

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JUNE 18, 2020 REGULAR MEETING**

**Directors: Borman, Carroll, Dax-Conroy, Judd, and Rockenstein**

**CALL TO ORDER:** The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:00 p.m. by Chairman Rockenstein.

**ROLL CALL:**

Directors Present: Borman, Carroll, Dax-Conroy, Judd, and Rockenstein  
Directors Absent: None  
Staff Present: Blondino, Lofthus, Penney, and Perry

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT ON THIS AGENDA ONLY.** – None.

**CONSENT ITEMS:**

1. **FINANCIAL STATEMENT FOR MAY 2020** – pulled for discussion at the request of Staff
2. **CAPRI – DISTRICT VISITATION REPORT – Cycle XVI**  
Findings report involving verification of program compliance through policy review; human resource, safety, and program records review; tour of facilities.
3. **RELIEF OF ACCOUNTABILITY**  
Recommendation to approve a relief of accountability request to the County for the cost of an asset – stolen trailer, Asset #96712-1; request removal from the Fixed Asset Equipment Inventory Record.

**Motion 1**

**M: Conroy S: Judd – The Advisory Board voted to approve Consent Matters, as presented. Unanimous.**

**Vote:**

**Ayes: Directors: Carroll, Borman, Judd, Conroy, and Rockenstein**  
**Noes: Directors: None**  
**Abstain: Directors: None**  
**Absent: Directors: None**  
**Recused: Directors: None**  
**Vote: 5/0/0/0**

**REPORTS:**

**1.\* ADVISORY BOARD MEMBER REPORTS**

Directors reported on activities of interest to the District – No reports given.

**2.\* STAFF REPORT (Blondino, Lofthus, Penney, and Perry)**

Staff reported on current District operations, projects, and events, as follows:

**Recreation Division**

*Alaina Lofthus, Recreation Services Manager – a brief report on division highlights; in consideration of the quarterly and annual recreation activity reports under presentation items.*

**Summer Day Camps:**

- Staff have prepared the Reopening Plan and are ready with the Parent Packet and required forms for online registration to start Monday, June 22.
- Day Camp will start Monday, July 6 with 24 children
  - Session 1 will be 2-weeks
  - Session 2 will be 3-weeks
- Day camp will follow all the guidelines and recommendation made by the County, State, and CDC.

**IIPP COVID-19 Preparedness Plan/Return to Work Plan:**

- Staff, including the Reopening Planning Committee, are working toward a final draft of the plan.
- Supplies, including cleaning, hand sanitizer, gloves, masks, air filters, thermometers, and workstation shields have all been ordered and some have already arrived.
- Staff is already working on the Implementation Plan and getting the facilities which are listed to reopen ready as well as ordering signage and floor markings.

#### **Carmichael Cares – Family Fun Kit:**

- The Carmichael Park Foundation and the Kiwanis Club of Carmichael have sponsored a second kit to be distributed to families.
- This kit will focus on active equipment; includes a jump rope, soccer ball, flying disc, beach ball, hacky sacks, and a deck of cards.
- Supplies have been ordered. Staff will be working with these community organizations on kit assembly and distribution.
- Distribution will occur at the La Sierra Community Center – Date and time TBD

#### **Virtual Recreation Classes:**

- The District has three Virtual Recreation Classes planned for this summer:
  - Mad Science of Sacramento – Mad Lab C
  - Kidz Love Soccer
  - Virtual Yoga
- In-person classes continue to be cancelled until permitted by Sac County

#### **DART Swim Lessons:**

- Cancelled for this summer
- Will be looking toward partnering again for Spring/Summer 2021 lessons

#### **Capital Valley Futbol Club**

- New soccer club – Merging of five local clubs = Carmichael, La Sierra, Citrus Heights, Capital Valley United, and Mission El-Camino
- Continue to work with Jared Cobabe (previously with Carmichael Soccer Club) on new 3-year field use agreement.

#### **Maintenance Division**

*James Perry, Park Services Manager – reported on Project updates and division highlights*

#### **Project Updates:**

- Vets Hall re-roofing project was completed 6/5; the HVAC for the Tiny Tot Room will be installed after 7/1.
- LSCC Gas line replacement would be wrapped up 6/19.
- Garfield House renovation continues. The floor prep is nearly complete with the installing of flooring and tile to follow. Staff will schedule after preparation to re-open offices from the COVID-19 shutdown.
- CP Ballfield #3 fence Project is underway and should be completed the week of 6/21.

#### **Maintenance & Operations:**

- Schweitzer Grove Nature Area – goats completed grazing on 5/28; Staff pleased with the results. The goats were well received by the Community.
- Weed Abatement – all flail mowing is complete.
- CP Basketball Court – a light pole was replaced due to a light pole being run over by a vehicle.
- O'Donnell Heritage Park – shade sail was repaired and re-installed.
- Glancy Oaks Park – Staff cleaned up the nature area.
- Tree Maintenance – Patriots, Del Campo, and Cardinal Oaks Parks. Planted trees two trees at Carmichael Park.
- Irrigation repair (valve replacement/broken head repair) – Carmichael, LSCC, Glancy Oaks, and O'Donnell Heritage Parks.
- Encampments – Staff removed camps at Schweitzer Grove and O'Donnell Heritage Parks.

