

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors July 18, 2024

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on July 18, 2024 at the District Office. Director Stickney called the meeting to order at 6:30 p.m.

Directors present: Stickney, Meraz, Brunberg, Presinal
Directors absent: Montes
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 Meraz, the agenda was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.

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

6. **MINUTES**
MOTION #2
 - a) Approval of Minutes of June 20, 2024 (pg 1-12): On a motion by Director Brunberg, seconded by Director Stickney, the minutes were approved by a vote of 3-0-1 with Directors Stickney, Meraz, and Brunberg voting Aye. There were no Nays. Director Presinal abstained. Director Montes was absent.

7. **CORRESPONDENCE**
MOTION #3
 - a) Confidential envelope – Attorney billing for May-June 2024
On a motion by Director Meraz, seconded by Director Stickney, the Confidential envelope - Attorney billing for May-June 2024 was approved by a vote of 4-0-0 with Directors Stickney, Meraz, and Brunberg voting Aye. There were no Nays or Abstentions. Director Montes was absent.

 - b) Orangevale View Advertisements/Article May 10, and May 24, 2024 (pg. 13-14): Admin Herz shared the recent advertisements and an article about the martial arts program at OVparks published in the Orangevale View.

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 4-0-0 with Directors Stickney, Presinal, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.
- 8.1. **CONSENT MATTERS GENERAL FUND**
- a) Ratification of Claims for June 2024 (pg 15)
b) Budget Status Report for June 2024 (pg 16-18)
c) Revenue Report for June 2024 (pg 19)
- 8.2. **OLLAD CONSENT MATTERS**
- a) Ratification of Claims for June 2024 (pg 20-21)
b) Budget Status Report for June 2024 (pg 22-23)
- 8.3. **KENNETH GROVE CONSENT MATTERS**
- a) Ratification of Claims for June 2024 (pg 24)
b) Budget Status Report for June 2024 (pg 25)
9. **NON-CONSENT MATTERS GENERAL FUND**
MOTION #5
- a) Ratification of Claims for June 2024 (pg. 26)
On a motion by Director Brunberg, seconded by Director Stickney, the Non-Consent Ratification of Claims for June 2024 was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Presinal voting Aye. There were no Nays or Abstentions. Director Montes 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: 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 – June 2024 (pg 27-34):

Admin Herz advised of the following: Preseason trainings for the Rec'ing Crew staff and Aquatics staff which occurred on June 5-7, 2024. An all-staff Harassment Prevention Training was conducted on June 6, 2024. The Orangevale Community Pool opened for the season on June 8, 2024. The Orangevale Summer Palooza was held at the Orangevale Community Park on June 14-16th. The paperwork for the G.O. Bond was officially submitted to Sacramento County on June 28th. Applications are currently being accepted for the new Recreation Coordinate position which will require Aquatics Certifications and will also be closely associated with the Kidz Korner Preschool. Interviews will be held in early August.

Admin Herz shared the photos of several summer activities held at OVparks including Skyhawks Track & Field, Pool opening, Summer Palooza OVparks Booth, Football Camp, Swim Lessons, and the Petting Zoo brought as an in-house field trip for Rec'ing Crew Day Camp. Aquatics staff participated in a NCAMA Water Polo Tournament. The broken slide at the Orangevale Community Park playground was replaced with a climbing structure.

Supervisor Woodford advised of the Women's Collective Theatre dba as Valkyrie Theatre Company which returned this year to provide a three-week Madagascar theatre camp which was attended by approximately 30 campers. A wonderful performance of the play was held at the end of the camp to which 311 attended.

At the request of Director Stickney, Admin Herz and Supervisor Bain will research the top summer programs attendance over the past three years to compare and share the results at the September or October BOD meeting.

