

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors October 8, 2020

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on October 8, 2020 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: Greg Foell, District Administrator
Barry Ross, District Administrator (Effective November 30, 2020)
Jennifer Von Aesch, Finance/HR Superintendent
Horacio Oropeza, Park Superintendent
Jason Bain, Recreation Supervisor
Melyssa Woodford, Admin. Services Supervisor
Nadia Roberts, Recreation Coordinator

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

4. **APPROVAL OF AGENDA**
MOTION #1 On a motion by Director Montes, seconded by Director Meraz, 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** No one wished to address the Board during public discussion.

6. **MINUTES**
MOTION #2
 - a) **Approval of Minutes of September 10, 2020 (pg 1-6):**
On a motion by Director Montes, seconded by Director Stickney, the minutes of the Regular Meeting September 10, 2020 were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.
 - b) **Approval of Minutes of the Special Meeting September 24, 2020 (pg 7-8):**
MOTION #3 On a motion by Director Montes, seconded by Director Brunberg, the minutes of the Special Meeting September 24, 2020 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

MOTION #4

- a) Confidential Envelope – Attorney Billing August 2020: On a motion by Director Montes, seconded by Director Brunberg, the attorney billing 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.
- b) County of Sacramento Voter Registration and Elections letter with “Certificate of Facts” pertaining to the November 3, 2020 Presidential General Election (pg 9-10): Admin Foell advised of receipt of the letter indicating the three incumbents, Michael Stickney, Erica Swenson, and Lisa Montes were unopposed in General Election. Accordingly, they will be sworn in to serve another term as Board Members in December 2020. These results will provide the same Board of Directors next year.

MOTION #5

- c) Letter to Mr. Benedict regarding answers to his questions (pg 11): Admin Foell advised of a letter received from Terry Benedict with questions regarding the hiring of the new District Administrator for OVparks. Admin Foell has provided answers to his questions.
On a motion by Director Stickney, seconded by Director Meraz, the response provided by District Administrator Foell to Mr. Benedict’s questions, with a minor spelling correction, 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. CONSENT CALENDAR

None discussed.

8.1. CONSENT MATTERS GENERAL FUND

8.2. OLLAD CONSENT MATTERS

8.3. KENNETH GROVE CONSENT MATTERS

9. NON-CONSENT MATTERS GENERAL FUND

None discussed.

**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 – September 2020 (pg 12-19): Admin Foell advised program restrictions have been slightly reduced recently and hopes this trend will continue and not regress. Large gatherings are still not permitted at this time. The Board of Directors were provided a tour of the new property to highlight the improvements completed. The Cottage at the new property has recently been completed. Director Brunberg commented on a Nextdoor post regarding needed clearing of dry brush and branches at the Orangevale Community Park near the disc golf nature areas. Fire breaks are completed prior to the fire season each year and it is OVparks policy to leave limbs that drop in the nature area for the habitat. The Board has committed \$28,000 in the budget to the California Conservation Corp for two weeks for clearing and maintaining natural areas. OVparks is on a ten-year program for completion of this maintenance. OVparks has seen an increase in calls from concerned residents due to the recent fires throughout California. Admin Foell and Supt. Oropeza will be conducting a tour of the nature areas to determine the greatest need for the California Conservation Corp. to accomplish this Fall.

Park Supt. Oropeza mentioned appreciation to the Parks and Maintenance staff for assisting with the new property improvements and landscaping. Doug Fuhlrodt was instrumental in completion of necessary interior details to the property as well as irrigation preparation for landscaping. He advised of cleanup completion of recently downed tree branches at several parks. In addition, through coordination with Ellen Vigna and volunteers, the Butterfly Garden at Pecan Park has been improved with additional plants and mulch at the site.

Recreation Supervisor Jason Bain summarized the Recreation Report and Quarterly Reports with comparisons of Fiscal Year 2019/20 to impact of COVID in Quarter 1 of current Fiscal Year. Participation

in programming dropped significantly due to the pandemic and class size limitations.

b) Report on Electric Greenway Trail – Trail Naming (verbal): Admin Foell advised the Board of Directors and any community members are invited to submit trail name suggestions for the Electric Greenway Trail through the end of October 2020.

