

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
NOVEMBER 21, 2019 REGULAR MEETING/SPECIAL 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 6:00 p.m. by Chairman Rockenstein.

ROLL CALL:

Directors Present: Borman, Carroll, Dax-Conroy, Judd, and Rockenstein
Staff Present: Blondino, Lofthus, Penney, Perry, and Young

FOR THE RECORD: Director Borman was absent during the Regular Meeting; attended the Special Meeting via telephone.

PLEDGE OF ALLEGIANCE – Chairman Rockenstein led the pledge

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT ON THIS AGENDA ONLY. –

Cher Hill - Addressed the Advisory Board re: Pickle ball. Suggested that a tennis court(s) at Carmichael Park be converted to pickle ball use.

Two Students from Rio Americana High School – Introduced themselves to the Advisory Board. Each were working on a project for their Civics Class, one where they attend a Local Agency Meeting and write a summary.

Rachel Taylor – Executive Director for the Carmichael Improvement District (CID) introduced the services, impact, and goals of the CID which benefit the business property owners in the service area and the community.

CONSENT ITEMS:

1. **MINUTES**
October 17, 2019 – Regular Meeting
2. **FINANCIAL STATEMENT**
September 2019
3. **ACCOUNTS PAYABLE**
October 2019
4. **ACCOUNTS RECEIVABLE**
November 2019
5. **POP STAT REPORT**
October 2019

Motion 1

M: Carroll S: Judd – The Advisory Board voted to approve the Consent Items, as presented. **Vote: Unanimous of those present. Absent: Director Borman 4/0/0/1/0**

NEWSPAPER ARTICLES:

Carmichael Times –

October 18, 2019: *Market Marks Autumn with Falling Leaf Fest; Free Community Dance for all the whole family*
– *John Skinner Band*

October 25, 2019: *Park, Rec, and Eat It!*

November 1, 2019: *Park, Rec, and Eat It!*

November 8, 2019: *Wall of Honor Tributes Recall Community's Finest; Annual Tree Lighting*

SPECIAL PRESENTATION:

1. JUNIOR TENNIS FUND SACRAMENTO GRANT (Lofthus/Carol Rose)

RSM Lofthus introduced Carol Rose, representing the Junior Tennis Fund. Carol Rose complimented the District's tennis program and instructor. She presented a \$500 check representing a grant award from Junior Tennis to support and enhance the District youth tennis program by providing scholarships for tennis instruction and supplies for the program.

REPORTS:

1.* ADVISORY BOARD MEMBER REPORTS

Directors reported on activities of interest to the District, as follows:

- Director Conroy reported on the Wall of Honor event held at Patriots Park and the Veterans Day event held in the Koobs Nature Area next to the La Sierra Community Center. There are 19 LS students that died while serving in the Armed Forces in Vietnam honored and remembered at the Nature Area. Requested staff to research information for possible inclusion on the Wall of Honor.
- Chairman Rockenstein shared on the Wall of Honor event and a recent CID Mix & Meet.

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

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

Recreation Division

Alaina Lofthus, Recreation Services Manager – to report on division highlights; presentation brief as quarterly activities were reported under Presentation Items

Events –

- Wall of Honor event was held on 11/2 at Patriots Park – Community members and political representatives attended offering support and appreciation for these fallen heroes. The event is very meaningful to those families whose loved ones are honored each year.
- Upcoming:
 - Annual Tree Lighting – Thursday, December 5, 5-8PM. Tree lighting and Snowfall planned for 6:15.
 - Silent Sleigh – Tuesday, December 10, 10AM-1PM. District partners with Norcal Services for Deaf & Hard of Hearing who organize this winter themed event for children.

Youth Sports –

- Middle School Boys Basketball season started this month. District has 92 boys registered in the program, a significant increase from the 76 participants last year.
- Staff preparing for Elementary Basketball which starts at the beginning of December.

Adult Sports –

Adult 5-on-5 Basketball League has 10 teams registered this Fall. This is the most the District has had for this season in over 10 years. The average number of teams for the fall season is 5 teams.

Youth Development –

- Kid's Hangout Room Improvement - Rotary Club of Carmichael Project with the support of the Carmichael Parks Foundation and District staff participated in workdays at KHO. Members of Rotary volunteered two days painting walls, floor, and assembling new storage units. District staff prepared the room, helped with the painting, and installed new storage cubbies working with Rotary. RSM Lofthus shared before and after pictures. The youth, parents, and staff are excited about this much needed improvement. The District is thankful for the generous donation of \$7,400 from Rotary (local and district) and for their volunteer workdays.

