

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors November 12, 2020

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, November 12, 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: Greg Foell, 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**
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, Swenson, 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 October 8, 2020 (pg 1-8): On a motion by Director Montes, seconded by Director Stickney, 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.

7. **CORRESPONDENCE**
 - a) Confidential Envelope – Attorney Billing September 2020: None discussed.

 - b) Sacramento Local Agency Formation Commission Request for Nominations for “Office B” Membership on the Special District Advisory Committee (pg 9-11): Admin Foell advised of request for nominations on LAFCO Special District Advisory Committee. No interest was expressed by any Board Members.

**8. CONSENT
CALENDAR**

MOTION #3

- 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 September 2020 (pg 12)
b) Budget Status Report for September 2020 (pg 13-15)
c) Revenue Report for September 2020 (pg 16)
d) Ratification of Claims for October 2020 (pg 17-18)
e) Budget Status Report for October 2020 (pg 19-21)
f) Revenue Report for October 2020 (pg 22)

**8.2. OLLAD
CONSENT
MATTERS**

- a) Ratification of Claims for September 2020 (pg 23-24)
b) Budget Status Report for September 2020 (pg 25-26)
c) Ratification of Claims for October 2020 (pg 27-28)
d) Budget Status Report for October 2020 (pg 29-30)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for September 2020 (pg 31)
b) Budget Status Report for September 2020 (pg 32)
c) Ratification of Claims for October 2020 (pg 33)
d) Budget Status Report for October 2020 (pg 34)

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

MOTION #4

- a) Ratification of Claims for September 2020 (pg 35)
On a motion by Director Stickney, seconded by Director Brunberg, the Ratification of Claims for September 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.

MOTION #5

- b) Ratification of Claims for October 2020 (pg 36)
On a motion by Director Brunberg, seconded by Director Stickney, the Ratification of Claims for October 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: Recap of the October 7, 2020 meeting (pg 37): Admin Foell extended appreciation to Melyssa Woodford, Jason Bain, and Nadia Roberts for their efforts in providing the report presented to the Recreation Committee members which summarized the quarterly reports, COVID-19 issues, and Winter/Spring Activity Guide plans. Sacramento County restrictions have adjusted back into the Purple tier. OVparks has continually maintained the purple tier guidelines, therefore few adjustments to current programming will be necessary. Current outdoor programming adjustments will be

implemented as needed for inclement weather as indoor programming is not allowable under the purple tier guidelines.

- d) Personnel & Policy: Recap of the November 5, 2020 meeting (pg 38): Admin Foell advised this topic will be addressed as an agenda item in tonight's BOD meeting.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: No report.
- h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – October 2020 (pg 39-44): Admin Foell updated that progress is continuing with the four properties in escrow. Two of the four properties have closed. The final two properties are in final stages of completion for close of escrow. The City of Citrus Heights is in the final stages of their planning process. Upon completion, the design diagrams will be forwarded to Sunrise RPD and OVparks for review. Transportation Engineer Leslie Blomquist for the City of Citrus Heights is working toward reduced fees required by the park districts for the lighting. Upon determination, lighting decisions and costs will be discussed at a future Board of Directors meeting.

Area administrators continue to hold Zoom meetings to discuss COVID guidelines and implications to Districts. OVparks Staff has been working hard to implement programs and make necessary adjustments to accommodate status changes.

Park Supt. Oropeza advised the irrigation has been turned off in anticipation of the upcoming winter season. He has been working with Sacramento County to improve drainage at the disc golf course. They have cleared debris and retrenched drainage in the area. California Conservation Corp has been clearing dead wood in the Community Park. They have also removed trees and cleared the creek area by Hole 8 at the disc golf course. In addition, a large tree which had partially fallen by the horse arena has been removed. Supt. Oropeza has also been working with the Cut In Edge painters at the OVparks Community Center and the new property. They will continue painting at the pool buildings, weather permitting. Director Brunberg inquired of any issues with painting in the cooler weather. Supt. Oropeza advised most of the painting was completed approximately three weeks ago during warmer temperatures. To his knowledge cooler weather will not affect the paint quality. He will continue to monitor the progress of the painting project.

Recreation Supervisor Jason Bain advised OVparks is doing well considering the COVID-19 restrictions in place. Director Stickney was impressed with the numbers given the circumstances and had heard the Family Fright Night Drive Through was successful.

