

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
MARCH 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 Chair Carroll.

**PLEDGE OF ALLEGIANCE:** Pledge 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

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT ON THIS AGENDA ONLY.** – None

**CORRESPONDENCE:**

1. Letter dated March 7, 2022 from Helen Freitas; President of the Carmichael Senior Citizens Club was received. Ms. Freitas made address the Advisory Board at the Meeting regarding Club activities and requested that they be able to conduct bingo in the manner in which they have over past years. Chair Carroll stated that the Advisory Board does not have authority to waive state and/or federal law pertaining to regulations governing bingo; policies are fairly and equally applied; that groups involved in fundraising activities at CRPD facilities are non-profit organizations, subject and accountable to state and federal regulations.

**CONSENT ITEMS:**

**1. MINUTES**

February 5, 2022 – Special Meeting  
February 17, 2022 – Regular Meeting

**2. FINANCIAL STATEMENT**

January 2022

**3. ACCOUNTS PAYABLE**

February 2022

**4. ACCOUNTS RECEIVABLE**

March 2022

**5. POP STAT REPORT**

February 2022

**6. RESOLUTION CP-03172022-01**

Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period April 1, 2022 to April 30, 2022, based on the County Health Order and provisions of AB361.

**Motion 1**

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

**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**

## REPORTS:

### 1. ADVISORY BOARD MEMBER REPORTS

Director Rockenstein reported that the Budget Committee (Rockenstein/Ives) met with Staff to discuss the Budget proposals. He also attended the Carmichael Parks Foundation March Meeting.

### 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: CP Bandshell
  
- Carmichael Park – Staff performed the following:
  - Near Green Park Lane/North Ave: Continued to replace post and cable with new 6" x 6' posts
  - Replaced several bleacher and picnic table
  
- Glancy Oaks Park – Staff installed new park signs
  
- La Sierra Community Center – Staff performed the following:
  - Replaced a key switch in the Villareal Gym (small) for the main basketball hoop
  - Replaced a half dozen light bulbs
  - Replaced multiple bleacher and picnic table boards
  
- Sutter Jensen – Staff removed bricks and pavers from the Garfield property
  
- Herbicides – District-wide application continued.
  
- Irrigation Systems/Plumbing – Staff performed the following:
  - CP – repaired two irrigation line breaks; hand watering the new trees in the Canine Corral, Off-leash Dog Park couple of days per week.
  - SJ (Jensen Gardens) – numerous irrigation adjustments
  - LSCC – repaired a water line in the Johnson Gym (large) custodial room; changed out a toilet flush valve in a John Smith Community Hall restroom
  
- Tree Maintenance – Staff performed the following:
  - CP - raised oak canopies near Ballfields 3 & 4; removed two dead oak trees near the picnic shelter
  - SJ – cleared a couple of downed limbs from wind
  
- Staff Training – Two park maintenance staff attended an 8-hour pesticide training class, the first in-person course in nearly three years.

#### **Project Updates**

- Veteran's Hall/North room remodeling – Staff has completed the rough electrical, furred walls and installed drywall, installed recessed lighting, and started taping and mudding the seams and screws; HVAC was installed; Contractor has the new replacement windows, awaiting County permit to install.  
Next: texture, paint, and flooring.
- LSCC 800 Wing – Internal paperwork complete. Project moving forward within County General Services and the Architect/Engineer. Anticipate completion: September/October.
- LSCC 400 Wing Roof – Project complete. No leaks were reported in this area during the last rain event.
- SJ Community Garden Fence Project – Start date: Monday, March 21, 2022, 7-10 days to complete.
- Cardinal Oaks Playground – On February 18, representatives from the Advisory Board, Parks Foundation, and Staff met with neighbors to discuss temporary replacement playground equipment. Since then, the equipment has been ordered, a contract signed for demolition/installation. Schedule start date: 3/28/22, 7-10 days to complete.

## **Recreation Division**

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

**Activity Guide** – Arrived.

### **Partnerships**

- Project Lifelong – Skate Night Program at Will Rogers – Thursdays starting 3/31 from 5pm – 7pm
- DART Swim Lessons – District and CPF will be working again with DART Sacramento. CPF will provide partial scholarship for swim lessons to district residents
- Kiwanis Club of Carmichael and District will partner this spring for the Breakfast with the Bunny Event
  - After years of concerns and complaints re children safety during the egg hunt, the District has decided to try something different
  - Breakfast with the Bunny event will take 146 registration each hour (8am, 9am, 10am) for \$5 a person
  - Participants will eat breakfast (provided by the Kiwanis Club of Carmichael) for approximately 20 while the hired bunny walks around and interacts with them
  - After breakfast, they'll walk out to the patio, which will be blocked off from traffic and cars, and will enter an event space where they can take pictures with the bunny, receive a goodie bag with eggs, do arts and crafts, and other activities.
  - At the end of the hour, they'll leave and a new group will check in.
  - Proceeds from the event will go towards the Kiwanis Club of Carmichael Foundation
  - Kiwanis Club of Carmichael has donated funds for the eggs and the professional bunny
- MORPD
  - Staff has Mission Oaks RPD staff to discuss an equal partnership on the 4<sup>th</sup> of July Fireworks Show.
  - Previously, MORPD donated approximately \$5,000 toward the event.
  - As event costs increase and MORPD willingness to do more, we discussed what this may look like.
  - This partnership would split costs and responsibilities for the entire event. Estimated costs: \$20,000 for fireworks show to the inflatables, security, entertainment, and even setup and cleanup with maintenance staff help.
  - We are exploring adding a beer garden and even moving the date of the event to the Saturday before
- **Youth Development** – Summer Camp: Currently preparing for the program and recruiting camp leaders.

