

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors August 19, 2021

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on August 19, 2021, at the District Office. Director Stickney called the meeting to order at 6:32 p.m.

Directors present: Stickney, Swenson, Meraz, Brunberg (Arrived 6:33 p.m.)
Directors absent: Montes
Staff present: Barry Ross, District Administrator
Jennifer Von Aesch, Finance/HR Superintendent
Horacio Oropeza, Park Superintendent
Jason Bain, Recreation Supervisor
Melyssa Woodford, Admin. Services Supervisor

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA**
MOTION #1 On a motion by Director Meraz, seconded by Director Swenson, the agenda was approved by a vote of 4-0-0 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
6. **MINUTES**
MOTION #2
 - a) Approval of Minutes of June 10, 2021 (pg 1-10):
Tabled until the September Board of Directors Meeting because only two Directors in attendance at the June meeting are present at this August meeting.
 - b) Approval of Minutes of the Regular Meeting July 8, 2021 (pg 11-19): On a motion by Director Brunberg seconded by Director Meraz, the minutes were approved by a vote of 3-0-1 with Directors Meraz, Brunberg, and Swenson voting Aye. There were no Nays. Director Stickney Abstained. Director Montes was absent.
7. **CORRESPONDENCE**
 - a) An email from a customer expressing thanks to staff for making accommodations for her son and leading to a positive experience in a camp program. (pg 20): Admin Ross shared an email from a customer providing special recognition to Admin Services Supervisor Woodford and Recreation Coordinator Roberts for their assistance in accommodating her child for enrollment into a program.

- b) Ad placed in the Orangevale View to promote rentals, an upcoming program and event, and our fall activity guide. (pg 21):
Admin Ross mentioned the recent ad in the Orangevale View promoting OVparks Rental Facilities, upcoming Rummage Sale, and Fall Activity Guide. Supervisor Woodford worked diligently to complete the Fall Activity Guide. Admin Ross extended appreciation to her and the staff for assisting her to completion. As decided at a previous Board of Directors Meeting, the Fall Activity Guide will be printed and mailed out to all Orangevale residents at the end of August.

Admin Ross spoke with Sacramento County today to regarding current indoor rental guidelines. To date, indoor gathering of up to 1,000 attendees are still permissible with a mask requirement by all attendees. Mega events, indicative of 5,000 or more attendees, have a Covid vaccination requirement or Covid test within 72 hours of the event.

- c) An article in the Orangevale View about our Steps Towards Closure rental offerings. (pg. 22):
Admin Ross shared the recent article in the Orangevale View to offer facility rental for Covid related memorial services. To date, OVparks has not received any inquiries for this service.
- d) Information and nomination form from Sacramento Local Agency Formation Commission (LAFCO). LAFCO is seeking to fill the positions of Special District Commissioner and Alternate Special District Commissioner. These are four-year terms beginning January 1, 2022. If interested, the nomination forms will be accepted now through September 30. (pg 23-25):
Admin Ross advised of information and nomination forms available if any Board of Directors are interested.
- e) 2021 ballot for an election of a Special District Representative for the Treasury Oversight Committee of the County of Sacramento. (pg 26-28):
Two people are on the ballot. This information was received by OVparks Board Chair, Director Stickney. At Director Stickney's request, Admin Ross presented the information to the Board. Director Stickney can cast his vote or name someone as proxy to do any necessary research and vote accordingly. Admin Ross inquired if any of the Directors were interested in being the proxy. The Board of Directors gave direction to Admin Ross to serve as proxy and complete the ballot for submission.

8. **CONSENT
CALENDAR**

MOTION #3

- a) On a motion by Director Swenson, seconded by Director Brunberg, the consent calendar was approved by a vote of 4-0-0 with Directors Stickney, Swenson, Brunberg, and Meraz voting

Aye. There were no Nays or Abstentions. Director Montes was absent.

8.1. CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for June 2021 (pg 29-30)
- b) Budget Status Report for June 2021 (pg 31-33)
- c) Revenue Report for June 2021 (pg 34)
- d) Ratification of Claims for Period 13 2021 (pg 35)
- e) Budget Status Report for Period 13 2021 (pg 36-38)
- f) Revenue Report for Period 13 2021 (pg 39)
- g) Ratification of Claims for July 2021 (pg 40)
- h) Budget Status Report for July 2021 (pg 41-43)
- i) Revenue Report for July 2021 (pg 44)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for June 2021 (pg 45-46)
- b) Budget Status Report for June 2021 (pg 47-48)
- c) Ratification of Claims for Period 13 2021 (pg 49-50)
- d) Budget Status Report for Period 13 2021 (pg 51-52)
- e) Ratification of Claims for July 2021 (pg 53)
- f) Budget Status Report for July 2021 (pg 54-55)

