting.

The Board of Directors thanked Susan Barnes for providing the summary of the survey results. Admin Ross voiced disappointment but realizes that the results do not reflect the community is dissatisfied with the District.

- b) Approval of Resolution 22-11-698, Resolution Establishing a Schedule of Fees for Use of Park and Recreational Facilities, Programs, and Services (pg. 38-46): Following review and discussion at the Recreation Committee meeting on October 27, 2022, staff is proposing fee increases that average about 6.2 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 will make annual comparisons to other like agencies in our area to help us maintain rental fees that are competitive and fair. Director Montes recommended placement of signage at the horse arena prohibiting private lessons without a permit in place.

## MOTION #6

On a motion by Director Brunberg, seconded by Director Montes, the Resolution 22-11-698, Resolution Establishing a Schedule of Fees for Use of Park and Recreational Facilities, Programs, and Services was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions.

- c) Swimming Pool Project Timeline and Update (pg. 47):
- County permit process should take about 30 days but can vary greatly.
  - Construction phase would ideally begin within 30 days of awarding contract but could vary greatly upon contractor availability.
  - Once construction begins, the project should be complete within 2.5 months. This could vary greatly depending upon weather, and the possibility of an undesirable discovery. It is assumed that the construction period would last two to four months.

- ADG will provide us with updated cost projections during both the Schematic Design Phase and the Construction Document Phase.
- d) Roadway/Trail Project Timeline and Update (pg. 48):
- County permit process should take about 30 days but can vary greatly.
  - Construction phase would ideally begin within 30 days of awarding contract but could vary greatly upon contractor availability and weather.
  - Once construction begins, the project should be complete within two months. This could vary greatly depending upon weather, and the possibility of an undesirable discovery.
  - MTW Group will provide updated cost projections during the Construction Document Phase
- Admin Ross shared input from Peter Larimer regarding border edging along the DG trail. The cost installed for approximately three thousand linear feet of border edging would be approximately \$30,000-\$37,000. This will be included as an add on alternate in the bidding process.
- e) Arcade Cripple Creek Trail Project Update (verbal) and ideas for future trailside apparatus (pg. 49-52): Admin Ross advised that the two trees at Sundance Park were removed on October 17<sup>th</sup>. These were the only trees to be removed within the OVParks property. Wildflowers are planned for planting next fall season. The board discussed implementing fitness apparatus along the Sundance Park portion of the trail.
- f) Discuss providing the Orangevale History Project space in one of our buildings for the storage and display of their artifacts and collections as well as office space. (Discussion item): Admin Ross introduced the interest in the District providing a facility for the Orangevale History Project to establish a museum. Director Montes requested this topic to be placed on the agenda for discussion. She is a proponent of displaying and preserving the history of Orangevale and suggested utilizing the Cottage at the 6730 Hazel Ave. property. Director Stickney voiced preference of utilizing the Youth Center building as it is also part of Orangevale history. The Board directed staff to discuss the potential options, discuss with the Orangevale History Project (OHP), and bring options to the Board in December for discussion. The Board also directed staff to add an agenda item to the December meeting regarding the District's interest in providing building space to the OHP, even if we haven't yet identified which building. Orangevale History Project representative Mark Aring discussed the collecting, preserving, and sharing of the museum items and mentioned Building 2 and

Cottage are preferred museum sites to consider. Mr. Aring indicated a museum committee of volunteers would be formed to create the visual displays, promote the museum to the community, and establish staffing of the museum. Typically, historical societies are responsible for utilities, maintenance, insurance, and staffing. OHP's Board member David Dill shared interest in incorporating interactive touch displays for the museum and partnering with local schools to share the history of Orangevale within classrooms. He is experienced in air conditioning commercial refrigeration and engineering for CALPERS Headquarters audio visual board presentations. Director Stickney recommended staff investigate fire suppression systems. The Board of Directors thanked the Orangevale History Project for their presentations.

- g) Discuss moving the regular monthly Board of Directors meetings to the third Thursday of the month to allow us to consistently receive budget consent documents on a timely basis. (Discussion item): Admin Ross inquired if moving the Board of Directors meetings to the third Thursday will be difficult for any member involved. The Board of Directors determined that this will be discussed more thoroughly at the December Board of Directors Meeting.

#### **14. DIRECTOR AND STAFF COMMENTS**

Admin Ross expressed appreciation to the Veterans for their sacrifice for our freedom. Looking forward to upcoming events. The employee appreciation luncheon will be held Friday, December 16. Admin Ross to provide further details as they develop.

Park Supt. Oropeza advised that Easy Stumps will be providing the lift for assistance with installing lights on the tree for the Community Tree Lighting. The Board of Directors requested pedestrian lighting be implemented for the event.

Finance/HR Supt. Von Aesch advised of the completion of the Audit at the end of October and everything went well. Larry Bain will present the results of the audit in January or February of 2023. Two Recreation Specialist positions have been filled.

Director Meraz mentioned an episode of Real Sports on HBO that focused on the sport of pickleball. The national story highlights some of the problems that the fast growth of the sport is causing parks, schools, and their neighbors, including people that are suing due to pickleball noise.

