

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 17, 2022 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 Vice Chair Ives.

ROLL CALL:
Directors Present: Carroll, Ives, Judd, Levine, 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 shared that a photo was taken with the Veterans at the Veterans' Hall to announce the Shine Grant Award in the Carmichael Times.

CONSENT ITEMS:

- 1. MINUTES**
January 20, 2022 – Regular Meeting
- 2. FINANCIAL STATEMENT**
December 2021
- 3. ACCOUNTS PAYABLE**
January 2022
- 4. ACCOUNTS RECEIVABLE**
February 2022
- 5. POP STAT REPORT**
January 2022
- 6. RESOLUTION CP-02172022-01**
Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period March 1, 2022 to March 31, 2022, based on the County Health Order and provisions of AB361.
- 7. FACILITY USE AGREEMENT (FUA) BETWEEN CRPD AND CALIFORNIA BREEZE SOFTBALL, INC.**
Facility/Usage: Carmichael Park Softball Fields #2 and #4; Used for Practices
Term: February 18, 2022 through June 30, 2022; Dates/Times: Detailed in the FUA
Fees: Player Fee \$8 per player, Maintenance Fee \$26/week – 1 day, \$52/week (2 days of use)

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

SPECIAL PRESENTATION:

1.* SURVEY RESULTS

Jon Isom, Isom Advisors made a Presentation of the results from a recent survey of voters in the District. The goal of the survey was to assess the feasibility of a local general obligation bond to improve the parks and recreation facilities throughout the Carmichael Recreation and Park District.

Following the presentation, the item was discussed by the Advisory Board. After discussion, questions, and comments the results were filed. As a follow up, staff planned to send the survey results to the Advisory Board and upload to the District Website.

REPORTS:

1. ADVISORY BOARD MEMBER REPORTS

Director Rockenstein reported that he and Administrator Blondino met with Assemblyman Cooley to discuss the CRPD. Assemblyman Cooley was supportive and helped to identify stakeholders in the community.

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:

Activity Guide

- Currently in drafting stages and hope to have the electronic version on the website 3/1
- Community will receive hard copies in their mailbox by mid-March

Partnerships

- Sac Library (Carmichael Branch) – Storytime in the Park coming this Spring
- Project Lifelong – Skate Night Program at Will Rogers coming this Spring

Youth Development

- KHO – Averaging 30 children a week
 - Had to close this week due to COVID-19 exposure.
- Tiny Tots – 3 new children have started the program

Adult Sports

- Taking registration for Spring Leagues
- Will be bringing back Basketball Leagues

Youth Sports

- Middle School Girls Basketball – Recently started
 - 42 participants at Barrett and Will Rogers
- Pee Wee and Elementary Basketball halfway through and going very well; slightly over 200 registered
- Kids Love Soccer started new class; 34 participants

Facility Rentals

- 39 gym rentals since the last Board Meeting (28 days)

CPRS District 2 Champion of the Community Award

- Recipients are chosen based upon their significant effort to influence and improve the quality of their community through parks, recreation and community service.
- The District nominated Sharon Ruffner and received notice this week that she won the award
- The Awards and Installation Banquet will be on March 2nd in Rocklin at 11:30am – 1:30pm.

Maintenance Division

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

Maintenance & Operations

- Vandalism/Property Damage – Staff performed the following:
 - Graffiti removal: Del Campo Park Restroom – 2x; CP Playground and Outdoor Restroom – 1x
 - Canine Corral: a park user took it upon themselves to trim a mulberry tree in the small dog park. Staff interrupted the process and completed the trimming which took about 10 hours of staff time.

- Carmichael Park – Staff performed the following:
 - Near Green Park Lane/North Ave: Replaced post and cable with new 6" x 6' posts; so far 56 completed with 30 more at this location.
 - Ballfields: Removed scorekeepers' booths at Ballfields 4 and 5 and a drinking fountain from Ballfield 4; trimmed a couple of trees and painted replacement bleacher and backstop boards as a result of a group meeting between CRPD and CGS
 - Canine Corral: Staff received the eight benches that were ordered last July. Staff will work with the FCCC to choose placement locations. Staff will work on assembly and installation over the next few weeks.
- Glancy Oaks Park – Staff received the new replacement benches and will work on assembly and installation over the next few weeks.
- La Sierra Community Center – Staff performed the following:
 - Painted all the fire lanes/curbs and installed five new No Parking signs, as required by the Fire Marshall following an inspection of the Complex.
 - 400 Wing: Removed boiler pipe and miscellaneous items in preparation for the roof coating project.
- Herbicides – District-wide application has started, springtime application for every park is nearly complete.
- Irrigation Systems – Staff has started turning on, testing/repairing all irrigation systems throughout the District, as well as irrigating sensitive areas and light watering on passive turf areas.

