

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
APRIL 15, 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 Rockenstein.

**ROLL CALL:**

Directors Present: Borman, Carroll, Ives, and Rockenstein  
Directors Absent: Judd – 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. –**

Sharon Ruffner, President of the Carmichael Parks Foundation and President Elect of Kiwanis Club of Carmichael announced an opportunity to donate for the benefit of these and other non-profit organizations during Big Day of Giving, Thursday, May 6, 2021.

**CONSENT ITEMS:**

- 1. MINUTES**  
March 18, 2021 – Regular Meeting
- 2. FINANCIAL STATEMENT**  
February 2021
- 3. ACCOUNTS PAYABLE**  
March 2021
- 4. ACCOUNTS RECEIVABLE**  
April 2021
- 5. POP STAT REPORT**  
March 2021
- 6. RECREATION DIVISION INCOME STATEMENT**  
February 2021

**Motion 1**

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

**Vote:**

**Ayes: Directors: Borman, Carroll, Ives, and Rockenstein**  
**Noes: Directors: None**  
**Abstain: Directors: None**  
**Absent: Directors: Judd**  
**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 Carroll reported on District Bunny Hop Event, “well done”. The bunny was animated, kids in cars driving through were responsive and excited. She also reported on the Master Plan Update – Tennis and Pickleball Focus Group meeting hosted by Gates with participation from District Staff and community members, held over Zoom on the evening of Wednesday, April 14, 2021 – Good discussion and shared ideas and potential solutions to meet future needs of both groups.

Director Ives reported on continued issues with dogs on the LSCC ballfields, raising concerns for safety. District Staff will coordinate with FEC Park Police to address.

## **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 adjust to SJUSD to offer after-school care and distant learning support for children.

#### **Summer Programming and Events**

- Staff planning for this summer.
- Restrictions will continue to change throughout the planning and implementation period.
- First round of staff recruitment is near completion with additional hiring rounds needed.
- Registration starts at the end of this month

#### **Classes**

- Staff working with the Administrative Services Manager, County Counsel, and County Risk Management for approval on a new instructor packet and contract.
- When completed, this will provide the structure to rebuild the District class offerings

#### **Youth Sports**

- Continue to partner with contracted groups to offer soccer, flag football, and basketball camps.
- Utilized the new basketball courts at the La Sierra play area for a Spring Break basketball camp. It was great to have quality outdoor courts that could be used for paid programming

#### **Adult Sports**

- Friday night softball league will start at the end of the month. League limited to 7 teams to allow for transition and cleaning time between games.
- Senior Softball groups (Wednesday and Thursday) are set to return after working with staff on a Return to Competition Plan. Senior softball is a district ran program with the help of volunteer players. Truly a collaborative effort

#### **Events**

- Bunny Car Hop
  - Thank you to Director Carol for volunteering her time and joining efforts with the Bunny to hand out eggs to cars that drove through this event
  - An estimation of a little less than 100 cars came through with each usually having a couple excited kids in them.
- Summer Event Planning
  - Staff preparing for the possibility of summer events returning in July
  - We anticipate continued restrictions, even after the tier system ends and are planning accordingly

#### **Facility Rentals**

- Gym rentals –
  - Staff continues to try to find interested groups to rent the gymnasiums for practices and conditioning.
    - This is proving to be difficult as many clubs already have their location secured or are looking for places for games and tournaments which are not currently permitted indoors without testing requirements.
- Staff currently taking reservations in anticipation of the tier system ending, knowing some restrictions will still exist.

#### **DART Sacramento Swim Lessons**

- The District is working with the Foundation and DART Sacramento to reform our partnership that was started prior to COVID last year and offer swim lessons to children in our community.

