

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
NOVEMBER 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 6:02 p.m. by Chair Carroll

PLEDGE OF ALLEGIANCE: Pledge led by Chair Carroll

ROLL CALL:

Directors Present: Carroll, Ives, and Levine
Directors Absent: Judd and Rockenstein - excused
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.

CONSENT ITEMS:

1. MINUTES

September 15, 2022 – Regular Meeting
October 24, 2022 – Special Meeting

2. FINANCIAL STATEMENT

August 2022
September 2022

3. ACCOUNTS PAYABLE

September 2022
October 2022

4. ACCOUNTS RECEIVABLE

October 2022
November 2022

5. POP STAT REPORT

September 2022
October 2022

6. RESOLUTION CP-11172022-01

Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period December 1, 2022 to December 31, 2022, based on the County Health Order and provisions of AB361.

7. PARKLAND DEDICATION TRUST (QUIMBY/IN-LIEU) FEE TRANSFER

Recommendation to adopt Resolution CP# 11172022-02 approving a transfer of \$46,666.19 Quimby/in-lieu fees from Fund 088F(Parkland Dedication Trust) to Fund 337A (General Fund) for a completed CIP Project.

Motion 1

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

Vote:

Ayes: Directors: Ives, Levine, and Carroll

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd and Rockenstein

Recused: Directors: None

Vote: 3/0/0/2/0

REPORTS:

1. ADVISORY BOARD MEMBER REPORTS –

Director Ives reported on the Wall of Honor event, complimenting staff for the set up and execution of the program. Chair Carroll added a special thanks for the fresh flowers arranged by Michelle, Alaina's wife, into smaller bouquets, one for each fallen hero.

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:

Events:

- Founders Day
- Barktober Festival – Partnered with CID
- Wall of Honor
- Upcoming
 - Tree Lighting
 - Thursday, December 1st from 5pm – 8pm at Carmichael Park
 - Tree Lights and Snow fall at 6:15pm

Youth Development

- KHO
 - Averaging 43 children per week
 - Average 35 children last year

Facility Rentals –

- Since the September board meeting, the following are the rental revenue for the district's main facilities:
 - Four Garfield House rentals in October totaling nearly \$6,000 in rental revenue
 - JSH - \$9,000 (\$6,600)
 - Clubhouse - \$6,000 (\$4,300)
 - Gyms - \$6,000 (\$5,000)
 - Vets Hall - \$4,000 (\$2,500)
 - 25,000 (17,800)
- Marianna, Regina, and Facility monitors are doing a great job handling the increase in rentals as well as Jennifer, our Recreation Specialist, stepping in whenever needed!

Sports –

- Finished Elementary and MS Volleyball programs
- MS Boys Basketball – 76 (75 last year)
- Indoor Pickleball will start up again on Tuesday, November 29th and will be on Tuesdays and Thursdays from 9am – 12pm at the La Sierra Community Center Johnson Gym

Community Garden –

- AmeriCorps came out for the annual cleanup day on October 22nd. 10 volunteers plus community gardeners and Friends of Jensen Botanical Garden helped make this a successful day.
 - Thank you to Anne Berner and Beverly Scott for their leadership roles and dedication the gardens

Staffing:

- A Recreation Supervisor candidate has been officially offered and accepted the position.
- She has completed all pre-employment testing and will start on November 28th
- Staff plan to start the recruitment process to fill the vacant Recreation Coordinator position after the winter holidays.

Park Maintenance Division

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

Vandalism/Property Damage – Staff performed the following:

- Graffiti removal sites: 1x – at Jan and O'Donnell, 4x at Patriots and CP, and 6x at Del Campo
- La Sierra Community Center – Three light lenses were broken and one breezeway window glass.

- Replaced all three light fixtures as no replacement lenses were available; glass replaced with Lexan.
- O'Donnell Heritage Park – Sign at the Butterfly Garden was vandalized again; will be replaced soon

Maintenance & Operations –

Staff performed the following:

- Events – clean up, prep, and support for two events, Wall of Honor and Barktober.
- Irrigation (District wide) – Repaired numerous systems throughout the District through the end of October; most systems have been turned off except for the Charles C. Jensen Botanical Garden.
- CP bleachers and benches, continued to replace broken or rotten boards and assembled and installed four new benches on tennis courts 1 – 4. Received additional help at Carmichael Park from Victory Christian School students, who performed their annual community service by painting every picnic table, some speed bumps, gates, and interior walls of the Outdoor restrooms,
- Tree and Grounds Maintenance –
 - CP - The Sacramento Tree Foundation provided 16 replacement trees for trees damaged from storms over the past year along with a few new key locations needing shade; Grounds clean up, thinning, and transplanting plants in plant beds surrounding the CP District Office.
 - LSCC tree work performed. Grounds maintenance included blowing leaves off the roofs and in the gutters.
- Facilities –
 - Some boiler pipes were removed as prep for the 600 Wing Roof coating project.
 - Replaced a lighting contactor for the lights in the Villareal gym; replaced several transformers and capacitors on HVAC equipment.

Project Updates

- LSCC 600 Wing E – 20-year silicone roof coating complete
- CP Dog Park Shade Structure – installation complete
- LSCC 800 Wing – Moving slowly, remaining work consists of tile and fixtures in the restrooms, installation of three exterior doors and ADA ramps. There are several other smaller items. New estimated completion date is now early January 2023.
- Other projects in process include: CP Tennis Courts and Basketball Court Improvement Projects, DC and Glancy Oaks booster pump/backflow, Garfield House path/walkway extension. All of these projects are weather dependent.

