

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors March 20, 2025

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on March 20, 2025 at the District Office. Director Brunberg called the meeting to order at 6:30 p.m.

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

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
  
4. **APPROVAL OF AGENDA**  
MOTION #1 On a motion by Director Stickney, seconded by Director Brunberg, the agenda was approved by a vote of 4-0-0 with Directors Stickney, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions. Director Presinal was absent.
  
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
  
6. **MINUTES**  
MOTION #2 a) Approval of Minutes of February 20, 2025 (pg 1-11): On a motion by Director Stickney, seconded by Director Brunberg, the minutes were approved by a vote of 3-0-1 with Directors Stickney, Meraz, and Brunberg, voting Aye. There were no Nays. Director Montes abstained. Director Presinal was absent.
  
7. **CORRESPONDENCE** a) Orangevale View – Best of Orangevale Awards Night (pg 12-13): Admin Herz announced that OVparks won in the Best Municipal Service category. The Orangevale Community Center Park won the Best Park category.
  
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 4-0-0 with Directors Stickney, Brunberg, Meraz and Montes, voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

**8.1. CONSENT MATTERS GENERAL FUND**

- a) Ratification of Claims for February 2025 (pg 14)
- b) Budget Status Report for February 2025 (pg 15-17)
- c) Revenue Report for February 2025 (pg 18)

**8.2. OLLAD CONSENT MATTERS**

- a) Ratification of Claims for February 2025 (pg 19)
- b) Budget Status Report for February 2025 (pg 20-21)

**8.3. KENNETH GROVE CONSENT MATTERS**

- a) Ratification of Claims for February 2025 (pg 22)
- b) Budget Status Report for February 2025 (pg 23)

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

**MOTION #4**

- a) Ratification of Claims for February 2025 (pg. 24)  
On a motion by Director Brunberg, seconded by Director Meraz, the non-consent calendar was approved by a vote of 3-0-1 with Directors Stickney, Brunberg, and Meraz voting Aye. There were no Nays. Director Montes abstained. Director Presinal was absent.

**10. STANDING COMMITTEE REPORTS**

- a) Administration and Finance: No report. Next meeting April 10, 3:30pm.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: March 20 Meeting Recap. (verbal)  
Admin Herz advised that two potential event rentals were reviewed. The committee unanimously recommended support of both events which will be presented for approval later in this agenda. The committee plans to review all the special event rentals from the past year.
- d) Personnel & Policy: Feb 28 Meeting Recap (pg. 25-26). Next Meeting April 4, 1:00pm.  
In a review of the Personnel Manual, a priority of policies has been identified which need to be updated. A partial update will be provided at the next BOD meeting to include the reordering of the policies and recreating of the table of contents as well as an update to the Grievance Policy. Additional updates may be included if completed by next BOD meeting. Katie from CAPRI has a draft update of the Grievance Policy ready for review. Director Stickney and Meraz indicated the committee recommends Attorney David McMurchie review the update to the Grievance Policy. The Board gave direction to the District Administrator to allow General Counsel to review the Grievance Policy. Admin Herz will present an updated Personnel Policy Manual with reordering of the policies and recreating the table of contents at to the next Board Meeting. The Board requested updated phone cards be provided after the two full-time Park Maintenance staff are onboard.

- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: Trails Committee: No report. Next meeting in May. The E-Bike policy information will be reviewed at this time.
- h) Ad Hoc: No report.

**11. ADMINISTRATOR'S REPORT**

- a) Monthly Activity Report – February 2025 (pg 27-32):  
Admin Herz shared the following monthly activities:

- Continued efforts with Park Superintendent Oropeza to obtain the Conservation Corp Grant for the Wildfire Mitigation Program. The initial CEQA acceptance of the project is underway.
- Kelly Gonzalez, a Strengthfinder Trainer, conducted two meetings with OVparks staff to introduce the Strengthfinders program and to conduct additional Strengthfinders training.
- The quarterly Safety Meeting was conducted.
- As part of the Orangevale Rotary Club, Admin Herz participated in the VIP Basketball Tournament as a scorekeeper. The event was held in Carmichael for the special needs community as a Special Olympics preparation program for all ages, genders, and abilities.
- Admin Herz and Recreation Supervisor II Bain have initiated discussions with XTechs IT Company to determine the future of IT and budget solutions for OVparks.
- Several OVparks staff attended the National Park and Recreation Association Training and Institute of Local Government Training.
- The final portion of the Proposition 68 paperwork has been submitted and the final walk has been completed. Sacramento County has sent notification that processing has begun.
- The Best of Orangevale event was fantastic.
- Admin Herz advised that we nominated Brad Squires for the CPRS Award as Community Champion for the work he does for the Big Day of Service and the parks. He won the award and was honored at an annual event a few weeks ago.
- Admin Herz shared photos from recent events. The Board inquired if the Valkyrie Theatre program will be returning. Admin Herz will inquire and advise at the next BOD Meeting.
- Leaks around some windows were discovered during one of the storms. They have been fixed.
- Photos of the Marshmallow-statues for staff teambuilding were shared.

