

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors June 11, 2020

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on June 11, 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 Brunberg, seconded by Director Montes, 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** Director Stickney opened public discussion. Orangevale resident John Wilson requested OVparks revisit the opportunity to purchase the property at 5690 Snipes Blvd. which is surrounded by OVpark property. He does not have any financial interest in the sale of this property. In previous discussions the seller was asking \$700k for the property. John Wilson indicated that the owner is currently willing to sell the property for approximately \$500k. Admin Foell is willing to contact the owner to discuss the possibility of purchasing this property and present any details at the next Board Meeting.

6. **MINUTES**
MOTION #2 a) Approval of Minutes of May 14, 2020 (pg 1-10): On a motion by Director Brunberg 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**
MOTION #3 a) Confidential Envelope – Attorney Billing April 2020: On a motion by Director Meraz, seconded by Director Brunberg, the attorney billing was approved by a vote of 3-0-2 with Directors

Stickney, Brunberg, and Meraz voting Aye. There were no Nays. Directors Swenson and Montes Abstained.

- b) LAFCO - Citrus Heights Water District Annexation Project for Streng Avenue Park (pg 11-15): Admin Foell contacted Orangevale Water and Citrus Heights Water and determined Streng Avenue Park property is in Citrus Heights Water District jurisdiction. Admin Foell has submitted several questions regarding the annexation project to the Citrus Heights Water District consultant and is awaiting response. Inquiry submitted include: What authority allows the Citrus Heights Water District to charge the annexation fee? Why wasn't the property annexed originally? Why can Citrus Heights Water charge OVparks to annex? Can the fees be waived since we are a park district? Will demand charges and annual fee be charged? Admin Foell will provide an update at the July BOD meeting.

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, Swenson, Brunberg, Meraz and Montes voting Aye. There were no Nays or Abstentions.

8.1. CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for May 2020 (pg 16)
- b) Budget Status Report for May 2020 (pg 17-19)
- c) Revenue Report for May 2020 (pg 20)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for May 2020 (pg 21-22)
- b) Budget Status Report for May 2020 (pg 23-24)

8.3. KENNETH GROVE CONSENT MATTERS

- a) Ratification of Claims for May 2020 (pg 25)
- b) Budget Status Report for May 2020 (pg 26)

9. NON-CONSENT MATTERS GENERAL FUND

MOTION #5

- a) Ratification of Claims for May 2020 (pg 27): On a motion by Director Brunberg, seconded by Director Stickney, the Ratification of Claims for May 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: Recap of the June 3, 2020 meeting (pg 28-29): Admin Foell summarized the budget deficit due to the COVID-19 district closure. Nearly \$300k of net revenue loss has been accrued since the OVparks district closure on March 15, 2020. Refunds have been issued for all contract classes, special events, facility rentals, as well as any swim team registrants requesting a refund. Beginning shortly, public pools can open with adherence to social distancing. OVparks is waiting for

clarification from the State of California and Sacramento County Environmental Management Department regarding swim lessons and public swim guidelines and restrictions. Pool rentals are not permitted due to the restriction to prohibit gathering in large groups. Tigersharks swim team will meet in a training capacity without swim meets if it is feasible to run the program for the 2020 season. A Lifeguard Training class will be held next week to prepare for staffing of any swim programming. An additional \$100k deficit is associated with the acquisition of the Regency Baptist Church property and the Escallonia properties. Looking at expense reduction opportunities with an estimated \$400k in revenue loss this year. Next years estimated revenue loss is difficult to determine as it will be subject to ability to reopen programming and regain enrollment. Currently revenue loss for next year is anticipated to be approximately \$200k. The Finance committee has discussed and is recommending the implementation of a one day per month furlough for full time staff beginning July 1, 2020 along with a 1% COLA. The situation to be revisited between December 2020 and February 2021 to determine necessity of maintaining the furlough. This allows for consideration of the first installment of property taxes. OVparks budgeted for three percent growth with Sacramento County estimating in the four percent range. Further information is anticipated by August 2020 when final budget is completed. Capital Improvements have been postponed for the General Fund 2020/21 Fiscal Budget except for maintenance on facilities. The OLLAD Budget includes the purchase of a wide area mower and linking the trails at Pecan Park with the installation of a bridge over the creek. Maintenance on parking lots have been postponed for a year. Part time staff positions have been reduced significantly. Two vacant recreation specialist positions and several part time seasonal park maintenance positions will not be filled.

- 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: Recap of the May 29, 2020 meeting (pg 30): Admin Foell advised that the application deadline for the District Administrator position is Monday, June 15, 2020. Eight applications have been received so far. The deadline could be

extended if necessary, to acquire more applications. Final interviews will be conducted with Board of Directors in closed session at a Board Meeting.

11. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – May 2020 (pg 31-33):

Admin Foell advised staff is continuing to complete necessary repairs and maintenance to the new property. A fire inspection is scheduled for Thursday, June 18, 2020. The Fire Inspector has advised that several unpermitted items and code violations have been discovered. OVParks is awaiting further details of exact issues to be addressed.

Park Supt. Oropeza thanked the staff for taking care of the fire breaks, mowing, and irrigation completed. Thank you to Casey Burgess at Final 9 for coordination efforts to repair baskets and maintain the grounds. Final 9 store is not currently open. Admin Foell to contact to discuss Final 9 potential reopening date.

b) Report on Electric Greenway Trail – (verbal): Admin Foell advised escrow is moving forward. One property is very close to closing escrow. Lenders for two other properties have been contacted and are progressing forward.

c) Big Day of Service Report (verbal): Admin Foell advised of a different strategy to accommodate COVID-19 social distancing guidelines. Director Montes advised of potentially completing individual projects with groups of ten or less to will be completed in lieu of the Big Day of Service scheduled for October 2020. The foundation will meet to discuss the new strategy and details to accommodate smaller projects.

d) Report on CARPD Conference (verbal): Admin Foell advised of virtual Zoom meetings mainly concentrating on the COVID 19 issues. The meetings were productive although the information discussed rapidly changed.

e) Maintenance Committee Meeting – Scheduled for Friday, June 26th at 10:00 a.m. (verbal): Admin Foell confirmed availability with committee members.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

MOTION #6

a) Consider Approval of Drive-In Concert Application from Bill Pursell (BP Productions) and Lisa Montes (All Events Management Group) for June 27, 2020 (pg 34-43): Admin Foell advised of email received regarding similarity of Drive-In Concert to Drive-In Theatres. Recommendation to approve this event.

On a motion by Director Brunberg, seconded by Director Meraz, the Drive-In Concert Application from Bill Pursell (BP

Productions) and Lisa Montes (All Events Management Group) was approved by a vote of 3-0-2 with Directors Stickney, Brunberg, and Meraz voting Aye. There were no Nays. Directors Swenson and Montes Abstained.

MOTION #7

- b) Approval of Resolution 20-06-645, Resolution Adopting the Orangevale Recreation and Park District Preliminary Budget for Fiscal Year 2020/21 (pg 44-70): Director Stickney advised adjustments can be made to a preliminary budget if warranted. On a motion by Director Brunberg, seconded by Director Montes, the Resolution 20-06-645, Resolution Adopting the Orangevale Recreation and Park District Preliminary Budget for Fiscal Year 2020/21 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) Public Hearing: Orangevale Landscaping and Lighting Assessment District (OLLAD):
Admin Foell introduced Valerie Flores, sitting in for Susan Barnes, from SCI to answer any technical questions related to this issue. Notice of intent was approved in May 2020. This agenda item is for approval of resolution to levy the fee. Director Stickney advised of public hearing to approve budget and assessment rates for OLLAD and Kenneth Grove assessment district for fiscal year 2020/21. Public Hearings give property owners and residents another opportunity to obtain additional information about the proposed levies and provide input or comments to the District. Admin Foell advised 374A (OLLAD) approximately allocate \$565k in this budget to maintain facilities built by assessment proceeds. Budget is always in balance. Generally, we spend as much as we take in annually. The resources have become critical to the maintenance of the facilities. The general reserve, allocated at the final budget, provides approximately \$311k of funds set aside for emergencies. With no comments from the public, Director Stickney closed the public hearing.

MOTION #8

1. Approval of Resolution 20-06-646, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2020/21 (pg 71):
On a motion by Director Brunberg, seconded by Director Meraz, the Resolution 20-06-646, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2020/21 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 #9

2. Approval of Resolution 20-06-647, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2020-21 for the

Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg 72-120):

On a motion by Director Brunberg, seconded by Director Meraz, the Resolution 20-06-647, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2020-21 for the Orangevale Landscaping and Lighting Assessment District (OLLAD) 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.

- d) Public Hearing: Kenneth Grove Landscaping and Lighting Assessment District: Director Stickney opened the public hearing for discussion. Admin Foell advised of phone call from a resident inquiring of summary put in the paper was difficult to determine the limitations of the assessment. Valerie Flores advised she will attempt to clarify the limitations. With no further comments from the public, Director Stickney closed the public hearing.

