

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Regular Meeting of Board of Directors March 17, 2022

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on March 17, 2022, at the District Office. Director Stickney called the meeting to order at 6:30 p.m.

Directors present: Stickney, Meraz, Brunberg, Montes,
Directors absent: Swenson
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 Montes, seconded by Director Brunberg, the agenda was approved by a vote of 4-0-0 with Directors Stickney, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions. Director Swenson was absent.
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
6. **MINUTES**
MOTION #2
 - a) Approval of Minutes of February 10, 2022 (pg 1-10): On a motion by Director Montes, seconded by Director Brunberg, the minutes were approved by a vote of 3-0-1 with Directors Meraz, Brunberg, & Montes voting Aye. There were no Nays. Director Stickney abstained. Director Swenson was absent.
7. **CORRESPONDENCE**
 - a) An article in the Orangevale View from January 14 announcing the District receiving \$250,009 in COVID relief funding from the State of California Legislature. (pg. 11): Admin Ross advised of the COVID relief funding received from the State of California Legislature.
 - b) Advertisements in the Orangevale View from February 24 that promote OVparks programs along with seasonal job openings. (pg. 12): Admin Ross shared recent advertisements in the Orangevale View providing marketing of OVparks programming with announcement of seasonal staff job opportunities. Openings

include lifeguards, swim instructors, recreation leaders, and park maintenance.

**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 4-0-0 with Directors Stickney, Brunberg, Meraz and Montes, voting Aye. There were no Nays or Abstentions. Director Swenson was absent.

**8.1. CONSENT
MATTERS
GENERAL FUND**

- a) Ratification of Claims for February 2022 (pg 13-14)
b) Budget Status Report for February 2022 (pg 15-17)
c) Revenue Report for February 2022 (pg 18)

**8.2. OLLAD
CONSENT
MATTERS**

- a) Ratification of Claims for February 2022 (pg 19-20)
b) Budget Status Report for February 2022 (pg 21-22)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for February 2022 (pg 23)
b) Budget Status Report for February 2022 (pg 24)

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

MOTION #4

- a) Ratification of Claims for February 2022 (pg. 25)
On a motion by Director Brunberg, seconded by Director Stickney, the Ratification of Claims for February 2022 was approved by a vote of 3-0-1 with Directors Stickney, Brunberg, Meraz and Montes, voting Aye. There were no Nays. Director Montes abstained. Director Swenson was absent.

**10. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: This committee is scheduled to meet on Wed., May 18 at 10am.
- 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 – February 2022 (pg 26-32):

Admin Ross advised the policy regarding vaccination requirement for part-time employee new hires will be updated in the Personnel Policy Manual. Admin Ross is working with the District's legal consultant to finalize the update anticipated by April 1st. Supt. Von Aesch to verify if volunteers at Kidz Korner preschool, a recreational program, are required to be live-scanned.

Admin Ross advised Fulton El-Camino Police Report had minimal events to report. Park Police are aware of the ongoing vandalism. An explosive device was detonated by the Sacramento County Sheriff's Department at Pecan Park on Friday, March 4th. The District is awaiting the report from the Sacramento County Sheriff Department.

Supervisor Woodford advised Collette trip participation through OVparks has increased significantly with almost 20 travelers currently enrolled in various trips. Admin Ross noted that Supervisor Woodford and her staff have done a great job with the quarterly Collette presentations to welcome potential travelers with information on Collette tours offered through OVparks. The District receives a percentage of revenue from each reservation which can be quite significant. Supt. Von Aesch complimented Supervisor Woodford and her staff for the increased success of the Collette travel participation. Supervisor Woodford advised that Kathy Harling, OVparks Office Assistant, has been instrumental in coordinating the travel process for travelers and recently facilitated the document meeting for a traveler departing on an Italian Vistas tour this weekend. Director Montes extended appreciation to Kathy for her efforts.

Supervisor Woodford advised that the Best Friends Bash for the senior community was held in February, with adjustments in place to keep attendees as safe as possible. The staff was excited to be able to bring the seniors back with this event, which had not been held for two years due to Covid restrictions. Plans are being finalized to provide an outdoor event for the senior community in June 2022.

