

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
SEPTEMBER 17, 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, Judd, and Rockenstein
Staff Present: Blondino, Lofthus, Penney, and Perry

FOR THE RECORD: Director Judd joined the Zoom Meeting at 6:12 PM during Staff Reports - excused.

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

July 16, 2020 – Regular Meeting
August 6, 2020 – Special Meeting

2. FINANCIAL STATEMENT

July 2020

3. ACCOUNTS PAYABLE

August 2020

4. ACCOUNTS RECEIVABLE

September 2020

5. POP STAT REPORT

August 2020

Motion 1

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

Vote:

Ayes: Directors: Dax-Conroy, Borman, Carroll, 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 Dax-Conroy shared that she has been visiting various District parks; commented about her recent visit to Cardinal Oaks. Discussion followed re: well-maintained lawn, active uses, parking, vandalism, etc. Follow-up brainstorming session suggested to develop programming there and at other neighborhood parks.

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 brief report on division highlights; in consideration of the quarterly and annual recreation activity reports under presentation items.

Distant Learning Camp

- Attendance for session 1 was 18 children
- State released new guidance so had to reduce attendance to 14
- Finishing session 2 (14 children) and will start session 3 next week.
- In July we started working with State Licensing for waiver –
 - Recently, State released an updated waiver application with extensive new processes. Staff are working to meet requirements.

Five Snaps Award

- CRPD received a Five Snaps Award from the California Parks and Recreation Society (CPRS) for the Carmichael Cares Kits
- The Five Snaps Award is given by the CPRS Executive Committee to those professionals and agencies who are creating new and awesome programs and experiences for their communities in response to the COVID-19 pandemic.
- Thank you to the Carmichael Parks Foundation and the Kiwanis Club of Carmichael for their volunteer work and financial contributions.
- A special thank you to the Recreation Staff - Matthew, Telly, Courtney, and Matt C. for making this vision happen and to Sharlene for her amazing PR skills with nominating this project through her CPRS contacts.

Founders Day

- The annual event has gone virtual!
- Three aspects to the virtual event:
 - Facebook Live performance by Todd Morgan & Andrew Phillip – Saturday, September 26th at 1pm
 - Virtual Car Show – No entry fee for the community to submit their classic car to win. Voting will occur on the District's Facebook Page
 - Community Engagement Video – We asked local organizations, service groups, businesses, etc if they would like to submit a video to celebrate this community for Founders Day.
 - Some of those who have submitted videos include:
 - Carmichael Parks Foundation
 - Kiwanis Club of Carmichael
 - San Juan Unified School District
 - Carmichael Improvement District
 - Carmichael Chamber
 - Mission Oaks Recreation and Park District
 - Sacramento Fine Arts
 - Carmichael Girls Softball
 - Gates + Associates – Carmichael Master Plan Update
 - Groups of these videos will run throughout the week leading up to Founders Day

Field Use Permits:

- Carmichael Girls Softball and Del Campo Youth Soccer had their COVID-19 Safety Plans approved and been given field use permits in accordance with their Facility Use Agreement
- CLL is still determining if they will do anything for the Fall
- Capital Valley Futbol Club, approved in July, uses the soccer fields at La Sierra Community Center throughout the week.

What's Next?

- Contracts have gone out to Sac Fine Arts and Sacramento Guitar Society to start teaching some workshops and classes
- Happy Eggtober will be announced to the community shortly. We hope it will give parents a fun activity for their children to do on Halloween.
- More details will be released shortly on our social media accounts

Maintenance Division

James Perry, Park Services Manager – reported on Project updates and division highlights

Maintenance & Operations:

- Vandalism:
 - Del Campo: Staff repaired the gate someone drove into as well as repair the fencing around the

- backflow, near the restroom.
- Patriots Park: The shade sail was removed and sent out for repair. It was received Tuesday of this week and should be re-installed next week. 8 sprinklers were replaced and over 5 hours of graffiti removal from the playground.
- Property Loss:
 - Bird Track Park – Someone lost control of their vehicle ended up in the neighbor’s pool at the bottom of the hill. Staff working with their insurance to replace the handicap sign and the fencing.
 - LSCC, 800 wing – District sustained major water leak damage covered through insurance. Preliminary estimates are near 350-400k. Remediation is complete. Unfortunately, due to the cost of reconstruction we must go out to bid. We have reached out to various architectural firms for proposals to prepare plans and specs for County review and approval. In the meantime, we have relocated staff and our affected tenant.
- Del Campo: Staff cleaned up a homeless camp
- Herbicide: All parks have received seasonal herbicide application.
- Irrigation:
 - Jan and Sutter-Jensen parks - Staff replaced two faulty irrigation controllers under warranty
 - Cardinal Oaks – Staff repaired main line and replaced sprinkler head
 - Glancy Oaks – Staff rebuilt two irrigation valves and replaced seven sprinkler heads
 - Carmichael Park – replaced several heads and made adjustments
- Tree Maintenance:
 - Carmichael Park - Oak tree removal near ballfield 3 and repaired the rubber play surface on 5-12 playground
 - Schweitzer Grove Nature Area – Dead Pine trees were removed
- HVAC:
 - LSCC, 400 Wing (CMP) – Two A/C units down, working with a contractor to get them replaced ASAP
- Personnel:
 - Training:
 - Instruction on tightening the ropes/cables on the new play structure at Carmichael Park
 - Pesticide/herbicide training - received 6 hours of continued education
 - Basic fire extinguisher training
 - Staffing: Facilities Technician separated from the District on August 17. Recruitment started for a replacement. Closes October 16.

