

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
DECEMBER 16, 2021 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 6:03 p.m. by Chair Carroll.

PLEDGE OF ALLEGIANCE: Led by Chair Carroll.

ROLL CALL:

Directors Present: Carroll, Judd, Levine, and Rockenstein
Directors Absent: Ives – excused absence
Staff Present: Blondino, Lofthus, Penney, and Perry

Chair Carroll congratulated Director Judd on graduating from Nursing School.

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**
November 18, 2021 – Regular Meeting
2. **FINANCIAL STATEMENT**
October 2021
3. **ACCOUNTS PAYABLE**
November 2021
4. **ACCOUNTS RECEIVABLE**
December 2021
5. **POP STAT REPORT**
November 2021
6. **RESOLUTION CP-12162021-01**
Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period January 1, 2022 to January 31, 2022, based on the provisions of AB361.

Motion 1

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

Vote:

Ayes: Directors: Rockenstein, Judd, Levine, and Carroll
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: Ives
Recused: Directors: None
Vote: 4/0/0/1/0

REPORTS:

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

Chair Carroll shared the results of the Barrett Hills Neighborhood Association Holiday Food Drive benefiting the St. John Evangeline Food Pantry.

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

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

Maintenance Division

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

Maintenance & Operations

- Vandalism/Property Damage – Staff performed the following:
 - Graffiti removal and Vandalism: Spent four at Del Campo removing graffiti and knocking down bike jumps/ramps. Del Campo has been an issue for the past couple of months. Staff has notified FEC for support as well as asked RSM Lofthus to reach out the DC High School for some assistance to curb this behavior. Staff will continue to monitor and address graffiti and vandalism as discovered. There has also been minor graffiti at Carmichael Park.
- Landscape/Grounds – Staff performed the following:
 - Tree Lighting Event: Spent a nearly a week on preparation for the Annual Holiday Tree Lighting event.
 - Lighting: Replaced and repaired several lights within Carmichael Park.
 - Tree Maintenance – Removed two dead trees near Fair Oaks Blvd and performed clean-up from recent storms.
 - Memorial Bench, Brick, Tree Program – Installed two bricks at Sutter Jensen Community Park.
- Facilities – Staff performed the following:
 - Plumbing – Replaced a faucet at the CP Vet’s Hall and cleared a sewer back-up with Rapid First Plumbing and the Hydro Unit to clear it and the rest of the facilities at Carmichael Park; rebuilt the sink drain at CP Clubhouse; cleared a sewer back-up at La Sierra with a contractor to complete the work; located and repaired a water main leak at La Sierra, estimated completion - couple of weeks.
 - HVAC – Installed an inducer fan motor and exterior gas valve on the unit in the LSCC 800 Wing.
 - Inspections – Began first round of quarterly inspections; identify needs towards improvement.
 - Roofing – Discovered multiple leaks at La Sierra which need to be addressed

Project Updates

- CP Tennis Storage Bin and some picnic tables – Staff worked with a local boy scout troop to paint these features.
- SJ Garfield House Landscaping – Staff met with the Contractor to go over a few items; all plant material has been delivered; Contractor will begin work in the coming week.
- Veteran’s Hall – North room remodeling; Demolition began; electrical work to follow, then drywall.
- LSCC 800 Wing – County General Services to schedule a general meeting with CRPD and interested parties to go over next steps.
- Fire Marshall Inspection – Items identified requiring corrections, which will involve a lot of painting (red zones) and some specialty inspections and maintenance contractors.

Recreation Division

Alaina Lofthus, Recreation Services Manager – Highlights from the Recreation Division:

Youth Development

- KHO - Currently have 35 children each week.
 - Currently closed due to a positive COVID case (participant)
 - Program will re-open on Monday with Winter Break Camp
- Tiny Tots - Program has 14 children registered.

