

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors May 13, 2021

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on May 13, 2021 at the District Office. Director Stickney called the meeting to order at 6:34 p.m.

Directors present: Stickney, Swenson, Meraz, Brunberg, Montes,
Directors absent: None
Staff present: Barry Ross, District Administrator
Horacio Oropeza, Park Superintendent
Jason Bain, Recreation Supervisor
Melyssa Woodford, Admin. Services Supervisor
Nadia Khokhhar Roberts, Recreation Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.

4. **APPROVAL OF AGENDA**
MOTION #1 On a motion by Director Swenson, seconded by Director Brunberg, the agenda was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.

5. **PUBLIC DISCUSSION** Orangevale resident, Peg Pinard, spoke to the Board of Directors regarding concerns with the proposed bridge within the Sundance Nature Trail. The bridge height and size potentially increase the risk for homeless encampment and related fire danger. Peg Pinard perceives the planners have chosen the most expensive bridge option when other options are available but are not being considered. Peg Pinard disputes the necessity of requiring a bridge five feet above the flood plain as FEMA requirements indicate even homes and buildings need only be two feet above the flood plain. The decisions of this project will be with us forever. Peg Pinard emphasized the need for the OVparks Board of Directors to do what is best for the constituents and their environment. Director Stickney advised the original estimation of two hundred trees slated for removal has been reduced to two trees within the OVparks jurisdiction. Director Brunberg advised the rendering of the bridge design, which has not been finalized, does not encourage homeless encampments underneath. Peg reiterated the need to obtain community feedback prior to the finalization of the bridge design and emphasized the belief that the new bridge structure will encourage homeless to take shelter under the bridge and, thus, increase risk of fire danger in the area.

6. MINUTES

MOTION #2

a) Approval of Minutes of the Regular Meeting April 8, 2021 (pg 1-8): On a motion by Director Montes, seconded by Director Meraz, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

MOTION #3

b) Approval of Minutes of the Special Meeting on April 22, 2021 (pg 9-10): On a motion by Director Montes, seconded by Director Brunberg, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

7. CORRESPONDENCE

a) An email from Tom Carden, Projects Director for the Orangevale/Fair Oaks Community Foundation. He was thanking OVparks for authorizing the Big Day of Service projects in our parks. (pg 11): Admin Ross shared an email received from Tom Carden to appreciate OVparks for their authorization to host a site in the Big Day of Service 2021. Admin Ross extended appreciation to Tom Carden, his team, and volunteers. They did a great job beautifying our parks.

8. CONSENT CALENDAR

8.1. CONSENT MATTERS GENERAL FUND

MOTION #4

a) Ratification of Claims for March 2021 (pg 12)
b) Budget Status Report for March 2021 (pg 13-15)
c) Revenue Report for March 2021 (pg 16)
On a motion by Director Montes, seconded by Director Stickney, the Ratification of Claims, Budget Status Report, and Revenue Report for March 2021 were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

MOTION #5

d) Ratification of Claims for April 2021 (pg 17)
e) Budget Status Report for April 2021 (pg 18-20)
f) Revenue Report for April 2021 (pg 21)
On a motion by Director Stickney, seconded by Director Swenson, the Ratification of Claims, Budget Status Report, and Revenue Report for April 2021 were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

8.2. OLLAD CONSENT MATTERS

MOTION #6

a) Ratification of Claims for March 2021 (pg 22-23)
b) Budget Status Report for March 2021 (pg 24-25)
On a motion by Director Brunberg, seconded by Director Swenson, the Ratification of Claims and Budget Status Report for March 2021 were approved by a vote of 5-0-0 with Directors

Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye.
There were no Nays or Abstentions.