MOTION #10

1. Approval of Resolution 20-06-648, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2020/21 (pg 121):

On a motion by Director Brunberg, seconded by Director Montes, the Resolution 20-06-648, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Preliminary Budget for Fiscal Year 2020/21 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 #11

2. Approval of Resolution 20-06-649, Resolution Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2020-21 for the Kenneth Grove Landscaping and Lighting Assessment District (pg 122-142):

On a motion by Director Brunberg, seconded by Director Montes, the Resolution 20-06-649, Resolution Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2020-21 for the Kenneth Grove Landscaping and Lighting Assessment District 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 #12

- e) Approve the Letter of Engagement from Auditor Larry Bain for the Fiscal 2019/20 Audit in the Amount not to Exceed \$8,900 (pg 143-147):

On a motion by Director Brunberg, seconded by Director Montes, the Letter of Engagement from Auditor Larry Bain for the Fiscal 2019/20 Audit in the Amount not to Exceed \$8,900 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 #13

- f) Approval of Resolution 20-06-650, Resolution Amending the District Salary Schedule (pg 148-150): Admin Foell advised of the District salary schedule adjustment of 1% COLA effective July 1, 2020.

On a motion by Director Brunberg, seconded by Director Meraz, the Resolution 20-06-650, Resolution Amending the District Salary Schedule 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 #14

- g) Approval of Resolution 20-06-651, Resolution Allocating Park Development Fees and In-Lieu Fees to District Capital Projects (pg 151): In resolving these accounts, Admin Foell advised no in-lieu fees were utilized this year. Projects included the land purchase fees of approximately \$19k in addition to land acquisition projects fees of approximately \$73k which brought the properties up to standard to include pest control, roofing, etc. Youth center basketball court resurfacing and property irrigation, expanded playground and ADA pathways for a total of \$130,188.88

On a motion by Director Brunberg, seconded by Director Stickney, the Resolution 20-06-651, Resolution Allocating Park Development Fees and In-Lieu Fees to District Capital Projects 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 #15

- h) Approval of Resolution 20-06-652 Proclaiming the Month of July 2020 as Parks Make Life Better Month (pg 152):

On a motion by Director Brunberg, seconded by Director Montes, the Resolution 20-06-652 Proclaiming the Month of July 2020 as Parks Make Life Better Month 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 #16

- i) Approval of the Agreement with Meals on Wheels ACC for the Senior Nutrition Program 2020/21 (pg 153-161): Admin Foell advised of contract renewal with MOW to provide senior meals.

On a motion by Director Brunberg, seconded by Director Montes, the Agreement with Meals on Wheels ACC for the Senior Nutrition Program 2020/21 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 #17

- j) Consideration for a General Obligation Bond Measure for the November 2020 Election (pg 162-171): Admin Foell extended appreciation to John Isom for his consulting advice on this

subject. A split measure for Prop 13 has potential to be on the ballot. Historically bond measures on the ballot with a Prop 13 measure have failed. In recent polls there has been a 15% shift toward uncertainty in support of bond measures. OVparks Board of Directors discussed the pros and cons of placing the bond measure on the November 2020 ballot. Although the community has been supportive, current fiscal hardships due to the COVID-19 pandemic indicate this may not be the right time to pursue this bond. Consideration was given to costs associated with running an election for a bond measure. Director Stickney voiced concern of waiting potentially another four years to pursue this bond measure which would delay the implementation of Orangevale Community Center Park Master Plan projects.

On a motion by Director Brunberg seconded by Director Montes, to Delay Moving Forward with the General Obligation Bond Measure until a more favorable election cycle was approved by a vote of 3-2-0 with Directors Meraz, Brunberg, & Montes voting Aye. Directors Stickney and Swenson voting Nay. There were no Abstentions.

14. DIRECTOR AND STAFF COMMENTS

Admin Foell extended appreciation to the front office staff for continued support in maintaining contact with and providing communication of updates to the community during the COVID-19 District closure. Thank you to Melyssa Woodford for her continual communication with the OVparks vendors and instructors. Jason Bain, Nadia Roberts, and Megan Brennan have been working diligently to prepare for upcoming Rec'ing Crew Day Camp. OVparks lobby remains closed to the public however, office staff is answering incoming phone calls to provide current information to the community. Staff is doing a great job preparing for reopening. The next Board of Directors Meeting is scheduled to be held on July 9, 2020.

Finance/HR Supt. Von Aesch commended Melyssa Woodford, Christina Kelley, and Kathy Harling for such a great job processing the enormous amount of refunds during the COVID-19 District closure and ongoing communications with our community. They have been professional, polite, and patient throughout the closure process.

Admin Services Supervisor Melyssa Woodford advised Sports Camps are scheduled to begin in July 2020 with safety and cleaning guidelines in place to meet COVID-19 requirements.

Recreation Coordinator Nadia Roberts advised the Rec'ing Crew Day Camp is scheduled to begin the first session on June 22, 2020.

15. ITEMS FOR NEXT AGENDA

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

b) Report on Electric Greenway Trail – (verbal)

16. ADJOURNMENT

MOTION #18

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:05 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