

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors November 20, 2025

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on November 20, 2025 at the District Office. Director Brunberg called the meeting to order at 6:32 p.m.

Directors present: Brunberg, Stickney, Meraz
Directors absent: Montes, Presinal
Staff present: Becky Herz, District Administrator
Horacio Oropeza, Park Superintendent
Jason Bain, Recreation Manager
Melyssa Woodford, Admin. Services Manager

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

4. **APPROVAL OF AGENDA**
MOTION #1 On a motion by Director Brunberg, seconded by Director Meraz, the agenda was approved by a vote of 3-0-0 with Directors Stickney, Meraz, and Brunberg, voting Aye. There were no Nays or Abstentions. Directors Montes and Presinal were absent.

5. **PUBLIC DISCUSSION**
Ryan McGuire, Hayley Gibbs, and Rachel McGuire, shared comments with the Board regarding a non-agenda item: the TigerSharks Swim Team.

Director Brunberg thanked them for their input and advised that the Board does not act on public discussion but will refer it to the District Administrator and staff to address. Notes were taken for follow up. Admin Herz to provide an update at the February Board of Directors Meeting.

6. **MINUTES**
MOTION #2 a) Approval of Minutes of October 16, 2025 (pg 3-10): On a motion by Director Brunberg, seconded by Director Meraz, the minutes were approved by a vote of 3-0-0 with Directors Stickney, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Directors Montes and Presinal were absent.

7. **CORRESPONDENCE** a) Orangevale View articles Oct 10 & 24, 2025 (pg. 11-12): Admin Herz shared the recent articles published in the Orangevale View. One of the articles was written by Admin Herz to bring awareness to the recent vandalism issues.

- b) CPRS California Aquatic Management School 2025 Schedule (pg. 13): Admin Herz was a speaker at this statewide conference, presenting “Stress to Success - Training Lifeguards Using Military Science”
8. CONSENT CALENDAR
- MOTION #3
- a) On a motion by Director Brunberg, seconded by Director Stickney, the consent calendar was approved by a vote of 3-0-0 with Directors Stickney, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Directors Montes and Presinal were absent.
- 8.1. CONSENT MATTERS GENERAL FUND
- a) Ratification of Claims for October 2025 (pg 14)
 - b) Budget Status Report for October 2025 (pg 15-16)
 - c) Revenue Report for October 2025 (pg 17)
- 8.2. OLLAD CONSENT MATTERS
- a) Ratification of Claims for October 2025 (pg 18-19)
 - b) Budget Status Report for October 2025 (pg 20-21)
- 8.3. KENNETH GROVE CONSENT MATTERS
- a) Ratification of Claims for October 2025 (pg 22)
 - b) Budget Status Report for October 2025 (pg 23)
9. NON-CONSENT MATTERS GENERAL FUND
- MOTION #4
- a) Ratification of Claims for October 2025 (pg. 24)
- On a motion by Director Brunberg, seconded by Director Meraz, the Non-Consent Ratification of Claims for October 2025, was approved by a vote of 3-0-0 with Directors Stickney, Meraz, and Brunberg voting Aye. There were no Nays or Abstentions. Directors Montes and Presinal were absent.
10. STANDING COMMITTEE REPORTS
- a) Administration and Finance: Next meeting to review OPPM will be scheduled for Dec/Jan
 - b) Maintenance and Operation: No report.
 - c) Recreation Committee: Nov 18 Meeting Recap (pg. 25)
Admin Herz advised that the process of presenting reoccurring special events directly to the Board of Directors for approval is going well. Requiring Special Event renters who charge an admission fee to pay a percentage was discussed, however, is not recommended at this time. The committee recommends the addition of a Non-Resident rate for Special Events and a fee increase for the 2026 Facility Fee Schedule.
 - d) Personnel & Policy: Next meeting scheduled Nov 21 at 11:00am
 - e) Government: No report.
 - f) Planning Committee: No report.

- g) Trails Committee: Trails Committee: Next meeting to finalize the Trails Master Plan is moved to Dec/Jan.
- h) Ad Hoc: Meeting Recap Oct 24, 2025 (pg. 26): This meeting was a closed session. The committee plans to bring a letter to the December Board of Directors Meeting.

11. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – September 2025 (pg. 27-33):

Admin Herz shared the following October activities:

- Oct 7: Admin Herz attended the CPRS D2 Administrators Meeting at the new Fair Oaks Performing Arts Center, which included a tour of the facility
- Oct 29-31: the full Admin Dept worked with Auditor Larry Bain to complete the annual audit.

