

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
NOVEMBER 18, 2021 REGULAR MEETING**

Directors: Carroll, Ives, Judd, Levine, and Rockenstein

CALL TO ORDER: The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:03 p.m. by Chair Carroll.

PLEDGE OF ALLEGIANCE: Led by Chair Carroll.

OATH OF OFFICE – Newly appointed Advisory Board Member, Joel Levine

ROLL CALL:

Directors Present: Carroll, Ives, Judd, Levine, 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. – None.

CONSENT ITEMS:

1. **MINUTES**
October 21, 2021 – Regular Meeting
2. **FINANCIAL STATEMENT**
September 2021
3. **ACCOUNTS PAYABLE**
October 2021
4. **ACCOUNTS RECEIVABLE**
November 2021
5. **POP STAT REPORT**
October 2021
6. **RESOLUTION CP-11182021-01**
Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period December 1, 2021 to December 31, 2021, based on the provisions of AB361.
7. **RELIEF OF ACCOUNTABILITY**
Request authorization to surplus the CRPD Recreation Division Vans, part of planned replacement.

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

ACTION ITEMS:

1. DRAFT FINAL CP MASTER PLAN UPDATE

Administrator Blondino introduced of the Draft Final CRPD Master Plan update and next steps. Linda Gates, of Gates + Associates' presentation focused on a recap of the journey and the revisions made since the last Meeting. Linda encouraged the CRPD to view the Plan a living document, to review and re-prioritize as needs change or opportunities arise. Administrator Blondino recommended approval of the Draft Final Master Plan Update and authorization to submit to DERA to perform the CEQA and the Sacramento County Board of Supervisors to adopt the Plan.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment.

- Advisory Board members thanked Gates + Associates for their engagement with the CRPD and the community, and the work performed; for CRPD Staff's input in the process.
- Joan Komaroni recommended removal of the reference to parking in the Schweitzer Grove Nature Area.

After discussion, questions, and comments, the following motion was made:

Motion 2

M: Judd S: Levine – The Advisory Board voted to approve and recommend the Draft Final CPRD Master Plan to the County; authorize Staff to submit to DERA to perform the CEQA and the Sacramento County Board of Supervisors to adopt the Plan, as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

2. SUTTER-JENSEN COMMUNITY PARK, GARFIELD HOUSE

Administrator Blondino made a presentation and recommendation to approve naming amenities, signage and a bench that will be installed at the Garfield House, recognizing individuals and organizations that helped realize the Project.

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: Rockenstein – The Advisory Board voted to approve the staff recommendation to name amenities at the Garfield House, as presented. Details, material, and size of the sign to be worked out with the Facility Committee and Staff's input. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

REPORTS:

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

Director Ives shared about the Wall of Honor event; an incredible honor, participants were touched and impressed; acknowledged staff's contributions to the event. He also participated in his first Carmichael Parks Foundation Meeting and encouraged other board members to attend when available.

Chair Carroll mentioned that the board members have been taking turns participating Foundation Meetings; Director Levine volunteered for December, Director Rockenstein -January, and Director Judd - February.

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:

Youth Development

- KHO - Currently have 33-35 children each week. Thanksgiving Break Camp open next week (Monday – Wednesday)
- Tiny Tots - Program has 13 children. New instructors are dedicated and doing a good job rebuilding the program and retaining participants

Adult Sports

- Softball “Summer Season” finally finished after five weeks of cancellations for heat, smoke, and rain – 8 teams total participated
- Volleyball Fall Season about to end – 26 teams. Taking registration for Winter League
- Indoor Pickleball starts up again after Thanksgiving Week.
 - Tuesday and Thursdays at La Sierra from 9am – 12pm
 - Starting 11/30

Youth Sports

- Middle School Boys Basketball
 - 75 players
 - First weekend of practice games went well. Face coverings enforced for players, coaches, staff, officials, and spectators.
- Pee Wee and Elementary Basketball
 - Registration starts 12/1 – Face coverings required
 - Hiring paid and volunteer coaches and scorekeepers
- Futsal - New class – takes place in the Small Gym at La Sierra (8 children registered for first session)

Facility Rentals

- Most of the Regular User Groups are back holding monthly meetings
- Most facility rentals remain lower than pre-pandemic – Clubhouse, Vets Hall, John Smith Hall
 - Clubhouse and Vets Hall are around 75% of normal
 - JSH is currently at around 30% of normal
- The gyms at La Sierra remain the largest facility rentals and has even increased over pre-pandemic numbers (nearly doubling the revenue).
- Garfield House – Will start taking reservations for dates April 1st and later
- Staffing – Currently only have 1 monitor, extreme staff shortage.

Events

- Wall of Honor – Great Event!
 - Thanks to Director Ives for emceeding the event as well as joining District Administrator Blondino in reading the bios of the fallen heroes
 - Thanks to the Bruce Verhoeven Foundation, Starbucks, and Raleys/Bel-Air for their generous donations.
- Tree Lighting
 - Thursday, December 2nd from 5pm – 8pm at Carmichael Park Tennis Court Area -
 - Chair Carroll will Emcee
 - Concert Band will perform
 - New Santa with pictures
 - Canned Food Donations
 - Kiwanis donating \$250 for Arts and Crafts – Volunteers will be working booth
 - Snow will go off at 6pm when tree lights
 - New Food Truck Organizer
 - New light tower rentals and barricades for food truck area
 - New commercial lights on main tree

Maintenance Division

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

Maintenance & Operations

- Vandalism/Property Damage – Staff performed the following:
 - Graffiti removal: Patriots Park playground and sidewalks (3x), Del Campo restroom, playground, sidewalks, trees, and light poles (8x)