Park Supt. Oropeza advised irrigation repairs and maintenance have been ongoing. Several broken bollards have been replaced at Shady Oaks Disc Golf, Almond Park, and Pecan Park. Staff removed graffiti from Community Park (Oak/Filbert and Horse Arena), Pecan, Norma Hamlin, and Sundance Park. Graffiti has been on the increase and an investigation is ongoing. The graffiti throughout the parks are indicative of the same taggers. A police report has been filed which includes pictures taken by Parks Maintenance Staff of suspected juvenile vandals. The Fulton El-Camino Park Police has been alerted and will increase park patrols. The photos have also been sent to the Casa Roble High School Resource Officer. The graffiti has been an ongoing issue since the end of November 2021. In addition, plumbing and facility vandalism has occurred at the Orangevale Community Park restrooms. Parks Maintenance Staff had to alternate

the closure of the restrooms at the Orangevale Community Park to conduct facility repairs.

Preparations for the installation of the fitness equipment are ongoing. Steve Blair from the Rotary Club of Orangevale and rotary volunteers will complete framing and preparation ahead of the concrete pour scheduled for March 24.

Recreation Supervisor Jason Bain advised revenue has been exceeding projections. Preparations are ongoing for summer programming and facility rentals. Director Stickney inquired if annual cumulative totals for recreation and facilities can be incorporated into the graph. Supervisor Bain will provide quarterly totals with annual ongoing revenue totals. The buildings at the new property are providing much needed options for rentals as requests increase. The new road and pathway connecting the new property will increase accessibility for increased rental potential. Picnic and facility rentals have been doing quite well and an increase during upcoming summer months is anticipated.

The amateur competition of the Disc Golf Tournament at Shady Oaks Golf Course was held last weekend and the pro competition will be held this weekend. A local disc golf participant recently signed with a million-dollar sponsorship. Bruce Edwards, OVparks Park Maintenance employee, participated in the amateur competition last weekend. Sue Myren, OVparks Finance Clerk, has a son participating in the pro competition this weekend. ESPN, the Disc Golf Channel, and YouTube have been broadcasting the tournament.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

- a) Retroactively approve the agreement with Exclusive Exteriors for removing and replacing a 102' x 8' stretch of concrete pathway at Orangevale Community Park in the amount of \$13,375 (pg. 33-47): At the July 8, 2021, Board of Directors meeting, the Board approved that the sections of damaged concrete pathways at Orangevale Community Park be replaced with new concrete in affordable and manageable intervals over the next three fiscal years. Phase 1 includes a stretch of pathway immediately north of the pickleball/tennis courts on Hazel Ave. that begins near the Hazel Ave. sidewalk and runs directly east, ending near the disc golf putting area. This stretch is 102' long by 8' wide. This is the highest priority because of the amount of damaged concrete and potential tripping/safety concerns. At the February 10, 2022, Board of Directors meeting, the Board approved staff to award the project to the contractor with the lowest responsive quote. At the time we had two quotes and were expecting a third. The third contractor did not submit his quote. Staff selected the lowest of

MOTION #6

the two responsive quotes. Ross advised the project is scheduled to begin March 28th with estimated completion by March 31st.

On a motion by Director Brunberg seconded by Director Montes, the agreement with Exclusive Exteriors for removing and replacing a 102' x 8' stretch of concrete pathway at Orangevale Community Park in the amount of \$13,375 was retroactively approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Swenson was absent.

MOTION #7

- b) Retroactively approve the agreement with V-Power Equipment, INC. for removing and replacing the pool pump/motor and add a variable frequency drive (VFD) at the Orangevale Community Pool in the amount of \$19,978.95 (pg. 48-69): By way of a Planning Committee meeting (11/5/21) and two Board of Directors meetings (12/9/21 and 1/13/22), the Board of Directors decided on the scope of work for the swimming pool renovation projects to occur in 2022 and 2023. It was acknowledged that our current pool pump has been repaired multiple times and was near the end of its useful service life. With staff recommendations, the Board agreed to have staff manage the pump replacement process instead of including that in the larger scope of work to be managed by Aquatic Design Group. It was also agreed to add a VFD to save on energy costs to operate the pump.

