

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
AUGUST 15, 2019 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, Dax-Conroy, Judd, and Rockenstein  
Directors Absent: Carroll  
Staff Present: Blondino, Lofthus, Penney, and Young

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

**OATH OF OFFICE:** Chairman Rockenstein administered the oath of office with Byron Borman, new appointment to the Advisory Board

**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 18, 2019 – Regular Meeting  
August 1, 2019 – Special Meeting
2. **FINANCIAL STATEMENT**  
June 2019 – Fiscal-year End
3. **ACCOUNTS PAYABLE**  
July 2019
4. **ACCOUNTS RECEIVABLE**  
August 2019
5. **POP STAT REPORT**  
July 2019
6. **SIGNATURE AUTHORIZATION FORM FOR FISCAL DOCUMENTS FOR COUNTY**

**Motion 1**

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

**NEWSPAPER ARTICLES:**

***Carmichael Times* –**

July 12, 2019: *Concerts in the Park*

July 19, 2019: *Carmichael Kids Get New Playground; Dinner in the Park; Concerts in the Park*

July 26, 2019: *It's Back to School for La Sierra Alums; District Attorney to Award Carmichael Parks Foundation \$11,000; Dinner in the Park; Concerts in the Park*

August 2, 2019: *A New Top Guy; Carmichael Park Concert Season 2019; Concerts in the Park*

**REPORTS:**

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

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

- Chairman Rockenstein reported on Park, Rec, & Eat It (food trucks)
- Director Conroy reported on the County District Attorney award of \$11k to the Carmichael Parks Foundation towards the Youth Scholarship Fund.

## 2.\* STAFF REPORT (Blondino, Lofthus, Penney, and Young)

Staff reported on current District operations, projects, and events, as follows:

### Recreation Division

*Alaina Lofthus, Recreation Services Manager – to report on division highlights*

**Activity Guide, Fall/Winter** – Online at the District Website and mailed out to District residents.

### **Sports User Groups – Changes in Leadership:**

- Carmichael Girls Softball new board members – Joe Leavitt, President; Pete Callas, Vice President; Jen Leavitt, New Registrar. Joe and Jen Leavitt attended the Meeting.
- Carmichael Little League new President – Cory Adams

### **Events –**

- Concerts in the Park – Concerts have drawn great crowds; John Skinner Band planned for Saturday, 8/17; Mumbo Gumbo planned for 8/24. Concerts held 6:30 – 8:30 PM.
- Founders Day – Planning continues for the event, 9/28 from 10AM – 3PM; Cappuccino Cruisers returning with a Car Show and Todd Morgan & the Emblems are scheduled to perform.

### **Youth Development –**

- Summer Day Camp has ended. Total average daily attendance over the last month 150, breakdown:
  - Voyager (5-8 yrs) = 63
  - Explorer (9-11 yrs) = 60
  - Teen (12-14 yrs) = 27
- Kid's Hangout and Bridges After School programs have started.
- The SJUSD Board approved the 2019/20 Bridges MOU. Staff determined that the subsidies are sufficient to cover Carmichael RPD expenses.

### **Sports –**

- District Senior Softball League had its annual BBQ.
  - This is the second year that the District has run the leagues with the help of volunteer liaisons, Bob Tuttle, Jack Warren, and Cheryl Roach.
  - Staff invited for the first time to attend the BBQ. Staff recognized for league organization and field preparation.
- Fall sports planning and promoting underway for both youth and adult sports.

### **Staff –**

Juliann Coronado is completing her 10 week long internship with the District.

- Juliann stepped in to make substantial contributions to the recreation program.
- She helped update league rules, prepared youth development program packets, planned and implemented events, increased District social media presence and the District Newsletter, and helped with budgeting projects.
- District has offered her a seasonal position to work on special projects while she pursues full time employment with State Parks.
- She provided a tremendous service to the District and the Community.

### Maintenance Division

*James Perry, Park Services Manager – No report; excused absence.*

### Administration Services Division

*Stephanie Young, Administrative Analyst– reported on program area*

### Priority Project List (w/handout)

The internal Priority Project List has been provided for review. The dry erase board in the conference room has now been erased because there were too many projects to track in that format. Advisory Board members may request a copy of the list at any time; hard copy updated following staff meetings.

