

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors March 16, 2023

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on March 16, 2023, at the District Office. Director Stickney called the meeting to order at 6:31 p.m.

Directors present: Stickney, Meraz, Brunberg, Montes, Presinal
Directors absent: None
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 5-0-0 with Directors Stickney, Presinal, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.

5. **PUBLIC DISCUSSION** Community member Anna King spoke to the BOD regarding the need for additional pickleball courts at Pecan Park. The addition of four pickleball courts (resulting in six total courts) is planned when funding allows. This will be discussed in in committees and Board meetings in preparation for the upcoming 2023-24 Fiscal Year budget. The Board stipulates that the entire community must be taken into consideration in making such changes. Unfortunately, the recent survey of the community did not indicate support of new funding needed to implement many of the desired projects. Admin Ross to add Anna King to the email recipients to receive BOD agenda notifications for upcoming discussions on this topic.

6. **MINUTES**
MOTION #2 a) Approval of Minutes of February 16, 2023 (pg. 1-12): 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, Presinal, & Montes voting Aye. There were no Nays or Abstentions.

7. **CORRESPONDENCE** a) Ads in the February 10 and 24 issues of the Orangevale View to promote upcoming programs (pg. 13-14): Admin Ross shared the advertisements included in the Orangevale View.

- b) Photo in February 24 issue of Orangevale View of those voted Best of Orangevale (pg. 15): Admin Ross shared a photo published in the Orangevale View.
- c) An article of appreciation from OVparks to participants and sponsors of the Best Friends Bash that appeared in the February 24 issue of the Orangevale View (pg. 16): Admin Ross shared the article of appreciation for the sponsors of the Best Friends Bash.
- d) OVparks recognized as an award winner in the Streamline newsletter. Streamline is our new website developer and host (pg. 17): Admin Ross extended credit to Recreation Coordinator Andrew Gross for his extensive effort in getting the new website with Streamline up and running in a short amount of time.

8. CONSENT CALENDAR

MOTION #3

- a) On a motion by Director Montes, seconded by Director Brunberg, the consent calendar was approved by a vote of 5-0-0 with Directors Stickney, Presinal, Brunberg, Meraz and Montes, voting Aye. There were no Nays or Abstentions.

8.1. CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for February 2023 (pg. 18-19)
- b) Budget Status Report for February 2023(pg. 20-22)
- c) Revenue Report for February 2023(pg. 23)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for February 2023 (pg. 24-25)
- b) Budget Status Report for February 2023 (pg. 26-27)

8.3. KENNETH GROVE CONSENT MATTERS

- a) Ratification of Claims for February 2023 (pg. 28)
- b) Budget Status Report for February 2023 (pg. 29)

9. NON-CONSENT MATTERS GENERAL FUND

MOTION #4

- a) Ratification of Claims for February 2023 (pg. 30)

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

10. STANDING COMMITTEE REPORTS

- a) Administration and Finance: This committee met on February 24. See the meeting recap (pg. 31-32): Current budget status is healthy. Admin Ross noted that this fiscal year includes twenty-seven pay periods. An amendment to the budget will be prepared and presented at the April or May BOD meeting for approval. The majority of the pool project expenses will be accrued in the next fiscal year. The driveway project will accrue some of the expenses into the next fiscal year. The conversion of tennis courts to four pickleball courts at Pecan Park is anticipated to cost approximately \$35,000 for resurfacing and

necessary net posts and striping. This topic will be on the Capital Improvement list for consideration. Admin Ross discussed

cost-saving and revenue-generating strategies.

These adjustments have generated approximately \$20,000 of positive savings for this year's fiscal budget. Year-to-year a positive impact of approximately \$10,000 will be realized. The increase of the Administrative Fee for registrations will be discussed on this agenda 13d. Supervisors Bain & Woodford to establish the cost analysis to determine the viability of changing the Activity Guide to a digital format. The salary scale increase recommendation will be discussed on this agenda 13e.

