

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors January 18, 2024

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on January 18, 2024 at the District Office. Director Stickney called the meeting to order at 6:32 p.m.

Directors present: Stickney, Meraz, Montes, Presinal
Directors absent: Brunberg (arrived 6:33 pm)
Staff present: Barry Ross, District Administrator
Jennifer Von Aesch, Finance/HR Superintendent
Horacio Oropeza, Park Superintendent
Melyssa Woodford, Admin. Services Supervisor

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, Presinal, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.
MOTION #1

5. **PUBLIC DISCUSSION**
Matt Duarte, Executive Director of the California Association for Park and Recreation Indemnity (CAPRI) and the California Association of Recreation & Park Districts (CARPD) presented, on behalf of the CARPD Board of Directors, the CARPD Resolution of Recognition and Appreciation of Service to OVparks District Administrator Barry Ross.

6. **MINUTES**
MOTION #2
a) Approval of Minutes of December 14, 2023 (pg. 1-9): On a motion by Director Presinal seconded by Director Brunberg, the minutes were approved by a vote of 4-0-1 with Directors Stickney, Meraz, Brunberg, and Presinal voting Aye. There were no Nays. Director Montes abstained.

7. **CORRESPONDENCE**
a) Ads in the December 1 & 15 issues of the Orangevale View to promote upcoming programs (pg. 10-11)
b) An article in the December 15 issue of the Orangevale View about the Orangevale Community Tree Lighting event (pg. 12)
c) An article in the December 15 issue of the Orangevale View about the Orangevale Procession of Lights and the many community highlights in 2023, several of which involved OVparks (pg. 13)

- d) An announcement in the December 15 issue of the Orangevale View about the passing of Alice Amantea, a longtime valued member of the community and a past Director of the OVparks Board of Directors (pg. 14): Admin Ross mentioned the announcement for Alice Amantea was very well done. Director Montes advised that Alice will be honored at the Best of Orangevale event as a hometown hero.
8. **CONSENT CALENDAR**
- MOTION #4**
- a) On a motion by Director Brunberg, seconded by Director Meraz, the consent calendar was approved by a vote of 5-0-0 with Directors Stickney, Presinal, Brunberg, Meraz and Montes, voting Aye. There were no Nays or Abstentions.
- 8.1. **CONSENT MATTERS GENERAL FUND**
- a) Ratification of Claims for December 2023 (pg. 15-16)
 b) Budget Status Report for December 2023(pg. 17-19)
 c) Revenue Report for December 2023 (pg. 20)
- 8.2. **OLLAD CONSENT MATTERS**
- a) Ratification of Claims for December 2023 (pg. 21-22)
 b) Budget Status Report for December 2023 (pg. 23-24)
- 8.3. **KENNETH GROVE CONSENT MATTERS**
- a) Ratification of Claims for December 2023 (pg. 25)
 b) Budget Status Report for December 2023 (pg. 26)
9. **NON-CONSENT MATTERS GENERAL FUND**
- MOTION #5**
- a) Ratification of Claims for December 2023 (pg. 27)
 On a motion by Director Brunberg, seconded by Director Meraz, the Non-Consent Ratification of Claims for December 2023 was approved by a vote of 4-0-1 with Directors Stickney, Meraz, Brunberg, and Presinal voting Aye. There were no Nays. Director Montes abstained.
10. **STANDING COMMITTEE REPORTS**
- a) Administration and Finance: No report. A meeting will be held at 4:30pm on Thursday, February 1, 2024.
 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 – December 2023 (pg. 28-39):
Admin Ross advised that although December is typically a slow month for recreation and rental revenue, this December's revenue exceeded expectations. Approximately 1,100 attended the OVparks Community Tree Lighting event.

Park Supt. Oropeza appreciated Easy Stumps for their sponsorship in donating a truck to facilitate the decorating of the tree for the OVparks Community Tree Lighting event as well as the removal of the lights after the event. Park Maintenance has removed homeless encampments at Sundance Park and Orangevale Community Park.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

a) Approval of the Orangevale Recreation & Park District Fiscal Audit 2022/23 (pg. 40-71)
Auditor Larry Bain presented the results of the Orangevale Recreation & Park District Fiscal Audit for 2022/23. Board members requested clarification on the District's SCERS contribution. The Board of Directors has discussed the possibility of having an audit conducted for the Final 9 pro-shop to address some discrepancies noticed. Larry will create an audit agreement proposal to review. This topic will be discussed further in the next Finance Committee Meeting.