## **Maintenance Division**

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

### **Maintenance & Operations**

- Vandalism/Property Damage -
  - Vandalism: Staff knocked down bike jumps twice at O'Donnell and two more times at Schweitzer Grove.
  - Graffiti: Staff covered graffiti at CP bandshell.
- Herbicides – Seasonal application continued throughout the park system
- Tree Maintenance – Staff planting and hand watering the remaining 21 trees received from the Sacramento Tree Foundation, replacing trees damaged by the windstorm back in January.
- Irrigation – Staff performed start-ups on all the irrigation and made necessary repairs to open lines and broken sprinkler heads. More repairs to come.
- LSCC –
  - Staff replaced the cable and pulleys on the flagpole so that it now raises completely to the top.
  - Lighting - Replaced a wall pack light above the door in Suite 100 (Office), to improve lighting at night.
  - HVAC equipment – all coils were cleaned/sanitized, and filters changed.
  - Staff worked with Vortex doors to replace crash bar/panic hardware on the Fine Arts Center Doors.
  - Plumbing - Staff repaired leaking toilets in the 300 and 500 wing restrooms.
  - Inspections – Staff performed monthly fire extinguisher inspections and quarterly facility inspections.

### **Project Updates**

- Prop 68 Projects
  - LSCC Play Area Renovation – signage installed.
  - Bocce Ball Courts – frame for the sign is being fabricated in-house and should be installed in the next couple weeks.
- Del Campo Park - Restroom
  - Repairs from last November's windstorm – complete. Performed final walkthrough; invoice to follow within the next 10 days.
- Sutter Jensen Community Park
  - Garfield Access/Driveway Improvement Project -
    - Project complete.
    - Plan to re-install the gate, requires ordering a new panel. Should be completed by next board meeting.
  - Garfield House –
    - Official complete with the "house" as of today.
    - New sidewalk was installed along with 4 yards of topsoil to blend in the new surface.
    - All chairs, tables, couches, and mirrors are in place.
    - Remaining items on the property, examples: deck lighting, signage at the bottom of the driveway, some type of parking lot lights, possible landscaping of the front entry and some minor kitchen/cleaning supplies within the house.
- LSCC 800 wing:
  - Plans and Specs were received back by the insurance adjuster.
  - Plan to submit to them to the County and Sacramento Metro Fire for review and approval.
  - County review process normally takes 6-8 weeks.
  - Once approved it will be turned over to County General Services, Architectural Services Division for bidding and construction contract management.

**Personnel:** We hold first interviews tomorrow for the Park Maintenance Worker (Grounds) position.

## **Administration Services Division**

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

### **Budget/Finance**

- Submitted the FY2021-22 Budget Proposals, schedules, program descriptions, and narratives to the County.
- Completed and submitted the 2020 State Controller's Government Compensation Report to the County; County submits on behalf of the County, dependent districts, and service areas. There is a link on the

District Website under District Governance Transparency that takes a reader to the Report in compliance w/the Gov Code.

- Met with DOF – Fixed Assets Division to discuss and assign roles for a new project to review/combine/update the District's Inventory Records.
- Met with various County FI/MM functional areas (Internal Audits, Reporting & Control, System Reconciliation & Control, General Accounting, Payment Services, and General Services) to go over fiscal year calendar and process updates. Closing: starts – 4/23 and runs through 7/16, final transaction processing July 16-23 with Reports generated the week of July 26.
- Completed survey of COVID-19 Impact – revenue losses and cost of PPE

#### **Contracts**

- Prepared draft agreement for Farmers Market, reviewed by County.
- Updated contract proposal with Mission Control for new program, eSports – reviewed by County.

#### **Insurance**

- Completed and submitted the 2021-22 Rating Questionnaire for CAPRI underwriters.
- Received cost recovery from a third-party carrier for property damage at Bird Track Park (\$3,024.81).

#### **HR**

- New Life Insurance w/Voya – required forms submitted and new rates implemented.
- Met with County EE Benefits to discuss the American Recovery Protection Act COBRA Subsidy Program. The law provides federal subsidies valued at 100% of health insurance premium for eligible individuals and families to remain on the District sponsored health insurance program from April 1 through September 30, 2021. The County will assist the District in meeting our obligations under the Act.