- Photos of the Kidz Korner Preschool were shared with the BOD. The Spring Session is currently full and running well.

Admin Herz shared the Recreation revenue report in Supervisor II Bain's absence. At her request, Supervisor II Bain will now include the previous year's revenue to compare with the current year in the revenue reports.

Park Supt. Oropeza advised of the following:

- Mulch piles were spread throughout the Shady Oaks Disc Golf prior to the St. Patrick's Day Tournament. Further distribution of mulch will be completed near Hole #4 and between Holes #3 & #8. He has received more positive than negative feedback. The mulch is beneficial to the trees as well as to prevent erosion and provide compaction. Park Supt. Oropeza to work with the Sacramento Tree Foundation for the Big Day of Service projects. Issues regarding the homeless and graffiti within the parks have continued. The Sacramento Sheriff's Department is contacted for removal of encampments at Pecan Park as this group has been very vocal and uncooperative with Park Staff when advised to leave. Park Maintenance is currently short-staffed with only three full-time and one part-time staff available to address ongoing parks maintenance and issues. Two new full-time employees are expected to start soon. Irrigation has not been turned on for the season, except for specific locations. The water rate will increase again this year after an increase of 13% last year.

## **12. UNFINISHED BUSINESS**

- a) Accept Corrected Audit Document – Update to Page 5 Provided (pg. 33): Admin Herz to email Director Brunberg a separate edited page for her records. This edit reflects the reclassification of funds from interest receivable and due from other government's categories.
- b) Review the SB2557 Property Tax Administration Fees Paid to Sacramento County. (pg. 34) The Board is concerned with the increase in fees for the Special District. Director Brunberg plans to address this with Matt Hedges, Chief of Staff to Sacramento County Supervisor Rosario Rodriguez.
- c) Wildfire Prevention – Update (verbal) The District is currently in the CEQA Evaluation period. A Notice of Exclusion (NOE) approval is expected to be received with a requirement of a tree report. Admin Herz will then research how much the tree report will cost and evaluate removal of tree trimming option from the project details if necessary. The Board advised that a tree report was completed for the entire District within the past five years. Admin Herz to verify when the tree report was completed.

- d) Review Fund-Allocation to Big Day of Service Projects (verbal): Six projects are currently planned for the Big Day of Service projects. Park Supt. Oropeza advised that fence materials, paint, irrigation at Disc Golf Course and miscellaneous expenses will be approximately \$5,000. Admin Herz to acquire three quotes to survey the property line of the proposed BDOS fence improvement project at the Youth Center Park and request the affected adjoining property owner to share the expense of the survey. An update will be provided at the next BOD Meeting.
- e) Staffing Changes Research Update (verbal): Admin Herz to provide eight to ten options at the next Finance Committee Meeting for consideration.

**13. NEW BUSINESS**

**MOTION #5**

- a) Approval to Purchase a Tow-Behind Blower for No More Than \$11,700 to Maintain the Arcade-Cripple Creek Trail and Other District Trails. (pg 35):  
On a motion by Director Brunberg, seconded by Director Meraz, the Purchase of a Tow-Behind Blower for No More Than \$11,700 to Maintain the Arcade-Cripple Creek Trail and Other District Trails was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

**MOTION #6**

- b) Approval of application by Creative Spirit Learning Center to Host the Creative Spirit Learning Center Spring Carnival & Color Run at Orangevale Community Park on May 18, 2025. (pg. 36-47): The Recreation Committee recommends approval of this event.  
On a motion by Director Montes, seconded by Director Meraz, the application by Creative Spirit Learning Center to Host the Creative Spirit Learning Center Spring Carnival & Color Run at Orangevale Community Park on May 18, 2025 and authorize the District Administrator to execute the agreement, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

**MOTION #7**

- c) Approval of application by American Cancer Society to host the Relay for Life of Sacramento at the Orangevale Community Park on September 13, 2025. (pg. 48-59): The Recreation Committee is in support of this event. Admin Herz to remind Recreation Supervisor II Bain to advise the Orangevale Youth Soccer of this event since it is during the soccer season.