Park Supt. Oropeza advised of several large branches coming down throughout the parks. Two trees at Shady Oaks hole #4 & #10 and half of the tree at hole #18 came down. OVparks plants approximately twenty trees annually. The order for the two replacement water fountains has been placed and will be installed once received. If homeless camps are resistant to leaving, the police are called to assist the Parks Maintenance staff for removal. Homeless activity is mainly at Sundance Park and Pecan Park. Supt. Oropeza receives several calls regarding motorcycles in the parks which are difficult to catch as they typically move on by the time staff or the police arrive. The FEC Police has increased patrols at Almond Park due to ongoing complaints of dogs off leash, Admin Herz to look into any protocol for the homeless ordinance recently passed by Sacramento County and provide information obtained to the Directors. She will request FEC Police to make additional patrols in the evening at Pecan Park to address any homeless encampments within the park.

Recreation Supervisor Jason Bain advised that monthly revenue was approximately \$4,000 below the target revenue. The OVparks Community Pool Slide, considered an amusement park ride, is inspected annually by the California State Department of Occupational Safety & Hazard Amusement Park Division. The recent renovation of the slide should last approximately 10 years.

12. UNFINISHED BUSINESS

- a) Update on General Obligation Bond (verbal)
Admin Herz advised the paperwork has been submitted for the G.O. Bond now called Measure L. A campaign committee has begun. OVparks employees can only participate on the committee, if they choose, during their own personal time. OVparks is permitted to send informational-only mailers and signage without advocating for or against the Measure.
- b) Update on HVAC project - (verbal) A bid has been received from ABM which is a government pre-bid through OMNIA. The bid will be included in the agenda for the Special Board of Directors Meeting scheduled for Thursday, August 1, 2024 for approval. David Dill spoke to the Board regarding the Orangevale History Museum service panel which needs to be replaced. Admin Herz to research how much this would cost and if feasible to include in the 2024-25 fiscal year's final budget.

13. NEW BUSINESS

- a) Approval of the Letter of Engagement from Auditor Larry Bain for the fiscal year 2023/24 audit in the amount not to exceed \$10,900 (pg. 35-39):

Larry Bain has served as the District's auditor for several years and has submitted a letter of engagement to conduct the Fiscal 2023/24 Audit in the amount not to exceed \$10,900. The "not to exceed" threshold has increased by approximately \$500 from the previous year. The services to be provided include audit of financial statements, each major fund, and the aggregate fund balance. The audit will meet required governmental standards and will provide the Board a full report by January 2025.

MOTION #6

On a motion by Director Brunberg, seconded by Director Meraz, the Letter of Engagement from Auditor Larry Bain for the fiscal year 2023/24 audit in the amount not to exceed \$10,900, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Presinal voting Aye. There were no Nays or Abstentions. Director Montes was absent.

- b) Award the Community Center Park – Parking Lot Connection Project to the Qualified Contractor with the Lowest Responsive Quote (pg. 40):

The Board of Directors declared a Request for Proposals for the Community Center Park – Parking Lot Connection Project.

Eleven contractors attended the mandatory pre-bid meeting at the jobsite on July 8, 2024. Interested contractors had until 10:00am on Thursday, July 18, 2024, to submit their formal bids. The lowest responsible bidder was received from Baldoni Construction Services with a base bid of \$164,303 to complete the driveway project with an add alt of \$43,940 to install boulders along the driveway. Peter Larimer & Admin Herz discussed the scope of the project with them. The company has completed work with the State of California, some community colleges, and has experience working with government entities. With the support of Peter Larimer, Admin Herz recommends awarding the Community Center Park – Parking Lot Connection Project to Baldoni Construction Services, the qualified contractor with the lowest responsive quote and direct the District Administrator to prepare and finalize contract documents and begin the project on the soonest available date. The contract will be reviewed for approval by the District’s attorney. The project may begin as early as mid-August 2024.

MOTION #7

On a motion by Director Brunberg, seconded by Director Stickney, the Community Center Park – Parking Lot Connection Project is awarded to the Baldoni Construction Services as the Qualified Contractor with the Lowest Responsive Quote and direct the District Administrator to prepare and finalize contract documents and begin the project on the soonest available date, and to include the Add Alt #1 in the contracted work, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Presinal voting Aye. There were no Nays or Abstentions. Director Montes was absent.

