

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JANUARY 19, 2023 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 6:02 p.m. by Chair Carroll

PLEDGE OF ALLEGIANCE: Pledge led by Chair Carroll

ROLL CALL:

Directors Present: Carroll, Ives, Levine, and Rockenstein
Directors Absent: Judd - excused
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. –

Bob Kerr – addressed the Advisory Board regarding the Skate Park identified in the updated Master Plan; looking forward to future planning now that Measure G has passed.

SPECIAL PRESENTATION: Rotary Club of Carmichael made a check presentation in the amount of \$5,000 to the CRPD; a donation for new bleachers for the ball fields in Carmichael Park to benefit Senior Adult Softball, Carmichael Girls Softball, and other users; and for the T-Ball field at La Sierra Community Center used by Carmichael Little League and other users.

CONSENT ITEMS:

1. **MINUTES**
December 15, 2022 – Regular Meeting
2. **FINANCIAL STATEMENT**
November 2022
3. **ACCOUNTS PAYABLE**
December 2022
4. **ACCOUNTS RECEIVABLE**
January 2023
5. **POP STAT REPORT**
December 2022
6. **RESOLUTION CP-01192023-01**
Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period February 1, 2023 to February 28, 2023, based on the provisions of AB361.
7. **WORK PLAN – FY2022-23**
Update for Q2 on activities related to the FY2022-23 Work Plan.

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

REPORTS:

1. **ADVISORY BOARD MEMBER REPORTS –**

Chair Carrol reported that the January 2023 Regular Meeting would be the last regular meeting for Director Rockenstein, who has served as Chair and on several Committees during his tenure on the Advisory Board. She acknowledged and thanked him for his leadership and dedication especially with the Assessment and Measure G. Over his time of service he has worked with four District Administrators, hiring three of them. Director Rockenstein has made a positive and enduring impact on the CRPD and the Community. He has been tapped in to serve on the Bond Oversight Committee.

Director Rockenstein thanked Chair Carroll for her remarks; shared that his twin were only three months old when he was appointed by former Supervisor Peters to the Advisory Board. He has enjoyed being a part; that it has been an honor and experience. He doesn't plan to go away as he continues his volunteer work on scout projects with CRPD, the Bond Oversight Committee, and other places to serve in the Community. It has been a pleasure working with past and current Board Members, Managers and the CRPD Staff.

Director Levine indicated that has learned much from Director Rockenstein through his grace, style, patience, and diligence.

Director Ives shared that he has known Director Rockenstein for 30 years. He thanked him for turning him on to the CRPD. He's confident that Director Rockenstein will continue to serve in a complimentary way.

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:

Events:

- Staff has completed the 2023 Event Calendar and have started working with contracted services groups to update agreements.
- Staff has met with representatives from Mission Oaks Recreation & Park District and will be working together again for the Carmichael's Red, White and Blue Celebration this year on July 1st.

Youth Development

- KHO
 - Open during holiday break with 67 children between the two weeks
 - New Ford Transit Vans, ordered in July 2021, are ready for delivery. Staff has been working with Ford on paperwork, payment, and trade in values for two of our vans and hope to have the new ones into circulation next week.

Facility Rentals –

- Rentals continue to grow during this reporting period
 - Carmichael Park had 27 Rentals for around \$4,000, while LS had 65 Rentals for around \$12,000
 - Last year, CP had 15 Rentals for around \$2,000 while LS had 39 Rentals for around \$6,500
 - Biggest difference from last year to this year is in JSH rentals.
 - Current reporting period = 17 JSH rentals
 - Last year during this reporting period 5 JSH rentals

Sports –

- Youth Sports – Busy with youth basketball season; 266 youth basketball players are participating in our leagues ranging from kindergarten to 8th grade.
- Pickleball – Had 69 10-visit cards and 89 single day passes purchased in December and thus far in January and are getting between 40-60 people in the gym on during stormy days.
- Adult Sport Winter Leagues have strong participation – Full leagues: 5-on-5 Basketball League, Tuesday and Wednesday Volleyball Leagues.

Community Garden – Staff updated the guidelines and fees for 2023; accepting plot registration.

