

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors August 20, 2020

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on August 20, 2020 at the District Office. Director Stickney called the meeting to order at 6:31 p.m.

Directors present: Stickney, Swenson, Meraz, Brunberg, Montes,  
Directors absent: None  
Staff present: Greg Foell, District Administrator  
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** On a motion by Director Brunberg, 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.  
**MOTION #1**
  
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
  
6. **MINUTES**
  - a) **Approval of Minutes of July 9, 2020 (pg 1-7)**: On a motion by Director Montes seconded by Director Brunberg, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.  
**MOTION #2**
  
  - b) **Approval of minutes of the Special Meeting July 23, 2020 (pg 8-9)**: On a motion by Director Montes seconded by Director Brunberg, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.  
**MOTION #3**
  
  - c) **Approval of minutes of the Special Meeting July 30, 2020 (pg 10-11)**: On a motion by Director Montes seconded by Director Brunberg, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.  
**MOTION #4**

**MOTION #5**

- d) Approval of minutes of the Special Meeting August 4, 2020 (pg 12-13): On a motion by Director Montes, seconded by Director Stickney, the minutes 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 #6**

- a) Confidential Envelope – Attorney Billing May 2020 and June 2020: On a motion by Director Brunberg, seconded by Director Meraz, the attorney billing for May and June 2020 was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays and Director Montes Abstained.

**MOTION #7**

- b) Confirmation of Administrator Foell’s Response to Question from Terry Benedict dated July 17, 2020 (verbal): Admin Foell advised of a letter from Terry Benedict requesting Board of Directors, who are elected by the voters of Orangevale, to publicly state when (date, month, and year) and how the source, Admin Foell, learned about the Board’s long adhered to policy allowing the Chair of the Board of Directors to continue an item. Admin Foell’s response advised that the Chair has the authority as part of his duties to continue an item to the next meeting. In response to a second letter, Admin Foell advised the long adhered to policy has been in effect for at least the eleven years that Admin Foell has held the District Administrator position. No date of establishment is on record. The Board of Directors affirmed the information Admin. Foell provided in response to Terry Benedict’s letter is correct. On a motion by Director Brunberg, seconded by Director Swenson, the confirmation of Administrator Foell’s response to the question from Terry Benedict dated July 17, 2020 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.
- c) Letter of appreciation from Jim Miller representing the AARP Tax-Aide program to staff members Kathy Harling, Melyssa Woodford, Christina Kelley, Megan Brennan, Sue Myren, Jennifer Von Aesch, Nadia Roberts, and Jason Bain commending them for their work supporting the program that helped 260 clients complete their taxes (pg 14): Admin Foell shared a letter received from Jim Miller representing AARP Tax-Aide to recognize the OVparks staff for providing appointment scheduling assistance during the 2019 tax season. OVparks is one of the only entities providing appointment scheduling for the AARP Tax-Aide each season and they are very appreciative of the assistance.

**8. CONSENT  
CALENDAR**

**MOTION #8**

- a) On a motion by Director Meraz, seconded by Director Brunberg, the consent calendar was approved by a vote of 4-0-1 with Directors Stickney, Brunberg, Meraz and Montes, voting Aye. There were no Nays and Director Swenson Abstained.

**8.1. CONSENT  
MATTERS  
GENERAL FUND**

- a) Ratification of Claims for June 2020 (pg 15):  
b) Budget Status Report for June 2020 (pg 16-18):  
c) Revenue Report for June 2020 (pg 19):  
d) Ratification of Claims for Period 13 2020 (pg 20):  
e) Budget Status Report for Period 13 2020 (pg 21-23):  
f) Revenue Report for Period 13 2020 (pg 24):  
g) Ratification of Claims for July 2020 (pg 25):  
h) Budget Status Report for July 2020 (pg 26-28):  
i) Revenue Report for July 2020 (pg 29):

**8.2. OLLAD  
CONSENT  
MATTERS**

- a) Ratification of Claims for June 2020 (pg 30-31)  
b) Budget Status Report for June 2020 (pg 32-33)  
c) Ratification of Claims for Period 13 2020 (pg 34)  
d) Budget Status Report for Period 13 2020 (pg 35-36)  
e) Ratification of Claims for July 2020 (pg 37)  
f) Budget Status Report for July 2020 (pg 38)