- c) Award the Community Center Park – Pathways & Trails Project to the Qualified Contractor with the Lowest Responsive Quote (pg. 41) The Board of Directors declared a Request for Proposals for the Community Center Park – Pathways & Trails Project. Thirteen contractors attended the mandatory pre-bid meeting at the jobsite on July 8, 2024. Interested contractors had until 10:00am on Thursday, July 18, 2024 to submit their formal bids. Admin Herz advised that the lowest responsible bid for this project was Baldoni Construction Services. It will be beneficial in coordinating both the Parking Lot Project and the Pathways & Trail Project with one contractor. The bid came in at \$129,872 and the Add Alternate bid was \$77,171 for Add Alternate #1, and \$36,400 for Add Alternate #2. Admin Herz advised that the base bid is to create a concrete path through the irrigated area and to create decomposed granite paths that lead all the way to Shackleton Woods and to the new property. Add Alternate #1 was to create a perimeter path. Add Alternate #2 was to put steel edging on all decomposed granite paths. Admin Herz advised that the perimeter path may be better suited for a later project. Admin Herz recommended the approval of the base bid and a re-

calculation of Add Alternate #2 without the portion in Add Alternate #1 included in the work. Admin Herz to include this topic as unfinished business in the agenda for the Special BOD Meeting scheduled for August 1st to update the Board on how the contracts are going and request clarity on any questions.

MOTION #8

On a motion by Director Brunberg, seconded by Director Meraz, the Community Center Park – Pathways & Trails Project be awarded to Baldoni Construction Services, the Qualified Contractor with the Lowest Responsive Quote, and direct the District Administrator to prepare and finalize the contract documents and begin the project on the soonest available date, with direction to the District Administrator to negotiate a fair price for Add Alternate #2 since Add Alternate #1 was not added, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Presinal voting Aye. There were no Nays or Abstentions. Director Montes was absent.

- d) Approval of the Retrofit Design for the Small Playground at Orangevale Community Park (pg. 42) At the Orangevale Recreation & Park District’s Board of Directors Meeting on May 16, 2024, the Board authorize the District Administrator to begin the planning process to have Miracle Playsystems retrofit the small playground at Orangevale Community Park.

The District held community outreach events at the Orangevale Teen Council, the OVparks Community Pool during swim lessons, and in person at the Orangevale Community Park playground. Information was compiled to identify the most-preferred playground amenities. Staff then worked with Miracle Playsystems, who utilized the base design selected on May 16th, to create a playground retrofit design that incorporated community preference into a comprehensive playground system. Demolition of the old playground will be completed by Parks Maintenance staff.

MOTION #9

On a motion by Director Brunberg, seconded by Director Meraz, the retrofit design for the small playground at Orangevale Community Park and authorize the District Administrator to enter into a contract with Miracle Playsystems for materials and installation of the playground for the amount of \$49,601.23, was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Presinal voting Aye. There were no Nays or Abstentions. Director Montes was absent.

- e) Ratification of the Special Use Facility Rental Agreement with Michels Pacific Energy Inc. at Orangevale Community Center Park (pg. 43-55). Michels Pacific Energy Inc. approached the District in late June with the prospect of utilizing a portion of the Orangevale Community Center Park at 6930 Hazel Avenue for

the PG&E North Zone Digs Project from July 12, 2024, through September 12, 2024, for the proposed rental fee of \$3,800 per month. Whereas the signing timeline for the contract did not coincide with the Orangevale Recreation & Park District Board of Directors Meeting schedule, the District Administrator conferred with both Chair of the Board Mike Stickney and the District's legal counsel to verify that formal ratification of the Permit Agreement post implementation is acceptable, per District policy.

