

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
APRIL 21, 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 Vice Chair Ives Carroll

PLEDGE OF ALLEGIANCE: Pledge led by Vice Chair Ives

ROLL CALL:

Directors Present: Ives, Judd, Levine, and Rockenstein
Directors Absent: Carroll – 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

CONSENT ITEMS:

1. **MINUTES**
March 17, 2022 – Regular Meeting
2. **FINANCIAL STATEMENT**
February 2022
3. **ACCOUNTS PAYABLE**
March 2022
4. **ACCOUNTS RECEIVABLE**
April 2022
5. **POP STAT REPORT**
March 2022
6. **RESOLUTION CP-04212022-01**
Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period May 1, 2022 to May 31, 2022, based on the County Health Order and provisions of AB361.
7. **WATERSMART GRANT**
Approve letter of support for Carmichael Water District's application for a WaterSMART grant.
8. **FY2021-22 WORK PLAN – Q3 UPDATE**
Status of activities through March 2022.

Motion 1

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

Vote:

Ayes: Directors: Judd, Rockenstein, Levine, and Ives
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: Carroll
Recused: Directors: None
Vote: 4/0/0/1/0

PRESENTATION ITEM:

1.* PROJECT LIFELONG (SEAN LATOUR)

RSM Loftus introduced Sean LaTour -Jarquin, Founder and Co-Executive Director of Project Lifelong. Mr. LaTour-Jarquin made a presentation of the Project Lifelong program, a partnership between the Carmichael Parks Foundation and CRPD to offer Skate Nights at Will Rogers Middle School. He also shared a video clip;

discussed the startup of this new offering and future goals to expand the Program.

Following the presentation, the item was discussed by the Advisory Board. After discussion, questions, and comments the item was received and filed.

REPORTS:

1. ADVISORY BOARD MEMBER REPORTS

Director Rockenstein reported that the Ad-hoc Committee continues to meet; ambassadors are reaching out to local officials and stakeholders to gauge support for the CRPD funding strategy to address district needs.

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: DC Restroom, Patriots play structure, and CP Bandshell; Bandshell has been hit many times that Staff has contacted FEC Park Police to patrol and intervene.
- Carmichael Park – Staff performed the following:
 - Repaired two picnic tables
 - Fertilizer spread in the rose beds in the front of the District Office (30 bags of manure)
 - Detailed the area surrounding the Clubhouse in preparation for the Breakfast with the Bunny event.
- Jan Park – Staff replaced 6 missing bollards along the Salmaan Drive.
- La Sierra Community Center – Staff replaced a condenser fan motor on the JSH kitchen freezer and repaired three door locks.
- Irrigation Systems/Plumbing – Staff performed the following:
 - CP – rebuilt one irrigation valve
 - Jan & O'Donnell – irrigation start-ups and inspection
- Electrical – Staff performed the following:
 - Replaced an emergency exit light in KHO
 - Replaced key switch and repaired a light fixture and conduit in the Villareal Gym (small gym)
- Tree Maintenance – Staff addressed downed tree limbs from the recent strong winds at CP and DC
- Herbicides – District-wide application continued.

Project Updates

- Veteran's Hall/North room remodeling – Staff has installed 20 new windows and new window coverings were ordered. Staff has some remaining items: paint touch-up and two transition pieces to install, then the North Room will be complete. New storage cabinets have been ordered.
- LSCC 800 Wing – Staff met with the County, contractors, and the architect for the pre-bid project walk-through. Work should be started by the end of May/early June, with hopes to open in August/September.
- SJ Community Garden Fence Project – Project started: 3/21 and completed 3/25
- Cardinal Oaks Playground – Project demolition started 4/11 and play equipment installation was completed on 4/20 along with 250 yards of fall material (fibar).
- Garfield House – Staff installed a split rail fence; installed the repaired stained-glass window; installed a new sign for the bottom of the driveway; detailed the exterior of the property in preparation for the Open House.

Personnel – The open PMW I position closes on 4/22; first interviews planned for 4/28.

Recreation Division

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

Events

- Breakfast with the Bunny
 - Approximately 300 people attend
 - Received positive feedback from those at the event and those who reached out to us later
 - Had only two people show up and ask staff about the Egg Hunt
 - Staff will meet with Kiwanis and discuss feedback and ideas for future years
 - Overall, fun, multi-generational event!
 - Thank you Kiwanis!
- Garfield House Open House Event – This Saturday from 10am – 1pm (ribbon cutting at 11am)
- Concerts in the Park – Schedule will be out May 2nd
- Fireworks Show contract with new company under review

Summer Day Camp

- Registration started this Tuesday
- Already have 117 spots taken throughout the 8-week program.
- Coordinators have been interviewing to fill positions
- We have approximately 15 staff returning; look to fill about 5 positions
- Camps start June 17th

Tiny Tots

- Registration for next school year started on Tuesday
 - We have 8 out of 12 spots filled for the older group; 4 out of 12 spots for the younger group
 - Shows how much the current young group love the class and are coming back next year!
- Taking registration for our new summer classes and have 4 of 12 spots filled