**8.3. KENNETH GROVE  
CONSENT  
MATTERS**

- a) Ratification of Claims for June 2020 (pg 39)  
b) Budget Status Report for June 2020 (pg 40)  
c) Ratification of Claims for Period 13 2020 (pg 41)  
d) Budget Status Report for Period 13 2020 (pg 42)  
e) Ratification of Claims for July 2020 (pg 43)  
f) Budget Status Report for July 2020 (pg 44)

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

**MOTION #9**

- a) Ratification of Claims for July 2020 (pg 45)  
On a motion by Director Swenson, seconded by Director Brunberg, the Ratification of Claims for July 2020 was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays and Director Montes Abstained.

**10. STANDING  
COMMITTEE  
REPORTS**

- a) Administration and Finance: Recap of the July 31, 2020 meeting (pg 46): Admin Foell advised the summary will be covered in the final budget presentation. Directors Stickney and Brunberg affirmed the recap includes what budget adjustments were made.
- 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 – July 2020 (pg 47-50):  
 Admin Foell advised OVParks has begun to accrue some revenue as the ability to facilitate select programming with adherence to state and county health restrictions and guidelines is acquired. The OVParks summer Rec'ing Crew day camp was well received. Kudos to the staff involved in meeting the many challenges of implementing guidelines and training.

Admin Foell has met with the Fire Department several times regarding the three buildings at the new property. Buildings 1 and 2 are currently approved for use. Building 3 is still pending Fire Department clearance. Upon completion of Fire District requirements, approval is expected within the next few weeks.

The gated entry at the new property had to be upgraded to accommodate Police and Fire Department Access to the new property facilities. Admin Foell extended appreciation to Jason Bain for his continued efforts in coordination with the contractors and the Fire District to accomplish the necessary projects to gain Fire Department approval.

Admin Foell advised of continued participation in Zoom Meetings with Sacramento County providing insight into what other districts are doing. Districts are seeing some programming begin to reopen cautiously. Mandated restrictions continue to prohibit group gathering and social distancing and masks are still required.

Supervisor Woodford advised that some programming has been and will be implemented where strict adherence to the California State and Sacramento County and guidelines can be followed.

Recreation Supervisor Bain advised July revenue, while still a deficit, was above projected anticipated totals. Swim lesson sessions have ended and were successful. Tigersharks Training has filled and will run through September 30<sup>th</sup>.

Recreation Coordinator Roberts summarized that Rec'ing Crew exceeded expectations. Staff and enrollees did an excellent job adjusting to the restrictions in place and provided an opportunity for kids in the community to have fun in a safe environment.

Park Supt. Oropeza shared his enjoyment in providing scheduled sprinklers for the Rec'ing Crew campers to play outside and stay cool. He extended appreciation to the staff for their continued effort to complete necessary park maintenance projects such as irrigation and

equipment repair. OVpark Maintenance Staff Doug, Nelson, and Lucas have just completed a repair of a broken main line at the Orangevale Community Park. Director Meraz commented that the park fields look especially nice. Park Supt. Oropeza attributed this to the consistent mowing and irrigation work by the maintenance full time staff.

b) Report on Electric Greenway Trail – (verbal): Admin Foell advised making decisions regarding tree mitigation measures and tree planting. Approximately 100 trees will need to be removed and, in turn, replanting approximately 300 trees throughout the entire project. Also researching lights for the parkway. Per capita grant money that the City of Citrus Heights, Sunrise and OVparks receives is proposed to offset some of the cost of the lighting. Land purchases are moving forward. One has closed escrow and the other three purchases are nearing completion.

c) Discussion regarding Board Committees and Meeting Frequency – (verbal): Admin Foell addressed the request by Director Stickney to increase the frequency of committee meetings. Recommended Recreation Committee meetings be conducted three time of a year. Director Brunberg encouraged meeting quarterly and emphasized the need for a Board member to be involved in the decisions within the committee. A schedule for committee meetings will be proposed.

**12. UNFINISHED BUSINESS**

None discussed.

