

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
AUGUST 18, 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, Judd, Levine, and Rockenstein
Directors Absent: Ives - 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. –

Bob Kerr addressed the Advisory Board about the skateboard facility identified for Carmichael Park in the Master Plan, inquiring whether the facility had been removed from the Master Plan and discussing other issues related to funding and the benefits of skateboard parks. Chair Carroll responded that the skateboard facility is still included in the Master Plan.

Joan Komaromi reported that Congressman Ami Bera had secured funding for Community Projects in Sacramento County; inquired whether Carmichael RPD had applied. Administrator Blondino shared that while the District applied, we were not awarded funds from the program.

CONSENT ITEMS:

1. MINUTES

June 16, 2022 – Regular Meeting
July 14, 2022 – Special Meeting
August 4, 2022 – Special Meeting

2. FINANCIAL STATEMENT

May 2022
June 2022

3. ACCOUNTS PAYABLE

June 2022
July 2022

4. ACCOUNTS RECEIVABLE

July 2022
August 2022

5. POP STAT REPORT

June 2022
July 2022

6. RESOLUTION CP-08182022-01

Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period September 1, 2022 to September 30, 2022, based on the County Health Order and provisions of AB361.

7. FY2022-23 BUDGET REVISIONS – FUND 337A

Request to approve/ratify revisions to the Budget Proposal for Fund 337A, an increase of \$60k in revenue and expenditure for Shade Structure(s) funded through Park Impact Fees; Total Budget: \$7,364,406.

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ives

Recused: Directors: None

Vote: 4/0/0/1/0

REPORTS:

1. ADVISORY BOARD MEMBER REPORTS – Nothing to report.

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
 - Two more left – Ticket to Ride this Saturday and On Air next Saturday
 - Large attendance with around 750 – 1,000 people the last three weekends
 - The community has been extremely generous with donations this summer
 - Food in the Hood 916 has been providing the food trucks and it has gone well
- Founders Day - Save the date – Saturday, September 24th

Youth Development

- Summer Camp
 - Average 73 children a week
 - Were able to stay open the entire summer! No closures
- KHO
 - Already have 42 children in program (over 20 from CMP)
 - Average 32 children last year
- Tiny Tots
 - Both programs are full! First time we've been full since prior to the pandemic

Activity Guide – Fall/Winter Guide is online; hard copies should be mailed in the coming week.

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

Sports

- Busy time prepping for youth and adult fall sport seasons
- Anticipating around 200 youth volleyball players
- Adult leagues are filling up with many already full

Staffing:

- The Recreation division has three positions that are planning to be filled soon.
 - September 6th should be the first day for our new Sports Coordinator
 - Recruiting for the Recreation Supervisor position. Hoping to fill that by end of September.
 - 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: CP – 8x, DC – 6x, and LSCC – 3x
- Broken Windows: LSCC – 6 windows
- Sutter Jensen Community Park fire: no buildings were damaged; however, the Fire District required the District to install KNOX padlocks on 3 gates.

Maintenance & Operations –

Staff performed the following:

- Irrigation (District wide) – Replaced 53 sprinkler heads, repaired 4 broken irrigation lines, and rebuilt 3 valves
- CP and LSCC Ballfields/Sport Fields bleachers, benches and picnic tables – replaced broken or rotten boards
- Tree Maintenance – light tree work at CP, DC, and LSCC
- July 2 Event – gathered supplies and material; set up/clean up before and after the Event
- Herbicide Application – District-wide applications continue

Contracted the following:

- Sewer System Maintenance – Annual service completed at CP and LSCC
- Tree Maintenance – Removal of 9 trees at CP; working with Sacramento Tree Foundation on suitable replacements
- Playground fall material – Fibar blown into playground areas at LSCC, DC, and Patriot's Park in compliance with safety standards
- HVAC – 2 A/C units replaced at LSCC (CMP – Suite 405 and 700 Wing)
- Ice Machines – Annual cleaning/sanitizing of 3 units performed
- Fire Extinguisher – Annual inspection/certification performed
- HVAC fire dampers for CMP Club M space were inspected, first time requirement by the Fire Marshall

