

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors December 10, 2020

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on December 10, 2020 at the District Office. Director Stickney called the meeting to order at 6:35 p.m.

Directors present: Stickney, Swenson, Meraz, Brunberg, Montes,  
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  
Nadia Roberts, Recreation Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
  
4. **APPROVAL OF AGENDA** On a motion by Director Montes, 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 November 12, 2020 (pg 1-8): On a motion by Director Montes seconded by Director Swenson, 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**
  
7. **CORRESPONDENCE** a) Confidential Envelope – Attorney Billing September 2020: On a motion by Director Meraz, seconded by Director Brunberg, the attorney billing 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 #3**  
  
b) Letter to Mr. Benedict regarding answers to his questions (pg 9) Admin Ross advised of four letters received by Mr. Benedict regarding the special meeting for the District Administrator position interviews. Original Board Packet had an error which has been corrected. Requesting approval of this letter to send to Mr. Benedict.  
**MOTION #4**

On a motion by Director Montes, seconded by Director Stickney, to give authority to Admin Ross to send the letter of response to Mr. Benedict regarding answers to his questions 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.

**8. CONSENT  
CALENDAR**

**MOTION #5**

- a) On a motion by Director Brunberg, seconded by Director Stickney, the consent calendar 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.

**8.1. CONSENT  
MATTERS  
GENERAL FUND**

- a) Ratification of Claims for November 2020 (pg 10)  
b) Budget Status Report for November 2020 (pg 11-13)  
c) Revenue Report for November 2020 (pg 14)

**8.2. OLLAD  
CONSENT  
MATTERS**

- a) Ratification of Claims for November 2020 (pg 15-16)  
b) Budget Status Report for November 2020 (pg 17-18)

**8.3. KENNETH GROVE  
CONSENT  
MATTERS**

- a) Ratification of Claims for November 2020 (pg 19)  
b) Budget Status Report for November 2020 (pg 20)

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

**MOTION #6**

- a) Ratification of Claims for November 2020 (pg 21)  
On a motion by Director Brunberg, seconded by Director Stickney, the Ratification of Claims for November 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.

**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 2020 (pg 22-26):

Admin Ross extended appreciation to the staff for their cooperation and patience during the first two weeks as District Administrator of OVparks. A special thanks to Admin Greg Foell for his assistance and insight in providing vast amounts of important information pertinent to the District Administrator position at OVparks.

Admin Ross has attended several webinars and CARPD zoom meetings conducted by the County Parks Director every other Thursday with District Administrators throughout Sacramento. These meetings provide valuable sharing of information. Admin Ross has been attending these meetings since the beginning of the COVID-19 pandemic while with Mission Oaks Recreation & Park District. A recent meeting addressed an area of concern by the Office of Emergency Services in desperate need of warming center sites in unincorporated areas. Admin Ross has met with Jason D'Alessio, Coordinator with OES to provide a tour of OVparks facilities as a potential warming center location. OES staff would manage the warming site and sanitation requirements. OVparks programming would not be affected. Admin Ross will keep Board of Directors informed of any further information on this issue if the OES pursues usage of OVparks facilities.

Admin Ross advised of a park tour conducted with Admin Foell and Supt. Oropeza on Tuesday, December 1<sup>st</sup>. After the tour, Admin Foell was brought back to the Community Center for a surprise Resolution presentation by Matt Hedges, Chief of Staff for Supervisor Sue Frost in recognition of Admin Foell's retirement.

The final walkthrough of the paint project was conducted. Overall paint project was successful. An agreement was reached with Cut In Edge painting to provide additional trim and door painting details at the Pool Building in exchange for some damaged concrete caused by their trucks outside the Community Center during the paint project.

Admin Ross advised Supt. Oropeza was able to find a company to repair the slide at the Orangevale Community Park rather than purchase a new slide which saved the District a substantial amount of cost. Slide repair should be completed tomorrow, December 11, 2020.

Recreation Supervisor Bain advised that the month of November exceeded projections. The new Baseball Skills clinic and Basic Horsemanship had maximum enrollment met.

Supervisor Woodford extended appreciation to Supervisor Bain and Recreation Coordinator Roberts for their efforts to implement the Baseball Skills Clinic. Outdoor programs were very successful with good enrollment numbers considering COVID restrictions are in place. OVparks sent a Fall mailer to our senior community through

the donation of revenue by Almond Heights Senior Living. The mailer included letters from OVparks and Almond Heights, word puzzles, and bookmarks. Several seniors have sent thank you cards and called the office to express their appreciation. A holiday mailer with a themed magnet enclosed has just been completed and will be sent to our senior community. Supervisor Woodford is currently working with Recreation Coordinator Roberts to implement safe outdoor senior programs with COVID-19 protocols in place.

Recreation Coordinator Roberts advised of the Virtual Orangevale Community Tree Lighting to be held on Friday, December 11<sup>th</sup> at 6pm. with Supervisor Sue Frost, District Administrator Barry Ross, video messages from community members, and special guest appearances by Santa and Buddy the Elf. Ken Benedict from Orangevale Live will be assisting with the livestream of the event. Thank you to Easy Stumps for their assistance in decorating the tree as well as facilitating the tree lighting for the virtual event. Appreciation to Supervisor Sue Frost, Les Schwab, and the Orangevale Water Company for their sponsorship of this event.