Staffing

- Pesticide Applicators License required training – Staff attended in-person training which satisfied 8 or 16 or 20 hours dependent on the type of license.
- Most Park Division employees participated in the mandatory 1-hr Harassment Prevention Training for nonsupervisory employees.
- Recruitment – advertising the open maintenance position, hope to interview viable applicants at the end of November to start at the beginning of the new year.

Administration Services Division

Ingrid Penney, Administrative Services Manager – Report

Budget/Financial:

- The financial statement reflects the final adopted budget approved in September.
- Year End Accounts Receivable - We have transferred most of the funds related to the revenue accrual established at year end. Resolution to transfer Quimby Fees is a part of what remains to be transferred along with reimbursement of expenditures made on the LS 800 Property Loss damage.
- Prepared the Development Impact Fee Annual Report – part of the December report to the BOS. Fees collected in FY2021-22: \$92,924; Interest earnings: \$1,172; Administrative expenditures (County Fees): \$14,021.66; Ending FB: \$234,489.73 (GH Landscape/Hardscape \$103,898.27; T: 166,446.45) BOS reviews rates charged for different Land Uses for implementation 3/1 of each year.
- Audits: We have reached out to secure Fechter and Company to perform the District Audit for FYE 6/30/2021 and 6/30/2022. We hope to have Fieldwork started at the end of the calendar year or January.

Contracts: Administrative support for various contracts – contract review, checking for completion and

insurance documents.

- **Upcoming Lease** – Administrator Blondino and I met with representatives from Chautauqua to discuss their Lease which ends on December 31, 2022. They are interested in a 3-yr lease with a 2-yr option to renew. Staff has drafted terms and conditions for a new lease for County Counsel review and input.
- **Facility Use Agreements** – Staff has drafted a new FUA template to use on upcoming agreements. County Counsel has reviewed. Staff plans to follow up on their input.

HR: Administrative support for COVID reporting, personnel matters - including EDD TD and Workers Comp claims; recruitment, screening, and set up for RFT, RPT, and Seasonal positions in Recreation and Park Divisions.

- Open Enrollment for EE benefits was held during October. We used BambooHR to share notices and forms.
- Mandatory Training – Last month, several Advisory Board members and Management/Supervisors took advantage of a free, 2-hr Harassment Prevention Training and this week most of the full-time non-supervisory employees participated in the free, 1-hr course offered by CSDA. According to SB1343, this training is required every 2 years. Other regular or seasonal employees will be offered a 1-hr on-demand online course.

Other training –

- Customer Day and a Virtual Summit offered through BambooHR; Staff took part in some Learning Courses available to customers. Topics covered multiple ideas and tools useful to both the workplace and personal life. We were inspired by well-known speakers that also speak at conferences, on tv, YouTube, and TED Talks and have written materials available through books they have written or in other publications. (Jay Shetty on Building a Culture of Passion and Purpose; Simon Sinek on the “Why” our purpose in what we do and how it drives us towards personal satisfaction and fulfillment in work and life. Tennis star, Serena Williams spoke on goals and achievement, how we plan and celebrate, life lessons, etc.)
- Workplace Insights with Shaw Law and the CA Civil Rights Dept (formerly DFEH) – Topic: Transgender Workplace Rights.

Mike Blondino, District Administrator – Report

Electronic Reader Board – We are still working on obtaining quotes.

Districtwide Staff Meeting – We will have the 2nd of our yearly Districtwide Staff meetings. I will review Measure G and then each Manager will be doing a presentation. We will finish off with a Stuffing Competition to see who makes the best here at CRPD.

Future Funding –

Continue to work with the Over-Under initiative on the improvement of the basketball court and adding in-ground soccer goals that you approved in the last budget. James and I met with a representative from the Sac Republic, and they are on board for the project, and we are working to get a donation out of them to help defray costs.

Garfield House Sculpture- Still working with local artist Bob Ruffner on a piece for the entrance to the Garfield House.

Community Outreach –

Kiwanis – Attended 6 meetings in the last two months.

CID meetings – Attended the monthly Board and Security meetings. Like you are all seeing out on the streets, my daily review of the work that SPS is doing for the CID is increasing.

Park Foundation – Shared projects with the Board at their Nov meeting

Chamber Lunch – Attended the September and October lunches.

Carmichael Water – CWD has come back to us about two other possible sites, Carmichael and Jan Parks. We plan to meet with CWD staff on 11/18 to talk about possible wells at these parks.

IT – All cell phones have been replaced and the new phone for the Recreation Supervisor has arrived. Next on the list is the upgrade of Internet service for the District Office and the La Sierra Community Center.

Look Ahead – Reviewed with Advisory Board.

PRESENTATION ITEMS:

1. FY2022-23 WORK PLAN – 1QT Update

District Administrator Blondino and each Division Manager shared the status of activities July through September 2022, elaborating on one work item.

2. FUTURE FUNDING DISCUSSION

Administrator Blondino led a discussion regarding updates on Measure G results.

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 regular meeting of the Advisory Board of Directors is scheduled for Thursday, December 15, 2022, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:23 PM.

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