

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors December 8, 2022

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on December 8, 2022 at the District Office. Director Stickney called the meeting to order at 6:30 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** No one wished to address the Board during public discussion.

6. **MINUTES**
MOTION #2
 - a) Approval of Minutes of November 10, 2022 (pg. 1-9): On a motion by Director Brunberg seconded by Director Montes, 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) An article in the November 25 issue of the Orangevale View promoting the upcoming Orangevale Tree Lighting event (pg. 10): Admin Ross shared the Orangevale View article with the Board of Directors.

 - b) Confidential Envelope – Attorney Billing for October 2022: On a motion by Director Brunberg, seconded by Director Meraz, the attorney billing 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.
MOTION #5

8. CONSENT CALENDAR a) No report.
- 8.1. CONSENT MATTERS GENERAL FUND a) No report
- 8.2. OLLAD CONSENT MATTERS a) No report
- 8.3. KENNETH GROVE CONSENT MATTERS a) No report
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 – November 2022 (pg. 11-17):
On November 1, Admin Ross, Superintendent Oropeza, and Director Stickney attended the ceremonial groundbreaking of the Arcade Cripple Creek Trail project, which was held at the Arcade Creek Park Preserve in Citrus Heights.
- On November 7, Admin Ross attended a meeting with several other District Administrators and staff with the Fulton El Camino Police Department. The primary reason for the meeting was to learn about and discuss a Joint Powers Authority and how it may or may not fit with a park security model. Although this may provide less travel

time and greater response time, a greater expense would likely be incurred. This discussion is in the elementary stages. Admin Ross is to keep the Board of Directors informed of any updates.

On November 9, Admin Ross and Superintendent Oropeza met at Pecan Park to inspect several trees that are in failing health. We began a plan for removing them within the next two years. Most would be removed by our Parks Maintenance staff, but we may opt to contract the removal of a couple trees. We also discussed areas where we could plant new trees.

On November 10, Admin Ross met with Leslie Blomquist (City Engineer with the City of Citrus Heights) at Streng Open Space to review the plans for a fence to border the park and a neighbor's property.

On November 15, the staff working at the Community Center took part in a surprise practice fire drill.

On November 28, Admin Ross met with contractor Nathan Boek of Crusader Fence Co. at Streng Open Space to walk the site where a new fence will be constructed. Crusader Fence Co. will be submitting a quote for this project.

Recreation Supervisor Jason Bain advised programs are doing well. January through June is typically the most profitable timeframe. The Polar Bear Plunge will not be held this year since no water is currently in the pool due to necessary maintenance and repairs. Director Brunberg requested incorporating two more rows to the recreation graph to indicate both cumulative projected and cumulative actual numbers.

Director Stickney inquired of scheduled cleanup of leaves accumulating at Coleman and other parks. Parks Supt. Oropeza advised that mulching and cleanup efforts are ongoing.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

a) Oath of Office for newly elected Board Members (presentation): The certification for all three newly elected Board members has been received and is official. The Oath of Office was conducted for newly elected Board Members Presinal, Brunberg, and Meraz.

b) Approve the proposed layout of the California Central Railroad sign provided by the Orangevale History Project (pg. 18-19): At the October 13 OVparks Board of Directors meeting, the Orangevale History Project requested permission to install an informational and educational sign at Orangevale Community

MOTION #3

Park. The sign is to reflect the history of the California Central Railroad that crossed through what is now Orangevale Community Park. The Board of Directors unanimously approved this request.

The Orangevale History Project has since drafted a sign that will be 3' x 2' in size. The design of the sign is a working copy but is close to being complete and the OHP is seeking approval of the layout from this Board before they finalize approval to the designer. A copy of the proposed sign is provided along with a photo of the Shackleton Woods sign frame, which this product will resemble. Upon approval, an application form must be completed and submitted by the Orangevale History Project as required when any additions or adjustments are made to OVparks property.

On a motion by Director Montes, seconded by Director Brunberg, the proposed layout of the California Central Railroad sign provided by the Orangevale History Project was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions.

- c) Discussion Item: Evaluate District building options to house the Orangevale History Project and a future museum (pg. 20): At the District Board of Directors meeting on November 10, staff was directed to consider and present options for District buildings that could house the Orangevale History Project and their future museum. Staff was then to meet with representatives from OHP to discuss these options. Following these directives, and having met with Mark Aring and Marilyn Edwards of OHP, a table reflecting the pros and cons of each option was provided. District staff and OHP representatives agree that the Cottage building is the option that merits the highest consideration, and this is the option we wish to pursue further.
- d) Approve to lease space in a District building to house the Orangevale History Project and a future museum (pg. 21): At the District Board of Directors meeting on November 10, there was an agenda item to discuss the possibility of providing space in one of our District buildings for the Orangevale History Project and their future museum. The Orangevale Chamber of Commerce has generously hosted the OHP since their start, but the OHP has outgrown that shared building, and has gained membership and momentum to where they now need their own space. Seeing the historical and educational value of an Orangevale History Museum and understanding that many park and recreation agencies host libraries and museums, the Orangevale Recreation & Park District was interested in discussing this possibility with the OHP. The intention is for the

MOTION #4

District to enter into a lease agreement with the OHP in order to relieve the District from liability and costs associated with utilities and maintenance.

