

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 16, 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
Directors Absent: None
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

February 20, 2020 – Regular Meeting
February 29, 2020 – Special Meeting
March 26, 2020 – Special Meeting
April 16, 2020 – Regular Meeting
May 21, 2020 – Regular Meeting
June 18, 2020 – Regular Meeting

Motion 1

M: Dax-Conroy S: Carroll – The Advisory Board voted to approve Consent Matters, as amended; to update the June 18, 2020 Minutes with the correct date from April 16, 2020 to June 18, 2020 instead. Unanimous.

Vote:

Ayes: Directors: Judd, Carroll, Borman, Dax-Conroy, and Rockenstein
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 5/0/0/0

REPORTS:

1. ADVISORY BOARD MEMBER REPORTS

Directors reported on activities of interest to the District

Director Carroll reported on a tour of the Garfield House under renovation. Met with representatives of the Foundation and Disabled Veterans along with District Staff to discuss the SMUD Shine Grant; to apply for improvements to the Veteran's Hall.

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.

Summer Day Camps:

- Staff is almost done with session 1 and will start session 2 on Monday
- Session 2 will be three weeks long and will have 2 groups of 10 children
- Day camps are following County, State, and CDC guidelines

Carmichael Cares – Family Fun Kit:

- The Carmichael Park Foundation and the Kiwanis Club of Carmichael have sponsored a second kit to be distributed to families.
- This kit is focused on active equipment and includes a jump rope, soccer ball, flying disc, beach ball, hacky sacks, and a deck of cards.
- On June 26, 250 kits were assembled by volunteers and staff
- On July 2, 148 kits were distributed by volunteers and staff at La Sierra Community Center
- District is currently working with Kiwanis and Foundation members on opportunities to give the remaining 102 kits to Carmichael refugee families with the support of World Relief (funded by Sutter Health)

Field Use Permits:

- Currently working with youth sports clubs on Youth Conditioning plans in accordance with Sacramento County guidelines. Sacramento County released an extensive checklist to help assist in plan development and approval.
 - These guidelines include things like cohorts of 10, cleaning and disinfecting protocols, coaches, volunteer and participant screening, Illness Plans, required trainings, and more
- Capital Valley Futbol Club just recently received approval for their field use
- Carmichael Girls Softball Plan is under review and revisions
- American River Futbol Club and Del Campo Youth Soccer Club are preparing their plan submissions.
- Carmichael Little League is waiting until the Fall to move forward with any programing

School Year Programs:

- Staff is evaluating current climate and future programs based on school district's decisions and County restrictions.

Maintenance Division

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

Maintenance & Operations:

- COVID-19 related –
 - Staff installed the new sneeze guards at La Sierra and delivered mobile guards along with the supplies for the sanitizing stations throughout the district.
 - Inspections performed on the HVAC units in occupied areas of the District - new MERV 13 filters installed.
 - New electric door closer installed at the LS office to help reduce contact points with the staff and general public as well as provide ADA access.
- Irrigation repair (valve replacement/broken head repair) –
 - Patriots Park: replaced 10 heads that were kicked off
 - Cardinal, Glancy Oaks, Carmichael, Jensen Gardens, Jan, and La Sierra: rebuilt valves, repaired broken lines and replaced numerous broken and vandalized heads.
- Tree Maintenance – Carmichael Park
 - Canopies raised at trees in the Dog Park
 - Removed the dead Oak by Ballfield #3
 - Removed a dead sycamore by Ballfield #1
 - Planted four new trees around the park
- Ice Machines – Performed semi-annual inspection and cleaning/sanitizing
- Fire Extinguishers – Scheduled annual inspection and service

Project Updates:

- Bocce Ball is moving forward. District received four base bids and have selected PBM as the lowest responsible bid. The contract should be going out late next week. Plan to meeting with the contractor on Tuesday to do rough layout of the courts so maintenance staff can make the necessary irrigation changes. We are also working on how we can get a fence around the courts. Once these are complete, the contractor can begin.
- John Smith Hallway: District received new proposals for paint and flooring. We should move forward with the work in the next couple weeks. The same contractors that performed the work in the Hall will be perform this work as well.
- Vets Hall: Re: Tiny Tots A/C, I just learned at 3:15 today, is delayed. There seems to be a shortage of

- equipment due to COVID-19. This is not the first time we have experienced delays for items as of late. Contractor was told by supplier 1-2 weeks for delivery. District will be scheduled as soon as it comes in.
- Garfield House: Renovation continues. The floors are almost ready for tile/vinyl installation; three doors left to trim out; drywall texture and paint hopefully next week. At Director Carroll's request, I obtained a quote to have the tile installed. The estimated cost submitted by Delta Tile is \$6,900.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Personnel: Staff back in the office, adjusting to new guidelines.

Fiscal Year End Closing: Staff completed the year end work to close FY 2019-2020. Final closing date to post all transactions was last Friday. We will receive the final year-end figures next week. Based on revenues and expenditure transactions already posted, the District carry over fund balance is running at 736,054, which is 365,604 less than projected at Recommended Budget.

Fiscal Year Reports: Over the next two months, Staff will be working on a number of fiscal year end reports for the County and other agencies. (i. e. Single Audit Package, Cash Questionnaire, State Controller's Report, Final payroll report for the District workers comp program through CAPRI.