### **LSCC Play Area Renovation Project update**

The plans for the asphalt/play area renovation are still with the County waiting approval and permit issuance. Once received, staff can officially begin the bid process.

### **Bocce Ball update**

Received Carmichael Park Master Plan revisions from The HLA Group, combines all four courts into one location. The next step is to amend the Master Plan with the County. Once that is complete, the bidding process could begin. As fundraising efforts continue, staff will be working on operational aspects of the project.

### **SMUD Shine Grant Application**

Submitted on July 15<sup>th</sup>. If awarded, SMUD would match the District's funds to install a new lighting system for the six tennis courts at Carmichael Park. Staff will report back on application results.

### **Tenant Improvements**

Staff provided assistance with improvement requests.

- Recently, the California Montessori Project requested and received permission to upgrade student restrooms with new partitions, install two new drinking fountains with water bottle filler stations, and is now displaying, just in time for a new school year, new lovely murals painted by a local artist on interior and exterior hallways supporting positive behavior choices.
- Upgrades and campus beautification projects have been a collaborative effort between the District and CMP.
- CMP's Executive Director Gary Bowman is nearing retirement and his replacement Brett Barley began on July 1<sup>st</sup>. District Administrator Mike and I met with Brett and his team at CMP last month. With the changing of the guard at CMP, it is vital that we work together and continue to strengthen our long-standing relationship.

### **Carmichael Improvement District (CID)**

- Last month the CID Board received Brown Act and Board training from County Counsel.
- Safety & Property Committee meets monthly, including representation from the Sheriff's Department, CHP, the District Attorney's Office and First Security Services (formerly Paladin).
  - First Security provides enforcement against trespassing and loitering as needed. Notices of Trespass are issued; enforcement of action taken.
  - Monitor and document suspicious activity, vehicles, persons and vandalism.
  - Operate 7 days a week from 6am to 6pm.
- Outreach Committee met to discuss plans for a "Mix and Meet" in November where business and property owners can assemble and network. Also planned for December is a Business Walk.
  - Committed to sponsoring the Carmichael RPD's annual Founder's Day Event - sponsoring the Petting Zoo; a \$600 contribution and will also be represented as a booth vendor on the day of.
  - Working on the new brand rollout and producing a Request for Proposal for street pole banners which will be displayed along the CID's main corridor.

### **Dinner in the Park**

Foundation nearing the final stretch of the Dinner preparation. Most District staff members are involved to help insure the events success. Dinner tickets nearly sold out which means 400 guests would be in attendance. It takes approximately 90 volunteers and over 60 partners & sponsors to execute this annual event which benefits the District's youth scholarship program as well as park beautification projects.

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

### **FY2019-20 Adopted Budgets –**

- Submitted to the County on 8/5, as approved/recommended by the Advisory Board.
- County Budget Hearings in September 4-5.
- Related – Staff implemented the COLA for all regular full time employees.

## HR –

- EE Benefits – Staff attended a meeting to review benefit programs and new rates. Health insurance premium increase effective 1/1/20; less than 5% and within budget allocation. No rate changes for dental/vision coverage.
- Staff provided support to the Recreation Division for processing new hires for the season.

## Contracts –

- Executed contract for FEC Patrol
- SJUSD approved amendments to the Joint Use Agreement, recommended by the County
- Finalized preparation of the construction contract for the LSCC Play Area Improvement Project, review by County Counsel and Risk Management.

## IT –

- Met with IT provider to discuss future needs – migration to Windows 10 and Office Pro upgrade. Will involve desktop replacements.

**RecPro** – Staff completed upload of classes/programs from the Fall/Winter Activity Guide, including online registration.

**Dinner in the Park** – Staff provided support for the upcoming Dinner (i.e. ticket receipts, tallies, and other tasks.)