- **Training –**

- Details of the American Rescue Plan Act; New CA COVID-19 Supplemental Sick Leave – expansion of FFCRA for private/public ER of 26 or more employees, Emergency FMLA expansion – qualifying reasons, COBRA subsidy
- Common Wage-Hour Mistakes for CA ERs – EE misclassification (Independent Contractors vs EE), “DeMinimus” Time for calc time, Call-in Pay, Rest Breaks/Meal Periods, Wage Statement/Paycheck compliance, rounding practices; wage-hour audits.
- Keeping Sane During COVID-19 – Mental Health - Taking Care of Ourselves and Others

*Mike Blondino, District Administrator – Report*

**District-wide Virtual Staff Meeting –** Scheduled for May 14

#### **Farmers Market**

We continue to negotiate with Common Kettle and should be ready to bring the long-term contract to the Advisory Board in May. In the meantime, we agreed to extend her short-term contract out until the end of May.

#### **Master Plan Update**

- Gates + Associates and CRPD staff hosted a Pickleball-Tennis Focus Group last night. There was not a large turnout and we heard from both playing groups. A lot of difference ideas were thrown out on the table. Staff will be meeting with Gates staff to discuss short- and long-term ideas on Monday. We will also get an idea then of when they will be ready to come back to the Advisory Board with an update.

#### **Carmichael Park Dog Park**

- Staff had a positive follow up meeting with the Friends of the Carmichael Canine Corral (FCCC is the new name) this past Monday. We will be bringing a presentation to you in the coming month (or so) about what things will look like.

#### **Community Outreach**

- Kiwanis – Attending weekly Kiwanis Zoom meetings.
- CID meetings – Petition drive has been rough.
- Park Foundation – The Foundation will be partnering with us on the new Memorial Brick, Bench and Tree Program. The Foundation is also working with us and FCCC on handling the fundraising donations for improvements at the Dog Park. This is a win-win-win.

- IT – We had a meeting with Comcast this week. We are looking to get internet to the Garfield House, but also upgrading our fiber speed at all District locations.
- Prop 68 Update – Heard from OGALS again and we need one last piece of information to them. It has been a frustrating process!
- Look Ahead -Review with Advisory Board.

## **ACTION ITEMS:**

### **1. FACILITY RENTAL POLICY AND RENTAL FEES UPDATE**

Recreation Services Manager (RSM) Lofthus made a presentation which included information on: notification process to invite public input, highlighted changes and additions; meeting with the Policy and Program Committee to review the updates.

RSM Lofthus shared the recommendation by the Committee and District Staff to approve changes to the Facility Rental Policy and Facility Rental Fees effective May 1, 2021. Changes reflect the addition of two new facilities: the Garfield House, located at 8516 Fair Oaks Blvd., Carmichael and the Bocce Ball Courts, located in Carmichael Park, affecting fees and policies; addition of a Setup and Cleaning Section to the Policy.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. Public comments included concerns about parking, noise, security. Staff shared plans to mitigate these issues through limiting occupancy/gathering size, encouraging ride share/carpooling, policy enforcement, monitor(s) at events, security based on criterion, etc.

After discussion, questions, and comments, the following motion was made:

#### **Motion 2**

**M: Carroll S: Borman – The Advisory Board voted to approve the Policy and Program Committee and Staff recommendation regarding changes to the Facility Rental Policy and Facility Rental Fees effective May 1, 2021, as amended, that the Facility Rental Policy, page 3, 11a Security Officers reflect that “All events where alcohol is served/sold shall have a security officer present; 1 officer for every 0-150 persons”. Unanimous of those present.**

#### **Vote:**

**Ayes: Directors: Ives, Carroll, Borman, and Rockenstein**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Judd**

**Recused: Directors: None**

**Vote: 4/0/0/1/0**

## **PRESENTATION ITEMS:**

### **1. WORK PLAN FY2020-21**

Administrator Blondino made a presentation of the Work Plan FY2020-21 – Q2 Update. The report was discussed, received, and filed.

## **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).*

**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 7:42 PM.

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