Maintenance Division

James Perry, Park Services Manager – reported on division highlights

La Sierra Community Center –

- LSCC Play Area Improvement: Temporary fencing placed and held our pre-construction meeting. Weather permitting, we should be on schedule for a January completion.
- HVAC:

- The thermostat project continues. Staff installed fresh air hoods on rooms 810, 500, 405, 305 and 300. There are still seven more to install.
- Staff replaced an ignition controller on A/C Unit # 5 of the 700 wing
- Staff replaced a gas valve on A/C #1 of CMP's Psychology room.
- Cypress Room: Staff installed a new ice machine and new signage.
- KHO: Staff prepped the floor for paint and hung new wall cubbies for the Rotary Project.
- Irrigation: Seasonal adjustments to system being made.
- Skate Park Equipment: Demolition and removal by staff is 2/3 complete. Anticipate completion by next Advisory Board Meeting.

Carmichael Park –

- Lighting: Staff replaced a lighting controller for the main parking lot.
- Tree Maintenance: Staff removed three Ash trees due to wind damage.
- Irrigation: Staff repaired numerous irrigation issues throughout the Park; seasonal adjustments to system continues.
- Veteran's Hall Improvement: Engineer is scheduled to begin an ADA compliance assessment of the building for the project. Cost estimates to follow.

O'Donnell Heritage Park –

- Irrigation: Staff replaced the backflow blanket; repaired a 4" main.
- Play Equipment: Staff replaced the digger play component.

Del Campo Park –

- Vandalism: Staff removed graffiti on the restroom building a few times.
- Irrigation: Staff repaired the main.

Bird Track Park –

- Irrigation: Staff replaced the backflow blanket

Glancy Oaks Park –

- Lighting: Staff replaced a lighting contactor and bulbs for the walkway nightlights.

Sutter Jensen Community Park –

- Garfield House Improvement: Drywall is nearly ready for texture. Staff will restore walls soon.

District Wide – Staff has installed new soap dispensers in all facilities.

Training –

- PMW Hurt and PSM Perry attended the Pacific Southwest Maintenance Management School. Key topics included: Asset inventory, public speaking, budget development, cost reduction strategies, contracting maintenance services, performing evaluations, succession planning, anticipating change, leadership the Marine Corp way and failing forward to name a few. The opportunity to attend this training is extremely beneficial, helpful to build not only better people but better employees for the District.

Administration Services Division

Stephanie Young, Administrative Analyst– reported on program area

Job Announcement –

AA Young announced that she will be leaving the District to assume the role of Executive Director for the Carmichael Chamber of Commerce. She is working with Administrator Blondino on an exit plan strategy.

Electronic Reader Board –

Site visit is scheduled with a vendor to go over options in placement and equipment for the new Electronic Reader Board. Staff will report back prior to installation.

Priority Project List – List follow up planned. Eventually, the work plan will be used to track projects.

Carmichael Improvement District –

On November 14, the CID hosted its first “Mix and Meet” welcoming business & property owners to the Milagro Centre. An opportunity to meet the Board of Directors and security and maintenance staff. A running slideshow ran showcasing many before and after photos of improvements along the Fair Oaks Boulevard corridor. Printed informational material was available; district area maps were on display. The Outreach Committee plans to have more in the future.

Employee Holiday Celebration – Annual holiday employee potluck planned for Friday, December 20.

Ingrid Penney, Administrative Services Manager – reported on program area

CAPRI Visit –

CAPRI Safety Officer performed a Cycle Visit of the District. Visits conducted approximately every 18 months to verify compliance with program requirements. Staff provided and the Safety Officer reviewed District safety policies, safety committee activities and documents, facilities/playground inspections, employee hiring procedures and employment practices and numerous related documents, EEOC Harassment Prevention Training, ADA Assessment, MOUs with other public agencies, Waiver/Release language in program registration forms, facility rental agreements, and other contracts, volunteer logs, emergency evacuation plans, Material Safety Data Sheets. The second part of the visit involved a tour of parks and facilities with PSM Perry.

EEOC Harassment Prevention Training –

Scheduled the 2-hour Supervisor Training by webinar for most remaining staff and Advisory Board on December 5.

EE Benefits – Completed open enrollment, changes effective January 1, 2020.

Carmichael RPD Development Impact Fee –

Staff completed and submitted the Annual Report for FY2018-19 to the County and SCI. Staff working with SCI on the 5-year Review and Updates to the Nexus Study.

Projects –

Provided support for the Bid Opening and completion of the contract documents for the LS Play Area Renovation Project.

Prop 68 Per Capita Program –

Board of Supervisors adopted the Resolution on 10/22. Staff submitted to the Resolution to State OGALS before the deadline.

Mike Blondino, District Administrator – Report

Wall of Honor – attended this very moving event on November 2nd. Thanks to all that put this wonderful event together and participated.

