

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JANUARY 20, 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 6:03 p.m. 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**  
December 16, 2021 – Regular Meeting
- 2. FINANCIAL STATEMENT**  
November 2021
- 3. ACCOUNTS PAYABLE**  
December 2021
- 4. ACCOUNTS RECEIVABLE**  
January 2022
- 5. POP STAT REPORT**  
December 2021
- 6. RESOLUTION CP-01202022-01**  
Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period February 1, 2022 to February 28, 2022, based on the new County Health Order and provisions of AB361.

**Motion 1**

**M: Rockenstein S: Levine – The Advisory Board voted to approve Consent Matters, as presented. Unanimous of those present. Absent: Director Carroll**

**Vote:**

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

**SPECIAL PRESENTATION:**

- 1. DRAFT AUDIT REPORT OF DISTRICT FINANCIAL STATEMENTS**  
ASM Penney provided background on the Audit process and introduced Craig Fechter, Fechter and Associates, the firm that perform the audit review. Mr. Fechter made a presentation of the Independent Draft Audit Report of the District financial statements for years ending June 30, 2019 and 2020, a clean Audit.

**Motion 2**

**M: Rockenstein S: Levine – The Advisory Board voted to accept and approve the Draft Audit Report for FY2018-19 and FY2019-20, as presented. Unanimous of those present. Absent: Director Carroll**

**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**

## **REPORTS:**

- 1. ADVISORY BOARD MEMBER REPORTS** – Directors reported on activities of interest to the District  
Director Rockenstein reported that the Budget Committee (Rockenstein/Ives) met with Staff to discuss funding options for the LS 400 Wing Roof Repair. They supported the Staff recommendation to move forward using operational funds to repair the roof. Administrator Blondino reported that Staff has moved forward; signed the PO.
- 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:*

We're in interesting times right now and every day is unpredictable. Staff is doing a great job keeping programs running, facilities rented, and their mind sane. We're all hoping to get through these next couple of weeks being able to continue to provide services.

### **Youth Development**

- KHO - Averaging 29 children a week
  - Had to close the second week of Winter Break Camp due to COVID-19 exposure.
  - Hoping we can stay open through this COVID surge.
- Tiny Tots - Program has 13 children registered.

### **Adult Sports**

- Volleyball Winter leagues starting – 31 Teams

### **Youth Sports**

- Middle School Boys Basketball – Currently finishing league games
  - Dealing with close contact tracing, forfeits, limited officials, limited score keepers
- Pee Wee and Elementary Basketball
  - Postponed the start one-week, 1/14 & 1/15 instead of 1/7 & 1/8
  - Elementary Basketball – 65% showed up the first week.
  - Pee Wee Basketball – 85% of PW participants

### **Facility Rentals**

- Mostly gym and a couple of small group rentals
- JSH – large group cancellations received from customers due to COVID-19 cases and concerns

### **Maintenance Division**

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

### **Maintenance & Operations**

- Vandalism/Property Damage – Staff performed the following:
  - Graffiti removal: Del Campo Park each day 1/3 -1/5 and 1/18 & 1/19; light graffiti removal at Patriots
  - Jan Park – removed truckloads of debris left over from what appeared to be a homeless camp
  - Cardinal Oaks Park – Playground was vandalized; damaged, removed, cut several areas of the structure. Unfortunately, the structure has reached obsolescence, no parts available to repair/replace. The play area has been fenced off until a decision on next steps is made. Sheriff's report and insurance claim filed.
  - Theft: LSCC rooftop electrical for HVAC systems that service the 600 Wing was stolen, electrical

boxes and lines were damaged, as well. Service was replaced and repaired for \$4,894. Sheriff's report and insurance claim filed.