- Vandalism: Locks cut off of the Del Campo restroom building with people found inside, removed, and then a new lock installed.; bike ramp/jump removed; butterfly garden sign at O'Donnell destroyed, removed, and ordered a replacement.
- Lighting – Staff replaced 20-light bulbs in the gymnasiums, 14-night lights throughout LSCC
- Plumbing – Staff rebuilt three toilet flush valves and two urinal flush valves
- Roofing – Staff patched at least 50 roof leaks
- Landscape/Grounds – Staff performed the following:
 - Patriots Park: beautifying/cleaning-up/prepping for the Wall of Honor event – pressure washed all the walkways, pruned and trimmed numerous trees, painted the irrigation enclosure block wall, weeded and removed numerous trip hazards along the decomposed granite pathways.
 - CP Vets Hall: assisted with prepping the planter beds in front the facility for a Rotary Project – removed the existing bark, weed block and old plant material; brought in new soil, weed block, 27 new plants, new drip irrigation. Staff worked with Rotary volunteers to plant and spread new bark.
 - Tree Lighting Event: Staff gearing up for the Annual Holiday Tree Lighting event – assembling new lights.

Project Updates

- SJ Garfield House Landscaping – Contract PO issued. Timeline four – five weeks, weather permitting.
- LSCC 800 Wing – County has approved the plans and specs, awaiting the permit and plan links for download. Staff doesn't want to guess the timeline for next steps.
- Veteran's Hall – North room remodeling; Staff will begin demolition after the tree lighting with completion planned for February 1.
- LSCC John Smith Hallway – Lighting project will run concurrent with the Vets Hall North Room remodel; lighting should be completed by mid-January.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Budget/Finance –

- Staff submitted the County-wide Cash Questionnaire, Annual Tot Lot Report for 1st 5 Sac Com; participated in the County ACFR County-Wide Financial Statement, wrap up of YE AR

Contracts –

- Administrative support for various contracts – contract review, checking for completion and insurance documents.
- Contract PO with PBM for Garfield House Landscape repair completed.
- Executed Contract for Financial Planning and Advisory Services; Group Facilitator for the Community Garden.
- Lease Amendment executed for Gates + Associates to extend Contract.
- Application & New agreement for credit card processing – Natl Merchant Alliance – Retail

HR –

- Administrative support for recruitment, screening, and personnel set up for recreation and park positions.
- Open Enrollment closed for coverage year 2022 – staff submitted enrollment updates.

Monthly Training topics include:

- Various COVID019 and Employment Law Training Topics
- CAPRI Webinar Series – Workers Compensation – refresher training and new reporting contacts. CRPD is a member special recreation and park district of CAPRI is a joint powers authority. CRPD insurance programs are provided through CAPRI (Workers Comp, General Liability, Auto Liability, Employer Liability, Errors & Omissions, Property Damage, Crime/Identity coverage, etc.

Mike Blondino, District Administrator –Report

- **Future Funding** – The Ad-hoc Committee and managers met with Jon Isom on Nov 3rd to start planning the District’s financial future. Some of the items from the meeting include:
Assemble Prioritization of Projects Plan that has 4 categories.
Plan A-ADA/Legally must do
Plan B-Must do
Plan C-Need to do
Plan D-Like to do
Work on Ambassador and Stakeholder lists
Public Survey in Spring 2022. Looking towards a November 2022 election
Next meeting with Jon Isom will be Dec 15th
- **Community Garden-** Working with Sacramento CARES Mediation Program we will be doing a survey of the gardeners shortly and aiming for a mediation meeting in December.
- **Salary and Benefit Compensation Study** – We are embarking on the early stages of a salary and benefit survey for our Regular full-time and part-time CRPD staff. I reached out to a company that did another local District’s survey earlier this year this week.
- **Staffing** – In this month’s managers meeting we discussed where we stand with the budget and if we can look to hire vacant full-time positions at the first of the year. At this time we are still working on a plan and should have more to report next month.
- **Community Outreach**
 - **Kiwanis** – On Nov 10th I presented the District-wide Master Plan update to the Kiwanis group. It was very well received.
 - **CID meetings** – Rachael Taylor, the Executive Director resigned to move to Hawaii with her husband. A new Executive Director was hired from Watt 80-PBID. Rebekah Taylor will be starting on Dec 13th and shadow Rachael for a few weeks. Also, the Security Oversight Committee has interviewed for expanded patrol starting in Jan 2022. A choice of companies will be made later this month.
 - **Parks Foundation** –The Parks Foundation was recognized by the Carmichael Chamber of Commerce as the non-profit of the year and Sharon Ruffner as Volunteer of the Year!
 - **Carmichael Water**-Nothing new to report
 - **IT** -We have signed an agreement to bring Comcast internet into the Vet’s Hall. That will include Wi-Fi for both the Tiny Tot staff and public.
 - **Prop 68 Update** –No update this month.
 - **Shine Grant** – We have made it to the Executive Review stage.
 - **Look Ahead** – Reviewed with Advisory Board.

PRESENTATION ITEMS:

1. **FY2021-22 WORK PLAN – Q1 Review**
Administrator Blondino highlighted the Review and each Manager highlighted their program area.
Item discussed, received, and filed.
2. **FY2021-22 CIP UPDATE – Q1 Review**
ASM Penney and PSM highlighted the Equipment and CIP Update.
Item discussed, 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.

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, December 16, 2021, at 6:00 pm, a Hybrid Meeting; Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:40PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

JOYCE CARROLL
CHAIR OF THE BOARD

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