

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JUNE 20, 2019 REGULAR MEETING**

**Directors: Arredondo-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 5:00 p.m. by Chairman Rockenstein.

**ROLL CALL:**

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

**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.** – None.

**CONSENT ITEMS:**

1. **MINUTES**  
May 16, 2019 – Regular Meeting
2. **FINANCIAL STATEMENT**  
April 2019
3. **ACCOUNTS PAYABLE**  
May 2019
4. **ACCOUNTS RECEIVABLE**  
June 2019
5. **POP STAT REPORT**  
May 2019

**Motion 1**

**M: Judd S: Carroll** – The Advisory Board voted to approve the Consent Items, as amended, that the Minutes, Motion 1 reflect the Vote as: **Unanimous 4/0/0/0/0.**

**Vote: Unanimous 4/0/0/0/0**

**NEWSPAPER ARTICLES:**

***Carmichael Times*** –

May 10, 2019: *Kids Night Out*

May 17, 2019: *Vote! for us – Best of Carmichael 2019*

May 24, 2019: *Last Chance to Vote for Best of Carmichael; Plant Fans Pack This Year's Cactus Festival; La Sierra High School Veterans Memorial; Concerts in the Park*

May 31, 2019: *Concerts in the Park*

June 7, 2019: *Best of the Best; Summer Park Music Begins; Concerts in the Park*

**REPORTS:**

**1.\* ADVISORY BOARD MEMBER REPORTS**

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

- Director Carroll reported on the 1<sup>st</sup> Annual Children's Concert planned for Carmichael Park, co-sponsored with Kiwanis Club of Carmichael and the Mission Oaks RPD.
- Director Judd excited for the CP Play equipment replacement project.
- Director Conroy shared about a recent annual event, breakfast at Jan Park.

**2.\* STAFF REPORT (Bellas, Lal, Penney, Perry 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*

### **Staff –**

Introduced Juliann Coronado, new intern pursuing a degree in Recreation, Parks & Tourism Administration from Sac State who has joined the Recreation Division.

### **Events –**

- Concerts in the Park – 1300 attended the “Ticket to Ride”, a Beatles tribute band.
- Kid’s Concert – CRPD partnered with the Kiwanis Club of Carmichael and the Mission Oaks RPD for this first year event. Children danced with a giant Rhino to songs like “I Love Balloons” and “Daddy’s Scratchy Face” and danced to music while chasing bubbles from the giant bubble making machine.
- July 4<sup>th</sup> Plans –
  - Staff worked with CHP to create an improved traffic plan for the post fireworks show.
  - The Count Band will perform at the event
  - Kids Zone will include inflatables, arts/crafts, and bubbles
  - Event starts at 7PM on the soccer fields at La Sierra

### **Youth Development –**

- Summer Camp – Finishing the first week; consistent high participation rate like last summer.
  - Voyager (Ages 5-8) = 67
  - Explorer (Ages 9-11) = 68
  - Teen (Ages 12-14) = 30

### **Sports –**

- Adult Sports started Summer Leagues:
  - Volleyball teams = 47
  - Basketball Teams = 21
  - Softball Teams = 19 (Includes 12 senior softball teams)
  - Increase of Five Teams from last summer.

**Miscellaneous –** WIFI installed in Cypress Room and Room 800

## **Maintenance Division**

*James Perry, Park Services Manager – reported on division highlights*

### **La Sierra Community Center –**

- HVAC: Staff added sealant and re-charged system in Suite 800. Staff researching new thermostat controls District wide. The existing thermostats use “Palm Pilot’s” which are now obsolete, broken and cannot be repaired.
- Irrigation: Staff repaired a shut-off valve in Suite 645 and sprinkler heads on the ballfields.
- Herbicide Application: Staff sprayed weeds on sports fields.
- Locks: Staff repaired a door lock on the SFAC and replaced two deadbolts on irrigation boxes.
- Vandalism: Staff removed graffiti; replaced three broken windows (KHO, JSH, and CMP); repaired drywall in the 800 Wing.
- Installed a new American Flag.

