

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors January 14, 2021

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on January 14, 2021 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, Parks 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 Swenson, 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 December 10, 2020 (pg 1-7): 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) Dec. 18 article in the Orangevale View about the Tree Lighting event (pg 8): Admin Ross summarized the excellent article in the Orangevale View with great photos. The event went as well as it could under the circumstances. He thanked the OVparks staff for their efforts and extended appreciation to the Orangevale View for the publicity of this event.

 - b) Emails from the community expressing appreciation (pg 9-10): Admin Ross advised of positive feedback received complimenting OVparks for adhering to wearing masks and social distancing during the Virtual Tree Lighting and visit from

Santa for the Kidz Korner preschoolers. Community members were pleased to see the guidelines taken seriously to provide a safe environment for the Orangevale community.

- c) Letter to Supervisor Frost and the County Board of Supervisors requesting CARES Act funds (pg 11-12): Admin Ross has sent a letter to Sacramento County Supervisor Sue Frost to petition consideration of OVparks for some of any remaining funding from the CARES Act. The letter outlined the impact COVID has had on OVparks and emphasized the important role of the Parks and Recreation districts to the community for physical and emotional health throughout the pandemic. Although funding is not provided for loss of revenue, Admin Ross included that information to advise of extent OVparks is impacted. Matt Duarte, Executive Director for CAPRI, recommended all District Administrators with Parks and Recreation Special Districts in California send a letter to request consideration of remaining CARES Act funding. Awaiting response from Supervisor Sue Frost.

MOTION #3

- d) Confidential Envelope – Attorney Billing September-December 2020: On a motion by Director Stickney, seconded by Director Meraz, the attorney billing September-December 2020 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 #4

- a) On a motion by Director Brunberg, seconded by Director Montes, 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 December 2020 (pg 13-14)
- b) Budget Status Report for December 2020 (pg 15-17)
- c) Revenue Report for December 2020 (pg 18)

**8.2. OLLAD
CONSENT
MATTERS**

- a) Ratification of Claims for December 2020 (pg 19-20)
- b) Budget Status Report for December 2020 (pg 21-22)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for December 2020 (pg 23)
- b) Budget Status Report for December 2020 (pg 24)

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

MOTION #5

- a) Ratification of Claims for December 2020 (pg 25): On a motion by Director Swenson, seconded by Director Brunberg, the Ratification of Claims for December 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:

Recap from meeting held on Dec. 18, 2020 (pg 26-27): The Planning Committee was attended by Admin Ross, Director Stickney, Director Meraz, Supt. Von Aesch, and Supt. Oropeza. Attorney David McMurchie attended via zoom. Supt. Von Aesch has submitted the application for Prop 68 Round Four in December 2020, which is due by March 12, 2021. If successful, the District could receive up to \$1.3 million dollars to be utilized for Pecan Park Master Plan improvements. Awardees will be notified by late summer 2021. The Prop 68 Non-Competitive Per Capita Grant is available with approximately \$178,000 which OVparks would budget the required match of \$45,000 in the next fiscal year budget. Deadline for submission for the Per Capita Grant is in December 2021. If awarded, the funding could be used to address high priority projects such as: decomposed granite trail at the Community Center Park; adding a driveway from the north parking lot of the community center to the new property; adding a restroom building at Almond Park; lighting at the Arcade-Cripple Creek project; and utility needs at the new property. Admin Ross and Supt. Von Aesch will schedule to take the online training for the Per Capita Grant.

Attorney David McMurchie discussed potential leveraging of funds based on economy today and low interest rates. OVparks currently holds a loan at 3.25% interest rate. Unfortunately, we are unable to refinance until September 2027.

Supt. Von Aesch provided calendar year comparisons between 2019, which was prior to Covid, and 2020 to summarize the financial impact of Covid on the OVparks budget. Analysis was very informative in determining the effects of the pandemic on the budget. Although revenue was significantly reduced during 2020 due to Covid, costs and expenses were also reduced which offset some of the budget impact. Overall, the report reflected less impact than anticipated under the circumstances.

g) Trails Committee: Trails Committee: No report.

h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – December 2020 (pg 28-31):

Admin Ross attended Orangevale Community Council Meeting last month. Extended appreciation to Director Montes for inviting him and intends to regularly attend future meetings.

Admin Ross and Parks Supt. Oropeza recently met with Robin LeBelle with the Sacramento County to tour the property and discuss the Hazel Avenue Sidewalk Improvement Project. New sidewalk installation will encroach on the landscaping in front of the new property slightly. OVparks has granted a temporary construction easement to Sacramento County. The County project will include sidewalks, a crosswalk by the bus stop, and fence improvement by the Youth Center property. Utilities will remain above ground. Anticipated projected completion of the project is end of Spring 2021.

Admin Ross attended Sacramento County Administrator Zoom Meetings. Nick Mori with County Department of Public Health has been providing guidance regarding the stay-at-home order in place due to the pandemic. He had anticipated the stay-at-home order to remain in effect through January and possibly longer, however Governor Newsom has recently lifted the stay-at-home order.

