

# ORANGEVALE RECREATION & PARK DISTRICT

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

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on February 20, 2025 at the District Office. Director Brunberg called the meeting to order at 6:52 p.m.

Directors present: Brunberg, Stickney, Presinal  
Directors absent: Meraz (arrived 7:22pm), Montes  
Staff present: Becky Herz, District Administrator  
Jennifer Von Aesch, Finance/HR Superintendent  
Horacio Oropeza, Park Superintendent  
Jason Bain, Recreation Supervisor II  
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 Stickney, seconded by Director Brunberg, the agenda was approved by a vote of 3-0-0 with Directors Stickney, Presinal, and Brunberg, voting Aye. There were no Nays or Abstentions. Directors Montes and Meraz were absent.
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
6. **MINUTES**  
**MOTION #5**
  - a) **Approval of minutes of the Regular Meeting on January 16, 2025 (pg. 1-6):**  
On a motion by Director Brunberg, seconded by Director Stickney, the Regular Meeting minutes were approved by a vote of 4-0-0 with Directors Brunberg, Stickney, Meraz and Presinal voting Aye. There were no Nays or Abstentions. Directors Montes and Meraz were absent.
  - b) **Approval of minutes of the Special Meeting on January 30, 2025 (pg. 7):**  
On a motion by Director Brunberg, seconded by Director Stickney, the Special Meeting minutes were approved by a vote of 3-0-0 with Directors Stickney, Brunberg, and Presinal voting Aye. There were no Nays or Abstentions. Directors Montes and Meraz were absent.
7. **CORRESPONDENCE**
  - a) **Confidential envelope –Billings from Attorneys, Dec 2, 2024 – Jan 9, 2025:**

**MOTION #4**

On a motion by Director Brunberg, seconded by Director Stickney, the Confidential envelope – Billings from Attorneys, Dec 2, 2024 – Jan 9, 2025, were approved by a vote of 3-0-0 with Directors Brunberg, Stickney, and Presinal voting Aye. There were no Nays or Abstentions. Directors Montes and Meraz were absent.

- b) Orangevale View Ads (pg. 8): Admin Herz shared the recent ads published in the Orangevale View.
- c) California Special Districts Association (CSDA) Board of Directors Call for Nominations (pg. 9-10): Admin Herz provided information for the CSDA Board of Directors. She will inquire with Director Montes about interest in nomination.
- d) Orangevale-Fair Oaks Community Needs Assessment (Attachment): Admin Herz shared this community resource with the Board. A link has been provided in the agenda. This information can be used to support grants.

**8. CONSENT CALENDAR**

**MOTION #6**

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

Director Stickney requested an explanation of the increase in the reoccurring annual assessment fee indicated on Page 11 of the Board packet. Finance/HR Supt. Von Aesch to inquire why it is 40-50 percent higher than last year. Admin Herz advised that the tax revenue increase stated in the current budge is 2%, but the actual revenue increase will be closer to 4%. Director Stickney requested Admin Herz inquire if a portion of attorney fees can be allocated to the OLLAD rather than the General Fund.

**8.1. CONSENT MATTERS GENERAL FUND**

- a) Ratification of Claims for January 2025 (pg 11-12)
- b) Budget Status Report for January 2025 (pg 13-15)
- c) Revenue Report for January 2025 (pg 16)

**8.2. OLLAD CONSENT MATTERS**

- a) Ratification of Claims for January 2025 (pg 17-18)
- b) Budget Status Report for January 2025 (pg 19-20)

**8.3. KENNETH GROVE CONSENT MATTERS**

- a) Ratification of Claims for January 2025 (pg 21)
- b) Budget Status Report for January 2025 (pg 22)

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

- a) Ratification of Claims for January 2025 (pg. 23)

**MOTION #7**

On a motion by Director Brunberg, seconded by Director Stickney, the Non-Consent Ratification of Claims for January 2025 was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Presinal voting Aye. There were no Nays or Abstentions. Director Montes was absent.

**10. STANDING  
COMMITTEE  
REPORTS**

- a) Administration and Finance: No report. Next Meeting April 8, 2:00 pm
- b) Maintenance and Operation: Feb 7 Meeting Recap (pg. 24-25): Admin Herz advised of extensive discussion regarding the Fire Mitigation Plan which she will present in the Unfinished Business of this agenda. Posting signage to address current issues occurring throughout the parks was also discussed. Signage needs to be placed prohibiting horses on the sports fields and playgrounds.