8.3. KENNETH GROVE CONSENT MATTERS

- a) Ratification of Claims for June 2021 (pg 56)
- b) Budget Status Report for June 2021 (pg 57)
- c) Ratification of Claims for Period 13 2021 (pg 58)
- d) Budget Status Report for Period 13 2021 (pg 59)
- e) Ratification of Claims for July 2021 (pg 60)
- f) Budget Status Report for July 2021 (pg 61)

9. NON-CONSENT MATTERS GENERAL FUND

MOTION #4

- a) Ratification of Claims for June 2021 (pg 62)
On a motion by Director Brunberg, seconded by Director Stickney, the non-consent calendar for June 2021 was approved by a vote of 4-0-0 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.

MOTION #5

- b) Ratification of Claims for July 2021 (pg 63)
On a motion by Director Brunberg, seconded by Director Swenson, the non-consent calendar for July 2021 was approved by a vote of 4-0-0 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.

10. STANDING COMMITTEE REPORTS

- a) Administration and Finance: No report.
- b) Maintenance and 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: Trails Committee: No report.
- h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – July 2021 (pg 64-70):

On July 12, Administrator Ross and Parks Superintendent Oropeza met with Rob Hannah and Joey Hannah (Sierra National Construction) at the Shady Oaks Disc Golf parking lot to discuss plans to convert the grass overflow parking area to a gravel lot. Sierra National Construction provided this project in exchange for allowing the use of overflow parking area during the Hazel Avenue sidewalk construction project. The gravel lot should be completed tomorrow, August 20, 2021. The material used is an aggregate base gravel. Director Brunberg expressed she was not informed of the plans in place. Admin Ross apologized for the miscommunication as this topic was discussed at the June board meeting and a maintenance committee meeting, neither of which Director Brunberg was present. Admin Ross acknowledged that he should've made certain all Directors were aware of these plans. She advised this was not approved through the Board of Directors. Director Stickney advised this project was presented to the Board during the June Board Meeting, but that it was not an item that received specific Board approval.

On July 13, Administrator Ross spoke with Justin Caron and Michelle Gable of Aquatic Design Group, an aquatic architecture and engineering firm from Carlsbad, CA. We scheduled to have Michelle Gable, Associate, visit our pool site on Thursday, August 12 to inspect the pool and the equipment room. The emphasis will be on the crack/separation in the pool and options for repair. A Zoom meeting is scheduled with Michelle Gable for Monday, August 23, 2021 to be attended by Admin Ross, Supt. Oropeza, and Supervisor Bain to go over any options and answer questions. Admin Ross mentioned interest in incorporating a splash park facility as indicated in the Master Plan. Michelle will include a cost estimate for a splash park in her report. More information will be provided in the next Board Meeting.

On July 14, Administrator Ross conducted a job shadowing with Park Foreman Doug Fuhlrodt. The primary work for the day involved significant repairs to the small round horse training pen at the horse arena. Lucas Lilly, Park Maintenance Worker, was also on hand to work on this project throughout the day. Doug is a highly skilled worker. He has mastered operating the tractor and has a great mind for facility repairs. Admin Ross intends to spend one day shadowing each of the full-time staff during the remainder of 2021. The purpose is to get to know staff better, have a greater appreciation and understanding for the jobs they do, and see if there are opportunities for greater efficiencies.

On July 20, Administrator Ross, Rec Supervisor Bain, and Supt Oropeza met with Joe Duran, General Manager of Orange Vale Water Company. We discussed potential water restrictions, cost

hikes, and the potential for testing for wells on OVparks property. Mr. Duran is also involved with Fair Oaks/Orangevale Little League and is interested in helping us make improvements to Lovett Field at Youth Center Park. Admin Ross requested permission for the Orangevale Water Company to conduct testing for wells. Board of Directors advised they thought tests had already been conducted recently. Admin Ross will keep the Board apprised of further developments as details are acquired. Supt. Oropeza will work with them to implement improvements of plans for ballfield improvements, which include: installing a new pitching rubber, home plate, and bases pegs; add new infield soil; improve irrigation; improve grading of infield and outfield. Fair Oaks/Orangevale Little League will also contribute to the regular maintenance of the field. Supvr. Bain will help coordinate their field rental and permits.