Free Covid Testing was made available for interested OVparks staff and family members on Monday, January 4, 2021. Ten people participated. No charge to staff or the District is accrued for this service, and the testing company will provide additional free testing anytime requested. Admin Ross will advise the Board if an additional free Covid testing is scheduled.

Interest has been expressed by the County of Sacramento to potentially utilize area Recreation & Park Districts in the future for vaccination distribution sites. Admin Ross will keep the Board updated to any further developments regarding this issue.

Admin Ross, Recreation Supervisor Bain, Admin. Services Supervisor Woodford, Recreation Coordinator Nadia Roberts, and Administrative Clerk Christina Kelley attended the January 7th CAPRI meeting regarding risk mitigation. Beneficial information was provided to those in attendance who are responsible for rentals, waivers, and agreements.

Admin Ross met with Casey Kempenaar and Leslie Blomquist with the City of Citrus Heights Planning Department to review details of

Arcade-Cripple Creek Trail. A follow-up meeting will be held on Wednesday, January 27, 2021 to include the City of Citrus Heights Police Department and Dave Mitchell, District Administrator at Sunrise Recreation and Park District, to discuss plans for security, lighting, and financing of the trail. Director Stickney inquired of status of residence resistance to the removal of the oak trees. A mitigation plan is being worked on by the City of Citrus Heights to address the concerns of removing trees.

Supt. Von Aesch summarized the gross revenue report is better than expected.

Supervisor Woodford extended appreciation to the recreation staff for their hard work to implement the Virtual Community Tree Lighting and Snowflake Event which kept the community involved. Orangevale Live has had approximately 1200 views of the Virtual Community Tree Lighting. Director Montes suggested producing future virtual events as co-host to enable OVparks access to analytics of the broadcasts.

Park Supt. Oropeza thanked the parks staff for assisting with the Virtual Tree Lighting event and the visit from Santa for the Kidz Korner preschoolers. The slide has been repaired and installed at the Orangevale Community Park at Oak and Filbert. Many people are currently using the parks. Appreciation to the parks staff for their maintenance and continued clean-up efforts of leaves throughout the parks.

Recreation Supervisor Jason Bain advised of tree lighting donations, revamped the projections due to anticipated slow month of December. The refund due to the Cemetary Haunted House was processed against the December revenue.

Recreation Coordinator Roberts shared that the online Snowflake Contest was successful with good participation. Extended appreciation to the local businesses and participants for their support. She is looking to implement easier submission ability for future online contests. The OVparks Day Camp program has been revamped to the new Adventure Crew after school program.

Admin Ross shared the Fulton-El Camino report indicating low incidents and citations in our parks. Admin Ross advised of multiple reports from a concerned resident regarding dogs off leash at Almond Park. Admin Ross has visited the park during the time of day the resident indicated however, no off-leash dogs were present. Continued visits to the park will be made to pursue this resident's concerns and address any off-leash issues encountered. Director Brunberg mentioned an effort by a neighborhood group a few years ago that was interested in an off-leash park at Almond Park.

b) Schedule Finance Committee Meeting to review current fiscal year budget, the fiscal impacts of Covid-19, and begin projections for FY 2021-22 (verbal): Admin Ross is to schedule and conduct a Finance Committee Meeting prior to the next Board of Directors Meeting.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

MOTION #6

a) Committee Assignments for 2021 (pg 32):
Director Montes and Director Swenson swapped recreation and trails committees.

On a motion by Director Montes, seconded by Director Brunberg, the Committee Assignments for 2021, with Director Montes and Director Swenson swapping recreation and trails committees, 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 #7

b) Recreation Activity Guide production status (pg 33): Board of Directors discussed the Activity Guide production and distribution during the Covid-19 pandemic. The board acknowledged that the mass production and mailing of the Activity Guide is valued by the community and important to the success of our recreation programs. Due to costs associated with printing and mailing the Activity Guide, the board agreed that the Activity Guide will be produced and marketed, but will not be mass-printed or mailed until staff is confident that the programs being offered will not be cancelled or negatively impacted by Covid-19 restrictions. Supervisor Woodford advised the summer Activity Guide is in production and should be available at the end of April.

On a motion by Director Montes, seconded by Director Stickney, the Recreation Activity Guide production status was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

c) St. Patrick's Disc Golf Tournament (pg 34):
Board of Directors postponed vote on this topic. Admin Ross is to pursue guidance from the Sacramento County Public Health Department regarding the ability to hold this event. A special meeting may be held at our soonest opportunity to discuss and vote.

d) Steps Toward Closure for families who have lost loved ones to Covid-19 (pg 35-36):

Admin Ross presented an outline created with the input of Director Stickney, and Director Meraz for OVparks to provide ability for closure to Orangevale families and first responders affected due to the Covid pandemic. Admin Ross shared a recommendation for OVparks staff to proceed with an outlined proposal to facilitate livestream end-of-life farewells and memorials while adhering to current state and local guidelines in place. The Orangevale community would be advised of this available service through the Orangevale View and OVparks website. Completion of a facility rental application would be required. Director Meraz expressed appreciation to Admin Ross for his approachability regarding this issue to support the community.

