

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors June 20, 2024

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on June 20, 2024 at the District Office. Director Stickney called the meeting to order at 6:33 p.m.

Directors present: Stickney, Meraz, Brunberg, Montes
Directors absent: Presinal
Staff present: Becky Herz, 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 4-0-0 with Directors Stickney, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions. Director Presinal was absent.
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
6. **MINUTES**
MOTION #2
 - a) Approval of Minutes of May 16, 2024 (pg 1-8): A correction was made to motion #3 to indicate Director Brunberg abstained from the motion.
On a motion by Director Brunberg, seconded by Director Stickney, the minutes were approved with a correction to motion #3, by a vote of 4-0-0 with Directors Stickney, Meraz, Montes, and Brunberg voting Aye. There were no Nays or Abstentions. Director Presinal was absent.
7. **CORRESPONDENCE**
 - a) Orangevale View Advertisements May 10, and May 24, 2024 (pg. 9): Admin Herz shared the program advertisements published in recent Orangevale View publications.
 - b) Orangevale View Public Notice June 7, 2024 (pg. 10): Admin Herz advised that the Public Notice regarding the public hearing tonight was published in the Orangevale View to notify the Orangevale community.

- c) Citrus Heights Messenger Legal Advertising May 31, 2024 (pg. 11): Admin Herz advised that the Public Notice regarding the public hearing tonight was published in the Citrus Heights Messenger which satisfies the legal requirement.
- d) CPRS JEDI Academy Schedule (pg. 12): Admin Herz was the closing speaker at this event.
- e) California Parks and Recreation Association District 2 Newsletter – Member Highlight (pg. 13-14): Previous District Administrator, Barry Ross, was interviewed and featured in an article of the member highlight of CPRS District 2.
- f) Arcade-Cripple Creek Trail Brochure (pg. 15-16): Admin Herz shared the brochure created for the Arcade-Cripple Creek Trail. They are available at the Citrus Height City Hall. Supt. Oropeza advised that routine rounds and any necessary cleaning of the bridge area is being provided by the City of Citrus Heights. The center of the bridge is the division between the City of Citrus Heights and Sacramento County Department of Transportation and the Department of Waterways are responsible for maintenance under the bridge depending on the issue. OVParks maintenance has been providing regular maintenance of the surrounding area of the bridge.

8. CONSENT CALENDAR

MOTION #3

- a) On a motion by Director Brunberg, seconded by Director Montes, the consent calendar 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.

8.1. CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for May 2024 (pg 17-18)
- b) Budget Status Report for May 2024 (pg 19-21)
- c) Revenue Report for May 2024 (pg 22)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for May 2024 (pg 23-24)
- b) Budget Status Report for May 2024 (pg 25-26)

8.3. KENNETH GROVE CONSENT MATTERS

- a) Ratification of Claims for May 2024 (pg 27)
- b) Budget Status Report for May 2024 (pg 28)

9. PUBLIC HEARINGS

- a) Public Hearing: Orangevale Landscaping and Lighting Assessment District (OLLAD) - Susan Barnes of SCI Consulting Group:

Approval of Resolution 24-06-725, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2024/25 for the Orangevale Landscaping and Lighting Assessment District (OLLAD) (pg. 29-31)

Susan Barnes of SCI Consulting Group provided information regarding the resolution for the Fiscal Year 2024/25. An increase in assessment has not been added for accessory dwelling units this fiscal year. Admin Herz to research this topic for next year.

MOTION #4

On a motion by Director Brunberg, seconded by Director Montes, the Resolution 24-06-725, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2024/25 for the Orangevale Landscaping and Lighting Assessment District (OLLAD), were approved by a vote of 4-0-0 with Directors Stickney, Meraz, Montes, and Brunberg voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

- b) Public Hearing: Kenneth Grove Landscaping and Lighting Assessment District - Susan Barnes of SCI Consulting Group:
Approval of Resolution 24-06-726, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2024/25 for the Kenneth Grove Landscaping and Lighting Assessment District (KG) (pg. 32-34)

Susan Barnes of SCI Consulting Group provided information regarding the resolution for the Fiscal Year 2024/25.