- b) Maintenance and Operation: This committee intends to meet on March 31 to discuss the list of maintenance required and help determine Capital Improvement Project items to bring to the full board for consideration for the next fiscal year budget.
- c) Recreation Committee: No report.
- d) Personnel & Policy: No report.
- e) Government: No report.
- f) Planning Committee: This committee met on March 2. See the meeting recap (pg. 33-35): Admin Ross advised plans for the vacant playground area at the Youth Center. A playground would cost at least \$135,000. A portable pump track would cost approximately \$40,000. This location does not have a restroom, only a port-a-potty at the site. Safety issues at the Youth Center site need to be addressed. Cost estimates will be obtained for consideration to include in April's Capital Improvement review. The committee also visited the driveway area at Community Center Park and discussed potential re-use of fencing in other locations. When the driveway excavation begins, soil can potentially be moved to eliminate the steep drop-off area where fencing currently exists. Director Montes to send Park Supt. Oropeza information regarding a concrete mixer someone is getting rid of. The Committee also toured Shady Oaks Disc Golf Course and discussed potential improvements to the course. This topic will be discussed further with the Shady Oaks Disc Golf Club and Final 9 in the May Committee meeting to establish priorities for future projects. Director Stickney noticed an area of the gravel parking lot at Shady Oaks Disc Golf that is low and needs to be filled. The Committee visited the pavilion/stage near the Horse Arena to look at sections of concrete that need to be replaced.

Capital Improvement Projects include:

- Swimming Pool renovation

- Driveway & Trail installation at the new property
- Seal coat and stripe our parking lots and outdoor sports courts
- Youth Center baseball field bleacher area: correct safety hazards related to concrete and trees.
- A new roof on the community center
- Install four more pickleball courts at Pecan Park
- Install play structure at Youth Center Park

g) Trails Committee: Trails Committee: No report.

h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – February 2023 (pg. 36-42):

On February 24, OVparks received a large trailer that was supplied with various electric powered landscaping equipment. We are borrowing this trailer from the American Green Zone Alliance (AGZA) who is testing various brands of electric hand-held landscaping equipment and allowing various agencies to test out equipment that meets high standards on power, effectiveness, and ease of use. The primary brands that passed their testing and are provided in the trailer are Stihl, Husqvarna, and Makita. Our staff is allowed to test this equipment while conducting actual park maintenance jobs. The trailer is available to us for one month to help us decide which brands and equipment we will want to purchase when it becomes time to replace existing gas-powered equipment. Park Supt.

On February 27, Administrator Ross and Superintendent Oropeza met with Mark Aring and David Dill of the Orangevale History Project. They met at the Cottage to conduct the walk-through inspection of the building and grounds. This step was needed to complete Exhibit A of the lease agreement to determine the “as-is” conditions of the building, and to identify the tasks that OVparks was to complete for the building to be “move-in ready” for OHP. The lease will begin April 1, 2023.

On February 28, Administrator Ross met with Marga Brunner (Common Kettle Farm) and Kim Bayne (OV Chamber of Commerce) to discuss the Farmers Market. We primarily discussed the layout for the market and the beer/wine garden. We also discussed ideas for creating more shade for the stage and market space.

Supervisor Woodford extended appreciation to the sponsors that participated in the Best Friends Bash on February 10. She shared that Collette travel participation has increased significantly since COVID.

Park Supt. Oropeza advised of several trees and branches that fell during recent storms. Supt. Oropeza and Foreman Fuhlrodt attended a

one-day CPRS mini conference in Roseville on the subject of park operations and management. Staff addressed maintenance items on the Cottage that were addressed in the lease agreement with the Orangevale History Project. Supt. Oropeza to follow up with the nursery owner offering trees to plant at Shady Oaks Disc Golf.

Recreation Supervisor Jason Bain advised that preparations are being finalized for the OVparks Open House, Rummage Sale, and Spring Craft Fair. He has been meeting with Director Montes to coordinate the promotion of the OVparks 40th Anniversary. Park Supt. Oropeza to repair the pool leak with a product that can be applied in low temperatures and on a wet surface. The swimming pool needs to be filled and heated for the Lifeguard Training class scheduled for the first week of April.

12. UNFINISHED BUSINESS

- a) Update on awarding the construction of a new fence at Streng Avenue Trail to the qualified contractor with the lowest responsive quote (verbal)
OVparks has awarded the Streng Park fence job to Crusader Fence Company, and we expect them to begin within two weeks, provided the weather cooperates.