On a motion by Director Montes, seconded by Director Stickney, the application by American Cancer Society to host the Relay for Life of Sacramento at the Orangevale Community Park on September 13, 2025, was approved by a vote of 4-0-0 with

Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

- d) Approval of a Security Services Agreement with Nor-Cal Security for Monthly Park Security for a Minimum of Three Months. (pg. 60-63): Admin Herz advised that in November 2024 FEC Police notified the District of the discontinuation of service. Security has not been in place since that time. A temporary month-to-month contract with Nor-Cal Security is presented for approval pending the insurance and legal review. A one month notice is required for the discontinuation of service. This would be in effect for a minimum of three months to allow an RFP process to be completed for establishment of permanent security detail. Nor-Cal Security is sanctioned by the Sacramento Sheriff's Department. They will have authorization to issue a 602 citation for no trespass. Director Montes highly recommends Nor-cal Security. Director Montes utilizes Nor-Cal Services for All Events Management events at no discount and does not have any company affiliation.

**MOTION #8**

On a motion by Director Stickney, seconded by Director Meraz, the District Administrator to enter into a month-to-month Security Services Agreement with Nor-Cal Security for Monthly Park Security for a Minimum of Three Months pending review by insurance and legal counsel, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

- e) Discuss of and Possible Action on the Proposal by the Orangevale History Project to Extend their Lease Agreement with OVparks to Include Land to Facilitate an Outdoor Exhibit. (pg. 64-65): Admin Herz advised of a request from the Orangevale History Project (OHP) to allocate a land area to facilitate an outdoor exhibit for the museum. The OHP has been a good tenant and has made notable improvements to the property. This would be in effect until the lease renewal in 2028. David Dill, as spokesperson for the Orangevale History Project, advised that security cameras, lighting, and a cyclone fence would be installed for protection of the outdoor exhibit. He mentioned a sycamore tree may need to be removed to accommodate the required fencing. Admin Herz advised that if the tree is removed, the District would request the Orangevale History Project replant a tree in another area as good park practice.

**MOTION #9**

On a motion by Director Montes, seconded by Director Brunberg, the District Administrator is advised to develop and bring to the Board of Directors an Addendum to the Lease Agreement with the Orangevale History Project to Include Land to Facilitate an Outdoor Exhibit was approved by a vote of 4-0-0

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

- f) Discuss and Provide Feedback on the Draft CIP Priorities List for 2025/26 (pg. 66) Admin Herz provided an updated draft of CIP Priorities to discuss and adjust the priorities where necessary. The list will go to the Finance Committee to determine how many projects can be completed based on the current budget. Roof replacement for the remaining area of OCC Building and Building 2 should be considered a top priority. If pre-bid amounts are not reasonable, the District can go to RFP if needed. Two more sets of pool covers will need to be purchased preferably within this fiscal year budget or as a priority for the 25/26 Fiscal Year. Park Supt. Oropeza requests prioritizing the purchase of a replacement trailer as the current one has a stress fracture. Three 4-ton HVAC systems have been replaced. The two 20-ton HVAC units need to be a top priority. David Dill recommended replacing the large systems as soon as possible due to a new refrigerant being implemented which will increase costs exponentially. The front door replacement in the Community Center Building should be considered as a top priority to complete. The parking lot resurfacing project should be considered a priority two. Almond Park concrete project to be reassessed after the Finance Committee meeting to determine feasibility and options for completion. Outdoor AEDs to be listed as a priority three. This topic will be discussed again at a future BOD meeting after the next Finance Committee meeting.

**14. DIRECTOR AND STAFF COMMENTS**

Admin Herz mentioned she attended the CPRS Statewide Conference with five OVparks staff this week. Admin Svcs Supervisor Woodford and Recreation Supervisor II Bain are absent tonight due to attendance at the conference today. We are in the onboarding process for two new full-time Park Maintenance staff. The Summer Activity Guide should be out soon. She is looking forward to the upcoming summer recreation revenue.

Supt. Von Aesch will email the two people still needing to complete their form 700 and cc Admin Herz. The onboarding for the two new Park Maintenance employees is going well.

Supt. Oropeza expressed appreciation to the Park Maintenance Staff for all their continued efforts.

Director Meraz mentioned a potential controversy regarding at the north end of Hickory Avenue which has a fire gate which allows horses and bikes to access through to the Woodbridge Ranch development. Eminent domain will need to be acquired to extend the Sundance Trail through this area.

Director Stickney requested the new full-time Park Maintenance employees attend a future Board Meeting for introduction to the Board of Directors. He mentioned the St. Patrick's Day Disc Golf Tournament appeared to be very organized. The park was very busy with many enjoying the park.

Director Montes advised that her friend Leah Amico, a three-time Gold Medal Softball Olympian, Professional Motivational Speaker, and ESPN Anchor mentioned that OVparks had recently contacted her to speak at an event.

**15. ITEMS FOR NEXT AGENDA**

- a) Personnel Policy Manual Update
- b) Wildfire Prevention Update
- c) Fund Allocation to Big Day of Service Projects

**16. ADJOURNMENT**

**MOTION #10**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:19 p.m. On a motion by Director Montes, seconded by Director Brunberg, the adjournment was approved by a vote of 4-0-0 with Directors Stickney, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

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Sharon Brunberg, Chairperson