MOTION #5

On a motion by Director Brunberg, seconded by Director Montes, the Approval of Resolution 24-06-726, Resolution Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of Assessment for Fiscal Year 2024/25 for the Kenneth Grove Landscaping and Lighting Assessment District (KG) by a vote of 4-0-0 with Directors Stickney, Meraz, Montes, and Brunberg voting Aye. There were no Nays or Abstentions. Director Presinal was absent.

10. STANDING COMMITTEE REPORTS

- a) Administration and Finance: No report.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy: Minutes from May 30 meeting and Concussion Protocol (pg. 35-37): Admin Herz presented the salary scale review and policy review. Recreation Coordinator and Recreation Supervisor II positions were discussed. Safety policy updates were discussed. The Concussion Protocol has been provided to the Board of Directors for their information. Director Montes mentioned a correction to the minutes to reflect Director Meraz in support of the COLA and additional job classifications since Director Montes was not present for this portion of the meeting. In the future, salary scale COLA's will be addressed at the Finance Committee.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: Trails Master Plan progress report (verbal): Admin Herz advised that the team working on updating this plan is conducting research in preparation for implementation of the Master Plan as time allows. An early draft has been sent to the Trails Committee members for feedback.
- h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – May 2024 (pg 38-44): Admin Herz attended the two-day CPRS Jedi Academy, dedicated to Diversity, Equity, and Inclusion, which was offered for the first time by California Park and Recreation Association. As part of the JEDI Counsel since its inception two and a half years ago, Admin Herz regularly writes, presents, and works on policy development for the group. She led a two-hour closing training workshop on policy development.

The Big Day of Service participants still completed five projects despite the heavy rain. Two more projects were completed on a make-up day and one project was cancelled.

Directors Stickney & Meraz presented at the Arcade-Cripple Creek Trail Ribbon Cutting event on May 5th. An OVparks booth was in place at Streng Park to share the concept of incorporating a single track at the park which received strong support from the community.

Admin Herz had planned to attend the CARPD Conference on May 22-25 but was unable to attend due to a collision with a road hazard.

On May 29, Admin Herz met with Orange Vale Water District representatives to discuss the prospect of a well at one of the OVparks locations. This would be part of their long-term emergency plan. The District would charge a rental fee or obtain a water discount. Admin Herz to bring any developments on this topic to a future BOD Meeting.

Admin Herz provided pictures of the Big Day of Service, Arcade-Cripple Creek Ribbon Cutting, Spring Craft Fair, Thursday Night Farmer's Market.

Park Supt. Oropeza advised that this was one of the better groups of Big Day of Service volunteers he's worked with. Parks Maintenance employees Lucas Lilly, Nelson Kirk, and Doug Fuhlrodt participated in the preparation for and on the day of the event. This was the sixth year of participation in the Big Day of Service.

Parks Maintenance employees are in the process of addressing trees currently down at Shady Oaks Disc Golf and branches down throughout the parks. The tee pad at Shady Oaks Hole #1 has been replaced with six by twelve pad. Park Supt. Oropeza hopes to complete removal and replacement of the benches during the 2024/25 fiscal year. He plans to discuss partnership with Final 9 Disc Golf to complete this small project. Trees were planted at the berm behind Hole #18. Small shrubbery will also be planted.

Recreation Supervisor Jason Bain advised that his report included May and part of June's revenue. To date, revenue is approximately \$10k under budget, which he is optimistic that the projections will be met. Recing Crew Day Camps and Swim Lessons are going well. Kidz Korner will return in the Fall with adjusted formats and additional days of the week offered.

12. UNFINISHED BUSINESS

- a) Community Center Roofing Project – verbal
This project has been completed with the exception of the concrete work to be completed in the next few weeks. Half of the contract amount has been paid. Final payment will be made once all work has been completed. Approximately \$2500 in fees to fix dry rot were necessary.
- b) Update on playground parts for large playground at OCP – verbal
The climber to replace the slide at the Orangevale Community Park has been received and will be installed within the next few weeks. The retrofit of the small playground will be included on a future agenda for discussion and approval. In the interim, the Board requested Admin Herz contact CAPRI to obtain counsel on placing signage at the Orangevale Community Park regarding the future retrofit.