### **Carmichael Park –**

- Irrigation: Staff encountered a major issue with the Central Control Unit. Staff had to turn all controllers at CP and LS to stand alone and write manual programs for all 12 controllers. Staff capped seven heads within the Dog Park in area where the turf is gone, which was generating a muddy mess. Staff made several irrigation repairs on stations C17, B18, and D9
- Maintenance Corp Yard: Staff is restoring the awning in order to provide better covered storage for equipment and supplies.
- Ballfield 4: Staff ordered a new ADA portable restroom.
- Daniel Bishop Memorial Pavilion: Staff cleaned and painted the Bandshell.

- District Office: Staff repaired the faucet in the DO copy machine room and installed a new storage rack in the conference room.
- Herbicide Application: Staff spot applied herbicides throughout the park and cleared weeds from the ditch along Sue Pam Drive.
- Tree maintenance: Staff removed a hazardous Mulberry Tree
- Signage: Staff replaced the letters on the “Carmichael Park” sign located at the Grant Avenue entrance.
- Asphalt: Staff patched asphalt in several areas.
- Ball Wall: Staff painted the ball wall near the tennis courts.

#### **O'Donnell Heritage Park –**

- Irrigation: Staff repaired three mainlines of the irrigation system.

#### **Schweitzer Grove Nature Area –**

- Manual trimming performed at the south grove area.

#### **Sutter Jensen Community Park –**

- Garfield House: Staff continues to work on the improvement project at least once a week as time permits.
- Jensen Garden: Staff ordered a new ADA restroom for the lower level at Jensen.

#### **District Wide –**

- Herbicides: Staff applied herbicides to the borders and interior spots of parks throughout the park system
- Flail Mowing: Staff performed the annual weed abatement throughout the park system
- Sheriff's Work Program: District received the services of one bus in the reporting period. Labor was used for weed control within the confined areas of O'Donnell Heritage Park.

#### **Vehicles –**

The District vans have been serviced addressing recall items. The vans receive periodic/interval maintenance to address repair, maintenance, and safety issues.

#### **CIP –**

- Assisting with the development of the three year MYCOP
- Managing existing projects, i.e. CP Play Equipment Replacement Project; Sutter Jensen Community Park – Sutter trail/walkway bricks and bench, Garfield House Access and Jensen Lower Garden parking lot improvements; and LSCC Play Area Asphalt Improvement Project.

### **Administration Services Division**

*Stephanie Young, Administrative Analyst– reported on program area*

#### **Grant update – (Prop 63 Per Capita)**

- State's deadline to submit the eligibility questionnaire was met on June 3<sup>rd</sup>.
- ASM Penney will prepare a Resolution and present it to the Advisory Board in August which will then go to the County Board of Supervisors in either September or October to insure meeting the State's deadline of November 1<sup>st</sup>.
- As reported previously, the Grant performance period is July 1, 2018 to June 30, 2022. The La Sierra Asphalt Play Area renovation has been identified as the project that fits the Grant criteria. The full application packet is due by January 31, 2020.

#### **LSCC Play Area Renovation update –**

- Plans were submitted to Park Planning Department at the County on June 4th for review. Process could take up to 6 weeks. The County doesn't anticipate any issues moving forward.
- After plan approval, bid documents will be prepared and submitted.
- If the timeline for this project stays on target, the renovation should be completed in the first week of November. James and I continue to work closely on each aspect of this renovation with our partners from the California Montessori Project.

### **Carmichael Park Play Equipment Installation and Grand Opening Event update –**

- Coordinating the unveiling of Carmichael Parks' new Berliner play equipment.
- The old equipment has been removed and the new equipment is being installed.
- The target date for completion is sometime around the week of July 4<sup>th</sup> for the contractor, but then our crew will be responsible for the addition of fall material as well as a full inspection prior to opening.
- Recreation Staff will help execute a Grand Opening Ceremony. You should be receiving an invitation to attend soon. Depending on installation completion, we are targeting either Friday, July 12<sup>th</sup> or Friday, July 19<sup>th</sup> at 10am, so please mark your calendars.

