

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
SEPTEMBER 16, 2021 REGULAR MEETING**

Directors: Carroll, Ives, 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 6:02 p.m. by Chair Carroll.

ROLL CALL:
Directors Present: Carroll, Judd, and Rockenstein
Directors Absent: Ives – excused absence
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. MINUTES**
August 5, 2021 – Special Meeting
August 19, 2021 – Regular Meeting
- 2. FINANCIAL STATEMENT**
July 2021
- 3. ACCOUNTS PAYABLE**
August 2021
- 4. ACCOUNTS RECEIVABLE**
September 2021
- 5. POP STAT REPORT**
August 2021
- 6. CALIFORNIA CLEAN AIR DAY**
District Event: Tree Planting at LSCC – Wednesday, October 6, 2021 at 11 AM

Motion 1

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

Vote:
Ayes: Directors: Judd, Rockenstein, and Carroll
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: Ives
Recused: Directors: None
Vote: 3/0/0/1/0

SPECIAL PRESENTATION:

- 1. FACILITY ASSESSMENT REPORT (Steer)**
PSM Perry introduced Heather Steer, Manager at KYA Services, LLC. and introduced the Project. Heather Steer made a presentation of the Carmichael Recreation and Park District's Facility Assessment Report. The Report addressed deferred maintenance findings and estimated costs for the La Sierra Community Center, Carmichael Park Office/Clubhouse and Veterans Hall, and Del Campo. Photo examples of roofs and asphalt paths/drives and parking lots were included in the presentation, which demonstrated deteriorated conditions.

Following the presentation, the item was discussed by the Advisory Board. After discussion, questions, and comments, the Advisory Board received and filed the Report for future repairs, improvements, and funding considerations.

REPORTS:

1. ADVISORY BOARD MEMBER REPORTS – Directors reported on activities of interest to the District

Chair Carroll shared her regrets that she would not be available for the Clean Air Day, Tree Planting Event due to another commitment.

Director Rockenstein reported highlights from attendance at the September 14th Meeting of the Carmichael Parks Foundation. Chair Carroll plans to attend their meeting in October.

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 – Highlights from the Recreation Division:

KHO

- After a month of school and restarting the program, 21 children are attending per week
- Program is slowly growing; hope to reach 30 children by the holidays

Tiny Tots

- Program started with 10 children total (6 in the younger class and 4 in the older).
- Two new instructors have done a great job reopening the program.
- Hope to increase to about 10 in the younger group and 7 in the older group by Winter of next year.

Adult Sports

- Volleyball summer league completing playoffs, taking registration for fall league
 - Received feedback from managers that they may not play this spring due to having to wear face coverings while playing.
- Softball Leagues
 - Seniors are finishing their Spring/Summer League this month
Senior players held a BBQ at the Carmichael Park Picnic Shelter on 8/26 and invited staff to join them. Most of the maintenance staff were able to enjoy lunch and the players showed great appreciation toward them.
 - Friday Night League was able to play games again this past Friday after having 4 straight weeks of cancellations due to either high temperatures or poor air quality. They were happy to be back on the fields and now the “Summer” league will end 10/22

Youth Sports

- Elementary Volleyball – Full; 45 players
 - Four volunteer coaches stepped forward after staff reached out to parents explaining the shortage of coaches and asking for help so we wouldn’t have to cancel the program. Before this ask, staff had only been able to recruit 1 employee to coach.
- Middle School Volleyball – Full; 72 players at Barrett and Will Rogers
 - Unfortunately, we did have to cancel the 6th/7th grade Will Rogers team due to staff shortage and no teachers or parents stepping in when staff asked for help.
- Kidz Love Soccer – 66 children registered for September Classes
- DART Swim Lessons – CRPD received some statistics from DART on a post-program survey.
260 swim lessons given
75 participants from Carmichael and Fair Oaks zip codes
37 Scholarships provided by Parks Foundation

Facility Rentals

- Many regular user groups returned including the Seniors Club, DAV, Capital A’s, American Legion, and Bike Hikers.
- Picnic Shelter has been a popular rental with 6 events occurring there since my last report

- Bocce Ball continues to be popular with 4 rentals
- Garfield House – Staff has completed the marketing brochure including hiring a graphic designer to complete a site map

Events

- Summer Concerts in the Park had a final concert on Wednesday 9/8 after having to cancel the finale due to poor air quality
 - Great series this summer with so many generous community members that attended and donated to help support the event.
- Founders Day is coming up on 9/25 from 10am – 3pm
 - Classic Car show is back
 - Live music from the Mere Mortals Band (classic rock hits from the 60's – 90's with some R&B, blues rock and rockin' oldies mixed in)
 - Vendors, Kids Zone, and Food Trucks

