

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
FEBRUARY 20, 2020 REGULAR MEETING**

**Directors: Borman, Carroll, Dax-Conroy, 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 6:00 p.m. by Chairman Rockenstein.

**ROLL CALL:**

Directors Present: Borman, Carroll, Dax-Conroy, and Rockenstein  
Directors Absent: Judd - excused  
Staff Present: Blondino, Lofthus, and Penney

**PLEDGE OF ALLEGIANCE** – Chairman Rockenstein led the pledge

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT ON THIS AGENDA ONLY. –**

Carla Barbaro – President of CCCA (Canine Corral – CP Dog Park, addressed the Advisory Board re: the Dog Park. Pleased with the shade trees that were recently planted. Interested in partnering with the District for long range planning to complete the Master Plan improvements.

Sandy Helland – Addressed the Advisory Board about a “Friends of the Foundation” group that she is working on to promote volunteers to assist the Foundation and the District with various activities and Events. She brought sign up sheets for the table to solicit volunteers.

**CONSENT ITEMS:**

1. **MINUTES**  
January 16, 2020 – Regular Meeting
2. **FINANCIAL STATEMENT**  
December 2020
3. **ACCOUNTS PAYABLE**  
January 2020
4. **ACCOUNTS RECEIVABLE**  
February 2020
5. **POP STAT REPORT**  
January 2020

**Motion 1**

**M: Carroll S: Borman – The Advisory Board voted to approve the Consent Items, as presented. Vote: Unanimous of those present. Absent: Director Judd 4/0/0/1/0**

**NEWSPAPER ARTICLES:**

***Carmichael Times* –**

January 10, 2020: *Girls Basketball League*  
January 17, 2020: *Girls Basketball League*  
January 24, 2020: *Girls Basketball League*  
January 31, 2020: *Now Hiring!*  
February 7, 2020: *Park, Rec, & Eat It – Returns on March 5th*  
February 14, 2020: *Park, Rec, & Eat It – Returns on March 5th*

**REPORTS:**

**1.\* ADVISORY BOARD MEMBER REPORTS**

Directors reported on activities of interest to the District, as follows:

- Director Conroy commented on the next annual Dinner in the Park date, September 12, 2020, planning underway.
- Chair Rockenstein reported on a recent Policy & Program Committee meeting held to review the Facility Rental Policy and Fees; recent interviews of potential consultants to update the District Master Plan.
- Director Carroll reported on a recent neighborhood association meeting – thanked Administrator Blondino for participating.

## 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 – a report on division highlights*

**Events** – Park Rec & Eat It returns March 5, starting at 5PM.

#### **Youth Sports** –

- Pee Wee Basketball Program had 68 participants, an increase from 51 in 2019. The program age was lowered to allow kindergartners to enroll and quickly filled up in that age group.
- Due to this success, staff plans to offer spring and summer multi-sport programs for that age group hoping to continue to provide parents and youth that age more opportunities to keep active.

**Adult Sports** – Adult winter sport leagues are going strong. There are 63 teams participating in volleyball and 49 in basketball. This is 9 volleyball teams more than winter 2019.

#### **Youth Development** –

- Ms. Victoria, the Tiny Tot instructor is leaving to pursue her education in occupational therapy. Staff has interviewed and hired a new instructor, Ms. Krysta will be shadowing the current instructor and then taking over starting March 2.
- Kids Hang Out President's Week Camp had 56 children attend.
  - Themed Rock n' Roll History Week
  - Staff member Frank (driver) brought in his guitar and sang classic songs to the kids.

**Personnel** – Maria La Fontaine, Recreation Coordinator (Facilities) left the District to work for another organization. District has announced the opening with an application deadline of February 21; goal to fill the position by April.

