

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors June 15, 2023

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on June 15, 2023, at the District Office. Director Stickney called the meeting to order at 6:32 p.m.

Directors present: Stickney, Meraz, Brunberg (arrived 6:37pm), Presinal
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**

On a motion by Director Stickney, seconded by Director Meraz, the agenda was approved by a vote of 3-0-0 with Directors Stickney, Presinal, and Meraz, voting Aye. There were no Nays or Abstentions. Directors Montes & Brunberg were absent.

MOTION #1

5. **PUBLIC DISCUSSION**

1. John Arnold and his son Finn Magee. Topic was “kids need a local skate park”.

Director Stickney advised that the budget currently provides for the maintenance of what is already established. This funding would need to be acquired through a Bond Measure or another Lighting & Landscaping Assessment District. The survey conducted last year indicated the community did not want the additional cost added to their property tax. This topic will be readdressed with the community. Admin Ross to provide a copy of the Master Plan to Mr. Arnold.

2. Cara Newman. Topic was “benefits of decomposed granite (DG) paths in parks.”

Cara Newman highlighted the benefits of DG pathways and expressed gratitude that the District will be adding DG pathways at Community Center Park. Director Brunberg is on the Trails Committee and encouraged Cara to follow up with her regarding this topic.

3. Bob Reilly. Topic was “the continuance of OLLAD after the bond to build the Community Center was paid off.”

Mr. Reilly was an original OVparks Board Director. He inquired about the decision to continue OLLAD after the bond was paid off.

6. MINUTES

MOTION #2

- a) Approval of Minutes of May 18, 2023 (pg. 1-7): On a motion by Director Meraz 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 Presinal abstained. Director Montes was absent.

7. CORRESPONDENCE

- a) Confidential Envelope – Attorney Billing May 2023: To be placed on the July BOD Agenda for approval.
- b) Ads in the May 12 & 26 issues of the Orangevale View to promote upcoming programs (pg. 8-9): StretchLab, Wizard of Oz Summer Workshop, and Mushy Love Mushroom Growing are new programs being promoted. Mushy Love has been featured on the Good Day Sacramento (Channel 31) multiple times.
- c) An article in the May 12 issue of the Orangevale View about the upcoming Summer Palooza weekend at Orangevale Community Park (pg. 10): Promotion of the upcoming Summer Palooza event.
- d) An article in the May 12 issue of the Orangevale View about the OVparks 40th anniversary celebration during the Summer Palooza on Sunday, June 18 (pg. 11):
Admin Ross to make an announcement at noon to kick off the celebration of the OVparks 40th Anniversary of becoming an Independent District and encouraged all BOD and Staff to attend if able.
- e) A brief article in the May 26 issue of the Orangevale View with OVparks thanking area volunteers for their contributions during the Big Day of Service on May 6 (pg. 12): Admin Ross shared the article of appreciation to the Big Day of Service volunteers.

8. CONSENT CALENDAR

MOTION #8

- a) On a motion by Director Brunberg, seconded by Director Meraz, 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.

8.1. CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for May 2023 (pg. 13-14)
b) Budget Status Report for May 2023 (pg. 15-17): Admin Ross advised that the extra funds allocated for the twenty-seventh pay period is reflected in this budget.
c) Revenue Report for May 2023 (pg. 18)

8.2. OLLAD CONSENT

- a) Ratification of Claims for May 2023 (pg. 19-20)
b) Budget Status Report for May 2023 (pg. 21-22)

MATTERS

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for May 2023 (pg. 23)
- b) Budget Status Report for May 2023 (pg. 24)

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

- a) Ratification of Claims for May 2023 (pg. 25): This item to be placed on the July BOD Agenda along with June 2023 claims.

**10. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: This committee met on May 19. See the meeting recap (pg. 26-27): Admin Ross advised that project prioritization for the next fiscal year and the cost-of-living adjustment proposal were discussed.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: This committee will meet on June 23 at 10am at the Community Center.
- d) Personnel & Policy: No report.
- e) Government: No report.
- f) Planning Committee: This committee met on May 26 at 10am at Shady Oaks. See the meeting recap (pg. 28-30). This committee met again on June 9, and the recap notes will be provided at the July 20 Board of Directors meeting. Admin Ross, Director Stickney, Director Meraz, Casey Burgess and Jennifer Knisley of Final 9 attended to discuss any safety issues, benches, worn down tee pads, soil compaction, and drainage issues. Another meeting will be scheduled within the next few weeks to determine the implementation of necessary projects. A kiosk or bulletin board for reservation signage is suggested to advise the community of upcoming events/rentals of the disc golf course and the pickleball courts. Park Supt. Oropeza to determine a standard size for the tee pads which need repair and benches will be purchased to replace existing ones in need of repair throughout the disc golf course.
- g) Trails Committee: Trails Committee: No report. Director Brunberg has drafted an update to the existing plan. A meeting to be scheduled in early July.
- h) Ad Hoc: No report.