**13. NEW BUSINESS**

**MOTION #10**

a) Approval of the Special Use Agreement with the Orangevale Chamber of Commerce, for the “Put Your Money Where Your Mouth Is!” Food Truck Extravaganza at Orangevale Community Center Park on September 18, and October 2, 2020 (pg 51-54): Admin Foell summarized the request to hold a food truck event submitted by Brad Squires and Lisa Montes with the Orangevale Chamber of Commerce. Lisa Montes advised the event would provide the community an opportunity to meet the mayoral candidates and support local food truck venues while adhering to social distancing and wearing of masks requirements set forth by the State of California and Sacramento County. On a motion by Director Brunberg, seconded by Director Stickney, the Special Use Agreement with the Orangevale Chamber of Commerce, for the “Put Your Money Where Your Mouth Is!” Food Truck Extravaganza at Orangevale Community Center Park on September 18, and October 2, 2020 was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays. Director Montes Abstained.

**MOTION #11**

- b) Public Hearing: Approval of Resolution 20-08-653, Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2020/21 (pg 55-72): Admin Foell advised the final budget challenges with reductions in revenue which will likely continue for this fiscal year. Staff adjustments and less expenses associated with the programs to offset some of the deficit. Actual net revenue loss will be realized over the next six months which will enable OVparks to plan accordingly in the new year. Taxes are projected at a 4% growth next year. Staffing has remained the same with reduced part time staff due to COVID 19. Cost of living increase of 1% went into effect July 2020. Chart on page 57 illustrates the financial standing of the District with \$225,000 loss this year after \$120,000 gain previous year for a swing of approximately \$350,000 total over one year. Need to review the budget/actuals throughout the year to ensure a small deficit at the end of the year. Capital projects include allocating for the bridge installation at Pecan Park, and ADA compliance, landscaping, and fire code at the new property to make them fully operational and rentable. These projects to be paid out of the park development fee fund and reimbursed to the general fund for those expenses. OLLAD fund to cover expenses associated with the repair of other District facilities. The only new projects include Hazel Avenue tennis court resurfacing and installation of the new light panel. Staff recommendation to utilize the OLLAD funds for these costs. Additional projects include concrete work at the Disc Golf Course pathway and two weeks of California Conservation Corp maintaining natural areas to reduce fire load. Director Swenson inquired if funding is available to renovate the restroom at Pecan Park. Admin Foell advised some funding is available in the supply fund and could be allocated for that purpose in Spring 2021.

Director Stickney opened the public hearing on the general fund budget. No one addressed the board regarding the issue. Director Stickney closed the public hearing. On a motion by Director Brunberg, seconded by Director Swenson, the Resolution 20-08-653, Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2020/21 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz & Montes voting Aye. There were no Nays or Abstentions.

- c) Public Hearing: Approval of Resolution 20-08-654, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2020/21 (pg 73-79): Admin Foell summarized the importance of the OLLAD budget to the maintain the facilities that were built by the assessment district.

**MOTION #12**

Director Stickney opened the public hearing. No one addressed the board regarding the issue. Director Stickney closed the public hearing.

On a motion by Director Brunberg, seconded by Director Swenson, the Resolution 20-08-654, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2020/21 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.

**MOTION #13**

- d) Public Hearing: Approval of Resolution 20-08-655, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2020/21 (pg 80-84): Admin Foell advised of small landscape area on Greenback Lane which we generally spends less than half the proceeds each year with the remaining go into a fund balance which is used for major renovation of landscape area that occurs every seven to ten years. This fund is self-sustaining, and staff recommends adoption.

Director Stickney opened the public hearing. No one addressed the board regarding the issue. Director Stickney closed the public hearing. On a motion by Director Swenson, seconded by Director Brunberg, the Resolution 20-08-655, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2020/21 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Montes and Meraz voting Aye. There were no Nays or Abstentions.

**MOTION #14**

- e) Approval of Resolution 20-08-656, Resolution Approving the Revision of the District's Reserve Designations in Accordance with GASB 54 (pg 85-90): Admin Foell advised this is an annual resolution and recommended approving this motion.

On a motion by Director Swenson, seconded by Director Brunberg, the Resolution 20-08-656, Resolution Approving the Revision of the District's Reserve Designations in Accordance with GASB 54 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.

**MOTION #15**

- f) Approve the Quote from S.E. Technologies, Inc. to Provide a Fire Alarm System at the Cottage Building at 6930 Hazel Avenue in the amount of \$14,851 (pg 91): Admin Foell advised of requirement from the Fire District to install a commercial fire suspension system in the Cottage. Larry with S.E. Technologies, Inc has provided the low bid for this project. OVParks is currently contracted with S.E. Technologies for the monitoring of the systems at the Community Center, Activity Building, Pool and the new property. Staff recommends approval of this bid.