Staffing Assessment – Former City Manager and P&R Director Randy Schwartz has been contracted to do a Staffing Assessment and look at what is needed in the way of Professional Development of the District Staff. He started with a questionnaire of the 22 staff taking part in the process. He began doing 1:1 interviews on 11/19 with staff and they will continue until December 11th. A report should be completed within 45-60 days.

Manager’s evaluations –took first step in implementing a new Core Competency evaluation system for the Parks Manager, Admin Manager, Rec Manager and Administrative Analyst. We started with reviewing core competencies we believed are important to these positions. Starting shortly, we will institute evaluations for these positions on their work anniversary dates.

Computer/Software – 15 new computers will be installed beginning November 22 and completed in early December. We will have Windows 10 training for staff in December too.

District's Master Plan update RFP is on the 3rd draft. Former DA Jack Harrison reviewed the 2nd draft and we incorporated his suggested.

Met with the Policy, Personnel, Facility and Budget Committees in the last 4 weeks

Meetings attended in November included: Kiwanis, CID Security, Carmichael Soccer, Weathermatic irrigation systems, CAPRI Regional Training Meeting Fall/Winter 2019 - Worker Compensation Training, Park Division meeting and Recreation Division meeting, Dog Park Board, Shade Structure rep, staff from County Manager's office, and Carmichael Creek Neighborhood Association's Annual Meeting.

PRESENTATION ITEMS:

1. DISTRICT WORK PLAN

Administrator Blondino presented the FY2019-20 Work Plan, key initiatives to be implemented by the District. Received and filed.

2. FY2018-19 YEAR END REPORT

ASM made a presentation of FY2017-18 year-end financial report with CIP update. After questions and discussion, the Report was received and filed.

SPECIAL MEETING

Chairman Rockenstein opened the Special Meeting for Action Item 1.

Directors Conroy and Judd announced a Conflict of Interest due ownership of residential property within 500 feet of the Park. They recused themselves and left the Meeting.

Director Borman joined the Special Meeting by telephone prior to the presentation, discussion on Action Item.

ACTION ITEM:

1. CARMICHAEL PARK MASTER PLAN UPDATE (Blondino)

Administrator Blondino made a presentation and recommendation to approve an update to the CP Master Plan to accommodate four Bocce Ball Courts together rather than two sets separated; approve submission to the County Board of Supervisors for final approval and determination that the CEQA is adequate.

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

Sharon Ruffner, President of the Carmichael Parks Foundation supported the recommendation. She read a letter of support and recommendation from Teri O'Sullivan and Todd Pennington, adult children of the late Shirley Simi who had a vision and passion for Bocce Ball Courts at Carmichael Park; gave a generous donation towards the Project.

After discussion, questions, and comments, the following motion was made:

Motion 2

M: Carroll S: Borman – The Advisory Board voted to approve the staff recommendation to approve an update to the CP Master Plan to accommodate four Bocce Ball Courts together rather than two sets separated; approve submission to the County Board of Supervisors for final approval and determination that the CEQA is adequate. Unanimous of those present.

Vote:

Ayes: Directors: Carroll, Borman, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: Judd and Conroy

Vote: 3/0/0/0/2

RECESS – Chairman Rockenstein announced a brief recess.

RECONVENED –

The Regular Meeting convened at 7:35 PM. Directors Conroy and Judd rejoined the meeting while Director Borman excused himself from the Regular Meeting.

UPCOMING PROGRAM AND EVENTS:

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

www.carmichaelpark.com.

Events:

1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park
2. **Holiday Spirit of Giving Food Drive** – Accepting Donations of non-perishable food from December 1 to December 31 at various District locations.
3. **Annual Tree Lighting** – Thursday, 12/5, 5 –8PM, at Carmichael Park; Event includes Visit and photos with Santa, Flurry of Snow, Live Music, Arts and Crafts Vendors and Food Trucks.
4. **Silent Sleigh** – Tuesday, 12/10, 10AM-1PM, at La Sierra Community Center, John Smith Hall; event is sponsored by NorCal Services for Deaf & Hard of Hearing and features Santa, parade, and indoor activities including arts and crafts, cookie decorating and more.

Youth Programs:

5. **Kids Hang Out Afterschool Program** – 1st-8th Graders, Weekly sessions, full/part time, at the La Sierra Community Center, Kids Corner
6. **Thanksgiving Break – Kids Hang Out Camp** – 1st-8th Graders, 11/25 – 11/27, 7AM-6PM, at the La Sierra Community Center, Kids Corner
7. **Tiny Tots Preschool Program** – Ages 3-5; program held at Carmichael Park

Youth and Adult Programs & Sports:

8. **Various Special Interest Classes, Fitness, and Sports** – Winter Season begins, for more information refer to the District’s website and/or the Fall/Winter Activity Guide at: <https://www.carmichaelpark.com/activity-guide>.

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, December 19, 2019 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned 7:45PM.

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