**Spring/Summer 2020 Activity Guide** – available online March 2 and mailed to the Community 2-weeks after.

### Maintenance Division

*Mike Blondino, District Administrator shared the report prepared by James Perry, Park Services Manager – Project updates and division highlights*

#### **Project Updates** –

- LSCC Play Area Improvement: once again underway. We have run into some soil issues and plan to meet with the landscape architect and contractor next week to resolve.
- Garfield House: progress continues. Interior and exterior door have been ordered and are on their way. The final layer of floor sheeting is going down and actual flooring products and tile will be ordered soon.
- Vet's Hall: ADA renovation costs were received for the ADA work and reviewed by the Facility Committee. Initial construction cost was \$247k but did not include soft costs. Staff was asked to go back to request estimates for all costs; the new cost estimates totaled \$435k.

#### **Maintenance/Repair** –

- Herbicide Applications: Carmichael, La Sierra Community Center, Del Campo, O'Donnell, Jan parks. Broadleaf treatment was applied between the LSCC Gyms.
- Cleanup: Staff cleaned the CP Corp Yard and hauled a full trailer of metal debris to a recycler.
- Tree Planting: 12 trees were planted in the CP Dog Park; fencing installed around them for protection.
- Cost analysis: top dressing sport fields at Carmichael, La Sierra Community Center, and Del Campo parks
- Graffiti Removal: Carmichael, La Sierra Community Center, and Del Campo parks
- Braille Plaques: installed new replacement plaques on the raised planters at Jensen Gardens.

- Vehicle/Equipment maintenance: KHO vans and 5328D Toro Mower
- Lighting: Replaced four 1500-Watt lights on CP Ballfields # 1 and 2 and four 1000-Watt lights at the CP Tennis Courts.
- Irrigation: New irrigation controller installed at Patriots Park. All of the outside parks now have new irrigation controllers. Due to dry weather, irrigation started at Jensen Gardens and the rose shrubs at Carmichael Park.
- La Sierra Community Center: Removed the old, worn soccer goals.
- Schweitzer Grove: Plans underway to use goats for weed control.

#### **Personnel –**

- Michael (Alex) Moreno will start on February 24 as the new Facilities Technician; Interviews scheduled for the second position on February 28.
- Training – Staff attended the first of two annual PAPA pesticide applicators training seminar.

#### **Administration Services Division**

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

**Budget –** Staff attended two County kick off meeting for the FY2020-21 Budget. This year the County Budget Hearing in June will cover the Recommended Budget. Only minor adjustments will be considered in September from final fund balance based on actual revenues and expenditures. The submission deadline is March 20, with confirmation of Advisory Board recommendations no later than March 27.

**SCERS –** Attended the Annual Employer Forum, covering program performance, including updates on pension liability. A new online portal will be launched later this year to provide improved communication and document management.

#### **Training –**

- EEOC Harassment Prevention Training – Live in person training held on February 5.
- Staff Recruitment in the Digital Age – 2/19; covered challenges in filling positions, i.e. increased costs; new methods use social media and marketing the workplace culture to attract applicants.
- Preventing & Responding to Violence in the Workplace – 2/20 hosted by CAPRI. Workshops covered OSHA guidelines to address any act against employees, physical/psychological; management guidelines include identification, management, and training as part of a comprehensive Safety and Health Program.

*Mike Blondino, District Administrator – Report*

- **Prop 68 Update** – Staff continues to wait for the final allocation information from the State.
- **CMP Breakfast or Lunch program** – Staff has been meeting with CMP to discuss additional space needs at LSCC for a breakfast or lunch program to meet a State mandate.
- **Staffing Assessment and Development** – The report has been given to the Advisory Board; discussion planned at a later date. He plans to review each section with the Managers at the 1:1 meetings in early March.
- **District's Master Plan** – Staff has chosen a consultant after interviews with two companies. The contract for review and approval planned for the March Advisory Board meeting.
- **Bocce Court update** – Staff is working on some details (including drainage) for the project.
- **CID** – The Carmichael Improvement District has hired a new patrol company. There is a new Security Dispatch number 916-931-0911, which the CID now owns.
- **Fulton-El Camino Park Police** – Sgt Taylor Magaziner has left for a full-time position with the Solano Sheriffs Dept. He is still helping p/t until they hire his replacement.
- **Sustainability** – The Water tracking spreadsheet has been completed and we will start using it with staff. One correction...District billed every 2 months, so we will be sharing it after we have complete data.
- **\$88K list** – As of today, we have spent (or plan to spend) \$56,500 of the \$88,000.
- **Priority List and Look Ahead** – Updated lists given and reviewed with the Advisory Board.

