

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MAY 20, 2020 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 Rockenstein.

ROLL CALL:

Directors Present: Borman, Ives, Judd, 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

April 15, 2021 – Regular Meeting

2. FINANCIAL STATEMENT

March 2021

3. ACCOUNTS PAYABLE

April 2021

4. ACCOUNTS RECEIVABLE

May 2021

5. POP STAT REPORT

April 2021

6. RECREATION DIVISION INCOME STATEMENT

March 2021

7. AMERICAN RIVER FUTBOL FACILITY USE AGREEMENT (FUA)

Recommend approval of a FUA with American River Futbol for Del Campo Park Soccer Fields at 6276 Heathcliff Drive, Carmichael, CA 95608 to teach Soccer and use for practices and games; approve delegation of authority to the District Administrator to execute the FUA. Term: 6/1/2021 through 10/31/2023

8. MEMORANDUM OF UNDERSTANDING FOR SWIM LESSONS (MOU)

Recommend approval of a MOU between Carmichael Recreation and Park District, Carmichael Recreation and Park District Foundation (CPF), and DART Swimming Sacramento to provide swim lessons through DART to youth participants, promoted and facilitated by CRPD, and funded through CPF to provide scholarships and goggles for youth participants; approve delegation of authority to the District Administrator to execute the MOU.

Term: 6/1/21 through 8/31/21

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Carroll

Recused: Directors: None

Vote: 4/0/0/1/0

SPECIAL PRESENTATION (Brandis; Isom)

Administrator Blondino introduced the presenters Rick Brandis, Managing Director of Brandis Tallman, Division of Openheimer & Co., Inc. and Jonathan Isom, Managing Principal of Isom Advisors Inc. Linda Gates from Gates + Associates, the firm working on the District Master Plan update to hear about potential funding sources to use as

implementation options in Plan. Jon Isom shared a presentation on CIP Financing and available funding mechanisms. He also spoke about available services from both Isom Advisors and Brandis Tallman, tasks, and potential timelines.

Following the presentation, the item was open for questions and discussion by the Advisory Board and available for public comment and questions. Presentation was received and filed.

REPORTS:

1. **ADVISORY BOARD MEMBER REPORTS** – None.

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:

Distant Learning Camp

- Camp continues to support children and families with distant learning and adjusted school schedules.
- Open 8am – 5pm; provide all-day Distant Learning for participants as well as transportation for children to the program who are doing in-person learning.

Summer Day Camp

- We are offering 3 camps this summer with 22 children in each camp.
- 45 of 66 spots are full
- Camps will be in the Kids Hangout Facility and John Smith Community Hall at the La Sierra Community Center; will use both gyms, Sierra Rooms, playground, and outdoor fields for programming and physical distancing.
- We welcomed new employees who will be helping with the summer camp programming. They have already started their training and will be ready to go when we open on June 14th.

Staffing

- Building back up our part-time staffing force has been challenging for us, as well as for most of our colleagues throughout the Greater Sacramento Region
- We will continue to hire summer camp staff, likely even after the program starts
- Currently recruiting PT Building Monitors to help with our facility rental program. Only one previous monitor has returned and has already started working rental shifts.
- As restrictions lift, staffing for rentals, programs, and sports is going to be a big hurdle and may delay us from a full re-opening.

Youth Sports

- Contracting with Skyhawks and National Academy of Athletics to offer youth sports camps like:
 - Flag Football
 - Soccer
 - Grass Volleyball
 - Dodgeball
 - And All Sorts of Sports
- Contracting out these services will allow us to offer sports program to our community while we funnel our staff resources to summer camps.

Adult Sports

- Coed Friday night softball league started and going well so far
- Senior softball Wednesday league (60+) and Thursday league (75+) has started; enjoying being out there.
 - Maintenance staff have done a great job preparing the fields and working with senior softball volunteers and staff for the various (and different) field marking desires.

Classes

- New Instructor Packet and Contract was approved by County Counsel and Risk Management; staff are using it for incoming service providing organizations.

