

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
DECEMBER 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, Judd, and Rockenstein  
Directors Absent: Ives and Levine - 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**  
November 17, 2022 – Regular Meeting
- 2. FINANCIAL STATEMENT**  
October 2022
- 3. ACCOUNTS PAYABLE**  
November 2022
- 4. ACCOUNTS RECEIVABLE**  
December 2022
- 5. POP STAT REPORT**  
November 2022
- 6. RESOLUTION CP-12152022-01**  
Subsequent adoption to conduct remote Teleconference Meetings of the Advisory Board of Directors; for new period January 1, 2023 to January 31, 2023, based on the County Health Order and provisions of AB361.

**Motion 1**

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

**Vote:**

**Ayes: Directors: Ives, Rockenstein, and Carroll**  
**Noes: Directors: None**  
**Abstain: Directors: None**  
**Absent: Directors: Ives and Levine**  
**Recused: Directors: None**  
**Vote: 3/0/0/2/0**

**REPORTS:**

- 1. ADVISORY BOARD MEMBER REPORTS –**  
Chair Carrol reported on the Annual Tree Lighting event; park appearance, activities and handouts were great.
- 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:**

- Tree Lighting

- Staff transitioned parts of the event indoors due to winter storm
- Queen Elsa was a great addition to the event – donated by Buck Family Automotive and the Carmichael Parks Foundation
- Rancho Cordova River City Concert Band once again played festive music.
- Biggest hit seemed to be the fun light giveaway
- Great attendance

### **Youth Development**

- KHO
  - Averaging 46 children per week
  - Average 35 children last year

### **Facility Rentals –**

- Rentals continue to recover well and are drastically surpassing 2021 comparisons
- Facility monitor staffing has greatly improved with three well-performing monitors, one sub, and of course Jennifer who is helping with everything.
  - Still looking for one more monitor to work weekends.

### **Sports –**

- Indoor Pickleball started November 29;
  - Averaging 40 participants on cold/stormy days, 20 on nice days
  - Max 20 can play in the gym at one time, so lots of rotations on busy days

**Community Garden –** Staff updating the guidelines and working with the garden committee to make improvements

### **Staffing:**

- Introduced and provided bio on the new Recreation Supervisor, Miranda Ellis.

### **Park Maintenance Division**

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

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

- Graffiti removal: 4x – at Del Campo and cleaned up graffiti and candle wax from the Bandshell in CP

### **Maintenance & Operations –**

Staff performed the following:

- Irrigation (District wide) – Due to weather changes, all irrigation systems could and have been turned off.
- Event – Annual Holiday Tree Lighting decorating and support.
- Lighting – Took advantage of the rented lift to replace 4 lights, 1 ballast at the CP Tennis Courts and replace 2 lights on Ball field 2.
- Landscape Grounds Maintenance – Blowing and mulching leaves along with clean up at CP and LSCC following storms. Cleaned planter beds around the District Office and Clubhouse. Thinned out and transplanted several daylilies to outside the Administrator’s office and Vets Hall parking lot.
- HVAC – LSCC: Suite 830 – replaced a gas valve on the heater; Suite 300 – replaced a blower motor on the heater.
- Roofs – patched several roof leaks.

### **Project Updates**

- Garfield House – Maddison bench arrived; will be installed in the following week.
- Bleachers for CP and LSCC Ball fields – shipped, once delivered will work with Rotary Club of Carmichael to remove an existing bench and replace; staff will take care of the others over the next month, weather permitting.
- LSCC 800 Wing –3 exterior doors being installed and the restrooms nearly completed; tile work remains. The exterior ADA ramps are the big hold-up for the Project. Project must be completed by February 13, 2023.
- Staff is still in communication with contractors on the CP Basketball court, tennis courts and Garfield House path/walkway projects to ensure that they are ready to go in early Spring.

- Del Campo and Cardinal Oaks Backflows and Booster Pumps – After lack of progress with a landscape contractor to get pricing, I will look for another.

### **Administration Services Division**

*Ingrid Penney, Administrative Services Manager – Report*

#### **Budget/Financial:**

- Completed/submitted the Annual Report of Financial Transactions for the Secretary of State; GASB-87 Lease Accounting Questionnaire; GASB 96 Implementation – reporting of subscription based IT agreements; Potential Post issuance Survey for Private Use of Bond financing at CP pool demolition and Whitney lawn, LSCC (Cypress Rm/CMP premises) and Jan (Bridge loan) (\$ borrowed from the County and paid off years ago.)
- Completed the Annual Report for the First 5 Commission for the two projects, Tot Lots and butterfly gardens at Patriots and O'Donnell Heritage Park.
- Audits: Culling documents, preparing schedules, and confirmations; Fieldwork for the audit to begin the week of Monday, January 9, 2023. Fechter and Company to perform the District Audit for FYE 6/30/2021 and 6/30/2022.

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

- **Upcoming Lease** – On December 20<sup>th</sup>, Administrator Blondino and I will meet with representatives from Regional Parks to discuss and negotiate the Lease for Therapeutic Recreation which ends on March 31, 2022.
- **Facility Use Agreements** – Staff has prepared a new FUA template which has been reviewed and approved by County Counsel and County Risk Management. We plan to use the new form on upcoming agreements. CGS (January)

#### **HR:**

Administrative support for COVID reporting, personnel matters - including EDD; recruitment, screening, set up, and logistics for RFT, RPT, and Seasonal positions in Recreation Division. Staff will be reviewing personnel information, and updating as needed in preparation for issuance of W-2s.