- c) Update on parking lot resealing and restriping projects – verbal
Park Supt. Oropeza advised that two coat parking lot resealing and restriping have been completed at all four locations: Pecan Park, Almond Park, Youth Center and Shady Oaks Disc Golf.
- d) HVAC information – verbal
Admin Herz, Supt. Oropeza, and Supervisor Bain met with ABM to discuss options for air conditioning. ABM contracts with OMNIA which is a form of government bidding. A government pre-bid proposal or a request to pursue a RFP will be brought to the July Board of Directors meeting. Thermostats will be added as an add/alt option which will be discussed further at the next Board meeting.

13. NEW BUSINESS

- a) Approval of Resolution 24-06-727, Resolution of the Orangevale Recreation & Park District Amending the District Salary Schedule (pg. 45-47) Admin Herz advised that the initial Salary Schedule, dated 2015, has been updated every year via Resolution. Supt. Von Aesch to look prior to 2015 to obtain previous Salary Schedule adjustment.

MOTION #6

On a motion by Director Brunberg, seconded by Director Montes, the Resolution 24-06-727, Resolution of the Orangevale Recreation & Park District Amending the District Salary Schedule 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.

- b) Approval of the Orangevale Recreation & Park District SCERS Non-Eligible Employee Classification Temporary/Seasonal Part-Time Salary Scale (pg.48-49): The OVparks Board of Directors approved the temporary/seasonal part-time salary scale for SCERS non-eligible employee classification for calendar year 2024 on December 14, 2023. The proposed update includes all job classifications and salary scales approved in December, and the addition of two (2) new job classifications: Stipend Coach and Contract Instructor / Coach. The addition of these new positions is a component of the reorganization plan for the Recreation Department.

Admin Herz advised that existing salaries have not changed. All salary adjustments are typically made in January of the calendar year. Admin Herz and Supervisor Bain propose expanding the stipend coach from the range of \$400-\$500 range to \$100-\$800 due to the variance in programming that is offered. This would provide flexibility to create jobs moving forward with the transition.

MOTION #7

On a motion by Director Brunberg, seconded by Director Meraz, the amended proposed update to the Orangevale Recreation &

Park District SCERS Non-Eligible Employee Classification Temporary/Seasonal Part-Time Salary Scale with the amendment to the attachment for the stipend coaches to be the range of \$100-\$800, 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.

- c) Approval of the Updated Illness and Injury Prevention Policy Manual (pg. 50-68): OVparks is committed to providing a safe and healthy workplace for all its employees and providing safe and healthy facilities for its patrons and visitors. The IIPP manual is a key element of OVparks safety program.

The proposed updates to the IIPP include an Annual Training Calendar, Automatic External Defibrillator (AED) Procedure, and a Workplace Violence Prevention Program (WVPP). The major policy additions were reviewed by the Personnel and Policy Committee with minor edits made to improve grammar and consistency. In addition, the WVPP, which is a new policy mandated to be implemented by July 1st, includes all the Directors in the policy protections. The fully formatted IIPP is presented to the Board of Directors at this Board Meeting. Upon approval, these manuals will be in place in each of the buildings for reference.

MOTION #8

On a motion by Director Brunberg, seconded by Director Montes, the Updated Illness and Injury Prevention Policy Manual 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.

- d) Approval of a Memorandum of Understanding (MOU) between the City of Citrus Heights, Sunrise Recreation & Park District, and Orangevale Recreation & Park District (pg. 69-76) The Arcade-Cripple Creek Trail is a 2.9-mile multi-use trail located between Arcade Creek Park Preserve and Wachtel Way. The trail is located on property owned by the City of Citrus Height, Sunrise Recreation & Park District and OVparks. The City of Citrus Heights has been maintaining the Arcade-Cripple Creek Trail during the construction phase of the Arcade-Cripple Creek Trail Project (Project), a trail project that includes properties in Sunrise Recreation & Park District and Orangevale Recreation & Park District. As specified in the construction agreements, the park districts are scheduled to resume most of the maintenance on the sections of the trail owned by their agency. The official completion date of the project, May 5, 2024, was celebrated by a ribbon cutting and grand opening event.

The City of Citrus Heights has presented a draft MOU for consideration. This agreement includes specifications for general

maintenance, specialty maintenance, emergency response, and general calls for service. The City of Citrus Heights is providing the specific dog poop bags required for the dispensers they installed. All replacement, repair, or graffiti of the signage along the trail is the responsibility of the City of Citrus Heights.