13. NEW BUSINESS

- a) Presentation by Jeff Land, Executive Director of Public Finance Investment Banking with Brandis Tallman (a division of Oppenheimer & Co. Inc.) regarding the Inflation Reduction Act and how the District may benefit from available funding:
Jeff Land shared that Brandis Tallman are financial consultants with CSDA for funding needs for Capital Projects. Mr. Land presented information regarding IRA (Inflation Reduction Act) Renewable Energy Subsidies and eligible projects and requirements with equipment lease financing details. Subsidy is calculated based on a percentage of the cost of eligible renewable energy project with a base subsidy rate between 6% and 30%. Base subsidy reduced to 25.5% if project is funded with tax-exempt financing. Eligible projects include solar, fiber-optic solar, fuel cells, geothermal, small wind energy, waste energy recovery, combined heat and power, heat pump, energy storage (e.g., batteries), biogas, and microgrid controllers. Mr. Land explained that OVparks would not receive subsidies if utilizing a Power Purchase Agreement and gave supporting information regarding both options. The legislature passed in 2022 and IRS is delayed in providing guidance. This topic will be discussed further at the Finance Committee Meeting on May 19. Admin Ross to have draft of the preliminary budget at the meeting to be attended by the full Board of Directors to discuss budget additions or omissions and prioritize the projects.

- b) Final draft of the educational sign provided by the Orangevale History Project (pg. 43-45):
 The District's Board of Directors approved the installation of the sign within Orangevale Community Park at their October 2022 meeting. At that time the sign design was still a work in progress. The sign is now in production. The Orangevale History Project (OHP) has secured funding from the Rotary Club of Orangevale and a local contractor who is building the frame. The OHP will be coordinating with key parties to schedule dates for the sign installation and dedication. District staff will assist with the installation and look forward to the dedication of this welcome addition to our park and community.
- c) Approval of the agreement with Terror In The Night Productions to hold the *Cemetarium Haunted House* attraction at Orangevale Community Center Park on October 20 - 31, 2023 (pg. 46-61):
 Frank Babcock has submitted a special event rental application to use the Property in-between the Community Center and the north buildings to build and host the Cemetarium Haunted House. The event will run from October 20 through 31, 2023. Set up would be August 11 through October 19 and clean up runs from November 1 to November 30, 2023.

The company Terror in the Night Halloween Production produces haunted attraction events in the Sacramento and Modesto Markets. The attractions are hand built with lumber and are open-air walk-through mazes. There are different themes inside the attractions that are designed to scare the paying customers. They use live costumed actors, makeup artists and themed audio throughout the attractions, theatrical lighting, fog machines and pneumatic props. The events will run from October 20 through October 31 from 7pm to midnight. They will be selling tickets for admission.

The fees associated with this special event use permit include:
 Set-up: August 11 – October 19: 70 days x \$55 per day = \$3,850
 Event Dates: October 20 – October 31: 12 days x \$201 per day = \$2,412
 Clean-up: November 1 – November 30: 30 days x \$55 per day = \$1,650
 Total Rental fee \$7,912

In addition to the rental fee a \$1,000 deposit will be required for the event.

Per the Agreement, one-half of the fees (\$3,956) plus the deposit (\$1,000) in the amount of \$4,956 will be due by July 31 at noon. The balance of \$3,956 will be due by September 29 at noon. Director Stickney voiced concern of potential conflict with the driveway project completion and the Community Tree Lighting on December 1.

MOTION #5

On a motion by Director Montes, seconded by Director Brunberg, the agreement with Terror In The Night Productions to hold the *Cemetaryium Haunted House* attraction at Orangevale Community Center Park on October 20 - 31, 2023, and authorize the District Administrator to execute the agreement, was approved by a vote of 4-1-0 with Directors Meraz, Brunberg, Presinal, & Montes voting Aye. Director Stickney voted Nay. There were no Abstentions.

- d) Recommendation to increase the administration fee for registrations from \$2 to \$3 per enrollment (pg. 62):
The District began charging an administration fee for registrations in 2018. In fiscal year 2021-22 this administration fee generated \$8,624. Inflation has increased our operating costs significantly since 2018, and this is an avenue to allow us to generate approximately \$4,500 in new revenue annually. This increase was discussed at the Finance Committee meeting on February 24, 2023, and supported by Committee. This increase would be implemented with the start of summer programming registration.