Recreation Coordinator Roberts advised the Family Fright Night Drive Through had a larger turnout than anticipated. The overall community response to the event was very positive. The upcoming Virtual Tree Lighting will be conducted through Orangevale Live to be posted on Facebook. Community members are invited to request a free tree ornament to decorate and return to OVparks for placement on the tree for decoration. In addition, online holiday themed contests will be conducted. OVparks is partnering with Dairy Queen and Les Schwab to provide a free tree ornament to decorate to community members contributing to the Orangevale/Fair Oaks Food Bank. Easy Stumps will be donating use of their lift to decorate the Orangevale Community Center tree. OVparks will recognize tree lighting sponsors on the electronic board at the Orangevale Community Center. In addition, Orangevale View will recognize Easy Stumps for their generous contribution of the use of their lift.

b) Report on Electric Greenway Trail – Trail Naming (verbal):
Admin Foell advised the final top three names will be discussed at the City Council Meeting tonight for vote and final decision.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

MOTION #6

a) Retroactive Approval of the Agreement with the California Conservation Corps to Provide Tree and Shrub Pruning/Chipping Services at Orangevale Community Park and Sundance Natural Area in the amount of 9,606.72 (pg 45-55):

Admin Foell advised he signed an agreement with the Conservation Corp for four days of tree and shrub pruning/chipping services. An agreement for six days will be submitted for the Spring of 2021.

On a motion by Director Brunberg seconded by Director Swenson, the Retroactive Approval of the Agreement with the California Conservation Corps to Provide Tree and Shrub Pruning/Chipping Services at Orangevale Community Park and Sundance Natural Area in the amount of 9,606.72 was approved by a vote of 4-0-1 with Directors Stickney, Meraz, Brunberg, & Swenson voting Aye. There were no Nays. Director Montes Abstained.

MOTION #7

b) Approve the Agreement with Sebastian (the Qualified Low Quote) for the Orangevale Community Park Tennis Court Electrical Panel Project in the Amount of \$9,469 (pg 56-77):
Admin Foell extended appreciation to Supt. Oropeza for his

efforts in obtaining the three quotes for this project. Staff recommends approval of the qualified low quote acquired from Sebastian.

On a motion by Director Swenson seconded by Director Montes, the Agreement with Sebastian (the Qualified Low Quote) for the Orangevale Community Park Tennis Court Electrical Panel Project in the Amount of \$9,469 and authorize the District Administrator to execute the contract documents was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

MOTION #8

- c) Approve the Agreement with Champion Sports Surfaces (the Qualified Low Quote) for the Orangevale Community Park Tennis Court Renovation Project in the Amount of \$25,290 or \$32,590 (Award Determined by Selection of the Two Tennis Courts or the One Tennis and Two Pickleball Alternative) (pg 78-117): Admin Foell thanked Supt. Oropeza for obtaining quotes for this project. J&S Asphalt completed the previous surfacing at Almond Park tennis courts and the basketball courts at the Youth Center. A former employee of J&S, who was instrumental in the surfaces completed at Almond Park and the Youth Center, is now employed with Champion Sports Surfaces, the low quote submission. The third quote received was more extensive and expensive. Staff recommends approval of the qualified low bid from Champion Sports Surfaces for either the two tennis courts or one tennis court and two pickleball alternative.

On a motion by Director Stickney seconded by Director Brunberg, the Agreement with Champion Sports Surfaces (the Qualified Low Quote) for the Orangevale Community Park Tennis Court Renovation Project in the Amount of \$32,590 for the One Tennis and Two Pickleball Alternative and authorize the District Administrator to execute the contract documents was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

MOTION #9

- d) Discussion and Formal Approval of Incorporating the County Policy Regarding Unused Sick Leave at Retirement for Management Employees into the District Policy Manual (pg 118-119): Finance/HR Supt. Von Aesch summarized the SCERS and Sacramento County Policy regarding unused sick leave at retirement for Management Employees which was discussed at the Personnel and Policy Committee Meeting on Thursday, November 5, 2020.