MOTION #3

On a motion by Director Montes, seconded by Director Brunberg, the Orangevale Recreation & Park District Fiscal Audit 2022/23 was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions.

b) Presentation: Jon Isom from Isom Advisors, and Jeff Land from Brandis Tallman/Oppenheimer, will present General Obligation Bonds as a funding option for the District (pg. 72-92):
Jon Isom, from Isom Advisors, a fiduciary entity, presented feasibility of options available to the District. Jeff Land with Brandis Tallman/Oppenheimer provided information regarding access to investors and funding information. Options presented include a Special Tax, an Assessment, a Certificate of Participation or Lease, or a General Obligation Bond. GO Bonds, which require a passage rate of 2/3rds vote, are considered the highest caliber of credit in the market providing the benefit of the lowest interest rates. An oversight committee is recommended, but not required. John Isom recommended another community survey be conducted which will cost approximately \$12,500-\$15,000. In addition, a reassessment of the Master Plan should be conducted to remove or add items and prioritize projects. The Board of Directors requested to call a Special BOD Meeting to vote on this

topic and the potential approval of a contract on February 1, 2024 at 6:00pm.

- c) Board Committee assignments for 2024 (pg. 93-94):
 Board committees are up for reassignment each calendar year. At the December 14, 2023, Board of Directors meeting, committee assignments for 2024 were discussed briefly with the intention of finalizing assignments at the January 18th BOD meeting. Director Presinal suggested everyone keep their same committee assignments for one more year. Administrator Ross contacted the Directors to learn if anyone wished to change committees. The table shows the same committee assignments as 2023, but with the Chairperson and the Vice Chairperson switched in all except the Planning Committee. Director Stickney will step down from the Government Committee and Director Brunberg will assume the role of Vice Chairperson of that committee. The table below reflects the committee assignments for calendar year 2024.

Committee	Chairperson	Vice Chairperson
Admin/Finance	Sharon Brunberg	Mike Stickney
Government	Lisa Montes	Sharon Brunberg
Maintenance/Operations	Manie Meraz	Arica Presinal
Personnel/Policies	Manie Meraz	Lisa Montes
Planning	Mike Stickney	Manie Meraz
Recreation	Mike Stickney	Lisa Montes
Trails	Sharon Brunberg	Arica Presinal

- d) Discussion about future improvements with the Maintenance Shop building and grounds (pg. 95-96):
 The Planning Committee met on November 1, 2023, with a focus on Youth Center Park and the Maintenance Shop facility and grounds. Due to recent incidents of theft and vehicle tampering, there is interest in having District vehicles parked within a locked and secured area. There has also been an increase in illegal dumping in parks, and some of the larger debris is brought back to the shop area until staff can properly dispose of it. This has led to unsightly piles of debris on the south border of the parking lot.

Improvement Plans: This meeting is an opportunity to begin discussing ideas to make better use of the space for securing vehicles and for improved work areas for staff. The goal is to improve function, efficiency, security, and aesthetics. Staff will be tasked with formulating needs, ideas, and designs for improvements. Once the Board and staff have settled on draft plans, the Board of Directors can decide if the District should contract with an architect to make the final plans and acquire cost estimates. This will be recommended as a line item on the Master Plan to be added in the revision.

- e) Progress recap of our Capital Improvement Projects within this Fiscal Year 2023/24 (pg. 97-99): Admin Ross advised that the Swimming Pool Project is complete. New flooring in the pool restroom and kitchen area, Kidz Korner roof replacement, boulders & fencing at the Arcade Cripple Creek Trail, have also been completed. Commitments have been made to complete the Community Center roof replacement, pool slide restoration, driveway/trail project, Youth Center Park concrete and ADA work. Remaining projects will be completed as necessary, and as funding allows. Some projects may be good candidates to include in a GO Bond if acquired.
- f) Swimming Pool Project Timeline and Update (pg. 100): This project was completed and handed over to OVparks on Dec. 18th. Park Supt Oropeza and Rec Supervisor Bain are researching a new pool vacuum to purchase for approximately \$10,000 in the 2024/25 fiscal year to improve efficiency in cleaning the pool.
- g) Driveway/Trail Project Timeline and Update (pg. 101): The County received our payment for the Drainage Fees on Friday, January 12th. The County is securing the final signatures for the plans and will be sending them to Peter Larimer. They expect that to occur by January 23rd. We will then be ready to work with Gordian and the pre-bid process to find a contractor within our budget. The start of construction for the driveway project is projected for March or April 2024. The California State Parks informed Admin Ross that this project has been granted an extension of at least one year.
- h) Arcade Cripple Creek Trail Project Update (verbal): Admin Ross advised that Park Maintenance staff has had to address an increase in graffiti along the trail along the 7-Eleven corridor. OVparks is responsible for graffiti removal which is not on the trail, i.e. fencing and trashcans.

