

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 18, 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 6:02 p.m. by Chairman Rockenstein.

ROLL CALL:

Directors Present: Borman, Carroll, Dax-Conroy, Judd, and Rockenstein
Directors Absent: Judd – excused absence
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. –

Joan Komaromi informed the Advisory Board about a neighbor’s comments re: last year’s goats’ impact to the tree seedlings and bark at Schweitzer Grove Nature Area. She suggested that the CRPD consider sheep instead of goats in the future.

CONSENT ITEMS:

1. **MINUTES**
January 21, 2021 – Regular Meeting
2. **FINANCIAL STATEMENT**
December 2020
3. **ACCOUNTS PAYABLE**
January 2021
4. **ACCOUNTS RECEIVABLE**
February 2021
5. **POP STAT REPORT**
January 2021
6. **RECREATION DIVISION INCOME STATEMENT**
December 2020
7. **MID-YEAR AND YEAR-END BUDGET STATUS COMPAIRSON SUMMARY AND DETAIL**
Comparison of Revenues and Expenditures for FY2018-19, FY2019-20, AND FY2020-21

Motion 1

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

Vote:

Ayes: Directors: Borman, Dax-Conroy, Carroll, and Rockenstein
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: Judd
Recused: Directors: None
Vote: 4/0/0/1/0

REPORTS:

1. ADVISORY BOARD MEMBER REPORTS

Directors reported on activities of interest to the District

Director Carroll reported on Barrett Hills Neighborhood Association plans for a drive through Egg Give Away on the Saturday before Easter. One thousand stuffed eggs will be distributed.

Chair Rockenstein reported on the Farmers Market in Carmichael Park. He has visited several times, noting the number of vendors, spacing, and product. Common Kettle has done a great job.

Director Dax-Conroy reported on the Farmers Market, pleased with the arrangement of the booths; noted people's enjoyment; good energy. Bocce - she and her grandson have played on the new Courts. On her walks in Carmichael Park, she has noticed the courts being used. Parks – recently her grandson has used his drone to capture video of various CPRD parks to share with the Carmichael Parks Foundation for promotion of the CRPD.

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

- Sacramento County Health offered vaccinations for childcare workers. Staff involved with the program were able to secure an appointment and will hopefully start the vaccination process tomorrow.
- SJUSD continues to make plans toward opening two weeks after Sac County is in the red tier. Elementary schools are permitted to open earlier than the red tier; however, SJUSD at this time is not planning on opening up different ages at different times.
- Staff continues to provide this essential service and will adjust when circumstances change

Spring Youth Sports

- Staff is working with CLL and CGS on their COVID-19 Safety Plans for playing this Spring
- Plans must be consistent with County and State guidelines

Skyhawks Flag Football Skills and Drills Camp

- Full with 20 children registered
- Ages 10 – 13 years old
- Saturdays, 10:45am – 11:45am, 1/30 – 2/27

Bocce Ball

- Staff is planning to provide free clinics to the public as interest continues to grow.
- Clinics will be taught by Rec Supervisor and all COVID-19 Safety protocols will be followed.

E-Sports

- Staff has researched and spoken to many experts in this field and are working toward offering eSports leagues soon.

Egg Hunt

- Staff is planning on moving forward with an Egg Hunt event this spring following current Sac County event restrictions. The event may look different, but we are excited to still be able to provide some type of service for the community.

Garfield House Furniture has been ordered and deliveries are arriving

Facility Rentals

- Staff has added a virtual tour feature on the District's website for each indoor rentable space. Outdoor spaces will be added this spring. Staff hopes that this feature will help secure rentals, once we are permitted to open them again, as customers can view the spaces remotely.
- Gym rentals - Staff remains prepared to begin gymnasium rentals once permitted by Sac County (Red Tier).

Maintenance Division

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

Maintenance & Operations:

- Vandalism/Property Damage:
 - Del Campo: Staff covered graffiti on the bridge, bathroom, sidewalk, play equipment, and an electrical panel
 - Patriots: Staff discovered that a swing chain was cut and the chain to the picnic table so that the table

- could be moved to the back of the park
- Carmichael Park: Someone drove a vehicle through the backstop of ballfield three. Staff plans to repair it next week.
- LSCC: Someone threw a brick through a window at the 200 Wing and shot one out on the 700 Wing. Both windows have been ordered and will be replaced next week.
- Storm Damage at various parks: Carmichael Park – lost 12 trees, one (1) light pole; Del Campo – lost two (2) trees; Sutter Jensen – lost one (1) tree; O'Donnell Heritage – two (2) shade sails damaged; LSCC – three (3) shade sails damaged.
 - CRPD has filed a property damage claim through CAPRI.
 - Contractor is removing the trees
 - Replacement light pole and shade sails have been ordered and will be installed by Staff
 - Replacement trees provided by Sacramento Tree Foundation and will be planted soon
 - Staff spent two weeks with clean up from downed limbs and branches throughout the park system
- Playground Equipment:
 - Del Campo: Staff replaced hardware on the climber
 - Bird Track: Staff replaced swing brackets and seats
- Carmichael Park Dog Park: Staff purchased 30 replacement chairs, placing them throughout the small and large parks
- Herbicides: Seasonal application has started throughout the park system
- Heating, LSCC Gyms: Staff performed repairs on three of the four heaters (blower motor, inducer motor, spark ignitor, and belts)
- Ice Machine (LSCC): Staff performed periodic maintenance – filter replacement; cleaning/sanitizing next
- Plumbing: LSCC and CP – Contractor performed biannual sewer line maintenance
- Fire Extinguishers: Completed quarterly inspections