c) Park Impact Fee Nexus Study Update (verbal): Admin Foell summarized the Nexus Study which was conducted in 2011 with the assistance of SCI and Blair Aas to determine a park development fee for Orangevale. OVparks went in with several other park districts to submit to the County of Sacramento and BIA (Building Industry Association) and the park fee was approved. Over the course of several years the fee has increased by a certain percentage. Every five years a revision submission for the Nexus Study is required. The OVparks revision with updates to include the Master Plan information and new property purchase will be provided at the Board of Directors Meeting in January for review and approval. The revision packet will be submitted for final approval in February or March 2021 to the Sacramento County Board of Supervisors which is the land use authority.

d) CAPRI Election (verbal): Admin Foell advised that the CAPRI Administrator has scheduled the vote for the position before OVparks next Board Meeting, however, the ballot was not provided in time to include in this Board Meeting packet. Admin Foell will vote on the behalf of the Board of Directors for the agency for Dean Wetter with a long tenured history with CAPRI and local candidate Jill Nunes with Cordova Recreation and Park District. No directors opposed Admin Foell's selection.

e) Per Capita Grant through Prop 68 (verbal): Admin Foell advised of State approved noncompetitive Grant available which provides funding according to population. Based on the population in Orangevale, an amount of \$177,952 is allocated for OVparks. A local match associated with grant provides \$44,488 additional funding for a total project amount of \$222,240. Admin Foell requests the Board of Directors contemplate what projects should be considered for completion with these funds granted to OVparks. The Electric Greenway project could use additional funding for the lighting portion of trail improvement. Another project to consider would join the new property with the Orangevale Community Center parking area to create a more continuous campus. There is also the potential to create a trail incorporating Shackleton Woods to loop and connect the new property and the Orangevale Community Center property. These projects as well as any other proposed projects may be presented at the December Board of Directors Meeting. Director Swenson inquired if funds could be designated to improve the restrooms at Pecan Park. Admin Foell affirmed this is a possibility. However, the District will be reapplying for the competitive Grant

through Proposition 68 and is hopeful that OVparks will be successful in this final round. If awarded, grant funds could be utilized for the Pecan Park restrooms and designated project completions. In the interim, Admin Foell is working with Supt. Horacio to provide interior upgrade improvements needed at the site.

f) Electric Greenway Trail – Woodmore Oaks/7-Eleven to Escalonia Properties section currently owned by the County of Sacramento (verbal): Admin Foell proposed the District determine if interested in maintaining and assuming responsibility of that section of the trail. The cost will be approximately \$4,000-\$6,000 per linear mile to maintain it. The District will need to determine if the Sacramento County is willing to contribute to the maintenance and lighting installation of this section. The purchase of two Escalonia properties associated with the Electric Greenway Trail improvements have closed and two are still in escrow.

g) Hazel Avenue Tennis Courts (verbal): Admin Foell advised of two upcoming projects for upgrading the electrical panel for the lighting the resurfacing of the tennis courts. Two quotes will be received for resurfacing the tennis courts as currently surfaced as well as converting one of the courts to accommodate pickleball courts.

h) Bridge at Pecan Park (verbal): Admin Foell advised the bridge plan has adjusted the location of the bridge which will be a shorter span to cross the creek. The goal is to install a bridge to enable mowers, tractors, and maintenance trucks to cross the creek.

i) Sundance Natural Areas (verbal): Admin Foell advised that the CCC will address most impacted areas in need of maintenance.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

a) Update/Discussion Regarding the Financial Condition of the District (verbal): Admin Foell reiterated the loss of revenue in comparison to last year at this time, especially for the Recreation department. A more comprehensive report will be provided in February 2021 to the Board of Directors which will provide a broader virus financial impact over time.

b) Approve the Qualified Low Bid for the Orangevale Community Center Park Buildings Painting Project and which Add Alternates to Include in the Project (pg 20-38): Admin Foell advised that nine bids were received for this project. All but one, which did not include the bid bond, were responsive. Quality bids were received. The low bid was received from Cut In Edge Painting, Inc. Two references checked for Cut In Edge Painting were quite positive. Base bid includes painting and seal coating the Orangevale Community Center building. Add Alternate #1

MOTION #6

includes painting the base and trim of the three new property buildings. Add Alternate #2 includes painting the Activity Building. Add Alternate #3 includes painting the pool building. Combination of the those came in under the bid estimate. Therefore, the Staff recommendation is to paint all the buildings for continuity. Upon approval, the timeline to complete would be as soon as possible, weather permitting.

