

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors May 18, 2023

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on May 18, 2023, at the District Office. Director Stickney called the meeting to order at 6:32PM.

Directors present: Stickney, Brunberg, Montes
Directors absent: Meraz (arrived 6:37PM), Presinal
Staff present: Barry Ross, District Administrator
Jennifer Von Aesch, Finance/HR Superintendent
Horacio 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, the agenda was approved by a vote of 3-0-0 with Directors Stickney, Brunberg, and Montes voting Aye. There were no Nays or Abstentions. Directors Meraz and Presinal were absent.

5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.

6. **MINUTES**
MOTION #2 a) Approval of Minutes of April 13, 2023 (pg. 1-13): On a motion by Director Brunberg seconded by Director Montes, the minutes were approved by a vote of 3-0-0 with Directors Stickney, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Directors Meraz and Presinal were absent.

7. **CORRESPONDENCE** a) Ads in the April 7 & 28 issues of the Orangevale View to promote upcoming programs (pg. 14-15): Admin Ross shared the advertisements promoting OVparks upcoming programs.
b) An article in the April 7 issue of the Orangevale View about the OVparks Summer Open House (pg. 16) Admin Ross shared the Orangevale View article regarding the OVparks open house scheduled for April 22.

8. **CONSENT CALENDAR**
MOTION #3
- b) On a motion by Director Brunberg, seconded by Director Montes, the consent calendar was approved by a vote of 3-0-0 with Directors Stickney, Brunberg, and Montes voting Aye. There were no Nays or Abstentions. Directors Meraz and Presinal were absent.
- 8.1. **CONSENT MATTERS GENERAL FUND**
- a) Ratification of Claims for April 2023 (pg. 17)
b) Budget Status Report for April 2023(pg. 18-20)
c) Revenue Report for April 2023 (pg. 21)
- 8.2. **OLLAD CONSENT MATTERS**
- a) Ratification of Claims for April 2023 (pg. 22-23)
b) Budget Status Report for April 2023 (pg. 24-25)
- 8.3. **KENNETH GROVE CONSENT MATTERS**
- a) Ratification of Claims for April 2023 (pg. 26)
b) Budget Status Report for April 2023 (pg. 27)
9. **NON-CONSENT MATTERS GENERAL FUND**
- None discussed.
10. **STANDING COMMITTEE REPORTS**
- a) Administration and Finance: This committee will meet on May 19 at 10PM at Community Center.
b) Maintenance and Operation: No report.
c) Recreation Committee: No report.
d) Personnel & Policy: No report.
e) Government: No report.
f) Planning Committee: This committee will meet on May 26 at 10PM at Shady Oaks Disc Golf Course.
g) Trails Committee: Trails Committee: No report.
h) Ad Hoc: No report.
11. **ADMINISTRATOR'S REPORT**
- a) Monthly Activity Report – April 2023 (pg. 28-39): Admin Ross advised that approximately 40 volunteers participated in the annual Creek Week Cleanup held on April 1 at the Orangevale Community Park. Several bags of garbage were cleaned out of the creek.

On April 27 OVparks staff participated in the quarterly safety meeting. Heat illness prevention and stress management were the topics discussed.

Supt. Von Aesch advised of preparations for upcoming new employee paperwork to process.

Park Supt. Oropeza advised that the Big Day of Service was successful with 700 volunteers participating despite the rain early in the day. Twenty-five trees were planted throughout the District. He extended appreciation to all the staff and volunteers that participated in the event. The Board of Directors suggested publishing a thank you to all the volunteers in Orangevale View and on social media sites. Irrigation is back on in the parks. The Park Maintenance staff assisted the Orangevale History Project with landscaping and irrigation at the Orangevale History Museum site anticipated to open on July 15.

