

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors December 9, 2021

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on December 9, 2021 at the District Office. Director Stickney called the meeting to order at 6:34 p.m.

Directors present: Stickney, Swenson, Meraz, Montes,
Directors absent: Brunberg
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 Swenson, seconded by Director Montes, the agenda was approved by a vote of 4-0-0 with Directors Stickney, Swenson, Meraz, and Montes voting Aye. There were no Nays. Director Brunberg was absent.
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
6. **MINUTES**
MOTION #2
 - a) Approval of Minutes of the Special Meeting of October 7, 2021 (pg 1-3): On a motion by Director Montes seconded by Director Meraz, the minutes were approved by a vote of 3-0-1 with Directors Stickney, Meraz, and Swenson voting Aye. There were no Nays. Director Montes Abstained. Director Brunberg was absent.
 - b) Approval of Minutes of the Regular Meeting of October 14, 2021 (pg 4-9): Due to lack of quorum, will be addressed at January BOD meeting.
7. **CORRESPONDENCE**
 - a) Article on Orangevale in the Nov. 5 issue of the Sacramento Bee. The article compliments our parks and has three photos of our parks. (pg 10-11): Admin Ross shared the very nice article which spoke highly of the District parks and included nice photos.
 - b) An ad in the Orangevale View that features our holiday season events and programs, and an article in the View to promote our Tree Lighting event on December 3. (pg 12-13): Admin Ross

shared the excellent advertisements in the Orangevale View promoting primarily the winter programs and special events as well as the Orangevale Community Tree Lighting event.

c) A complimentary email from a parent of a player from a middle school volleyball team coached by staff member Andrew Gross. (pg 14): An email was received from a parent complimenting Coach Andrew Gross's coaching style, providing equal playing time, and how much success the team had.

MOTION #5

d) Confidential Envelope – Attorney Billing September 2021: On a motion by Director Montes, seconded by Director Meraz, the attorney billing was approved by a vote of 4-0-0 with Directors Stickney, Swenson, Meraz, and Montes voting Aye. There were no Nays or Abstentions. Director Brunberg was absent.

8. CONSENT CALENDAR

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

MOTION #3

8.1. CONSENT MATTERS GENERAL FUND

a) Ratification of Claims for October 2021 (pg 15)
b) Budget Status Report for October 2021 (pg 16-18)
c) Revenue Report for October 2021 (pg 19)

8.2. OLLAD CONSENT MATTERS

a) Ratification of Claims for October 2021 (pg 20-21)
b) Budget Status Report for October 2021 (pg 22-23)

8.3. KENNETH GROVE CONSENT MATTERS

a) Ratification of Claims for October 2021 (pg 24)
b) Budget Status Report for October 2021 (pg 25)

9. NON-CONSENT MATTERS GENERAL FUND

a) Ratification of Claims for September 2021 (pg 26):
b) Ratification of Claims for October 2021 (pg 27):

MOTION #4

On a motion by Director Swenson seconded by Director Stickney, the Ratification of Claims for September and October 2021 was approved by a vote of 3-0-1 with Directors Stickney, Meraz, and Swenson, voting Aye. There were no Nays. Director Montes Abstained. Director Brunberg was absent.

a) Administration and Finance: No report.
Next meeting scheduled for December 15, 2021 at 10 am.
Directors Brunberg and Swenson to attend.

b) Maintenance and Operation: No report.

- c) Recreation Committee: No report.
Next meeting to be scheduled for January 2022 to set the fee schedule for the next year. Director Meraz and Montes to attend.
- d) Personnel & Policy: No report.
- e) Government: No report.
- f) Planning Committee: Recap of meeting on November 5, 2021 (pg 28-32): The pool project timeline information and Prop 68 per capita grant were discussed. Based on conversations with Aquatic Design Group and reference to their timeline and needs assessment provided in their report, the committee discussed the timeline and priority of necessary pool repairs. In addition, the committee discussed, with input from Supt. Oropeza and Supervisor Bain, which repairs could be completed in-house versus contracted to outside agencies for completion. Admin Ross provided a summary of repairs recommended in priority order. Upon acquiring funding information for the pool maintenance and repairs at the Finance Committee Meeting on December 15, 2021, this topic will be discussed further in the January 2022 BOD Meeting. Director Stickney requested Admin Ross place this topic with the pool repair list on the March BOD Meeting for a progress report. Pool repairs are anticipated to begin approximately September 2022.