- Break-ins: LSCC Maintenance Shop, cut a gate to access CMP, accessed the Montessori Childrens' modular classroom (pre-school), and Carmichael Little League snack bar. Sheriff deputies were dispatched with a thorough search of the property, no one was caught. Vandalism included: cut Internet lines, alarm bells and attempts to open alarm boxes, but nothing was taken or missing.
- Carmichael Park – Staff performed the following:
  - Tree Lighting Event: Removed the Holiday Lighting
  - Canine Corral: Installed two new gates at the large dog park.
  - Ballfield #2: Removed the Scorekeepers' Booth
  - Herbicides: Seasonal application
- Lighting – Staff performed the following:
  - Glancy Oaks: Installed new lighting photocell and main breaker for night lights
  - LSCC: Villareal Gym(Small) – replaced 15 light bulbs; KHO – installed new LED fixtures and replaced 5 light switches.
- Plumbing – Staff completed the 2" water main repair at LSCC; installed a new isolation valve for the Villareal Gym to aid in future needs and/or repairs.
- Fibar Application – Staff contracted with Applied Landscape Products to blow in 200 yards of the fall zone material into playground areas at Bird Track, Del Campo, and Patriot's Parks

#### **Inspection/Reports**

- Recreation Division vans - annual oil change and safety inspection completed
- Monthly Fire extinguisher inspection completed
- LSCC John Smith Hall Kitchen Hood annual inspection completed
- County Agricultural Annual Inspection completed for pesticide/herbicide products, their storage, and application records – District passed.

#### **Project Updates**

- SJ Garfield House Landscaping Project – Contractor started onsite 1/10 with rough grading, irrigation and plant lay-out; Staff working on the 47' long, 6' high retaining wall, removal of 5 trees, relocation of 450 brick pavers in preparation for the Contractor to do the concrete work.
- LSCC John Smith Hallway Project – Staff has been working on the lighting, involves removing the old lighting, patching and painting the walls and installing new recessed lighting and chandeliers.
- Veteran's Hall – North room remodeling; Demolition complete. Staff has delayed the project to extend closure to March 1 in order to address other items while we have dry weather.
- LSCC 800 Wing – Staff met with County General Services, the architect, and our insurance representatives to discuss project details and timeline. The County estimates that construction may begin April 1 with completion and operations resuming by late August/early September.
- LSCC 400 Wing Roof – Funds were identified from the new turf maintenance program to repair the roof; contracted application of a 20-year silicone coating; awaiting scheduling.

#### **Administration Services Division**

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

#### **Budget/Finance**

- CRPD has received a portion of the 1<sup>st</sup> allocation of Property Taxes with additional allocations to continue next week for and then throughout the remainder of the year with another major allocation in May. More information will be shared as part of the mid-year review at the February Meeting.

#### **Contracts**

- Administrative support for various contracts – contract review, checking for completion and insurance documents.

- Draft FUA with CA Beeze Softball.
- Draft Agreement with the CWD.

## HR

- Administrative support for COVID-19 updates and reporting, recruitment, screening, and personnel set up for recreation and park positions.
- BambooHR – Staff continues to set up the initial CRPD account with common and unique fields and account access levels for the admin support staff that will be assisting with migration of data. We have had 5 Meetings 2 planned for next week between BambooHR and the CRPD Implementation team. Our goal is to complete implementation by the end of the month.

### **Monthly Training topics include:**

- CAPRI Webinar Series – Property Damage Case Scenario Training, 1/5
- Annual Employment Law Update, review of new laws and updates, 1/13