- EE benefits – new policy year begins January 1, 2023. EE selections will be reflected in BambooHR along premiums paid by the District.
- Training –
  - Staff provided training on the updated CRPD Volunteer program, complete with forms and procedures related to different types of Volunteers. 11/18
  - Workplace Insights with Shaw Law and the CA Civil Rights Dept (formerly DFEH) – Topic: Criminal History Background Checks (new requirements) 12/15

*Mike Blondino, District Administrator – Report*

**Electronic Reader Board** – We are still working on obtaining quotes.

#### **Future Funding** –

- No updates on the Over-Under initiative on the improvement of the basketball court and adding in-ground soccer goals that you approved in the last budget.
- We have started some very preliminary talks with an energy management company. It starts with the idea of lowering our energy bill and starting to use sustainable energy like solar. We have a follow up with them next month as a management team and will let you know more.

- The 3 DAs from dependent districts are meeting with the County next month to work on the \$500,000 project limit that is part of the resolution governing our Districts. Anything over \$500K then the project needs to be run by the County. We are looking to raise that limit to \$1,000,000 for several reasons. The first is the 20-30% overhead they charge and the other is the bureaucracy we deal with. Example A: 800 Wing restoration

**Garfield House Sculpture-** Bob Ruffner is still working on the lighting, as he doesn't like the LED's he used.

**Community Outreach –**

**Kiwanis** – Attended several meetings in the last 4 weeks.

**CID meetings** – Attended the monthly Board and Security meetings. There are lots of hurdles to get things cleaned up on the streets. The private security (SPS) continues to do a good job, but are up against laws and staffing shortage at the Sheriff Dept. in getting people cited.

**Park Foundation** – December Meeting cancelled

**Chamber Lunch** – Attended the December lunch. The Carmichael Mayor was announced. Although the candidate that was supporting the Kiwanis lost, they still raised over \$16,000 of which Kiwanis will get half.

**Carmichael Water** – We informed CWD that Carmichael Park is the preferred site for any wells.

**IT** – Nothing new to report.

**Look Ahead** – Reviewed with Advisory Board.

**ACTION ITEMS:**

**1. LA SIERRA COMMUNITY CENTER LEASE, SUITE 110 – CHAUTAUQUA PLAYHOUSE**

Administrator Blondino and ASM Penney made a presentation and a recommendation to approve a new lease with Chautauqua Playhouse, a non-profit community theater providing theatrical productions, community activities, special events, classes, workshops and other recreational educational, or cultural programs for public benefit; delegation of authority to the District Administrator to execute the Lease.

Term: January 1, 2023 to December 31, 2025; with one two-year option to extend to December 31, 2027

Square footage: 6,122

Monthly rental amount: \$2,510.02 including Utilities and Services; based on current rate of \$ .41 per square foot

Rate adjustment: CRPD reserves the right to increase the monthly rental every two years beginning in January 2025 to cover the increased costs of Utilities and Service not to exceed 5%

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: Judd– The Advisory Board voted to approve entering into a new lease with the Chautauqua Playhouse; to approve delegation of authority to the District Administrator to execute the Lease, as presented. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Ives and Levine**

**Recused: Directors: None**

**Vote: 3/0/0/2/0**

**2. REPORT – TOTAL COMPENSATION STUDY**

Administrator Blondino and ASM Penney highlighted the Report; made a recommendation to approve a 10% increase to the salary range of two Regular full-time positions: Recreation Coordinator and Finance Supervisor based on the findings of the Study; to support additional research into benefit enhancement of Deferred Compensation, Medical Subsidies for waiver of coverage, and an EAP. Director Judd served on the Personnel Committee with Director Levine and reported on their review of the Study and Staff proposal, lending their support for the recommendations.

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: Judd S: Rockenstein – The Advisory Board voted to approve the Personnel Committee and Staff recommendation to receive the Report; approve a 10% increase to the salary range of both the Regular Full-time Finance Supervisor and Recreation Coordinator positions, effective January 1, 2023; approve research into additional benefit enhancements for future consideration. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Ives and Levine**

**Recused: Directors: None**

**Vote: 3/0/0/2/0**

**PRESENTATION ITEMS:**

**1. FUTURE FUNDING DISCUSSION**

Administrator Blondino led a discussion regarding updates on Measure G passage, data results, and next steps.

- According to Jon Isom, CRPD may see the first group of bonds sold in the spring.
- Chair Carroll, Vice Chair Ives, and Administrator Blondino to start work on the Bond Oversight Committee Bylaws.
- ASM working the County and CRPD Consultants to see whether the AB or BOS must officially verify the vote.
- Staff has a meeting scheduled with FORPD next month to talk about things they learned after passing their bond.
- The Ad-hoc Committee is going to meet next month to discuss next steps when it comes to priority projects and report back to the full board and public for discussion.

Following the presentation, the item was discussed by the Advisory Board. After discussion, questions, and comments the presentation was 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, January 19, 2022, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and/or Via Zoom.

**ADJOURNMENT –** The meeting was adjourned at 7:17 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