

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors February 11, 2021

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on February 11, 2021 at the District Office. Director Stickney called the meeting to order at 6:32pm.

Directors present: Stickney, Swenson, Meraz, Brunberg, Montes,
Directors absent: None
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
Nadia Roberts, Recreation Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.

4. **APPROVAL OF AGENDA** 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.
MOTION #1

5. **PUBLIC DISCUSSION** Community member Peg Pinard addressed the Board via Zoom during public discussion to provide a presentation to the Board of Directors regarding community concerns related to the Arcade-Cripple Creek Trail project at the Sundance Nature Area. She is formally requesting disclosure of the following:
 - Complete updated documents be made available online for ease of viewing accessibility.
 - Status updates be posted online with approval timelines and agencies involved.
 - Any trail project items be placed on the Board of Directors Meeting agendas to provide the community the opportunity to discuss concerns prior to final approval by the Board of Directors.Peg Pinard reiterated the need for all involved to work toward a final product that has the least negative impact to the environment. She is looking forward to future discussion. Director Stickney advised the topic will be placed on the March 2021 Board of Directors Agenda to discuss the requested disclosure items. Director Montes suggested providing a link to the City of Citrus Heights website trail information on the OVparks website to ease accessibility to status information.

6. MINUTES

MOTION #2

- a) Approval of Minutes of January 14, 2021 (pg 1-9): 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) Email from the community expressing appreciation (pg 10)
Admin Ross shared an email sent to Nadia Roberts, Recreation Coordinator, from a parent of a Snowflake search contest winner in appreciation for offering this activity. Kudos to Nadia for providing this fun activity for the community.

- b) Letter to our United States Senators and Representative from California requesting support for H.R.535 and S.91, The Special Districts Provide Essential Services Act to help us recover funds lost due to Covid-19 (pg 11-12):

Admin Ross summarized a letter he sent on behalf of OVparks at the request of the CSDA, advocates of Special Districts. The Special Districts have been unintentionally excluded from any Covid-19 relief from the Federal Government. The Special Districts Provide Essential Services Act has been established to attempt to correct this exclusion. Admin Ross sent the letter to Senator Feinstein, Senator Padilla, and House Representative Ami Bera to request consideration of reimbursement of expenditures paid as well as revenue loss due to the Covid-19 pandemic.

- c) California Special District Association (CSDA) Board of Directors Call for Nominations –Seat A (pg 13-17):
Applications are being accepted for upcoming available seat currently held by Noelle Mattock, El Dorado Hills Community Services District. Any Board of Directors interested in applying to the position must submit an application by March 29, 2021.

MOTION #3

- d) Confidential Envelope – Attorney Billing December 2020-January 2021: On a motion by Director Brunberg, seconded by Director Stickney, the attorney billing was approved by a vote of 4-0-1 with Directors Stickney, Brunberg, Meraz, and Montes voting Aye. There were no Nays. Director Swenson abstained.

8. CONSENT CALENDAR

MOTION #4

- a) On a motion by Director Swenson, seconded by Director Brunberg, 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 January 2021 (pg 18)
b) Budget Status Report for January 2021 (pg 19-21)
c) Revenue Report for January 2021 (pg 22)

**8.2. OLLAD
CONSENT
MATTERS**

- a) Ratification of Claims for January 2021 (pg 23)
- b) Budget Status Report for January 2021 (pg 24-25)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for January 2021 (pg 26)
- b) Budget Status Report for January 2021 (pg 27)

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

MOTION #5

- a) Ratification of Claims for January 2021 (pg 28)
On a motion by Director Swenson, seconded by Director Brunberg, the Ratification of Claims for January 2021 was approved by a vote of 4-0-1 with Directors Stickney, Brunberg, Meraz, and Swenson voting Aye. There were no Nays. Director Montes abstained.

**10. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: Recap from meeting held on Jan. 29, 2021 (pg 29-30): Director Brunberg, Director Swenson, Admin Ross, Supt. Von Aesch, Supt. Oropeza, Supervisor Woodford, and Supervisor Bain attended the meeting held on January 29, 2021 at 10 a.m. Reviewed the Covid impact on the OVParks budget. Tax revenue of \$73,000 was mistakenly allocated in the Covid impact totals. This amount has been moved into a non-Covid impact category. Covid impact for calendar year 2020 was actually in excess of \$107,000. Directors Montes and Stickney agreed the outcome could have been worse and attributed the initiation of furloughs helped ease the impact totals. Encouraged continued caution throughout this year. The committee discussed projections received from Sacramento County regarding property tax dollars which look promising. Projections from last fiscal year to this fiscal year are anticipated to increase approximately one percent. Early conservative projections for next fiscal year property tax increase of four-and one-half percent. These projections will be conservatively considered in discussions of the preliminary budget. Finance Committee will meet again in May to continue preliminary budget discussions. Capital improvement projects will be discussed at the May Finance Committee Meeting.
- 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 – January 2021 (pg 31-36):