On a motion by Director Montes, seconded by Director Brunberg, the proposed lease space in a District building to house the Orangevale History Project and a future museum, with direction to Admin Ross to provide an updated agreement within sixty days, was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions. This topic is to be placed on the February Board of Directors meeting for further discussion and update.

e) Election of Officers for 2023 (pg. 22):

The current Officers of the Board for calendar year 2022 are:

- Mike Stickney (Chairperson)
- Lisa Montes (Vice Chairperson)
- Sharon Brunberg (Secretary)

MOTION #6

On a motion by Director Montes, seconded by Director Brunberg, to elect Director Stickney to remain as Board Chairperson for 2023. This was approved by a vote of 4-0-1 with Directors Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays. Director Stickney Abstained.

MOTION #7

On a motion by Director Brunberg, seconded by Director Presinal, to elect Director Montes to remain as Board Vice Chairperson for 2023. This was approved by a vote of 4-0-1 with Directors Meraz, Brunberg, Presinal, & Stickney voting Aye. There were no Nays. Director Montes Abstained.

MOTION #8

On a motion by Director Brunberg, seconded by Director Montes, to elect Director Presinal to become the Board Secretary for 2023. This was approved by a vote of 4-0-1 with Directors Meraz, Brunberg, Montes, & Stickney voting Aye. There were no Nays. Director Presinal Abstained.

f) Discuss and take action regarding committee assignments for 2023 (pg. 23-24): Board committees are up for reassignment each

calendar year. Last year, it was agreed that each Board Director would remain on one committee that they currently serve on for the sake of continuity. Each Board Director would then consider which other committees they would like to serve on.

Administrator Ross would email each Director asking for their preferred committees. This will give us a starting point to help the process move more efficiently at the January meeting. Each committee would also need to assign a Committee Chairperson. Committee assignments to be finalized in January 2023.

- g) Approve Part Time Salary Scale for 2023 to address increase in minimum wage (pg. 25-27): The State of California is increasing the minimum hourly wage from \$15.00 to \$15.50 on January 1, 2023. The current 2022 salary scale and the proposed 2023 scale have been provided. As the minimum wage has increased over the past seven years, the hourly wage difference between part time and full-time workers has decreased, causing compaction. In effort to slow down the compaction, we reduced the number of steps for the part time positions in 2021. The proposed 2023 salary scale maintains the same reduced number of steps as was approved in 2021 and 2022. January 1, 2023, marks the final planned minimum wage increase by the State. The expectation is for the minimum wage to remain at \$15.50 for multiple years. We can consider adding additional steps to the salary scale in future years. Finance/HR Supt. Von Aesch is to contact other Recreation & Park Districts to determine how their increases in COLAS affected them throughout the summer. Results of their research will be provided in a future Finance Committee Meeting (January or February) for evaluation of the salary scale.

MOTION #9

On a motion by Director Montes, seconded by Director Presinal, the Part Time Salary Scale for 2023 to address the increase in minimum wage was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions.

- h) Approve to award the construction of a new fence at Streng Open Space to the qualified contractor with the lowest responsive quote (pg. 28): Admin Ross requested bids from four fencing companies and has received two bids to date. Both bids received have been within the estimated range. The new fence is 180 feet in length, six-foot tall redwood with metal posts every eight feet, two cross supports, and one gate. Admin Ross is to provide the neighbors with two weeks advanced notice of installation fence. Once installed, it will be the property owner's responsibility to maintain as previously agreed upon. Admin Ross is to provide an update to the Board in January.

MOTION #10

On a motion by Director Brunberg, seconded by Director Montes, to award the construction of a new fence at Streng Open Space to the qualified contractor with the lowest responsive quote, up to \$15,000, was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions.

- i) Approve moving the date of the District's monthly regular Board of Directors meetings from the second Thursday to the third Thursday for 2023 (pg. 29): The Board of Directors discussed and decided to try moving to the third Thursday of each month in 2023 and revisit this topic at the December 2023 Board of

Directors Meeting. This would go into effect at the January 2023 Board of Directors Meeting. Admin Ross to update the website.

MOTION #11

On a motion by Director Presinal, seconded by Director Stickney, moving the date of the District's monthly regular Board of Directors meetings from the second Thursday to the third Thursday for 2023 was approved by a vote of 3-1-1 with Directors Stickney, Meraz, & Presinal voting Aye. Director Brunberg voted No. Director Montes abstained.

