

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
OCTOBER 15, 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

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**
September 17, 2020 – Regular Meeting
2. **FINANCIAL STATEMENT**
August 2020
3. **ACCOUNTS PAYABLE**
September 2020
4. **ACCOUNTS RECEIVABLE**
October 2020
5. **POP STAT REPORT**
September 2020

Motion 1

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

Vote:

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

REPORTS:

1. ADVISORY BOARD MEMBER REPORTS

Directors reported on activities of interest to the District

Director Carroll commented on her recent visit to the new Carmichael Park Bocce Ball Courts.

Chair Rockenstein reported on a newly formed Ad hoc Committee to discuss the impact of COVID-19 on the District financial future. Director Carroll expressed interest in joining the Chair on the Ad Hoc Committee.

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:

Founders Day

- Community Engagement Videos went great!
 - Supervisor Susan Peters started it off!

- Community Organizations like the Foundation, Kiwanis, Mission Oaks, Chamber, CID, Sac Fine Arts, CGS, and the school district submitted videos that played on the District social media platforms the entire weekend
- Todd Morgan was Live in Concert with Andrew Phillip on the District's Facebook page
 - Staff recorded the performance from Todd's house and responded to comments throughout
 - Over 1,000 people have viewed his performance
- Car Show
 - We had 10 Classic Car entrees into the Car Show
 - A picture of each car was posted on the District's Facebook page
 - The community could vote all Founders' Day weekend on which car was their favorite by hitting their "like" button.
 - We had a total of 152 votes
 - Winner was a 1929 Ford Model A Roadster Pickup entered by Dennis Martin

Distant Learning Camp

- Attendance continues to be full (14 children)
- Children and staff continue to adapt and have hit a good stride now
- A special Thank You to the Carmichael Parks Foundation who continue to support scholarships for the children attending that program.

Egg-Tober

- Sold Out
 - 49 spots were filled in 10 days of registration
 - Open to CRPD Residents only – Driving routes have been determined and staff will be ready to deliver and "hide" the treat filled eggs.

Wall of Honor

- Saturday, November 7th at 10am
- Virtual Event on Zoom
 - Sharlene will email the Advisory Board Directors the Zoom information prior to the event
 - Staff is asking for members of the public to RSVP to receive Zoom information
 - Zoom link will be posted on the website 30 minutes before the event
- Chair Rockenstein has agreed to Emcee the event
- Staff is asking if two Board Members may be available and willing to read the names and bios of the honored fallen heroes. If you are interested, please either reach out to me or Sharlene directly

What's Next

- Facility Rentals
 - Gym rentals –
 - Using Gym and Fitness Guidance and Youth Sport Conditioning Guidance
 - Rentals to start late November/early December
- Youth Sports
 - Internal basketball training program – 6 weeks starting early November
 - Contracted Sports programs
- Tree Lighting
 - New ideas on what we can do with current Guidance

Maintenance Division

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

Maintenance & Operations:

- Vandalism/Property Damage:
 - Del Campo: A vehicle drove through the gate located at the Heathcliff entrance of the Park, destroying it. Staff filed a claim, got quotes and are waiting for the contractor to fabricate the new gates and schedule installation. We anticipate repair to be completed by the end of the month.
 - Cardinal Oaks: Sac Metro Fire was dispatched five (5) times on the evening of September 30 for a fire at the playground. Unfortunately, they got their fire engine stuck in the turf. Staff has submitted the

claim. The turf repair should be completed by the end of next week.

- Patriots Park: Staff installed a replacement shade sail, a new weather station for the irrigation controller and replaced missing hardware on the 2-5 play structure.
- Jan Park: Staff cleaned up a homeless camp.
- Staff replaced the American flag at Jan, Patriots and O'Donnell Heritage parks.
- Tree Maintenance: Staff performed tree maintenance at Patriots, Del Campo, and Sutter Jensen parks
- Irrigation:
 - Carmichael Park – Staff repaired the 4" main line by the tennis courts
 - La Sierra Community Center – Staff repaired a 6" and 2 ½" main lines.
- HVAC: LSCC, Rooms 440 and 450 (CMP) – The two A/C units reported down have been replaced with new 4-ton package heat pump units.
- Turf Maintenance:
 - All outside parks have received seasonal fertilizing.
 - Del Campo Soccer Field has been aerated as well.

Project Updates:

- CP Bocce Ball Court –
 - Staff will begin installing the irrigation around the courts.
 - Plan to order benches and trash cans soon.
- Sutter Jensen Community Park – Jensen Lower Parking Lot:
 - ASM Penney was able to get the Contract PO out this week to PBM Construction.
 - PBM plans to start the project during the last week in October.
- LSCC Gas Main Phase II:
 - ASM Penney was able to get the Contract PO out this week.
 - The project should be completed by the next regular meeting.
- LSCC Asphalt Repair: Adjacent to Play Area complete
- LSCC 800 wing:
 - RFP Plans and Specs - Only one proposal was received. Respondent: WMB Architects
 - Staff will send out a professional services contract soon.
 - Once the contract is executed, the Architect needs 6 -8 weeks.
 - Staff anticipates that County General Services will be bidding and providing contract management for the remediation portion of the project due to the cost estimates of the total project.
- Garfield House Renovation continues:
 - Tile installation begins on October 19, duration one week
 - Flooring installation follows
 - Staff installed the new restroom windows.
 - Staff performed general cleaning/housekeeping in and around the house.