Director Stickney mentioned the parks looked great when he last walked the parks.

Director Montes thanked all the OVparks staff for all their hard work.

Director Presinal appreciated the staff and extended congratulations on the successful CAPRI visit.

**15. ITEMS FOR NEXT AGENDA**

a) Orangevale History Project location recommendation

b) Discuss moving the regular monthly Board of Directors meetings to the third Thursday of the month

**16. ADJOURNMENT**

**MOTION #7**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:38 p.m. On a motion by Director Brunberg, seconded by Director Montes, the adjournment was approved by a vote of 5-0-0 with Directors Stickney, Presinal, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions.

---

Mike Stickney, Chairperson



Orangevale Recreation & Park District would like to cordially invite everyone to visit the annual Orangevale Community Tree Lighting. This will take place Friday, December 2nd from 6:00-7:30pm at the Orangevale Community Center SEE PAGE 16

**Continued from  
Front Page  
COMMUNITY  
TREE LIGHTING**

Orangevale Recreation & Park District would like to cordially invite everyone to visit the annual Orangevale Community Tree Lighting. This will take place Friday, December 2nd from 6:00-7:30pm at the Orangevale Community Center.

We will begin with our local community performances on our outdoor stage, located on the north side of the community center. There will be refreshments, snacks, train rides, sponsored crafts, activities for kids, and even

get your picture with Santa Claus! Finally, we will cap off the night with the official lighting of our big tree in front of the building.

There will be treats available; cookies by the Orangevale Women's Club, hot dogs by the Orangevale Grange, popcorn provided by the Orangevale History Project. The Choo Choo Express train ride is made possible by Orange Vale Water Company and will be available throughout the night. The event is FREE, so come out and join your Orangevale family to celebrate this joyous holiday season. Hope to see you there!

# STAFF REPORT



DATE: 12-8-22

TO: Board of Directors

FROM: Barry Ross, District Administrator

SUBJECT: **MONTHLY ACTIVITY REPORT – NOVEMBER 2022**

## ADMINISTRATION

- On November 1, Admin Ross, Superintendent Oropeza, and Director Stickney attended the ceremonial groundbreaking of the Arcade Cripple Creek Trail project, which was held at the Arcade Creek Park Preserve in Citrus Heights.
- On November 7, Admin Ross attended a meeting with several other District Administrators and staff with the Fulton El Camino Police Department. The primary reason to meet was to learn about and discuss a Joint Powers Authority and how it may or may not fit with a park security model.
- On November 9, Admin Ross and Superintendent Oropeza met at Pecan Park to inspect several trees that are in failing health. We began a plan for removing them within the next two years. Most would be removed by our Parks Maintenance staff, but we may opt to contract the removal of a couple trees. We also discussed areas where we could plant new trees.
- On November 10, Admin Ross met with Leslie Blomquist (City Engineer with the City of Citrus Heights) at Streng Open Space to review the plans for a fence to border the park and a neighbor's property.
- On November 15, the staff working at the Community Center took part in a surprise fire drill.
- On November 28, Admin Ross met with contractor Nathan Boek of Crusader Fence Co. at Streng Open Space to walk the site where a new fence will be constructed. Crusader Fence Co. will be submitting a quote for this project.

## RECREATION Monthly Report: November 2022

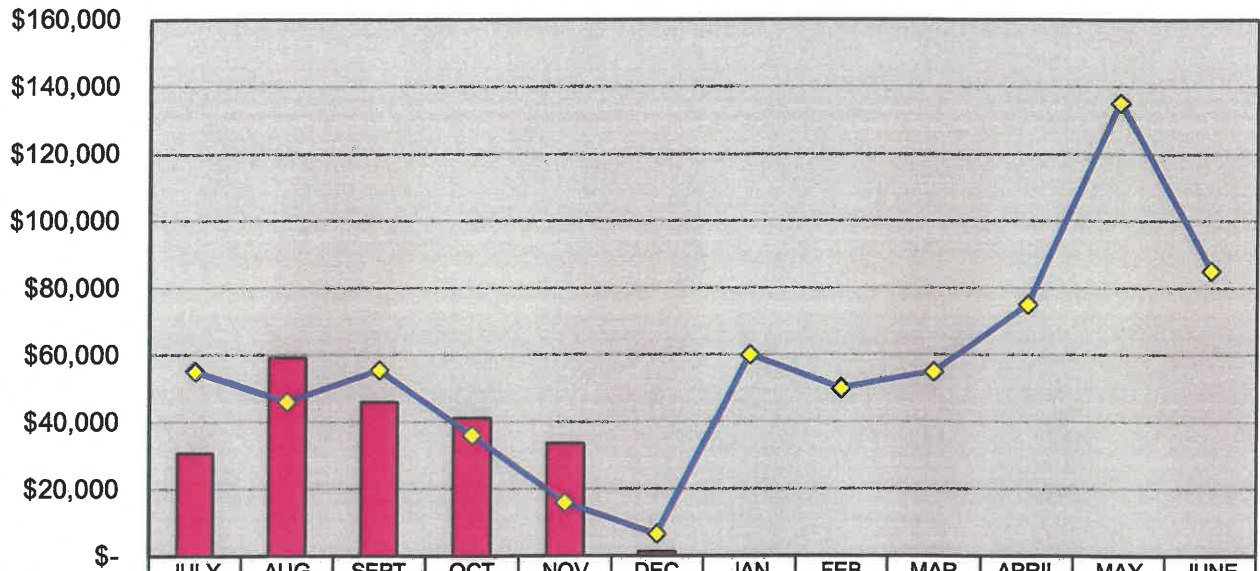
November	Enrollment	Attendance	Gross Revenue
<b>Active Adults</b>			
Bridge	30		\$ 60.00
Mid-Day Movie		8	
<b>Active Adults Sub Total</b>	<b>30</b>	<b>8</b>	<b>\$ 60.00</b>
<b>Aquatic Classes</b>			
Full Moon Paddle	1		\$ 69.00
<b>Aquatic Classes Sub Total</b>	<b>1</b>	<b>0</b>	<b>\$ 69.00</b>
<b>Classes</b>			
Aikido - Teen/Adult	5		\$ 763.00
Aikido - Youth	6		\$ 295.00
Basic Horsemanship	2		\$ 360.00
Babysitting CPR	1		\$ 35.00
Chen Tai-Chi Chuan	11		\$ 550.00
Child and Babysitting Safety	3		\$ 180.00
Gymnastics - Parent Participation	1		\$ 96.00
Gymnastics - Tot Gym	1		\$ 96.00
Internet Drivers Education	3		\$ 58.00

