

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors May 14, 2020

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on May 14, 2020 at the District Office. Director Stickney called the meeting to order at 6:37 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 Stickney, 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 March 12, 2020 (pg 1-10): 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.

 - b) The regular meeting of April 9, 2020 was not held.

7. **CORRESPONDENCE**
MOTION #3
 - a) Confidential Envelope – Attorney Billing February and March 2020: On a motion by Director Montes, 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 Nays or Abstentions.

MOTION #4

- b) Terry Benedict questions for the Board of Directors (verbal):
Admin Foell advised of a letter from community member, Terry Benedict to OVparks requesting clarification if the Board of Directors was required in 2001 to publicly vote to continue an agenda item subject. Admin Foell informed Mr. Benedict that the policy and protocol acknowledge the Chair of the Board has the power to continue an agenda item to a future meeting unless another board member objects.
On a motion by Director Montes, seconded by Director Brunberg, the response provided by the District Administrator to Terry Benedict 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.
- c) Letter from the California Association of Recreation and Park Districts (CARPD) Soliciting Candidates for the CARPD Board of Directors (pg 11-13):
Admin Foell advised of a letter from CARPD soliciting for candidates to serve on the CARPD Board. A virtual summit will be held in lieu of the in-person conference which was cancelled due to the COVID-19 social distance directive.
- d) Citrus Heights Water District Annexation Project for Streng Avenue Park (pg 14-17):
Admin Foell advised that the Citrus Heights Water District is conducting several annexations of small properties within their jurisdiction which includes the Streng Avenue corridor. This area includes Sunrise Recreation and Park District, OVparks, and Sacramento County. Eventually the Electric Greenway will go through that area. OVparks has received the initial letter from the Sacramento LAFCo regarding the Citrus Heights Water District's application for Annexation. There are costs involved in the LAFCo process which OVparks would accrue to annex into the Citrus Heights Water District. Admin Foell will conduct further research and present full report at the June 2020 Board of Directors Meeting to determine if this is of interest to pursue as the application moves forward.
- e) SCERS Treatment of Leave Under the Families First Coronavirus Response Act (pg 18-19):
Admin Foell presented update to SCERS treatment of time off amid COVID-19 pertaining to retirement. There are no direct implications to the OVparks District. The COVID-19 pandemic and stock market issues will increase retirement rates over several years, however, the increase will not affect this year's rate.

- f) Sacramento Local Agency Formation Commission (LAFCo) Fiscal Year 2020/21 Budget (pg 20-21):

Admin Foell summarized the Sacramento LAFCo has budget shared with all Sacramento agencies of which OVparks has a small annual portion due every year.

**8. CONSENT
CALENDAR**

MOTION #5

- 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 March 2020 (pg 22)
- b) Budget Status Report for March 2020 (pg 23-25)
- c) Revenue Report for March 2020 (pg 26)
- d) Ratification of Claims for April 2020 (pg 27-28)
- e) Budget Status Report for April 2020 (pg 29-31)
- f) Revenue Report for April 2020 (pg 32)

**8.2. OLLAD
CONSENT
MATTERS**

- a) Ratification of Claims for March 2020 (pg 33-34)
- b) Budget Status Report for March 2020 (pg 35-36)
- c) Ratification of Claims for April 2020 (pg 37-38)
- d) Budget Status Report for April 2020 (pg 39-40)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for March 2020 (pg 41)
- b) Budget Status Report for March 2020 (pg 42)
- c) Ratification of Claims for April 2020 (pg 43)
- d) Budget Status Report for April 2020 (pg 44)

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

None discussed.

**10. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: Recap of the May 1, 2020 meeting (pg 45-46): Admin Foell summarized the reduced revenue projections for this year and indicated the unknown projections for next year. Recreation and Park District Administrators conduct a weekly Zoom Meeting to share perspectives. Over the past several weeks COVID 19 restrictions have been loosened to allow the opening of dog parks, disc golf courses, and tennis and volleyball courts. Guidelines remain in place requiring wearing face masks, participation only from the same household, and social distancing from those outside household. Questions remain whether OVparks will be able to resume Summer programming and to what extent. Many districts have already decided not to conduct any Summer programming. Meeting attendees discussed expense reduction potential over the remainder of the year. Discretionary spending reduction such as renovation of athletic fields may be postponed due to revenue reductions. Facility and Recreation revenue losses exceed \$300k