Admin Ross spoke with Peter Larimer, Landscape Architect with MTW Group, on January 21, 2021 to discuss the need for a new sleeve at the new property for ability to tap into the irrigation system after the Sacramento County has completed the Hazel Avenue sidewalk project. Peter Larimer has indicated an optimal location for the new sleeve on a map. Admin Ross and Supt. Oropeza will coordinate with the Sacramento County to ensure the sleeve is installed, location marked, and photos of site taken.

The OVparks office was closed due to loss of power during the powerful wind and rainstorm on Wednesday, January 27, 2021. OVparks sustained overall minimal damage to the parks apart from some downed tree limbs and debris to cleanup. Some evidence of roof leakage in the gym and the meeting room areas, however, damage could have been much worse.

February 2, 2021 VHS Hearing Solutions came to OVparks to conduct free Covid Testing for staff, board members, and their family members. Eleven people participated in the testing which included antibody, standard, and rapid testing. This service will likely be provided monthly until most of the staff can receive the vaccination. Admin Ross will advise when the next Covid testing opportunity is scheduled.

Admin Ross participated in a Zoom meeting on February 3, 2021 with the City of Citrus Heights regarding the future maintenance and security of the Arcade-Cripple Creek Trail.

In preparation for the presentation from Peg Pinard, Admin Ross had requested Supt. Oropeza provide information regarding the number of trees OVparks has planted over the last few years. OVparks has a net positive of two hundred ninety-five trees planted. Approximately three hundred and twenty trees have been planted with a loss of approximately twenty-five to thirty trees since October 2017. Admin Ross is proud of the District's efforts to fight global climate change.

Fulton-El Camino police activity report within or in close proximity to OVparks properties indicated a substantial series of arrests on January 10, 2021. Three individuals were arrested for auto theft, stolen property, and evading police.

Several members of the community have indicated concern of regular occurrences of dogs off leash throughout Almond Park. The Fulton-El Camino Police have been patrolling the parks more frequently and some citations have been issued. In 2016 the OVparks Board of Directors had voted in opposition to a request to allow dedicated

dates and times for dogs to be off leash at Almond Park. Director Swenson advised of reported dog owners utilizing the tennis court areas as a dog park and pet waste being left behind. Admin Ross appreciated the information and advised that signage is in place at the tennis courts prohibiting animals and other non-tennis activities on the courts. The Fulton-El Camino Police standard practice is to give a warning initially. Subsequent offenses would be issued a citation.

Supervisor Woodford advised that several non-contact sport training programs have been able to run outdoors with adherence to current state and county restrictions in place. Enrollments for online and virtual programs by homeschool students have increased this month. Approximately ninety mailers were sent to reach out to the OVparks senior community this month. The mailer included a Valentine themed magnet, puzzles, and a handmade valentine from the Kidz Korner preschool children. Many seniors have called or sent cards of appreciation for the mailer and the effort we have made to keep in contact throughout the pandemic.

Park Supt. Oropeza advised of ongoing maintenance and repairs throughout the parks as well as cleanup of debris and downed tree branches due to the recent storm. Overall, the damage was minimal, and the rain was much needed and appreciated. A section of fence was installed near the playground at Almond Park and stucco repairs and paint at the new property were completed. OVparks maintenance will be working with the Big Day of Service volunteers to assist with projects within the community.

The tennis court lighting project at the Orangevale Community Park will be installed within a couple of weeks and resurfacing of the courts are slated to be completed in April or May timeframe. Positive feedback has been received from the community regarding work completed throughout the parks. Park Supt. Oropeza extended appreciation to Easy Stumps for their support with the tree decoration installation and removal process for the Virtual Community Tree Lighting. Thank you to the maintenance staff for their hard work.

Recreation Supervisor Jason Bain advised that although OVparks is still not able to rent indoor facilities, outdoor fields are being rented for softball practice and some of the outdoor programming is able to run with current state and county guidelines in place. TigerSharks registrations are currently being accepted. TigerSharks will tentatively plan to conduct virtual swim meets in lieu of in-person meets if necessary. OVparks will have the ability to offer a greater variety of programming once Sacramento County is adjusted to an improved tier. Anticipating the ability to offer swim lessons this summer in some capacity. AARP is planning to provide a limited number of tax preparation appointments for our senior community beginning in March until the April 15th tax deadline. All appointments were filled within two weeks.