**11. ADMINISTRATOR'S
REPORT**

- a) Monthly Activity Report – May 2023 (pg. 31-37):

Admin Ross advised of the dedication of a new informational sign at Orangevale Community Park on May 20th. The sign was created and donated by the Orangevale History Project, and it commemorates the California Central Railroad which in the 1860's ran through what is now Community Park. OVparks staff installed the sign.

Admin Ross advised that the Fulton El-Camino Report indicated an individual was caught for graffiti in the Orangevale Community Center Park. In addition, a person was apprehended for spinning donuts with his vehicle in the parking lot by the horse arena.

Supt. Von Aesch advised that thirty-one rehires and twenty-nine new hires have been added to staff for the summer season.

Supervisor Woodford advised the Summer Theatre Workshop, Zumba Gold, Mushy Love Mushroom Growing Intro class, StretchLab are new programs that have been added.

Park Supt. Oropeza advised two benches have been donated to be installed with a dedication ceremony on June 24th at the Shady Oaks Disc Golf. These benches are in honor of an avid disc golf player that passed away approximately 1-1 ½ years ago. His mother and family will be presented with a certificate at the July BOD meeting. In September 2021 the Board of Directors approved the policy that memorial benches and trees can be requested. OVparks does not include a plaque, however, a certificate is presented that indicates the precise location of the bench or tree. Upon approval, the requester pays for the bench or tree and OVparks handles the installation. Supt. Oropeza thanked Admin Ross, and Parks Maintenance employees Nelson, Lucas, and Randall for their assistance at the Big Day of Service.

Recreation Supervisor Jason Bain advised \$705,000 is the new target revenue for 2023/2024 fiscal year. The Summer Theatre Workshop begins this week for performances scheduled for Friday, June 30th and Saturday, July 1st of The Wizard of Oz. Artist Studio has 18 enrolled for the summer session. Swim Lessons have 255 enrolled in Session 1. Rec'ing Crew Day Camp and Wiggles & Giggles Preschool Day Camp have full enrollment for Session 1.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

- a) Approval of Resolution 23-06-704, Resolution Adopting the Orangevale Recreation and Park District Preliminary Budget for the General Fund for Fiscal Year 2023/24 (pg. 38-60):
Admin Ross advised that thirteen Capital Projects are planned to be completed. This is contingent on funding availability. Bids for the Pool Project are currently out and due August 3rd. Admin

Ross advised that the Pool Project bid was sent to eleven bid boards and seven contractors. The Finance Committee will meet again after bids are received to reassess the priorities. Approval from Sacramento County for the Driveway/Trail Project is anticipated in approximately two weeks. Final Budget is planned for approval in August 2023.

MOTION #3

On a motion by Director Brunberg, seconded by Director Presinal, the Resolution 23-06-704, Resolution Adopting the Orangevale Recreation and Park District Preliminary Budget for the General Fund for Fiscal Year 2023/24 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.

b) Public Hearing: Orangevale Landscaping and Lighting Assessment District (OLLAD) - Susan Barnes of SCI Consulting Group

1. Approval of Resolution 23-06-705, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2023/24 (pg. 61-67)
Admin Ross advised that last month the BOD felt there was a thirty-day or more requirement for public notice published in the newspapers. Susan Barnes with SCI Consulting Group as well as a public law group have confirmed that the requirement is ten days, not thirty days. Susan Barnes confirmed that this statement is correct. The Landscaping & Lighting Act of 1972 and Section 22553 specifies publication of notice shall be completed at least ten days prior to the date of the hearing specified therein. Admin Ross advised that the public notice was published in the Citrus Heights Messenger on May 26, 2023, and June 2. This is the final step in the process of approval of the Orangevale Landscaping and Lighting Assessment District Budget. Susan Barnes with SCI Consulting will be available to answer any questions regarding the engineer's report or the assessment process. The Orangevale Landscape and Lighting Assessment District (OLLAD) was approved in 1992. Each single-family home is assessed a tax of \$42.00 annually. The District receives approximately \$568,000 annually from this assessment. In 1991 through 1993 the state of California enacted new legislation that shifted property tax revenue away from special districts. This was the Educational Revenue Augmentation Fund (ERAF) which is still in effect today. This costs OVParks over one million dollars in revenue in the first year. The OLLAD was a means to recover a portion of those lost revenues in order to maintain our parks and facilities. OLLAD provides revenue that is critical to the operations of the District. There is no annual cost escalator with the OLLAD. Kenneth Grove was approved in 1994. The thirty-six residents in that community are assessed a tax of \$150.76 annually to maintain a strip of property at the entry to that community. The

Kenneth Grove Assessment District receives approximately \$5,400 annually from this assessment. There is no cost escalator with the Kenneth Grove assessment. The current amount is adequate for the maintenance of this property.