Full Trail Items Remaining:

- Striping the trail and painted information and delineation lines on the paved trail.
- Installing signage along the trail.
- Installing the removable bollards at the entrances.
- Turning on the new stop lights at the Fair Oaks Blvd. crosswalk.
- Installing and activating the flashing beacons at other crosswalks.
- Planting trees with the Sacramento Tree Foundation as part of the tree mitigation plan for the project.
- Finalize the MOU for trail security and maintenance with the City of Citrus Heights and the Sunrise Recreation & Park District.

i) Update on other projects (verbal):

Flooring Project at Pool Building and Community Center Kitchen:

- Work began on December 18, and concluded on January 3rd. OVparks staff is replacing areas of sheetrock in the pool restrooms. Once finished, the contractor will return to install the baseboard and finish some punch-list items.

Concrete Replacement Project at Youth Center Ballfield Bleachers:

- Work is expected to begin the week of February 5th if the weather cooperates.

Community Center Roofing Project:

- The agreement has been completed and signed.
- Supplies have been ordered to secure 2023 pricing.
- The contractor has submitted most of the required documents.
- The project is expected to begin as early as March. The exact schedule will need to be coordinated with the contractor and OVparks staff to minimize the impact on programming and rentals.

Pool Slide Restoration:

- The agreement will be ready this month.
- The work is expected to take place in mid-April.

j) OVparks accomplishments in 2023 (verbal)

Admin Ross presented the following chronological summary of the District Accomplishments in 2023.

	<u>Month</u>	<u>Accomplishment</u>
1	January	Directors Presinal, Brunberg, and Meraz were sworn in as elected officials following a successful election in November 2022.
2	January	The District received a clean audit for Fiscal Year 2021-22.
3	Jan-Mar	We weathered the big storms of the winter, suffering over 25 downed trees, four damaged fences, a damaged parking lot, flooding at Shady Oaks and Norma Hamlin, soil erosion, and plenty of debris to clean.
4	Jan-Dec	We participated in many community meetings and events: Rotary, Community Council, OV Business Watch, Best of Orangevale, Summer Palooza, Orangevale Community Open House, Kiwanis, Red/White/Blue Parade, and Procession of Lights.

5	February	OVparks was awarded two Best of Orangevale honors
6	February	We updated the District's Personnel Policies & Procedures Manual. This was reviewed by legal counsel and includes policies that were updated to current language and laws.
7	February	The failing pool pump was replaced with a new energy efficient pump.
8	February	We implemented the 9/80 work schedule option for identified staff positions.
9	Feb - July	Successfully completed a 5-year lease agreement with the Orangevale History Project so they can open the Orangevale History Museum in the Cottage building. The museum opened on July 15, 2023. Staff prepared the building and the grounds for the OHP to move in.
10	Feb-Dec	We conducted several successful District special events for the community: Rummage Sales, Craft Fairs, Creek Cleanup, Best Friends Bash, Tropical Escapes, Carving Memories, Summer Open House, Hot Dog Hoedown, Family Fright Night, and Holiday Tree Lighting.
11	March	We converted the District website to a new and improved platform.
12	March	A new fence was installed at Streng Park as part of the District's improvement contributions to the Arcade Cripple Creek Trail.
13	April	Staff conducted a very successful Summer Open House event to attract early registration for several popular summer programs.
14	May	We worked with Big Day of Service to complete the following projects: added 25 yards of bark (OCCP), constructed one set of bleachers and three picnic tables (OCCP), planted 25 trees (OCCP, Shady Oaks, Youth Center, Pecan), added DG to dog park (Pecan), renovated butterfly garden (Pecan), replaced park sign (Pecan), added nearly 1,000 feet of irrigation line (Shady Oaks), curb appeal with rocks and planters (Shady Oaks), planted 45 plants around the Community Center.
15	May	We coordinated with the Orangevale History Project for the installation of a historical informational sign at Community Park.
16	May	The Board and staff identified Capital Projects to be budgeted for FY 23/24:

		Community Center roof; Kidz Korner roof; replace HVAC units; parking lot repair; Youth Center Park concrete repair; Community Park concrete repair; shade structure at Community Center outdoor stage; pool building flooring; Almond Park tennis court repair.
17	May-Oct	We facilitated the Orangevale Farmers Market and the Chamber's beer and wine garden, making the outdoor stage area at Community Center Park a true community gathering place on Thursday nights.
18	June	Several damaged sections of concrete pathway were repaired at Community Park along with large sections of the Pavilion stage and dance floor area.
19	June	The District installed two memorial benches at the Shady Oaks Disc Golf Course. The benches were donated by Judy and Steve Long in honor of their son Jeffrey Long.
20	June	We celebrated the District's 40 th Anniversary event at Summer Palooza.
21	July	We generated the most revenue through Recreation programs in the District's history.
22	July	We received the Ted Winslow CAPRI Safety Award in 2023, which signifies the highest rating possible following our annual safety audit.
23	July	We completed a salary survey that helped increase the salaries of most full-time staff.
24	July	Full-time staff received a 4% COLA for the new fiscal year in effort to keep up with inflation.
25	July-Dec	In collaboration with Shady Oaks Disc Golf Club, the District identified and prioritized improvement projects within the course. Completed projects in 2023 included the relocation of pin placements on holes #2 and #14, installation of a new retaining wall and irrigation at the practice basket area, and the pruning and removal of some hazardous trees on the course.
26	August	We Applied to the County for \$200,000 in COVID-19 relief funding. The ARPA funding came from the federal government and was sent to counties. The County of Sacramento had an application process for special districts to help them strategically allocate the funds. Our application was accepted for funding, which we received in August.

