

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors November 14, 2019

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, November 14, 2019 at the District Office. Director Stickney called the meeting to order at 6:32 p.m.

Directors present: Stickney, Swenson (Arrived 6:35p.m.), Meraz, Brunberg, Montes,  
Directors absent: None  
Staff present: Greg Foell, District Administrator  
Jennifer Von Aesch, Finance/HR Superintendent  
Horatio 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 Brunberg, seconded by Director Montes, was approved by a vote of 4-0-0 with Directors Stickney, Brunberg, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Swenson was absent for vote (arrived at 6:35p.m.)
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
6. **MINUTES**  
**MOTION #2**
  - a) Approval of Minutes of October 10, 2019 Special Meeting (pg 1-7): On a motion by Director Brunberg seconded by Director Meraz, the minutes were approved by a vote of 3-0-2 with Directors Stickney, Meraz, Brunberg, and voting Aye and Directors Swenson & Montes Abstaining. There were no Nays.
7. **CORRESPONDENCE**  
**MOTION #3**
  - a) Confidential Envelope – Attorney Billing October/September 2019: 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, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Abstentions or Nays.

**8. CONSENT  
CALENDAR**

**MOTION #4**

- a) On a motion by Director Brunberg, seconded by Director Meraz, the consent calendar with the removal of the Chamber of Commerce membership dues (page 8) was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz and Montes, voting Aye. There were no Abstentions or Nays.

**8.1. CONSENT  
MATTERS  
GENERAL FUND**

- a) Ratification of Claims for October 2019 (pg 8-9)  
b) Budget Status Report for October 2019 (pg 10-12)  
c) Revenue Report for October 2019 (pg 13)

**8.2. OLLAD  
CONSENT  
MATTERS**

- a) Ratification of Claims for October 2019 (pg 14-15)  
b) Budget Status Report for October 2019 (pg 16-17)

**8.3. KENNETH GROVE  
CONSENT  
MATTERS**

- a) Ratification of Claims for October 2019 (pg 18)  
b) Budget Status Report for October 2019 (pg 19)

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

**MOTION #5**

- a) Ratification of Claims for October 2019 (pg 20):  
On a motion by Director Brunberg seconded by Director Swenson, the Ratification of Claims for October 2019 with the addition of the Orangevale Chamber of Commerce membership dues (page 8) was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Meraz, and Brunberg voting Aye and Director Montes Abstaining. There were no Nays.

**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 – October 2019 (pg 21-24): Admin Foell summarized the cleanup efforts for the new property (Formerly Regency Baptist Church). The California Conservation Corp has been assisting with the removal of concrete, play structures, and miscellaneous debris left behind on the property. Park Supt. Oropeza anticipates utilizing the California Conservation Corp's assistance for an additional day at the new property, one day at Streng Avenue project, and two days at Sundance Park. Capital City Signs will be providing a quote to update interior and exterior signage for all buildings. The termite division of Neighborly Pest Management will be inspecting and treating the termite damage and active infestation issues at the new property. In addition, dry rot repairs, security doors, door replacement and/or repairs, security camera installation, interior repairs and painting, and exterior landscape, are being implemented. Fire and building alarms for the new property will be added to current building security system. A land survey began today, November 14, 2019, in preparation for the Master Plan Update for entire site. The survey will take approximately three to four days to complete. The storage containers currently on site at the new property will be relocated to more optimal locations on the premises for usage.

Overflow parking at the new property will be utilized during the Orangevale Community Tree Lighting on December 6, 2019. A lighted pathway will be available to access between the overflow parking to the Orangevale Community Center.

The proposal for the Master Plan Update will tentatively be presented to the Board of Directors in December 2019 with the initial Master Plan update projected to begin in January 2020. Initial meeting was held with MTW with Director Lisa Montes, Brad Squires and OVparks staff present.

In addition, Admin Foell advised that all sidewalks for accessing the game area at the Orangevale Community Park and the basketball court upgrade at the Youth Center location have both been completed.

Supervisor Woodford emphasized the tremendous effort from maintenance staff in facilitating the cleanup at the new property.

Park Supt. Horacio Oropeza updated on the accomplishments on cleanup at the new property, the tree lighting decorating, and the field aerating of the fields.

Recreation Supervisor Jason Bain summarized the Fright Night event and highlighted new activities such as the pallet maze and "Spookyton" Woods.

b) Report on Electric Greenway Trail – (verbal): Admin Foell advised regarding the positive meeting held with property owners on Escallonia and Drywood regarding the Electric Greenway Project. County of Sacramento, City of Citrus Heights, and Admin Foell

attended the meeting with the property owners involved. The City of Citrus Heights contracted with an engineer to survey the setting of the square footage and the boundary lines. Upon completion of the report, a subsequent meeting will be held with the property owners to confirm the information with them move forward with purchase agreements.

Admin Foell met with local residents to walk through the Electric Greenway Trail area to identify the potential trees to be removed. Draft construction plans are projected to be completed beginning to mid-summer of 2020. At that time another meeting will be conducted with the residents.