- e) Warming centers during the winter (verbal):
Admin Ross summarized meeting with Sacramento County regarding the potential utilization of OVparks facilities as warming centers. Admin Ross will advise Board of Directors if Sacramento County requests use of facilities.
- f) Schedule quarterly review for District Administrator (verbal):
Board of Directors discussed scheduling a closed session virtual meeting in March 2021. Director Stickney will schedule with Admin Ross and advise Board of Directors.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross appreciated the resilience of the OVparks office staff while coordinating the work schedule during the stay-at-home order. Recently the order was lifted, however, precautions are being taken to protect the health of those working in the office.

Appreciation to the parks crew for their great work as our essential workers to maintain the safety and cleanliness of the parks.

Acknowledgement to Supt. Oropeza for attending a webinar with the Department of Water Resources on very short notice to gain knowledge regarding potential water restrictions in the future.

Thank you to Lucas Lilly, Parks Maintenance employee, for his ability to repair an OVpark maintenance truck which postponed the surplus of the truck from the fleet. Lucas' strong mechanic skills are greatly appreciated.

Appreciation to all OVparks staff and board for their resilience and cooperation throughout this pandemic and for welcoming him as District Administrator at OVparks.

Supt. Oropeza advised of positive feedback from the community regarding the service provided throughout the parks. Extended appreciation to the staff and the community for their support. Thank you to Recreation Coordinator Roberts for her coordination with Easy Stumps to assist with tree decorating for the Virtual Community Tree Lighting.

Supervisor Bain extended appreciation to the Recreation Specialist Megan Brennan for her efforts to revamp and coordinate the transition from OVparks daycamp to the new OVparks Adventure Crew afterschool program.

Supervisor Woodford advised returning families with Tigersharks enrollment began January 11th. New Tigersharks can enroll beginning February 8th. New procedure for registrations are in place due to the current Covid guidelines. Scheduling of AARP appointments began on January 13th. Appointments will begin March 2nd with a drop-off and pick-up process in place. A maximum of four people are allowed in the room at once.

Kudos to the staff for adapting to the changes and good communication with the community to convey the new procedures in place. We have been able to offer many outdoor programs such as Top-Notch basketball, tennis, golf, track & field, horse camp, karate, and jazzercise. Recreation Specialist Brennan has done an excellent job prepping, implementing, and cleaning up for the OVparks Adventure Camp.

Finance/HR Supt. Von Aesch advised Larry Bain will present the Audit Report next week. Summary of the report will be presented at the next Board of Directors Meeting in February.

Welcome back to Nelson Kirk, Parks Maintenance, returning from his medical leave for knee surgery.

Kudos to the OVparks front office staff for a great job handling phone calls regarding returning Tigersharks re-enrollment and AARP Tax-Aide appointments. They have been coordinating well with staff working remote, in-house staff, and recreation staff. Enjoying District Administrator Ross and appreciate all he is doing for the District.

Recreation Coordinator Roberts extended appreciation to the community for their support of the outdoor activities OVparks has been able to offer during the pandemic. Also thanked Supervisor Woodford and Supervisor Bain for their support to implement the programming. She expressed that it is great to have Barry Ross on board as the new District Administrator.

Director Meraz mentioned feeling honored to be a part of this Board of Directors. Appreciates the resilience of the group and ability to work well together.

Director Stickney mentioned the parks are looking good and are being used regularly by the community. Good to see the increased activity throughout our parks.

Director Montes expressed appreciation for the ham and card given at the holidays. It was a very nice gesture and really enjoyed it. She hopes all employees and their families had an enjoyable holiday season.

Orangevale/Fair Oaks Foundation is not planning to hold the Big Day of Service this year. In lieu of this event, they would like to assist with Creek Week with OVparks while accommodating state and local guidelines. She will coordinate with Supt. Oropeza and Recreation Coordinator Roberts for volunteer project opportunities. Best of Orangevale results will be provided via a live broadcast. With only a few weeks left to vote, encouraged all to get their vote in.

Director Swenson requested trails insight and advice to gain knowledge for her new assignment to the trails committee. Director Meraz and Director Brunberg will assist with information and provide a copy of the Trails Master Plan.

Director Brunberg extended appreciation for the ham and goodies for the holidays. Thank you to the staff for their hard work.

15. ITEMS FOR NEXT AGENDA

- a) Orangevale Recreation & Park District Fiscal Audit 2019/20
- b) St. Patricks Disc Golf Tournament

16. ADJOURNMENT
MOTION #8

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:35 p.m. On a motion by Director Brunberg, seconded by Director Montes, 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