MOTION #6

On a motion by Director Montes, seconded by Director Brunberg, the increase of the administration fee for registrations from \$2 to \$3 per enrollment was approved by a vote of 5-0-0 with Directors Meraz, Brunberg, Presinal, Stickney, & Montes voting Aye. There were no Nays or Abstentions.

- e) Recommendation to increase seven position categories of the full-time salary scale by 5% following a recent salary survey of like-size agencies in Sacramento County (pg. 63-64):
In 2021 most of the positions on our full-time salary scale were below the 25th percentile among five other like-size agencies within Sacramento County. At that time, we increased one position category by 1.5% and another by 3% to bring them closer to the 25th percentile. The recreation & park districts we include in this survey are: North Highlands, Fulton El Camino, Mission Oaks, Fair Oaks, and Carmichael.

Our goal is to have the District salary scale near the average (50th percentile) among these like-size agencies. In the two years since our last survey, our full-time wages have fallen further behind the 25th percentile. Seven of our nine full-time position categories are at least 4.46% below the 25th percentile, and two of the position categories are 2.4% and 4.33% above. At the Finance Committee meeting on February 24, 2023, the Committee supported a salary scale increase of 5% for those seven identified position categories in effort to bring staff salaries up to the 25th percentile. Committee Chair Stickney recommended this increase take effect in July with the new fiscal year but wishes for

full Board input. The fiscal impact is \$69,617 annually and \$5,801 monthly.

MOTION #7

On a motion by Director Brunberg, seconded by Director Montes, the recommendation to increase seven position categories of the full-time salary scale by 5% following a recent salary survey of like-size agencies in Sacramento County in an effort to make salaries more competitive to begin July 1, was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions.

- f) Allocate OLLAD funds for Big Day of Service projects occurring within the District on May 6, 2023 (verbal):
Admin Ross shared the planned projects approved for the Big Day of Service. The funding for these projects is allocated in the Maintenance budget. Admin Ross to bring the project cost estimates to the April Board of Directors Meeting for approval.
- g) Plans to celebrate and recognize the 40th Anniversary of OVparks (verbal): OVparks' 40th Anniversary will be celebrated during the Summer Palooza on Sunday, June 18. Plans are being finalized and further details will be presented at a future Board of Directors Meeting.
- h) Swimming Pool project timeline and update (pg. 65):
At last update in February, Admin Ross informed the BOD that the County wasn't ready to issue permits for this project until we selected a contractor. They want the contractor, along with ADG and OVparks, to finalize the application. With that news, we can proceed with the bid process now. ADG said that this is an unordinary approach by counties, but not unheard of. Admin Ross will work on the bid packet. The "scope of work specifications" and drawings from ADG are in place. Admin Ross is to incorporate those with the "Front End" documents which are to be created internally and reviewed by attorneys. Templates have been gathered for these documents which he will dedicate time to finalize. The goal is to complete the bid packet in April so we can have them reviewed by legal and begin advertising for bids soon after. Chairman Stickney and the Directors expressed to Admin Ross that he can seek assistance to help complete tasks related to this pool project and the driveway project.
- i) Driveway/Trail project timeline and update (pg. 66):
At last update in February, Admin Ross informed the BOD that the County had provide the application to complete and submit along with our plans. The 30-page application is for Improvement Plan Submissions and is called SIPS (Site Improvement & Permit Section). This application is complex. Admin Ross shared it with the project Architect, Peter Larimer,

and he felt there were sections that didn't apply to this project, especially sections related to the Dept. of Water Resources. Admin Ross went back to the County to seek clarification on which sections we need to complete. The Architect also spoke with his contacts in the County. We have discovered that there are several sections of the application that are not applicable to this project. Admin Ross expects to have the application completed by early next week and submit once the check for the application arrives, which should also be next week. There is a chance that the County may need additional information from us once they receive the application. Once the County receives all the information they need from us, the permit should be provided to us within 4-6 weeks. During that time, Admin Ross will be working on the bid packet with the goal of advertising and soliciting bids by May.