**12. UNFINISHED BUSINESS**

None discussed.

**13. NEW BUSINESS**

a) Discussion Regarding Community Feedback from Stakeholders on Financing of District Capital Projects and Timeline for Considering a General Obligation Bond (handout, verbal): Admin Foell summarized feedback received from community leaders and community council. Presentation of information was generally well received. Input suggested showing the anticipated projects to be included in the General Obligation (G.O.) Bond and the prioritization of projects. Ralph Carhart, with the Fair Oaks Board of Directors, was at the presentation and validated the expense involved for public projects based on his experience with upgrades at Fair Oaks Recreation & Park District. Discussed process of providing visualization of projects and marketing strategy for G.O. Bond for vote in 2020 election. Admin Foell has contacted David Dickerson, OVparks website developer, for adding pages to display the master plan updates on the website in a user-friendly format. In addition, John Isom will be present for the December 12, 2019 Board of Directors meeting at which time the consultant agreement and the proposal from David Dickerson will be presented to begin discussions whether to move forward. Admin Foell encouraged the Board of Directors to review the timeline presented to become familiar with the milestones prior to the December BOD meeting. Anticipating February or March timeline for receipt of the estimated cost analysis and actual projects for G.O. Bond if pursued. John Isom will discuss the process pursuant to the July 7<sup>th</sup> submission deadline for ballot inclusion at the December board meeting.

b) Approval of Quote from Madsen Roofing & Waterproofing, Inc. to Complete Repairs on the Sanctuary and House Buildings in the amount of \$13,681.00 (pg. 25-39): Admin Greg Foell updated on progress in acquiring new roofing at the new property. Classroom building's roof is old but does not have obvious leaks. Sanctuary building has a rolled roofing material which is delaminating from the roof creating the immediate concern for leakage. The house roof is a composition roof that needs repairs as well. Admin Foell

**MOTION #6**

has contacted four commercial roofing companies. Unfortunately, this late in the season, only one bid for \$76,000 has been received to re-roof the three buildings. This amount exceeds the limit without going through a formal bid process. Therefore, a bid in the amount of \$13,681 was obtained from this company to address the immediate repairs needed to secure the Sanctuary and House roofs until it can be re-addressed for replacement in the next fiscal year. Discussed the possibility of obtaining a bid specification package to re-roof the Orangevale Community Center building, with a new design to prevent leakage, along with the new property roofs as a package bid during the next fiscal year.

On a motion by Director Montes, seconded by Director Brunberg, the Approval of Quote from Madsen Roofing & Waterproofing, Inc. to Complete Repairs on the Sanctuary and House Buildings in the amount of \$13,681.00 were approved by a vote of 5-0-0 with Directors Stickney, Swenson, Meraz, Brunberg, and Montes voting Aye. There were no Abstentions or Nays.

**14. DIRECTOR AND STAFF COMMENTS**

Admin Foell mentioned the need to have new property named to put new signage in place. He asked for input for names to consider. He will forward naming policy to the Directors and add this topic to the agenda for Board of Directors Meeting for December.

Supervisor Woodford advised of the upcoming Craft Fair on November 15<sup>th</sup> and 16<sup>th</sup>, as well as the 14<sup>th</sup> Annual Orangevale Community Tree Lighting on December 6<sup>th</sup>. Currently working on the new activity guide for Winter/Spring with several new activities being planned. The Employee Appreciation Party will be held on Friday, December 13<sup>th</sup> from 11:30 a.m.- 2:30 p.m.

Park Supt. Oropeza summarized the completion of clearing and the planned maintenance for the new property.

Finance/HR Supt. Von Aesch advised open enrollment for health care plans has ended.

Director Montes extended wishes to all OVparks staff and their families for a blessed Thanksgiving and voiced appreciation to veterans for their service. She invited all to attend the Honky-tonk Party on Saturday, December 7<sup>th</sup>.

Director Swenson expressed appreciation for the OVparks staff.

Director Stickney appreciates all the efforts of the OVparks staff.

Director Brunberg mentioned the progress on the new property looks great from the street. She is working on updating the trails system for

the master plan update. Suggested having quarterly committee meetings to discuss strategies involved.

Director Meraz appreciates the improved views from clearing the properties.

**15. ITEMS FOR NEXT AGENDA**

- a) Proposal for the Master Plan Update
- b) G.O. Bond Discussion & and Possible Consultant Agreement
- c) New Property Name Discussion

**16. CLOSED SESSION**

- a. Closed Session pursuant to Government Code Section 54957  
Public Employee Performance Evaluation: District Administrator

**17. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION**

Director Stickney resumed public session. No action was taken.

**18. ADJOURNMENT**

**MOTION #7**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:56 p.m. On a motion by Director Brunberg, seconded by Director Stickney, the adjournment was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes, voting Aye. There were no Abstentions or Nays.

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Mike Stickney, Chairperson