

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 15, 2021 REGULAR MEETING**

Directors: Borman, 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 Rockenstein.

ROLL CALL:

Directors Present: Borman, Carroll, Ives, Judd, and Rockenstein
Directors Absent: None
Staff Present: Blondino, Lofthus, and Penney

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

Joan Komaromi reported on an incident that occurred between two large off-leash dogs and a resident walking a small dog; requested enforcement of the leash law.

Brenda addressed the Advisory Board about permission to ride her horse on park property.

CONSENT ITEMS:

1. **MINUTES**
June 17, 2021 – Regular Meeting
2. **FINANCIAL STATEMENT**
May 2021
3. **ACCOUNTS PAYABLE**
June 2021
4. **ACCOUNTS RECEIVABLE**
July 2021
5. **POP STAT REPORT**
June 2021
6. **RECREATION DIVISION INCOME STATEMENT**
May 2021

Motion 1

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

Vote:

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

SPECIAL PRESENTATION

1. DRAFT DISTRICTWIDE MASTER PLAN

Administrator Blondino indicated that the Master Plan Website will be up through August 13, 2021 for continued Community input. The Draft Master Plan presentation will be available on the District Website following the meeting.

Linda Gates, Gates + Associates, made a presentation of the draft master plan. Following the presentation, the item was open for questions and discussion by the Advisory Board and available for public comment and questions. Gates + Associates recorded the comments and questions.

REPORTS:

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

Chair Rockenstein commented on Carmichael Park. While walking his dog one evening, he witnessed how Carmichael Park is used a lot and the courtesy demonstrated by the various park users, playgrounds, dog park, softball fields, etc.

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:

Summer Day Camp

- Summer Camp started June 17
- Averaging 44 children a week
 - Experienced lower registration around the week before and after 4th of July (Sunday)
- New employees learning quickly and doing really well. Good start to building our staff resources.

Adult Sports

- Adult Softball League (8 teams) is finishing the first season since the COVID-19 closures. League is expected to remain full for Summer season
- 5-on-5 Basketball started this week – Full (9 teams)
- Volleyball Leagues started this week – 18 teams
- Senior Softball continues with 11 teams

Youth Sports

- Contracted soccer camp with Skyhawks has 30 children – programming will continue with them this Fall
- Fall sports programs/leagues preparation

Classes

- Staff working with Thomas Kelly Elementary to bring B. St. Theatre Camp to their school the first week in August.
- Tai Chi Class has started again; instructor finished all the new requirements and paperwork.

Facility Rentals

- Since June we have had the following facility rentals:
 - Bocce Ball Courts – 4
 - Tennis Courts – Restrooms – 9
 - Gymnasiums – 19
 - Clubhouse – 1
 - Picnic Shelter – 1
 - Revenue totaling around \$13k; over \$10k from gym rental revenue
- Continue to build; recruiting more building monitors

Events

- Summer Concerts in the Park started last Saturday.
- The Beatles Tribute Band was excellent, unfortunately it was 110 degrees at the start of the concert
- There are 7 more Saturdays of concerts – all are at Carmichael Park Band Shell from 6:30pm – 8:30pm

Fall/Winter Activity Guide

- Digital version will be available on the District's website the first week in August
- Will be in district resident's mailboxes hopefully the week of 8/16
- Regular programming is scheduled – pending staff availability

Maintenance Division

James Perry, Park Services Manager – In his absence, highlights from the Parks Division were presented by Administrator Blondino.

Maintenance & Operations

- Vandalism/Property Damage –
 - Graffiti: Staff covered graffiti at Carmichael Park Restroom.
 - Staff knocked down several bike jumps made at Del Campo Park.
- Irrigation –
 - In response to the Drought - stage II, Staff monitoring and making daily irrigation schedule adjustments throughout the District; Management meeting with Carmichael Water District re: consumption goals.
 - Staff replaced 8 and repaired/adjusted 14 sprinkler heads, restored/improved system near the bandshell at CP;
 - Staff replaced 8 sprinkler heads and have made numerous adjustments.
 - Staff replaced 11 sprinkler heads and made numerous adjustments at outside parks (not CP/LSCC).
- Carmichael Park –
 - Bandshell and surrounding areas – Staff cleaned/prepared (pressure washed, painted, replaced lights, raised tree canopies, etc) in preparation for Summer Concerts;
 - Staff pressure washed the picnic shelter for rentals and seasonal usage;
 - Canine Corral – Staff ordered/assembled/painted two heavy duty picnic tables, placed one in each small/large dog park area. Several benches will be ordered later.
- La Sierra Community Center –
 - Staff is pruning shrubs and trimming trees between the Wings while CMP is closed for the summer.
 - New Key System – 28 locks from the old key system replaced to the new Schlage master system, a step closer to the entire District under the new key system.
- Del Campo – Neighborhood volunteers are removing Privets along the creek while Staff follows up with chipping limbs and spraying stumps to ensure they don't grow back. Volunteers have two to three days more work ahead.
- Herbicides – Staff performed seasonal applications throughout the District
- Portable Restrooms – Staff looking into replace the service provider
- Fire Extinguishers – Annual test and recertifications complete.

