

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
AUGUST 19, 2021 REGULAR MEETING**

**Directors: Borman, Carroll, Ives, 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 6:02 p.m. by Chair Carroll.

**ROLL CALL:**

Directors Present: Carroll, Ives, Judd, and Rockenstein  
Directors Absent: Borman - excused  
Staff Present: Blondino, Lofthus, and Perry

For the record: Director Borman submitted a letter to the District prior to the Meeting indicating that regrettably he had to step down for personal reasons. District staff plans to forward the letter to the County.

**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**  
July 15, 2021 – Regular Meeting
- 2. FINANCIAL STATEMENT**  
June 2021
- 3. ACCOUNTS PAYABLE**  
July 2021
- 4. ACCOUNTS RECEIVABLE**  
August 2021
- 5. POP STAT REPORT**  
July 2021
- 6. RECREATION DIVISION INCOME STATEMENT**  
June 2021

**Motion 1**

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

**Vote:**

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

**REPORTS:**

- 1. ADVISORY BOARD MEMBER REPORTS** – Directors reported on activities of interest to the District

Director Rockenstein shared thanks and appreciation for Director Borman's service on the Advisory Board. The Borman's have left a great legacy. Director Rockenstein wishes him the best of improved health and asked that the Meeting be adjourned in Director Borman's honor.

Chair Carroll agreed and said the Director Borman will be missed.

- 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:*

### **Summer Day Camp**

- Finished the last week of camp the beginning of this month
- Averaged 50 children per week with no COVID-19 reported illnesses or closures

### **KHO**

- Restarted program on 8/12 – 8 children
- This week we are up to 18 children – hoping numbers will continue to increase
- Boosting FB/IG Post
- Yard Signs at Parks

### **Tiny Tots**

- New Lead and Assistant Instructors have their new hire orientation tomorrow
- Accepting registration
- Boosting FB/IG Posts
- Yard Signs at Parks

### **Adult Sports**

- Volleyball leagues started – 18 teams
- Softball “Summer” league started – 8 teams
- 5-on-5 Basketball – Started league in July with 9 teams
  - Due to reinstating the mask mandate for indoors, high temperatures in the gym, high level cardio sport, and difficulties keeping masks on, the league was cancelled and will be re-evaluated at the end of August for a future restart date.

### **Youth Sports**

- Preparing and taking registration for Elementary and MS Volleyball

### **Classes**

- B Street Theatre Camp – Had 19 children participate at Thomas Kelly the first week of August.
  - Camp funded by SJUSD
- KLS – 18 children registered for September Class

### **Facility Rentals**

- Rented the gyms for a Futsal Tournament at the end of July which brought in over \$4,000 in revenue
- Rentals are picking up with
  - 12 Rentals CP facilities
  - La Sierra - 16 Gyms, 1 JSH (only two rental spaces remaining due to 800 wing closure and TRS Office move)

### **Events**

- Summer Concerts in the Park have been a big success
- Great turnouts despite some hot weather
- The community has been very generous providing donations to the park to help support the event.

### **Fall/Winter Activity Guide**

- Hard Copies are at the LS Office
- District Residents have received them in the mail
- On District Website

## **Maintenance Division**

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

### **Maintenance & Operations**

- Vandalism/Property Damage –
  - Graffiti: Staff covered graffiti at Carmichael Park 2x.

- Bird Track Park – Rubberized surface was vandalized. Staff will contact vendors to obtain cost estimates for contract repair
- Irrigation –
  - Staff remains focused on water conservation, making daily adjustments to the irrigation controllers and systems. Passive turf areas will show “stress” due to the cutbacks.
  - Staff has replaced 16 sprinklers at CP and rebuilt three irrigation valves.
  - Staff replaced 8 sprinklers and rebuilt one irrigation valve at Del Campo Park.
  - Staff replaced six sprinklers at LSCC, four sprinklers at Cardinal Oaks, 8 sprinklers and one main line repair at Glancy Oaks and one mainline repair at Patriots Park.
- Sutter Jensen Community Park –
  - Staff overseeded and fertilized the lawn in preparation for the Dinner in the Park event. Unfortunately, the event has been cancelled but the lawn will still look nice.
- Tree Maintenance –
  - LSCC: Staff removed a damaged Pistache tree that was a safety hazard.
- Del Campo – Neighborhood volunteers removed more Privets along the creek while Staff chipped the limbs.
- Portable Restrooms – Staff found a new service provider. Portable restroom replacements have started.

### **Project Updates**

- Deferred Maintenance Plan – Staff received the first draft of the Report prepared by the KYA Services LLC. PSM Perry shared cost estimates for repairs and improvements to the facilities included in the Report.
- LSCC 800 Wing – Staff met with the Architect to review items flagged through the plan check process. Plans will be re-submitted to the County.
- LSCC 300 Wing West– 20-year silicone roof coating installation was completed on Monday, August 16.
- Sutter Jensen Community Park –
  - Garfield House Landscape Design – Site visit scheduled with the Landscape Architect in preparation for drafting design plans.
  - Community Garden Fence – Staff has met with Vendors to request updated cost estimates
- Carmichael Park – Staff met with Vendors to request updated cost estimates for the Ballfield fence project.
- Cardinal Oaks Park – Staff has met with Vendors, requesting cost estimates to replace the concrete walkway.

### **Personnel**

- Training – Staff participated in two Webinars for continued education credits for Pesticide Applicators Licensing/Certificate.
- Regular Full time Maintenance Worker (Facilities) – Application deadline 8/27. Interviews planned for 9/3.