Adult Sports

- Pickleball – Drop-in play at La Sierra average 25 players a day. Open Tues/Thurs from 9am – 12pm
- Volleyball Fall leagues are finishing today. Taking registration for winter

Youth Sports

- Middle School Boys Basketball – Currently running league games
 - 31 Teams between CRPD, OV, and Sunrise
- Registration for Pee Wee and Elementary Basketball started on 12/1
 - Received over \$13,000 on that day from online registration
 - Elementary Basketball – 139 children registered (Boys program is full)
 - Pee Wee Basketball – 61 children (Full)

Facility Rentals

- Big and Small Gym Rentals from last meeting to now – 36 (up 4 from 2019 – excluded CMP and TRS)
- Clubhouse – 6 (up 3 from 2019)
- VH – 4 (up 1 from 2019)
- JSH – Only 1 (down 8 from 2019 – Mostly Holiday Parties/Celebrations)

Community Garden

- Plot members hybrid meeting, with gardeners, staff, and staff from the Sacramento CARES Mediation Program (California Lawyers for the Arts)
- Russian translation services were provided by the District for in-person meeting gardeners
- Meeting mainly focused on communication and fences
 - Communication between staff and gardeners themselves can all be improved, including translation for Russian speaking gardeners and representation from this contingency on the Garden Committee.
 - The need for a perimeter fence was discussed by all as well as working together on creative solutions to help make this happen.

Events

- Tree Lighting
 - Wonderful turnout with lots of families with young children
 - River City Concert Band performance was excellent
 - Lights came on and snow fell – New lights were bright!
 - Light tower rentals definitely improved the event
 - Thank you to Chair Carol for Emceeding the event and all Directors who attended
 - Thank you to Kiwanis Club of Carmichael for Kids Craft Donation and Volunteers working the booth
 - Thank you to all staff – Maintenance, Recreation, and Admin for helping create and run the event.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Budget/Finance

- Staff has started work on the FY2022-23 Budget, updating program descriptions. We have a head start in forecasting estimated year end ahead of and part of preparation of the mid-year review which will come before you in February.

Contracts

- Administrative support for various contracts – contract review, checking for completion and insurance documents.
- MOU with Project Lifelong.
- BambooHR software license agreement – Onboarding and Time Tracking Software.
- SMUD Agreement for the Shine Grant.
- Drafted sample contract for consulting services.

IT

Internet access: Last month we reported that Internet access was coming to the Vets Hall to provide support for the Tiny Tots staff and Rentals in the hall and north room. Also, after nearly a year of planning, Internet access also through COMCAST was finally installed in the Garfield House. This solution provided an affordable option addressing our needed bandwidth and saving the District the cost of installation. Initially, staff received quotes of up to \$40k from competing carriers. Having this access will support rentals and events at the house and as well as access in the park grounds.

HR

- Administrative support for recruitment, screening, and personnel set up for recreation and park positions.
- Minimum Wages goes up from \$14/hour to \$15/hour, effective January 1, 2022. The increase will affect the salaries for both full time and part time positions and has already been included in the Budget. For full time positions it represents an additional COLA. The minimum wage increase of 7% had an impact on the salary threshold for exempt positions which is double the rate or \$30/hour. In response, you approved

3.5% last July and the remaining % amount up to the 7% on January 1 across the board. Staff has prepared the documents to implement the new rates.

- **BambooHR** – We're excited about this cloud-based software which will integrate our HR functions, helping us enter, track, and manage HR data, beginning with recruitment, onboarding process, and management of the personnel file. We also will use the software for time tracking, eliminating the needs for timeclocks and manual calculations.

I set up the initial CRPD account with common and unique fields and account access levels for the admin support staff that will be assisting with migration of data. Today, we held the Introductory Meeting between BambooHR and the CRPD Implementation team. Our team has at least one representative from each Division. Our goal is to complete implementation by 1/20/2022.

Monthly Training topics include:

- CAPRI Webinar Series – General Liability Case Scenario Training, 12/1
- Annual Employment Law Update, review of new laws and updates, 12/1
- Sexual Harassment Prevention and Other EEO Issues – Supervisors, mandated training pursuant to Government Code 12950.1, 12/7
- Employee Coaching 101, Skills needed to coach and work with Employees, 12/8