- **Input needed** – Requested AB feedback on format they would like to see at the Goal Setting/Work Plan retreat on 2/29.

**ACTION ITEM:**

**1. FACILITY RENTAL POLICIES AND FEES**

RSM Lofthus made a presentation of the recommended changes to the District Facility & Sports Facility Rental Policies and Fees, effective March 1, 2020.

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: Conroy S: Borman – The Advisory Board voted to approve the recommended changes to the Facility Rental Policy, Sports Rental Policy, and Facility Rental Fees effective March 1, 2020, as presented. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Judd**

**Recused: Directors: None**

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

**2. MEMORANDUM OF UNDERSTANDING FOR SWIM LESSONS**

RSM Lofthus made a presentation of a recommendation for a MOU between the District, Carmichael Parks Foundation (CPF), and Davis Arden Racing Team (DART) to offer Swim Lessons through DART. The MOU outlines the terms which includes CPF reimbursement to the District for scholarships plus 15% to defray staff related costs. Ken Hall, CPF Treasurer and Past President spoke in support of the agreement and was available for any questions.

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: Carroll S: Borman – The Advisory Board voted to approve the MOU between the District, Carmichael Parks Foundation, and Davis Arden Racing Team (DART) to offer swim lessons through DART; delegated authority for the District Administrator to sign the agreement. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: Conroy**

**Absent: Directors: Judd**

**Recused: Directors: None**

**Vote: 3/0/1/1/0**

**3. PROP 68 PER CAPITA PROGRAM UPDATE**

Administrator Blondino made a presentation and recommendation for the Per Capita Program application to include the Bocce Ball Courts Project, an eligible project from the remaining minimum fund allocation. The Advisory Board previously approved the La Sierra Community Center Play Area Renovation for the application.

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 4**

**M: Conroy S: Borman – The Advisory Board voted to approve the addition of the Bocce Ball Courts Project to the La Sierra Community Center Play Area Renovation Project for the Prop 68 Per Capita**

Program application. Unanimous of those present.

Vote:

Ayes: Directors: Carroll, Conroy, Borman, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

## PRESENTATION ITEMS:

### 1. FY2019-20 MID YEAR BUDGET STATUS

ASM Penney made a presentation of the mid-year status of the FY2019-20 Budget, which included budget to actual revenues and expenditures, followed by a question and answer period.

## 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).

### Events:

1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park
2. **Park, Rec & Eat It Returns** – Thursday, March 5, 2020 5-8PM at Carmichael Park

### Youth Programs:

3. **Kids Hang Out Afterschool Program** – 1<sup>st</sup>-8<sup>th</sup> Graders, Weekly sessions, full/part time, at the La Sierra Community Center, Kids Corner
4. **Tiny Tots Preschool Program** – Ages 3-5; program held at Carmichael Park

### Youth and Adult Programs & Sports:

5. **Various Special Interest Classes, Fitness, and Sports** – Winter Season continues, for more information refer to the District's website and/or the Fall/Winter Activity Guide at: <https://www.carmichaelpark.com/activity-guide>.

## TIME AND PLACE OF NEXT MEETING:

### 1. Special Meeting

The Advisory Board will hold a special meeting for a Retreat, Saturday, February 29, 2020 at 9:00 am, Community Clubhouse #2 at Carmichael Park.

### 2. Regular Meeting

The next regular meeting on Thursday, March 19, 2020 will be canceled; instead, a special meeting will be planned on a different date - TBD.

**ADJOURNMENT** – The meeting was adjourned at 8:05PM.

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