this fiscal year due to the COVID-19 mandated district closure. This amount is offset somewhat by fewer salaries for contractors' billings and part time employees which would have been hired for the increased summer facility and recreation programming. The majority of the revenue loss affects the current fiscal year as substantial revenue from summer programming registrations is predominately obtained April through June. Salaries, benefits, potential of furloughs, and a pull-up were discussed to reduce costs. The Finance Committee has recommended a 1% COLA, no increase in medical, and one furlough day per month beginning in July 2020. Due to the uncertainty pertaining to COVID-19, these recommendations will be re-evaluated for the Final Budget in August and again in December 2020 for revision. Director Meraz inquired if guidelines have been provided by CSDA or NRPA. Admin Foell advised he has been receiving continual updates of guidelines from state and federal entities which often change daily. OVparks is committed to following the Sacramento County Health guidelines.

- 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 – March 2020 (pg 47-49) and
- b) Monthly Activity Report – April 2020 (pg 50-52):
Admin Foell advised that OVparks maintenance employees have been conducting ongoing mowing and maintenance of grounds. OVparks Recreation employees have been preparing for potential reopening of programming when Sacramento County directives allow. The OVparks office is closed to the public as required by the Sacramento County directive.

Supervisor Woodford advised office staff is conducting necessary preparations to be ready to reopen when permitted. Program instructors are prepared to move forward with any necessary restrictions when programming can resume.

Park Supt. Oropeza thanked the staff for their hard work throughout the COVID-19 closure. Partnering with an OVparks community neighbor, a fence repair has been completed. OVparks Community Pool repairs have also been completed. Thank you to community for their support and communication on ongoing issues within the parks. Director Montes acknowledged OVparks maintenance employee Randall Turpin for doing a great job.

Recreation Supervisor Jason Bain advised of virtual Community Center implemented by OVparks Recreation Specialist Megan Brennan to provide creative options for residents. Recreation staff is trying to prepare for steps necessary to facilitate programming when Sacramento County health directive permits.

Recreation Coordinator Nadia Roberts advised of social media campaign to encourage recreate responsibly participants can potentially win prizes graciously donated by sponsors.

c) Report on Electric Greenway Trail – (verbal): Admin Foell updated progress in working on specifications of the trail. Currently in escrow for four properties with purchase agreements associated with the trail plans.

d) Create an Ad Hoc Committee for establishing the District Administrator replacement process (verbal): Staff recommends forming an Ad Hoc Committee to assist in facilitating the interview process and other issues associated with the hiring of the new District Administrator. Director Stickney appointed Director Montes and Director Brunberg to the committee. Committee will meet to establish a hiring process to present to the Board of Directors at the Board of Directors Meeting in June 2020.

e) Update on General Obligation Bond Process (verbal): Admin Foell advised of surveys currently being conducted by consultant John Isom of Isom Advisors to gain insight into the impact of the COVID 19 on consumer preferences for a G.O. Bond measure. The results of the survey will be presented at the Board of Directors meeting in June for discussion to decide whether and how to move forward with a G.O. Bond measure.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

MOTION #6

a) Approval of the Ground Lease Agreement with Crown Castle to Extend the Agreement for an Additional 25 years (pg 53-85): Admin Foell introduced Attorney David McMurchie to explain the terms of the Ground Lease Agreement with Crown Castle. Assigned the current lease from Pac Bell, Crown Castle is paying the rent of \$643.78 with an escalator included. Current negotiations have been ongoing since 2014. If approved, the new

lease will cover the five years remaining on the existing lease as well as an additional \$856 payment through Sept. 21, 2026. A 4% escalator on new lease will automatically apply to old lease upon expiration. On a motion by Director Montes, seconded by Director Swenson, the Ground Lease Agreement with Crown Castle to Extend the Agreement for an Additional 25 years was approved by a vote of 4-0-1 with Directors Stickney, Meraz, Swenson, & Montes voting Aye. Director Brunberg voted Nay. There were no Abstentions.