- We are partnering with SJUSD to provide summer programming at school sites. This programming includes:
 - Mad Scientist
 - Play-Well TEKnologies
 - Young Rembrandts
 - B St. Theatre
 - This is a great way to get into schools, reach different children, and redirect classes to other sites due to closures of Cypress Room and Room 800.
- Partnering with DART Sacramento and the Parks Foundation to offer low-cost swim lessons at El Camino HS.

Facility Rentals

- Gym rentals –
 - We are currently renting to one (1) sports organization for gym use and starting in June. Reservations: Monday – Friday with the addition of 3 more sports organizations.
- Field use as a rental or under a Facility Use Agreement occurring at LS, CP, and Del Campo Park
- More facilities will open for rental when Sacramento County reaches the Orange Tier; plan to open all shortly after the tier system ends.
- Garfield House – Photo shoot took place. Working on promotional material; meeting with neighbors planned to further address facility rule concerns

Events

- Summer Concert Series
 - Staff plan to offer an 8-week summer concert series on Saturdays from July 10th – August 28th
 - Staff confirming bands, working on contracts, and awaiting new guidance that may come out for post tier event restrictions

Maintenance Division

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

Maintenance & Operations

- Vandalism/Property Damage –
 - Graffiti: Staff covered graffiti on some of the playground equipment and the women's restroom at CP Outdoor Restroom; surfaces affected walls, stall doors.
 - Staff used the tractor to fill several large holes and level jumps made at Schweitzer Grove.
 - Curtailed the dog issue at LSCC with assistance from FECPD through use of warnings; Carmichael Little League and CRPD Staff interaction.
 - Shade sails – Staff installed replacement shade sails at O'Donnell Heritage and Patriots Parks; original sails were damaged in the January windstorm.
- Irrigation –
 - Staff replaced 37 sprinklers at CP, LSCC, Jan, Patriots, and Sutter Jensen Parks;
 - repaired 5 irrigation lines @ CP, rebuilt 2-valves at O'Donnell, and 1 valve @ Del Campo Parks;
 - flagged sprinklers at the DC Soccer Field in preparation for a contractor to aerate;
 - made numerous controller adjustments throughout the CRPD's systems to keep up changing weather patterns;
 - installed gravel surrounding hose bibs to alleviate mud issues at the CP Dog Park, worked with the Friends of the Carmichael Canine Corral.
- Carmichael Park –
 - Tennis Courts: Staff started seasonal rinsing of the tennis courts, 2 courts per week.
 - Outdoor Restrooms: Women's, Staff replaced the lock on a stall door; Men's, Staff rebuilt the drain assembly for the urinal.
 - Picnic Benches: Staff repaired two broken benches.
- Tree Maintenance – Staff performed tree work, chipping up downed limbs at Sutter-Jensen and O'Donnell Heritage Parks.
- HVAC – Staff replaced the main board on LSCC, 800 Wing; installed a hard start kit on unit 4 at the LSCC, 700 Wing which signifies that this unit is nearing the end of service life.
- Refrigeration – Staff performed monthly service on all refrigerators, freezers, and ice machines. All evaporative coils have been cleaned.
- Inspections – Staff performed monthly fire extinguisher and quarterly facility inspections.

- Equipment maintenance and repair –
 - The rear axle on the large 4000D mower was rebuilt. This mower is nearly at the end of its service life and will likely need to be replaced within the next couple of years.
 - Staff inspected the tractor and replaced the teeth on the mower implement, cleaned the filters, lubed joints, and checked fluid levels in preparation for mowing all open space.

Personnel

- Logistics – Following the closure of their office in the LSCC 800 Wing due to water damage, Sac County Regional Parks – Therapeutic Recreation has now returned, moving into the space occupied by RS Lal. Staff moved her furniture and equipment to the CP Conference Room.
- Park Maintenance Worker (Grounds) – Following recruitment, we have promoted Jonathon Houting to the regular full-time position. We are now advertising the regular part-time position; closing date: 6/6/21.