Director Stickney shared that counsel received from Attorney David McMurchie advised OVParks has the option to continue the OLLAD to provide maintenance funding. The OLLAD funding is instrumental to the maintenance of the existing properties. This topic is discussed every year to determine the continuance of OLLAD. OVParks applies for any available grants where qualified.

A survey was conducted in September 2022 to 7,500 residents to determine their level of interest in supporting a new funding measure to address Master Plan projects. This topic is to be discussed further at a BOD meeting in the fall.

MOTION #4

On a motion by Director Brunberg, seconded by Director Meraz, the Resolution 23-06-705, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2023/24 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.

2. Approval of Resolution 23-06-706, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2023/24 for the Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg. 68-123): The current \$42.00 to be assessed for the next fiscal year. Director Brunberg advised that the report should also reflect the additional amount spent over the budgeted amount in next year's budget.

MOTION #5

On a motion by Director Brunberg, seconded by Director Meraz, the Resolution 23-06-706, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2023/24 for the Orangevale Landscaping and Lighting Assessment District (OLLAD) 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.

- c) Public Hearing: Kenneth Grove Landscaping and Lighting Assessment District - Susan Barnes of SCI Consulting Group
 1. Approval of Resolution 23-06-707, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2023/24 (pg. 124-128)

MOTION #6

On a motion by Director Brunberg, seconded by Director Meraz, the Approval of Resolution 23-06-707, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2023/24 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.

2. Approval of Resolution 23-06-708, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2023/24 for the Kenneth Grove Landscaping and Lighting Assessment District (OLLAD) (pg. 129-151):

MOTION #7

On a motion by Director Brunberg, seconded by Director Presinal, the Resolution 23-06-708, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2023/24 for the Kenneth Grove Landscaping and Lighting Assessment District (OLLAD) 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.

d) Approval of Resolution 23-06-709, Resolution Amending the District Salary Schedule (pg. 152-154)

1. We recommend maintaining 13 full-time staff positions for the 2023/24 Preliminary Budget.

2. The Board of Directors approved a 5% salary adjustment for seven of the nine full-time job categories as justified by a salary survey. This increase will be applied to the salaries of 11 of the 13 full time staff effective the first day of the pay period that includes July 1, 2023.

3. The Finance Committee is recommending a 4% COLA for all full-time staff effective the first day of the pay period that includes July 1, 2023. This is justified by the Consumer Price Index increase of 4.9% for this area over the past 12-month period.

4. After nine consecutive years with a minimum wage increase, there is no increase expected for 2024.

5. We have not yet received projections from the County regarding increases in health insurance rates. As is our common practice, we have included a 7.5% increase as a placeholder in the Preliminary Budget.

6. As salaries increase, other benefits that are tied to salaries will also show an increase. Those benefits include retirement, Social Security, worker's compensation, and unemployment insurance.

MOTION #9

On a motion by Director Brunberg seconded by Director Meraz, the Resolution 23-06-709, Resolution Amending the District Salary Schedule, 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.

- e) Approve improvements to Shady Oaks Disc Golf Course identified by District and the Disc Golf Club as priorities (pg. 155)

The Planning Committee met at the Shady Oaks Disc Golf Course on May 26 and June 9 to walk the course and identify areas where improvements would be most helpful for the safe and sustainable benefit of the course and its users. On May 26 the committee was joined by Casey Burgess, President of the Shady Oaks Disc Golf Club, and Jennifer Knisley, co-owner of the Final 9 pro shop. Both parties agreed that many of the benches along the course are in poor condition, damaged, or unsafe. We would like to identify and remove the unsafe benches and begin replacing them with new metal benches. Both parties agreed that the course would benefit by moving the tee pad for hole #4 back about 75 feet. Several concrete tee pads are showing extensive wear, and the club will create a priority list for those that are most in need of being replaced. There are many areas where significant soil erosion and compaction are obvious. All agreed to bring in additional soil and wood chips to help combat this problem. Both parties agree that the hole #1 tee box is in a bad location due to soil erosion and mud/water during the rainy months. Details still need to be worked out regarding the location to move the tee box, the benches, and the Shady Oaks course sign, and then conduct tree and irrigation work. The division of labor and financial responsibilities are details that still need to be discussed and agreed to.

