

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
MARCH 18, 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.

**OATH OF OFFICE:** Chair Rockenstein administered the oath of office to Christopher Ives, new appointment to the Advisory Board. Director Ives shared that he has been a long time resident and park user; past member of the Active 20/30 Club; for the past two years, involved in Carmichael Little League

**ROLL CALL:**

Directors Present: Borman, Carroll, Ives, 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. –**

Chair Rockenstein welcomed visitors from the Boy Scouts, Troop 328 attending as part of the merit badge program.

Sharon Ruffner, long term resident, President of the Carmichael Parks Foundation, welcomed Director Ives; shared background on the role of the Foundation, fundraising for projects and programs of the CRPD; extended an open invitation to attend a Foundation Meeting.

**CONSENT ITEMS:**

1. **MINUTES**  
February 6, 2021 – Special Meeting  
February 18, 2021 – Regular Meeting
2. **FINANCIAL STATEMENT**  
January 2021
3. **ACCOUNTS PAYABLE**  
February 2021
4. **ACCOUNTS RECEIVABLE**  
March 2021
5. **POP STAT REPORT**  
February 2021
6. **RECREATION DIVISION INCOME STATEMENT**  
January 2021

**Motion 1**

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

**Vote:**

**Ayes: Directors: Borman, Carroll, Ives, 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 Ives reported on a recent interaction with a dog owner using the outfields as a de facto dog park. PSM Perry indicated that there have been numerous encounters; these incidents are known to law enforcement; provided information re: FEC Park Police patrol.

Director Carroll reported on Barrett Hills Neighborhood Association plans to fund a bench which would be installed by Staff near the new lending library at Jan Park.

## **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**

- SJUSD is transitioning to in-person learning starting on Monday.
- Distant Learning Camp will now be offering a transportation option to pick children up from school
- The program is full, about 35% returning to school and the rest staying virtual and doing their Zoom classes in our program.

#### **Summer Programming and Events**

- Staff planning for this summer
- Currently taking applications for Recreation Leaders for our Summer Day Camp
- Working on proposals for summer programming options to submit to SJUSD who may be able to provide funding

#### **Spring Youth Sports**

- Two soccer camps taught by Skyhawks are using the La Sierra Soccer fields.

#### **Bocce Ball**

- Staff is conducting free bocce ball clinics for the community following COVID-19 safety protocols
- Due to a large demand more clinics were added
- Hope to use this momentum to start leagues and rentals

#### **Bunny Hop**

- Egg Hunt event switched to a Bunny Hop Drive-Thru Event – Saturday, April 3, 9AM while supplies last
- Community partners like Kiwanis, Foundation, Mission Oaks will all have booths along the roadway at Carmichael Park
- Each booth will hand out eggs and gifts
- Bunny will be at the final booth handing out eggs and waiving

#### **Facility Rentals**

- Gym rentals – Both gymnasiums are now available for rental. The volleyball group we were hoping would rent from us in April had to commit elsewhere so staff are reaching out to other previous renters.
- Garfield House –
  - The AB Policy and Program Committee is meeting on Monday to discuss venue rental rules, fees, and policy revisions. All furniture has arrived, and maintenance will be assembling it.
  - Once the facility is staged, staff will take pictures and start working on the promotional materials.

#### **Sport User Groups**

- Staff has worked with CGS, CLL, Capital Valley Futbol Club, and American River Futbol Club on return to competition plans.

### **Maintenance Division**

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

#### **Maintenance & Operations:**

- Vandalism/Property Damage:
  - Carmichael Park: Staff repaired the BF3 backstop that was damaged by a vehicle reported last month.

- Storm Damage: Staff has completed the cleanup from the 1/27/21 storm with the complete removal of a pin oak and ash tree at Carmichael Park. A tree contractor removed the last damaged/hazardous tree at Del Campo last week. We still need to install the light pole and are waiting for receipt of replacement shade sails.
- Hailstorm related damage caused numerous roof leaks and blew the main transformer causing a power loss at LSCC. Staff patched the roofs and reprogrammed five (5) night light controllers
- Graffiti removal: Del Campo Restroom Building
- Jan and O'Donnell Heritage Parks: Staff knocked down bike jumps
- Playground Equipment:
  - Cardinal Oaks: Staff replaced both swings
  - Patriots Park: Staff replaced swings
- Carmichael Park: Staff repaired the light bar on the BF 1 light pole and four (4) night security lights within the park.
- Trees: Staff planted 9 new trees in Carmichael Park
- Herbicides: Seasonal application continued throughout the park system
- Ice Machine (LSCC - JSH): Staff performed periodic maintenance – cleaned/sanitized
- Plumbing: Staff replaced a gas valve in LSCC, Suite 815
- Lighting: Staff installed new LED wall packs on the east side of the snack bar to improve visibility/security near the new play area.

**Project Updates:**

- Garfield House Renovation
  - Assembled furniture
  - 80% of the deck entrapment hazards repaired
  - Front area prepped for the new sidewalk installation by removing stones, concrete, and bricks
- Sutter Jensen Community Park
  - Garfield Access/Driveway – Project started with completion anticipated for the following week.
  - Jensen Parking Lot – Additional 50 tons of AB applied to alleviate ponding; future annual monitoring will be needed to ensure timely application.
- LSCC 800 wing:
  - Plans and Specs were received and provided to the insurance adjuster for review. Once returned, they will be submitted to the County for review.
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**Personnel:** After nearly 15 years of employment with the CRPD, Phillip Hurt has resigned from his position in the Parks Division. He and his family left the area for a new opportunity. He will be missed. Recruitment for his replacement has started.

