

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
OCTOBER 21, 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 6:03 p.m. by Chair Carroll.

**PLEDGE OF ALLEGIANCE:** Led by Chair Carroll.

**ROLL CALL:**

Directors Present: Carroll, Ives, 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.** – None.

**CONSENT ITEMS:**

**1. MINUTES**

September 16, 2021 – Regular Meeting  
September 30, 2021 – Special Meeting

**2. FINANCIAL STATEMENT**

August 2021

**3. ACCOUNTS PAYABLE**

September 2021

**4. ACCOUNTS RECEIVABLE**

October 2021

**5. POP STAT REPORT**

September 2021

**6. RESOLUTION CP-10212021-01**

Authorization to conduct remote Teleconference Meetings of the Advisory Board of Directors for November 1, 2021 to November 30, 2021, based on the provisions of AB361.

**Motion 1**

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

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

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

**SPECIAL PRESENTATION:**

**1. DRAFT CP MASTER PLAN UPDATE (Gates + Associates)**

Linda Gates with Gates+ Associates presented the Draft Master Plan Update, highlighting the process development and results.

Following the presentation, the item was discussed by the Advisory Board, questions and feedback was received from community members and the Board. After discussion, questions, and comments, Gates + Associates collected the input to make additional revisions which they will report back at the November 18, 2021 Advisory Board Meeting for review and approval.

## REPORTS:

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

Chair Carroll shared highlights from the Carmichael Parks Foundation Meeting.

Director Ives volunteered to read the names and bios of both the new inductee and previous recipients of local fallen heroes remembered for their service to Country and/or Community at the upcoming Wall of Honor Event, to be held in-person on November 6 at Patriots Park.

### 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:*

#### **Family Storytime at Carmichael Park Program**

- The District is partnering with Carmichael Library for a weekly outdoor Storytime program at the Carmichael Park bandshell
- The program is every Wednesday at 10:30am, from 10/27 – 12/4
- It is a 30-minute program with songs, rhymes, and stories designed for young children (infants to 6 years of age) to help build early learning foundations that develop pre-reading skills and a joy of reading.

#### **Wall of Honor**

- Saturday, November 6<sup>th</sup> at 10am, in-person at Patriots Park
- Inducting Corporal Bruce Verhoeven and honoring all fourteen local heroes memorialized on the Wall of Honor located at Patriots Park
- Chair Carroll will emcee the event. Solicited an additional board member to assist Director Ives in reading the provided bios of the fallen heroes on the day of the event.

#### **Overall**

- Programs, sports, classes, and rentals are doing well
- Largest hurdle in opening programs, expanding facility rentals, and existing programs is staffing.
  - The District is in desperate need of part time employees.
  - Currently taking applications for:
    - After-school program leaders;
    - Coaches and scorekeepers for our youth leagues;
    - Facility rental and event monitors.

#### Maintenance Division

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

#### **Maintenance & Operations**

- Volunteer Projects – Staff worked with the following:
  - 2021 California Clean Air Day Event, Wednesday, October 6: Joint project with Kiwanis Club of Carmichael, SMUD, and the Sacramento Tree Foundation for tree planting at LSCC. A total of 12 trees were planted.
  - Victory Christian School helped improve some areas at Jensen Garden and cleaned/painted curbs in Carmichael Park.
  - LSCC – Staff cleared a sewer main backup.
- HVAC District-wide – COAC performed the first preventative maintenance on HVAC systems under our new contract. The next PM will be scheduled over winter break.

#### **Project Updates**

- LSCC 800 Wing – County still working on the third plan review. Staff regularly checks for updates.
- LSCC John Smith Hallway – Lighting project will be executed over the next few months.
- Veteran's Hall – North room remodeling will be carried out over the next few months.

#### **Personnel**

- Hired a Regular Full Time Maintenance Worker – Facilities.

## **Administration Services Division**

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

### **Budget/Finance –**

- The Financial Statement under Consent reflects the Sacramento County BOS approved Budget revisions.
- Staff submitted the Carmichael RPD Development Impact Fee Report for 2020-21 to the County.

### **Contracts –**

- Administrative support for various contracts – contract review, checking for completion and insurance documents.
- Contract PO with PBM for Cardinal Oaks concrete repair - completed.
- Review of RFP and development of a contract for Financial Planning and Advisory Services – County reviewed and approved the draft.
- Lease Amendment executed for Capra.

### **HR –**

- Administrative support for recruitment, screening, and personnel set up for recreation and park positions.
- Staff has been working with Bamboo software to acquire licensing for Onboarding and personnel file support.

#### **Monthly Training topics include:**

- Onboarding Tips 9/22 and more...

*Mike Blondino, District Administrator – Reported that Staff Reports were brief in order to allow more time for the Presentation and Action items.*

### **Community Garden –**

We are close to an agreement with a local mediator to work on better communication with the gardeners. We had our first meeting with the mediator and now are working on some items so a date can be set for a community meeting at the garden.

**IT** – Four (4) new laptops were ordered for staff as part of the yearly purchase plan on computers.

**Prop 68 Update** – State Parks has reassigned our representative. More progress has been made towards reimbursement.

**Look Ahead** – Review with Advisory Board.

## **ACTION ITEM:**

### **1. FINANCIAL PLANNING AND ADVISORY SERVICE**

Administrator Blondino shared the results of the RFP process; recommendation to award Contract to Isom for Financial Planning and Advisory Services. Jon Isom, with Isom Advisors a division of Urban Futures elaborated on the scope of services and potential timelines.

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: Ives S: Rockenstein – The Advisory Board voted to approve the Staff recommendation to award a contract for Financial Planning and Advisory Services to Urban Futures, Inc.; authorize the District Administrator to negotiate and execute the Contract. Unanimous.**

#### **Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

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

**PRESENTATION ITEM:**

**1.\* SUTTER-JENSEN COMMUNITY PARK – GARFIELD HOUSE**

Administrator Blondino and PSM made a presentation of the landscape design and cost estimates for the Garfield House frontage; review of initial quote for the improvement project and donation. Administrator Blondino shared that the Facility Committee had reviewed and supported the design; that Carmichael Parks Foundation has pledged sufficient funds to cover the difference between the original budget for the landscape project and the bid received by a contractor.

Following the presentation, the item was discussed by the Advisory Board. Presentation 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 meeting of the Advisory Board of Directors, a Regular Meeting is scheduled for Thursday, November 18, 2021, at 6:00 pm, a Hybrid Meeting; Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

**ADJOURNMENT** – The meeting was adjourned at 7:54PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

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JOYCE CARROLL  
CHAIR OF THE BOARD

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