Project Updates

- Deferred Maintenance Plan – Staff met with the KYA Group to tour District facilities: walking roofs; looking at HVAC units, boilers, and parking lots. The KYA Group will have a detailed deferred maintenance list with cost estimates and urgency of repair/replacement within 6 – 8 weeks.
- SJ – Garfield House Landscape Design – Contract execution nearly complete.
- LSCC 800 wing – No new developments; plan check review target date is July 15.
- Schweitzer Grove Nature Area – after the goats came through last year, PSM Perry became concerned with the amount of dead wood and general overgrowth of the eucalyptus grove that was exposed. Staff investigated different ways to mitigate the overgrowth, dead snags, and overall fire risks. Staff has met onsite with the CCC as well as one of our tree contractors to evaluate and provide a plan. The CCC is likely the best route for the District as it would be funded by a State Grant specifically used for Fire Reduction in Urban Areas. Another benefit is the CCC can use the site a “training area” for prolonged services within the Grove. We have started trading preliminary information to move forward. If the CCC is unavailable, we can use one of our tree contractors to mitigate most of the concerns for under \$8k.

Personnel

- Regular Part time Maintenance Worker (Grounds) – Applications received.
- Lincoln Training Center – Places adults with disabilities and service-disabled veterans. We are evaluating possible internships to assist the District with trash pick-up, cleaning restrooms, and edge/blow functions. Unpaid internships could potentially lead to opportunities for employment.
- Facilities Technician has separated from the District. Staff exploring alternatives for HVAC preventative maintenance and repair, including services through a provider under contract with the County of Sacramento.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Budget/Finance

- Budget Hearings for the FY 2021-22 Adopted Budget will be held September 8-9; adoption goes before the County BOS on September 28.
- YE Closing – Staff completing document submission, processing final journal entries by 7/14, ending what's been more than a month-long process. Final reports will run the last week of July; and the fund balance known. Staff anticipates additional one-time funds will be available. Staff will use the actual fund balance and year end revenue and expenditures information to prepare adjustments to the final adopted budget proposals.

Contracts –

- Administrative support for various contracts – checking for completion and insurance documents.
- Gates – contract extension to October 31, 2021 was executed.
- Cancellation of the uniform contract. Parks Division will purchase uniforms instead.
- Contracts with KYA LLC and Wilson Design will be completed next week.

HR

- Administrative support for recruitment, screening, and personnel set up for recreation and park positions.

• Training –

Monthly Training topics include:

- Developing Your COVID-19 Reopening Plan: Complying with the Cal/OSHA Requirements and More 6/22 – Incorporated Cal OSHA updates to the Emergency Temporary Standards
- Permanent Telework Post COVID19 6/23 – Key issues - establish the appropriateness, remote work agreement; if due to reasonable accommodation – conduct interactive process.
- Resolving Conflict Constructively 6/25 – Types and Approach
- Build Loyalty & Retention with Staff Appreciation 7/14 – Challenges, value/importance to address, Tools/ideas

Mike Blondino, District Administrator – Report

Future Funding – Report back after May's presentation:

- Staff is preparing an RFP for Financial Planning Advisory Services (per County guidelines). More information will be available at the Special Meeting on August 5, 2021.

Advisory Board Meetings –

- Staff tested the new hybrid system and would like to run a few more tests before implementing. We should be ready to give it a try for the 8/16 Advisory Board Meeting.
- Advisory Board was sent an email about rules/regs for them attending meeting (vaccinations/masks) and we are still working on a plan for the public.

Master Plan Update – A presentation item at this meeting.

Dog Park (Canine Corral) – Moving along well.

Community Outreach –

- Kiwanis – Meetings have moved to 7 am on Zoom but will be coming in person to the Clubhouse in the next month as Kiwanis moves here for their weekly meeting!
- CID meetings – Election update on the renewal next month. At this point things look good
- Park Foundation – Dinner in the Park will take place on Sept 11th. There will be 300 tickets for this year's event.
- Carmichael Water- PSM Perry and I are looking to meet with Carmichael Water staff next week about our water use.
- IT – Microsoft Teams phone numbers have come in and we will start a slow switch to use them in the next month or so.
- Prop 68 Update – The deed restriction has been recorded by the County Recorder.
- Shine Grant – A team of staff and volunteers are working on the SMUD Shine grant application which is due July 30th. We are looking to replace all the windows in the Vets Hall.
- Look Ahead -Review with Advisory Board.
- Miscellaneous –
 - Horses in the park -we will research this issue and get back to the person requesting the special permit and the Board.
 - Staff Ice Cream Social -either July 28 or 29. 1pm at LSCC. Board members are welcomed. Alaina will contact everyone with final date.

ACTION ITEM:

1. CRPD PARK IMPACT FEE PROGRAM - NEXUS STUDY UPDATE

Blair Aas, from SCI Consulting Group, Inc., made a presentation of the history, fee uses, and proposed updates to the CRPD Park Impact Fee Program. Staff's report included a recommendation to adopt Resolution CP# 07152021-01 approving the Carmichael Recreation and Park District Impact Fee Nexus Study Update and requesting the Sacramento County Board of Supervisors to adopt and implement the updated park impact fee program on behalf of the CRPD.