### **Adult Sports**

- Spring leagues start next week
- Bringing back Adult Basketball programs – Monday 5-on-5 and Wednesday 3-on-3

### **CPRS Conference**

- Recreation staff attending the California Parks and Recreation Society Annual Conference in Sacramento last week; three days-worth of sessions for all levels of positions and divisions
- Staff found sessions this year to be great and learned a lot of new things they hope to implement in their areas.

## **Administration Services Division**

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

### **Budget/Finance**

- County Internal Audits performed a review of CRPD's use of the County Procurement Card for compliance with the guidelines.

### **Contracts**

- Administrative support for various contracts – contract review, checking for completion and insurance documents.
- Finalized Compensation Study Contract
- Finalized Amendment for contract with WMB architects on the LSCC 800 Wing.

### **Insurance:**

- Administrator Blondino and Management Team met with Risk Manager and Administrative Analyst from CAPRI (CA Assoc of Park and Recreation for Indemnity) a risk sharing pool, on February 17, 2022 when they performed a site visit to review CRPD's administration, operations and select facility inspections (CP, Glancy Oaks, DC, Patriots, and Bird Track. The Visitation Program emphasizes risk management, loss prevention, and employment practices. The CRPD was scored 97% and earned a rating of Excellent

## HR

- Administrative support for COVID-19 updates and reporting, recruitment, screening, and personnel set up for recreation and park positions.
- BambooHR – Staff continues to migrate data, including policies. Working with a sample group to test some of the processes. Introduction/Training planned at upcoming all staff meeting on March 23

## Mike Blondino, District Administrator –Report

- **Future Funding** –
  - Priority project list updated
  - Now that Jon Isom has completed the Stakeholder Presentation, meetings can begin to get feedback to our plan
- **Test Well Drilling at O'Donnell Park** –CWD is reviewing the Agreement. In the meantime, their grant application was not awarded; therefore, they're looking for funding elsewhere.
- **Garfield House Opening Event** – Opening Committee met on 3/16. The Event will be held on Saturday, April 23, 2022 from 10 -1, with the ribbon cutting at 11AM.
- **LSCC 800 Wing** – Met with CMP and County TR. CMP plans to use their existing space to support the lunch program. They will be working with James on some changes to make it work. When the 800 wing is complete the Cypress Room will be space that can be rented to the public again. TR will go back in their office space as will our recreation staff.
- **Community Outreach**
  - **Kiwanis** – Meetings are held in-person at the Clubhouse.
  - **CID meetings** – Nothing to report.
  - **Parks Foundation** – Shared the GO Bond Presentation from Isom at their monthly meeting.
  - **Carmichael Water** – Water Presentation on the agenda.
  - **IT** – District Office Main phone line now forwards to a MS Team line.
  - **Shine Grant** – No new information.
  - **Look Ahead** – Reviewed with Advisory Board.

## PRESENTATION ITEM:

### 1. WATER USE REPORT (Blondino)

Administrator Blondino shared a Presentation of CRPD's system-wide water usage over the last four years, 2018 through 2021, and goals for conserving water during years of drought. The information was received and filed.

## ACTION ITEM:

### 1. FY2022-23 RECOMMENDED BUDGET PROPOSALS (Blondino/Penney)

Staff made a presentation and recommendation to approve the FY2022-23 Recommended Budget proposals for the Carmichael RPD General Fund 337A totaling \$6,686,252 and Assessment Fund 337B totaling \$241,577 for final approval and adoption by the County Board of Supervisors.

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: Levine** – The Advisory Board voted to approve the Budget Committee and Staff recommendation of the FY2022-23 Recommended Budget proposal for the Carmichael RDP General Fund 337A totaling \$6,686,262 and Assessment Fund 337B totaling \$241,577 for final approval and adoption by the County Board of Supervisors, as presented. Unanimous of those present.

**FY2022-23 Recommended Budget Proposal Summaries:**

<b>GENERAL FUND 337A REVENUE TOTAL:</b>	<b>6,686,252</b>	<b>GENERAL FUND 337A EXPENDITURES TOTAL:</b>		<b>6,686,252</b>
Carry-over Fund Balance:	1,157,588	Operations:		5,060,682
Taxes:	2,396,049	Salaries/Benefits:	2,947,513	
Use of Money/Property:	1,421,376	Services & Supplies:	2,113,169	
Intergovernmental:	182,989			
Charges for Service:	724,750	C-I-P:		920,000
Other Revenue:	770,500	Capital Equip:		205,570
Gain on Fixed Asset:	33,000	Contingency:		500,000
Total:	<b>6,686,252</b>	Total:		<b>6,686,252</b>

<b>ASSESSMENT FUND 337B REVENUE TOTAL:</b>	<b>241,577</b>	<b>ASSESSMENT FUND 337B EXPENDITURE TOTAL:</b>		<b>241,577</b>
Carry Over Fund Balance:	241,077	Other Professional Services:		128,627
Interest Earnings:	500	Master Plan CEQA:	10,000	
		Financial Advisory Svc:	118,627	
		CIP:		105,000
		Contingency:		7,950
Total:	<b>241,577</b>	Total:		<b>241,577</b>

**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](http://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, April 21, 2022, at 6:00 pm, Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

**ADJOURNMENT** – The meeting was adjourned at 8:13PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

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JOYCE CARROLL  
CHAIR OF THE BOARD

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