MOTION #7

- c) Ratification of Claims for April 2021 (pg 26-27)
- d) Budget Status Report for April 2021 (pg 28-29)
On a motion by Director Swenson, seconded by Director Brunberg, the Ratification of Claims and Budget Status Report for April 2021 were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

**8.3. KENNETH GROVE
CONSENT
MATTERS**

MOTION #8

- a) Ratification of Claims for March 2021 (pg 30)
- b) Budget Status Report for March 2021 (pg 31)
- c) Ratification of Claims for April 2021 (pg 32)
- d) Budget Status Report for April 2021 (pg 33)
On a motion by Director Brunberg, seconded by Director Stickney, the Ratification of Claims and Budget Status Report for March 2021 and April 2021 were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Absentions.

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

MOTION #9

- a) Ratification of Claims for March 2021 (pg 34)
On a motion by Director Swenson, seconded by Director Stickney, the Ratification of Claims for March 2021 was approved by a vote of 4-0-1 with Directors Stickney, Meraz, Brunberg, & Swenson voting Aye. There were no Nays. Director Montes Abstained.

MOTION #10

- b) Ratification of Claims for April 2021 (pg 35)
On a motion by Director Swenson, seconded by Director Stickney, the Ratification of Claims for April 2021 was approved by a vote of 4-0-1 with Directors Stickney, Meraz, Brunberg, & Swenson voting Aye. There were no Nays. Director Montes Abstained.

**10. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: Recap of the May 4, 2021 meeting (verbal): The meeting on May 4th was attended by Directors Brunberg and Swenson, Admin Ross, and Finance/HR Supt. Von Aesch. Preparations were made for the preliminary budget to be presented in June 2021. Shackleton Woods loan will be paid off effective November 2021 providing a savings of approximately \$77,000 per year. Property Tax revenue for the year is approximately \$31,000 above projections. Grants have been applied for and waiting for potential approval. Covid relief funding is being pursued. Staffing, salary adjustments, and COLAS were discussed with direction given for agenda items on the June Board of Directors Meeting. OLLAD budget, capital improvement projects (i.e., pool renovation and Pecan Park Bridge) were discussed. The Pecan Park bridge installation has been postponed until next year and will be rescheduled once

Prop 68 competitive grant funding decision is received. As part of the Per Capita Grant, \$50,000 in matching funds will be put toward capital improvement projects which will be determined in the next week or two. Directors Brunberg and Swenson did not have any additional information to add to the recap. Admin Ross advised the budget packet will be provided to the Board of Directors for review at least a week prior to the June BOD Meeting.

- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy: Recap of the April 9, 2021 meeting (pg 36-37): Directors Montes & Meraz attended the meeting with Admin Ross. Discussed efforts to establish a policy for memorial trees and benches. Personnel Policy Manual and Operation Policy Manual update timeline was also discussed. Additionally, a policy regarding OVparks trees which may impact neighboring properties may potentially need to be created. Director Brunberg inquired and received confirmation that the Personnel & Policy Committee oversees the sick leave payout policy. Supt. Von Aesch to pull all policies that have been approved since the last update. These policies will be reviewed and updated by March 2022. Directors Montes and Meraz did not have any additional information to add to the recap.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: Trails Committee: No report.
- h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – April 2021 (pg 38-45): Admin Ross advised OVparks hosted a Creek Week clean-up at Orangevale Community Park on April 10th. Recreation Coordinator Roberts led staff in running that site. We had 44 volunteers come to the park to pitch in.

On April 12, Admin Ross attended a meeting with staff from the City of Citrus Heights and the Sacramento Tree Foundation to begin planning for tree mitigation in response to the future construction of the Arcade-Cripple Creek Trail. More information will be provided at the June or July Board of Directors Meeting.

On April 17, OVparks hosted the Spring Rummage Sale outdoors at Orangevale Community Center Park. Recreation Coordinator Roberts and her staff did a great job monitoring the event and following Covid-19 guidance. There were 28 booths and many shoppers in attendance.

On April 21, OVparks received its scheduled visit from CAPRI. The visit consisted of reviewing our waivers, rental forms, volunteer forms, safety meeting minutes, Injury/Illness Prevention Plan, Emergency Action Plan, safety data sheets, and then touring four park sites. The visit went very well. OVparks scored 96% with a grade of “excellent”. There are a few items we need to address, most notably is drafting an Emergency Action Plan for each of our buildings.