**Project Board/Communications** – Just a reminder, staff continues to update the dry erase board in the conference room if you'd like to check the status of some of the projects.

### **Carmichael Parks Foundation Dinner in the Park report –**

- PSM Perry and I met with the Foundation's dinner committee and our newly selected Chef / Caterer Bella Bru at the Sutter/Jensen site to go over the logistics of the event.
- Staff continues to provide support to the Foundation; meeting, planning, and preparing for the third annual event being held on Saturday, September 7<sup>th</sup>. We anticipate a sellout with 400 guests attending.

**California Association of Recreation and Park Districts (CARPD) –** ASM Penney and AA Young attended the CARPD Annual Conference in South Lake Tahoe.

- We both satisfied the Harassment Prevention Training requirement.
- I attended the General Membership meeting, the Leadership Lessons panel, the General Managers Roundtable, the Fees symposium, the CIP markets Assessment presentation, and the Social Media course.

**Best of Carmichael** – On May 31<sup>st</sup>, Ms. Loftus and I represented the District at the 3<sup>rd</sup> Annual Best of Carmichael Awards Dinner hosted by the Carmichael Chamber of Commerce. We were extremely proud to take home the award for "Best Community Center" for the La Sierra Community Center for the 3<sup>rd</sup> straight year.

### **Carmichael Improvement District –**

- CID Outreach Committee planning to participate in the 4<sup>th</sup> of July parade event.
- Interested in becoming a sponsor for Founder's Day
- Community members encouraged to attend any committee meetings and becoming a volunteer.
- CID has experienced a smooth transition with its new Executive Director Rachael Taylor.

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

### **FY2019-20 Recommended Budgets –**

- On June 11, the County Board of Supervisors approved the Recommended Budgets, as submitted. Appropriation authority will be made before June 30 which will provide expenditure authority from July 1 until the Adopted Budgets are approved in September.
- The Adopted Budgets (final) will come to the Advisory Board at a Special Meeting on August 1, 2019.
- Due to County staff the following week.

### **Year End Closing –**

- Staff continuing the countdown to year end closing, reviewing open items, processing journal entries and other documents.
- Last day to submit invoices for CIP and Capital Equipment - 6/14.
- All other invoices for FY2018-19 and revenue/expenditure accruals due by 7/5
- Staff has identified several projects that will be re-budgeted for FY2019-20.
- Closing date: 7/19. Final reports will follow.

### **Registration –**

- Staff has been very busy with registration and deposits for the summer programs. We have observed an increased in online registration which moves processes from front office to back office.
- Today we transferred over \$188k for May receipts; nearly \$139k for recreation programs alone, compared

to \$90k at the same period last year.

#### **Contracts –**

Staff working with County Counsel and County Risk Management on several contracts (FEC Park Patrol, SJUSD Joint Use Agreement, Construction contracts, and an Employment contract.). County General Services have offered a workshop to assist the dependent park districts on contract management, and establishing bidding and award procedures.

#### **California Association of Recreation and Park Districts (CARPD) –**

- In addition to the Harassment Prevention Training, attended General Membership meeting, the CIP markets Assessment presentation, Hiring 101 (covered new labor laws), Independent vs. Employee (covered recent court case), Leadership lessons after Disaster, and Mock Board Meeting (covered Brown Act).

#### *Liz Bellas, Interim District Administrator – Report*

Acknowledged that her time is shortly coming to close; it has been a pleasure working with the Advisory Board and Staff.

**Contracts –** Assigned the preparation of an overview/list of current contracts to ASM Penney to share with the new District Administrator.

**Public Comments:** Joan Komaromi addressed the Advisory Board regarding Schweitzer Grove Nature Area. Expressed thanks to the District for mowing Schweitzer. Requested that the District also grind the stumps of trees removed in the park.