Park Supt. Oropeza advised of the following tentative project list for the upcoming Big Day of Service:

Pecan Park:

- Wash station at the Pecan Park Dog Park which would be installed North of the Entrance of the Dog Park with a French drain to the open space. The Rotary has offered sponsorship toward this project.
- Renovating the poles, benches, drinking fountains, and seal coat of the blacktop parking area,
- The Butterfly Garden cleanup

Shady Oaks Disc Golf Course:

- Installation of additional irrigation to Shady Oaks Disc Golf Course near holes #1 & #2.

Orangevale Community Park:

- Orangevale Community Park repainting the front face of the fence line.

Orangevale Community Center:

- Finishing and painting the fencing/retaining wall area.

Youth Center:

- The neighbor of the ball field will assist with erecting a fence/screen to prevent balls from going into his property. Actions will be take to survey property lines prior to placing any fencing/screens. Admin Herz to obtain sponsorship of this project.

The Board of Directors to look at the recommendations from the Maintenance Committee for CIP projects and prioritization of the list. Cost estimates provided to discuss at the March BOD Meeting. Recreation Supervisor II Bain advised of the recent addition of the front sliding door project which will need to be a high priory. The door has not been closing properly. An estimate to repair the door is approximately \$8k or \$12k to completely

replace the door. Admin Herz will obtain cost information for the projects indicated as top priority for completion to bring to the March BOD Meeting. After BOD feedback, the CIP list will move to the Finance Committee, as part of the Budget process.

The Board would also like staff to research the drainage issues existing at Shady Oaks Disc Golf caused by Pasteur Middle School and the Sacramento County drainage.

Park Supt. Oropeza advised of quotes received to purchase a blower will be brought to the March BOD meeting agenda for approval.

- c) Recreation Committee: Feb 7 Meeting Recap (pg. 26)  
Reviewed three event proposals. The Committee discussed the protocol of seeing these reoccurring events each year and the Committee unanimously agreed to continue this practice.
- d) Personnel & Policy: Next Meeting Feb 28, 2:00pm
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: Trails Committee: No report. Next meeting in April if possible. The E-Bike/Motorbike policy will be included in the advanced draft of the updated Master Plan. The Committee to also discuss any updated information regarding Excelsior.
- h) Ad Hoc: No report.

## **11. ADMINISTRATOR'S REPORT**

- a) Monthly Activity Report – January 2025 (pg 27-31):  
Admin Herz mentioned the Polar Bear Plunge event which was an awesome event and well attended. Admin Herz and Park Supt. Oropeza are working with the Big Day of Service team. Admin Herz has enrolled in a CMT 120 Construction Law Class to improve management of contracts. OVparks Staff attended a staff meeting to promote Operation Chill Citrus, our new cultural motto, to incorporate the establishment of a cultural shift. Admin Herz and Park Supt. Oropeza participated in the Rotary Club's Annual Crab Feed which was a great event. OVparks Staff celebrated the retirement of Park Maintenance employee Nelson Kirk, who was with the District for over seven years. Admin Herz and four Board of Directors attended the online Board Member Orientation and Brown Act Training. Admin Herz to send Director Meraz the link to attend this training online by the next Board of Directors Meeting. The facilitator of the training is the President of CARPD. The District may contact him as a source of valuable resource information if needed. Eleven OVparks staff attended a de-escalation training

session facilitated by the Sacramento Sheriff's Department which covered steps to keep yourself safe when encountering various situations with the public.

Admin Herz advised that OVparks is now under contract with a new Attorney, Katie Mola. Admin Herz and Director Brunberg will serve as a two-point contact system to communicate with the attorney. This contact system is now also established with Attorney David McMurchie. All legal counsel and communication with Attorney Patti Ayers has been terminated, per her retirement.

Admin Herz shared photos of the Kidz Korner Preschool field trip to the Sacramento Children's Museum and of Park Maintenance employee Nelson Kirk's retirement.