TRAININGS AND CONFERENCES:

- Oct 8-10: Admin Herz and Manager Bain attended the CPRS Directors Academy in Visalia.
- Oct 18: PM2 Stewart was informed that he has been awarded a full scholarship to CPRS's Maintenance Management School.
- Oct 21-22: Admin Herz attended CPRS's California Aquatic Management School (CAMS) in Santa Rosa, where she presented "Stress to Success – Training Lifeguards Using Military Science" with Megan Henry.
- Oct 21: Supt. Oropeza and Analyst Harling attended CAPRI's Safety Training "PRISM Presents In-Person Training: Introduction to Hazard Identification" in Vallejo.
- Oct 30: Coordinator Vickers and Coordinator Patton attended the CPRS Fall Forum in Woodland.

DISTRICT INFORMATION & UPDATES

- Oct 2: all full-time staff participated in the OVparks Open Enrollment informational meeting. Open Enrollment is now complete.
- Oct 2: hosted the Youth Teen Recreation Services (YTRS) Meeting and Coordinator Vickers participated
- Oct 2: OVparks partnered with Guide Dogs for the Blind and LPL Financial to host a community shred event at the Orangevale Community Center.
- Oct 4: OVparks hosted the Aging Well Symposium at the Orangevale Community Center, with over 130 attendees.
- Oct 10: OVpark's annual Family Fright Night was held at Community Center Park. The event included trunk-or-treating, a costume contest, a haunted Shackelton Woods walk-through, games, treats, food trucks, and a movie. Over 750 community members attended.
- Oct 15: Supervisor Rodriguez's Community Outreach meeting was hosted at the Orangevale Community Center.
- Oct 23: OVparks held its quarterly All-Staff Meeting and Safety Training.

- Oct 24: OVparks hosted the Orangevale Woman’s Club Annual Bunco Tournament. Admin Herz and Manger Woodford had volunteer roles as members of the Club.

Admin Herz shared pictures from the recent programs and events held this month. She reminded the Board of the upcoming Orangevale Community Tree Lighting on Friday, December 5, 2025, and Polar Bear Plunge on Thursday, January 1, 2026.

Park Supt. Oropeza advised that the wet weather is appreciated. Basic maintenance of mulching, tree work, pruning, and irrigation projects are on-going. The Directors commented that Kenneth Grove is looking very good. Director Stickney advised that some additional reseeding will be needed at Coleman on the east side. Park Supt. Oropeza advised he will plan to reseed the areas leading into the warmer months. Three trees were removed at Shady Oaks Disc Golf near Hole #18. A report was received that someone cut down a tree between Holes #18 & #15. Park Supt. Oropeza is finalizing the replacement of bollards to prevent unauthorized vehicle access to the parks. He is checking the Building 2 roof regularly in anticipation of the final seal coat to be applied when weather permits. A tree was removed by the Coyote Court access fence and the front fence was removed. The access area has been cleaned up. The Park Maintenance staff will apply a pre-emergent prior to placing mulch in this area. Park Supt. Oropeza spoke with the neighbor about the access area to advise of the tree removal and planned maintenance in the area.

Recreation Manager Bain advised that revenue goals have been met for October in line with projections. He advised that floor maintenance preparations have begun to be completed during the holiday breaks.

12. UNFINISHED BUSINESS

- a) Wildfire Prevention Update. (verbal):
Admin Herz advised that the CEQA clearance has been posted. The clearance must be posted for thirty-five days prior to the start of the project which is now anticipated to begin December 15th. The California Conservation Corp receives grant funds and the District will fund the twenty percent balance for the project.
- b) Building #1 Reroofing Project Update (verbal): This project is approximately ninety percent completed. Once the curing is complete, a final coat will be applied. Facility Host Rodriguez has deep cleaned the carpets in Building 2. Admin Herz suggested flooring replacement in Building 2 be included in the CIP schedule.
- c) Orangevale Parks Fund Update (verbal): The Fund contract has been signed and the first meeting was held. The Fund is currently working on the Polar Bear Plunge planning, registration, and fundraising process. Admin Herz hopes to have a QR code to provide at the December BOD Meeting.