Karate - Preschool	5		\$	950.00
Karate - Shotokan Grange Hall	1		\$	215.00
Karate - Shotokan Youth Center	10		\$	2,150.00
Pediatric CPR & First Aid	1		\$	85.00
Pickleball 101 - Adult	19		\$	1,007.00
Pilates Reformer	10		\$	940.00
Social Dancing East Coas Swing	11		\$	440.00
Top Notch Training (Oct)	41		\$	2,060.00
Top Notch Training (Nov)	62		\$	6,100.00
Top Notch Thanksgiving Camp	36		\$	2,625.00
Turns n Tumble Baby Ballet	10		\$	330.00
Turns n Tumble Pre Ballet	11		\$	363.00
Ukulele Fretters	17		\$	17.00
Womens Total Workout	1		\$	80.00
<b>Classes Sub Total</b>	<b>268</b>		<b>\$</b>	<b>19,795.00</b>
<b>Day Camp</b>				
Adventure Crew	12		\$	1,776.00
<b>Day Camp Sub Total</b>	<b>12</b>	<b>0</b>	<b>\$</b>	<b>1,776.00</b>
<b>Events</b>				
Holiday Craft Fair	34		\$	2,992.00
<b>Events Sub Total</b>	<b>34</b>	<b>0</b>	<b>\$</b>	<b>2,992.00</b>
<b>Preschool</b>				
Kinder Kidz	17		\$	5,746.00
Orange Blossoms	14		\$	3,892.00
<b>Events Sub Total</b>	<b>31</b>	<b>0</b>	<b>\$</b>	<b>9,638.00</b>
<b>Trips</b>				
San Francisco Shopping Day Trip	14		\$	966.00
<b>Trips sub total</b>	<b>14</b>		<b>\$</b>	<b>966.00</b>
<b>GRAND TOTAL</b>	<b>390</b>	<b>8</b>	<b>\$</b>	<b>35,296.00</b>

**November Gross Revenue Recap** – November OTC (over-the-counter) revenue for combined recreation and facility rentals ended at \$33,617 which is \$17,617 above the projected amount. November recreation revenue came in at \$26,469 which is \$14,469 above the projected amount. The November facility revenue came in at \$7,148 which is \$3,148 above the projected amount. *Please note the revenue referenced here includes prepayments for future programs while the revenue figures listed in the chart above represent revenue attributed to programs occurring in November.*



## 2022-2023 ORPD Recreation & Facility Revenue Net vs projected - Monthly View





## **PARKS Monthly Report: November 2022**

### **Park Infrastructure**

#### **All Parks**

- Staff continues to conduct monthly playground inspections and makes repairs on site as needed.
- Staff cleared the rooves gutters of the Youth Center and Kidz Korner building from leaves and debris.
- Due to leaks, staff patched the roof at the Orangevale Community Center.
- Staff removed four large dead trees form the Pecan Park nature area.
- All drains within our park system were cleared of leaves and debris by staff to prevent flooding.
- The backflow to the pool fill line was rebuilt by staff.
- Staff planted four new trees: two at Almond Park and two at Community Park.
- Staff continues to conduct daily pool maintenance.
- Staff removed graffiti from restrooms at Oak & Filbert and at Horse Arena
- Staff replaced two basketball hoops at the Community Center gymnasium.
- Staff repaired a broken door at the Disc Golf restrooms.
- Staff repaired two tables at the Horse Arena shade structure.