Project Updates

- Volunteers – Started working with volunteers at Del Campo, O'Donnell Heritage, and Carmichael Parks on small projects.
- Goats – The goats are returning, scheduled for the week of May 30 at the Sutter Jensen Community Park.
- Prop 68 Projects – Both the LSCC Play Area Renovation and Bocce Ball Court signs have been installed.
- Sutter Jensen Community Park
 - Garfield Access/Driveway Improvement Project -
 - A new gate was installed
 - Staff cleaned the area around the garage, removing brush and debris.
 - Garfield House –
 - The repaired stain glass window to be installed next week.
 - Entered into contract with a Landscape Architectural firm to develop a landscape plan for the front yard. Contract services planned for the fall of 2021.
- LSCC Hallway Lighting – Received the lights chosen by the Facility Committee; anticipate installation by the end of June.
- LSCC 800 wing – County 6 to 8- week review process on track.
- Deferred Maintenance – Staff met with KYA, a consulting firm, to discuss their services to assist the CRPD in identifying maintenance and improvement costs for roofs, painting, parking lots and HVAC at LSCC, and updated costs for ADA improvements, etc. A presentation from KYA regarding their proposed services is planned for the June 17 Advisory Board Meeting.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Budget/Finance

- Budget Hearings for the 2021-22 fiscal year will be held June 9 – 11 by the County BOS.
- Received the second large allocation of property taxes; total amount received in the account series is \$2,235,645 within \$1,270 of projections. CRPD will continue to receive allocations through the end of the fiscal year adjustment period.
- YE Closing – Staff is starting the countdown to year end closing, processing journal entries and other documents. Last day to submit invoices for CIP and equipment is 6/11 while all other invoices for FY2020-21 and revenue and expenditure accruals must be submitted by 7/5. Closing date: 7/16. Final reports will run the late week of June; and fund balance known. The final adopted budget proposals will use this actual fund balance information.

Contracts – Completed edits of several contracts such as, the Instructor Packet and Contract template along with the agreements on this meeting's agenda; each were reviewed and approved by County Counsel and Risk Management.

HR

- At the recent All Staff Meeting I shared the following highlights from the Workplan:

Over the past several months, we have been looking for software that would combine the many Human Resource areas related to Recruitment, Hiring, Onboarding, Setting up the Personnel File, Document

maintenance related employment (such as W-4s, Change of Address/Wages, Certificates, Absence Requests and Leave Balances, Performance Evaluations, etc.), and Separation/Retirement from the District. Currently, all these processes are maintained manually. Some information is stored in multiple spreadsheets.

- BambooHR is an online software solution that provides a way to combine all the employment related forms and data into one system. What it means to the District is: we will be able to streamline and simplify the steps allowing for greater efficiency and access to more information. The software is user friendly and accessible through many devices. We will offer training to employees learn the system.
- We plan to roll this new system out early in FY2021-22. We have identified a team that will be working on the Implementation, migration of current records, and training.
- A very special thanks goes out to Marianna, who helped with the research for available software and initial assessment of the programs.
- We are very excited as we grow and change to meet the new demands facing the District in the area of Human Resources.
- We have been researching various ways to modernize and improve systems, some the other projects include:
 - IT – working with COMCAST to add additional connections and increase Broadband to support MS Phones/Teams - VOIT systems and other software applications.
 - We've have identified software to provide Training/Staff Development.
- **Training –**
 - COVID-19 Non-Essential Travel Update – CA Department Public Health and CDC Travel recommendations for both fully vaccinated and partial/unvaccinated EEs
 - COVID-19 Q & A with Jen – Follow up and update on a variety of COVID-19 topics and issues.
 - The Top 10 COVID-19 Return-to-work Challenges – Getting on a “regular schedule”, updating job descriptions/duty statements, providing all required notices and benefits, updating performance management/evaluation tools, tracking time off under the various COVID-19 related provisions, following the COVID-19 Prevention Plan, Responding to Reasonable Accommodation requests, and more...
 - COVID-19 and Politics: It's Time for Another “Free Speech” Discussion – Defined free speech under the US Constitution, CA Constitution, and Labor Codes; identifying differences between private vs. state actions; allowances for private vs public employees.
 - CDC's new mask guidance; CA plan to align its mask guidance with CDC 6/15
 - Cal Osha planning updates to regulations related to COVID-19 and the work environment which may or not be consistent with CDC guidance – Hearing today

Mike Blondino, District Administrator – Report

District-wide Virtual Staff Meeting – was held May 14th via Zoom. Each Manager did an overview of their own area. I did an overview of the budget, Master Plan update, looking towards FY 2021-22 Work Plan. We also brought in the rep from Nationwide to talk with the staff about the Deferred Comp Program.