Personnel – District lost a park maintenance worker; now recruiting a replacement

Project Updates

- Preliminary work to request pricing and availability for the resurfacing of the CP tennis courts and new court lights, as well as the CP basketball court improvement and repair of the adjacent parking lot project.
- LSCC parking lot lighting – After numerous discussions with SMUD, Staff has learned that we can upgrade the existing pole lights from 38 Watts to 73 Watts at no additional cost. The project will likely take months before it is scheduled and executed.
- LSCC 800 Wing – Staff procured 2 temporary storage bins to house all the contents of the 800 Wing during construction. CRPD finally has an approved plan and permit for the project. As of August 2, the Project is officially under way with an estimated completion date of mid-November.

Administration Services Division

Ingrid Penney, Administrative Services Manager – Report

Budget/Financial:

- Revisions were submitted to the County for the FY 2022-23 Recommended Budget approved at your 8/4 Special Meeting along with additional required schedules and program updates. The BOS Budget Hearing is scheduled for September 7-9 with final adoption on September 27. In the meantime, the County is using the original recommended budget to providing spending authority into October.
- Staff preparing all the various annual year end reporting to the DOF for various programs and GASB requirements.
- The FY2021-22 Final Report for Workers Compensation is due to CAPRI by the end of the month.
- YE A/R - We have transferred the final June 30 program receipts. We have submitted a request for reimbursement of several insured property loss claims totaling \$171,323.60.

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.

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.

- 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 –

- Attended the BOS meeting in which they approved the measure going onto the November ballot. The District was recognized for being proactive in addressing our needs.
- Led a meeting for the Parks Foundation and public in July with information about the District's needs.
- We heard that our request at the State level for helping with funding of projects did not make the final lists of to be funded.
- We did hear that there is ARPA money coming (via Supervisor Desmond office) for a parking lot at Cardinal Oaks.

Garfield House Sculpture- We are working with local artist Bob Ruffner on a piece for the entrance to the Garfield House. James, Alaina, and I saw it in person and shared photos with the Facilities Committee. It will be a great addition and very much in CRPD's price range!

Community Outreach –

- **Kiwanis** – Attended 2 meetings in the last month. They celebrated their 60th anniversary this month!
- **CID meetings** – Continued issues with the homeless in the CID.
- **Park Foundation** – No meeting in August. Supporting the DITP with being part of the organizing committee for the event. All managers are taking some part in helping them.
Remember to purchase your Dinner in the Park tickets!
- **Carmichael Water**-Continue to wait on the agreement
- **IT** -Purchased a new laptop for recreation. Changed out several battery back-ups at the District Office. Looking to replace some outdated cell phones.
- **Look Ahead** -Review with Advisory Board.

ACTION ITEM:

1. ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS (Carroll)

Recommendation to elect officers - Chair, Vice Chair, and Secretary and new committee assignments for FY 2022-23, including Ad-hoc Committee(s).

Nominations were cast for the various officer positions. Directors shared preferences on the Committees assignments.

Motion 2

M: Rockenstein S: Levine – The Advisory Board voted to approve the Nominations and adopt the officer positions and Committee Assignments made; results are attached to the Minutes. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ives

Recused: Directors: None

Vote: 4/0/0/1/0

PRESENTATION ITEM:

1. DISTRICT WORK PLANS

- A. Presentation of the FY2021-22 4Qtr Update
- B. FY2022-23 Work Plan, key initiatives to be implemented by the District.

Administrator Blondino and Division Managers highlighted accomplishments over the past year and at least one key initiative planned for FY2022-23.

Following the presentations, the item was discussed by the Advisory Board. After discussion, questions, and comments the Reports were 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.

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: The next regular meeting of the Advisory Board of Directors scheduled for Thursday, September 15, 2022, at 6:00 pm, in the Community #2 at Carmichael Park and/or Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:18 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