- j) Arcade Cripple Creek Trail project update (verbal):
Admin Ross & Supt. Oropeza walked the trail last week. The trail has been partially constructed from Sunrise Blvd. up to the SMUD Substation and is about to approach the west end of Tempo Park in Citrus Heights. It is obvious that the storms have slowed the project down considerably. The timeline for construction shows that trail construction within Sundance and Strenge Parks was to begin in March and end in July. Admin Ross to seek an updated timetable.
We have awarded the Strenge Park fence job to Crusader Fence Company, and we expect them to begin within two weeks, provided the weather cooperates.
Admin Ross and Supt. Oropeza have been involved in decisions related to the light posts along the trail, specifically how they will be named and numbered so that any outages or security issues can be identified by location and the responsible party/owner can be notified. No new timeline has been provided for the construction of the new fences for the four Orangevale property owners along the trail. We are to receive at least 3-weeks advanced notice before fence construction begins. Director Meraz inquired if the concrete section of the old trail pathway on Fair Oaks Blvd. could potentially be left for emergency vehicles or sheriff patrol cars.
- k) Recommend moving the December 21 BOD meeting to December 14 (verbal): Admin Ross advised that the District office is typically closed during the week of December 21 and floors are scheduled to be repolished.

MOTION #8

On a motion by Director Brunberg, seconded by Director Montes, the moving of the December 21 BOD meeting to December 14 was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions.

- 1) Determine if our April Board of Directors meeting is to be live-streamed (verbal):

The Board of Directors (BOD) initially determined there is not a need for live-streaming at the April 13 Board of Directors meeting. The BOD then discussed and agreed that live-streaming the Budget Workshop portion of the BOD meeting was of particular importance because of Capital Improvement discussion. It was agreed that the BOD wants the April 13 meeting to be live-streamed. Admin Ross is to confirm Ken Bennedict's availability to live-stream the BOD Meeting beginning at 5:15pm with the Budget Workshop. The entire meeting is open to the public.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross advised that a claim has been submitted with CAPRI due to the extensive storm damage. The claim includes two fences that were damaged, tree removal, and park maintenance staff time. He extended appreciation to Supt. Oropeza for suggesting donations from those contacting him to pick up the free wood left by fallen trees. This will hopefully provide some fund recovery for the cost accrued in addressing several fallen trees throughout the parks. Admin Ross thanked the Board for their approval of the 5% salary increase to make OVparks more competitive. Admin Ross to send a reminder email that the April BOD meeting was changed to April 13.

Park Supt. Oropeza advised that the Eucalyptus tree that fell at Pecan Park has been cut up. They also removed a smaller tree in the same area. The walkway is now accessible to the public. The wood is available for anyone who wants it. They just need to contact him to coordinate access to the wood. Supt. Oropeza appreciated the community for bringing issues to their attention.

Finance/HR Supt. Von Aesch advised that everyone has completed their form 700.

Supervisor Bain advised that last year's summer employees are currently being contacted to verify if returning for the upcoming summer season. Lifeguard training class has eleven enrolled which, once completed, would be eligible to fill Lifeguard positions.

Director Meraz congratulated Recreation Supervisor Jason Bain for his 20 years of service at OVparks and Park Maintenance employee Bruce Edwards for his 15 years of service. Director Meraz suggested continuing discussions on the Woodbridge Ranch trail extension. Brandon Rose, SMUD Director, is very interested in involvement in this discussion. This topic will be discussed by the Trail Committee.

Director Meraz advised of his commitment to the Disc Golf club nearly three years ago to revisit the pay-to-play topic at Shady Oaks Disc Golf Course after three years had passed. He is interested in pursuing the discussion for pay-to-play. The Planning Committee will begin discussion on this topic at the next meeting on May 24.

Director Stickney appreciated all the work OVparks staff has done throughout this winter. He advised Admin Ross that he has full support, assistance, and any resources from the Board of Directors that he may need.

Director Montes hoped all OVparks staff to stay safe and well, especially the crews out in the elements. She extended her appreciation to OVparks staff for all their hard work.

Director Presinal emphasized the salary increase is very well deserved and thanked everyone for their hard work.

Director Brunberg wished all OVparks staff to stay well and safe. She voiced support for the salary increase and thanked staff for their efforts.

15. ITEMS FOR NEXT AGENDA

- a) Consider having the OVparks Activity Guide available in digital form only
- b) The next BOD meeting will be held on Thursday, April 13
- c) Renew the Final 9 lease agreement for Shady Oaks Disc Golf Course
- d) Big Day of Service update

16. ADJOURNMENT
MOTION #9

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:44 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, Presinal, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions.

Mike Stickney, Chairperson