Advisory Board Meetings

Staff testing a hybrid system with someone else's equipment on May 28th to see if we can have an in-person/on-line meeting starting in June or July. If successful, we would invest about \$1500 into purchasing equipment. It could be used not only for us, but any renters that want to do hybrid meetings.

Master Plan Update

Gates + Associates will be bringing the first draft of the Master Plan update to the Advisory Board in June. We are getting quotes on dual lining Tennis Courts #5 & #6 for Pickleball.

Carmichael Park Dog Park

We are on the home stretch of making the transition. Next month I will be making a presentation on how the new partnership will work. James met with a shade company and FCCC members to discuss shade structure options and we have quotes now.

Community Outreach

- Kiwanis – Attending weekly Kiwanis Zoom meetings.

- CID meetings – BOS approved the vote going ahead for the renewal of the CID. We are working with the County on how to proceed with CRPD's vote, as last time the BOS had to approve. Petition drive has been rough.
- Park Foundation – Big Day of Giving brought \$14,575 into the Foundation!
- IT – Garfield House and the CP Parks Yard will be getting Internet through Comcast. We are working on a full switch to Comcast to provide Internet services. By going to Comcast Districtwide we will increase our bandwidth and lower our costs. We will also use Microsoft Teams for our phone system.
- Prop 68 Update – Paperwork that OGALS has been looking for has been held up again, but the final notary is scheduled.
- Shine Grant – We will start to have discussions with staff, Foundation and Director Carroll about applying for the SMUID Shine Grant
- Look Ahead -Review with Advisory Board.

ACTION ITEMS:

1. SERVICE AGREEMENT WITH SAN JUAN UNIFIED SCHOOL DISTRICT (SJUSD)

RSM Lofthus shared a presentation and made a recommendation to approve a Service Agreement between CRPD and the SJUSD to provide summer youth programming; to direct CRPD Staff to negotiate agreements, contracts and/or MOUs with program service providers, subject to review by County Counsel and County Risk Management; to delegate authority to the District Administrator to execute any agreements, contracts and/or MOUs related to the Program; to authorize spending by CRPD for the program service providers for reimbursement by SJUSD.

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

Motion 2

M: Ives S: Borman – The Advisory Board voted to approve a Service Agreement for a partnership with the San Juan Unified School District to provide summer youth programming; direct CRPD Staff to negotiate agreements, contracts and/or MOU's with program service providers, subject to review by County Counsel and County Risk Management; delegate authority to the District Administrator to execute any agreements, contracts, and/or MOU's related to the Program; to approve CRPD's Program expenditures on negotiated contracts for reimbursement by San Juan Unified School District. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Carroll

Recused: Directors: None

Vote: 4/0/0/1/0

2. SERVICE AGREEMENT WITH COMMON KETTLE LLC CONTRACT 21-05001 (Penney)

ASM Penney made a shared a presentation and made a recommendation to approve a 31-month agreement with Common Kettle LLC to host a Farmers' Market at Carmichael Park; delegate authority to the District Administrator to execute the contract. Initial Term: 6/1/21 to 12/31/23 with one option to renew for two years ending 12/31/2025. Monthly Rental amount: \$250 with a 3% escalator each January.

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

Motion 3

M: Judd S: Borman – The Advisory Board voted to approve entering into an agreement with Common Kettle LLC for hosting a Farmers' Market on behalf of the Carmichael Recreation and Park District, Contract #21-05001, as presented; delegate authority to the District Administrator to execute the agreement. Unanimous of those present.

Vote:

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

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 Regular Meeting of the Advisory Board of Directors is scheduled for Thursday, May 20, 2021 at 6:00 pm, Community Clubhouse #2 at Carmichael Park or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 8:10 PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

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