Admin Ross advised of Prop 68 per capita grant projects to include:

- 1) Construct a driveway that will connect the existing upper parking lot of the Community Center to the existing parking lot of the new property, per park masterplan;
- 2) Construct a decomposed granite (DG) pathway to connect the existing Community Center Park with the new property and as much additional pathway that the funding will cover, per park masterplan.

- g) Trails Committee: Trails Committee: No report.
- h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – October/November 2021 (pg 33-43): On October 20, Admin Ross did a job-shadowing with Administrative Clerk Christina Kelley. The day included: a facility tour that is provided to prospective renters; reviewing the rental forms and application process; the class registration process; review of the new Civic Rec software from the perspective of the customer and staff; making improvements to the website; and general orientation of office supplies, schedules, forms, and reference binders. Christina demonstrates strong customer service skills, is highly knowledgeable about our facilities and programs, and is a

helpful and friendly member of our staff. Admin Ross intends to spend one day shadowing each of the full-time staff during 2021. The purpose is to get to know staff better, have a greater appreciation and understanding for the jobs they do, and see if there are opportunities for greater efficiencies.

On November 30, Admin Ross did a job-shadowing with Maintenance Worker II Bruce Edwards. Bruce scheduled and coordinated a productive workday in Shackleton Woods that included all full-time members of the Park Maintenance team. The project involved tree pruning and clearing and chipping the fallen/dead wood throughout the area to reduce fuel in the event of a fire, and to better protect the park and neighboring houses. Bruce is skilled, versatile, and hard-working, and this project made an impactful contribution to the park.

On October 27-28, Larry Bain was onsite to conduct the District's annual audit. Admin Ross, Superintendent Von Aesch, and Finance Clerk Sue Myren were available as needed to address any questions. The audit was scheduled for three days but took only two. Superintendent Von Aesch and Finance Clerk Myren were well prepared and organized, which proved to be very helpful.

On November 19, OVparks was inducted into the Orangevale Rotary Club as an Agency Member. Admin Ross, Superintendent Oropeza, and Supervisor Bain will be representing OVparks in the Rotary Club. The Rotary Club meets on most Friday mornings and participates in many valuable community projects.

Several citations and warnings were issued by the FEC Police throughout the parks over the last two months. A few citations and many warnings were issued for dogs off-leash in the parks.

On November 10, Supervisor Bain and Administrative Clerk Kelley honorably represented OVparks in the Turkey Bowl event at Grocery Outlet. The friendly competition was aired live on Orangevale Live and was featured on Good Morning Sacramento.

Park Supt. Oropeza expressed appreciation to Easy Stumps for their equipment and assistance with decorating the tree for the Community Tree Lighting event.

Parks Staff are working on getting quotes for the replacement of the pool pump and motor as well as the installation of a new variable frequency drive (VFD) to help reduce energy consumption and costs. An application has been submitted to SMUD for a rebate to utilize for a new pump unit and VFD. The pool will be prepared for the Polar Bear Plunge event.

Parks staff worked on fire mitigation throughout the parks. Tree removal and replacement are being coordinated with the Sacramento Tree Foundation.

Aeriation being conducted on the soccer fields. A pre-emergent and fertilizer mix is currently being used on the sports fields. The Youth Center building has ongoing water intrusion issues. Sealant is being used on the walls and a drain will be put in the back to try to improve the issue.

Recreation Supervisor Jason Bain advised October OTC (over-the-counter) revenue for combined recreation and facility rentals ended at \$44,207 which is \$11,707 above the projected amount. October recreation revenue came in at \$34,501 which is \$4,501 above the projected amount. The October facility revenue amount is \$9,705 which is \$7,205 above the projected amount.

In October-November OVparks has been reimbursed an additional \$8,715 by San Juan Unified School District for the summer voucher program. We have now been fully reimbursed for the total of \$32,185 from this voucher program.

