

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
NOVEMBER 19, 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  
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. –**

Joan Komaromi addressed the Advisory Board re: the Master Plan survey results; noticed increased use and interest in Schweitzer Grove Nature Area since COVID-19.

Joel Levine: addressed the Advisory Board to convey thanks to Administrator Blondino and PSM Perry for their support for the CP Dog Park.

**CONSENT ITEMS:**

- 1. MINUTES**  
October 15, 2020 – Regular Meeting
- 2. FINANCIAL STATEMENT**  
September 2020
- 3. ACCOUNTS PAYABLE**  
October 2020
- 4. ACCOUNTS RECEIVABLE**  
November 2020
- 5. POP STAT REPORT**  
October 2020
- 6. RECREATION DIVISION INCOME STATEMENT**  
September 2020

**Motion 1**

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

**Vote:**

**Ayes: Directors: Carroll, Borman, Dax-Conroy, Judd, 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.

Director Carroll commented on planned modified outreach for donations to a local food bank.

Chair Rockenstein reported on the annual Wall of Honor, Patriots Park virtual event; acknowledged Directors Judd and Carroll and RSM Lofthus and RS Lal for their participation and involvement; shared a complimentary letter given by one of the families. The event was well done and organized.

## 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:*

#### **Wall of Honor**

- The virtual event took place on Saturday, November 7.
- Attended by families of the local fallen heroes.
- A special thanks to Chair Rockenstein for emceeding event and Director Judd and Director Carrol for reading the stories of those memorialized on the wall. Also, thank you to Supervisor Peters and Congressman Bera for their recorded statements.
- A kind email from an attendee and family member of an honored hero thanking us reminds us all how important this event is to members of our community.

#### **Tree Lighting/Holiday Car Crawl**

- The District received approval from Sacramento County to do our first Holiday Car Crawl on the night the tree is normally lit.
- On Thursday, December 3, the tree will be lit at 6pm and Carmichael Park will be open for a drive-thru event.
- Booths from some of our local partners, including the Foundation, Kiwanis, Mission Oaks, and others will be spaced out, lit up, and giving away some type of prepackaged gift to each car.
- Cars will be able to drive thru, look at booth decorations, receive gifts, and then wave at Santa who will be at the District's booth at the end.
- Promotions for this event will be out shortly.
- The District continues to find safe ways to celebrate with the community.

#### **Distant Learning Camp**

- Children and staff continue their efforts in their Zoom classes in the morning and recreation play in the afternoon.
- SJUSD released their Return to in-person learning plan and staff are developing plans on how our program may adjust and what other services we may be able to provide.

#### **Postponements**

- Sacramento County moved back to the purple tier which means no indoor sports are permitted.
- Postponed Basketball Skills Camp – two camps with 12 children.
- Postponed the start of Gym Facility Rentals.

#### **Training Opportunities**

- Recreation staff attended the National Recreation and Park Association (NRPA) Virtual Conference.
  - Staff attended sessions on Emerging Trends, Navigating Staffing and Budget Cuts, Rebranding, Social Media, Inclusiveness, Customer Service, and New Technology.
  - It was a great way for staff to attend a well-respected national conference at an affordable rate.
- California Parks and Recreation Society – CARES Conference
  - Staff have attended virtual sessions throughout this week
  - Sessions have included – Dollars & Sense of Parks and Recreation, Crisis Leadership, Creating Your Equity Roadmap, Leveraging Resources and many more.
  - Again, a great opportunity for staff to enhance their skills at a very low fee (\$20 per person).

#### **Master Plan Update – Focus Groups**

- The Recreation Team has started the initial outreach for the focus groups, specifically targeting and asking for those who consider themselves in one of the following areas to participate:
  - Teens and Younger Residents
  - Sports Groups
  - Younger Families and New Residents
  - Aquatic Amenity Space
- We are collecting interest using a Google Docs Form and will be providing this to Gates + Associates at the end of this month.

## **Maintenance Division**

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

### **Maintenance & Operations:**

- Vandalism/Property Damage:
  - Patriots Park continues to be a target for graffiti. There were three separate occasions of tagging on the playground, walkways, utility wall and kicking sprinklers off. There has also been a resurgence of bike ramps made by unknown person(s). Staff requested additional patrols from FEC to hopefully catch the culprits.
  - Del Campo Park Restroom had a very large oak limb come down from the high winds and crash through the roof. Staff working with insurance to get this repaired, contracting with Restoration Management Company to perform the repair. Estimated cost: \$31k.
  
- Maintenance:
  - LSCC's fire alarm system has been inspected and certified.
  - Sac Fine Arts Center – performed maintenance and repaired doors.
  - Tree Maintenance – Staff removed two red oaks and trimmed five over a week in Del Campo Park.
  - Irrigation: Staff installed a new irrigation controller, rebuilt two valves and replaced several broken sprinkler heads in Carmichael Park.
  - CP Tennis Courts – replaced some lights.
  - Fiber – Staff contracted for installation of 80 yards of playground fall material at Jan Park and 100 yards at Cardinal Oaks Park.