On a motion by Director Stickney, seconded by Director Montes, the Quote from S.E. Technologies, Inc. to Provide a Fire Alarm System at the Cottage Building at 6930 Hazel Avenue in the

amount of \$14,851 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.

**MOTION #16**

- g) Approve the Agreement with Exclusive Exteriors to Provide Landscaping at Building 1 at 6920 Hazel Avenue in the Amount of \$14,627 (pg 92-107): Admin Foell advised of need to complete landscaping and irrigation for Building 1 for safety and aesthetic purposes. MTW provided the plans and Exclusive Exteriors submitted a quote. General practice is to acquire three informal quotes for projects under \$60,000. Exclusive Exteriors has been the low bidder and completed several successful projects for the District in the past. Staff recommends approval of this agreement.

On a motion by Director Swenson, seconded by Director Montes, the Agreement with Exclusive Exteriors to Provide Landscaping at Building 1 at 6920 Hazel Avenue in the Amount of \$14,627 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.

**MOTION #17**

- h) Approve the Agreement with Exclusive Exteriors to Provide ADA Concrete Work at the Cottage Building 6930 Hazel Avenue in the Amount of \$9,623 (pg 108-123): Admin Foell advised of requirement to replace concrete pathway to achieve ADA compliance at the Cottage building and the bid received from Exclusive Exteriors to complete the work.

On a motion by Director Swenson, seconded by Director Montes, the Agreement with Exclusive Exteriors to Provide ADA Concrete Work at the Cottage Building 6930 Hazel Avenue in the Amount of \$9,623 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.

**MOTION #18**

- i) Discussion Regarding Programming for New Facilities at Orangevale Community Center Park and Approval of Rental Rates for the Facilities (Pg 124-125): Admin Foell presented a draft of the facility rental rates for the new property and programming ideas to implement at the facilities. Fees have not been established for rental of all three buildings as a package. Utilization of the buildings may include existing programs and senior programs with reduced class sizes. Capitalizing on the ability to split current programs into smaller sizes in multiple locations to accommodate state health and safety restrictions would be beneficial. Cost comparisons to approximately eight districts have been conducted to establish facility rental rates. Documentation of research acquired in determining the cost numbers is available to the Board of Directors for review. Subsequent rate adjustments to be addressed at future Recreation Committee Meetings for discussion.



On a motion by Director Swenson seconded by Director Stickney, the Programming for New Facilities at Orangevale Community Center Park and Approval of Rental Rates for the Facilities 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 commended the internal and external staff of OVparks for their resilience throughout this unprecedented time. Monitoring will continue regarding the District's fiscal standing and staff will be conservative with expenditures. Board of Directors will be invited to tour the new property upon completion anticipated in late September 2020. The February 2021 Board of Directors Meeting will include a report of the fiscal health of the District, however, updates will be provided on a regular basis prior to February.

Park Supt. Oropeza extended appreciation to the OVparks staff and their hard work through current staffing reductions.

Supervisor Woodford extended appreciation to the Orangevale community for their support of our programming. Current programs available have waitlists.

Finance/HR Supt. Von Aesch is in contact with the County of Sacramento regarding upcoming annual benefits meeting and will relay a follow-up at the next Board Meeting. Currently preparing for the audit in October.

Director Meraz thanked the OVparks staff for their efforts during the COVID-19 restrictions in place as well as parks maintenance staff for enduring the heat and smoke environment in addition normal responsibilities.

Director Stickney appreciates the efforts of staff as they meet the challenges of COVID-19, as well as the excessive heat and smoke.

Director Montes extended appreciation to the OVparks staff for all their work.

Director Swenson appreciates the sharing of information regarding community support of OVparks programming. Good to hear of community involvement in programs as they are implemented with state health and safety restrictions in place.

**15. ITEMS FOR NEXT AGENDA**

a) Nothing reported.

**16. ADJOURNMENT**

**MOTION #19**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:06 p.m. On a motion by Director Montes, seconded by Director Brunberg, 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.

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Mike Stickney, Chairperson