

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
SEPTEMBER 15, 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**  
August 18, 2022 – Regular Meeting
- 2. FINANCIAL STATEMENT**  
July 2022
- 3. ACCOUNTS PAYABLE**  
August 2022
- 4. ACCOUNTS RECEIVABLE**  
September 2022
- 5. POP STAT REPORT**  
August June 2022
- 6. RESOLUTION CP-09152022-01**  
Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period October 1, 2022 to October 31, 2022, based on the County Health Order and provisions of AB361.
- 7. MEMORANDUM OF UNDERSTANDING (MOU) – PROJECT LIFELONG**  
A request for approval of an MOU between the Carmichael Recreation and Park District, the Carmichael Parks Foundation (CPF), and Project Lifelong (PL) to offer a youth skateboarding program effective September 16, 2022 through June 30, 2023, in the amount of \$10,938.66; \$5,469.33 to be reimbursed by the CPF; delegate authority to the District Administrator to sign the MOU.

**Motion 1**

**M: Ives Rockenstein S: Rockenstein 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**

**REPORTS:**

**1. ADVISORY BOARD MEMBER REPORTS –**

Directors Rockenstein and Levine discussed the Dinner in the Park event; well-run/organized, well attended, great food, fabulous musicians/music, etc. Commended the Foundation and CRPD Staff for a great job.

## 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
  - Finished the 10-week concert series
    - Over 7,000 total attendance
    - Guess Announcers included: Chair Carrol, Sharon Ruffner (Parks Foundation), Susan Skinner, Telly Friedenfelt, and Julie DePrada-Shott (Chamber Executive Director)
    - Over \$7,300 in donations with a special Thank You to Susan Skinner for doing the donation jug for 8 of the 10 concerts!
- Founders Day
  - Saturday, September 24<sup>th</sup>
    - 10am – 3pm at Carmichael Park
    - Classic Car Show
    - Kids Zone – Inflatables, crafts, foam sword demonstrations, Pirates of Sacramento
    - Food Trucks – Food in the Hood 916
    - Vendors – A lot of local businesses!
    - Live Music – Youth performances 10am – 12pm, Southbound (Southern Rock Band) 12:30pm – 2:30pm
    - Special thank you to Buck Family Automotive for being a titled sponsor and Rosie Buck scheduling the youth performances

#### Youth Development

- KHO
  - Averaging 45 children per week
  - Average 32 children last year Already have 42 children in program (over 20 from CMP)

**Activity Guide** – Fall/Winter Guide hard copies have arrived

**Facility Rentals** – Continue to have steady rentals in all facilities including more weddings at Garfield House

**Sports** – 118 youth signed up for youth volleyball leagues

**Community Garden** – The gardeners, including committee members, and the maintenance team worked hard to prepare the garden for Dinner in the Park especially with the high temperatures the week leading up to this event.

#### Staffing:

- The Recreation division has three positions that are planning to be filled soon.
  - New Sports Coordinator
    - Tyler Tulowitzki started last week. He has a great presence, smart, and is picking up everything quickly.
    - Completed our Second Interviews for the Recreation Supervisor position and will be moving forward with the selected candidate soon.
    - Facilities/Event Coordinator position that has now been funded with this year's budget, should be filled around November/December

### Park Maintenance Division

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

**Vandalism/Property Damage** – Staff performed the following:

- Graffiti removal sites: Del Campo – 7x, Carmichael Park, Patriots, Bird Track, and Cardinal Oaks
- Del Campo Fire – Portable Restroom had to be replaced as it was set on fire
- Carmichael Park – Repaired the reader board that was damaged; letters stolen

**Maintenance & Operations** –

Staff performed the following:

- Irrigation (District wide) – Repaired numerous sprinklers, valves, and lines throughout the District; continue to make seasonal irrigation control adjustments
- CP and LSCC Ballfields/Sport Fields bleachers and benches – continue to replace broken or rotten boards
- Sutter Jensen Community Park – preparation for the Dinner in the Park event (trimming trees, mowing lawn, spreading bark and 52 tons of AB in the parking areas). Force labor hours: approx.. 170 hours
- Tree Maintenance – light tree work at CP, DC, and LSCC

Contracted the following:

- Tree Maintenance – Removal of dead and hazardous oak trees at Patriots Park
- HVAC – Repaired four (4) units at La Sierra Community Center
- Electrical – Troubleshooted high voltage issues for the A/C equipment at the LSCC 200 and 500 Wings during the week of high temperature weather conditions; will monitor the issue.