The Orangevale Community Tree Lighting event was successful with good feedback and attendance by the community.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

- a) Discussion Item: The Cyclocross event run by Clipped In Races at Orangevale Community Park on Sunday, October 24. (pg 44-45): Admin Ross introduced Jennifer and Clint Claassen and seven year old son, Logan, with Clipped in Racing. The Clipped In Races event was held on October 24, 2021 during a large storm. The race attracted about 270 racers which caused significant damage to the dedicated course areas of the park. Pre-existing dirt paths became wider, grassy areas now had 12-foot wide mud paths, and some new mud trails were created. Realizing the condition of the park following the race, Clint Claassen contacted Administrator Ross on Monday, October 25. They met at the park that afternoon along with a landscape contractor that Mr. Claassen invited to attend. The three walked the course to inspect the damage. Mr. Claassen took responsibility and offered to bring in volunteers and hired landscapers to make repairs which included: tamping down the deep ruts; de-thatching and re-seeding; trenching to reduce puddles; spreading hay to cover new trails. Clipped In Races, with the help of their volunteers and hired landscapers, followed through on their plans for repair of the park. The grass areas have been growing back nicely. They also spread grass seed along the edges of the pre-existing dirt trails so they are becoming more narrow as they once were. The new dirt trails created by the race were covered with hay. The hay is reducing the sun's help to grow new grass, but OVparks staff said that the weeds will come back this winter/spring to fill in those

areas. OVparks staff did not expend any time in making repairs to the park as the work done by Clipped In Races has been resulting in healthy growth. More seed is needed in some of the turf areas which have not yet come back from the event. Admin Ross expressed gratitude to the Clipped in Races for putting forth significant effort to remedy the damage. Director Stickney inquired of the maximum total attendance stated on the application which was exceeded and what changes will be necessary for subsequent events in the future. Admin Ross suggested requiring the total estimated attendance for the entire event in the application process instead of attendance at a time throughout the day. Prior to this year, the dates for this event did not land on days with wet conditions at Orangevale Community Park. Director Stickney voiced concern that the event was not postponed by the staff. Director Meraz voiced concern that the event extended into some of the nature areas. Clint Claussen commented that he had met with Supt. Oropeza on Friday prior to the event and made several alterations to the course to address any concerns with the pending inclement weather. Jennifer Claussen advised she will provide the application process they submit for events held in Sacramento City. The District needs to consider changes in future agreements to address items such as inclement weather, number of racers, and expectations for park repair. Staff will make draft changes to present to the Board at a future meeting. The Board of Directors thanked the Claussens for coming to tonight's meeting.

- b) Approve the District to apply for Prop 68 Per Capita Grant funding for projects identified by the Planning Committee. (pg 46): Admin Ross advised of projects include 1) Construct a driveway that will connect the existing upper parking lot of the Community Center to the existing parking lot of the new property, per park masterplan; 2) Construct a decomposed granite (DG) pathway to connect the existing Community Center Park with the new property and as much additional pathway that the funding will cover, per park masterplan. The Prop 68 Per Capita Grant application is due for submittal by December 31. In May, Planning Committee had agreed on the driveway construction as the primary project. The second priority at the time was a playground extension at Community Center Park. In September we received drawings and a quote for the driveway project (\$172,246). With costs of construction increasing, staff and the Committee felt we could no longer afford the playground extension as the second project. The DG pathway project gives us more flexibility to fit within the grant amount, and it helps to make this one project for the purposes of the grant application since the objective is to better connect the two properties. The cost estimate for the DG pathway is \$10 per square foot. This should allow us to install at least 500 linear feet of DG pathway (\$30,000). Various soft costs for the project may

get us close to our full amount of about \$248,000. The DG pathway will provide improved accessibility to the new buildings.

MOTION #6

On a motion by Director Montes seconded by Director Stickney, the District to apply for Prop 68 Per Capita Grant funding for projects identified by the Planning Committee was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Brunberg was absent.

- c) Part Time Salary Scale for 2022 to address increase in minimum wage. (pg 47-49): Admin Ross presented the proposed temporary/part time salary scale for SCERS non-eligible employee classification for the calendar year 2022. The State of California is increasing the minimum hourly wage from \$14.00 to \$15.00 on January 1, 2022. The current 2021 salary scale and the proposed 2022 scale have been provided. As the minimum wage has increased over the past six years, the hourly wage difference between part time and full time workers has decreased, causing compaction. In an effort to slow down the compaction, we reduced the number of steps for these part time positions in 2021. The proposed 2022 salary scale maintains the same reduced number of steps. January 1, 2022 marks the final planned minimum wage increase by the State. The expectation is for the minimum wage to remain at \$15 for multiple years. We can consider adding additional steps to the salary scale in future years.

MOTION #7

On a motion by Director Montes seconded by Director Swenson, the Part Time Salary Scale for 2022 to address increase in minimum wage, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Brunberg was absent.