On July 28, Administrator Ross, Superintendent Von Aesch, Rec Supervisor Bain, and Coordinator Khokhhar Roberts met on Zoom with Attorney Patti Eyres to discuss how to properly manage COVID-19 cases in the workplace based on updated guidance. Admin Ross expressed appreciation to Recreation Coordinator Roberts for establishing distinct cohorts for this year's Rec'ing Crew Day Camp. This was instrumental in the ability to continue the program when a Covid case forced us to close one of the three cohort groups for 8 days.

Supt. Von Aesch advised of an upcoming Benefits Meeting to be held in September 2021. This meeting will provide information on what has been approved by their board. Sutter and Kaiser will consider a cost increase of five percent which will be presented at their upcoming board meeting for approval. Preparations will begin for upcoming meeting with Larry Bain in October.

Supervisor Woodford advised OVparks is awaiting approximately \$21,000 in revenue from the San Juan Unified School District summer voucher program for June and July programming. An additional \$15,000-20,000 in revenue is anticipated upon completion of the remaining July and August invoices. Upon receipt, the funds will improve revenue projections.

Park Supt. Oropeza advised of maintenance and repairs of the irrigation systems throughout the park properties. A large iconic oak at the Sundance Nature Trail is dying and will need to be addressed. Several other trees have also died or have had limbs down recently throughout that park. Additional limbs have fallen in the Shady Oaks Disc Golf Course near holes four through eight and near the amphitheater.

The Equipment Expo will be held September 17 in Elk Grove. OVparks Park Maintenance is looking to defend their CPRS District 2 Maintenance Rodeo trophy at this event. Admin Ross assisted in production of a video with the park maintenance employees to promote the CPRS event.

Irrigation schedules have been adjusted to reduce water usage.

Recreation Supervisor Jason Bain advised the TigerSharks Swim Team participated in the VFCAL Virtual Championships this year where teams swam at multiple locations and their times were merged to get a final time. The TigerSharks finished with a score of 1,723 becoming the VFCAL 2021 Virtual Champions.

Summer programming has ended. The pool has been shut down in preparation for necessary repairs. Admin Ross is to provide an estimated timeline for the pool repair project at the September BOD meeting.

The new registration software is up and running. Supervisor Woodford conducted a training session today with the office staff to prepare for the transition. The Max Galaxy system will still be in effect until October 2021.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

- a) Approval of the agreement with All Events Management Group to hold the Bow Wow Days event in Orangevale Community Park on September 25, 2021 (pg 71-86):

Admin Ross shared information regarding the requested event. The original motion was rescinded with amendments to the application and map by the Board. Subsequent motion was presented with amendments in place.

MOTION #6

On an amended motion by Director Brunberg and seconded by Director Stickney, the board moves to approve the agreement with All Events Management Group to hold *Bow Wow Days – A Peticular* Event in Orangevale Community Park on September 25, 2021, and authorize the District Administrator to execute the agreement upon the receipt of the application being updated to indicate the event will be held in the Oak/Filbert area of the park, and is to include a map showing the proposed usage area. The motion was approved by a vote of 3-0-1 with Directors Stickney, Meraz, and Brunberg voting Aye. There were no Nays. Director Swenson abstained. Director Montes was absent.

- b) Approval of the agreement with Jennifer Claassen of Clipped In Races to rent Orangevale Community Park for a Sacramento Cyclocross event on October 23-24, 2021 (pg 87-96): Jennifer Claassen, with Clipped In Races, approached the District about renting the Orangevale Community Park for a Sacramento Cyclocross event for about 200 people on Sunday, October 24, 2021. The group will set-up the day before, October 23, 2021, with stakes and flags to help mark the course. These flags will not cut off access through the park. The day of the event the group will have tents, tables, finish arch, race announcements, intermittent music, and an enclosed beer garden for the

spectators. The event will be free for the spectators and will last from 8am to 5pm with clean-up lasting until 7:00pm. This 2-day permit will not conflict with soccer. OVparks has approved this event in 2013, 2014, 2015, 2018 and 2019. Supervisor Bain is to provide a color map of the course. This event will be charged the \$364 rental fee based on an event of 200 participants or less.

MOTION #7

On a motion by Director Swenson, seconded by Director Brunberg, the agreement with Jennifer Claassen of Clipped In Races to rent Orangevale Community Park for a Sacramento Cyclocross event on October 23-24, 2021, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Swenson voting Aye. There were no Nays or Abstentions. Director Montes was absent.