- d) Streng Park Encroachment Update (verbal): Admin Herz toured the area yesterday. The community members have removed all or most of their fencing and property from OVparks property. Supt. Oropeza has spoken to the community member with a shed encroaching on OVparks property. The Board of Directors directed the District Administrator to inform the community member that the shed must be removed by May 1st. Admin Herz will also contact a community member regarding a memorial placed on OVparks property to inform them that memorials and burials are not permitted.
- e) Building #2 Restroom Renovation information (verbal): Admin Herz and Manager Bain met with a contract company to discuss possible options. The most affordable option is to turn the double bathroom into one bathroom. However, based on the occupancy would be limited to ten people. Therefore, two stalls for females and a stall and a urinal for males would need to be implemented. An estimate was provided by the company for \$238,000 to reconfigure that portion of the building with a recommended additional \$48,000 if improvements to make the building ADA compliant. Currently, the ADA accessible restroom is in Building 1. Admin Herz recommended placing this topic on the CIP schedule.

13. NEW BUSINESS

MOTION #5

- a) Approval of Resolution 25-11-751, Resolution Establishing a Schedule of Fees for Use of Park and Recreational Facilities, Programs, and Services for 2026 (pg. 34-42)

On a motion by Director Brunberg, seconded by Director Meraz, the Resolution 25-11-751, Resolution Establishing a Schedule of Fees for Use of Park and Recreational Facilities, Programs, and Services for 2026, was approved by a vote of 3-0-0 with Directors Stickney, Meraz, and Brunberg voting Aye. There were no Nays or Abstentions. Directors Montes and Presinal were absent.

MOTION #6

- b) Approval of the Agreement with All Events Management Group to hold Orangevale Summer Palooza Event in Orangevale Community Park on May 29 - May31, 2026 (pg. 43-54)

On a motion by Director Brunberg, seconded by Director Meraz, the Agreement with All Events Management Group to hold Orangevale Summer Palooza Event in Orangevale Community Park on May 29 - May31, 2026, was approved by a vote of 3-0-0 with Directors Stickney, Meraz, and Brunberg voting Aye. There were no Nays or Abstentions. Directors Montes and Presinal were absent.

- c) Approval of the Agreement with All Events Management Group to hold Orangevale Bow Wow Days in Orangevale Community Park on September 26, 2026 (pg. 55-66): Director Stickney voiced concern of vehicles parking inside the park area during the event last year. Admin Herz and Park Supt. Oropeza will communicate with the renter prior to the event to allow supply drop-off and remove vehicles prior to the start of the event. Sprinklers will be marked to attempt to prevent damage.

MOTION #7

On a motion by Director Brunberg, seconded by Director Stickney, the Agreement with All Events Management Group to hold Orangevale Bow Wow Days in Orangevale Community Park on September 26, 2026, was approved by a vote of 3-0-0 with Directors Stickney, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Directors Montes and Presinal were absent.

- d) Approval of the Agreement with All Events Management Group and the Orangevale History Project to rent Building 2 and the Nearby Grassy Area for a Night at the Museum Event on September 11, 2026 (pg. 67-78):

MOTION #8

On a motion by Director Brunberg, seconded by Director Meraz, the Agreement with All Events Management Group and the Orangevale History Project to rent Building 2 and the Nearby Grassy Area for a Night at the Museum Event on September 11, 2026, was approved by a vote of 3-0-0 with Directors Stickney, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Directors Montes and Presinal were absent.

14. CLOSED SESSION

The Board went into closed session at 7:44pm.

- a) Closed Session pursuant to Government Code Section 54956.9(d)(1) Anticipated Litigation: Liability & Property – 3 claims
- b) Closed Session pursuant to Government Code Section 54957 Public Employee Performance Evaluation: District Administrator

**15. RESUME PUBLIC
SESSION &
ANNOUNCE
ACTIONS FROM
CLOSED SESSION**

The Board resumed public session at 8:53pm.

a) Closed Session pursuant to Government Code Section 54956.9

Direction was given to the District Administrator regarding the three claims.

b) Closed Session pursuant to Government Code Section 54957

The Board discussed and reviewed goals and performance of the District Administrator.

**16. DIRECTOR'S AND
STAFF'S
COMMENTS**

No comments.

**17. ITEMS FOR NEXT
AGENDA**

- a) PPM
- b) Proposal for Onboarding and Timekeeping Software
- c) PT Salary Staff Schedule to account for minimum wage increases
- d) Committee Position Discussion
- e) Letter from the AdHoc Committee
- f) Election of Board of Directors Chair, Vice Chair, and Secretary
- g) Meeting Calendar

18. ADJOURNMENT
MOTION #9

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:55 p.m. On a motion by Director Brunberg, seconded by Director Stickney, the adjournment was approved by a vote of 3-0-0 with Directors Stickney, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Directors Montes and Presinal were absent.

Sharon Brunberg, Chairperson