- d) Approval of Resolution 21-12-679, Resolution of the Orangevale Recreation and Park District Amending the District Salary Schedule to reflect the approve 0.9 cost-of-living adjustment beginning Dec. 1, 2021. (pg 50-52): Admin Ross advised of resolution approval necessary due to full time salary schedule 0.9% COLA which was approved by the Board of Directors in August of 2021.

MOTION #8

On a motion by Director Swenson seconded by Director Montes, the Approval of Resolution 21-12-679, Resolution of the Orangevale Recreation and Park District Amending the District Salary Schedule to reflect the approved 0.9% cost-of-living adjustment beginning Dec. 1, 2021, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Brunberg was absent.

- e) Informational Item: Intention to allocate Park Development Fees to the General Fund to apply to unanticipated capital projects in the FY 2021/22 budget. (pg 53):

There are two capital projects occurring in this 2021/22 Fiscal Year that were unanticipated:

1. The overflow parking lot and boulder project at the Shady Oaks Disc Golf course;
2. The outdoor fitness equipment area near the playground at Orangevale Community Park.

Neither project was specifically budgeted for but became attractive to the District because of overall value and timing. Per the County, both projects qualify for funding with Park Development Fees, and if allocated will help our General Fund budget.

Overflow Parking Lot: Sierra National Construction (SNC) was allowed to use Community Center Park as a staging area during the many months they worked as contractors on the Hazel Ave. sidewalk project for the County. For that permission, SNC offered to complete a project for OVparks at cost. The project with the best value was to create an aggregate based parking lot and boulder barrier at the disc golf course. This project was agreed upon in August and completed in September.

Outdoor Fitness Area: The District received grants from CPRS (\$4,175) and Orangevale Rotary Club (\$5,400) to go towards five pieces of Greenfields outdoor fitness equipment to be installed near the playground at Orangevale Community Park. The grant funding was confirmed in September. The project is to be completed by April 30, 2022.

This item will be placed on the January 2022 BOD Meeting Agenda for approval of necessary resolutions.

- f) Approval of the revised policy titled “Smoking Restrictions in Parks & Buildings” to be included in the Operational Policies & Procedures Manual. (pg 54-55): Admin Ross advised of an article in an issue of the Save the American River Association (SARA) newsletter earlier this year about fire danger and increased instances of fires along the American River. The article included the Sacramento County policy on fire and barbeque restrictions in the parks. This prompted us to review our policies on fire restrictions and smoking restrictions in our parks, primarily out of concern for fire danger. We have a policy on smoking in parks and buildings, but we looked more closely at State and County laws to update our policy. This was brought to our Personnel/Policy Committee on October 1, 2021, and to the Board of Directors on October 14, 2021. Staff was directed to finalize the wording of the policy and assign a policy number so it would fit logically within the manual. Those steps have been taken and the

policy is now ready for final approval. Signage throughout the parks will be reviewed and updated as necessary.

MOTION #9

On a motion by Director Swenson seconded by Director Montes, the Approval of the revised policy titled “Smoking Restrictions in Parks & Buildings” to be included in the Operational Policies & Procedures Manual, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Brunberg was absent.

- g) Approval of the new policy titled “Fire Restrictions in Parks” to be included in the Operational Policies & Procedures Manual. (pg 56-57): Signage throughout the parks will be reviewed and updated as necessary.

MOTION #10

On a motion by Director Swenson seconded by Director Montes, the Approval of the new policy titled “Fire Restrictions in Parks” to be included in the Operational Policies & Procedures Manual was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Swenson, & Montes voting Aye. There were no Nays or Abstentions. Director Brunberg was absent.

- h) Discussion Item: Committee Assignments for 2022. (pg 58): The Board of Directors to discuss the committees they wish and intend to be on for calendar year 2022, with the goal to finalize committee assignments at the January 13, 2022 BOD meeting. Last year the Board mostly retained one of the committee seats they held while changing other committees. Admin Ross is to send an email reminder regarding this subject.
- i) Informational Item: Recap of the 2021 Orangevale Farmers Market season: Admin Ross advised of conversation with Marga Brunner regarding the Farmers Market season held in the Orangevale Community Center parking lot on Thursdays from May 20-October 28, 2021 from 3-8pm. Attendance was lower than anticipated which may have been attributed to the excessive heat on many of the Thursdays over the summer months. Marga is optimistic for next year and would like to begin a month earlier in April 2022 and run through October 2022. In addition, Marga mentioned a non-profit agency interested in setting up a table for beer and wine with permitting in place at next year’s Farmers Market. There are regulations in place for Farmers Markets to offer alcohol tastings or provide a beer garden. No additional costs were incurred by having the Farmers Market on site. They were very respectful and responsible in usage of the area.
- j) Informational Item: Final draft plans of the Arcade Cripple Creek Trail project are available for public viewing on the City of Citrus Heights website (<https://www.citrusheights.net/940/Arcade-Cripple-Creek-Trail-Project>) from December 6 – January 4.