### **Administration Services Division**

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

### **Budget/Finance**

- Budget Adjustments, updated narrative, and staffing schedule submitted to the County. A minor change was made to the Assessment Budget, minus \$1 due to rounding, new budget total \$403,407. Hearings for the 2021-22 fiscal year will be held September 8-9; adoption goes before the County BOS on September 28.
- Year-end revenue accrual for receipts posted in late June/early July have been transferred to County

### **Contracts –**

- Administrative support for various contracts – checking for completion and insurance documents.
- Contract with Wilson Design completed.
- Contract with KYA LLC submitted to the Contractor for review.

### **HR**

- Administrative support for recruitment, screening, and personnel set up for recreation and park positions.

- **Training –**

**Monthly Training topics include:**

- Post COVID-19 Workplace Safety 8/4
  - Workplace rules (Cal/OSHA's Emergency Temporary Standards, California Department of Public Health Guidance, Governor Newsom's Executive Orders, etc.)
  - Provide appropriate PPE
  - Update/Release COVID-19 Prevention Plan
  - Other Safety issues:
    - Workplace violence prevention
    - Ergonomics
    - Equipment/PPE
    - Safety planning (fires, earthquakes, etc.)
- Wage-Hour Audits 8/11
  - Recent Court Decisions
  - Audit Process – Process to perform Internal/External wage hour audit
- Risk Management Building Blocks & Tools 8/19 (CAPRI sponsored)
  - Definition and Key areas of Risk Management
  - Identification of/Methods for all exposures: property loss, workers comp, 3<sup>rd</sup> party liability
  - Loss Report reviews/analysis
  - Risk pooling ( i.e. CAPRI)
  - Risk transfers (i.e. Indemnification and Insurance Certificates from Vendors, renters, and/or contractors, etc.; and much more

Mike Blondino, District Administrator – Report

**Future Funding –**

- Staff completed the RFP for Financial Planning Advisory Services and plans to provide public notice/advertisement on 8/30. The plan is to have an agreement for the Advisory Board to review and approve at the October 2021 Meeting.

**Memorial Bench, Brick, and Tree Program** – Staff plans to start the new Program on September 1.

**Advisory Board Meetings –**

- Staff tested the new hybrid system again. Another test is planned for next Friday, inviting outside people to participated virtually. Aiming to run the September Regular Meeting as a hybrid meeting.
- Masks will be required for all participants attending the Meeting live in-person.

**Master Plan Update –**

- Staff has received a lot of feedback from the public.
- Most comments received were about Glancy Oaks Park. Neighbors are not supportive of a restroom, BBQ, or picnic area.
- We also received a lot of support for a Skate Park at Carmichael Park.

**Dog Park (Canine Corral)** – New benches are on the way.

**Community Outreach –**

- Kiwanis – Meetings held at 7 am on Zoom but will be coming in person to the Clubhouse soon.
- CID meetings – 10-year renewal was approved by commercial property owners and established by Sacramento County Board of Supervisors.
- Park Foundation –
  - Dinner in the Park has been cancelled.
  - The Foundation and Kiwanis will partner with CRPD on Project Lifelong at Will Rogers Middle School, starting in Spring 2022.

- Carmichael Water- PSM Perry and I had a good meeting with Carmichael Water staff re: water use.
- IT – Transition to the Microsoft Teams phone numbers is still a work in progress.
- Prop 68 Update – Awaiting confirmation by OGALS rep that they have received the recorded deed restriction.
- Shine Grant– The grant application for funding to replace all the windows in the Vets Hall was submitted before the July 30 deadline.
- Miscellaneous –
  - Horses in the park – Staff did not get to this item; however, it's still on
- Look Ahead -Review with Advisory Board.

## **PRESENTATION ITEMS:**

### **1. RECREATION ACTIVITY REPORT**

RSM Lofthus made a presentation of Report, highlighting recreation activities for the period January to June 2021. The Report was received and filed.

### **2. DISTRICT WORK PLAN AND SACRAMENTO COUNTY BUDGET COMMUNITY ENGAGEMENT**

#### **A. FY2020-21 4Qtr Update**

Administrator Blondino made a presentation of the Report, highlighting progress made in many areas; further development needed or items carried forward to FY2021-22. The Report was received and filed.

#### **B. FY2021-22 Work Plan.**

Administrator Blondino highlighted the key initiatives to be implemented by the District over FY2021-22. The Work Plan was received and filed.

#### **C. FY2022-23 Sacramento County Budget Community Engagement, Advisory Board's input on needs and priorities to Sacramento County for FY 2022-23 Budget; FY2021-22 Budget in Brief.**

Administrator Blondino summarized the input from the Advisory Board re: priorities for the CRPD, as follows:

- Safety and security in the parks
- Any help with deferred maintenance

Staff will add a third item: Request reimbursement from Cares Act – Funding to help recover from COVID additional costs. The priorities shared by Advisory Board Members and Staff addition will be shared with the County.

## **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).*

## **RECESS TO CLOSED SESSION at 7:15 PM.**

### **1.\* PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Unrepresented Employee - District Administrator  
Pursuant to California Government Code §54957

## **RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT at 7:58 PM.**

**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, September 16, 2021, at 6:00 pm, Community Clubhouse #2 at Carmichael Park or Via Zoom.

**ADJOURNMENT** – The meeting was adjourned at 7:59 PM with acknowledgement and appreciation for the contributions and legacy of service that Director Borman shared with the CRPD and Community.

Recorded notes taken by:  
Alaina Lofthus, Recreation Services Manager

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