- c) Review options for a cost-of-living-adjustment for Fiscal Year 2021/22 (pg 97-99): After Preliminary Budget reviews with the Finance Committee on May 4, 2021, and with the Board of Directors on June 10, 2021, the Board approved a 2.4% COLA for fiscal year 2021-22. During that same meeting, there was discussion about adjusting the COLA further. Since only three of the five Directors were present, it was decided to bring this to the full Board at the August 19 meeting. That COLA increase matched the Consumer Price Index (CPI) for the Western States report spanning the 12-month period of March 2020 – March 2021. Since then, the CPI increased to 3.9% in April, then 4.7% in May, 5.1% in June, and then 5.2% in July. Based on a salary scale survey, the full-time staff at OVparks are currently near the 25th percentile among the five most comparable park and recreation districts in Sacramento County (based on budget size and staffing). Two staff members are above the 25th percentile while the other eleven are at or below the 25th percentile. Each 1% COLA increase will result in an additional \$13,993 in salary and benefit costs. Of the options provided, the increase could range from 0% - 2.3% (\$0 - \$32,046). Admin Ross advised of a carryover of approximately \$654,000 for FY 2020/21 which included \$55,000 from the staff furlough. Admin Ross suggested awarding the .9% since staff was awarded a 1% COLA for the 2020-21 fiscal year though the CPI was 1.9%. In support of this suggestion, Admin Ross highlighted OVparks staff efforts to generate new revenues for the District or save money:
- Recreation Coordinator Roberts secured new and valuable sponsors for special events resulting in approximately \$3,000 in new revenue or savings.
 - Supervisor Woodford spearheaded District's efforts to coordinate the SJUSD summer voucher program. Her efforts, with assistance from Admin & Rec staff, provided a net difference of approximately \$20,000 in new revenue from this voucher program.

- Supervisor Bain has applied for some grants of which the District recently received \$4,175 from CPRS for outdoor sports equipment.
 - Park Maintenance Employee Lucas Lilly, a very skilled mechanic, repaired one of the District trucks and one of the District mowers designated for surplus, extending their useful lifespan and saving the District money.
 - Supt. Oropeza's attention to details saved the District approximately \$4,000 by holding a vendor to the original quote which differed from the invoice amount.
 - Supervisor Woodford is primarily responsible for meeting District revenue goals, while making necessary adjustments to programming, and working closely with independent contract instructors during the Covid 19 pandemic.
 - Nelson Kirk, Park Maintenance Employee, replaced and repaired dozens of valves to update our irrigation system to make the District more water-efficient.
 - Shackleton Woods loan will be paid off this November which will create a \$75,000 windfall in subsequent years.
 - Medical costs are expected to be \$4,600 less than budgeted.
- Admin Ross recommended reviewing the CPI in the same month of each year to maintain consistency in the future. Supt. Von Aesch indicated that COLA has been considered in April of each year in preparation for the May Finance Committee Meeting. Periodically, the Finance Committee would review the COLA if warranted in the interim. Director Stickney agreed that we should use April as our month to capture the CPI benchmark when considering the COLA. He stated his preference of limiting future COLAs if it means preventing staff layoffs. Admin Ross and Supt. Von Aesch reassured that the .9% COLA adjustment would not result in layoffs and the budget carryover was robust enough to withstand this increase. Director Stickney recommended a .9% COLA effective the first pay period of December 2021.

MOTION #8

On a motion by Director Stickney, seconded by Director Brunberg, the additional cost-of-living-adjustment of .9% for Fiscal Year 2021/22, effective the first pay period of December 2021, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Swenson voting Aye. There were no Nays or Abstentions. Director Montes was absent.

- d) Public Hearing: Approval of Resolution 21-08-674. Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2021/22 (pg 100-117): Directors Brunberg and Stickney inquired if the budget needed adjustment to reflect the .9% COLA wage increase. Admin Ross and Supt. Von Aesch advised the budget, as presented, could withstand the COLA wage increase and no adjustment is necessary.

MOTION #9

On a motion by Director Brunberg, seconded by Director Swenson, the Resolution 21-08-674, Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2021/22, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Swenson voting Aye. There were no Nays or Abstentions. Director Montes was absent.

- e) Public Hearing: Approval of Resolution 21-08-675, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2021/22 (pg 118-124):

MOTION #10

On a motion by Director Montes seconded by Director Brunberg, the Resolution 21-08-675, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2021/22 was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Swenson voting Aye. There were no Nays or Abstentions. Director Montes was absent.

- f) Public Hearing: Approval of Resolution 21-08-676, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2021/22 (pg 125-129): Director Meraz inquired about the status of the vacant lot near Kenneth Grove. In a meeting with CPAC approximately two years ago, Director Stickney and Admin Foell had requested the land be donated to the District, which Director Stickney believes was agreed to. Director Stickney, Director Meraz, Admin Ross are to follow up in the coming weeks to determine the status.