#### **Mechanics**

- Staff continues to conduct basic maintenance to small engine equipment.
- Staff conducted routine maintenance to all mowers.
- Staff conducted significant maintenance and repairs to the 2005 Ford Ranger: replaced the fuel pump, the upper and lower control arms, the ball joints, the bearings, and the tie rod ends. They also conducted the alignment.
- Staff conducted significant maintenance and repairs to the 2003 Ford Ranger: replaced the spark plugs, spark plug wires, upper control arms, ball joints, and sway bar spacers. They also replace the two front tires with new ones.
- Staff replaced two hydraulic lines on the Kubota mower blower attachment.

#### **Park Irrigation**

- All irrigation remains off.
- Staff repaired the potable main line at Pecan Park.
- Staff repaired a drinking fountain at Coleman School Park and another at Almond Park.

#### **Park Grounds**

- Staff continues ongoing maintenance at all parks (restrooms, trash, mowing, edging, & blowing).
- Staff pruned several trees at Coleman School Park.
- Staff repaired approximately 10 feet of drain line at Almond Park.
- Staff replaced the broken handrails on the bridge at Norma Hamlin Park.

#### **Other Reports**

- Staff decorated the large Community Center Park tree with lights and ornaments in preparation for the Holiday Tree Lighting event.
  - Staff prepared the Community Center Park grounds for the Holiday Tree Lighting event and has been assisting the Recreation staff with other event logistics.
-

**Fulton-El Camino Park District Police Department**  
**Monthly activity report for: Orangevale Recreation and Park District**  
**Reporting Period: November 1-30, 2022**

**Almond Park**

No issues to report.

---

**Norma Hamlin Park**

No issues to report.

---

**Off Property**

No issues to report.

---

**OV Community Center**

Notice To Appear:	11/7/22	16:52	CVC16028(a)	No Insurance	Inf
Notice To Appear:	11/7/22	16:52	CVC4000(a)	expired registration	Inf cite instead of towing

---

**OV Community Park**

No issues to report.

---

**OV Community Park (Disc Golf)**

No issues to report.

---

**Palisades Park**

Call For Service:	11/24/22	14:25	Group in park with multiple loose animals, trash, shopping cart. Located group. Issued one NTA and two warnings. Group cleaned area and exited the park.		
-------------------	----------	-------	--	--	--

---

**Pecan Park**

Warning	11/6/22	13:50	9.36.061(a)(4)	Animal off leash	
Notice To Appear	11/24/22	14:39	9.36.061(a)(4)	SCO Animal off leash	Inf
Notice To Appear	11/24/22	14:39	9.76.030	Shopping cart in park	Inf

---

**Sundance Nature Area**

No issues to report.

---

**Youth Center Park**

No issues to report

# OvParks Photos of Interest: November '22

## Holiday Craft Fair at the Community Center





# Adventure Crew Camp – Thanksgiving Break



# STAFF REPORT



DATE: 12-8-22

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: APPROVE THE PROPOSED LAYOUT OF THE CALIFORNIA  
CENTRAL RAILROAD SIGN PROVIDED BY THE  
ORANGEVALE HISTORY PROJECT**

---

## **RECOMMENDATION**

Approve the proposed layout of the California Central Railroad sign provided by the Orangevale History Project.

## **BACKGROUND**

At the October 13 OVparks Board of Directors meeting, the Orangevale History Project requested permission to install an informational and educational sign at Orangevale Community Park. The sign is to reflect the history of the California Central Railroad that crossed through what is now Orangevale Community Park. The Board of Directors unanimously approved this request.

The Orangevale History Project has since drafted a sign that will be 3' x 2' in size. The design of the sign is a working copy but is close to being complete and the OHP is seeking approval of the layout from this Board before they finalize approval to the designer. A copy of the proposed sign is included along with a photo of the Shackleton Woods sign frame, which this product will resemble.

## **MOTION TO CONSIDER**

I move we approve the proposed layout of the California Central Railroad sign provided by the Orangevale History Project.

36"

24"

### California Central Railroad 1861-1866

The CCRR was the second railroad in California and the first to span a river in the West. The goal was to connect Folsom with Marysville and supply all the foothill mining operations. C.L. Wilson hired Theodore Judah to survey the route and get work started in 1858. Service started in October 1861 and ended in 1866 when the bridge was condemned. The Central Pacific bought up the operation and recycled the rails between Folsom and the new town of Roseville in 1868.





The remaining beam in Orangevale Community Park runs from the southeast corner by Green Oaks Elementary to this display.