The final draft of the plans has been posted on the City of Citrus Heights website for public view on Monday, December 6, 2021. OVparks has since posted their link on our website and sent out notifications via Constant Contact to our Orangevale customers. Admin Ross has emailed notification to residents Peg Pinard and Tom DiGiacomo. Director Stickney and Director Meraz will join Admin Ross to meet with the City of Citrus Heights Engineer Leslie Blomquist to review the plans. Public comments are welcome, and the City of Citrus Heights website will provide details on how to submit comments.

14. DIRECTOR'S AND STAFF'S COMMENTS

Admin Ross mentioned the Orangevale Community Tree Lighting was a group effort to coordinate. Parks Maintenance staff worked diligently to improve the Orangevale Community Center grounds for the event. Recreation Supervisor Bain and Custodian/Host II Danny Rodriguez handled much of the logistics and setup. Recreation Coordinator Roberts was responsible for the coordination of the staff, volunteers and obtaining sponsorships, which was instrumental in the success of the event. Most of the event was paid for through sponsorships.

Kudos to Orangevale Live for their help at the event and showing OVparks in such a good light. Admin Ross expressed appreciation for being a part of such a great team and community pulling together. An Employee Appreciation Dessert will be held on December 16 from 2:30pm to 3:30pm. Gift bags for the employees and Board of Directors will be distributed.

The District will be closed from December 20-31, 2021.

Supervisor Bain reminded of the upcoming Polar Bear Plunge on Saturday, January 1 and encouraged attendance.

Supervisor Woodford expressed kudos to Recreation Coordinator Roberts and the recreation staff and volunteers for their hard work in the planning and success of the Orangevale Community Tree Lighting.

Recreation Coordinator Roberts has been in contact with a pickleball instructor to teach at the Orangevale Community Park and Pecan Park courts during the Winter/Spring timeframe.

Parks Supt. Oropeza thanked all the OVparks staff. Kudos to Recreation Coordinator Roberts for all the effort in the success of the Orangevale Community Tree Lighting. Supt. Oropeza assisted with parking. Merry Christmas and Happy New Year to all.

Finance/HR Supt. Von Aesch advised the audit with Larry Bain was conducted and he will come back in February 2022 with a presentation. The only finding in the audit was for limited segregation of duties which is due to OVparks having a small staff. Last payment has been made to Citi National Bank for the Shackleton Woods property.

Director Meraz mentioned the parking volunteers for the Orangevale Community Tree Lighting did a great job. They could have used more lighting indicating where parking was located to make it easier to find. Enjoyed seeing the community out for this event. Thank you to all the staff for their efforts to put on this event and making the Board of Directors look good.

Director Stickney mentioned noticing a car parked on the sidewalk close to the pickleball courts one day while driving by. This issue may need to be addressed with addition of no parking signage. Lighting timers on the courts have been adjusted for the daylight savings time.

Director Montes extended wishes for the OVparks staff to have a wonderfully blessed holiday season and new year. Thank you for leaving the gates open to accommodate the Procession of Holiday Lights which has almost twenty entries. Announcement of nominations for the Best of Orangevale will be published in the next Orangevale View. The results will be announced at the Orangevale Community Center on February 5, 2022. Limited attendance will be available. Orangevale will host its first American River Veterans Stand Down on April 30 in hopes of reaching out to one hundred homeless veterans. This event will be held at the church next to the Orangevale Grange Hall.

15. ITEMS FOR NEXT AGENDA

- a) Discuss future funding options with guests Susan Barnes of SCI Consulting, and Jon Isom of Isom Advisors.
- b) Resolutions to allocate funds from the Park Development Fees to capital projects occurring this FY 2021/22.
- c) Approval of Minutes of the Regular Meeting of October 14, 2021

16. ADJOURNMENT
MOTION #11

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:25 p.m. On a motion by Director Swenson, seconded by Director Montes, the adjournment was approved by a vote of 4-0-0 with Directors Stickney, Swenson, Meraz, and Montes, voting Aye. There were no Nays or Abstentions. Director Brunberg was absent.

Mike Stickney, Chairperson