

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JUNE 17, 2020 REGULAR MEETING**

Directors: Borman, 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 6:02 p.m. by Chair Rockenstein.

ROLL CALL:

Directors Present: Borman, Carroll, Ives, 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

CONSENT ITEMS:

1. **MINUTES**
May 20, 2021 – Regular Meeting
2. **FINANCIAL STATEMENT**
April 2021
3. **ACCOUNTS PAYABLE**
May 2021
4. **ACCOUNTS RECEIVABLE**
June 2021
5. **POP STAT REPORT**
May 2021
6. **RECREATION DIVISION INCOME STATEMENT**
April 2021

Motion 1

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

Vote:

Ayes: Directors: Carroll, Judd, Borman, Ives, and Rockenstein
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 5/0/0/0/0

SPECIAL PRESENTATION

1. **FACILITY ASSESSMENT REPORT**

Heather Steer, Manager at KYA Services, LLC shared a presentation regarding consulting services for a proposed Facility Assessment Report to address the Carmichael Recreation and Park District's Deferred Maintenance.

Following the presentation, the item was open for questions and discussion by the Advisory Board and available for public comment and questions. Presentation was received and filed.

REPORTS:

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

Director Carroll reported on the proposed development near Jan Park (land where a former bowling alley was.)

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

- Distant Learning Camp has ended.
- After 38 weeks of the program, two short closures, and no positive cases attributed to the camp, we are happy we get to move forward with the Kid's Hangout After-School Program starting school year 21/22.
- We are grateful for our dedicated staff who truly were essential during this time and thank their hard work and focus on safety throughout this difficult period.

Summer Day Camp

- Summer Camp starts on June 17.
- We adjusted numbers based on further guidance from CDPH and now have two camps (24 children in the KHO facility and 34 in the JSH).
- 55 of the 58 spots are filled
- New staff are learning and improving each day.

Adult Sports

- With the ending of the tier system, staff working on restarting adult volleyball and basketball leagues.
- Teams have been informed and are excited to start playing at La Sierra.
- Leagues start in July
- Indoor Pickleball remains closed and will reopen after staff shortages have been addressed

Youth Sports

- Contracted sport camps with Skyhawks and National Academy of Athletics continue to take registration.
- These contracted services help provide quality camps for community youth while we rebuild our staff and resources.

Classes

- eSports – Registration for summer leagues start tomorrow! Games for all ages.
- Staff worked with Young Rembrandts, Play-Well TEKnologies, and B. Street Theatre to bring these camps to the school sites this summer.
 - The District has entered Service Agreements with SJUSD to offer and fund these classes

Facility Rentals

- Gym rentals continue – currently have rentals five days a week
- Regular user group contracts are going out – Confirmed Kiwanis Club of Carmichael will start having their meetings at the Carmichael Clubhouse when their in-person meetings resume
- Garfield House – Working on promotional materials and feedback from neighbors

Events

- Summer Concert Series
 - All Bands confirmed except for one Saturday
 - Performance Schedule will be released on the District's website and social media platforms on July 1.

Carmichael Cares Kits

- The District is partnering with the Parks Foundation and Kiwanis Club of Carmichael to put together 250 4th of July Family Fun Kits.
- Kit will include USA necklace making kit, Uncle Sam mask making kit, color-in beach ball and paddle ball, patriotic bubbles, glow bracelets, and more
- Working with the Principal at Carmichael Elementary on having the giveaway at that site.
- Kiwanis Club have volunteered to assemble and hand out the kits.

Dart Swim Lessons

- Within 1-week of the partnership announcement and registration date opening, the District received over 140 scholarship requests for swim lessons.
- The District has approved 107 scholarships, totaling \$2,677.50 thanks to the Carmichael Parks Foundation
- A couple special thanks to:
 - Ken Hall who had this vision and also donated the funds to the Foundation for DART Swim Lesson Yard signs that were placed at all District parks as well as other key locations;
 - Adriana, DART Swim School Director for organizing and helping register this unexpected amount of people as well as making appearances on KCRA and ABC news stations to promote the program;
 - Susan Skinner for covering and promoting the lessons with the Carmichael Times.
- The swim lessons partnership was featured on the National Recreation and Park Association (NRPA) newsletter that is sent nation-wide to park and recreation professionals.

Maintenance Division

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

Maintenance & Operations

- Vandalism/Property Damage –
 - Graffiti: Staff covered graffiti twice at Carmichael Park.
 - Staff extinguished a trash can fire at Carmichael Park.
 - Staff knocked down several bike jumps made at Del Campo Park.
- Irrigation –
 - Staff replaced 26 sprinklers at CP, Cardinal Oaks, Del Campo, LSCC, Sutter Jensen (Jensen Garden) Parks;
 - repaired two irrigation lines;
 - made numerous controller adjustments throughout the CRPD's systems for proper operation;
 - worked with volunteers to improve irrigation at Charles C. Jensen Botanical Gardens to address the watering needs of sensitive plant material as well as increase the area available for desirable plants.
- Carmichael Park –
 - Staff worked with Boy Scouts to paint the shelter near the tennis courts and the doors and window frames of the Outdoor Restroom.
- Playgrounds – Staff repaired the crawl tube at the Tiny Tot Play structure; installed a new replacement section of slide at Del Campo Park.
- Tree Maintenance – Staff raised the tree canopy at CP; chipped down limbs at Del Campo Park.
- Weed Abatement – Staff flail mowed Open Spaces. Goats were used to graze at the Sutter Jensen Community Park. Goats/sheep are proving to be an effective method towards our fire mitigation responsibilities and are enjoyed by the Community. Barring unforeseen issues, goats will be used to graze Jan Park next year.
- HVAC – Staff started the quarterly District-wide filter changes; repaired a capacitor on the system for Room 600 at LSCC.
- Refrigeration – Staff replaced bin sensors on the ice machine at CP.
- Inspections – Staff performed monthly fire extinguisher.