Youth Sports

- Taking registration for Spring volleyball clinics (14 out of 25 spots filled) Clinics start 5/6
- KLS - 35 children registered for the spring classes

Adult Sports

- Basketball Leagues are back! - 6 teams in 3-3 league and 7 teams in 5-5 league
- Spring Softball Leagues – 7 teams in Friday night coed, 6 teams in Thursday senior softball
- Spring Volleyball Leagues – 28 volleyball teams

Partnerships

- Project Lifelong – Skate Night Program at Will Rogers – Thursdays from 5pm – 7pm (April) 6pm – 8pm (May)
- B. St. Theatre – Spring Break Camp – 12 children

Staffing:

- Yesterday was Talesha Friedenfelt (affectionately known as Telly) last day with the district
- Telly accepted a position with Sunrise Recreation and Park District
- Staff would like to thank Telly for over 10-years of service with the District in our youth development programs and the incredible impact she has had on the children in this community.
- We are sad to see her leave, but proud of her accomplishments and lucky to still have her as a resident in this Carmichael community. She'll still be here with us, just in a different way now.
- We wish her the best of luck in her new position.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Budget/Finance

- Recommended Budgets and additional schedules were submitted to the County. Budget Hearings planned for June by the County Board of Supervisors.

- Prepared a Summary Report of time and resources given since 2009 to the CRPD by the Carmichael Parks Foundation Board through the generosity of Individuals, Sponsors, and Fundraisers, funding various Youth Scholarships, Events/Programs, Park Projects, and special programs through the pandemic. Over **\$328,200** in financial support has been contributed for Youth and Park Beautification Projects.

Contracts

- Administrative support for various contracts – contract review, checking for completion and insurance documents. (Fireworks Display vendor)
- Finalized MOU for B Street Theatre and DART
- Finalized Agreement for Food in the Hood 916
- Starting work to assist with the RFP for Landscape Services

Garfield House Opening – Performed research and prepared a document on the History of the Garfield House at Sutter Jensen Community Park.

HR

- Administrative support for COVID-19 updates and reporting, recruitment, screening, and personnel set up for recreation and park positions.
- BambooHR – More employees have been added to Time Tracking. Using Bamboo for a replacement position recruitment.
- Working with Grace Consulting as resource for questions related to positions and benefits as part of the Compensation Study

Mike Blondino, District Administrator –Report

- **Future Funding** –
 - Stakeholder Presentation have been taking place for about a month now.
 - I've met with:
 - Former District Administrator Jack Harrison
 - Former Advisory Board member Peter Tateishi
 - SJUSD Supt and staff
 - Tenants at CMP
 - Howard Schmidt, Former Chief of Staff to Supervisor Peters
 - Pastor Curt Pearson-Crossroads Church
 - Rebekah Evans-CID ED
 - Julie DePrada-Schott- Chamber ED
 - Carmichael Water Staff
 - Jon Isom and I met with 3 Board members from the Sacramento Taxpayers Association, and it went very well. Would like to know the thoughts of the AB on naming a member of their group to the Bond Oversight Committee?
 - Ad hoc Committee meeting tomorrow at 10 am via Zoom to pull all the information we've gathered.
 - Working with Elected Officials on a few project funding plans. I hope to have more information for you all in the coming months.
- **Garfield House Opening Event** –The Open House/Ribbon Cutting is Saturday, April 23, from 10AM – 1PM.
- **Community Outreach**
 - **Kiwanis** – Attended 2 Meetings during the month.
 - **CID meetings** – State of the PBID Dinner held this evening.
 - **Parks Foundation** – On vacation – did not attend.
 - **Carmichael Water** – Continue to wait on the agreement.
 - **IT** – Nothing new to report.
 - **Shine Grant** – Gave a short update to SMUD on the project.
 - **Look Ahead** – Reviewed with Advisory Board.

- **July 4, 2022** – Fireworks date has been moved to July 2, 2022; co-sponsored with MORPD. It will be easier to get staffing for the event and we will split the cost. There is a slight decrease on the cost of the fireworks show to hold it on July 2. Elks are still running the parade on the morning of July 4th.

ACTION ITEM:

1. FOOD TRUCK AGREEMENT #22-04001

RSM Lofthus made a recommendation to enter into Agreement #22-04001 with Food in the Hood 916 to host Food Truck events in Carmichael Park; May 1, 2022 to December 31, 2022 with one option to renew for an additional two years; initial base monthly rental rate \$160.00 with adjustments based on the fee schedule in Exhibit C; delegate authority to the District Administrator to execute the Agreement.

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: Judd S: Rockenstein – The Advisory Board voted to approve the Staff recommendation to enter into Agreement #22-04001 with Food in the Hood 916 for hosting food truck events on behalf of CRPD, as presented; delegate authority to the District Administrator to execute the Agreement. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Carroll

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.

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, May 19, 2022, at 6:00 pm, Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:10PM.

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