Recreation Supervisor Jason Bain advised TigerShark practice is currently underway. Swim lessons begin June 12.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

- a) Approval of Resolution 23-05-702 Resolution of Intention to Levy Assessments for Fiscal Year 2023-24, Preliminarily Approving Engineer’s Report, and Providing for Notice of Hearing for the Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg. 40-95):

MOTION #4

On a motion by Director Brunberg, seconded by Director Montes, the Resolution 23-05-702 Resolution of Intention to Levy Assessments for Fiscal Year 2023-24, 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 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

- b) Approval of Resolution 23-05-703 Resolution of Intention to Levy Assessments for Fiscal Year 2023-24, Preliminarily Approving Engineer’s Report, and Providing for Notice of Hearing for the Kenneth Grove Landscaping and Lighting Assessment District (pg. 96-117): Admin Ross advised this resolution allows them to move forward with permission to advertise in the Citrus Heights newspaper and the Orangevale View.

MOTION #5

On a motion by Director Montes, seconded by Director Brunberg, the Resolution 23-05-703 Resolution of Intention to Levy Assessments for Fiscal Year 2023-24, 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 4-0-0 with Directors Stickney, Meraz, Brunberg, & Montes voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

c) Review hardcopy and digital Activity Guide options as a cost-savings measure (pg. 118-119):

Staff have periodically reviewed cost increases for printing and mailing the Activity Guide and are concerned about the consistent increase in fees over the last couple of years. Print costs have doubled since 2019, as well as a rise in the postage and design cost. Due to the rise in cost and more accessibility to online options, some other Districts have discontinued printing and mailing of their Activity Guide.

Our current community members were surveyed to see how they enroll and if they use the hard copy. Responses were split down the middle between use of the hard copy vs online.

The following options have been considered:

1) Create bi-annual guides rather than tri-annual guides. By printing two issues per year rather than three, staff feels it would have a slight to moderate negative impact on the success of our programs. Marketing would be lessened, adding new programs in a timely manner would be hampered, and most programs would be expired during the final two months of each issue.

- Fiscal Impact: Savings could range between \$4,000-\$7,000 annually. Lost revenue is likely but unknown.

2) Print & mail a smaller amount of guides.

We would mail a marketing postcard to all District residents notifying them that our new Activity Guide is on our website (include a QR Code for easy access). Residents wishing to continue receiving a hardcopy will be given the opportunity to request that and be placed on the Activity Guide mailing list. We would then have copies printed and mailed to them. This would decrease some costs while still allowing community members that do not use online options to have the information provided to them.

- Fiscal Impact: Saving could range between \$12,000-\$16,000 annually. Lost revenue should be minimal.

3) No longer print or mail the full guide.

Consider printing only a marketing postcard (with QR Code) to all District residents that directs them to our website to view our new digital Activity Guide. The postcard would not give the option of a hardcopy, but we would print and mail copies to customers who call and ask for one.

- Fiscal Impact: Saving could range between \$21,000-\$26,000 annually. Lost revenue is likely during the first year, but unknown.

4) Make no changes.

Staff recommend scheduling a meeting with the Recreation Committee to further review and discuss these options and bring a recommendation to the full Board of Directors at the June 15 BOD meeting.

Director Stickney mentioned that the Summer Activity Guide looks great. He was very impressed with the quality and display of the guide.

Supervisor Woodford advised that she begins planning and coordinating the Fall Activity Guide next week. Therefore, a decision as soon as possible would be beneficial.

Admin Ross extended appreciation to Supervisor Woodford for all her efforts regarding this topic.

d) Swimming Pool project timeline and update (pg. 120):

Greg Foell has completed the Front-End documents for us, which are needed for the formal bid packet. The tentative dates for the bid process will need to be confirmed with Aquatic Design Group, who will be involved in the pre-bid walk-through and other steps in the process. Admin Ross anticipates hearing back from ADG to confirm dates next week. The bid packet must be posted twice for thirty days in an adjudicated newspaper. A contractor is anticipated to be selected in early August for a start of the project in September. Our Legal Counsel provided us with document templates. Admin Ross to advise when the bid packet is posted. The permit is on hold with the County until a contractor is selected at which time the contractor will proceed with permit processing.

e) Driveway/Trail project timeline and update (pg. 121):

The County completed their Initial Review of the plans on May 3. They require additional details for the plans. Because the project is over one acre, there are additional processes we are subjected to. We are looking into separating this into two projects: a Driveway project and a Trails project. Admin Ross is seeking clearance from the State Grants Project Manager before proceeding.