OVparks, although an independent district, follows the County Policy closely in most cases. Sacramento County Policy states up to half of the balance could be paid out at the time of retirement if the employee retires the day after leaving the District. The other option provides the full amount can be applied as service

credits. The policy would apply to employees at the District Administrator and Superintendent level positions. On a motion by Director Montes, seconded by Director Brunberg, the Approval of Incorporating the County Policy Regarding Unused Sick Leave at Retirement for Management Employees, designated as District Administrator and Superintendent level positions as management employees, into the District Policy Manual was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

MOTION #10

- e) Retroactive Approval for Encroachment Permit with Sierra National Construction to use District Property at 6826 Hazel Avenue as a Staging Area for Construction Equipment and Material for the Hazel Avenue Improvement Project (pg 120-127): Admin Foell advised of the Sierra National Construction request to utilize District Property throughout the duration of the Hazel Avenue Improvement Project. Admin Foell has discussed an agreement with Sierra National Construction to obtain seal coat and asphalt repair to the OVparks Community Center parking lot areas plus seal coat and restripe of the Shackleton Woods asphalt trail area in exchange for use of the parking lot area. Provision has been stipulated to remove construction equipment if necessary, for OVparks events. On a motion by Director Brunberg seconded by Director Stickney, the Retroactive Approval for Encroachment Permit with Sierra National Construction to use District Property at 6826 Hazel Avenue as a Staging Area for Construction Equipment and Material for the Hazel Avenue Improvement Project was approved by a vote of 4-0-1 with Directors Stickney, Meraz, Brunberg, and Swenson voting Aye. There were no Nays. Director Montes Abstained.

14. DIRECTOR AND STAFF COMMENTS

Admin Foell mentioned an email received from an Orangevale resident who had fallen at the Orangevale Community park and extended appreciation to the OVparks maintenance staff who assisted her. She was very thankful for their help.

In recognition that this will likely be his last OVparks Board of Directors Meeting before his upcoming retirement, Admin Foell extended his deep appreciation to the Board of Directors, the OVparks staff, and Orangevale community as a whole for the incredible privilege of working at this wonderful District. Barry Ross will begin as District Administrator on November 30, 2020. Admin Foell will be officially retiring on December 30, 2020.

Supervisor Bain advised Facilities Host Danny Rodriguez has returned to work full time.

Supervisor Woodford advised the Winter/Spring activity guide is being finalized and expressed appreciation of the office staff for their

assistance throughout the process. Kudos to Supervisor Bain and Recreation Coordinator Roberts for their efforts to provide the Fright Night Drive Through event and the upcoming Virtual Tree Lighting to the community. She has received positive feedback and appreciation from the community for the activities OVparks has been able to provide during the COVID-19 pandemic.

Supervisor Woodford shared that Almond Heights Senior Living generously provided a puzzle insert and postage for the OVparks senior mailer recently sent to approximately eighty-five seniors who participated in the OVparks senior programming prior to the pandemic shutdown. The mailer also included a letter from OVparks staff, a Halloween themed virtual ghost hug picture and fall-themed bookmarks. Several calls, emails and thank you cards in response to receiving the correspondence have been received. Admin Foell voiced appreciation to Supervisor Woodford for her exemplary role in reaching out to the community with a personal touch.

Finance/HR Supt. Von Aesch advised the Audit went well and results will likely be received in February 2021.

Park Supt. Oropeza extended appreciation to the staff for their hard work. He also thanked Recreation Coordinator Roberts for moving forward with the coordination of the Virtual Tree Lighting.

Recreation Coordinator Roberts thanked the recreation leaders for continuing to provide a safe and fun experience to the OVparks Day Camp enrollees. She expressed appreciation to OVparks staff for their assistance and support in planning and preparing for the Virtual Tree Lighting.

Director Brunberg appreciates all the efforts of the OVparks staff during these difficult times.

Director Montes inquired about the Cemetary Haunted House. Supervisor Bain shared the Cemetary Haunted House was able to run for three days. The facilitator, Frank Babcock, had encountered multiple obstacles from various entities to obtain approval to open. He controlled the flow of traffic well and had a successful event during the time the haunted house was able to open. This year afforded him the opportunity to note any changes necessary in preparation for the event in 2021.

Director Swenson extended appreciation to the staff for their continued efforts during this challenging time.

Director Meraz noticed the pickleball courts at Pecan Park are being used frequently as well as the tennis courts at the Community Park. He mentioned that the Shady Oaks Disc Golf Course is also being utilized by people of all ages. Nice to see the community enjoying the park amenities.

Director Stickney expressed appreciation to Admin Foell for his excellent job during the past eleven years of service as District Administrator at OVparks.

15. ITEMS FOR NEXT AGENDA

None discussed.

16. CLOSED SESSION

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. Public Employee Performance Evaluation of the District Administrator Foell was conducted with positive feedback.

18. ADJOURNMENT
MOTION #11

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:04 p.m. On a motion by Director Brunberg, seconded by Director Swenson, 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.

Mike Stickney, Chairperson