



**ORANGEVALE RECREATION & PARK DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, AUGUST 22, 2024**

**SPECIAL MEETING 6:30 PM
LOCATION: 6826 Hazel Ave. / Orangevale, CA 95662**

NOTE: The Board of Directors may take up any Agenda item at any time, regardless of the order listed. Action may be taken on any item on the Agenda.

1. CALL TO ORDER

2. ROLL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

5. PUBLIC DISCUSSION

Any person may address the board upon any subject within the jurisdiction of the Orangevale Recreation & Park District with each speaker being limited to three minutes. However, the Chairperson can impose reasonable limitations to the maximum time per person and per agenda item to allow the Board to complete its business. Any matter that requires action will be referred to staff or committee for a report and action at a subsequent meeting.

6. CLOSED SESSION – Personnel Matters

- a. Closed Session pursuant to Government Code Section 54957(b)(1)
Status Report on Employee Grievances

7. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION

8. NEW BUSINESS

- a. Approve the Engagement Letter for Five-Year Findings Report for the Orangevale Recreation & Park District Park Impact Fee Program with SCI Consulting Group. (pg. 1-4)
b. Approve the purchase of a John Deere Z997R Diesel NA Tractor for a Total of \$25,378.13. (pg. 5)

9. DIRECTOR’S AND STAFF’S COMMENTS

10. ADJOURNMENT

NOTICE:

As presiding officer, the Chair has the authority to preserve order at all Board of Directors meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.

People with disabilities may request accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Requests for accommodations must be made with 72 hours prior notice. If you require accommodations, please contact the Orangevale Recreation & Park District main office at (916) 988-4373.

Directors can be reached at: director@ovparks.com

Sharon Brunberg

Manie Meraz

Lisa Montes

Arica Presinal

Mike Stickney

STAFF REPORT



DATE: 08-22-24

TO: Board of Directors

FROM: Becky Herz, District Administrator

SUBJECT: APPROVE THE ENGAGEMENT LETTER FOR FIVE-YEAR FINDINGS REPORT FOR THE ORANGEVALE RECREATION & PARK DISTRICT PARK IMPACT FEE PROGRAM WITH SCI CONSULTING GROUP

RECOMMENDATION

Approve the Engagement Letter submitted by SCI Consulting Group for the Five-Year Findings Report for the Orangevale Recreation & Park District Park Impact Fee Program.

BACKGROUND

On August 15, 2024, Admin Herz was contacted by the County of Sacramento with notification that both Annual and Five-Year Findings Reports for Special Districts are due this year on October 8, 2024. SCI Consulting Group has submitted an Engagement Letter to extend their annual services to OVparks to include the preparation of the Park Impact Fee Program Five-Year Findings Report, due to the County. The signed Engagement Letter is due by August 31, 2024 so that SCI has adequate time to complete the reporting.

The work outlined in the Work Plan with SCI is set at the fixed fee of \$5,250, with additional hourly billing at \$234 per-hour for out-of-scope work.

RECOMMENDED MOTION

I move that we approve the Engagement Letter for Five-Year Findings Report with SCI Consulting Group, and we direct the District Administrator to sign and implement the agreement on behalf of the District.

ATTACHMENT

Engagement Letter for Five-Year Findings Report for the Orangevale Recreation & Park District Park Impact Fee Program.

Thursday, August 15, 2024

Submitted via email

becky@ovparks.com

Becky Herz, District Administrator
Orangevale Recreation and Park District
6826 Hazel Avenue
Orangevale, CA 95662

Re: Engagement Letter for FIVE-YEAR FINDINGS REPORT for the Orangevale Recreation and Park District Park Impact Fee Program

Dear Becky:

SCI Consulting Group (“SCI”) is pleased to submit this engagement letter to assist the Orangevale Recreation and Park District (“District”) with the preparation of their **Park Impact Fee Program Five-Year Findings Report for FY 2023-24 (“Report”)**. We understand that the County’s deadline for this critical Report is October 8, 2024, with adoption by the County Board of Supervisors planned for their December 10, 2024, meeting. As required by the Mitigation Fee Act (Government Code Section 66000 et seq.) (“Act”), local agencies must report specific financial information regarding their development impact fee programs annually and every five years. This Five-Year Findings Report will provide the necessary findings in compliance with the Act. The District’s last Report was for fiscal year ending June 30, 2019.

WORK PLAN AND APPROACH

SCI will initiate the project with a kick-off meeting to coordinate the collection of all necessary financial data and to review relevant County ordinances, the District’s Park and Recreation Facilities Master Plan, Capital Improvement Plan, and other related technical studies. During this meeting, SCI and District staff will establish a detailed timeline and task list for the project.

