

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JUNE 16, 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 Chair Carroll

PLEDGE OF ALLEGIANCE: Pledge led by Chair Carroll

ROLL CALL:

Directors Present: Carroll, Ives, Levine, and Rockenstein
Directors Absent: Judd - excused
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

May 19, 2022 – Regular Meeting

2. FINANCIAL STATEMENT

April 2022

3. ACCOUNTS PAYABLE

May 2022

4. ACCOUNTS RECEIVABLE

June 2022

5. POP STAT REPORT

May 2022

6. RESOLUTION CP-06162022-01

Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period July 1, 2022 to July 31, 2022, based on the County Health Order and provisions of AB361.

7. MOU – SWIM LESSONS

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

SPECIAL PRESENTATION ITEM

Julie DePrada-Schott, Executive Director with the Carmichael Chamber of Commerce addressed the Advisory Board about the Chamber activities and upcoming events.

ACTION ITEM:

- 1. RESOLUTION FOR GOVERNING BODY ADOPTION TO CALL AN ELECTION TO AUTHORIZE ISSUANCE OF GENERAL OBLIGATION BONDS (Blondino/Jon Isom)**

Administrator Blondino introduced the item and made the request for the Advisory Board to approve support and a recommendation for the adoption of a resolution by the Sacramento County Board Supervisors; a Resolution for making determinations and calling an election to authorize the issuance of general obligation bonds for the Carmichael Recreation and Park District, delegating authority to the District Administrator, establishing specifications of the election order, and requesting consolidation with other elections occurring on November 8, 2022.. Jon Isom outlined next steps and was available for questions.

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: Rockenstein S: Levine – The Advisory Board voted to approve the Ad-hoc Committee and Staff recommendation to submit the Resolution and Exhibits to the County Board of Supervisors for final approval and adoption, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

2. LANDSCAPE SERVICES CONTRACT AWARD CP#22-06002

PSM Perry made a presentation and recommendation to award bid and enter into contract with New Image Landscape Company to provide landscape services, July 1, 2022 to June 30, 2023 at a cost of \$105,600, with (3) separate one-year options to extend the term; 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 3

M: Levine S: Ives – The Advisory Board voted to approve the Staff Recommendation to enter into contract with New Image Landscape Company for landscape maintenance services, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

3. PROPOSED PARKS DIVISION REORGANIZATION AND JOB DESCRIPTION UPDATE

Administrator Blondino made a presentation and recommendation to approve a re-organization of the Parks Division, which eliminates the Park Maintenance Supervisor and reinstates the Lead Worker Classification with revisions to the job description.

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

Motion 4

M: Levine S: Rockenstein – The Advisory Board voted to approve the Personnel Committee and Staff to recommendation to approve a re-organization of the Parks Division, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

REPORTS:

1. ADVISORY BOARD MEMBER REPORTS

Chair Carroll reported on the recent use of sheep at Jan Park, citing benefits: fire protection, frees up staff for other tasks and projects, and benefits to the environment. If funding is available, she supports using this method of vegetation control at more than one location and at several parks each year.

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:

Events

- Concerts in the Park
 - Starts this Saturday!
 - Food Trucks – 5:30pm Music Starts at 6:30pm
 - Food Trucks – Super Doner Kabob & Carnival Food Trailer
 - Latin Touch
 - Hipper than Hip next Saturday
- Carmichael's Red, White & Blue Celebration – Saturday, July 2nd
 - Live Music – Great Wide Open – Tom Petty Band
 - Kids Zone – Inflatables, Arts & Crafts, Bubble Zone
 - Food Trucks
 - Possibility of a Beer Garden brought to you by the Carmichael Parks Foundation
 - Food starts at 6:30pm, Kids Zone and Music at 7pm, Fireworks at 9:30pm

Summer Day Camp

- Around 40 children in each camp (meets target)
- New children enrollment continues as it heats up and outdoor camps become less popular
- Scholarships available

Classes

- Intellibricks – Lego Robotics Camp this week with (12 participants)
- Futsal Camp this week in the Small Gym at La Sierra (15 participants)

Facility Rentals

- Garfield House – Our first and second Garfield House wedding rental occurred the last two Saturdays. Overall, both went well!
- Facility rentals district wide have been extremely busy the last several weeks

Community Garden

- Busy growing season for vegetables, fruits and....weeds
- The District is fortunate to have dedicated Community Garden Volunteer Committee Members who put so much time and effort into keeping the garden a beautiful and peaceful place. We thank them and the other gardeners who have stepped forward to help when asked.

Staffing:

- The district welcomes Jennifer, our new Recreation Specialist who will be helping out with events, facilities, community garden, and various other items including our hybrid meetings.

- We also welcome all our summer camp staff as well as a new building monitor and thank them all for helping serve this community!