On April 23, the newly renovated tennis and pickleball courts near the Shady Oaks Disc Golf Course were opened. Chairperson Stickney, Admin Ross, and Recreation Coordinator Roberts were in attendance along with Orangevale Live and 16 adult participants. Appreciation extended to Supt. Oropeza and the park maintenance staff for the supervision of the resurfacing project and programming the court lights.

On May 1, the Orangevale/Fair Oaks Community Foundation provided approximately 200 registered volunteers for the Big Day of Service. In addition to the work projects, there was music, food, and a lot of friendly people. This year the project was painting fences:

Orangevale Community Park:

- The exterior fencing at the Oak/Filbert was fully painted
- The fence between the Green Oak School and the park was fully painted
- Most sections of fencing by the outdoor stage were painted

Orangevale Community Center Park:

- The entire green wall to the east of the soccer field was painted
 - The softball backstops and player benches were painted
- Park Supt. Oropeza thanked all involved in the preparation and accomplishment of these projects for the Big Day of Service.

Director Stickney inquired of the process to reopen fully considering the potential removal of the tier restrictions by the State of California as of June 15, 2021. Preparations are being made to provide increased programming and rentals as restrictions are lifted. Part time staff, which has been difficult to acquire, will need to be trained and available. Indoor facility rentals may still require mask and size of gatherings limitations.

Recreation Supervisor Bain confirmed the recreation team is prepared to be fully operational with most programming on June 15th with rentals following soon after.

On April 24th, a Virtual Open House was held from 12pm-3pm offering early registration for swim lessons, summer programming registrations with select discounts which brought in \$14,775 of revenue. The Summer Activity Guide was completed and added to the OVparks website on April 23rd. Tai Chi and Aikido are currently able to run their classes indoors with small class sizes and requirements of masks and social distancing.

After consideration of several recreation registration platforms, the Civic Rec program has been chosen to replace the current Max Galaxy program which will discontinue as of October 2021. Preparations will be made for a smooth transition to the new system anticipated to launch in August 2021. Admin Ross extended appreciation to Supervisors Bain and Woodford for their time and effort in researching the registration software programs available to acquire the product to best suit the needs of OVparks.

Admin Services Supervisor Woodford advised a Collette Travel Presentation was held on Monday, April 12, 2021. Social distancing and masks were required. Twelve attendees showed interest with five reservations made in upcoming travel tours with Collette. Kudos to Recreation Coordinator Roberts and Recreation Specialist Megan Brennan for the successful coordination of the Virtual Open House. Small group shelters rentals are now being offered with gathering limitations.

Recreation Coordinator Roberts appreciated all the assistance from Supervisors Bain and Woodford and OVparks staff for coordination in the success of the Virtual Open House. Thank you to the instructors for providing programming marketing materials and discounts. OVparks is currently hiring for part-time summer staff.

Director Brunberg inquired of plans to resume the printing and mailing of the Activity Guide as of Fall 2021. Admin Ross advised of his understanding that the Board of Directors would like to resume printing and mailing for the Fall Activity Guide. Admin Services Supervisor Woodford advised the guide is normally offered online as well as printed and mailed to Orangevale residents. Some residents do not have access or interest in accessing the guide online and prefer to receive a printed copy of the Activity Guide.

Director Stickney inquired if OVparks facilities will be open to the public as of June 15th. OVparks anticipates opening facilities and programming further if tier levels are removed and restrictions are reduced to accommodate opening the Community Center lobby and other facilities. Staff will be prepared to open to the full extent California State guidelines indicate.