27	September	The Board of Directors approved that the District honor Juneteenth as a recognized paid holiday beginning in 2024.
28	October	The District hosted a very successful Aging Well Symposium & Wellness Fair.
29	November	The Board of Directors approved contractors for three important capital improvements to occur in the spring of 2024: 1. Replace the metal roof of the Community Center building; 2. Replace the concrete pads under the bleachers at the Youth Center baseball field; 3. Gel-coating and painting the slide at the swimming pool.
30	December	Our goal is for all fulltime staff to receive a performance evaluation once per year. 2023 was the first time in many years that this was accomplished.
31	December	The District successfully worked with contractors and the County to complete the pool renovation project, which involved the first extensive improvements to the pool since it was constructed in 1997-98.
32	December	The District successfully worked with contractors to replace the roof on the Kidz Korner Preschool building.
33	December	The District successfully worked with contractors to install boulder fencing to replace wooden bollards at Sundance Park, Streng Park, the Woodmore Oaks property near the 7-Eleven, and near the Final 9 store at Shady Oaks Disc Golf Course.
34	December	The District successfully worked with the City of Citrus Heights, Sunrise Recreation & Park District, and contractors to nearly complete the Arcade Cripple Creek Trail project.
35	December	The District successfully worked with contractors to replace the floors in the Pool Building and in the Community Center Kitchen.
36	December	Following interviews in November, the District has named Becky Herz to be the new District Administrator for OVparks beginning January 22, 2024.

14. DIRECTOR AND STAFF COMMENTS

Park Supt. Oropeza advised of continued mowing throughout the parks as weather permits. He thanked Admin Ross for his leadership and guidance during his tenure at OVparks. Many items have been accomplished by Admin Ross to assist the community and the District.

Finance/HR Supt. Von Aesch was congratulated by the BOD for a favorable 2023 audit report from the auditor, Larry Bain. She is anticipating summer employee new hire paperwork to be coming in April and May timeframe.

Supervisor Woodford inquired if the Board of Directors had received their postcard mailer announcing the availability of the Winter/Spring Activity Guide. Many of the Orangevale residents have voiced they have not received them. The community participation in the current programming is noticeably reduced. Additional marketing will be needed to offset the discontinuation of mailing the Activity Guide hard copy to residents.

Director Meraz thanked staff for all that was accomplished in 2023.

Director Stickney expressed appreciation to the staff for doing a good job.

Director Montes encouraged everyone to vote for the 2023 Best of Orangevale. The awards dinner will be held at the Orangevale Community Center on Friday, February 2, 2024. Admin Ross had suggested a new category of Community Facility Improvements to recognize those who partner with the park district. She appreciated Admin Ross for making a big impact at the District.

Director Presinal congratulated Admin Ross for the CARPD Resolution of Recognition and Appreciation of Service award he received.

Director Brunberg appreciated the 2023 Accomplishments report with corresponding visuals.

15. ITEMS FOR NEXT AGENDA

- a) Approval of Resolutions directing the preparation of the Engineer's Reports for OLLAD and Kenneth Grove Landscaping and Lighting Assessment Districts
- b) Approval of the agreement with Final 9 to hold their annual St. Patrick's Disc Golf Tournament at the Shady Oaks course at Orangevale Community Park on March 8-10 & 15-17, 2024

16. CLOSED SESSION

- a) Closed Session pursuant to Government Code Section 54957 District Administrator Employment

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

MOTION #6

- a) The Board came out of closed session.

On a motion by Director Stickney, seconded by Director Brunberg, out of consideration for the additional duties involved in training the new District Administrator, the Board directed the District Administrator to temporarily increase the salary of the Finance/HR Superintendent by 5% over the course of two years. This is to begin with the pay period starting January 21, 2024, and ending at the conclusion of the 52nd consecutive pay period on January 17, 2026. If this employee is to receive any other pay increases or cost of living adjustments during this defined period, those increases will be based upon the percentage of her current salary as of January 18, 2024, and not upon this temporary increase, was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Presinal, & Montes voting Aye. There were no Nays or Abstentions.

18. ADJOURNMENT

MOTION #7

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:52 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, Presinal, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions.

Mike Stickney, Chairperson