### **Project Updates:**

- CP Bocce Ball Courts – Staff completed the new irrigation and grass seed around the bocce courts.
- LSCC 800 wing:
  - The professional services contract for the Architect to provide plans and specs was executed today.
  - Anticipate 6-8 weeks for this to be completed. County will review - approx. 6 weeks there. If there are no additional requirements from the County, we will get our permit.
  - Due to the dollar amount, the project will be turned over to the County for bid and construction services.
- The LSCC Phase II gas line replacement started Tuesday; anticipate completion by Wednesday, November 25.
- Sutter Jensen Community Park, Jensen Lower parking lot project began Monday. The contractor was delayed due to rain. Plan to re-open on Tuesday, November 24.
- Garfield House Renovation continues:
  - Tile installation in the restrooms and kitchen is complete.
  - Restrooms have been textured and painted; fixtures installed.
  - Remaining items: Installation of dispensers and mirrors in the Restrooms. Kitchen needs the ice machine and oven installed and then it will be done. Need to finish the custodial closet and then install vinyl plank flooring. The new sliding glass doors are to be arriving for installation the first week of December.

**Personnel:** Facility Technician – Contingent offer made based upon successful completion of background check, drug screening and post offer pre-employment physical. Individual may be able to start as early as the first week of December.

## **Administration Services Division**

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

**Annual Cash Questionnaire** – Review and report on District cash handling procedures submitted to the County.

**Open Enrollment** – Health benefits changes submitted to the County. Open enrollment now closed.

### **Training –**

- COVID-19 related topics:
  - How to Supervise & Evaluate EE during COVID-19.

- EE Discipline & Separation Challenges during COVID-19.
- DFEH – Expansion of CFRA (SB1383) – adds “grandparent, grandchild, sibling” to definition of family members and other provisions.
- COVID-19 & Cal OSHA – New reporting requirements
- CAPRI Webinar – ADA Compliance, affecting facilities, programs, and operations.
- Accident & Incident Reporting – provided training to Staff on new forms and procedures adopted by CAPRI.
- Staff has been exploring several online training platforms, which cover professional development, computer skills, and safety and health topics, including mental health as part of Employee onboarding and development.

#### **Future –**

- Wrapping up 2020 and planning underway for 2021. EE files – HR: verification of addresses, updates for the payroll in 2021 – minimum wage goes up from 13/hr. to 14/hr.; health benefit selection and rate changes; AR: Tenant leases call for an escalator (CMP - \$.03, MCS, & Living Smart: 3%) January 1. Staff will contact the tenants to discuss further.

#### **Mike Blondino, District Administrator – Report**

- **Farmers Market**  
Administrator Blondino provided an update on Living Smart and the Farmers Market and plans to put out Request for Proposal for the Farmers Market to see all the providers and what additional revenue we can generate for the District.
- **Master Plan Update**  
He plans to sign an extension to the Gates + Associates contract per authority from the Advisory Board when originally signed. It will be extended to June 30, 2021.
- **Staffing**  
District-wide staff meeting held on 11/4/2020. Topics covered were IIPP update, COVID-19 Preparedness update, WC form training and Injury reporting. Also included a Parks/Project update and Playground safety. The meeting started with an overview of....
  - Master Plan
  - Work Plan
  - Evaluations
  - Ad Hoc Committee
  - Phone System Testing
- **Community Outreach**
  - **SMUD**-Had a meeting with Heidi Sanborn from SMUD Board
  - **Carmichael Water**-Had a meeting with Ron Greenwood from their Board and will be having another one in December.
  - **Kiwanis** - Attending weekly Kiwanis Zoom meetings.
  - **CID meetings** – Attended the monthly Security, Executive and Regular Board meetings
  - **Park Foundation** – attended this month’s meeting to report out on projects we are working on.
- **Phone system** – Still testing Teams. Recently we’ve rolled the LSCC main line over to Regina’s Team number to test.
- **Special Events** -Tree Lighting coming next month.
- **Prop 68 Update** –We have some items that OGALS would like updated. Ingrid will be turning that information over to them by the end of November.
- **CMP** – Plan was to have students back on campus in January, but due to Purple tier that will not happen until back into Red Tier.
- **Staff Holiday Lunch via Zoom** -Dec 11<sup>th</sup>. Planning to do it remotely via Zoom and include the Advisory Board.

- **LSCC Play Area** – Temp fence has been taken down. Basketball hoops are still covered, and tetherball poles not installed. Will look to do a celebration with CMP sometime in the future when we are past the COVID-19 pandemic.
- **Look Ahead** – Review with Advisory Board.

**PRESENTATION ITEMS:**

**1. ILLNESS & INJURY PREVENTION PROGRAM (IIPP)**

RSM Lofthus made a presentation of the IIPP and COVID-19 updates for the Carmichael RPD. Information was received and filed.

**2. WORK PLAN FY2020-21**

Administrator Blondino presented highlights of the Work Plan FY2020-21 – Q1 Update. Information was received 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).*

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

The next Regular Meeting of the Advisory Board of Directors is scheduled for Thursday, December 17, 2020 at 6:00 pm, Community Clubhouse #2 at Carmichael Park or Via Zoom.

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

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