## Mike Blondino District Administrator – Report

- Reported on his first 19 days of service:
  - 30 Meetings – Meetings with Advisory Board members, District management staff, CID, FEC Patrol, Foundation, Rotary, Carmichael Water District, and more...
  - Walk through of LSCC and every park.
  - Plans to have the first draft of the RFP for the Master Plan Update by end of August.
  - Plans a BBQ meeting with Staff – end of Summer, 9/13

## **ACTION ITEM:**

### **1. RESOLUTION #CP-08162019-01**

ASM Penney made a recommendation to adopt Resolution # CP-08162019-01, an authorizing resolution for filing all applications under the Prop 68 Per Capita Program; requesting final approval and adoption of an authorizing resolution by the County Board of Supervisors, as governing body; authorizing the District Administrator, or designee to conduct all negotiations, sign and submit all documents necessary for the completion of the grant scope(s); and direct Staff to forward a copy of the Resolution to Office of Grants and Local Services (OGALS).

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: Judd – The Advisory Board voted to approve and adopt Resolution #CP-08162019-01, an authorizing resolution for filing of all applications associated with the Prop 68 Per Capita Program; requesting final approval and adoption of an authorizing resolution by the County Board of Supervisors, as governing body; delegating authority to the District Administrator, or designee to conduct all negotiations, sign and submit all documents which may be necessary for the completion of the grant scope(s), and direct Staff to forward a copy of the Resolution to OGALS. Unanimous of those present.**

### **Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Carroll**

**Recused: Directors: None**

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

## 2. FACILITY USE AGREEMENT (FUA) – Del Campo Soccer Fields

RSM Lofthus made a recommendation to approve a FUA with Del Campo Youth Soccer Club for the Del Campo Soccer Fields for a term of August 16, 2019 through November 30, 2021, with a player fee based fee rate structure; to authorize District Administrator Mike Blondino to sign the agreement.

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: Judd S: Borman – The Advisory Board voted to approve the terms and conditions of the Facility Use Agreement with the Del Campo Youth Soccer Club for the use of the soccer field at Del Campo Park effective August 16, 2019 to November 30, 2021, as presented and authorize the District Administrator to sign the Agreement (FUA). Unanimous of those present.**

### **Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Carroll**

**Recused: Directors: None**

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

### **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. **Concerts in the Park** – Saturdays, 6:30-8:30PM, at Carmichael Park on 8/17 (John Skinner Band); 8/24 (Mumbo Gumbo); 8/31 (Dave Russell Band); 9/1 (Kiwanis Swing Band)
3. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, 9/5, 5 –8PM, at Carmichael Park
4. **Founders Day** – Saturday, 9/28, 10AM – 3PM, at Carmichael Park: featuring Classic Car Show, Live Music Performances, Children’s Activities, Vendors, and Food Trucks

#### **Youth Programs:**

5. **Kids Hang Out Afterschool Program** – 1<sup>st</sup>-8<sup>th</sup> Graders, Weekly sessions begin 8/15, full/part time, at the La Sierra Community Center, Kids Corner
6. **New – Introduction to Flow Arts for Kids** – Ages 5-12, Weekly sessions begin 9/18-9/25, 4-5PM, at the La Sierra Community Center, Sierra Rooms

#### **Youth and Adult Programs & Sports:**

7. **Flag Football Skills Clinics** – 3<sup>rd</sup>-6<sup>th</sup> Graders, Saturdays 9/7 – 10/11; at Carmichael Park.
8. **Flag Football** – 6<sup>th</sup>-8<sup>th</sup> Graders, 9/7-11/2, practices at participants’ school with games at Rusch Park.
9. **Volleyball** – 6<sup>th</sup>-8<sup>th</sup> Graders, 8/27-10/29, practices at Barrett Middle School, games at La Sierra Community Center; 4<sup>th</sup>-6<sup>th</sup> Graders, 9/6-10/25, Fridays 4-8:30PM, at La Sierra Community Center
10. **Various Special Interest Classes, Fitness, and Sports** – Fall Winter Season begins, 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. **Regular Meeting**

Proposed: Thursday, September 19, 2019 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned 6:56PM in honor and memory of James Perry’s grandmother.

Respectfully submitted,

Ingrid S. Penney, Administrative Services Manager  
For Clerk of the Advisory Board of Directors

APPROVED BY:

ATTESTED BY:

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MICHAEL ROCKENSTEIN  
CHAIRMAN OF THE BOARD

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Ingrid Penney, Administrative Services Manager  
for Clerk of the Advisory Board of Directors