MOTION #7

- b) Ordinance 20-05-004, Ordinance Amending Ordinance 18-11-003 to Add a Procedure for Tree Trimming, Introduce and Waive First Reading of Ordinance Regulating Encroachments upon District Property to be Included in the Ordinance Code of the Orangevale Recreation and Park District (pg 86- 96): Admin Foell explained the need to establish an ordinance to require an encroachment permit and establishes regulations of what is required to prune or remove trees. With this amendment in place, an application to the district along with documentation of requested work must be submitted. Attorney David McMurchie explained the legal aspect of the amendment and the advantages of adding this procedure. On a motion by Director Brunberg seconded by Director Swenson, the Ordinance 20-05-004, Ordinance Amending Ordinance 18-11-003 to Add a Procedure for Tree Trimming, Introduce and Waive First Reading of Ordinance Regulating Encroachments upon District Property to be Included in the Ordinance Code of the Orangevale Recreation and Park District 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) Consider Approval of Agreement with BP Productions (Bill Pursell) and All Events Management Group (Lisa Montes) to Hold the Drive-In Live Concert Event in Orangevale Community Park on May 30, 2020 or June 6, 2020 (pg 97-115): Admin Foell advised of application received to hold a Drive-In Live Concert Event to include required COVID-19 health directives. The Sacramento County health department has indicated the directive of no gathering in groups. Bill Pursell and Lisa Montes explained the objective of providing a safe event abiding by the required guidelines similar to the Drive-In Theatre. Security personnel, sanctioned by the Sheriff Department, would be on site and enforce the restrictions in place. On a motion by Director Brunberg seconded by Director Meraz, the Agreement with BP Productions (Bill Pursell) and All Events Management Group (Lisa Montes) to Hold the Drive-In Live Concert Event in Orangevale Community Park on May 30, 2020 or June 6, 2020, pending the stipulation of Sacramento County health directive allowing this type of event to take place, was not approved by a vote of 2-0-3 with Directors Meraz and Brunberg voting Aye.

There were no Nays. Directors Stickney, Swenson, and Montes Abstained.

- d) Presentation of the Orangevale Recreation & Park District Preliminary Budget for Fiscal 2020-21 (pg 116-139): Admin Foell advised that taxes are still strong projecting 2-4% for this next year. Fees associated with salaries and benefits will increase up to 25% for healthcare, retirement costs will likely increase next year or following year. CAPRI had indicated that workers compensation rates would be flat, however, issues surrounding the COVID-19 pandemic, an increase of potentially 10+% may occur. Increases are occurring in utility costs as well as liability insurance on the service and supply side are slated to increase by 25%. These will need to be considered in the preparation of the final budget. Current deficit of approximately \$537k is comprised of approximately \$150k-\$200k associated with the purchase of the Regency Baptist Church and the Escalonia/Drywood land purchase and approximately \$250k in loss of revenue due to the COVID-19 district closure thus far. Admin Foell to refine costs and recommend budget reductions at the June Board of Directors Meeting.

MOTION #9

- e) Approval of Resolution 20-05-643 Resolution of Intention to Levy Assessments for Fiscal Year 2020- 21, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg 140-187): Admin Foell explained the process to approve the two resolutions, publish them, and provide a notice for the public hearing. After the public hearing, approval for public assessments will take place in June. On a motion by Director Brunberg seconded by Director Meraz, the Resolution 20-05-643 Resolution of Intention to Levy Assessments for Fiscal Year 2020-21, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Orangevale Landscaping and Lighting Assessment District (OLLAD) 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

- f) Approval of Resolution 20-05-644 Resolution of Intention to Levy Assessments for Fiscal Year 2020- 21, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Kenneth Grove Landscaping and Lighting Assessment District (pg 188-207): On a motion by Director Brunberg, seconded by Director Stickney, the Resolution 20-05-644 Resolution of Intention to Levy Assessments for Fiscal Year 2020-21, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Kenneth Grove Landscaping and Lighting Assessment District was approved by a vote of 5-0-0 with

Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

- g) Discussion Regarding the Engineer's Estimates and Priority Projects Identified in the Orangevale Community Center Park and District Parks Master Plans (pg 208-214): Admin Foell explained the estimated costs provided by Peter Larimer from MTW Landscape Architect associated with the OVparks Master Plan. Reviewed selected priority projects and requested input from the Board of Directors for potential adjustment. Director Swenson mentioned that Fair Oaks Recreation & Park District Board of Director Meeting Minutes indicated approval of a plan to include a pump track in their Master Plan. Director Brunberg questioned prioritizing the Youth Center Building renovation and stated preference to prioritize the Orangevale Community Center and new property areas first. Director Stickney advised preference that the skate park/pump track, infrastructure, and trails be given priority. Input will be compiled and readdressed at the June 2020 Board of Directors Meeting.

