

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JANUARY 16, 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, and Rockenstein  
Directors Absent: Judd - excused  
Staff Present: Blondino, Lofthus, Penney, and Perry

**PLEDGE OF ALLEGIANCE** – Chairman Rockenstein led the pledge

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT ON THIS AGENDA ONLY. –**

Felix Yeung addressed the Advisory Board regarding Jan Park and recent bike ramps; talked about the planning process for building safe, well designed spaces that support multi-uses.

Terence Gilbert talked about Jan Park and recent bike ramps; talked about limited opportunities in terms of locations and cost to participate in BMX.

Neil Smith addressed the Advisory Board regarding support for BMX for youth and adults.

Molly Hart shared support for BMX, benefits of youth activity. Understood that the District had to remove the ramps because of potential liability. Talked about other issues encountered in the Park – drug paraphilia and homeless activity.

Kaiden Mays addressed the Advisory Board regarding the bike ramps and having fun at Jan Park. Submitted a petition for a dirt track at Jan Park.

Zac DeSmet told his personal story of involvement with BMX over 21 years. Indicated that there are now only two locations, Folsom and Elk Grove where people can ride – great way to get youth out and active.

Patty Green disclosed her experiences riding motorcycles and horses, racing, and skating in the area. Supported places for youth and stated that the presence of positive use reduces negative uses.

Tristan (sp) Camuso said that it would be cool to have the jumps at Jan Park. A place to make friends. The parent shared that it is neat to see his son interacting with other youth; willing to make this happen, raise funds, or whatever is needed.

Jenn Rich supports having BMX at Jan Park.

Someone addressed the Advisory Board about the youth and support for BMX, importance of Community, experiencing life through play.

Maygen Ryder and Arianna Kahmann support BMX at Jan Park, if not there have it somewhere - a place for fun and for kids to play together.

Chair Rockenstein closed the Public Comment period. Thanked everyone, especially the youth for their input and participation. Stated that the Advisory Board take public comments seriously. Invited the public to participate the upcoming District Master Plan Update process and invited everyone to stay for the remainder of the meeting.

Director Carrol thanked everyone, especially the youth for coming and sharing, seeing how things are done – speaking, advocating, and petitioning.

Director Borman commented that as a former elementary school teacher, he was encouraged by the comments from the youth.

**CONSENT ITEMS:**

1. **MINUTES**  
December 19, 2019 – Regular Meeting
2. **FINANCIAL STATEMENT**  
November 2019
3. **ACCOUNTS PAYABLE**  
December 2019
4. **ACCOUNTS RECEIVABLE**  
January 2020
5. **POP STAT REPORT**  
December 2019

**Motion 1**

**M: Carroll S: Borman – The Advisory Board voted to approve the Consent Items, as presented. Vote: Unanimous of those present. Absent: Director Judd 4/0/0/1/0**

**NEWSPAPER ARTICLES:**

***Carmichael Times* –**

- December 13, 2019: *Santa Claus Comes to Town, Boulevard Lights up for Christmas Visitor; Winter Break Camp*
- December 20, 2019: *Winter Break Camp*
- December 27, 2019: *Analisa Alvarado presents check to Sharon Ruffner of Carmichael Parks Foundation; Winter Camp*
- January 3, 2020: *Voted Best Community Center 2019*

**REPORTS:**

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

Directors reported on activities of interest to the District, as follows:

- Director Conroy commented about the Staff holiday gathering/meeting; the Foundation has set the next annual Dinner in the Park date, September 12, 2020, planning underway.
- Director Carroll reported on neighborhood activity at Jan Park – food drive.

**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.*

**Swim Program** –The Carmichael Parks Foundation and DART have been working with District Staff towards a partnership to offer swim lessons and water safety classes to the youth in this community. Staff has drafted an MOU under review by County Counsel and County Risk Management. Staff plans to present it to the Advisory Board at the next regular meeting.

**Spring/Summer 2020 Activity Guide** – Staff is currently working on content for the upcoming guide; available online March 2 and mailed to District residents the following week.

**Maintenance Division**

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

**La Sierra Community Center –**

- LSCC Play Area Improvement: delayed due to inclement weather; contract performance period extended.
- Sidewalks, identified: removed and replaced
- Tree Maintenance: three pine trees alongside Chautauqua Theatre were removed and maintenance performance at other locations on site.

- Doors: CMP Club M glass doors were replaced.
- John Smith Hall: a 40 ft. x 40 ft. area of the roof was patched due to numerous leaks.
- Skate Park: equipment, 100% removed.
- Johnson Gym: PSM met with an engineer and architect to request cost estimates to add HVAC

**Carmichael Park –**

- Tree Maintenance: New Image performed tree maintenance to the trees in and around the area used for set up of the weekly Farmers Market.
- Lighting: Staff replaced lights at the Reader Board and at the Tennis Courts (four)
- Holiday Tree: Staff removed the lights.
- Irrigation: Staff installed a new irrigation controller.
- Playground: Staff repaired the saucer swing on the new play equipment.
- Rose Shrubs and Trees: Volunteers pruned and trimmed all.
- Vets Hall: PSM met with the architect performing the ADA assessment and repair cost estimates.