At the February 10, 2022, Board of Directors meeting, the Board approved staff to award the project to the contractor with the lowest responsive quote. At the time we had only one quote and were expecting two others. We did receive three quotes. Staff selected the lowest of the three responsive quotes.

Admin Ross advised the new pump is estimated to be delivered in approximately eleven weeks due to supply chain delays. The old pump will need to be reinstalled in the interim.

On a motion by Director Brunberg seconded by Director Montes, the agreement with V-Power Equipment, INC. for removing and replacing the pool pump/motor and add a variable frequency drive (VFD) at the Orangevale Community Pool in the amount of \$19,978.95, was retroactively approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Swenson was absent.

MOTION #8

- c) Approve agreement between Orangevale Recreation & Park District and Common Kettle, LLC to hold the Orangevale Farmers Market at Orangevale Community Center Park on designated Thursdays in 2022 (pg. 70-86): Common Kettle, LLC began holding the Orangevale Farmers Market at the Orangevale Community Center Park in 2021 after several years having the market in the Dairy Queen parking lot. If approved, the opening day for 2022 would be May 5 and the final day would be October 27. The market is held in the parking lot and lawn area to the north of the Community Center building. In 2021, most of the market booths and features were held in the parking lot. Due to extreme heat, most of the market booths and features moved onto the lawn area during the final six weeks. In 2022, the majority of booths and features are expected to be on the lawn area. The rental fee for the market has increased from \$50 per market evening to \$53.

On a motion by Director Montes, seconded by Director Stickney, the agreement between Orangevale Recreation & Park District and Common Kettle, LLC to hold the Orangevale Farmers Market at Orangevale Community Center Park on designated Thursdays in 2022, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Swenson was absent.

MOTION #5

- d) Approve agreement between Orangevale Recreation & Park District and Orangevale Chamber of Commerce to host a Beer & Wine Garden at Orangevale Community Center Park on designated Thursdays in 2022 (pg. 87-102): Admin Ross introduced Kim Bayne, Orangevale Chamber Executive Director, and Jonathon Spangler, Orangevale Chamber President of the Board to speak on this topic. They shared the Orangevale Chamber's goal to work in cooperation with the Farmers Market and make it a destination to attract attendance. Businesses in the community would be able to provide sponsorships. With interest in attracting more people, or having people stay longer on Thursday evenings during the Farmers Market, the Orangevale Chamber of Commerce wishes to enter into an agreement to host a Beer & Wine Garden on Thursdays from 5-8pm. The first date of this rental would be May 5 and the final day would be October 27. Common Kettle, LLC (Orangevale Farmers Market) is in support of this agreement. The two renters would work in cooperation with each other and the District regarding the location of the Beer & Wine Garden. The Chamber of Commerce would be responsible for securing and abiding by the ABC permit, including providing onsite security, and having a designated area for the alcohol. The Chamber will verify if a health permit is required. A copy of the proof of security and Liquor Licensing Liability insurance will be

provided to Admin Ross. The rental fee for the Beer & Wine Garden is \$25 per market evening.

On a motion by Director Brunberg, seconded by Director Stickney, the agreement between Orangevale Recreation & Park District and Orangevale Chamber of Commerce to host a Beer & Wine Garden at Orangevale Community Center Park on designated Thursdays in 2022, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Swenson was absent.

MOTION #9

- e) Approval of the agreement with All Events Management Group to hold the Bow Wow Days – A Peticular Event at Orangevale Community Park on September 24, 2022 (pg. 103-118):

Lisa Montes from AEMG, Inc. submitted a special event application to hold Bow Wow Days – A Peticular Event at the Orangevale Community Park. The event location will be around the walking path that surrounds the soccer field near the Filbert parking lot. The event is also requesting the non-exclusive use of the Horse Arena parking lot, the Oak Ave. gravel parking lot, and the Filbert Ave. parking lot. This event is a pet awareness event with demonstrations, info on pet care, pet adoptions, music, food, vendors, and crafts. This year the Orangevale Recreation and Park District will have a vendor booth for this event. This event will run from 9am to 2pm on September 24.