**Office Re-Opening:** Staff has been involved with the Reopening Planning Committee, meeting with vendors, and ordering supplies. Over the next couple of weeks, they will be preparing the offices by installing shields and prepping sanitizing solutions, etc.

## **Administration Services Division**

*Ingrid Penney, Administrative Services Manager – reported on program area*

**Fiscal Year End Closing:** Staff continuing the countdown to year end closing, reviewing open items, processing journal entries and other documents. Last day to submit invoices for CIP and equipment was Friday 6/12 while all other invoices for FY2019-20 and revenue and expenditure accruals must be submitted by 7/10. Staff will share the CIP Update at the July Meeting. Several projects will be re-budgeted for FY2020-21. Final Closing period: will be the week of 7/20. Final reports will run the following week and fund balance known.

**FY 2020-21 Adopted Budget Proposal:** Recommendation will be heard at a special meeting of the Advisory Board in early August and then submitted to the County. In the meantime, the County is using the current budget to providing spending authority into July.

- COLA Implementation – 3.1% increase effective July 1 for regular full-time employees.

**Personnel:** Staff continues to connect with customers through email and phone, processing refunds and billings. Several of the back-office staff continue to work in the office at 1 to 2x a week.

- Staff participated on the Reopening Planning Committee
- Staff excited and preparing to return to work

### **Follow up from last Advisory Board Meeting:**

- Lease Addendum with MCS Preschool executed. MCS Preschool has resumed paying their regular monthly lease amount after two months at a reduced rate.
- Staff completed the Board Letter/Resolution for the temporary delegation authority to the District Administrator. Board of Supervisors will hear the item on 7/28.
- Living Smart – no update re: entity status. They have resumed paying their monthly lease for May and June. June payment included one third of April's rent. They will continue to pay one-third more each in July and August.

*Mike Blondino, District Administrator – Report*

**COVID-19:** Tuesday, 9 am Zoom meetings taking place with Managers and Supervisors to communicate what is going on during the crisis, how we can still provide services during this and looking ahead at programming, park operations and special events. Zoom meetings for CPRS and NRPA have shifted to twice a month. There is a weekly District Administrator meeting for Sac County that has been very informative. Last week we had the County Health Director and this week the head of Environmental Services.

### **Community Outreach:**

- **Kiwanis** - Attending weekly Kiwanis Zoom meetings. In July, he plans to make a presentation on what is happening with CRPD.
- **CID meetings** – Security Committee meetings have resumed. Hot spot in Carmichael continues to be near Marconi and Fair Oaks. The CID subcommittee continues to work on next year's renewal of the Improvement District.
- **Park Foundation** – attended this month's meeting. Working with Foundation and Joyce on ideas for SMUD Grant application.
- **Chamber of Commerce** – Attended two virtual Town Hall meetings that the Chamber sponsored in May; plan to do the same in June.

**Phone system:**– Staff is reviewing two companies to replace our outdated phone system.

**Computers:** New server and network firewall will be installed in early July as part of FY 2020-21 budget.

**Special Events:** Dinner in the Park has been cancelled for 2020 but will return in 2021.

**Prop 68, Per Capita Program:** No update from the State re allocation information.

**CMP:** Administrator having discussions with their Director on how COVID-19 is affecting their budget and future lease payments.

**CARPD:** Staff took part in the annual conference (on Zoom).

**Priority List & Look Ahead:** Updated list given to the Board.

**ACTION ITEM:**

**1. LA SIERRA COMMUNITY CENTER - PLAY AREA RENOVATION AND ASPHALT REPAIR PROJECTS**

PSM Perry presented the Staff and Facility/Budget Committee recommendation to approve funding from the LSCC Johnson Gym Project (funded through the Assessment) project savings for a Change Order on the Play Area Renovation Project; approval and funding for a new Asphalt Repair Project for the area adjacent to the new play area.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments, the following motion was made:

**Motion 2**

**M: Carroll S: Borman – The Advisory Board voted to approve an allocation of funds from the money saved on the LSCC Johnson Gym Roof Project for additional expenditure of approximately \$7,300 to cover the remaining costs on the LSCC Play Area Renovation Project; for approval and allocation of \$43,614 to repair the adjacent asphalt area, awarding the Contract to Folsom Lake Asphalt in the amount of \$37,925 authorizing the District Administrator to sign the contract and expend the funds. Unanimous.**

**Vote:**

**Ayes: Directors: Conroy, Borman, Judd, Carroll, and Rockenstein**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

**Vote: 5/0/0/0/0**

**PRESENTATION ITEMS:**

**1. DISTRICT WIDE MASTER PLAN UPDATE**

Follow up with Gates + Associates regarding Master Plan update and branding to be used in outreach. (attached). Gates team will follow up by email re: final branding/logo design choices.

**UPCOMING PROGRAM AND EVENTS:**

*For more information about these and other program and events, please visit the District Website:*

[www.carmichaelpark.com](http://www.carmichaelpark.com).

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

Proposed: The next Regular Meeting of the Advisory Board of Directors is scheduled for Thursday, July 16, 2020 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:09PM.

Respectfully submitted,

Ingrid S. Penney, Administrative Services Manager  
For Clerk of the Advisory Board of Directors

APPROVED BY:

ATTESTED BY:

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MICHAEL ROCKENSTEIN  
CHAIRMAN OF THE BOARD

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Ingrid Penney, Administrative Services Manager  
for Clerk of the Advisory Board of Directors