Park Supt. Oropeza advised of continuing issues regarding dogs off leash and homeless. In addition, the District will be obtaining new signage of ordinances in place regarding E-Bikes to be placed throughout the parks. Admin Herz to provide security options for replacement of the FEC Police at the March BOD Meeting. Parks Maintenance staff replaced the exterior wood fence at Pecan Park due to a decaying post. Mulch has been delivered and will be spread throughout the Shady Oaks Disc Golf Course prior to the upcoming St. Patrick's Day Tournament. This will improve the health of the trees and deter erosion throughout the course. The new drinking fountain at the Little League Field at the Youth Center will be installed for the start of the Little League season. Interviews have been held for the two vacant full time Park Maintenance positions. An update will be provided to the Board once hiring has occurred.

Admin Herz advised that the rebuild of the Little Library located at Norma Hamlin Park is a nice improvement. The Little Library at the Orangevale Community Park may need to be renovated soon.

Recreation Supervisor II Bain advised that the Orange Blossoms Preschool Program is currently full for the Winter Session. Staff is offering several preschool age programs. A new program, Ties and Tiaras dance event was attended by thirty-five on Saturday, February 15<sup>th</sup>. This event was open to all ages. The District will be offering a one day Stroke Clinic options in Aquatics programming for spring. An additional line item has been included to indicate last year's revenue for the same timeframe. Revenue came in slightly under projections, however, this year's revenue is approximately \$10k over last year's revenue at this time. Michels Construction is continuing the rental of the land area behind Building 2.

**12. UNFINISHED  
BUSINESS**

- a) OCCP HVAC Project Update (verbal)  
Electricity has been reconnected in Building 2. The new HVAC unit project completion is pending corrections required by the Sacramento County Building Inspector. ABM is working diligently to obtain final approval from Sacramento County.

- b) Drafting an E-Bike Policy (verbal): Admin Herz advised that an early draft has been established, and will be discussed at the next Trails Committee Meeting. She will update the Board of any developments on this topic once the Trails Committee has met.
- c) CARPD Board Member Orientation and Brown Act Training, January 29 (verbal): Admin Herz and four Board members attended the online training on January 29<sup>th</sup>. Admin Herz will send Director Meraz the link to attend the training prior to the next BOD meeting.
- d) Wildfire Prevention - Local Conservation Corps Nature Based Solutions Grant Program (verbal): Admin Herz and Park Supt. Oropeza are in ongoing communication with concerned residents on this topic. Park Supt. Oropeza has established a connection with the California Conservation Corp (CCC) which advised the District of the Local Conservation Corp Nature Based Solution Grant Program. Admin Herz is in the process of completing the initial grant paperwork. The CCC representative has advised that CEQUA environmental paperwork must be completed online prior to submission. Therefore, Admin Herz is in the process of filing the Notice of Exclusion (NOE) for the project. Admin Herz and Park Supt. Oropeza met with the Environment Department Representative today to assist with necessary steps in the process to submit the application next week. If the NOE is granted, the District can move forward with submission of the grant paperwork. The required NOE assessment will cost the District approximately \$1,000-\$3,000. The Board of Directors gave support and direction to Admin Herz to pursue the NOE and the Orangevale Park Wildfire Reduction & Habitat Restoration Project.
- e) Discuss and Take Action for the Utilization of Agreement for Services with Barry Ross (verbal): To date the District has paid \$3,450 of the contract with Barry Ross. Admin Herz requested the Board authorize her to utilize up to forty hours of additional services from Barry Ross for upcoming assistance.

**MOTION #8**

On a motion by Director Brunberg, seconded by Director Presinal, the Board gave direction to the District Administrator to use up to forty hours of the Agreement for Services with Barry Ross, was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Meraz, and Brunberg, voting Aye. There were no Nays or Abstentions. Director Montes was absent.

**MOTION #9**

**13. NEW BUSINESS**

- a) Approval of the Orangevale Recreation & Park District Fiscal Audit 2023/24 ([Attachment](#))

On a motion by Director Brunberg, seconded by Director

**MOTION #2**

Stickney, the Orangevale Recreation & Park District Fiscal Audit 2023/24, with the specified changes to “Interest receivable” and “Due from other government” lines on page, was approved by a vote of 3-0-0 with Directors Stickney, Presinal, and Brunberg, voting Aye. There were no Nays or Abstentions. Director Montes and Meraz were absent.