The MOU was revised by OVparks and Sunrise RPD staff. The updated document has been reviewed by OVparks legal counsel. The MOU was approved by the City Citrus Heights' City Council on June 13, 2024, and it will be presented to the Board of Directors at Sunrise Recreation & Park District at their next Board Meeting.

Admin Herz advised that this provides maintenance portion of the MOU. Any security agreement will be determined separately after further discussion with the City of Citrus Heights. The MOU states each respective party will take care of their own paving preservation, striping, and resealing of their portion of the trail with verbiage to consider joint solicitation.

MOTION #9

On a motion by Director Brunberg, seconded by Director Montes, a Memorandum of Understanding (MOU) between the City of Citrus Heights, Sunrise Recreation & Park District, and Orangevale Recreation & Park District, 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.

- e) Approve RFPs for Driveway & Pathway Projects Connecting the South Section of Community Center Park with the North Section of the Park (pg. 77): Admin Herz will publish them at the Sacramento Building Exchange, the OVparks website, and direct mailers to any Peter Larimer with MTW suggests. The walkthrough will be planned for early July with a bid deadline of July 18th at 10am. Open bids with suggested contract award will be provided at the August BOD meeting. Any Board members may attend the bid opening on the July 18th.

MOTION #10

On a motion by Director Montes, seconded by Director Stickney, the Board directs the District Administrator to proceed with the RFP process for Driveway & Pathway Projects Connecting the South Section of Community Center Park with the North Section of the Park, 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.

- f) Discussion of Review of Final 9 First Quarter of 2024 Revenue and Sales Reporting; Approve Proposed Financial Review Schedule (pg. 78) As the District's last outside CPA audit of Final 9 was completed in 2009, Directors tasked Finance/HR

Superintendent Von Aesch with conducting a basic review to check daily sales, the quarterly sales, and the check submitted to the District for concessions.

On May 13, 2024, Jennifer Knisley met with Finance/HR Superintendent Von Aesch to provide receipts, reports, and her laptop for the scheduled basic review. Jennifer Knisley detailed her daily, monthly, and quarterly reconciliation procedures. Finance/HR Superintendent Von Aesch re-added all daily cash register receipts for January through March 2024, confirmed their totals matched the monthly and quarterly totals on the tracking spreadsheet, and verified totals equaled what was reported on the State of CA Quarterly Sales Reporting form.

Finance/HR Superintendent Von Aesch confirmed that the non-taxable items such as water and noncarbonated drinks were properly removed from this total, as well as the gift certificates which are included in revenue at time of use. She also confirmed that while the State of CA Quarterly Sales Report included all Final 9's business entities, the check submitted to Orangevale Recreation & Park District reflected only the sales associated with their Pro Shop location at Orangevale's Shady Oaks Disc Golf Course.

Finance/HR Superintendent Von Aesch found all daily, monthly, and quarterly receipts, paperwork, spreadsheets, and reports to be in order and to balance.

The Board agreed this review will be conducted every two years. Finance/HR Supt. Von Aesch will place the next review on the calendar.

- g) Approval of the Purchase of Two Drinking Fountains (pg. 79-80)
Currently OVparks has two drinking fountains that are in poor condition: a fountain at Youth Center Park, and a fountain at Almond Park. Staff recommends replacing both drinking fountains with "Most Dependable Fountains Inc." products to maintain consistency throughout the parks. The proposed drinking fountain at the Youth Center Park would provide a bottle fill capability in the center along with fountains to accommodate the ADA requirement for both wheelchair access and bad back users. The proposed drinking fountain at Almond Park would have the two height levels to provide ADA compliance and include a pet water bowl at the bottom.

There are sufficient un-allocated funds available in the Building/Structures account (4202) of the 23/24 FY OLLAD Budget support the \$9,923.50 quoted costs for the parts to replace of both drinking fountains. OVparks staff are capable and qualified to install the drinking fountains

MOTION #11

On a motion by Director Montes, seconded by Director Brunberg, the consent calendar 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.