On a motion by Director Stickney seconded by Director Brunberg, the District staff and the Shady Oaks Disc Golf Club are to work together in fiscal year 2023/24 in a fiscally and environmentally responsible way to make course improvements that both parties have identified as priorities for the safety and sustainability of the course for its users, and to provide periodic progress reports to the Board, and receive funding approval from the Board, 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.

MOTION #10

- f) Swimming Pool project timeline and update (pg. 156)
- The project was announced on June 7 and is now open for bid. The full packet is posted on our website and a public notice will be posted in the Citrus Heights Messenger on June 16 and June 23. The Notice to Invite Bids was sent to 11 Bid Boards and seven contractors.
 - Key Dates:

- 6/27: Mandatory Pre-Bid Meeting/Walkthrough at 10am at the pool
- 7/13: Last day contractors can call with questions
- 8/3: Bids are due and opened
- By 8/17: Project is awarded to a contractor. A Special BOD Meeting may be scheduled prior to 8/17/23 or discussed at the 8/17/23 BOD Meeting.

g) Driveway/Trail project timeline and update (pg. 157)

- These are now two separate projects. We have the Parking Lot Connection Project (known to us as the Driveway Project), and the Trails Project.
- On June 7, MTW completed the revised plans for our second submittal for the County, and I completed the accompanying application. This is for the Driveway Project. MTW has likely sent it to the County for approval by now. I am waiting for confirmation. The County normally takes two weeks to review the re-submittals and reply.
- The templates for the bid documents are nearly ready for both projects. Specific dates will be added once we hear back from the County.
- It is very likely that construction on these two projects will have some overlap with construction for the pool project.

h) Arcade Cripple Creek Trail project update (verbal)

- The clearing and grading of the trail has begun at Sundance, Streng, and the corridor from Woodmore Oak to Streng. The asphalt work has not yet begun, nor has the bridge work.
- The existing fences for the four Orangevale property owners along the trail were removed in late May. Temporary fencing was installed until the new fences are completed.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross mentioned a Special BOD Meeting will be held on Thursday, June 29, 2023, at 6pm. This will include a closed session for a Public Employee, District Administrator annual review. Admin Ross advised that Finance/HR Supt. Von Aesch has been instrumental in the completion of COVID relief funding application. The Federal Government is distributing funds to the Counties. Sacramento County will be allocating allotments to the Special Districts approved to receive funds. The paperwork has been completed and passed the first phase of review. If approved, funds in the amount of approximately \$200,000 could be granted to the District and added to the General Fund. OVparks received approximately \$250,000 in Covid Relief Funding last year.

CAPRI payment of approximately \$20,000 for storm damage claims from last winter's heavy rainstorms will likely not be received before

the end of this 2022/23 Fiscal Year, but will hit the 2023/24 Fiscal Year budget.

Admin Ross advised that his dental hygienist was raving about the condition of the parks in our District.

Supervisor Bain advised projections our Recreation revenues have been met.

Supervisor Woodford advised that the recent Collette Travel tour to Ireland in May had seven people enrolled through OVparks. Upcoming tours with enrollment through Collette include a Canada tour and an Azores tour. Day trips have also been quite popular.

Finance/HR Supt. Von Aesch advised that paperwork for new and returning employees are being completed.

Park Supt. Oropeza shared appreciation to staff for their assistance in preparation of the Summer Palooza. He advised he will be driving the OVparks tractor in the parade beginning at 9:00 am for the opening of the Summer Palooza.

Director Meraz mentioned the trailer that was parking at the Disc Golf Course has now moved to another location.

Director Stickney mentioned a few branches were down around the grounds at Pecan Park.

Director Presinal expressed appreciation to the OVparks Staff. Thank you to Supervisor Bain for meeting expectations.

Director Brunberg thanked the OVparks Staff for their efforts during these busy summer months.

15. ITEMS FOR NEXT AGENDA

a) Presentation of certificate recognizing installation of a memorial bench at Shady Oaks Disc Golf Course

16. ADJOURNMENT

MOTION #10

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 9:02 p.m. On a motion by Director Stickney, seconded by Director Brunberg, the adjournment 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.

Mike Stickney, Chairperson