MOTION #11

On a motion by Director Swenson, seconded by Director Brunberg, the Resolution 21-08-676, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2021/22 was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Swenson voting Aye. There were no Nays or Abstentions. Director Montes was absent.

- g) Approval of Resolution 21-08-677, Resolution Approving the Revision of the District's Reserve Designations in Accordance with GASB 54 (pg 130-135):

MOTION #12

On a motion by Director Meraz seconded by Director Stickney, the Resolution 21-08-677, Resolution Approving the Revision of the District's Reserve Designations in Accordance with GASB 54 was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Swenson voting Aye. There were no Nays or Abstentions. Director Montes was absent.

- h) Information and updates on the County-owned parcel on Woodmore Oaks Drive that OVparks has considered acquiring. (verbal): Admin Ross had originally suggested a closed session

meeting to discuss. However, the parcel is being deeded from Sacramento County over to the City of Citrus Heights. They will assume the costs until the Sundance Nature Trail is complete at which time, they can deed it to the District. A price will be negotiated, somewhere between 0% and 50% of the amount paid by the City of Citrus Heights of approximately \$10,800. The District can assess and determine feasibility at that point. Director Stickney mentioned his opinion that the County had inflated the cost of deeding the property to the City of Citrus Heights. Admin Ross advised that Cal Trans, who is funding the project, recently informed that easements will need to be acquired from each of the agencies involved. Admin Ross will present documentation to the Board in September related to easements that will allow access for the construction of the trail on the designated properties belonging to the District. Director Stickney inquired of the status of the property purchases involved in the Sundance Nature Trail area. Three of the properties have closed escrow. The final property is expected to close escrow by the end of September.

- i) The November BOD meeting is scheduled for November 11, which is Veterans Day. Determine if we wish to move the meeting or not have a meeting that month. (verbal):
Discussion indicated the November BOD meeting is not necessary. If a special meeting is required, one can be scheduled. Notification will be provided to the public regarding cancellation of the November BOD meeting.

MOTION #13

On a motion by Director Brunberg, seconded by Director Stickney, the scheduled November 11 regular BOD meeting will be cancelled. This motion was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Swenson voting Aye. There were no Nays or Abstentions. Director Montes was absent.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross thanked Supervisors Bain and Woodford for their instrumental efforts in selecting and facilitating the new Civic Rec recreation registration software. Office staff are currently being trained on the new system. He expressed appreciation to the excellent and hard-working staff and the dedicated Board of Directors at OVparks. He has really enjoyed his time with the District thus far. Admin Ross extended best wishes to Director Montes as she is coping with a serious family issue.

Parks Supt. Oropeza extended appreciation to the staff for all their hard work. Thanked the staff for their understanding and support while he was out of the office for a family emergency.

Director Meraz suggested a posting of Veteran's Day, November 11th on the electronic sign at the Community Center to honor veterans.

Director Stickney voiced concern for everyone's wellbeing considering the current ongoing issues with heat and smoke in the area. He requested the staff be advised of the pay increase effective in December 2021.

Director Swenson appreciated the efforts and creativity of the OVparks staff. Her daughter enjoyed swim lessons over the summer.

Director Brunberg appreciated the initiative taken for maintenance at the horse arena. She will forward the riding club contact information to Supt. Oropeza to coordinate any input they may have. Supt. Oropeza advised the riding club has been pleased with the current maintenance of the arena. Maintenance Foreman Doug Fuhlrodt plans to provide scheduled arena maintenance on a bi-monthly basis.

15. ITEMS FOR NEXT AGENDA

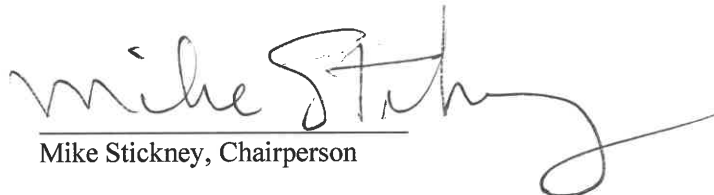
a) Approval of Minutes of June 10, 2021

b) Guest Sean LaTour will be in attendance to discuss plans for a skateboard program

c) Arcade Cripple Creek easements for review

16. ADJOURNMENT
MOTION #14

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:17 p.m. On a motion by Director Swenson, seconded by Director Brunberg, the adjournment was approved by a vote of 4-0-0 with Directors Stickney, Swenson, Brunberg, and Meraz, voting Aye. There were no Nays or Abstentions. Director Montes was absent.


Mike Stickney, Chairperson