**HISTORICAL TRAIL SIGN** **(QTY 1)**



**S/F HISTORICAL TRAIL SIGN**  
 • PRINTED CLEAR CGV APPLIED  
 SUB-SURFACE ONTO 1/8"  
 CLEAR ACRYLIC

**COLOR SCHEDULE**  
 CMYK PER SUPPLIED

**INSTALL/DELIVERY INFO**  
 • WILL CALL  
 • INSTALLED BY CLIENT

 <b>MERIDIAN MEDIA GROUP</b> 2409 J Street Sacramento, CA 95816 Office 916.483.1616 / Fax 916.483.1618 www.meridianmedia.com	<b>DATE:</b> 11-9-22 <b>LOCATION:</b> Orangevale, CA <b>CLIENT:</b> MARK ARING <b>PROJECT:</b> HISTORICAL TRAIL SIGN <b>FILE NAME:</b> MA_Historical Trail Sign_9xxx_11-9-22 <b>DRAWN BY:</b> MDS	<b>REVISIONS:</b> <b>A:</b> 11/10/22 MDS <b>B:</b> 11/10/22 MDS <b>C:</b> 11/18/22 MDS <b>D:</b> <b>E:</b>	<b>WO#:</b> 9xxx <b>PO#:</b> <input type="checkbox"/> Approved as shown <input type="checkbox"/> Approved with corrections <input type="checkbox"/> Second proof requested <b>NOTES:</b> SIGNATURE: _____    DATE: _____	<b>1 of 1</b> <b>SIGN TYPE</b>
	<small>All other items in this report are a representation of color. Colors in this report are being provided as a guide only. Colors may vary slightly from what is shown on screen. Colors may vary slightly from what is shown on print. Colors may vary slightly from what is shown on video. Colors may vary slightly from what is shown on mobile devices. Colors may vary slightly from what is shown on other devices.</small>			



# STAFF REPORT



DATE: 12-8-22

TO: Board of Directors

FROM: Barry Ross, District Administrator

SUBJECT: **EVALUATE DISTRICT BUILDING OPTIONS TO HOUSE THE ORANGEVALE HISTORY PROJECT AND A FUTURE MUSEUM**

## **BACKGROUND**

At the District Board of Directors meeting on November 10, staff was directed to consider and present options for District buildings that could house the Orangevale History Project and their future museum. Staff was then to meet with representatives from OHP to discuss these options. Following these directives, and having met with Mark Aring and Marilyn Edwards of OHP, the table below reflects the pros and cons of each option.

<b>BUILDING</b>	<b>PROS</b>	<b>CONS</b>
Cottage	<ul style="list-style-type: none"> <li>• Not used for District programs</li> <li>• Rarely rented by District</li> <li>• Accessible restrooms</li> <li>• Visible and accessible location</li> <li>• Adequate space</li> <li>• Potential for outdoor space for interactive museum component</li> </ul>	<ul style="list-style-type: none"> <li>• District would lose storage</li> <li>• Some remodeling is needed to improve accessibility to enter building and within</li> <li>• Lack of room large enough for OHP member meetings</li> </ul>
Building 2	<ul style="list-style-type: none"> <li>• There is a room large enough for OHP member meetings</li> <li>• The design is good for a museum and a gift shop</li> <li>• The location is accessible</li> </ul>	<ul style="list-style-type: none"> <li>• This building is valuable to the District for youth camps and some rentals</li> <li>• The restrooms lack accessibility</li> </ul>
Youth Center	<ul style="list-style-type: none"> <li>• The building has historical significance</li> <li>• There is a room large enough for OHP member meetings</li> <li>• Accessible restrooms</li> </ul>	<ul style="list-style-type: none"> <li>• This building is valuable to the District for programs and rentals</li> <li>• The building is not visible from Hazel Ave., and the access road is narrow</li> <li>• Concerns about accessibility into the building from the parking lot</li> </ul>

## **RECOMMENDATION FOR CONSIDERATION**

District staff and OHP representatives agree that the Cottage building is the option that merits the highest consideration, and this is the option we wish to pursue further.

# STAFF REPORT



DATE: 12-8-22

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: APPROVE TO LEASE SPACE IN A DISTRICT BUILDING TO HOUSE THE ORANGEVALE HISTORY PROJECT AND A FUTURE MUSEUM**

---

## **RECOMMENDATION**

Approve to provide space in a District building to house the Orangevale History Project and a future museum.

## **BACKGROUND**

At the District Board of Directors meeting on November 10, there was an agenda item to discuss the possibility of providing space in one of our District buildings for the Orangevale History Project and their future museum. The Orangevale Chamber of Commerce has generously hosted the OHP since their start, but the OHP has outgrown that shared building, and has gained membership and momentum to where they now need their own space.

Seeing the historical and educational value of an Orangevale History Museum, and understanding that many park and recreation agencies host libraries and museums, the Orangevale Recreation & Park District was interested in discussing this possibility with the OHP. The intention is for the District to enter into a lease agreement with the OHP in order to relieve the District from liability and costs associated with utilities and maintenance. There was enough support from the Board of Directors for this to be an action item on this December 8, 2022, agenda.

## **RECOMMENDED MOTION**

I move that we approve to lease space in a District building to house the Orangevale History Project and a future museum.



# STAFF REPORT



DATE: 12-8-22

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: ELECTION OF OFFICERS FOR THE BOARD OF DIRECTORS FOR CALENDAR YEAR 2023**

---

## **RECOMMENDATION**

The Board is to discuss, elect and finalize the Officers of the Board for calendar year 2023.