FY 2020-21 Adopted Budget: Proposal is due to County by 8/7; to include information on closed out projects completed under Assets Under Construction; determined YE costs for CIP Re-budgets. Staff has been working on updated revenue and expenditure projections for the budget committee meeting planned for next Friday. Staff is recommending a special meeting on August 6 to present the recommendation.

Tenant Leases:

- Temporary delegation authority to the District Administrator to amend leases is on the 7/28 Board of Supervisors agenda.
- Living Smart update – Marie reported that they filed their documents with the IRS re: non-profit two months ago, awaiting response. In the meantime, they have made a decision to give notice to terminate their lease at LSCC and keep a virtual office instead. They would like to continue with the Farmers Market at Carmichael Park.

Mike Blondino, District Administrator – Report

COVID-19:

- Recreation and Admin staff returned to the offices as of July 1. After Governors update this past Monday, it was decided to close the LSCC Front Office to walk-in service to limit exposure to staff. All interaction for the time being will be by appointment only.
- Staff meetings will go back to twice a month. It has been decided to continue to have Supervisors in at least one of them as its important to all be on the same page with COVID-19 issues that arise.
- Sac GM meetings continue to be helpful in seeing what we are all dealing with.

Master Plan Update:

- Master Plan Website is being updated to reflect previous comments, logo, and past project highlights. It will be available for review/comments early next week. Gates to send link and password.
- Gates completed all the park site assessment walks last week to include in the MP document.
- DRAFT round 1 online survey questions are being finalized and will be sent to District staff next week for comment.
- We are on track to 'go-live' with Round 1 on 8/3 assuming there are no huge concerns with the DRAFT questions. Round 1 will be a linear survey of approximately 15-20 questions that will run for four weeks and will include an online social media campaign as well. Gates will provide schedule and content for postings on hosted platforms.

Community Outreach:

- **Kiwanis** - Attending weekly Kiwanis Zoom meetings; made a presentation to them at their July 8 meeting.
- **CID meetings** – Attended the monthly Security Committee and Executive Board meeting In July.

- **Park Foundation** – attended this month’s meeting. Foundation is fully committed to making up the difference in the cost of the Bocce Ball Court project. We are working with them and contractor on cost estimates to add a fence. We are working with Foundation President Sharon Ruffner and Director Carroll on SMUD Grant application.
- **Chamber of Commerce** – Attended a virtual Town Hall meeting in June, featuring SMUD/Energy use.

Phone system: Staff reviewing two companies to replace our outdated phone system.

Computers: Still waiting on install date for new server and network firewall.

Special Events: Founder’s Day – decision on go/no go by 8/1.

Prop 68, Per Capita Program: New information update re: deadlines and upcoming mandatory workshop – at least two of us will attend on 8/12.

CMP: Based on Sacramento County Superintendent updates, CMP will be distant learning to start the year with hopes to return to the classroom in October.

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

SPECIAL PRESENTATION:

1. CARMICHAEL IMPROVEMENT DISTRICT (CID)

Rachel Taylor, Executive Director of the CID made a presentation of services, projects, and activities by the property business improvement district; goals and efforts to keep Carmichael safe and promote business in the area. There is planning and outreach underway for a 10-year renewal ahead of the CID expiration on December 31, 2021. The CID hopes to expand the boundaries of the district by 20 – 25%.

ACTION ITEM:

1. LA SIERRA COMMUNITY CENTER SOCCER FIELD

RSM Lofthus made a presentation and recommendation to approve a Facility Use Agreement (FUA) with the newly formed Capital Valley Futbol Club. The new club consists of five clubs which have operated in the area over the past 20-50 years. The FUA is for use of the La Sierra Community Center Soccer Field to provide youth sports programs, in compliance with all local, state, and federal laws, regulations, and guidelines, including public health rules; rental fee based on a player fee; Term: August 1, 2020 to March 31, 2023; authorize the District Administrator to sign the FUA

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 a Facility Use Agreement (FUA) with the Capital Valley Futbol Club for use of the La Sierra Community Center Soccer Field to provide youth sports programs, in compliance with all local, state, and federal laws, regulations, and guidelines, including public health rules; rental fee based on a player fee; Term: August 1, 2020 to March 31, 2023; authorize the District Administrator to sign the FUA. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEMS:

1. FY2019-20 BUDGET – CIP AND EQUIPMENT UPDATE

ASM made a presentation of activities related to capital improvement project and equipment expenditures – Final Update for FY2019-20. The report was discussed, received, and filed.

2. WORK PLAN FY2019-20

Administrator Blondino made a presentation of the Work Plan FY2019-20 Final Update. The report 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.

RECESS TO CLOSED SESSION – 7:37PM

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

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

RECONVENED TO OPEN SESSION - CLOSED SESSION REPORT – at 8:46PM

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

The next Regular Meeting of the Advisory Board of Directors scheduled for Thursday, August 20, 2020 at 6:00 PM is *CANCELLED*.

2. Special Meeting

The Advisory Board of Directors has scheduled a Special Meeting for Thursday, August 6, 2020 at 6:00 PM to be held in the Community Clubhouse #2 at Carmichael Park or Via Zoom Meeting.

ADJOURNMENT – The meeting was adjourned at 8:47PM.

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