Staffing – The Recreation Coordinator position, focusing on facilities and events, has been posted with the application deadline of February 1st. If recruitment goes well, we hope the successful candidate starts in March.

Park Maintenance Division

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

Vandalism/Property Damage – Staff performed the following:

- Graffiti removal: 4x at DC restroom, 3x at Patriot's and 1x at O'Donnell
- Property Damage –storm related items: it's a mess out there and every park has something that needs to be done. We reported the incidents to CAPRI, notifying them of our intent to file a claim or claims for damages.
 - Overall, we know of at least 60 trees that are downed/damaged and in need of removal. Of those 60, 20 are eucalyptus at Schweitzer Grove. That number may increase as the contractor gets to work there. There may be trees that need to be removed to get to the damaged trees and we may spot more issues. We are currently working with two different tree companies to provide proposals. We have had them out to drop 7 hazardous trees so far that were out of our skill set. The staff has been performing some of the work using chainsaws and the chipper. They will continue for next several weeks. At some point our tree contractors will get caught up with other emergencies and will be able to start assist us with the large trees their removal and clean-up.
 - We also have a few shade sails at O'Donnell and Patriot's Park that were badly damaged. Staff will be removing those in the next couple of days and sending them out for repair or replacement. We have had to wait for them to dry out a little so we can manage them safely.
 - As far as property damage, a tree landed on a ball field fence at LSCC, damaging 35 feet of fence and posts. Also at LSCC, a tree between the 200 and 300 Wings gently landed against the building and roof. No serious damage was done but we have our roofing contractor working on repairing that roof. And finally, two large oaks came down at Sutter Jensen and just destroyed about 50 feet of a neighbor's fence and posts. We also lost two trees at Jensen/Garfield that knocked down the power lines to the Jensen House and the Garfield House. These were two separate storm-related incidents and the power to both houses has been restored. We still must get the trees cleaned up though.

Maintenance & Operations –

Staff performed the following:

- Plumbing – Repaired a drinking fountain at O'Donnell Heritage Park
- Electrical – Replaced a few light switches and outlets in the LSCC John Smith Hall and KHO; using the CRPD scissor lift, replaced 17 lights, 6 ballasts, and repaired 6 light fixtures. While staff had the boom lift for removing the Holiday Tree and Lighting, they replaced 3 ball field lights on CP Fields 1 & 2, replaced 2 ballasts and 4 light bulbs on the tennis courts.
- Flooring – Repaired flooring in the CP Veteran's Memorial Building.
- Replaced a damaged basketball hoop lift cable in the LSCC gymnasiums.
- Roof – Patched numerous roof leaks at LSCC on the JSH, Chautauqua Playhouse, 500, 600 Wing West, and 700 Wing.

Project Updates

- Garfield House – Maddison bench has been assembled and installed.
- Bleachers for CP and LSCC Ball fields update – bleachers have been received. Staff will work with Rotary to get them assembled and installed.
- LSCC Backflows – a proposal has been signed for the order and replacement of the 3" and 6' backflows located by the KHO. Completion date estimated: end of February 2023.
- LSCC 800 Wing – The current delays are the restroom tile and the exterior ADA ramps; project will not meet our original "must end by "date of February 13th.

Administration Services Division

Ingrid Penney, Administrative Services Manager – Report

Budget/Financial:

- Attended Budget Kick off Meeting – Recommended Budget due at the March 16, 2023 Meeting. Plan for next month: Report on the Mid-Year Status of the Budget to Actuals for FY 2022-23.
- Audits: Fieldwork started 1/10/23, finishing Year-end Revenue Accrual and Fixed Asset testing, along with confirmations. Estimating Draft financial reports by February 6 and Draft Audit Report at the March 15, 2023 AB Meeting. Fechter and Company performing the District Audit for FYE 6/30/2021 and 6/30/2022
- **Contracts:** Administrative support for various contracts – contract review, checking for completion and insurance documents.
 - **Upcoming Leases –**
 - **TR –**
Administrator Blondino and I met with representative from Regional Parks as part of the discussion and negotiation of the Lease for Therapeutic Recreation which ends on March 31, 2023. In the next few weeks, Staff will lead a tour of the LSCC 800 Wing with the representative(s) as part of their need’s discussion.
 - **CMP –**
Staff will meet with representatives of CMP to discuss the upcoming 5-yr lease option which will begin on July 1, 2023. It’s an opportunity to inquire about additional needs and/or changes. This will be the first of 2, 5-yr options. The Lease terminates June 30, 2033.
 - **Service Agreement – Food in the Hood –** Staff will work with the Recreation Division on a new service agreement. Past agreement ended on 12/31/2022.
 - **Facility Use Agreements –** Staff working with the Recreation Division on a couple of upcoming FUAs using the new FUA template which has been reviewed and approved by County Counsel and County Risk Management.