## **BACKGROUND**

The current Officers of the Board for calendar year 2022 are:

- Mike Stickney (Chairperson)
- Lisa Montes (Vice Chairperson)
- Sharon Brunberg (Secretary)

## **MOTION TO CONSIDER**

I move we approve the following Board Members as Officers of the Board for calendar year 2023:

- \_\_\_\_\_ (Chairperson)
- \_\_\_\_\_ (Vice Chairperson)
- \_\_\_\_\_ (Secretary)

# STAFF REPORT



DATE: 12-8-22

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: ASSIGN TWO BOARD MEMBERS TO EACH OF THE SEVEN COMMITTEES FOR CALENDAR YEAR 2023**

---

## **RECOMMENDATION**

Discuss and assign two board members to each of the seven committees for calendar year 2023.

## **BACKGROUND**

Board committees are up for reassignment each calendar year. Last year, it was agreed that each Board Director would remain on 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 would email each Director asking for their preferred committees. This will give us a starting point to help the process move more efficiently at the January 12 meeting. Each committee would also need to assign a Committee Chairperson. Attached is a table that shows the committees that the Directors have served on since 2017.

## **MOTION TO CONSIDER**

I move we approve the proposed assignments of two named board members for each designated committee, including an assigned Committee Chairperson. These committee assignments are for calendar year 2023.

**Tentative Assignments as Starting Point for Discussion**

<b><u>Committee</u></b>	<b><u>Chairperson</u></b>	<b><u>Vice Chairperson</u></b>
Admin/Finance		
Government		
Maintenance/Operations		
Personnel/Policies		
Planning		
Recreation		
Trails		

## Orangevale Recreation and Park District Committee Assignments

(First Director listed is designated as the Committee Chair)

<u>Committees</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<u>Admin./Finance (Budget)</u>	Sharon Brunberg, Mike Stickney	Sharon Brunberg, Mike Stickney	Mike Stickney, Sharon Brunberg
<u>Maint./Operations</u>	Erica Swenson, Mike Stickney	Mike Stickney, Erica Swenson	Erica Swenson, Mike Stickney
<u>Recreation</u>	Manie Meraz, Erica Swenson	Erica Swenson, Manie Meraz	Lisa Montes, Erica Swenson
<u>Personnel/Policy</u>	Lisa Montes, Sharon Brunberg	Lisa Montes, Sharon Brunberg	Lisa Montes, Sharon Brunberg
<u>Planning</u>	Mike Stickney, Lisa Montes	Mike Stickney, Lisa Montes	Mike Stickney, Manie Meraz
<u>Government</u>	Lisa Montes, Manie Meraz	Lisa Montes, Manie Meraz	Manie Meraz, Lisa Montes
<u>Trails</u>	Sharon Brunberg, Manie Meraz	Manie Meraz, Sharon Brunberg	Sharon Brunberg, Manie Meraz
<u>Committees</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Admin./Finance (Budget)</u>	Sharon Brunberg, Mike Stickney	Sharon Brunberg, Erica Swenson	Sharon Brunberg, Mike Stickney
<u>Maint./Operations</u>	Mike Stickney, Erica Swenson	Mike Stickney, Erica Swenson	Manie Meraz, Arica Presinal
<u>Recreation</u>	Erica Swenson, Lisa Montes	Lisa Montes, Manie Meraz	Mike Stickney, Lisa Montes
<u>Personnel/Policy</u>	Sharon Brunberg, Lisa Montes	Lisa Montes, Manie Meraz	Manie Meraz, Lisa Montes
<u>Planning</u>	Manie Meraz, Mike Stickney	Mike Stickney, Lisa Montes	Lisa Montes, Mike Stickney
<u>Government</u>	Lisa Montes, Manie Meraz	Manie Meraz, Sharon Brunberg	Manie Meraz, Mike Stickney
<u>Trails</u>	Sharon Brunberg, Manie Meraz	Sharon Brunberg, Erica Swenson	Sharon Brunberg, Arica Presinal

# STAFF REPORT



DATE: 12-8-22

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: APPROVE THE TEMPORARY/SEASONAL PART TIME SALARY SCALE FOR SCERS NON-ELIGIBLE EMPLOYEE CLASSIFICATION FOR CALENDAR YEAR 2023**

---

## **RECOMMENDATION**

Approve the proposed temporary/seasonal part time salary scale for SCERS non-eligible employee classification for calendar year 2023.

## **BACKGROUND**

The State of California is increasing the minimum hourly wage from \$15.00 to \$15.50 on January 1, 2023. The current 2022 salary scale and the proposed 2023 scale have been provided. As the minimum wage has increased over the past seven years, the hourly wage difference between part time and full-time workers has decreased, causing compaction. In an effort to slow down the compaction, we reduced the number of steps for these part time positions in 2021. The proposed 2023 salary scale maintains the same reduced number of steps as was approved in 2021 and 2022. January 1, 2023, marks the final planned minimum wage increase by the State. The expectation is for the minimum wage to remain at \$15.50 for multiple years. We can consider adding additional steps to the salary scale in future years.