Maintenance Division

James Perry, Park Services Manager – Highlights from the Parks Division

Maintenance & Operations

- Vandalism/Property Damage – Staff performed the following:
 - Graffiti/Vandalism: Covered graffiti at Carmichael Park – Bandshell. There were also a few unauthorized gatherings during weekdays and weekends which left the Bandshell trashed. Cleanup took a lot of time away from normal maintenance. FEC was contacted to monitor and address.
- Irrigation – Staff performed the following:
 - Continues to oversee irrigation systems daily throughout the District. With Fall coming, bringing hopes of rain, irrigation should begin to be less of a priority.
 - Repaired main lines at Glancy Oaks and Jensen Botanical Garden.
 - Replaced 10 sprinkler heads at various parks
 - Repaired an irrigation line in the rose bed at CP.
- Carmichael Park – Staff performed the following:
 - Replaced 2 broken bleacher boards on BF 2 at CP.
 - Spread a couple yards of bark at the Vet's Hall planter box.
 - Improved the area around the drain with gravel at the dog park.
- Sutter-Jensen Community Park – Staff performed the following:
 - Ordered and installed a new gate panel, damaged a couple months ago by an unknown vehicle.
 - Added about a yard of road base to the driveway entry.
- Bird Track Park –Contracted the repair of the rubberized surface which was vandalized last month.
- HVAC –
 - Contractor replaced two package units at LSCC; unfortunately, another one failed and is scheduled to be replaced next week. The Budget estimates two-unit replacements per year. Now three already this fiscal year.

Project Updates

- LSCC 800 Wing – Resubmitted the plans to the County a little over a week ago. Three of the four issues have been cleared. The architect reached out to get more information on the last item. In theory, we “should” have an approved set of plans by the next board meeting.
- Sutter Jensen Community Park, Garfield House Landscape Design – Received the first draft of the landscape design and cost estimates. Staff plans to meet with the Facility Committee to review.
- Carmichael Park – Pickleball lines were painted on courts 5 & 6 as a “pilot program”.

Personnel

- Training –
 - Staff participated in two Webinars for continued education credits for Pesticide Applicators Licensing/Certificate. Management participated in four pesticide trainings.
 - Management attended a two-day Webinar hosted by CSDA on Special District Construction Projects.
- Regular Part time Maintenance Worker – No applications received over the past six weeks. Recruitment will continue until filled.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Budget/Finance –

- Sacramento County BOS approved Budget revisions at their hearings last week. Minor change was made to the Assessment Budget, minus \$1 due to rounding, new budget total \$403,407. Budget adoption goes before them on September 28.
- The Financial Statement in tonight's package reflects the FY2020-21 Budget. Next month's report will reflect the Adopted FY2021-22 which includes the revisions made on 9/28.
- Staff continues to complete year end reporting requirements to County DOF and CAPRI, examples include Single Audit – Grant Information, Final Payroll Report for FY2020-21, with more to come.
- Met virtually with County Personnel to discuss EE Health and Welfare Benefits effect 1/22. We projected 5% increase for Health Insurance, 2 of the 3 Providers came in between with a 1.68% and 4.18% increase while another came in at 7.88%, another year of higher increase; next year the County projects that this carrier's trend will continue. Currently, we have employees enrolled in all three programs. We'll know more about costs once Open Enrollment is completed in October. VSP rates went down by \$0.26 for single coverage; \$0.68 for family coverage. No other changes: Dental & Life.

Contracts –

- Administrative support for various contracts – checking for completion and insurance documents.
- Contract with KYA & COAC completed.
- Contract for group facilitation for a District program was prepared and sent to a Consultant for review.
- Lease Amendment completed and on tonight's agenda.

HR –

- Administrative support for recruitment, screening, and personnel set up for recreation and park positions.
- Job Description Update: Staff working with County Personnel on the update to the Secretary/Receptionist title and duties.
- COVID19 Prevention Plan: RSM Lofthus and I completed the updates to the Plan, using links to latest information on various guidelines. There are additional changes in the next few weeks, SB95 ends 9/30; changes to Cal OSHA ETS.

Monthly Training topics include:

- Recruitment Hacks For the Desperate ER
 - EE retention tips – not necessarily about \$; present, thoughtful, empathetic
 - Turnover in elsewhere could mean opportunity
 - Flexible – to allow telework when feasible
 - Prioritize EE wellness
 - Be transparent
 - Stay “in touch”
 - Care5
- Q & A
 - Latest COVID19 News and guidelines
 - SB95 – ending 9/30/21; updates to CalOSHA Emergency Temporary Standards
 - Vaccinations/COVID19 Testing
 - Wage and Hour Questions
 - ADA/Reasonable Accommodation

Mike Blondino, District Administrator – Report

Future Funding –

Reported that the RFP proposals deadline was 9/17 at 3 pm. All proposals submitted will be reviewed by at least 1 or 2 AB members and staff. There could be interviews the last week in September. The plan is to have an agreement for the Advisory Board to review and vote on at the October meeting.

Memorial Bench, Brick, and Tree Program –

We are live with this program!!! Our website has been updated with the information and the Park Foundation, who are partnering with us, have a pay link on their website.