Using the gathered information, SCI will prepare a draft Report that complies with the Mitigation Fee Act (Government Code Section 66000 et seq.) for administrative review and comment. After receiving consolidated feedback from District staff, SCI will revise the draft and produce a Final Report. SCI can assure the District that readers will find the Report easy to read, calculations easy to follow, and assumptions well supported and documented. Additionally, SCI will provide a draft resolution for the District Board’s approval of the Report.

After the District Board adopts the Report, SCI will coordinate with the County Special Districts Division staff to ensure the Report, along with the District’s regular Annual Report for FY 23-24, is adopted by the County Board of Supervisors. The District will be responsible for preparing the Annual Report as usual.

SCI will provide all necessary labor, equipment, materials, and supplies to effectively perform the Work Plan, determining the appropriate methods and details required to complete the task competently.

FIRM TIMELINE

To complete this project within the tight timeframe provided, we need to enter into an engagement no later than August 31, 2024. We anticipate that preparing the Report, along with the other seven Recreation and Park District Reports, will take at least one month. The timeline will depend partly on the availability of the necessary data and information from the District. The District Board must approve the Report at its October meeting, as the County's deadline for submission is October 8, 2024. If the District's October 2024 Board meeting occurs after this deadline, SCI will submit a draft Report and notify County staff of the expected approval date. The County Board of Supervisors will adopt the Report at their December 10, 2024, meeting—their final meeting of the year.

Please note it is crucial to meet this deadline, as there are significant consequences for the District for non-compliance.

SCI PROJECT TEAM

If selected, I will serve as the project manager and the principal-in-charge.

FEE SCHEDULE / MANNER OF PAYMENT

For the work outlined in the Work Plan, SCI will be compensated with a fixed fee of \$5,250. The engagement will commence upon signing this letter and will extend through December 31, 2024. Any out-of-scope services or in-person meetings will be billed at an hourly rate of \$234. Customary incidental expenses, such as travel, lodging, printing, postage, data, and other out-of-pocket costs, will be billed at actual cost plus 10%. Mileage expenses will be billed at the IRS-approved rate. SCI will submit an invoice for the full fee upon delivering the Report to the District, with payment due within 30 days, which may be funded by District park impact fee proceeds.

OTHER INFORMATION

Employment Policies. SCI Consulting Group ensures compliance with all civil rights laws and other related statutes. SCI does not and shall not discriminate against any employee in the workplace, against any applicant for such employment, or against any other person because of race, religion, sex, color, national origin, handicap, age, or any other arbitrary basis.

Conflict of Interest Statements. SCI has no known past, ongoing, or potential conflicts of interest for working with the District, performing the scope of work, or any other service for this project.

Independent Contractor. SCI shall perform all services included in this proposal as an independent contractor if selected.

Insurance Requirements. SCI carries professional errors and omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance in the amount of \$2 million per occurrence and \$4 million aggregate. SCI will provide the District with a certificate of insurance upon request.

Indemnification. SCI's duty to defend and indemnify the District shall apply only to claims that arise out of, or relate to, the willful misconduct of SCI.

Cancellation. The District or SCI may end the engagement without cause with reasonable written notice. In the event that the engagement is canceled, payment shall still be due for all work performed, including any portion of a task, by SCI through the date of the notification of cancellation.

If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at 707-816-9101 or blair.aas@sci-cg.com. We look forward to the possibility of assisting the District with this important project and are ready to proceed.

Sincerely,



Blair E. Aas, Vice President
SCI Consulting Group

AUTHORIZATION

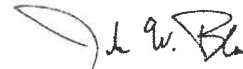
To proceed with the engagement, please sign and return a copy of this letter indicating your acceptance of the terms outlined herein.

Accepted By:

Becky Herz, District Administrator
Orangevale Recreation and Park District

Date: _____

Accepted By:



John Bliss, President
SCI Consulting Group

Date: August 15, 2024

STAFF REPORT



DATE: 08-22-24

TO: Board of Directors

FROM: Becky Herz, District Administrator

SUBJECT: **APPROVAL OF THE PURCHASE OF JOHN DEERE Z997R DIESEL NA TRACTOR FOR A TOTAL OF \$25,378.13**

RECOMMENDATION

Approve the purchase of a John Deere Z997R Diesel NA Tractor for a total of \$25,378.13 from Deere & Company.

BACKGROUND

Funds in the amount of \$25,000 have been allocated in the Vehicles/Equipment account (4343) of the 24/25 FY General Fund Budget.

Staff researched and test-drove various tractors and consulted with park and recreation professionals. Staff recommends the John Deere Z997R Diesel NA Tractor for a total of \$25,378.13. This piece of equipment is over the approved General Fund budget and will result in the expenditure of \$378.13 from the account (4343) of the 24/25 FY OLLAD Budget.

RECOMMENDED MOTION

I move we approve purchase of a John Deere Z997R Diesel NA Tractor for a total of \$25,378.13 and authorize the District Administrator to execute the proposal.