MOTION #11

- h) Approval of Purchase and Sales Agreement with Glynn and Dennis Wright, 6927 Escallonia Drive, Orangevale, CA for 495 square feet in the amount of \$6,232.05 for the Electric Greenway Trail (pg 215-237): On a motion by Director Brunberg, seconded by Director Stickney, the Purchase and Sales Agreement with Glynn and Dennis Wright, 6927 Escallonia Drive, Orangevale, CA for 495 square feet in the amount of \$6,232.05 for the Electric Greenway Trail 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 #12

- i) Approval of Purchase and Sales Agreement with Dain and Jackeline A. Bryant, 6940 Drywood Way, Orangevale, CA for 1,015 square feet in the amount of \$8,292.55 for the Electric Greenway Trail (pg 238-260): On a motion by Director Brunberg, seconded by Director Meraz, the Purchase and Sales Agreement with Dain and Jackeline A. Bryant, 6940 Drywood Way, Orangevale, CA for 1,015 square feet in the amount of \$8,292.55 for the Electric Greenway Trail 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 #13

- j) Approval of Purchase and Sales Agreement with Joseph J. and Miranda B. Janusch, 6943 Escallonia Drive, Orangevale, CA for 423 square feet in the amount of \$4,394.97 for the Electric Greenway Trail (pg 261-283): On a motion by Director Brunberg, seconded by Director Meraz, the Purchase and Sales Agreement with Joseph J. and Miranda B. Janusch, 6943 Escallonia Drive, Orangevale, CA for 423 square feet in the amount of \$4,394.97 for the Electric Greenway Trail 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 #14

- k) Approval of Purchase and Sales Agreement with Richard and Danya Newey, 6931 Escallonia Drive, Orangevale, CA for 2,286 square feet in the amount of \$26,640.47 for the Electric Greenway Trail (pg 284-306): On a motion by Director Brunberg, seconded by Director Meraz, the Purchase and Sales Agreement with Richard and Danya Newey, 6931 Escallonia Drive, Orangevale, CA for 2,286 square feet in the amount of \$26,640.47 for the Electric Greenway Trail 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 #15

- l) Approval of Quote from Downtown Ford for a Ford F150 in the Amount of \$22,752.20 (pg 307-308): Admin Foell advised of necessity to purchase one truck, as indicated on the Capital Replacement List Budget, to begin replacing current fleet. On a motion by Director Brunberg, seconded by Director Stickney, the Quote from Downtown Ford for a Ford F150 in the Amount of \$22,752.20 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 #16

- m) Consider Approval of Final 9 Sports Request for Rental Waiver During COVID 19 Shutdown (pg 309- 310): On a motion by Director Montes seconded by Director Brunberg, the Final 9 Sports Request for Rental Waiver During COVID 19 Shutdown for the correct current rental amount 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 Foell shared perspective of many ways the COVID-19 closure has taken its toll in our community. Many parents juggling work from home while homeschooling and caring for their children. Many have been affected by job loss while the OVparks District has continued to compensate employees. This closure has made us more empathetic for humanity and working hard to be more kind and loving toward others. We can have impact on those less fortunate by reaching out and providing encouragement and available resources. OVparks staff has been working diligently to prepare for reopening to serve the community. Admin Foell extended appreciation to the staff and the Board of Directors for all their efforts.

Finance/HR Supt. Von Aesch advised that the majority of refunds have been completed.

Director Meraz inquired when the last time the kitchen flev vents over the stove were cleaned. Supervisor Woodford advised that facilities maintenance had conducted cleaning last fall. Admin Foell to confirm the extent of cleaning performed. Director Meraz extended appreciation to the maintenance staff for their remarkable upkeep of the park grounds and to Admin Foell and the office staff for all their work. Director Meraz also publicly acknowledged appreciation to the Mather Veteran's Hospital for their care in helping him recover from double pneumonia.

Director Stickney noticed parks are looking better and recognized maintenance staff for continued efforts.

Director Montes and Director Brunberg thanked staff for all continued efforts and hard work.

15. ITEMS FOR NEXT AGENDA

a) Citrus Heights Water District Annexation Project for Streng Avenue Park

16. CLOSED SESSION

a. Closed Session pursuant to Government Code Section 54956.8
Conference with Real Property Negotiators
Property: 5960 Snipes Blvd., Orangevale, CA 95662
Agency Negotiator: Greg Foell
Negotiating Parties: Wanda Drinkwine
Under Negotiation: Price and Terms

b. 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. Direction regarding the property was given to the District Administrator. Review was given to Admin Foell. No action was taken.

18. ADJOURNMENT
MOTION #17

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 9:00 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 Nay or Abstentions.

Mike Stickney, Chairperson