HR:

Administrative support for COVID reporting, personnel matters - including recruitment, screening, set up, and logistics for RFT, RPT, and Seasonal positions in both the Parks and Recreation Division.

- EE benefits – new policy year began January 1, 2023. EE selections were uploaded to BambooHR along with information re: premiums paid by the District.
- Training –
 - Webinar – Employment Law Updates for 2023: 12/20/22, sponsored by CAPRI (Free) participants
 - Webinar – Brown Act, Come for the Basics, Stay for the Updates presented by attorneys with Atkinson, Andelson, Loya, Ruud, and Romo, sponsored by CSDA. It provided an overview of obligations to the public relative to the open conduct of the public’s business, including an overview of the new teleconferencing rules.

Upcoming:

- CAPRI will host its first in-person Workshop since 2020 on 1/20/23 covering a variety of topics and new forms; spanning: Safety Committee meetings, Liability Claims, Employee and Public injuries, Vehicle Accidents, FUAs – transferring risk, and HR topics:
 - How to maximize the value of your Safety Committee;
 - Reviewing and responding to liability claims (new forms for 2023!);
 - Best practices for responding to and documenting participant/patron injuries;
 - Best practices for responding to and documenting vehicle accidents;
 - Risk transfer and facility use agreements (new forms for 2023!);
 - Trends in human resources with real life examples of dos and don'ts;
 - Best practices for responding to workplace injuries (WC training);
- Employment Law Update for 2023: 1/24/2023, sponsored by CSDA (Free)
- Webinar – Ethics AB1234 Compliance Training (CSDA) will be offered on 2/2/23 – anyone interested in participating, please let us know. This training is also available on demand online.

Electronic Reader Board – Park Division staff working on obtaining a second quote.

Master Plan update – Staff has been pushing for over a year to get the CEQA completed by the County staff. It kept getting pushed off, but we were told that it would just be an amendment to the original CEQA. We found out this week that will not be the case as it's been turned over to other staff at the County that have a better understanding. We will be working with three County staff moving forward, starting with ASM Penney working with one of their staff, who worked on the last CEQA, for the 2008 CRPD Master Plan. We will give you updates as we have them.

Future Funding –

- PSM Perry and I are meeting with a representative from the Sac Republic tomorrow regarding a possible donation to the Over-Under initiative project. With that we would add their logo to any signs we put up. We're asking for \$5000.
- We have continued talks with an energy management company. The entire management staff met with Syserco Energy Management last week and were impressed. PSM Perry and I are meeting with a second company next week (Engie) to see what they offer. We would like to have the company we feel comfortable with meet with the Facilities Committee to explain the process in the coming months.
- The 3 DAs from the dependent park districts are still trying to meet with the County to work on the \$500,000 project limit that is part of the resolution governing our Districts. It looks as if that meeting will take place next Monday.

Garfield House Sculpture- Bob Ruffner is still working on the LED lighting.

Community Outreach –

Kiwanis – Attended several meetings in the last 4 weeks. Happy to see the partnership with them on the Valentine's Day dance.

CID meetings – An all-day retreat scheduled for February 26. They want me to work with them on their strategic planning for the next year.

Park Foundation – A very good meeting in January. I updated them on our upcoming Work Plan/Goal setting meeting, along with some Measure G information.

Chamber Lunch – Nothing to report.

Carmichael Water – Nothing to report.

IT – Will start working with the Recreation Division on some computer replacements in their division as part of our replacement schedule.