Personnel: Facility Technician recruitment continues until filled, several resumes but only one application received.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Financial Statement - reflects budget to actuals for FY2019-20. Next month's report will reflect the Adopted Budget for FY2020-21. Staff is working on a Recreation Revenue and Expenditure Report with comparison to the past year. We plan to have it ready for next month's meeting and then shared monthly.

Audit status – Staff planned to get started by November; however, the Auditor's has had some scheduling challenges. They hope to be available in early February 2021. Due to COVID-19, fieldwork will likely be handled remotely. Staff will begin culling documents in time for review.

Nexus Study Update – Staff has provided information and reviewed updates to the Nexus Study for the Park Impact Fee Program. We hope to have the draft update from SCI ready for AB review in January.

Safety Award – The District was the recipient of the Ted Winslow Safety Award for Outstanding Performance in recognition of the District’s commitment to Safety and Loss Control. It represents Staff’s dedication to safety and health in all facets of District Operations.

Training –

- COVID-19 related topics:
 - How to End Telework – looking at key considerations of safety, reasonable accommodation requests, and other factors.
 - New Reporting Law (AB 685) – requires ER to provide notice and report exposures, and expanded authority to Cal/OSHA to enforce these requirements and ensure safe workplace operations (effective 1/1/21)
 - New CA Family Rights Act (CFRA) Expansion (SB1383) – adds “grandparent, grandchild, sibling” to definition of family members and other provisions.
 - Workers’ Compensation Presumptions (SB1159) - establishes rebuttable presumption standards to workers’ compensation coverage for employees who contract COVID-19. Entitles the employee(s) to workers compensation benefits. Effective immediately.

- Future:
 - In November 2020, we will provide training to all staff in Accident & Incident Reporting. We plan to go over new forms and procedures adopted by CAPRI.
 - In compliance with SB1343, all non-supervisory employees will participate in online Sexual Harassment Prevention and other EEO issues training by January 1, 2021.
 - Management Staff plan again to participate in the Annual Employment Law Update – a review of recent changes for 2020 and planned updates for 2021.
 - Staff has been exploring several online training platforms, which cover professional development, computer skills, and safety and health topics, including mental health as part of Employee onboarding and development.

- Board Packets – several of the AB Directors have had issues opening pdfs sent from the District. For some, these documents go into a WINDAT file. We like to know delivery preferences.

Mike Blondino, District Administrator – Report

COVID-19 – Moving to Red Tier did help with some activities. Playgrounds are open.

Master Plan Update –

- Presentation by Gates + Associates planned for the meeting.
- Staff is working on an extension date to the Agreement for Services as it was originally signed prior to COVID-19. Current termination date: November 30, 2020

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 has started testing Microsoft Teams as a phone system with 3 employees.

Prop 68, Per Capita Program – Applications were submitted for Bocce Ball and LSCC Play Area to OGALS at the end of September. We have received confirmation from OGALS that they were received.

CMP – Status quo; distance learning continues for now.

Look Ahead – Reviewed with the Advisory Board

ACTION ITEM:

1. LA SIERRA COMMUNITY CENTER LEASES

ASM Penney requested approval for a recommendation to the County Board of Supervisors for granting an extension of delegation authority to June 30, 2021 to the District Administrator to

approve retroactive amendments to tenant leases that adjust operating requirements, and/or abate or defer fees and rents payable to 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: Carroll S: Judd – The Advisory Board voted to approve the staff recommendation; approval for an extension of delegation authority to June 30, 2021 to the District Administrator of the Carmichael Recreation and Park District, granting temporary authority to approve retroactive amendments to tenant agreements that adjust operating requirements, and/or abate or defer fees and rents payable to Carmichael Recreation and Park District, on the basis recommended, as deemed practicable and necessary, to assist tenants that are suffering material financial losses as a result of the recent Coronavirus (COVID-19) pandemic. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEMS:

1. DISTRICT WIDE MASTER PLAN UPDATE

Gates + Associates shared a PowerPoint Presentation of the recent survey results.

The presentation was discussed, received, and filed. Gates plans to perform additional targeted surveying and report back.

2. FY2020-21 EQUIPMENT AND CIP REPORT

ASM Penney made a presentation of quarterly update of activities related to equipment and capital improvement project expenditures. PSM Perry shared updates on project developments.

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, November 19, 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 7:31PM.

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