The Snowflake Search event will be held in the weeks following the Virtual Tree Lighting. Snowflakes will be posted throughout our parks and at local participating businesses in the Orangevale community to encourage use of the parks and support of participating local businesses.

b) Report on Electric Greenway Trail – The City of Citrus Heights City Council selected the trail name to be Arcade-Cripple Creek Trail (verbal): Admin Ross advised that the three potential names were the Arcade Cripple Creek Trail, Electric Greenway Trail or the Solid Roots Trail. The committee voted to name the trail the Arcade-Cripple Creek Trail.

c) Schedule Planning Committee Meeting for consideration of Prop 68 Per Capita Project. Tentative meeting for Friday, December 18 at 9am: Admin Ross advised of Planning Committee Meeting to be held at the Orangevale Community Center on Friday, December 18, at 9am. with David McMurchie in attendance.

**12. UNFINISHED BUSINESS**

None discussed.

**13. NEW BUSINESS**

a) Oath of Office for Newly Elected Board Members (presentation): Admin Ross conducted the Oath of Office for three newly elected board members for four additional years on the OVparks Board of Directors.

b) Election of Officers for 2021 (pg 27): Admin Ross conducted the vote for chairperson, vice-chairperson, and secretary for 2021.

**MOTION #7**

On a motion by Director Brunberg seconded by Director Meraz, the Election of Director Stickney as Chairperson for 2021 was approved by a vote of 4-0-1 with Directors Meraz, Brunberg, Swenson, and Montes voting Aye. There were no Nays. Director Stickney Abstained.

**MOTION #8**

On a motion by Director Brunberg seconded by Director Stickney, the Election of Director Montes as Vice-Chairperson for 2021 was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson and Montes voting Aye. There were no Nays or Abstentions.

**MOTION #9**

On a motion by Director Brunberg seconded by Director Stickney, the Election of Director Swenson as Secretary for 2021 was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson and Montes voting Aye. There were no Nays or Abstentions.

- c) Discussion of Committee Assignments 2021 (pg 28): Admin Ross to receive requests from Board of Directors for Committee Assignments for 2021 to be discussed in early January 2021.
- d) Part Time Salary Scale for 2021 to address increase in minimum wage (pg 29-31): Admin Ross proposed an average seventy-five to eighty cent raise for the part time staff along with the elimination of multiple step increases. The adjustment maintains compliance with the State of California requirements.  
On a motion by Director Brunberg seconded by Director Stickney, the Part Time Salary Scale for 2021 to address increase in minimum wage 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 Ross advised the stay-at-home order for the Greater Sacramento area goes into effect tomorrow, December 11, 2020. Under the order childcare and pre-k programs can continue to run and playgrounds can remain open to the public. Parks workers are essential therefore their schedules will remain the same. Office staff will work from home if possible. Staff in office will be limited to not exceed four people at a time.

Final 9 Disc Golf will be holding a Christmas Classic Event on December 19, 2020 with social distancing and face coverings required. The Final 9 staff has assured OVparks that the tournament will adhere to the Pro Disc Golf Association's Covid-19 guidelines, which are in compliance with state and county measures. Concession stands are to be closed. Director Montes voiced concern for Final 9 conducting the event.

COVID 19 testing will be available for free to OVparks staff, Board of Directors, and their family members on Monday, January 4, 2021. This service will be provided by VHS Hearing Solutions at no cost to the District.

Finance/HR Supt. Von Aesch advised Larry Bain is scheduled to conduct an audit report presentation in February 2021. Director Brunberg requested a copy of the Audit Report prior to the presentation.

Supt. Von Aesch mentioned in lieu of an Employee Appreciation Luncheon, which cannot be held due to COVID restrictions, staff is making an Employee Appreciation bag to distribute to OVparks full time staff and Board of Directors. Bags will include merchandise from several local businesses and vendors from the Thursday night market.

Recreation Coordinator Roberts extended appreciation to Recreation Specialist Megan Brennan and OVparks daycamp staff for all their hard work in facilitating the camp program. Virtual Orangevale Community Tree Lighting is tomorrow, December 11, 2020 at 6pm. Online contests will be conducted for the community to participate in.

Supt. Oropeza thanked the parks staff for their continued work to maintain the parks, fire prevention measures that have been conducted at Oak and Filbert, and assisting with the preparation of the Virtual OVparks Community Tree Lighting event. Looking forward to a productive year in 2021. In response to Director Brunberg's question regarding painting temperature, Supt. Oropeza advised painting can be conducted at 50 degrees.

Supervisor Woodford extended appreciation to OVparks office staff Kathy and Christina for their multiple tasks accomplished as well as all the OVparks staff for their hard work. Welcome to Admin Ross to the OVparks team. Thank you to Recreation Coordinator Roberts for her creativity in providing these events during this unprecedented time.

Supervisor Bain welcomed Admin Ross to the OVparks team. Custodian/Host II Danny Rodriguez has been accomplishing many necessary projects and deep cleaning the facilities.

Director Brunberg welcomed Admin Ross and thanked the OVparks staff for their continued hard work.

Director Meraz suggested utilizing assets at OVparks to provide quality of life opportunities for the Orangevale Community and first responders via Zoom. Director Brunberg suggested the new buildings could be utilized for this purpose. Director Montes offered to donate

time and technical background to assist Director Meraz in facilitating this potential service.

Director Stickney extended appreciation of all information available to the Orangevale community to let them know we are here for them. Parks are looking good. Welcome aboard to Admin Barry Ross. Thanks to the staff for all their hard work this year.

Director Montes appreciated the staff for their resilience and creativity. Many agencies are struggling. OVparks staff has shined. Best of Orangevale is coming up.

Director Swenson extended appreciation to the staff for their positivity and creativity and welcomed Admin Ross to OVparks.

**15. ITEMS FOR NEXT AGENDA**

- a) Finalize Committee Assignments 2021
- b) Finance Committee discuss potential mid-year review of full-time salaries.

**16. ADJOURNMENT**  
**MOTION #10**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:50 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