- h) Approval of Resolution 24-06-728, Resolution of the Board of Directors of the Orangevale Recreation & Park District making Determinations and Calling an Election to Authorize the Issuance of General Obligation Bonds, Establishing Specifications of the Election Order, and Requesting Consolidation with Other Elections Occurring on November 5, 2024 (pg. 81-95):

The District desires to serve its community with high quality recreation programs, local parks and open spaces. There are many capital facilities needs throughout the District which need to be addressed, and current funding sources are not sufficient to address the District's needs. In order to identify a local funding source, the District is authorized under California law to present a general obligation bond measure to District voters on the November 5, 2024 ballot, seeking authorization to issue general obligation bonds, the proceeds of which will be expended on capital improvement projects. General obligation bonds, if approved, are repaid by ad valorem property taxes included on annual property tax rolls while bonds are outstanding.

The Resolution for Board consideration has been prepared in accordance with all legal requirements and presents a \$24,000,000 bond measure to District voters for the purpose of financing projects summarized on the Project List attached as Appendix A to the Resolution (Full Text of Measure) which will be printed in the Sample Ballot provided to District voters. Appendix B is the abbreviated statement of the measure and is limited to 75 words or less that will be printed on the ballot label and read by voters at the time of casting their vote. Appendix C presents the Tax Rate Statement which will also be printed in the Sample Ballot which is required by law and discloses to District voters current expectations regarding the property tax rates and other matters that will apply if bonds are approved and issued.

Under current law, passage of this bond measure requires at least two-thirds affirmative vote of the voters voting on the measure. Assembly Constitutional Amendment No. 1 (ACA1) will appear on the November 5, 2024, ballot. If that Constitutional amendment is approved, it reduces the vote requirement down to 55%, for both future measures as well as those appearing on the November 5, 2024, ballot including this measure. In order to call the election, the Resolution must be passed upon a majority vote of the Board.

John Isom, with Isom Advisors, provided an overview of the resolution which includes the survey, detailed project list, sample ballot, tax rate statement. A seventy-five word ballot summary, included with the voter ballot, will share with the community the project list the \$24 million dollars raised from this bond can help accomplish.

Admin Herz advised that community showed strong support at \$15 level and probable support at the \$19 level. The \$15.96 was determined with input from Isom Advisors, to request on the November ballot for the G.O. Bond. This will allow adequate projects requested by the community to be completed within the District.

Admin Herz advised that within the resolution, in section 14, direction is given to allow Admin Herz to sign for attorneys for the bond process. This additional contract has fees similar to Isom Advisors fees which will only be due if the bond is approved by the voters as well as payment of administration of the bond process. Bond counsel is required and the attorneys are certified to provide an opinion that IRS requirements are being met. John Isom will be assisting with the next steps in creating the argument in favor of the G.O. Bond and communication with voters.

On a motion by Director Brunberg, seconded by Director Montes, the Resolution 24-06-728, Resolution of the Board of Directors of the Orangevale Recreation & Park District making Determinations and Calling an Election to Authorize the Issuance of General Obligation Bonds, Establishing Specifications of the Election Order, and Requesting Consolidation with Other Elections Occurring on November 5, 2024, 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.

MOTION #12

- i) Update on the Board of Directors election timeline (verbal)
Admin Herz advised that the nomination period for elected officials Lisa Montes, Arica Presinal, and Mike Stickney is July 15th through August 9th. Admin Herz to provide the link for the calendar information.
- j) Update on projects (verbal): None discussed.

14. DIRECTOR AND STAFF COMMENTS

Admin Herz shared the many summer programs currently running keeping everyone at OVparks busy.

Supervisor Woodford advised that summer programming is in full swing.

Finance/HR Supt. Von Aesch advised that all the new hires are in place. Larry Bain is scheduled to conduct the audit in the fall. She received an email regarding benefits for next year which will only go up 5%. OVparks had budgeted for an increase of 7.5%.

Director Montes shared the highlights of the Orangevale Summer Palooza. The parade went very well with approximately 60 participants.

Director Stickney mentioned he just returned from vacation and the parks are looking good. He felt the Orangevale Summer Palooza was very well organized.

Director Brunberg advised

15. ITEMS FOR NEXT AGENDA

- a) HVAC & Thermostats
- b) Driveway RFP contractor selection
- c) Special BOD Meeting: District Administrator six month evaluation to be conducted on August 1, 2024 at 6:30pm.

16. ADJOURNMENT
MOTION #13

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:27 p.m. 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