After consulting with the Chair of the Board, the District Administrator confirmed that the contract designated agreed-upon area, specified that use of the 6930 Hazel property entrance, and was reviewed by legal counsel. She then executed the contract on behalf of the District on July 11, 2024. Michels Pacific Energy, Inc. will repair any damage they create. Security will be provided by Michels Pacific Energy, Inc. Since this is a nighttime project, the company trucks will be leaving the premises at approximately 8:00pm and returning at 6:00am.

On a motion by Director Brunberg, seconded by Director Meraz, the Ratification of the Special Use Facility Rental Agreement with Michels Pacific Energy Inc. at Orangevale Community Center Park was approved by a vote of 4-0-0 with Directors Stickney, Meraz, Brunberg, and Presinal voting Aye. There were no Nays or Abstentions. Director Montes was absent.

MOTION #10

- f) Update on the Board of Directors election timeline (verbal)
Admin Herz shared the news release regarding the Presidential General Election update specifying that candidates who are running for offices associated, including the three Board of Directors seats which are coming to term, must submit their intent to run again by Friday, August 9, 2024 at 5pm. In the scenario that not enough apply to fill the three seats, an extension to August 14th is available. Incumbents are ineligible for the extension.

Admin Herz advised that \$90,000 was budgeted for the two elections. The Measure election and the Officer election costs a combined price of \$65,000. If the three positions are uncontested, an election will not be warranted, saving the District approximately \$7500.

- g) Update on projects (verbal)
The Community Center roof project has been completed, however, concrete damage was incurred. The roofing company will provide payment for the concrete company to make the repairs. Garland has been paid \$197,000 which will be included

in the final 2024/25 fiscal year budget as funds being transferred from the 2023/24 fiscal year budget. The funds will be paid to D7 Roofing once the concrete repairs have been completed. The interior roof tiles stained from the old roof leaking are in the process of being replaced under the new roof areas.

The playground climber and two of the four platforms have been installed. The other platforms will be installed within the next week or so.

A tree at Pecan Park is planned for removal.

14. DIRECTOR AND STAFF COMMENTS

Admin Herz advised of the upcoming CAPRI visit on Monday, July 29, 2024. It has been a year and one half since their last visit. Finance/HR Supt. Von Aesch has collected and submitted all paperwork to CAPRI in preparation for the visit.

Finance/HR Supt. Von Aesch advised of the initial benefits projection at 7.5% has come back at closer to 5% for Kaiser, Sutter, and Western medical options, which is a \$4,000 savings from the original. The final Covid fund check in the amount of \$167,000 has been received and deposited. The benefits meeting with Sacramento County is anticipated to be held in early to mid-August with Open Enrollment in October.

Parks Maintenance Supt. Oropeza extended appreciation to the Parks Maintenance staff for their hard work during the hot summer months. The irrigation has been increased by one day.

Director Meraz sympathized with the Parks Maintenance staff dealing with falling trees and branches and thanked them for keeping the parks looking good. He inquired if the heat protocol has been adhered to. Parks Maintenance Supt. Oropeza advised that staff has been given the option to start their shift at 5:30am and to hold meetings or work indoors at the end of their shift to avoid the heat.

Director Stickney thanked the outside staff for dealing with the heat and the inside staff for taking care of all the other stuff.

Director Presinal voiced appreciation to the Parks Maintenance staff for dealing with the summer.

15. ITEMS FOR NEXT AGENDA

- a) Districts Approval of Final Budget for Fiscal Year 2024/25
- b) Holiday closure schedule
- c) Sundance Park Access – date change to the November BOD meeting.
- d) Project updates

16. ADJOURNMENT

MOTION #11

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:55 p.m. On a motion by Director Brunberg, seconded by Director Presinal, the adjournment was approved by a vote of 4-0-0 with Directors Stickney, Presinal, Brunberg, and Meraz voting Aye. There were no Nays or Abstentions. Director Montes was absent.

Mike Stickney, Chairperson