

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JANUARY 21, 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 6:03 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. –

Sharon Ruffner announced a virtual concert planned for January 27, 2021 at 7 PM by the Kiwanis Club of Carmichael featuring club member musicians. Interested parties can reach out to Kiwanis members for log-in information.

CONSENT ITEMS:

- 1. MINUTES**
November 19, 2020 – Regular Meeting
December 17, 2020 – Regular Meeting
- 2. FINANCIAL STATEMENT**
November 2020
- 3. ACCOUNTS PAYABLE**
December 2020
- 4. ACCOUNTS RECEIVABLE**
January 2021
- 5. POP STAT REPORT**
December 2020
- 6. RECREATION DIVISION INCOME STATEMENT**
November 2020

Motion 1

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

Vote:

Ayes: Directors: Judd, Dax-Conroy, Carroll, Borman, and Rockenstein

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 Carroll reported on a lending library planned for Jan Park, which PSM Perry has agreed to install.

Director Dax-Conroy reported on activities near CP Ballfield #4. Administrator Blondino shared plans to open the gates to facilitate park patrols and let the public have access to help mitigate unwanted activities and behaviors.

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:

Distant Learning Camp

- Staff remain committed to providing the necessary educational support and care for the children.
- Health and safety continue to be the number one priority

Skyhawks Flag Football Skills and Drills Camp

- Working with Skyhawks to offer outdoor skills and drills opportunities for children
- Skyhawks safety plan is consistent with the youth sports guidance provided by Sacramento County EMD
- Full, 20 children are registered and there's a waitlist
- Ages 10 – 13 years old
- Saturdays, 10:45am – 11:45am, 1/30 – 2/27

Artic Animal Hunt

- Staff have placed Artic Animals at parks throughout the district for the community members to find.
- Each Artic Animal has a QR code that when scanned, gives you activities to do and fun facts about the artic animal you found.
- Released on social media and on our website
- Currently 32 animals have been found!
- Staff is looking how else the District may benefit from creating QR codes

Garfield House

- Staff has been preparing drafts of new facility rental rules as well as fees specific to the Garfield House.
- Small revisions to the Facility Rental Policy have also been discussed through this process
- Any changes to the policy and fees will be brought to the Program and Policy Committee and then the full Advisory Board
- The Carmichael Parks Foundation generously supported up to \$7,047.86 to go towards purchasing furniture, electronics equipment, and blinds for the Garfield House.
- This additional amount will allow staff to purchase all the items we believe is needed to have a successful facility rental launch once large gatherings are permitted.

Gymnasium Rentals

- Staff remains prepared to begin gymnasium rentals once permitted by Sac County (Red Tier).
- The volleyball club that normally rents from us each year has stated that they would like to rent both the gymnasiums as soon as permitted.

Maintenance Division

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

Maintenance & Operations:

- Vandalism/Property Damage:
 - Del Campo/Jan/Schweitzer Grove: Staff has knocked down bike jumps at Jan 2x, Del Campo 1x and Schweitzer Grove 2x.
 - Graffiti: Staff covered/removed graffiti several times on the playground and picnic tables at Jan, portable toilet and trashcans at Patriots, playground and picnic tables at Bird Track, and the restroom building at Del Camp.
- Carmichael: Staff set up and took down the Holiday Tree
- HVAC, LSCC: Staff performed repairs –
 - Suite 645 - Replaced faulty control boards on the JSH water heater and the heater
 - Suite 700 – Replaced inducer fan motor on a unit
 - Suite 320 – Replaced a spark ignitor on a unit
- Turf Maintenance:
 - Seasonal fertilizing completed in all outside parks.
 - Del Campo Soccer Field has been aerated too.

Project Updates:

- CP Bocce Ball Court –
 - Staff assembled the Bocce amenities last week and installed them this week.
 - Staff is in the process of replacing the post and cable with new wood bollards along Green Park Lane, nearest the courts. We will need to procure more posts to complete the full length.
- Garfield House Renovation continues:
 - New sliding glass doors are installed and trimmed out
 - Vinyl flooring installation is complete
 - Water heater is installed
 - Custodial sink/faucet installed
 - Front door has been flipped and all new hardware installation is complete
 - Next: finish installation of baseboards, install the kitchen stove/hood and ice machine, build a ramp, and perform some deck work
 - Staff performed general cleaning/housekeeping in and around the house.
- LSCC 800 wing:
 - RFP Plans and Specs - WMB Architects making progress
 - Meeting planned soon to select finishes and flooring types
- Sutter Jensen Community Park:
 - Garfield Access – plan to contract the work in the Spring
 - Community Garden fence – planned as a Spring project.

Training:

- All non-supervisory maintenance staff completed their EEOC Harassment Prevention training.
- The Parks Maintenance Supervisor (Grounds) is in the process of getting his certification as a CPSI (certified playground safety inspector).