Personnel

- Regular Part time Maintenance Worker (Grounds) – Following the interviews a selection was not made. We are going back out until the position is filled.

Project Updates

- LSCC 800 wing – plan review payment was posted by the County; target date for review is July 15.
- Schweitzer Grove Nature Area – after the goats came through last year, PSM Perry became concerned with the amount of dead wood and general overgrowth of the eucalyptus grove that was exposed. Staff investigated different ways to mitigate the overgrowth, dead snags, and overall fire risks. Staff has met onsite with the CCC as well as one of our tree contractors to evaluate and provide a plan. The CCC is likely the best route for the District as it would be funded by a State Grant specifically used for Fire Reduction in Urban Areas. Another benefit is the CCC can use the site a "training area" for prolonged services within the Grove. We have started trading preliminary information to move forward. If the CCC is unavailable, we can use one of our tree contractors to mitigate most of the concerns for under \$8k.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Budget/Finance

- Budget Hearings for the 2021-22 fiscal year were held last week; adoption goes before the County BOS by month's end.
- Funding Mechanism Options - Bonds/Assessment Discussion with County Executive Office, County Counsel discussion re: County involvement
- YE Closing – Staff is starting the countdown to year end closing, processing journal entries and other documents. Last day to submit invoices for CIP and equipment is 6/11 while all other invoices for FY2020-21 and revenue and expenditure accruals must be submitted by 7/5. Closing date: 7/16. Final reports will run the late week of June; and fund balance known. The final adopted budget proposals will use this actual fund balance information.

Contracts –

- Gates – prepared contract extension to October 31, 2021.
- Completed edits of several contracts such as, the Instructor Packet and Contract template along with the agreements on this meeting's agenda; each were reviewed and approved by County Counsel and Risk Management.

HR

- Administrative support for recruitment, screening, and personnel set up for recreation and park positions.

• Training –

- Workplace Audits During COVID-19
 - Purpose of Audits
 - Identify vulnerabilities and effective resolutions
 - Defend against lawsuit or other claims
 - Required by regulatory body
 - The scope of an audit may include anything workplace related:
 - Wage-hour
 - LOA/RA
 - Safety
 - Policies/procedures
 - Benefits
- CDC's new mask guidance; CA plan to align its mask guidance with CDC 6/17 Cal Osha planning updates to regulations related to COVID-19 and the work environment which may or not be consistent with CDC guidance – Hearing today

Mike Blondino, District Administrator – Report

Future Funding – Report back after last month's presentation on a couple items:

- ASM Penney and I met with the County about an Assessment or Bond process.
- Performed reference checks on Jon Isom and his work locally. Both SJUSD and Fair Oaks RPD staff commented on his outstanding work.

Advisory Board Meetings –

- Conducted a successful test of the equipment that Fair Oaks RPD is using for their Board meetings so we can also go hybrid.
- We ordered the equipment today; estimated cost \$1700.
- We hope to have this ready in July or August.

Master Plan Update –

As reported recently, we are holding off on Gates + Associates coming to the Advisory Board until they have the first draft of the Master Plan Update prepared.

Community Outreach –

- Kiwanis – Attending weekly Kiwanis Zoom meetings. Received a new Samsung 65-inch TV donation for use at the Clubhouse.
- CID meetings – We are seeing an uptick in detrimental activity at several sites in the CID area, but in reviewing the reports most are not at CP except for one. There was an incident of a homeless person who accosted the porta-a-potty cleaning service worker
- Park Foundation – Alaina reported on the great success of the new swim program. A tremendous team effort!
- IT – We now have Comcast internet at the CP Parks Yard. Next step is connection to Garfield House. We are looking to make the full switch for all sites in August/September, after we get through a very busy summer. The Teams phone numbers have been ordered.
- Prop 68 Update – The deed restriction has been notarized and will be recorded by the County Recorder.
- Shine Grant – We plan to apply for the SMUD Shine Grants again for upgrading all the windows in the Veteran’s Memorial Hall.
- Look Ahead -Review with Advisory Board.

ACTION ITEM:

1. CARMICHAEL IMPROVEMENT DISTRICT – PBID

Administrator Blondino made a recommendation to consider and discuss the Carmichael Recreation and Park District’s position on approval of a 10-Year Renewal of the Carmichael Improvement District – PBID; District Administrator to reflect the Advisory Board decision, casting such a vote on the ballot due to the County by July 13. Rachel Taylor, Executive Director for the CID addressed the Advisory Board re: CID past accomplishments, business and community engagement; planned continuation and expanded future services.

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: Carroll S: Judd – The Advisory Board voted to support the ballot measure for the 10-year renewal of the Carmichael Improvement District; delegating the District Administrator to vote in the affirmative on the ballot. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEM:

1. CARMICHAEL PARK OFF-LEASH DOG PARK – CANINE CORRAL (Blondino)

Administrator Blondino shared a presentation update of a partnership between the Carmichael Recreation and Park District and the Friends of the Carmichael Canine Corral (FCCC); to help maintain and improve the facility and to promote and encourage a positive and friendly dog park culture. Joel Levine with the FCCC expressed appreciation for District support and involvement; thanked District Staff, acknowledging the great working relationship with us. 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. Regular Meeting

The next Regular Meeting of the Advisory Board of Directors is scheduled for Thursday, July 15, 2021, at 6:00 pm, Community Clubhouse #2 at Carmichael Park or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:45 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