**Del Campo Park –** Tree maintenance: Staff performed maintenance and removal, as needed.

**Sutter Jensen Community Park –** Garfield House Improvement: Staff working in the house two days a week.

**Jan Park –** Irrigation: Staff installed a new controller.

**District wide –** HVAC: Staff replaced all filters.

**Equipment –** District vehicles: bi-annual service and safety inspections completed.

**Personnel –** The District Facilities Technician as resigned, accepting a position with the Twin Rivers School District. Recruitment will begin for this position. Another candidate is going through the selection process.

**Training –** PSM attended a seminar on Annual Employment Law Update. RSM Lofthus and ASM Penney also attended.

**Administration Services Division**

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

**Training –**

- Annual Labor Law Update – Management staff participated in this labor law seminar which covered updates and new laws for 2020. There were helpful, practical tips provided affecting policies and employment practices. Staff will report back needed additions and amendments at a future date.
- EEOC Harassment Prevention Training – a live in person training is offered in February along with Webinar dates in the spring. Staff will reach out to any remaining board members needing the certification.
- New Board Member Orientation – Staff met with Director Borman for orientation on the District and board member role. A tour is planned with the Administrator and PSM.

**HR Updates –**

- Minimum wage increase to \$13/hour, effective 1/1/2020
- Health benefit rate increase, effective 1/1/2020

**Accounts Receivable –**

- Tenant leases for contracts with an escalator clause increased, effective 1/1/2020; new rates reflected in the monthly report under Consent.

**Budget –**

- County will host two FY2020-21 Budget Kick off meetings; one countywide address on issues, the other for the dependent special park districts to cover deadlines and document expectations.

- District Mid-year Budget status review at the February regular meeting will start the budget process.

Mike Blondino, District Administrator – Report

- **Prop 68 Update** – the State has not finalized the final allocation of the per capita grant. The January 31<sup>st</sup> deadline has been pushed back, but nothing set as of today. Staff will continue to work on the application.
- **Staffing Assessment and Development** – Have a draft report and currently reviewing
- **Manager’s evaluation process** – Employee Work Plan and Development Tool have been completed.
- **District’s Master Plan** - Proposals are due back by 1 pm tomorrow.
- **Bocce Court update** – HLA has been working on plans and specs. Waiting on engineering calculations to be completed.
- **Sustainability** – we are currently working on a water tracking spreadsheet by Park that will be shared with the staff. I have found from my experience that assists staff in seeing our use and frames the discussion of being more sustainable in parks by looking at different irrigation settings and re-design of our landscaping.
- **\$88K list** – As of today, we have spent (or plan to spend) \$56,500 of the \$88,000.
- **Priority List** – updated list given to the Board.
- **Look Ahead** – Review with Advisory Board.

**ACTION ITEM:**

**1. DRAFT AUDIT REPORT OF DISTRICT FINANCIAL STATEMENTS**

ASM Penney shared background on the audit process and introduced the Scott German with Fechter and Company. Mr. German made a presentation of the Independent Draft Audit Report of the District financial statements for year ending June 30, 2018.

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: Conroy S: Carroll – The Advisory Board voted to accept and approve the Draft Audit Report for the financial statements of FY2017-18, as presented. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Judd**

**Recused: Directors: None**

**Vote: 4/0/0/1/0**

**PRESENTATION ITEMS:**

**1. WORK PLAN FY2019-20**

Administrator Blondino made a presentation of the Work Plan FY2019-20 - 2ND Quarter Update. The work plan was reviewed, discussed, and filed.

**2. RECREATION ACTIVITY REPORTS**

RSM Lofthus made a presentation of recreation activities for the period October to December 2019 and annual comparisons between 2019, 2018, and 2017. The reports were reviewed, discussed and filed.

**3. FY2019-20 CIP AND EQUIPMENT REPORT**

ASM Penney made a presentation of quarterly update of activities related to capital improvement project and equipment expenditures. The report was reviewed, discussed, and filed.

**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).*

**Events:**

- 1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park

**Youth Programs:**

- 2. **Kids Hang Out Afterschool Program** – 1<sup>st</sup>-8<sup>th</sup> Graders, Weekly sessions, full/part time, at the La Sierra Community Center, Kids Corner
- 3. **Tiny Tots Preschool Program** – Ages 3-5; program held at Carmichael Park
- 4. **Various Special Interest Classes, Fitness, and Sports** – Winter Season continues, for more information refer to the District’s website and/or the Fall/Winter Activity Guide at: <https://www.carmichaelpark.com/activity-guide>.

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

The next regular meeting will be held Thursday, February 20, 2020 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:39PM.

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