Recreation Coordinator Roberts advised of ongoing plans for summer programming to include the Rec'ing Crew and the Jr. Leaders program, and upcoming hiring of part time staff. Jr. Leader applications for youth ages thirteen to fifteen years old are currently being accepted until March 8, 2021. Adventure Crew day camp has been successful with continued growth in enrollment. Spring Craft Fair plans are underway for the scheduled date of May 8th.

12. UNFINISHED BUSINESS

Board Committees for Calendar Year 2021 (pg 37):

Director Montes opted to step down from the Maintenance and Operations Committee as she is already assigned to three other committees. Director Swenson will replace Director Montes on the Maintenance and Operations Committee.

13. NEW BUSINESS

MOTION #6

- a) Approval of the Orangevale Recreation & Park District Fiscal Audit 2019/20 (pg 38-68): Larry Bain addressed the Board of Directors to summarize and review the Fiscal Audit 2019/20 Report. Independent audit report stated clean qualified opinion with no qualifications or disclaimer of opinions. All outstanding issues were addressed and resolved.

On a motion by Director Brunberg, seconded by Director Stickney, the Orangevale Recreation & Park District Fiscal Audit 2019/20 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 #7

Approval to direct Staff to move excess funds from purchase of new property into the General Fund for maintenance and repair of property.

On a motion by Director Brunberg, seconded by Director Stickney, the direction to Staff to move excess funds from purchase of new property into the General Fund for maintenance and repair of property 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

- b) Approval of Proposal to continue to contract with SCI Consulting Group to Provide Levy Administration Services, Engineer of Work, and Professional Consulting for the Orangevale Landscape and Lighting and Kenneth Grove Assessment Districts for Fiscal Years 2021-22 through 2025-26 (pg 69-80):

Admin Ross summarized the proposal to continue to contract with SCI Consulting Group. The five-year contract would begin with fiscal year 2021-22 through fiscal year 2025-26. SCI Consulting has a fantastic reputation and the services they provide take a large burden off the District by handling important functions for the two assessment districts. Director Brunberg inquired of acquiring a bid from another consultant agency. Director Stickney inquired if SCI would consider a shorter

contract. The previous contract with SCI Consulting was for five years. Recommended the Planning Committee research other agencies to consider prior to the next contract proposal. On a motion by Director Brunberg, seconded by Director Stickney, the Proposal to continue to contract with SCI Consulting Group to Provide Levy Administration Services, Engineer of Work, and Professional Consulting for the Orangevale Landscape and Lighting and Kenneth Grove Assessment Districts for Fiscal Years 2021-22 through 2025-26 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

- c) Approval of Resolution 21-02-659, Resolution Directing Preparation of the Engineer's Report for the Orangevale Landscaping and Lighting Assessment District (OLLAD) of the Orangevale Recreation and Park District (pg 81):

On a motion by Director Brunberg seconded by Director Stickney, the Resolution 21-02-659, Resolution Directing Preparation of the Engineer's Report for the Orangevale Landscaping and Lighting Assessment District (OLLAD) 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 #10

- d) Approval of Resolution 21-02-660, Resolution Directing Preparation of the Engineer's Report for the Kenneth Grove Landscaping and Lighting Assessment District of the Orangevale Recreation and Park District (pg 82): On a motion by Director Brunberg, seconded by Director Montes, the Resolution 21-02-660, Resolution Directing Preparation of the Engineer's Report for the Kenneth Grove Landscaping and Lighting Assessment District 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 #11

- e) Acceptance of the County of Sacramento 2021 Investment Policy for the Pooled Investment Fund (pg 83-101):

On a motion by Director Brunberg, seconded by Director Montes, the Acceptance of the County of Sacramento 2021 Investment Policy for the Pooled Investment Fund was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

- f) Approval of Resolution 21-02-661, Resolution Declaring that Government Body Members and Volunteers Shall be Provided Workers' Compensation Coverage, as Employees Do, While Providing Their Volunteer and Government Body Services for

MOTION #12

the District (pg 102-106):

Admin Ross summarized the protection provided for a nominal fiscal impact versus the vulnerability to lawsuits with associated costs and additional staffing time to address litigation issues.

On a motion by Director Brunberg, seconded by Director Stickney, the Resolution 21-02-661, Resolution Declaring that Government Body Members and Volunteers Shall be Provided Workers' Compensation Coverage, as Employees Do, While Providing Their Volunteer and Government Body Services for the 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 #13

- g) Policy to extend the Family First Coronavirus Response Act (FFCRA) through March 31, 2021 (pg 107-108):

Admin Ross summarized the benefits of extending the policy. The policy is a benefit to staff as well as protection for the workplace. Original FFCRA expired on December 31, 2020. Potential fiscal impact per staff member, if one-time full eighty hours of benefits were utilized, would be an average of \$2300. Director Stickney requested monitoring for further extensions of the policy by the federal government prior to the March 31st expiration.