Auditor Larry Bain provided the Fiscal Audit Report for 2023/24. The independent auditors report is a clean unqualified opinion. Based on the audit, the financial statements are supported and fairly stated in all material respects. The printed copy of the audit report incorrectly states the Interest Receivable as \$34,000 and Government as \$192,000. Approximately \$198,000 in grant funds are anticipated to be received in this 2024/25 fiscal year. This will be recognized as revenue. Admin Herz to consult Auditor Bain when funds are received with any questions.

Director Stickney inquired about what approaches to consider when segregating duties. Auditor Bain recommended a consultant firm could provide an analysis. A CPA firm or qualified staff can be contracted to prepare the financials and an Auditor prepares the report. The District can take no action if they find the cost outweighs the benefit.

Prop 68 completion paperwork has been submitted, however, approximately several forms are still outstanding. Admin Herz is currently working on completion of these forms to submit within the next few weeks in hopes of receiving funding this fiscal year. An extension for funding is in place through 2027. Director Brunberg referenced page 16 regarding lease receivables from Crown Castle in consideration of future negotiations. Auditor Bain is available for consultation on this topic as needed.

**MOTION #10**

- b) Approval of Resolution 25-02-735, Resolution Directing Preparation of the Engineer’s Report for the Orangevale Landscaping and Lighting Assessment District (OLLAD) of the Orangevale Recreation and Park District (pg. 32)  
On a motion by Director Stickney, seconded by Director Brunberg, the Resolution 25-02-735, Resolution Directing Preparation of the Engineer’s Report for the Orangevale Landscaping and Lighting Assessment District (OLLAD) of the Orangevale Recreation and Park District, was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.

**MOTION #11**

- c) Approval of Resolution 25-02-736, Resolution Directing Preparation of the Engineer’s Report for the Kenneth Grove Landscaping and Lighting Assessment District of the Orangevale Recreation and Park District (pg. 33)

On a motion by Director Brunberg, seconded by Director Meraz, the Resolution 25-02-736, Resolution Directing Preparation of the Engineer's Report for the Kenneth Grove Landscaping and Lighting Assessment District of the Orangevale Recreation and Park District, was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.

**MOTION #12**

- d) Approval of the agreements with Final 9 to hold the annual St. Patrick's Disc Golf Tournaments at the Shady Oaks course at Orangevale Community Park on March 14-16 & 21-23, 2025 (pg. 34-56)

On a motion by Director Brunberg, seconded by Director Stickney, the agreements with Final 9 to hold the annual St. Patrick's Disc Golf Tournaments at the Shady Oaks course at Orangevale Community Park on March 14-16 & 21-23, 2025, was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.

Recreation Supervisor II Bain advised that fees reflect the 5% increase for Special Events implemented this year.

**MOTION #13**

- e) Approval of the agreement with Common Kettle LLC to host the Orangevale Farmers Market at Orangevale Community Center Park on designated Thursdays in 2025 (pg. 57-73)

On a motion by Director Stickney, seconded by Director Brunberg, the agreement with Common Kettle LLC to host the Orangevale Farmers Market at Orangevale Community Center Park on designated Thursdays in 2025 beginning May 1<sup>st</sup> and ending October 30<sup>th</sup> with the specification that this support of the rental, which includes the serving of alcohol, is contingent on the verification that the amount of security guards meets the requirement of California Law and ABC Licenses, and authorize the District Administrator to execute the agreement, was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.

The Recreation Committee recommended approval of the agreement with the stipulation of verification of security guard requirements as indicated in the second paragraph of page 59. Termination options are in place for non-compliance, if necessary. Recreation Supervisor II Bain advised that the Orangevale Chamber of Commerce is no longer facilitating the Beer Garden which will now be vendor operated. The licensure

will be held by the vendor(s). Director Brunberg voiced concerns regarding the erosion of the grass area where the Farmer's Market is held. Parks Supt. Oropeza advised of current efforts to seed and irrigate the area ahead of the start of the Farmers Market.