**Administration Services Division**

*Ingrid Penney, Administrative Services Manager – reported on program area*

**Audit –**

- Fieldwork started 2/17 and ran through 2/19 with follow up questions and document requests through the week that followed.
- A draft of the financial statements has been prepared for Staff review. Staff preparation of the Management Discussion and Analysis follows.
- We hope that a Draft Report will be ready by the Meeting in June.

**CAPRI –**

- Staff submitted the signed Resolution adopted at the February meeting re Workers Compensation for Volunteers and AB.
- Staff submitted FY2021-22 Salary Projections by Classification to CAPRI for Deposit Premium estimates. Classifications and Experience Mod Rate will be known by fiscal year end for updates to the Budget in July/August.

**Contracts –**

Reviewed Independent Contractor Class Instructor Packet and Sample Services Contract. Next – County Counsel and Risk Management review.

## HR –

- Benefits:  
County contracting with a new carrier for life insurance, Voya, effective 4/1/2021; representing a savings to both the CRPD and to employees choosing Supplemental coverage. Meeting held with Staff this week.
- Training:
  - CARPD Board Member Orientation: 2/23/2021 Topics included Brown Act compliance with recent updates, Board's role as policymaker, and collaboration with Board colleagues during the pandemic and beyond. Both Director Carroll and our newest Director Ives participated.
  - Can You Require EEs To Show You Their COVID-19 Test Results/Vaccination Record – 2/24 Test – No, Medical Record; however, they can report the result. Vaccination – Yes, but use caution re: any follow up questions which may trigger disability related matter.
  - CSDA hosted Board Member Best Practices - 3/2 Director Carroll participated. Resources included: Special Districts Laws Guide, 2021 Board Member Best Practices Workbook. They sent access to the Presentation and Resource Materials which we can forward to you.
  - EE Vacations: COVID-19 Travel Restrictions and the Workplace – 3/10 which covered current CA Travel Advisory and best practices.
  - Preventing Workplace Violence During the Pandemic and What You Need to Know About the "American Rescue Plan" – Information about keys to prevention; gave stories of past and recent incidents; general reference to the later topic with plans to cover the information next Wednesday.
- A system generated email went 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. Most 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 –**

We continue to negotiate with Common Kettle and should be ready to bring the long-term contract to the Advisory Board in April. In the meantime, we agreed to extend her short-term contract out until the end of April.

### **Master Plan Update –**

Gates + Associates and CRPD staff hosted Town Hall went well as we received a lot of input from the 150+ participants. CRPD and Gates staff met this week to go over the input and start to firm up plans/ideas for the first draft of the Master Plan update.

### **Carmichael Park Dog Park –**

Meetings with sub committees have taken place and staff will be getting back together next week to discuss. Overall things are progressing well.

### **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.
- IT – We are now going to work with Comcast to get internet to the Garfield House and look to see what pricing they can do for the rest of our current sites. Once we have that more dialed in, we'll look to move forward to going with Teams for our landline phones.
- Prop 68 Update – We finally have final approval on signage. As minor as that sounds.....it was quite a process dealing with our OGALS rep.
- CMP – CMP students are back at LSCC. The administration has asked for a letter of support on getting their charter renewed with the San Juan School District. I will be getting them a support letter next week.
- Look Ahead -Review with Advisory Board.

**ACTION ITEMS:**

**1. FY2021-22 RECOMMENDED BUDGET PROPOSALS (Blondino/Penney)**

Staff made a presentation and recommendation to approve the FY2021-22 Recommended Budget proposals for the Carmichael RPD General Fund 337A totaling \$5,431,735 and Assessment Fund 337B totaling \$234,848 for final approval and adoption by the County Board of Supervisors.

**Proposed: Approve Budget Committee and Staff recommendation**

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: Borman – The Advisory Board voted to approve the Budget Committee and Staff recommendation of the FY2021-22 Recommended Budget proposals for the Carmichael RPD General Fund 337A totaling \$5,431,735 and Assessment Fund 337B totaling \$234,848 for final approval and adoption by the County Board of Supervisors, as presented. Unanimous of those present.**

**FY2021-22 Recommended Budget Proposal Summaries:**

<b>GENERAL FUND 337A REVENUE TOTAL:</b>	<b>\$5,431,735</b>		<b>GENERAL FUND 337A EXPENDITURES TOTAL:</b>		<b>\$5,431,735</b>
Carry-over Fund Balance: (\$500k Contingency)	\$870,548		Operations:		\$4,592,735
Taxes:	\$2,305,381		Salaries/Benefits:	\$2,746,302	
Use of Money/Property:	\$1,312,706		Services & Supplies:	\$1,846,433	
Aid-Gov't Agencies/Grants:	\$119,000				
Charges for Service:	\$724,500		Capital Equip & C-I-P:		\$339,000
Other Revenue:	\$99,600		Contingency:		500,000
<b>Total:</b>	<b>\$5,431,735</b>		<b>Total:</b>		<b>\$5,431,735</b>

<b>ASSESSMENT FUND 337B REVENUE TOTAL:</b>	<b>\$234,848</b>		<b>ASSESSMENT FUND 337B EXPENDITURES TOTAL:</b>		<b>\$234,848</b>
Carry-over Fund Balance:	\$224,848		Services & Supplies (Master Plan Update)		\$56,127
Interest Earnings	\$10,000		Capital (CIP):		\$144,994
			Contingency:		\$33,727
<b>Total:</b>	<b>\$234,848</b>		<b>Total:</b>		<b>\$234,848</b>
<b>RESERVES: \$200,672</b>					

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Judd**

**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](http://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, April 15, 2021 at 6:00 pm, Community Clubhouse #2 at Carmichael Park or Via Zoom.

**ADJOURNMENT** – The meeting was adjourned at 7:50 PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

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MICHAEL ROCKENSTEIN  
CHAIRMAN OF THE BOARD

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