#### **RETREAT:**

##### **1. DISTRICT CIP AND FY2019-20 BUDGET**

Retreat to discuss the CIP Budget for FY2019-20; a CIP Five (5) Year Plan and Funding Strategy Consultant Harrison led the initial discussion by providing background on the item and presenting the report.

Gary Hursh from Carmichael Parks Foundation addressed the Advisory Board. Requested that the District keep their budget commitment to the Bocce Ball Court Project; that the Foundation has raised over \$21k and has a strong commitment and willingness to fund whatever it takes to have at least two courts installed.

Advisory Board and Staff discussed comparisons between capital expenditures originally identified for FY2019- 20; proposed capital expenditures for FY2020-21 and 2021-22 funded through a new loan, and a complete list of CIP identified for the next five years.

#### **UPCOMING PROGRAM AND EVENTS:**

##### ***Events:***

1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park
2. **Concerts in the Park** – Saturdays, 6:30-8:30PM, at Carmichael Park, 6/22 (Todd Morgan & The Emblems), 6/29 (Hipper than Hip), 7/6 (On Air), 7/13 (Wasted Space), 7/20 (Ray “Catfish” Copeland Band)
3. **Annual July 4<sup>th</sup> Activities, includes:** Kiwanis Club of Carmichael Pancake Breakfast (7-11AM) and 61<sup>st</sup> Annual Elk’s Club Parade (10:30AM) at Carmichael Park; Fireworks Show, 7PM at La Sierra

##### ***Youth Programs:***

4. **B St. Theatre Summer Camp** – Ages 9-13, 7/15-7/19, M-F, 10-11:30AM, at the La Sierra Community Center
5. **Summer Day Camps:** starting 6/17-8/13, M-F, 7AM-6PM; part time sessions available; at La Sierra Community Center
6. **Mad Science Summer Camps: Mad Lab, M-F – #Slimelife**, 6/24-6/28, 9AM-12PM; **Detective Madness**, 6/24/19 1-4PM; **Crazy Chemworks**, 7/8-7/12, 9AM-12PM all held in La Sierra Community Center, Rm 800
7. **Lego Camp, Harry Potter Magical Engineering:** M-W, 7/1-7/3, 9AM-12PM held in La Sierra Community Center, Rm 800
8. **New Radical Robots:** M-F, 7/8-7/12, 1-4PM held in La Sierra Community Center, Rm 800
9. **Summer Reading Program begins 7/16:** various levels, dates, and times held in La Sierra Community Center, Rm 800

10. **Summer Day Trips: Sunsplash**, Wednesday, 7/10, 9:30AM–6:00PM; **Six Flags Discovery Kingdom**, Wednesday, 7/24, 8:15AM–6:00PM

**Youth and Adult Programs & Sports:**

11. **Summer Basketball Skills Camp:** *Junior stars (Ages 5-7)*, 7/8-7/12, M-F, 9-10:30AM; *Ages 8-12*, 7/15-7/19, M-F, 9AM-12PM, both camps at the La Sierra Community Center Gyms

12. **Various Special Interest Classes, Fitness, and Sports** – Summer Season, for more information refer to the District’s website and/or the Spring/Summer Activity Guide and/or the District website:  
[www.carmichaelpark.com](http://www.carmichaelpark.com)

**RECESS TO CLOSED SESSION** at 8:44 p.m.

**1. PUBLIC EMPLOYMENT**

District Administrator  
Pursuant to California Government Code §54957

**RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT** at 8:50PM

**Motion 2**

**M: Carroll S: Conroy** – The Advisory Board voted to approve and submit to the County Board of Supervisors for final approval and execution an employment contract with Michael J. Blondino for the position of District Administrator for the Carmichael Recreation and Park District, with terms and conditions, as presented. **Unanimous.**

**Vote:**

**Ayes: Directors: Carroll, Judd, Conroy, and Rockenstein**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

**Vote: 4/0/0/0/0**

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

Proposed: Thursday, July 18, 2019 at 6:00 pm, Community Clubhouse #2 at Carmichael Park Proposed:

**ADJOURNMENT** – The meeting was adjourned 8:52PM.

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