On a motion by Director Montes, seconded by Director Brunberg, the Policy to extend the Family First Coronavirus Response Act (FFCRA) through March 31, 2021 was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

- h) Schedule quarterly review for District Administrator (verbal)

A closed session meeting will be held on Wednesday, March 3, 2021 at 6:30 pm to conduct the quarterly review for District Administrator Ross. OVparks Board of Directors and Admin Ross will attend in person or by Zoom.

14. DIRECTOR AND STAFF COMMENTS

Finance/HR Supt. Von Aesch thanked the recreation and front office staff for their consistent hard work with new and creative options for programming within the current guidelines in place, as reflected by the Financial Report presented by Larry Bain. She is very proud of the staff for their continued efforts working with the instructors and the community.

Recreation Coordinator Roberts extended appreciation to the staff and looking forward to potentially offering more programming when State and County guidelines adjust to an improved tier.

Supervisor Woodford appreciates the staff and the community for their support.

Director Meraz how nice it is to see many people enjoying Orangevale Community Park, Pecan Park, and Almond Park. He also commented that the parks were very clean.

Director Stickney commented on the popularity of the Disc Golf. The parks look good with significant usage by the community and noticed the park maintenance staff were planting additional trees.

Director Montes advised the Best of Orangevale will be held virtually online through the Orangevale Chamber of Commerce and Orangevale Live platform this Saturday, February 20, 2021. Recommended supporting O'Connors restaurant for dinner on the night of the announcements. A comedy show featuring Mike E. Winfield will be shown at 6:30pm, immediately prior to the Best of Orangevale awards presentations beginning at 7pm. She thanked the OVparks staff for their continued hard work.

Director Swenson noticed the parks are being used extensively. Property north of Norma Hamlin park has fencing in need of repair which could potentially be added to the Big Day of Service projects list. Appreciation to the staff for their hard work.

Admin Ross mentioned that Supervisor Frost has advised the funding for the first round of CARES Act relief is no longer available. However, she is optimistic that a second round of CARES Act funding will be offered and Special Districts may be eligible to receive some of that funding.

Information has been received from FEMA that assistance may be provided for reimbursement of expenses accrued due to the pandemic.

The Big Day of Service will be adjusted to accommodate a smaller scale of participation. Event organizer Brad Squires would like focus mainly on the Orangevale Community Park and the perimeter fence. Therefore, the fencing at Norma Hamlin will be addressed outside of the Big Day of Service event.

Admin Ross thanked staff and has spent time individually with Recreation Supervisor Bain, Recreation Coordinator Roberts, and Administrative Services Supervisor Woodford to learn their job responsibilities and how their department operate. He has met extensively with Finance/HR Supt. Von Aesch to discuss budget and preparation for the Board of Directors meeting. Admin Ross worked with Park Supt. Oropeza and the parks maintenance staff after the recent storm which provided insight and appreciation for work that they accomplish on a daily basis. Park Supt. Oropeza provided a valuable guided tour of the Sundance Nature Area to Admin Ross to share insight of previous issues such as fire mitigation, downed tree onto a neighboring residence and other items. Admin Ross

appreciated a tour of the Pool control and supply room from OVparks park maintenance employees Curtis Bryant and Nelson Kirk. Admin Ross thanked Director Stickney for stopping by his office on occasion to give valuable insight into some of the current issues at OVparks. Thank you to Director Brunberg for reviewing the audit report which was quite helpful. With the required reduction of part time staff, Admin Ross wanted to mention the current part time employees working at OVparks are extremely valuable the District and really appreciates all the work done and contributions made.

15. ITEMS FOR NEXT AGENDA

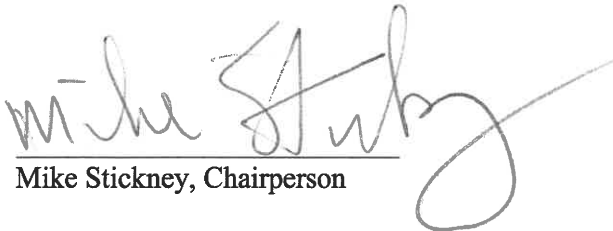
a) Approval of Projects and Budget Allocation for the Big Day of Service on May 1, 2021

b) Discussion of disclosure of items requested by community member Peg Pinard regarding the Arcade Cripple-Creek Trail.

16. ADJOURNMENT

MOTION #14

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:27pm. On a motion by Director Montes, seconded by Director Stickney, 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