## **MOTION TO CONSIDER**

I move we approve the proposed temporary/seasonal part time salary scale for SCERS non-eligible employee classification for calendar year 2023.

**Orangevale RPD**  
**SCERS Non-Eligible Employee Classification**  
**2022 Temporary/Seasonal PT Salary Scale**

Position	Step A
Rec Leader I / Office Assistant I / Lifeguard I / Swim Team Assistant I	\$15.00

Position	Step A	Step B
Rec Leader II / Office Assistant II / Finance Clerk I / Sr. Lifeguard / Swim Team Instructor / Swim Team Assistant II / Facility Host I / Seasonal Maintenance Worker I	\$15.25	\$15.50

Position	Step A	Step B
Senior Rec Leader / Office Assistant III / Finance Clerk II / Assistant Pool Manager / Assistant Swim Team Coach / Facility Host II / Seasonal Maintenance Worker II	\$15.50	\$15.75

Position	Step A	Step B	Step C
Recreation Specialist / Finance Clerk III / Pool Manager / Swim Team Coach / Rec Specialist-Pre School / Seasonal Maintenance Worker III	\$16.25	\$16.50	\$16.75

Position	Step A	Step B	Step C
Recreation Specialist II / Rec Specialist-Pre School II	\$17.25	\$17.50	\$17.75

**Note:** If any staff is currently earning an hourly rate above the top step on this scale, they would continue to earn that same rate in calendar year 2022.

**Orangevale RPD**  
**SCERS Non-Eligible Employee Classification**  
**2023 Temporary/Seasonal PT Salary Scale (DRAFT)**

Position	Step A
Rec Leader I / Office Assistant I / Lifeguard I / Swim Team Assistant I	\$15.50

Position	Step A	Step B
Rec Leader II / Office Assistant II / Finance Clerk I / Sr. Lifeguard / Swim Instructor / Swim Team Assistant II / Facility Host I / Seasonal Maintenance Worker I	\$15.75	\$16.00

Position	Step A	Step B
Senior Rec Leader / Office Assistant III / Finance Clerk II / Assistant Pool Manager / Assistant Swim Team Coach / Facility Host II / Seasonal Maintenance Worker II	\$16.00	\$16.25

Position	Step A	Step B	Step C
Recreation Specialist / Finance Clerk III / Pool Manager / Swim Team Coach / Rec Specialist-Pre School / Seasonal Maintenance Worker III	\$16.75	\$17.00	\$17.25

Position	Step A	Step B	Step C
Recreation Specialist II / Rec Specialist-Pre School II	\$17.75	\$18.00	\$18.25

**Note:** If any staff is currently earning an hourly rate above the top step on this scale, they would continue to earn that same rate in calendar year 2023.

# STAFF REPORT



DATE: 12-8-22

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: AWARD THE CONSTRUCTION OF A NEW FENCE AT STRENG OPEN SPACE TO THE QUALIFIED CONTRACTOR WITH THE LOWEST RESPONSIVE QUOTE.**

---

## **RECOMMENDATION**

Award the construction of a new fence at Stren Open Space to the qualified contractor with the lowest responsive quote.

## **BACKGROUND**

During the planning years of the Arcade Cripple Creek Trail project, the City of Citrus Heights agreed to remove an existing chain link fence belonging to a neighbor bordering Stren Open Space and replace it with a redwood fence. This fence was included in the plans for the trail project. When it was determined that the cost for the trail project would be about \$2M over budget, the City requested the partner agencies take on some smaller projects. The District agreed to manage and pay for this fence. Funds were added to this fiscal year budget for this purpose.

Staff has provided specifications to, and is seeking quotes from, four reputable fence contractors. In effort to begin this project within the coming several weeks, we ask that the Board approves the District Administrator to award this project to the qualified contractor with the lowest responsive quote, and to finalize contract documents.

## **FISCAL IMPACT**

The District budgeted \$30K to cover this redwood fence project along with other fencing along the Arcade Cripple Creek Trail. The other fencing will likely be a combination of boulders and post & cable barriers. We anticipate the cost of this redwood fence to be in the range of \$11K - \$15K.

## **RECOMMENDED MOTION**

I move we award the construction of a new fence at Stren Open Space to the qualified contractor with the lowest responsive quote and direct the District Administrator to prepare and finalize contract documents and begin the project on the soonest available date.

# STAFF REPORT



DATE: 12-8-22

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: APPROVE MOVING THE DATE OF THE DISTRICT'S MONTHLY REGULAR BOARD OF DIRECTORS MEETINGS FROM THE SECOND THURSDAY TO THE THIRD THURSDAY FOR 2023**

---

## **RECOMMENDATION**

Approve moving the date of the District's monthly regular Board of Directors meetings from the second Thursday to the third Thursday for 2023.

## **BACKGROUND**

This subject was on the November 10 agenda as a discussion item. Whenever the regular monthly Board of Directors meeting falls on the 8<sup>th</sup> or 9<sup>th</sup> of the month, staff is unable to receive our monthly budget reconciliation reports from the County in time to add our updated budget to the consent calendar portion of the agenda. For the 2023 calendar year, there are four months where this would occur. By moving the meeting to the third Thursday of the month, we should always have our updated budget information included in the monthly board packet.