Community Garden –

We have run into some issues at the Community Garden with people following the rules and communication issues. We have had to remove 1 gardener who was stealing from others at the garden. We tried our best for this not to happen, but Sharlene and Alaina eventually had to meet with the family of this lady to explain what was going on, as they had no idea. We think bringing in a local mediator to work to get everyone on the same page is a good step forward. We are also going to bring in a Russian translator as we think a language barrier hasn't helped.

Master Plan Update –

CRPD Staff met with Linda Gates and staff to review some items for the update coming. Our Project Manager (Melonie) is back from maternity leave. Alaina and Sharlene are working to get postcards out to 5,000 living around the parks to get the word out about the AB meeting on Oct 21st and to gather input on the updates that have been made. We will also do Yard signs again in each park as we found those very effective in getting the work out.

Community Outreach –

- Kiwanis – Continue to attend the meetings on-line. The group has decided to stick with Zoom for now, but meet in-person eventually at the Clubhouse.
- CID meetings – Reported that he's chairing the Ad Hoc Security Oversight Committee. CID working on a new RFQ for patrol services; due to the boundary expansion on Jan 1st and to see if there are any better patrol operations out there.
- Park Foundation – The Foundation is excited about the future opening of the Garfield House and would like to see an Open House once the landscaping is complete. Made inquiry as to whether any Advisory Board members would like to join staff with planning the event?
- Carmichael Water- CWD has approached CRPD about using O'Donnell Park for a future well site. There was an agreement set up in 1999 between the 2 Districts. We will bring future updates if this process moves along.
- CP Issues- We have seen a real uptick in strange behavior this week at CP and being part of the CID has helped with asking for increased patrols through the park by Sheriff and CPO. Also, James has been in touch with FEC.
- IT- The process of switching over the phone system is still at work in progress.
- Prop 68 Update – The State has a copy of the deed restrictions for both sites. Mr. Perry is going to be doing a walk through with a State rep at both sites next week and then the next step is for Admin to submit the paperwork to get reimbursed.
- Shine Grant – We should hear back from SMUD in late October or November about the grant.
- Miscellaneous –
 - Horses in the park – Spoke with several other districts; they don't allow horses in their parks.
- Look Ahead -Review with Advisory Board.

ACTION ITEMS:

1. EASEMENT FOR TEMPORARY CONSTRUCTION

Property Address: 5341 El Camino Avenue, Carmichael, CA 95608 (Cardinal Oaks Park)
Purchase price of the Easement: \$8,500

Administrator Blondino made a presentation and recommendation to approve an Agreement with the County of Sacramento, Department of Transportation (DOT) for purchase of a Temporary Construction Easement across a portion of CRPD property; delegation authority to the District Administration to execute Agreement. DOT plans to install sidewalk, curb and gutter, bike lanes and streetlights in the 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: Judd S: Rockenstein – The Advisory Board voted to approve the Staff recommendation to approve an Agreement with the County of Sacramento, Department of Transportation (DOT) for the purchase of a Temporary Construction Easement across a portion of CRPD property located at 5341 El Camino Avenue, Carmichael, CA 95608 (Cardinal Oaks Park) in the amount of \$8,500; delegation authority to the District Administration to execute the Agreement, as presented. Unanimous of those present.

Vote:

Ayes: Directors: Rockenstein, Judd, and Carroll

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ives

Recused: Directors: None

Vote: 3/0/0/1/0

2. CAPRA LEASE – FIRST AMENDMENT

Lease Agreement between CRPD and Jessie Crowell, dated October 1, 2018

Property Address: 6000 Kenneth Ave., Carmichael, CA 95608

ASM Penney made a presentation and recommendation to approve a First Amendment to the CAPRA Lease, option to renew for a three-year period, October 1, 2021 to September 30, 2024 upon the same terms and conditions; to authorize the District Administrator to execute the First Amendment.

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 3

M: Rockenstein S: Judd – The Advisory Board voted to approve the Staff recommendation to approve a First Amendment to the CAPRA Lease, option to renew for a three-year period, October 1, 2021 to September 30, 2024 upon the same terms and conditions; to authorize the District Administrator to execute the First Amendment. Unanimous of those present.

Vote:

Ayes: Directors: Judd, Rockenstein, and Carroll

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ives

Recused: Directors: None

Vote: 3/0/0/1/0

UPCOMING PROGRAM AND EVENTS:

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

www.carmichaelpark.com.

RECESS TO CLOSED SESSION at 7:52 PM.

1.* PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Unrepresented Employee - District Administrator

Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT at 8:41 PM.

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

The next meeting of the Advisory Board of Directors, a Regular Meeting is scheduled for Thursday, October 21, 2021, at 6:00 pm, a Hybrid Meeting; Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 8:42 PM in honor of the service that Director Borman provided to CRPD and the Community of Carmichael.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

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