Project Updates:

- CP Bocce Ball Court – Now open
 - Staff completed replacement of 40 bollards near the courts
- Garfield House Renovation remaining items:
 - Install dispensers in restrooms
 - Build ramp to the front door
 - Close deck railing entrapment areas
 - Cleaning
 - Furniture assembly
- LSCC 800 wing:
 - RFP Plans and Specs – Meeting planned with WMB Architects to go over preliminary plan set and possibly finish selections (tile, flooring, and paint)
- Final plans and specs, when complete will be submitted to County for review
- Sutter Jensen Community Park:
 - Garfield Access – Contract PO will be prepared next week; plan to start project in mid-March, weather permitting
 - Community Garden fence – Met with a fencing contractor for a quote update.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Budget/Finance –

- Staff attended the County Kick off meeting for the FY2021-22 Budget.
- The County Budget Hearing in June will cover the Recommended Budget with adjustments to reflect actual Fund Balance and new revenues/expenditures considered in September.
- The Recommended Budget is due to the County following our March 18 AB Meeting

Audit – Fieldwork started February 17

SCERS –

- Staff participated in the SCERS Annual Employer Forum, covering program performance, including updates on pension liability and contribution rates for FY2021-22.

- District rates will increase slightly for Legacy Tier 3: up by 1.7% and PEPR Tier 5: up by 1.13%

HR –

- Training:
 - Should You Mandate COVID-19 Vaccinations – 1/25 Covered legal framework and potential liability for mandating vaccinations. ER encouraged to consider voluntary vaccinations and practical considerations
 - AB1963 Mandated Reporter Training for HR Professionals and Leaders – 1/29 which amended CA Child Abuse and Neglect Reporting Law to include: Human Resource Personnel and front-line supervisors with direct contact and supervision of minors. Discussed the role and responsibilities, keys to identifying abuse and neglect, procedure for filing a mandated report and protections for mandated reporters. Recreation Division staff were already included under the law. Requires mandatory training every two years.
 - Upcoming training of AB interest:
 - CARPD Board Member Orientation: 2/23/2021 4 – 5PM FREE Topics Brown Act compliance with recent updates, Board's role as policymaker, and collaboration with Board colleagues during the pandemic and beyond
 - A system generated email has gone out to each of the AB reminding you of the annual filing requirement of the Form 700 Statement of Economic Interest due March 1, 2021 but no later than April 1, 2021. Several of you have already completed the form. Because it is a public document, you are welcome to use the District Office address rather than your home address. If you have any questions, please don't hesitate to ask.

Mike Blondino, District Administrator – Report

Farmers Market –

The Farmers Market has continued to run smoothly, with the number of vendors averaging about 50 per week. We've had two negotiating sessions with Marga from Common Kettle, and it is our hope to bring the long-term agreement to you next month or the month after. In the meantime, we agreed to extend her short-term contract out until the end of March and that can also be extended.

Bocce Ball Court Opening –

Great work by all to get the Bocce Ball Courts open. The video for the opening was tremendous.

Master Plan Update –

Gates + Associates and CRPD staff are hosting a Town Hall meeting on Thursday, February 25th at 7 pm via Zoom. There was an article in the Carmichael Times today and we are sending out approximately 5000 post cards to people who live around the parks. There will also be signage in the parks with a QR code about the meeting. Linda Gates and I will be at the Farmers Market this weekend promoting the Town Hall meeting

Carmichael Park Dog Park –

Internal discussion is complete. Staff has met with the members of CCCA to work on a plan moving forward. We have split into sub committees to work through some details. We have membership, partnership, and fundraising committees. We plan to come back to you in the coming months to give you updates.

Community Outreach –

- Kiwanis – Attending weekly Kiwanis Zoom meetings.
- CID meetings – Attended the monthly Security and Regular Board meetings.
- 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 are waiting on the final approval for the Prop 68 grant applications.
- CMP – CMP students should return to campus when Sac County hits the Red Tier.
- Look Ahead -Review with Advisory Board.

ACTION ITEMS:

1. CARMICHAEL IMPROVEMENT DISTRICT (Blondino)

Administrator Blondino made a presentation on the CID Update proposal and recommendation regarding Renewal Petition.

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: Dax-Conroy S: Carroll – The Advisory Board voted to support the expansion proposal and the petition for the renewal of the Carmichael Improvement District, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

2. WORKERS' COMPENSATION COVERAGE – RESOLUTION CP # 02182021-01(Penney)

ASM Penney made a presentation and recommendation to adopt Resolution CP # 02182021-01 declaring that Government Body Members and Volunteers shall be deemed employees of the District for the purpose of providing Workers' Compensation coverage while providing services to the Carmichael Recreation and Park District.

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 3

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

PRESENTATION ITEM:

1. LSCC UTILITIES AND SERVICE RATE STUDY (Penney)

ASM Penney made a presentation on utilities and service costs over the last ten years at the La Sierra Community Center.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. The Report was received and filed.

NEW BUSINESS:

Chair Rockenstein announced that this meeting was the last for Director Dax-Conroy, thanking her for her many years of service on the Advisory Board and to the Community. Directors Carroll and Borman joined the Chair in acknowledging and sharing appreciate for her service. Director Dax-Conroy thanked and acknowledged the Staff for their knowledge, experience, and dedicated service; thanked her fellow Advisory Board members.

Administrator Blondino expressed appreciation on behalf of the Staff for her commitment and contributions as a board member, with an invitation to return.

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, March 18, 2021 at 6:00 pm, Community Clubhouse #2 at Carmichael Park or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:47 PM in memory of Ricky Cruz.

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