On a motion by Director Brunberg seconded by Director Stickney, the agreement with All Events Management Group to hold the Bow Wow Days – A Peticular Event at Orangevale Community Park on September 24, 2022, and authorize the District Administrator to execute the agreement, was approved by a vote of 3-0-1 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays. Director Montes abstained. Director Swenson was absent.

MOTION #10

- f) Approval of the agreement with All Events Management Group to hold Orangevale’s Summer Palooza event at Orangevale Community Park on June 17-19, 2022 (pg. 119-133):

Lisa Montes from AEMG, Inc. submitted a special event application to hold Orangevale’s Summer Palooza at the Orangevale Community Park. The Orangevale Summer Palooza event is looking to bring back the spirit of the Orangevale Town Fair. This event will host live music, carnival booths and rides within a fenced in area. The equipment utilized during this event will include carnival rides, stage, fencing, electrical generators, lights, tents, canopies, portable restrooms, and sound equipment. This event will be utilizing the District’s electrical hook-ups and water. The expected attendance for this three-day event is 10,500 people. Citing security, porta potty, and fencing rental, admission

will be charged at \$1 per child and \$3 per adult to cover costs associated.

On a motion by Director Brunberg, seconded by Director Stickney, the agreement with All Events Management Group to hold Orangevale's Summer Palooza event at Orangevale Community Park on June 17-19, 2022, and authorize the District Administrator to execute the agreement, was approved by a vote of 3-0-1 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays. Director Montes abstained. Director Swenson was absent.

- g) Big Day of Service projects and budget allocation for May 21, 2022 (verbal): Admin Ross and Park Supt. Oropeza have been in contact with Tom Carden with the Community Foundation of Orangevale and Fair Oaks regarding the Big Day of Service for 2022. Several projects were discussed. One of the projects chosen would replenish the tan bark in the planter areas throughout the Orangevale Community Center Park. Another project is to spread approximately twenty-three yards of infield mix for the ball fields at the Community Center Park. The infield mix cost is approximately \$1500 and the bark cost is approximately \$1800. The Youth Center building needs exterior painting which also may be accomplished during the Big Day of Service. The total cost to the District would be approximately \$3500-\$3700.

- h) Approval of a new source of funding for the District to help address construction items outlined in the District Master Plan and the need for ongoing maintenance of District facilities (pg. 134): The Board and staff have expressed the need for the District to have the funding necessary for ongoing maintenance of our facilities, including any new facilities that additional funding may help us develop. We wish to be fiscally responsible by taking care of what we have and limiting our deferred maintenance. The Orangevale Lighting and Landscaping District (OLLAD) does not have a cost escalator to help keep up with inflation. The OLLAD is a critical funding source for the District, but it will not be enough to sustain our maintenance needs. As we add additional facilities, OLLAD funding will be spread more thinly, and will lead to accrued deferred maintenance. Admin Ross advised if the measure passes, the funding would be available approximately in August of 2023. Director Stickney inquired if the assessment passes, loans can be acquired prior to receipt of funding. Admin Ross to research to determine if this is possible. SCI Consulting Group timeline to conduct the survey within a couple of months

MOTION #11

On a motion by Director Brunberg seconded by Director Montes, the Contracting with SCI Consulting Group to research the feasibility of a new Benefit Assessment to be presented by a

ballot to property owners of the District during calendar year 2022. The annual amount of the new Benefit Assessment will be determined after a survey is completed by the consultant, or the District to help address construction items outlined in the District Master Plan and the need for ongoing maintenance of District facilities, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Swenson was absent.