Park Maintenance Division

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

Maintenance & Operations – Staff performed the following:

- Seasonal flail mowing (weed abatement) for fire protection completed. Sheep were used at *Jan Park*, instead. After seeing the comparison between the sheep vs goats grazing, sheep thoroughly grazed the area. Recommend adding two park locations for a total of three if funding is available.
- Irrigation systems – monitoring usage for efficiency, making system repairs and adjustments when needed.
- Tree Maintenance – Staff has performed light tree pruning to remove suckers and raise canopies.
- Lighting – Staff replaced light fixtures and bulbs
- Benches – Staff replaced four benches at *Glancy Oaks Park*
- Deck stain/sealer applied to the Deck at the *Garfield House*
- Assembled/installed the new TV stand for the *Vets Hall – North Room*

Vandalism/Property Damage – Staff performed the following:

- Graffiti removal: CP, DC, and LSCC
- Theft: LSCC – electrical wire theft totaling nearly \$15k. Filed a property loss claim with CAPRI.

Contracts –

- Janitorial Services – working on an extension to the Contract for at least one year, possibly sending out an RFP for 2023-24.
- HVAC Preventative Maintenance – contracted again with COAC to provide repairs when needed and preventative maintenance of the HVAC equipment, freeing CRPD staff to address other pressing issues and concerns.

Project Updates

- LSCC 800 Wing –Project is moving slowly. Staff hopes that the Project will be underway by mid-June.
- Lighting – Staff met with SMUD to discuss what can be done to improve lighting at the LSCC parking lot. SMUD has sent options for consideration. Staff is looking into possible grants for energy conservation.

Administration Services Division

Ingrid Penney, Administrative Services Manager – Report

Budget/Financial:

- YE 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 equipment was last Friday 6/10 while all other invoices for FY2021-22 and revenue and expenditure accruals must be submitted by 7/8. The Final Closing period: will be 7/16 –7/22. Reports will run the following week and fund balance known.
- FY 2022-23 Recommended Budget was heard by the BOS last week. The Adopted Budget (FB) proposals will come before you at a special meeting in early August – 8/4. The BOS will hold a Budget Hearing in September. In the meantime, the County will use the recommended budget to providing spending authority into October.
- Drafted the BDL for the General Obligation Bond Reso and exhibits for the July 12, BOS Meeting. Will finalize after this evening's meeting.

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

Drafted: Janitorial Services Contract – 1st Addendum; follow up questions re: pricing pending

Completed:

- Landscape Maintenance Service Contract
- COAC Contract PO – HVAC services for FY2022-23
- Jones Hall Contract for Bond and Disclosure Counsel Services
- Food in the Hood 916 – 1st Addendum to allow for services at concerts and the July 2 festivities.
- Fireworks & Stage Contract – fireworks display
- Review and edit Tiger Security and Inflatable Adventures Contracts for July 2

Insurance – Our GL/Property insurance renews on July 1 each year.

- Requested renewal COI w/Endorsements in support of District programs. The one that always a little bit tricky is the July fireworks event.

HR: Administrative support for COVID reporting, personnel matters - including EDD TD and Workers Comp claims; recruitment, screening, and set up for RFT, RPT, and Seasonal positions in Recreation and Park Divisions.

The Administrative Services Division joined the Recreation Division at an Orientation held Saturday, June 4 for new and returning EEs for Summer positions. This was the first time that the Admin Division took part. We covered onboarding forms, COVID-19 reporting guidelines, WKCOMP, and introduction to BambooHR, daily screening forms and time tracking. We look forward to future opportunities to partner with Recreation for these types of training.

- 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 –

- Next Steps:
 - Arguments for the Bond measure need to be draft by July 22nd. We need five names of major community members to be sponsors of that argument.
 - Jon Isom would like to see a Campaign Committee formed with a kick-off sometime in early July.
 - Still working with Elected Officials on a few projects funding plans.

Bike Track –

As a follow up to the presentation by Garett McDermid last month here to the Advisory Board, Chair Carroll, Parks Services Manager Perry, and I met him at Del Campo Park to look at it as a possible site. It was a good first meeting. We will see where things shake out with CEQA and the BOS approving the overall Master Plan update. Next steps would include a park specific plan for the entire park after BOS approval. It will be up to the Advisory Board and staff to order of any improvements happening.

Community Outreach

- **Kiwanis** – Attended 2 meetings in the last month.
- **CID meetings** – Continued issues with the homeless in the CID
- **Park Foundation** – Gave them an update on our bond measure this month
- **Carmichael Water**-Continue to wait on the agreement
- **IT** – Older cell phones had their SIM cards replaced due to the T-Mobile/Sprint merger. The old Sprint SIM cards will stop working by the end of June 2022
- **Look Ahead** -Review with Advisory

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**

Proposed: The next regular meeting of the Advisory Board of Directors scheduled for Thursday, July 21, 2022, at 6:00 pm, is *Cancelled*. A special meeting will be held sometime in July via Zoom, date and time to be determined and posted

ADJOURNMENT – The meeting was adjourned at 7:44 PM.

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