Project Updates

- LSCC John Smith Hall (Hallway) Project – Staff removed the old fixtures and replaced with new chandeliers and recessed lighting; walls were patched and painted. Project is now complete.
- SJ Garfield House Landscaping Project – Project began January 10, 2022 and was completed on February 4, 2022.
- Veteran's Hall/North room remodeling – Staff has almost completed the rough electrical. Next: Drywall/tape/texture/paint while working with the A/C contractor to get the inside equipment set; install flooring. Project should be completed by early April 2022.
- LSCC 800 Wing – No new progress.
- LSCC 400 Wing Roof – Project started February 14, 2022. Discovered a couple of areas of dry rot which staff repaired. Project should be completed within the week.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Budget/Finance

- CRPD Recommended Budget Proposals for FY2022-23 will be presented at the March 17, 2022 Regular Meeting. The proposal will forecast estimated year end as well as project next year's revenue and expenditures. The proposals will be due to the County following the Meeting.

Contracts

- Administrative support for various contracts – contract review, checking for completion and insurance documents.
- Finalize FUA with CA Beeze Softball.
- Finalize the Contract PO with S & S Fence Co., for Sutter Community Garden.
- Draft Compensation Study Contract
- Draft Amendment for contract with WMB architects on the LSCC 800 Wing.
- Draft FUA with CA Beeze Softball.
- Draft Agreement with the CWD.

HR

- Administrative support for COVID-19 updates and reporting, recruitment, screening, and personnel set up for recreation and park positions.

- BambooHR – Staff continues to 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. We completed training with BambooHR and the CRPD Implementation team. We are working with a sample group to test some of the processes and features. Our goal is to provide training to all staff in late March.

Monthly Training topic included:

- Sedgwick – Workers Compensation Adjusters – Portal Training, 2/2/22

Mike Blondino, District Administrator –Report

- **Future Funding –**
 - Administrator Blondino reported that he and Director Rockenstein met over Zoom with Assemblymember Cooley on February 10, 2022, for an hour.
 - On February 2, 2022, Administrator Blondino met with Supervisor Desmond to catch up on several subjects including the lack of funding the District has to work with.
- **Test Well Drilling at O’Donnell Park** – The staff at Carmichael Water are still reviewing the draft agreement for a test well at O’Donnell Heritage Park. We hope to bring that to the Advisory Board in March.
- **Garfield House Opening Event** – We had a follow up meeting on February 9, 2022 to work through more details of the event. Some additional ideas were exchanged and it was decided to go with one Open House event on Saturday, April 23, 2022. The Park Foundation would also like to host a “thank you” lunch at the Garfield House for staff.
- **LSCC 800 Wing** – A meeting is scheduled for February 28, 2022 to continue discussion of CMP’s possible expanded use in the 800 Wing.
- **Community Outreach**
 - **Kiwanis** – Attended two of the monthly meetings this month. They plan to start hybrid meetings in March, using the Clubhouse.
 - **CID meetings** – Administrator Blondino is sitting on the Maintenance Committee of the CID; met to choose a vendor for the 5-day/week cleaning of the CID.
 - **Parks Foundation** –Nothing to report.
 - **Carmichael Water** – Nothing to report.
 - **IT** – Working on forwarding the main phone line for the District Office to a MS Team line.
 - **Prop 68 Update** – Heard back from OGALS staff; grant reimbursement check should arrive in four weeks.
 - **Shine Grant** – There will be an article about the improvements at the Vets Hall coming out in the Carmichael Times.
 - **Look Ahead** – Reviewed with Advisory Board.

ACTION ITEM:

1. COMPENSATION STUDY CONTRACT AWARD

Administrator Blondino made a presentation and recommendation to enter into contract with Grace Consulting Services, Inc. for a Compensation Study of selected CRPD current and proposed full-time positions; total cost not to exceed \$12,470.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments.

Motion 2

M: Rockenstein S: Judd – The Advisory Board voted to approve the staff recommendation to enter into contract with Grace Consulting for a Compensation Study for selected current and proposed future full-time positions; authorize the District Administrator to negotiate and sign the contract, in an amount not to exceed \$12,470, as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEM:

1. FY2021-22 MID YEAR BUDGET STATUS(Penney)

ASM Penney made a presentation of the mid-year status of the FY2021-22 Budget, including budget to actual revenues and expenditures and comparison to past year. Administrator Blondino and the other Division Managers shared activities and updates of interest.

Following the presentation, the item was discussed by the Advisory Board. After discussion, questions, and comments the Report was 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 meeting of the Advisory Board of Directors, a Regular Meeting is scheduled for Thursday, March 17, 2022, at 6:00 pm, Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

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

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