Park Supt. Oropeza advised of the Parks Maintenance staff's excellent work with the Big Day of Service, Final 9 Disc Golf Tournament, along with ongoing park maintenance. Irrigation repairs and fire break clearances have begun throughout the park property jurisdiction in preparation for summer. Irrigation usage is to be monitored closely. Admin Ross advised Park Supt. Oropeza has been in regular contact with Sierra National Construction regarding the sidewalk construction along Hazel Avenue. The striping of the road should be completed next week, and the new pedestrian light is planned to be operational beginning May 27th. Director Montes inquired of the removal of one of the driveways in front of the new property during construction and if this will create an issue in the future. Supt. Oropeza assured this issue will be addressed through the Master Plan in the future and a pedestrian walkway is currently installed in that area.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

MOTION #11

- a) Approval of Resolution 21-05-664 Resolution of Intention to Levy Assessments for Fiscal Year 2021-22, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg 46-92): Upon approval by the Board of Directors, Admin Ross will send the resolution to SCI Consultants to arrange public announcement in the newspaper at least ten days prior to the June Board of Directors Meeting at which a public hearing will be held.

On a motion by Director Brunberg seconded by Director Montes, the Resolution 21-05-664 Resolution of Intention to Levy Assessments for Fiscal Year 2021-22, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Orangevale Landscaping and Lighting Assessment District (OLLAD) was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

MOTION #12

- b) Approval of Resolution 21-05-665 Resolution of Intention to Levy Assessments for Fiscal Year 2021-22, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Kenneth Grove Landscaping and Lighting Assessment District (pg 93-111): Upon approval by the Board of Directors, Admin Ross will send the resolution to SCI Consultants to arrange public announcement in the newspaper at least ten days prior to the June Board of Directors Meeting at which a public hearing will be held.

On a motion by Director Brunberg seconded by Director Stickney, the Resolution 21-05-665 Resolution of Intention to Levy Assessments for Fiscal Year 2021-22, Preliminarily

Approving Engineer's Report, and Providing for Notice of Hearing for the Kenneth Grove Landscaping and Lighting Assessment District was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

MOTION #13

- c) Approval of the agreement with Terror In The Night Halloween Productions to hold the Cemetary Haunted House at the Orangevale Community Center Park from October 15-31, 2021 (pg 112-123): Admin Ross advised that, if approved, this would be the second year to hold this event at the Orangevale Community Center Park. Recreation Supervisor Bain has been in contact with them regarding the agreement preparation. They are requesting consideration of a split payment arrangement. Instead of the entire amount due on August 21st as currently stipulated, the first payment would be made on August 13th, 2021 and the second payment on September 17th, 2021. Admin Ross and Recreation Supervisor Bain are ok with this payment arrangement. The Cemetary Haunted House plans to be open October 15-31, 2021. Recreation Supervisor Bain advised the company was cooperative to work with for this event last year. If approved, the contract would be updated to be signed by Admin Ross.

On a motion by Director Brunberg seconded by Director Montes, the agreement with Terror In The Night Halloween Productions to hold the Cemetary Haunted House at the Orangevale Community Center Park from October 15-31, 2021 was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

MOTION #14

- d) Approval of a District policy on addressing requests for planting/installing memorial trees and benches within District parks (pg 124-126): Admin Ross advised of need to put a policy in place to address requests for memorial trees and benches when received. Memorial trees and benches without plaques, due to potential for vandalism or theft, would be considered. Admin Ross suggested in lieu of a plaque, a certificate and geo map of location of tree or bench be presented at a Board of Directors Meeting to family members of individual being honored. This suggestion was discussed at a Policy Committee Meeting. Directors Montes and Meraz requested bringing this suggestion to the Board for approval.

On a motion by Director Brunberg seconded by Director Swenson, a District policy on addressing requests for planting/installing memorial trees and benches within District parks was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross thanked Admin Services Supervisor Woodford, Christina Kelley, and Kathy Harling for their work coordinating and scheduling the AARP Tax Preparation program this year. Appreciation to Supt. Oropeza, Recreation Supervisor Bain, and Supervisor Woodford for their assistance with the budget process to make appropriate adjustments. Supt. Von Aesch has been especially helpful during the budget process by providing a greater understanding to the details involved. Kudos to Supt. Oropeza for his observation of an incorrect purchase amount on the invoice for the new mower. He was able to provide the original quote and the invoice was corrected which saved the District approximately \$4,000.