During discussion at the November meeting, there didn't appear to be any scheduling concerns on the part of Board Directors or staff if we were to move the meetings to the third Thursday. Some staff have planned vacations in 2023, and they would determine if changing the meeting dates would cause conflicts. If necessary, we can move the meeting dates for specific months with conflicts.

If approved, the third Thursdays for 2023 would be:

<b>January 19</b>	<b>February 16</b>	<b>March 16</b>	<b>April 20</b>
<b>May 18</b>	<b>June 15</b>	<b>July 20</b>	<b>August 17</b>
<b>September 21</b>	<b>October 19</b>	<b>November 16</b>	<b>December 21</b>

## **RECOMMENDED MOTION**

I move that we approve moving the date of the District's monthly regular Board of Directors meetings from the second Thursday to the third Thursday for 2023.



## Tentative Timeline for Pool Renovation

Rev. 12-1-22

DATE	TASK	Responsible Party	Status
January '22	Determine which Code Issues and Maintenance Issues are to be addressed	OVparks & ADG	Complete
May '22	Contact County Health Dept. to notify them that this project is on the horizon and will be time sensitive	OVparks	Complete
<del>Early June '22</del> <del>July/Aug '22</del> Early Sept '22	Complete the 90% Schematic Design Phase	ADG	Complete
<del>June '22</del> <del>Aug '22; Sept '22</del> Oct '22	Review and approve Schematic Design	OVparks	Complete
<del>Early Aug. '22</del> <del>Sept. '22</del> Oct '22	Construction Documents are ready	ADG	Complete
<del>Early Aug. '22</del> <del>Sept. '22; Oct '22</del> Nov '22	Construction Documents are sent to the County Environmental Health Dept.	ADG and OVparks	Completed Nov. 1
<del>Aug-Oct '22</del> <del>Sept-Oct '22</del> <del>Oct-Nov '22</del> Dec '22	County Health Dept. approval	County	Approval denied. Corrections Underway.
<del>Sept-Oct '22</del> <del>Oct-Nov '22</del> <del>Nov-Dec '22</del> Dec '22-Jan '23	Advertise and solicit bids	ADG	
<del>Oct-Nov '22</del> <del>Nov-Dec '22</del> Jan-Feb '23	Bid and Award Contract	OVparks and ADG	
<del>Nov/Dec '22</del> <del>Dec. '22</del> Jan '23 Feb-Sept '23	Construction Begins	ADG & Contractor	
Spring '23 May '23-Feb '24	Construction Completed	OVparks	

**NOTES:**

- County permit process should take about 30 days but can vary greatly.
- Construction phase would ideally begin within 30 days of awarding contract but could vary greatly upon contractor availability.
- Once construction begins, the project should be complete within 2.5 months. This could vary greatly depending upon weather, and the possibility of an undesirable discovery. A 2-4 month construction period is safe to assume.
- ADG will provide us with updated cost projections during both the Schematic Design Phase and the Construction Document Phase.

## Tentative Timeline for Roadway & Trail Project at Community Center Park

Rev. 12-1-22

DATE	TASK	Responsible Party	Status
Sept '21	Architect Drawings	MTW Group	Complete
April '22	Topography Drawings from Engineer	Marty Gee, Engineer	Complete
June '22	Geotechnical Study Report	Wallace Kuhl & Assoc.	Complete
Sept '22	CEQA Study	County of Sac	Completed 10/3/22
<del>Sept '22</del> <del>Oct '22</del> Nov '22	Deed Restriction Application Documents	OVparks	Completed 11/22/22
Sept '22	Preliminary Construction Documents	MTW Group	Complete
<del>Sept-Oct '22</del> <del>Oct-Nov '22</del> Dec. 5	Construction Documents	MTW Group	
<del>Oct '22</del> <del>Oct-Nov '22</del> Dec. 19	District Review of Construction Documents	OVparks and MTW Group	
<del>Nov-Dec '22</del> Dec '22– Jan '23	Submit project to County for approval	OVparks and MTW Group	
<del>Nov '22</del> <del>Nov-Dec '22</del> Jan '23	Advertise and Solicit Bids	MTW Group	
<del>Dec '22</del> <del>Dec '22-Jan '23</del> Jan-Feb '23	Bid and Award Contract	OVparks and MTW Group	
Jan-Feb '23 Feb-Mar '23	Construction Begins	MTW Group and Contractor	
Mar-Apr '23 Apr-May '23	Project is complete	MTW Group and Contractor	
May-Dec '23	Final Grant Documents are Submitted to the State	OVparks	

### NOTES:

- County permit process should take about 30 days but can vary greatly.
- Construction phase would ideally begin within 30 days of awarding contract but could vary greatly upon contractor availability and weather.
- Once construction begins, the project should be complete within two months. This could vary greatly depending upon weather, and the possibility of an undesirable discovery.
- MTW Group will provide updated cost projections during the Construction Document Phase.