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Leases –

- AR: Tenant leases, one of the two tenants paid the escalator (CMP paid the escalator - \$.03), tenant lease rental amounts are reflected in the Accounts Receivable Report for January.
- BOS will hear the request to extend the delegation authority for tenant lease amendments; scheduled for 2/9

Budget/Finance –

- First 5 Annual Reports for O'Donnell and Jan Parks submitted.
- Submitted 2020 State Controller Report - Intergovernmental Funds to County
- Set up multiple cost centers to be used beginning 7/1/2021 for FY2021-22 for Adm/Planning; Recreation; Parks.
- Next week, the County will host a FY2021-22 Budget Kick off meeting, virtually; the dependent special park districts to cover deadlines and document expectations. At the February special meeting, the budget cycle begins with a current mid-year budget status review. Initial allocation information positive re: property taxes and teeter.

Audit – Fieldwork planned for mid/late February

Per Capita Application – follow up forms submitted

Contracts and Contract Pos prepared –

- Gates – 1st amendment
- Farmers' Market – short term provider contract w/Common Kettle LLC (review insurance documents)
- Restoration Management Company – DC Restroom cleanup and repair from wind damage (tree limb); review insurance documents and bonds.

HR –

- Implemented the minimum wage increase to \$14/hour impacting all regular and seasonal part time employees; health benefit rate changes implemented.
- Training:
 - All non-supervisory staff received mandatory EEOC Harassment Prevention Training (SB 1343) ahead of the 1/1/2021 deadline.
 - Management Staff attended an Annual Employment Law Update seminar that covered updates and new laws for 2021, many related to COVID-19. There were helpful, practical tips provided to navigate implementation of the changes affecting personnel policies and employment practices. Staff will report back additions and amendments at future date.
 - COVID-19 related
 - Understanding the New Cal-OSHA “COVID19 Prevention” Emergency – requires ER to continue the payment of salaries and benefits of an employee that has been exposed to or tested positive for COVID-19 in the workplace in instances when workers comp or SDI does not cover and when leave balances have been exhausted.
 - COVID-19 Reporting and Testing Requirements Update – CDC and CalOSHA updates of when and where to report. When and how long to quarantine. Travel Advisory and Regional Stay at Home Order updates.
 - What to Do if an EE Tests Positive for COVID-19 – outlined steps: evaluate exposure – asymptomatic and symptomatic results; exclude all employees w/close contact; evaluate pay options; contact local health department; different rules for outbreaks.
 - Future Opportunities:

CSDA is offering free webinars and virtual workshops for Board Members in February and March, topics include Form 700 & Conflict of Interest (tips on completing the Form 700 and conflict of interest rules overview; Best Practices of Serving as a board member (roles, policies & procedures, ethics, and laws)

Mike Blondino, District Administrator – Report

Farmers Market –

The Farmers Market has been running smoothly since the restart. Last weekend there were 51 farmers/crafters on Sunday. A group of 2 Advisory Board and 5 staff are reviewing the RFQ submittals and it is our plan to bring you the candidate we believe is best for the long-term contract.

Bocce Ball Court Opening –

As you heard from Mr. Perry, the Bocce Courts amenities are installed, and we have confirmed with the County that we can open the Bocce Courts. We would like input from the Advisory Board on what they would like to see when we open the Bocce Ball Court.

Master Plan Update –

Gates + Associates and staff hosted four (4) focus group meetings in January. The turnout was not as high as we had hoped for, although the feedback was good. It has been decided we are going to do a Town Hall type of Zoom call in February to throw out a broader net. We are working with the Carmichael Times to get the word out on top of the other ways we have been reaching out.

Carmichael Park Dog Park –

We have engaged CCCA about the running of the Dog Park. In working on a possible MOU, we found some things that we decided it would be best for them to be under the District, like the Community Garden. Discussion will start internally with staff and then with CCCA to work on a plan moving forward. We will keep you updated.

Community Outreach –

- Kiwanis – Attending weekly Kiwanis Zoom meetings.
- CID meetings – Attended the monthly Security, Executive and Regular Board meetings. I’ve become the Chair of the Ad Hoc Security Oversight Committee.
- Park Foundation – attended this month’s meeting to report out on projects we are working on.

- Phone system – Still testing Teams.
- Prop 68 Update –We have some items that OGALS would like updated. Ingrid turned that information over to them today.
- CMP – No update from CMP on when students will return to campus.
- Look Ahead -Review with Advisory Board.

PRESENTATION ITEM:

1. RECREATION ACTIVITY REPORT

RSM Lofthus made a presentation of recreation activities for the period July to December. The reports were discussed, reviewed, and filed.

2. FY2020-21 BUDGET – CIP AND EQUIPMENT UPDATE (Penney)

ASM Penney made a presentation of activities for capital improvement project and equipment expenditures – Q2 Update. The report was discussed, received, and filed.

3. WORK PLAN FY2020-21

Administrator Blondino made a presentation of the Work Plan FY2020-21 – Q2 Update. The report was 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. Special Meeting

A Special Meeting of the Advisory Board of Directors is scheduled for Saturday, February 6, 2021 at 9:00 am, Community Clubhouse #2 at Carmichael Park or Via Zoom.

2. Regular Meeting

The next Regular Meeting of the Advisory Board of Directors is scheduled for Thursday, February 18, 2021 at 6:00 pm, Community Clubhouse #2 at Carmichael Park or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:19 PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

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