Look Ahead – Reviewed with Advisory Board.

ACTION ITEMS:

1. FACILITY USE AGREEMENT (FUA) – CARMICHAEL PARK FIELDS AND SNACK BAR

RSM Loftus made a recommendation to approve a new Facility Use Agreement (FUA) with Carmichael Girls Softball Organization, Inc., a non-profit providing youth sports activities (softball) for public benefit; delegation of authority to the District Administrator to execute the FUA.

Term: February 1, 2023 to December 31, 2025

Premises: Ballfields and Snack Bar

Fees: Maintenance Fee: \$596.73 for 2023 with an annual 5% Escalator

Youth Player Fee: \$8 per player for 2023; \$9 per player for 2024 and 2025

Snack Bar Fee: \$578.53 for 2023 with an annual 5% Escalator

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

Motion 2

M: Rockenstein S: Ives – The Advisory Board voted to approve entering into a new Facilities Use Agreement with Carmichael Girls Softball Organization, Inc.; to approve delegation of authority to the District Administrator to execute the FUA, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

PRESENTATION ITEMS:

1. FUTURE FUNDING DISCUSSION

Administrator Blondino led a discussion regarding updates on Measure G

- Had our first Ad Hoc Committee meeting of the year to discuss the timeline of the first bond sales. As of today, our advisors are shooting for early March to have the first bond sale (\$10 million dollars). We may encounter a delay, so the timeline for sale could be pushed back. We did not get into talking about projects yet and think it would be best to discuss during our Work Plan/Goal Setting meeting on Feb 4th.
- Chair Carroll, Vice-Chair Ives, and I have a draft of the Oversight Committee by-laws. Staff has reviewed and made changes. We will bring the draft next month for review and approval.
- ASM Penney has worked with the County and our consultants to get a resolution on the BOS agenda for January 24th to delegate authority to the CRPD Advisory Board on bond sales moving forward. We will bring a Resolution and related documents to the Regular Meeting February 16, 2023.
- We are still working to meet with Fair Oaks RPD to see the lessons learned from after they passed their bonds. We've had to reschedule the meeting twice but look to get together next week.

Following the presentation, the item was discussed by the Advisory Board. After discussion, questions, and comments the presentation was received and filed.

2. BROWN ACT UPDATE

ASM Penney shared a Presentation regarding the latest updates to the Ralph M. Brown Act under AB 2449 related to Advisory Board Meetings beginning with the Meeting in March 2023. Highlights of the presentation:

- Requires a least a quorum of the members (3) to participate in-person; from a singular, physical location clearly identified on the agenda, that is open to the public and situated within the District's boundaries;
- District must have on its agenda offered and planned to provide remote public access using a two-way platform; participate using both audio and visual technology; disclose before any action, whether any other individual 18-years of age or older is present in the room at the remote location, along with a general nature of the member's relationship with such person.
- A Board Member participating remotely must qualify either through "just cause" or "emergency circumstances", subject to 3 consecutive months or 20% of the regular meetings each year (for CRPD - 2 meeting limit):
 - Just cause – Board member must communicate at the earliest opportunity regarding the need to participate remotely.
 - For emergencies – the Board Member must request approval from the Board as early as possible including at the beginning of the meeting, providing a general description. Board must take action to approve the request.
- Emergency Teleconferencing (AB 361) – there are alternative procedures when:
 - Governor has proclaimed a State of Emergency
 - Either: State or local officials have imposed or recommended social distancing measures; or the Board finds that physical attendance at meeting would present imminent threats to health and safety of attendees.
 - Notice and procedures would follow the practices of the past almost two years.

Following the presentation, the item was discussed by the Advisory Board. After discussion, questions, and comments the 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.

TIME AND PLACE OF NEXT MEETING:

1. Special Meeting –

Proposed: The next special meeting of the Advisory Board of Directors for the purpose of a future Work Plan discussion is scheduled for Saturday, February 4, 2023, at 8:00 am, at the Garfield House, 8516 Fair Oaks Blvd., Carmichael, in the Sutter-Jensen Community Park; in-person only.

2. Regular Meeting –

Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, February 16, 2023, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:21 PM.

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