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: Ives – The Advisory Board voted to adopt Resolution CP#07152021-01 approving the Carmichael Recreation and Park District Park Impact Fee Nexus Study Update and requesting the Sacramento County Board of Supervisors to adopt and implement the Updated Park Impact Fee Program on behalf of the District., as presented. Unanimous.

Vote:

Ayes: Directors: Carroll, Ives, Judd, Borman, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

2. QUMIBY/ PARKLAND DEDICATION TRUST (IN-LIEU)

ASM Penney made a presentation and recommendation to adopt Resolution CP# 07152021-02 approving a transfer of \$64,460.49 in-lieu fees from Fund 088F(Parkland Dedication Trust) to Fund 337A (General Fund) for completed CIP Projects which included a portion of the costs associated with the Carmichael Park – Playground resurfacing project and costs for associated with Carmichael Park Clubhouse and Kitchen Improvements.

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: Ives S: Borman – The Advisory Board voted to adopt Resolution CP#07152021-02 authorizing a transfer of funds from the Quimby, Parkland Dedication Trust fees account to the CRPD General Fund as reimbursement for completed CIP Projects, as presented. Unanimous.

Vote:

Ayes: Directors: Ives, Judd, Borman, Carroll, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

3. MEMORIAL BENCH/BRICK/TREE PROGRAM (Blondino)

Administrator Blondino shared a presentation and made a recommendation to approve a policy and guidelines for a Memorial Bench/Brick/Tree Program. Chair Rockenstein indicated that the Policy and Program Committee had a chance to review and offer suggestions on the policy and guidelines.

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 4

M: Judd S: Borman – The Advisory Board voted to approve the proposed policy and guidelines for a Memorial Bench/Brick/Tree Program, as presented. Unanimous.

Vote:

Ayes: Directors: Judd, Borman, Carroll, Ives, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

4. ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS

Chair Rockenstein introduced the election of officers - Chair, Vice Chair, and Secretary and new committee assignments for FY 2021-22.

Motion 5

M: Rockenstein S: Ives – The Advisory Board voted to nominate Director Carroll to serve as Chair of the CRPD Advisory Board of Directors for FY2021-22. Unanimous.

Vote:

Ayes: Directors: Borman, Carroll, Ives, Judd, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

Motion 6

M: Rockenstein S: Carroll – The Advisory Board voted to nominate Director Ives to serve as Vice Chair of the CRPD Advisory Board of Directors for FY2021-22. Unanimous.

Vote:

Ayes: Directors: Judd, Carroll, Borman, Ives, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

Motion 7

M: Carroll S: Judd – The Advisory Board voted to nominate Director Judd to serve as Secretary of the CRPD Advisory Board of Directors for FY2021-22. Unanimous.

Vote:

Ayes: Directors: Ives, Borman, Judd, Carroll, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

Director Carroll thanked Advisory Board member, Mike Rockenstein for serving as the Chair for the past 8 years; that he will continue to serve on the Advisory Board.

Administrator Blondino thanked Advisory Board member, Mike Rockenstein on behalf of Staff for the manner in which he conducted the meetings, appreciating how he set the tone, calm during times of conflict.

For the record: Officers and Committee Assignments are attached to the Minutes of this meeting. The Advisory Board liaison for the Carmichael RPD Foundation will be rotated monthly.

UPCOMING PROGRAM AND EVENTS:

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

TIME AND PLACE OF NEXT MEETING:

1. Special Meeting

Proposed: The next meeting of the Advisory Board of Directors, a Special Meeting is scheduled for Thursday, August 5, 2021, at 6:00 pm, Community Clubhouse #2 at Carmichael Park or Via Zoom.

2. Regular Meeting

Proposed: The next meeting of the Advisory Board of Directors, a Regular Meeting is scheduled for Thursday, August 19, 2021, at 6:00 pm, Community Clubhouse #2 at Carmichael Park or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 8:33 PM.

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

**Carmichael Recreation and Park District
ADVISORY BOARD & COMMITTEES**

ADVISORY BOARD OF DIRECTORS FOR 2021-2022

Director Carroll	Chair
Director Ives	Vice-Chair
Director Judd	Secretary
Director Borman	Member
Director Rockenstein	Member

STANDING COMMITTEE ASSIGNMENTS FOR 2021-2022*

Facility Committee	Director Carroll, Chair Director Ives, Member
Personnel Committee	Director Borman, Chair Director Judd, Member
Budget Committee	Director Rockenstein, Chair Director Ives, Member
Policy & Program Committee	Director Judd, Chair Director Rockenstein, Member

*Please note: According to the Bylaws the Chair attends and participates at a committee meeting when a regular committee member is unavailable.

AD HOC COMMITTEE ASSIGNMENTS FOR 2021-2022

Long Range CIP Strategic Planning	Director Rockenstein, Chair Director Carroll
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ADVISORY BOARD LIASONS FOR 2021-2022

Carmichael RPD Foundation	Directors – Participation by Monthly rotation
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