Supt. Oropeza extended appreciation to the staff for their assistance. Thank you to Director Meraz for providing a referral to a recycling company in Folsom accepting scrap metal and mower parts. He advised that the Parks Maintenance team does not have any current employment opportunities.

Supervisor Bain advised the Community Center pool will be open four days a week due to limited staffing. TigerSharks Swim Team practice has started and is going well.

Supervisor Woodford advised staff is prepared for further opening of programs and facilities if indicated by Governor Newsom on June 15.

Recreation Coordinator Roberts is looking forward the upcoming summer programming. Staff are working hard to plan and train in preparation. Applications are still being accepted for Lifeguard, Swim Instructor, and Recreation leader positions.

Director Meraz advised of a conversation he recently had with the Sacramento County Creek Superintendent and a contract employee surveying the area creeks. They were complimentary of the maintenance of the creek area at Orangevale Community Park. Director Meraz reminded the Board that OVparks was an emergency headquarters for ARC during the last flood situation in 1996. This site was considered ideal for its elevation, site, and services available. The Orangevale Community Center provided ample parking, a kitchen, and facilities. ARC brought in a mobile radio antenna and the field area was utilized as helicopter pad. He recommended this information be included in the preparation of the Emergency Action Plan.

Director Meraz inquired if Admin Ross had been in contact with the Sacramento County Real Estate Department. Admin Ross did meet with them yesterday and will update the Board of Directors shortly. Appreciation was extended to Park Maintenance staff responsible for the excellent job mowing the dry grass area at Shady Oaks Disc Golf Course. Supt. Oropeza credited Park Maintenance Employee Bruce Edwards for his meticulous attention in maintaining the Disc Golf

Course area. Disc golf participants have voiced appreciation for the course and how well it is maintained.

Director Stickney mentioned the Shady Oaks Disc Golf area is mowed however the nature areas are left untouched except for fire breaks. Parks are being well maintained. Supt. Oropeza explained fire breaks are being conducted at Streng and Sundance areas. Norma Hamlin Park grass area will be maintained once fire breaks are completed. Director Meraz inquired if the State has plans to conduct fire breaks in the state areas next to Norma Hamlin Park. Supt. Oropeza replied he is unaware of any scheduled fire breaks by the State.

Director Brunberg extended appreciation to the OVparks staff for a great job accomplished during the pandemic.

Director Montes extended gratitude and appreciation to all of the OVparks staff for their resilience, creativity, and teamwork. She is very proud to be a part of this organization and the OVparks team.

Director Swenson agreed with Directors Brunberg & Montes and was quite impressed at the Finance Committee Meeting to see further evidence of efforts of the staff and their creativity in providing programming during the pandemic.

15. ITEMS FOR NEXT AGENDA

a) Public Hearing: Orangevale Landscaping and Lighting Assessment District (OLLAD)

b) Public Hearing: Kenneth Grove Landscaping and Lighting Assessment District

c) Resolution adopting the Orangevale Recreation & Park District Preliminary Budget for Fiscal Year 2021-22

d) Discuss dates for the June and July BOD meetings. Board of Directors have decided to keep the BOD meetings scheduled on June 10th and July 8th. Directors Brunberg and Swenson will not attend the June 10th meeting. Directors Stickney and Montes will not attend the July 8th BOD meeting.

e) Discuss when BOD meetings will return to fully in-person for Board and Staff. Admin Ross anticipates our ability to meet in person for the July 8th Board of Directors Meeting.

16. ADJOURNMENT

MOTION #15

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:08 p.m. On a motion by Director Montes, seconded by Director Brunberg, the adjournment was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.

Mike Stickney, Chairperson