On a motion by Director Swenson, seconded by Director Brunberg, the Qualified Low Bid for the Orangevale Community Center Park Buildings Painting Project and All Three Add Alternates to Include in the Project 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 #7

- c) Approve the Agreement with the Low Bidder, Cut In Edge, Inc. for the Orangevale Community Center Park Buildings Painting Project in the amount of \$49,856 (pg 39-89): On a motion by Director Swenson, seconded by Director Montes, the Agreement with the Low Bidder, Cut In Edge, Inc. for the Orangevale Community Center Park Buildings Painting Project in the amount of \$49,856 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 #8

- d) Approval of Quote from Turf Star for a Groundmaster 4000-D T4 Compliant Diesel 54 HP Mower in the amount of \$69,543.36 (pg 90-96): Admin Foell summarized the request for approval of a quote for a wide area mower. Joint contract through the State of California provides pre-bid acquisition of low bid through joint power authority. Staff recommends approval of this purchase. Supt. Oropeza advised the State of California pre-bid amount was approximately \$2,000 less than other bids acquired. Director Meraz inquired if diesel is standard and preferred over gas. Supt. Oropeza advised diesel is more efficient. Aside from the cab roof, no attachments would be included in this purchase. Upon approval, the mower would be received within a few months. Purchase of this mower would decrease cutting time which is vital for improved use of staff hours. Director Montes inquired if this is a crucial purchase. Supt. Oropeza emphasized the need to replace aging equipment currently in use. On a motion by Director Swenson, seconded by Director Montes, the Quote from Turf Star for a Groundmaster 4000-D T4 Compliant Diesel 54 HP Mower in the amount of \$69,543.36 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 #9

- e) Approve Resolution 20-10-657, Resolution Approving the Application for Grant Funds for the Recreation Trails and Greenways Grant Program (pg 97): Admin Foell advised the Board of intent to apply for this Grant in December 2020. Funding acquired from this Grant would be used for renovation of Pecan Park.

On a motion by Director Stickney, seconded by Director Meraz, the Resolution 20-10-657, Resolution Approving the Application for Grant Funds for the Recreation Trails and Greenways Grant Program 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 #10

- f) Discussion and Possible Approval of a Catastrophic Leave Program (pg 98-101): Supt. Von Aesch advised of the Catastrophic Leave Program which OVParks has available but has not been utilized in years. Supt. Von Aesch recently sent this policy to Patti Ayers, attorney with CAPRI, to update for submission into Personnel Manual for use. An OVParks employee has been on extended leave due to injury and will exhaust their leave hours shortly. This policy will allow employees to donate leave hours to this employee.

On a motion by Director Montes, seconded by Director Brunberg, the Catastrophic Leave Program 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 Foell mentioned he has enjoyed opportunities to train and interact with Barry Ross, the new District Administrator, and feels it will be a smooth transition. He extended appreciation to the OVParks staff for all they do and enjoys working with them.

Supervisor Woodford encouraged to check out our website for upcoming programs available. Presidential Election Voting will be held in the Activity Building October 31-November 3, 2020. Link can be found on the Sacramento County voting website for further details.

Finance/HR Supt. Von Aesch advised of preparations for the Finance Dept. Audit will be held on October 26th.

Recreation Coordinator Roberts shared Family Fright Night Drive-Through event will be held on Friday, October 16th. Invitation to come by or participate as a vendor. Virtual costume contest, home decorating contest, and pumpkin decorating contest are also available sponsored by several community partners.

Supt. Oropeza expressed appreciation to the staff through past and upcoming busy months.

Director Stickney mentioned significant improvement in the appearance of the parks since the beginning of the COVID-19 District closure in March and the impressive transformation of the new property since purchase. Kudos to Greg and all the staff involved in making these transitions.

Director Meraz admired the resilience of the OVparks staff through this difficult time and working with the public.

Director Montes enjoyed the tour of the new property and is very excited for new options. She emphasized the new property was a phenomenal purchase. Extends appreciation to the staff for all their hard work and creativity involved in improving property.

Director Swenson is impressed with and thankful to the staff for working so well together and moving projects forward.

15. ITEMS FOR NEXT AGENDA

- a) Park Impact Fee Nexus Study Update (verbal):
- b) Hazel Avenue Tennis Court (verbal):
- c) Report on Electric Greenway Trail – Trail Naming (verbal):
- d) Per Capita Grant through Prop 68 (verbal):

16. ADJOURNMENT
MOTION #11

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:45 p.m. On a motion by Director Brunberg, seconded by Director Montes, 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