MOTION #12

- i) Approval of Resolution #22-03-684, Resolution calling the General District Election to be consolidated with the Statewide General Election on November 8, 2022 (pg. 135-138):
The District is required to instruct the County of Sacramento Voter Registration and Elections Office if the District desires to be consolidated with the Statewide Election and details such as the number of words in the candidates statement, statement costs, notice publication, and certification of maps and boundaries. On a motion by Director Brunberg, seconded by Director Montes, the Resolution #22-03-684, Resolution calling the General District Election to be consolidated with the Statewide General Election on November 8, 2022, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Swenson was absent.
- j) Election of the Special Districts Representative for the Sacramento County Treasury Oversight Committee (pg. 139-142): The Sacramento County Treasury Department is seeking nominees for the position of Special Districts Representative for their Oversight Committee. If any of our District Board of Directors are interested, nominations are due by April 1, 2022. No Directors expressed interested.
- k) Electric Vehicle charging stations on District property (informational): Admin Ross summarized information received regarding the feasibility of installing EV charging stations on District property. Admin Ross and Kathy Harling, OVparks Office Assistant, spoke with SMUD EV representatives on March 8th to obtain information on available programs and incentives. Some parking spaces would be allocated to accommodate the charging station access. SMUD recommends a level 4 charger for the public access chargers. For the Parks Maintenance fleet, lower-level chargers could be utilized. This agenda item to be discussed further at the April BOD meeting.
- l) Pool Repair (update): Admin Ross to provide an updated timeline from the Aquatic Design Group at the April BOD meeting.

- m) Drought concerns (discussion): Board of Directors discussed options such as reduction of lawn areas, where applicable, to reduce water usage.
- n) Personnel Policies and Procedures (update): Admin Ross provided an update to the Board. The Personnel Policies and Procedures will be forwarded to legal counsel to verify language is correct. Admin Ross anticipates presenting the updated Personnel Policies and Procedures at the May BOD meeting for approval.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross mentioned CPRS conference offered good sessions and networking. He has received two offers from American Tower to extend their cell tower contract and will follow-up with them to obtain further information for discussion and negotiation.

Finance/HR Supt. Von Aesch advised ethics training on Target Solutions is no longer valid. The correct ethics training version is accessible on the Sacramento County website where the form 700 is available. Supt. Von Aesch will provide an email reminder to individuals requiring ethics training renewal and will follow up with anyone who still needs to complete the form 700.

Parks Supt. Oropeza thanked the staff for their continued hard work. CPRS conference was a beneficial experience. Hopefully we receive a few more storms.

Director Meraz mentioned CPRS Conference was a great experience.

Director Stickney inquired about the timeline for planting the new trees to replace the trees that were removed. Supt. Oropeza responded that the planting is being coordinated with the Kiwanis Club volunteers. Big Day of Service will assist with some of the planting also. Tree Foundation has a map designating where the trees are to be planted. Director Stickney inquired if the materials for the bridge at Pecan Park has been priced and ordered. Admin Ross will obtain pricing and advise of updated timeline. Director Stickney requested an update on the new road connecting the new property to Orangevale Community Center property. Admin Ross, Supt. Oropeza, and Supervisor Bain met with Peter Larimer with MTW Landscaping along with an engineer last Monday. Supervisor Bain suggested angling the road to retain some of the overflow parking until funding to complete the project is received. Drawings for the walking path will be provided by MTW to be submitted to the State of California. Grant approval confirmation has been received. The drawings will be submitted for the Grant to obtain the Environment Report (CEQA). Directors agreed completion of the new road and pathway by the end of calendar year 2022 would be ideal. The grant project is required to be completed by December 2023.

Director Montes extended appreciation to the OVparks Staff and Park Maintenance Staff for all their hard work.

Director Brunberg mentioned she is hoping the pool pump will last until the new pump arrives and hopes OVparks receives ample employment applications to fill the seasonal part time positions.

15. ITEMS FOR NEXT AGENDA

- a) Pool maintenance report update
- b) Report on EV charging stations

16. ADJOURNMENT

MOTION #13

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:24 p.m. On a motion by Director Brunberg, seconded by Director Montes, the adjournment was approved by a vote of 4-0-0 with Directors Stickney, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions. Director Swenson was absent.

Mike Stickney, Chairperson