Project Updates:

- LSCC Hallway:
 - Painting and flooring complete
 - New hardware and closer installed on the main entry doors
 - Locksmith is due out next week to finish re-keying the JSH in its entirety
 - Maintenance has a few minor things to do such as: replace outlets and switches
- LSCC Asphalt Repair: Adjacent to Play Area complete
- Garfield House Renovation continues:
 - Exterior door trim complete
 - Kitchen door re-hung
 - New Great room and bathroom windows were delivered
- CP Bocce Ball Court –
 - Construction complete.
 - Carpet/Play surface scheduled to be installed Friday, 9/25
 - Once complete, Staff will restore the irrigation around the area

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Fiscal Year Reports: As part of the fiscal year end reports for the County and other agencies, Staff completed:

- Single Grant Audit Report for the County
- Final Workers Comp Report for CAPRI

FY 2020-21 Adopted Budget: CRPD Budgets for FY 2020-21 were approved on 9/10 during BOS Budget Hearings held 9/9 and 9/10; final adoption hearing to fund the budget planned for 9/22. All budget schedules were completed.

HR – Benefits: Met virtually with County Personnel to discuss EE Health and Welfare Benefits effective 1/21. We projected a 5% increase for Health Insurance in the FY2020-21 Adopted Budget. While two of the three providers came in at a 3.16% and 3.8%, Kaiser came in at 7.25% with a contingency to increase up to 10%. Currently, we have employees enrolled in all three programs. We will know more about costs once Open Enrollment is complete in October. No changes to the other coverages. Re: Life Insurance, the County plans to revisit carrier and premiums in Spring 2021. Apparently, there are more competitive programs available. County Staff needed more time to evaluate and will roll out later.

Contract PO's: Developed a new PO containing language on public contract code, indemnity, insurance limits, and other requirements. This PO will be used for contracted maintenance repair and simple projects under \$60K. In the past month, this form has been used for four smaller projects.

Training:

- Prop 68 Per Capita Workshop – Staff attended and is now working on applications for two projects.
- COVID-19 related free webinars – COVID-19 and Reasonable Accommodation; Travel Guidelines; DFEH – COVID19 Related Workplace EEO Challenges; CSDA Exhibitor Series on various COVID19 Topics; Trauma and Resilience during a Pandemic
- Procurement Card Training – Program Staff and cardholders attended this mandatory training.

Mike Blondino, District Administrator – Report

COVID-19:

- We continue to monitor changes in the County's status.
- Staff participates in webinars to keep up to date on all topics, but especially HR COVID-19 related issues.

Master Plan Update:

- DRAFT round 1 online survey is out. We have 499 responses to date. Gates has prepared a video for Founders Day promoting the survey and will be at the Farmers Market on September 20.

Community Outreach:

- **Kiwanis** - attending weekly Kiwanis Zoom meetings.
- **CID meetings** – attended the monthly Security, Executive and Regular Board meetings.
- **Park Foundation**– attended this month's meeting to report out on projects we are working on.

Phone system: Staff plans to test Microsoft Teams as a phone system with 2 employees.

Computers: New server and firewall are installed.

Special Events: Founders Day, Wall of Honor, and most likely the Tree Lighting Ceremony will all be virtual events.

Prop 68, Per Capita Program: Staff took part in the mandatory Prop 68 Workshop presentation - 8/12. We are targeting September 25, to turn in the application packets for Bocce Ball and LSCC Play Area to OGALS.

CMP: Plan to meet with CMP Superintendent Brett Barley on September 18, at 2PM.

Priority List & Look Ahead: Updated list given to the Board.

Miscellaneous:

- 2 Disc Golf Holes moved
- Sidewalk near bandshell replaced

ACTION ITEM:

1. CIP BIDDING AND AWARD PROCEDURES

ASM Penney made a presentation on and recommendation to approve the proposed CIP Project Process, including Bidding and Award Procedures for Construction Contracts for the Carmichael Recreation and Park District.

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: Dax-Conroy S: Carroll – The Advisory Board voted to approve the staff recommendation; approval of CIP Project Process, including Bidding and Award Procedures for Construction Contracts for the Carmichael Recreation and Park District. Unanimous.

Vote:

Ayes: Directors: Judd, Borman, Carroll, Dax-Conroy, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEMS:

1. RECREATION ACTIVITY REPORT

RSM made a presentation of recreation activities for the period January to June 2020. The report was discussed, received, and filed.

Director Dax-Conroy requested monthly P & L Statements with comparison to the previous year in order to monitor recreation program financial activity on a monthly basis.

2. DISTRICT WORK PLAN FY2020-21

Administrator Blondino made a presentation of the FY2020-21 Work Plan with key initiatives to be implemented by District staff. 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.

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

The next Regular Meeting of the Advisory Board of Directors scheduled for Thursday, October 15, 2020 at 6:00 PM is to be held in the Community Clubhouse #2 at Carmichael Park or Via Zoom Meeting.

ADJOURNMENT – The meeting was adjourned at 7:29PM.

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