Mike Blondino, District Administrator – Report

- **Districtwide Staff meeting** – 12/17@9 am; lunch to follow @ 11:30am
- **Future Funding** – The Ad-hoc Committee and managers had a follow up meeting with Jon Isom on Dec 15th.
 - We have a list of Ambassadors and Stakeholders
 - The Ad hoc Committee and Jon are working on a PP presentation for stakeholders. We need to refine a few items before we show it to the AB and then Stakeholders
 - Reviewed the project prioritization spreadsheet and will be revamping it over the next week
 - Next meeting with Jon Isom will be January 26th
- **Garfield House Opening Event** – We would like to hold an opening event in the March/April 2022 to publicize the Garfield House. We're forming a group to work together to host the event. We would like 2 Advisory Board members to be in the group. Who is interested?
- **Salary and Benefit Compensation Study** – We have drafted the Request for Proposal that will be released on January 4th. The goal is to have an agreement to the Advisory Board in February and a report done by early April. That report will be presented to the Advisory Board at the April or May meeting.
- **Staffing** – We continue to look towards re-funding 2 full-time positions in early 2022, but will waiting for the first half of the property tax income to help make that decision.
- **Community Outreach**
 - **Kiwanis** – Their See's Candy sales and Toy Drive continues at the H&R Block at Bel Air Shopping Center.
 - **CID meetings** – A new security patrol company, Sacramento Protection Services (SPS) will begin on January 1. They patrol other PBIDS in the area. The new Executive Director Rebekah Evans has started and is shadowing the current ED this month.
 - **Parks Foundation** –The Parks Foundation is working on a Membership Program to raise awareness on what they do and to help raise funds for projects/programs.
 - **Carmichael Water** – In January, we plan to share a Proposed Agreement for a test well at O'Donnell Heritage Park. We are working with several County departments for review.
 - **Prop 68 Update** – Final inspection took place with State rep and PSM Perry. Next step is getting our \$204,000 check.
 - **Shine Grant** – Great news... we are one of the recipients of the SMUD Shine Grant, funding replacement of all the windows in the Vets Hall. The order has been placed. Great teamwork by the entire team to make this happen.
 - **Look Ahead** – Reviewed with Advisory Board.

ACTION ITEMS:

1. MEMORANDUM OF UNDERSTANDING (MOU) – PROJECT LIFELONG

RSM made a presentation and recommendation to approve a MOU between the Carmichael Recreation and Park District, Carmichael Parks Foundation (CPF), and Project Lifelong (PL) to offer a youth skateboarding program effective February 1, 2022, in the amount of \$3,154, with 1,577 to be reimbursed by the CPF; delegate authority to the District Administrator to sign the MOU.

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: Rockenstein S: Judd – The Advisory Board voted to approve the amended MOU between the Carmichael Recreation and Park District (CRPD), Carmichael Parks Foundation (CPF), and Project Lifelong (PL) to offer a youth skateboarding program effective February 1, 2022; MOU updated to reflect payment of the program cost of \$3,154 with \$1,577 to be reimbursed by the CPF; delegating authority to the District Administrator to sign the MOU, as amended. Unanimous of those present. Absent: Director Ives

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ives

Recused: Directors: None

Vote: 4/0/0/1/0

2. SUTTER JENSEN COMMUNITY PARK – GARFIELD HOUSE LANDSCAPING PROJECT

Administrator Blondino made a presentation and recommendation to approve use of funds allocated for the O'Donnell Heritage Park towards a concrete patio, walkway and retaining wall as part of the Garfield House Landscaping Project.

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: Rockenstein S: Judd – The Advisory Board voted to approve the Facility Committee and Staff recommendation to use funds allocated for the O'Donnell Heritage Park towards a concrete patio, walkway and retaining wall as part of the Garfield House Landscaping Project; reconsider the O'Donnell trail for the FY2022-23 CIP program, as presented. Unanimous of those present. Absent: Director Ives

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ives

Recused: Directors: None

Vote: 4/0/0/1/0

3. PROPOSED JOB TITLE AND DESCRIPTION UPDATE

ASM Penney made a presentation and recommendation based on the Staffing Assessment to approve re-classification of the Secretary/Receptionist positions to Customer Service Representative; to update the job description and reporting relationship.

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 4

M: Levine S: Rockenstein – The Advisory Board voted to approve the Personnel Committee and Staff recommendation to re-classify the position of Secretary/Receptionist to Customer Service Representative; to update the job description and reporting relationship, as presented. Unanimous of those present. Absent: Director Ives

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ives

Recused: Directors: None

Vote: 4/0/0/1/0

UPCOMING PROGRAM AND EVENTS:

For more information about these and other program and events, please visit the District Website: www.carmichaelpark.com.

RECESS TO CLOSED SESSION at 7:21 pm

1.* PUBLIC EMPLOYEE LABOR NEGOTIATIONS

Unrepresented Employee - District Administrator
Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT at 7:59 pm

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

The next meeting of the Advisory Board of Directors, a Regular Meeting is scheduled for Thursday, January 20, 2022, at 6:00 pm, a Hybrid Meeting; Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 8:00PM.

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