- f) Discuss and Take Action Regarding Committee Assignments for 2025 (pg. 74): Admin Herz provided current committee roles for reference. The Recreation Committee meets approximately 3-4 times per year for approximately 30-45 minutes per meeting. The Personnel & Policy Committee will be meeting frequently with lengthy meetings to work on revamping the PPM this year. The Maintenance Committee meets approximately two times per year with typically longer meetings held. Director Brunberg and Montes are currently on the Trails Committee. The Government Committee has not met in four years. The Board Chair appoints Committee assignments. Board Chair Brunberg appointed Director Stickney to replace Director Presinal on the Personnel and Policy Committee.
- g) Discuss and Take Action Regarding Additional Staffing (verbal): As indicated in the January BOD Meeting Closed Session discussion, the Board directs the District Administrator to:
- Research options for adding a separate Human Resources full or part-time position or HR Contract Services.
  - Research option of dissolving the current Finance/HR Superintendent position to restructure into two different specified positions for establishment of greater separation of duties.
  - Determine if the research supports also moving or restructuring the Finance Clerk position in the process.

The Board requests the District Administrator research costs, scope of duties, guidance, and generate options to consider along with information about what other Districts are doing with these positions. Admin Herz to confer with Prism and/or CAPRI for guidance regarding segregation of duties. Admin Herz to inquire if the other Districts have been successful in achieving the separation of duties by incorporating similar position changes. Admin Herz to discuss research findings with accountant Larry Bain for guidance. Admin Herz to provide an update on findings and status of research at the March BOD Meeting. The research report will be placed on the next Finance Committee agenda for discussion and recommendation.

#### **MOTION #14**

- h) Discuss and Take Action on June Meeting Date Due to Juneteenth Conflict (verbal): The Board discussed options to move the June Board of Directors Meeting to another date due to the Juneteenth conflict. The June BOD Meeting to be

rescheduled to the second Thursday. The preliminary budget approval will remain scheduled for the May BOD Meeting.

On a motion by Director Brunberg, seconded by Director Stickney, the Board of Directors Meeting for June to be the second Thursday on June 12, 2025, was approved by a vote of 3-1-0 with Directors Presinal, Brunberg, and Meraz voting Aye. Director Stickney voted Nay. There were no Abstentions. Director Montes was absent.

**14. DIRECTOR AND STAFF COMMENTS**

Admin Herz mentioned that Orangevale Community Center Park won Best Park category at the 2024 Best of Orangevale Awards Banquet. The District also won the Best Municipality category. She thanked all who attended the Best of Orangevale Awards Banquet this year. OVparks staff have been participating in ongoing training and team building.

Supervisor Woodford shared the Best Friends Bash held on Friday, February 14<sup>th</sup> had sixty nine attendees. Thank you to LPL Financial, Grocery Outlet, Rose Placement, Collette from Kaiser Permanente for their support and sponsorship of this fun senior event!

Finance/HR Supt. Von Aesch advised that the full-time salary scale evaluation research has begun. She has begun preparation for the preliminary budget to provide figures to Admin Herz.

Parks Supt. Oropeza appreciated the Parks Staff for their continued hard work and maintaining safety. He is looking forward to filling the full-time positions. He will be looking at the trail regarding decomposed granite washout at Sundance Park near Streng Avenue and the 7-11 convenience store.

Director Meraz inquired about the eleven badges he had requested for the Espinosa family. Supervisor II Bain advised that they are ready. Director Meraz indicated he will complete the required Harassment Training as soon as possible. He enjoyed attending the Best of Orangevale Awards Banquet and Nelson's retirement party.

Director Presinal thanked the staff for their hard work and dedication. She expressed appreciation to Recreation Coordinator Gross and the recreation staff for a fun President's Week Adventure Crew program her daughter attended. Unfortunately, she was unable to attend the Ties and Tiara's event as planned due to illness.

Director Brunberg expressed support to Park Supt. Oropeza as his department is short-staffed and hopes he is able to acquire some additional well qualified staff soon.

**15. ITEMS FOR NEXT AGENDA**

- a) Park Security
- b) 2025/26 CIP Priorities

**16. ADJOURNMENT**

**MOTION #15**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 9:03 p.m. On a motion by Director Brunberg, seconded by Director Stickney, the adjournment was approved by a vote of 4-0-0 with Directors Brunberg, Stickney, Presinal, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.

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Sharon Brunberg, Chairperson