### Mike Blondino, District Administrator –Report

- **Future Funding** –
  - Next meeting with Jon Isom will be January 26.
  - The Ad Hoc Committee sent a letter to Assemblymember Cooley about our financial plight when it comes to funding of deferred maintenance and improvements needed. It was received and I will be setting up a meeting with him shortly to discuss.
  - February 2, I will be meeting with Supervisor Desmond to catch up on several subjects and the funding for the District will be top on the list.
- **Test Well Drilling at O'Donnell Park** – We have been working with County Real Estate Division staff to produce an agreement with Carmichael Water allowing them to drill a test well at O'Donnell Park. CW is looking for new source of water for the community. CW is also working with San Juan Unified School District for a test well at the old Garfield Elementary School. We have a follow up meeting with the CW staff to continue to work on the agreement, along with a monthly fee they would pay CRPD for the land use needed for the work. They would also have to incur the cost of the electricity at the park. We plan to bring an agreement to the February Regular Meeting, along with having a representative from CW available to answer any questions
- **Garfield House Opening Event** – The first meeting of the Garfield House Opening Event Committee took place 1/19/22. We are shooting two events; Thursday, April 23 and Saturday, April 28.
- **Community Garden Fence**- Staff met on-site in December and produced an alternate plan. We currently have 1 bid within our budget and are waiting on a second.
- **Compensation Study** – The Request for Proposal was released on January 4 and proposals are due back 1/21/22 at 1 pm. So far, we have 1 submittal. The goal is to have an agreement to come to the next Advisory Board Meeting with report done by early April. That report will be presented to the Advisory Board at the April or May meeting.
- **LSCC 800 Wing** – To piggyback off Mr. Perry's report on the 800 Wing repair, we held a meeting with tenants CMP and Sac County Therapeutic Recreation to give them an update on the timeline for repair. We also talked about a request made by CMP for more space at LSCC for their lunch program that needs to be in place for School Year 2022-23. They would like to use the Cypress Room for that and other space in the 800 Wing. We need to make sure that the TR program is taken care of in all these discussion too, as going back to their former office space on the other side of the wall to the Cypress Room could be affected. We also have some of our own recreation offices in the Wing. We will work very closely with everyone to meet their needs.
- **Staffing** – We continue to be understaffed, but at this time we don't see enough revenue coming in to make any full-time hires. The mid-year budget numbers will help us in focusing more on what can and can't be done this fiscal year.

- **Community Outreach**
  - **Kiwanis** – Attended 2 of the monthly meetings this month
  - **CID meetings** – A new security patrol company, Sacramento Protection Services (SPS) seems to be highly active and have proceeded a whole folder full of “no trespassing” forms called 602’s in the first few weeks. Today several of us with the CID toured the hot spot areas with the Sheriff, SPS and the Deputy DA.
  - **Parks Foundation** –The Parks Foundation The Parks Foundation continue to work on a Membership Program to get the word out about what they do and raise funds for projects/programs. They are also thinking about holding a May BBQ/Western Concert in CP to raise money.
  - **Carmichael Water** – This agreement is taking shape, but we are holding off until February to bring it to you. We will also have a CW come to the meeting to answer any questions.
  - **IT** – Garfield House and the Vets Hall have Internet access and Wi-Fi. KHO is next to be switch to Xfinity. We will be working to upgrade LSCC and DO when time permits. All staff with desk phones are transitioning to Microsoft Teams.
  - **Prop 68 Update** – Still waiting for our check. No response from several emails to our rep.
  - **Shine Grant** – Staff worked with Sharon Ruffner to submit paperwork to SMUD on the timeline and metrics for the project.
  - **Look Ahead** – Reviewed with Advisory Board.

**PRESENTATION ITEM:**

**1. RECREATION ACTIVITY REPORT**

RSM Lofthus made a presentation of recreation activities for the period of July to December 2021

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

**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 7:23 pm

**1.\* PUBLIC EMPLOYEE LABOR NEGOTIATIONS**

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

**RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT** at 7:28 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, February 17, 2022, at 6:00 pm, Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

**2. Special Meeting –**

Proposed: The Advisory Board plan to schedule at a Special Meeting for the purpose of Goal Setting/Work Plan Via Zoom, tentatively scheduled for Saturday, February 5, 2022. Date/Time TBA

**ADJOURNMENT** – The meeting was adjourned at 7:30PM.

Respectfully submitted,

Ingrid S. Penney, Administrative Services Manager  
For Clerk of the Advisory Board of Directors

APPROVED BY:

ATTESTED BY:

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JOYCE CARROLL  
CHAIR OF THE BOARD

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Ingrid Penney, Administrative Services Manager  
for Clerk of the Advisory Board of Directors