- j) Swimming Pool project timeline and update (pg. 30): Admin Ross provided updates received from Aquatic Design Group and the County of Sacramento. Due to delays involving the plan approval process from the County of Sacramento, it is no longer realistic that we can have the plans ready for bid, award the contract, and construction by February as needed to complete the project in time for the 2023 swim season. The project will need to be postponed until after the 2023 swim season. As has been done in recent years, staff will be patch and seal the cracks in the pool to allow the aquatic programs to run in 2023. We now expect the bid process to occur in the spring, and for the renovation project to begin in September after the swim programs conclude. Supervisor Bain advised the bid process may be improved with this new timeline.
- k) Roadway/Trail project timeline and update (pg. 31): Admin Ross advised that the project is anticipated to be completed by May 2023. The Orangevale History Project is hoping to open the Orangevale History Museum at the Cottage on May 7, 2023, which is the day Orangevale became a colony. Admin Ross has completed the deed restriction application. Construction documents to be received from Peter Larimer of MTW Group this week to be submitted to Sacramento County. The project should go out to bid in February to award the bid in March.
- l) Arcade Cripple Creek Trail Project Update (verbal): Admin Ross advised that the project is progressing from Sunrise Boulevard moving east. They are currently working in the SMUD substation area. The active construction between the OVparks two parks area of the trail is estimated to be from March to July. Admin Ross to provide update on pricing of Metal posts and cable along with boulders at the January BOD Meeting.
- m) Discuss and take action if we shall or shall not continue to have our monthly regular Board of Directors meetings live-streamed. The Board of Directors discussed if the meetings should remain live streamed in the future. Director Montes shared support for maintaining the live-stream and how it benefits the community that may not be able to attend the meetings in person. Director Brunberg advised that the live-stream option began because of

COVID restrictions in place. The broadcast provides a valuable option for staff to produce the minutes for Board of Directors Meetings. It is a valuable source to be able to replay if needed. We will want the January 2023 meeting to be live-streamed for the audit presentation from Larry Bain. Director Stickney suggested notifying the public via Orangevale View, website, etc. to inform of BOD meeting format availability. The decision to live-stream a BOD meeting will be made at the prior BOD meeting.

MOTION #12

On a motion by Director Brunberg, seconded by Director Stickney, the discontinuation of monthly regular Board of Directors meetings live-streamed, and staff to determine beneficial meetings to live-stream as needed, was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross mentioned the Orangevale Community Tree Lighting was a great team effort. Parks Maintenance provided support with the lighting and grounds maintenance for the event. Fred De Leon and his staff with *In Alliance* were instrumental in trimming the tree area and hedges in preparation for the event. On the day of the event, Parks, Recreation, and Admin departments provided staff assistance to run the event. He extended appreciation to the Board of Directors that were able to attend and bring their families and/or volunteer. Director Montes advised Recreation Coordinator Andrew Gross did an amazing job for his first coordination of the Community Tree Lighting.

Admin Ross advised of an energy audit being conducted by a company named Syserco. They met with Supervisor Bain and Parks Supt. Oropeza to determine what areas to address for energy efficiency. The current solar panels, which are twenty years old, are operating at five percent of capacity. Syserco will also look at the HVAC units and will provide advice on where cost savings may be achieved.

A used electric golf cart has been offered to the District. The cart is about 20 years old, and the cost is \$1,000. It would be used primarily at the Orangevale Community Center campus to travel between the buildings, delivery of supplies, conduct maintenance, etc. Staff is currently working on logistics, and intends to meet with the seller to inspect and test-drive the cart within the next two weeks.

The Staff and Board Appreciation Luncheon will be held 11:30am-1:30pm on Friday, December 16, 2022. Please RSVP for planning purposes. Hope all staff and Board of Directors are able to attend.

Supervisor Woodford thanked everyone for a good year in 2022. Director Stickney inquired about the Pickleball program to which

Supervisor Woodford advised it has been very successful. Instructor Gail Kenney is a strong instructor and is quite knowledgeable and popular. Enrollment in her programs has been regularly filled.

Finance/HR Supt. Von Aesch advised Larry Bain will be presenting the Audit summary at the January 2023 BOD meeting. Spreadsheets will be provided to the Board of Directors.

Parks Supt. Oropeza advised the epoxy repairs to prepare the pool will be conducted when weather permits, likely in April of 2023.

Director Meraz mentioned today is the anniversary of his arrival in Vietnam in 1969. The Board of Directors thanked him for his service.

Director Stickney mentioned the buildings were quite warm when they conducted a tour. Long term he would like the thermostats at Buildings 1 & 2 to be tied in with the new smart thermometer system planned for installation and implementation. The parks look very good. He expressed appreciation to everybody for a good job and he will plan to attend the Employee and Board Appreciation luncheon.

Director Montes extended the happiest holidays to the staff and wished them a wonderful Merry Christmas and Happy New Year.

Director Presinal thanked the staff and encouraged them to keep doing what they are doing.

Director Brunberg appreciated the staff for their wonderful work.

15. ITEMS FOR NEXT AGENDA

- a) Presentation of 2021-22 Audit
- b) Live-Stream for next BOD meeting

16. ADJOURNMENT

MOTION #13

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:07 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, Presinal, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions.

Mike Stickney, Chairperson