

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
APRIL 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, Judd, and Rockenstein  
Directors Absent: None  
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.

**REPORTS:**

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

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

- Director Conroy shared observations on Carmichael Park – how quiet it has been and people practicing social distancing when they walk about.
- Director Carroll reported on neighborhood activity at Jan Park – construction of bike ramps/jumps and signs taken down and thrown away. Administrator Blondino indicated that PSM Perry planned to speak on this and other issues during Staff Reports.

**2.\* STAFF REPORT (Blondino, Lofthus, Penney, and Young)**

Staff reported on current District operations, projects, and events, as follows:

**Recreation Division**

*Alaina Lofthus, Recreation Services Manager – report on division highlights.*

**Recreation offerings during COVID-19:**

- Virtual Recreation – target audience to both youth and adults
- Social Media – Recreation Coordinators Telly and Courtney providing content – numerous hits; well received
- Facebook Live – Instructor led (free) fitness class offered and exploring other possible class offerings

**Revenue Loss Projections:** Staff assessing lost revenue and expenditure savings as a result of COVID-19; impact to year end projections and future budgeting.

**Farmers Market:** Staff working with Living Smart, planning on how to re-open the market based on COVID-19 guidelines; looking at new locations.

**Personnel:** Recreation staff is working hard remotely.

**Maintenance Division**

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

**Personnel:** Maintenance staff is very busy keeping things maintained and responding to COVID-19 imposed closures.

**Projects:**

- LSCC Play Area Renovation – soil has been amended to address the compaction issue; asphalt will be poured on 4/17
- Garfield House – work continues; flooring/tiling and interior/exterior doors next

- LSCC Johnson Gym Roof – working with contractor on roof coating rated for 20 years
- Vets Hall – requesting quotes for roofing and HVAC

**Maintenance & Operations:**

- O'Donnell Heritage and Patriots Park – new fibar installed by contractor
- CP Dog Park – Staff re-seeded
- Weeds sprayed, irrigation, graffiti removal, and posting signage being performed with limited daily staff.

**Administration Services Division**

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

**Personnel** – Staff primarily working remote with limited time in the office, one to two days a week to take care of essential duties, i.e. engaged with customers re: registration to District programs and rentals. The response has been very understanding and supportive. Other duties: pay invoices; issue invoices i.e. tenant leases, Bridges reimbursements, etc.; deposit funds; payroll, etc.

**Budget** – Staff submitted FY2020-21 Budget for Fund 337A and 337B and schedules to the County. The District will have an opportunity to submit changes for the Adopted Budget in late July/early August. Staff is looking at the estimated fund balance and FY2020-21 Budget projections for revenue and baseline operations in light of the closures due to COVID-19. A meeting to discuss is planned with the Budget Committee on 4/20.

**LS Leases** – Staff met with Sacramento Fine Arts Center to discuss their request re: lease payment obligation. Their request did not come in time to be included on this agenda. Staff will follow up with the Advisory Board at a future meeting.

*Mike Blondino, District Administrator – Report*

- **LSCC Play Area Renovation Project** – Staff learned from the County that the play area cannot open once completed until playground restrictions are lifted.
- **COVID-19** – teleconference meetings are held several times a week – various participants: staff and outside organizations for planning, sharing ideas, and training.
- **CID** – recent discussions re: security, there has been an increase in burglaries
- **District Events** – Egg Hunt was canceled. Discussions with local agencies re: July 4<sup>th</sup> and other summer events and festivals. Management decision to cancel the July 4<sup>th</sup> Fireworks Display was based on considerations of mass gathering restrictions and financial issues. The deposit was due on the fireworks display, which would cost an additional \$5 – 6k more and we had lost a \$5k sponsor.
- **Prop 68** – no update
- **CMP** – Breakfast/Lunch program; decision use existing space and ease into program over the next two years.
- **Staffing Assessment and Development** – on hold for now
- **District's Master Plan** – planning a meeting in May between the Advisory Board and Gates for input prior to getting started on the MP update.
- **Bocce Court update** – Staff reviewing the plans and specs prepared by HLA.
- **Priority List & Look Ahead** – update list given to the Board; received and filed.

**Personnel** – Moral continues to be good. Staff has been outstanding responding to COVID-19, doing things outside their wheelhouse, proud of them.

**ACTION ITEM:**

**1. LA SIERRA COMMUNITY CENTER LEASES**

Administrator Blondino presented the request by Tenants to amend their Leases; adjustment/deferral of their total monthly rent for leased space at the La Sierra Community Center at 5325 Engle Road, Carmichael, CA 95608.

- A. Chautauqua Playhouse, Inc. – A non-profit, performing arts theatre group leasing Suite 110; a total of 6,122 sq. ft.
- B. Living Smart Foundation – A CA Corporation, conducting Farmers Markets, leasing office and storage space in Suite 820 and 820A, a total of 770 sq. ft.
- C. MCS Preschool Inc dba Montessori Children’s School – A CA Corporation providing preschool services, leasing Suite 170, 3,711 sq. ft. with approximately 1,500 sq. ft. of asphalt space within the adjacent enclosed fenced area; 960 sq. ft. portion of property/footprint for a modular classroom/portable trailer with an additional 4,128 sq. ft. of shared outdoor space.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. Public comment included presentations by Roger Hoopman and Warren Harrison with Chautauqua and Oleg Brodovinskiy with MCS Preschool. Each outlined their proposals due to the impact of COVID-19 and shared their appreciation for consideration.

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

**Motion 1**

**M: Conroy S: Carroll – The Advisory Board voted to approve the proposals, directing staff to draft Addendums to the Leases accordingly; to follow up at a future Advisory Board Meeting. Unanimous.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

**Vote: 5/0/0/0/0**

**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. Special Meeting - TBD**

Proposed: There may be a special meeting called in May 2020.

**2. Regular Meeting**

Proposed: The next Regular Meeting of the Advisory Board of Directors is scheduled for Thursday, May 21, 2020 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT –** The meeting was adjourned at 7:04PM.

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