**Project Updates**

- Staff continues to meet with contractors re: CP Tennis Courts and Basketball Court Improvement Projects.
- New benches ordered for the CP Tennis courts delivered. Staff plans to assemble and place them over the next week.
- CP Dog Park Shade Structure still on course for a late October/early November arrival and installation.
- LSCC 800 Wing – Progressing; all the drywall is installed, taped, textured, and primed. Floor repair and prep has begun. The biggest hold-up continues to be a plumbing fitting in the restrooms that provides 1" for ADA access.

**Sacramento County Sheriff's Work Project** – District was able to receive work project assistance at Carmichael Park, Cardinal Oaks, and La Sierra Community Center. Services entailed weeding, cleaning gutters, and picking up trash.

**Administration Services Division**

*Ingrid Penney, Administrative Services Manager – Report*

**Budget/Financial:**

- Sacramento County BOS approved Budget revisions to the FY 2022-23 Recommended Budget at their hearings last week. Final adoption is planned for September 27. In the meantime, the County is using the originally recommended budget to provide spending authority into October.
- Staff completed all the various year end reporting to the DOF for various programs and GASB requirements.
- Staff completed the Final Report for Workers Compensation for FY2021-22. CRPD will receive a refund or credit later this fall.
- YE A/R – CRPD received reimbursement on several insured property loss claims totaling \$171,323.60.
- Audits: CRPD was able to secure Fechter and Company to perform the District Audit for FYE 6/30/2021 and 6/30/2022. Fieldwork will likely be started at the end of the calendar year or January.

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

- Upcoming Lease – Administrator Blondino and I plan to meet with representatives from Chautauqua to discuss their Lease which ends on December 31, 2022. They have already exercised their last renewal. Staff is starting to draft terms and conditions for a new lease for future discussions and negotiation.

**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.

- Met virtually with County Personnel to discuss EE Health and Welfare Benefits effective 1/1/2023. Open Enrollment will be held during October.

- Upcoming Training – Harassment Prevention Training, mandatory under State law is being offered through the CSDA free of charge via Webinar on October 18.

*Mike Blondino, District Administrator – Report*

**Future Funding –**

- Continue to work with Supervisor Desmond and the Over Under Initiative on the basketball court improvement and adding inground soccer goals approved in the budget. We are working to get the Sac Republic on board.
- **Garfield House Sculpture-** Still working with local artist Bob Ruffner on a piece for the entrance to the Garfield House.

**Community Outreach –**

- **Kiwanis** – Attended 3 meetings in the last month.
- **CID meetings** –CID’s new chair is Nick Bloise who has served in this capacity.
- **Park Foundation** – DITP was tremendous. Staff and volunteers did an incredible job. The Foundation has a follow up meeting next Tuesday at noon to review what went well and improvements to be made at DITP.
- **Carmichael Water** – CWD has decided to move forward with other well project locations. The O’Donnell site has older, smaller pipes in the area and the cost of that upgrade on top of the well moved it down their list of sites.
- **Sac Fine Arts Center**– James and I met with SFAC about their interest to expand their offerings to include ceramics.
- **Training** – Took part in a CAPRI sponsored Back training class
- **IT** - Replacement of outdated cell phones are taking place. I went into the modern era and now have a 2-monitor set up like the rest of the staff
- **Look Ahead** – Reviewed with Advisory Board.

**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 –**

Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, October 20, 2022, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

**RECESS TO CLOSED SESSION at 6:40 PM**

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

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

**RECONVENE TO OPEN SESSION**

**ADJOURNMENT** – The meeting was adjourned at 7:46 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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JOYCE CARROLL  
CHAIR OF THE BOARD

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