Greg Foell has completed the Front-End documents for us, which are needed for the formal bid packet. The tentative dates for the bid process hinge on the County process. Admin Ross is also verifying what dates work with our Architect, who will be involved in the bid process. Our Legal Counsel provided us with document templates. The bid packet will likely be ready to advertise within 4-8 weeks.

- f) Arcade Cripple Creek Trail project update (verbal):
Crusader Fence Company completed the Streng Park fence during the first week of May. The demo work on the fences for the four Orangevale property owners along the trail is scheduled for this week and next. Temporary fencing will be installed until the new fences are completed. The trail construction has not yet reached Sundance or Streng parks. The installation of the wrought iron and redwood fencing for those homes is being scheduled and will likely take two weeks to install.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross reminded of the dedication ceremony by the Orangevale History Project for the Central California Railroad sign which will be held on Saturday, May 20 at 2:00PM. One of the OVparks Board of Directors will say a few words at the dedication.

Supervisor Bain advised that although April projections were not met, May revenue reflects the Open House registrations received which was quite successful.

Supervisor Woodford advised that summer program registration is doing well. New programs offered include Junior Pickleball, Zumba Gold, StretchLab, and Mushy Love Mushroom Growing. Plans are being implemented to offer Bingo once a month for the senior community. In addition, Tropical Escape and Carving Memories events are planned for the seniors. Participation in Collette Vacations has been going well. Seven travelers from OVparks are currently on the Best of Ireland tour.

Park Maintenance Supt. Oropeza advised that a technician inspected the pool pump to assure it is operating correctly. A flail mower attachment has been acquired to assist with the fire breaks. Special thanks extended to all the volunteers and staff for their participation in this year's Big Day of Service. Their assistance was quite valuable to the success of the day.

Director Meraz inquired if the driveway and trail project will be ADA compliant. Admin Ross and Park Maintenance Supt. shared that the area has accessibility in other areas. Admin Ross to verify with Sacramento County of any ADA requirements on this project and advise the BOD of the outcome.

Director Stickney advised that the engineers report must be published for thirty days and allow for public comment prior to presenting for approval at the July Board of Directors Meeting.

Director Montes shared excitement with how the Big Day of Service event went and looking forward to the upcoming Summer Palooza with the OVParks 40th Anniversary Celebration. Exclusive Exteriors has completed the concrete work contracted. The electrician will have electrical repairs completed by June 8. Director Montes will not attend the next BOD meeting on June 15. The thank you article for the Big Day of Service participants can be published in the next Orangevale View if received tomorrow.

Director Brunberg expressed appreciation to the staff for their assistance in the preparation and completed work during the Big Day of Service.

15. ITEMS FOR NEXT AGENDA

a) Preliminary Budget for FY 2023-24 will be presented for approval

b) Public Hearings for Orangevale and Kenneth Grove Landscaping and Lighting Assessment Districts and Resolutions to approve the Engineer Reports to order and levy the assessments for Fiscal Year 2023/24. If needed, this may be provided for approval at a Special BOD Meeting or at the July 20 BOD meeting.

c) Determine if July 20 meeting will be live-streamed.
The BOD determined live-streaming will be necessary if SCI Consulting will be in attendance.

16. ADJOURNMENT

MOTION #6

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:10PM. On a motion by Director Brunberg, seconded by Director Montes, the adjournment was approved by a vote of 4-0-0 with Directors Stickney, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

Mike Stickney, Chairperson