

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
SEPTEMBER 19, 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, Carroll, Dax-Conroy, Judd, and Rockenstein
Staff Present: Blondino, Lofthus, Penney, Perry, and Young

PLEDGE OF ALLEGIANCE – Chairman Rockenstein led the pledge

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT ON THIS AGENDA ONLY. –

Joan Komaromi – Addressed the Advisory Board regarding consideration of using goats for weed abatement.

CONSENT ITEMS:

1. **MINUTES**
August 15, 2019 – Regular Meeting
2. **FINANCIAL STATEMENT**
July 2019
3. **ACCOUNTS PAYABLE**
August 2019
4. **ACCOUNTS RECEIVABLE**
September 2019
5. **POP STAT REPORT**
August 2019
6. **RELIEF OF ACCOUNTABILITY**
 - A. LSCC Skate Park Equipment
 - B. 1992 Ford 250, VIN 2FTHF25G1NCA13715
7. **JUNIOR TENNIS FUND GRANT**
Recommendation to support an application to fund new tennis nets and youth scholarships

Consent Items 2 and 5 were briefly discussed. Re: Financial Statement, the Adopted Final Budget will be loaded in the next report. Re: POP STAT Report, staff will inquire whether the CID report from First Security Services re activities in District parks can be obtained and reported.

Motion 1

M: Carroll S: Conroy – The Advisory Board voted to approve the Consent Items, as presented. Vote: Unanimous of those present. Absent: Director Carroll 5/0/0/0

NEWSPAPER ARTICLES:

***Carmichael Times* –**

- August 9, 2019: *From Wrong to Right; Dinner in the Park-a Third Helping; Dinner in the Park; Concerts in the Park*
- August 16, 2019: *Dinner in the Park; Memorial Tree to Honor Band Leader Skinner – August 17; Concerts in the Park*
- August 23, 2019: *Dinner in the Park; Concerts in the Park*
- August 30, 2019: *Summer Music Season Nears Swan Song; Concerts in the Park*
- September 6, 2019: *County Supervisor Susan Peters Announces Upcoming Retirement; Founders Day; Carmichael Park Concert Season In Review*
- September 13, 2019: *Carmichael Dines Out; Founders Day*

REPORTS:

1.* ADVISORY BOARD MEMBER REPORTS

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

- Chairman Rockenstein reported on Dinner in the Park and recent end of the Summer Staff Meeting BBQ.
- Director Conroy reported on Dinner in the Park; success and positive community engagement; next year's event planned for September 12, 2020. She also reported on the end of the Summer Staff Meeting BBQ and Rotary's recent pledge and funding of District' youth program and picnic bench for Bird Track Park.
- Director Carroll reported on the end of the Summer Staff Meeting BBQ and Garfield House improvements.

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

Events –

- 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. Rock Climbing wall, inflatables, petting zoo, and more are part of this year's event.

Sports –

- Youth
 - Volleyball registration numbers look great.
 - 43 Elementary school players (increase of 10 players from 2018)
 - 98 Middle school players (increase of 7 players from 2018)
- Adult
 - New Pickleball nets were ordered for the program consistent with the approved budget. Players are enjoying the new nets. Staff now able to secure them in a separate location, which should keep them in better condition, increasing their life span.

Classes –

- Staff is spending more time promoting, increasing awareness of classes through photos on social media, the District Website, and class flyers.

Youth Development –

- Rotary – The District received a generous donation of \$7,400 from Rotary (local and district). The funds will be used for room improvements of the Kid's Hangout facility.
 - Improvements include: wall and floor paint, storage units, soft foam tiles for play areas, wall cubbies for back packs and lunches, large play area rug and chairs.
 - Rotary Club of Carmichael will have a volunteer day. Members will paint the walls and floor and assemble the storage unit.

Miscellaneous –

Administrator Blondino signed an updated Joint Use Agreement with SJUSD. The prior agreement was created in the 70's. The new agreement continues to allow the park district use school district facilities for afterschool programming at no cost.

Maintenance Division

James Perry, Park Services Manager – reported on division highlights

La Sierra Community Center –

- HVAC: Staff replaced a compressor on the Sac Fine Arts Center 5 ton unit
- Plumbing: Staff installed two drinking fountains at CMP
- Gyms: Staff set up scaffolding to replace 8 light bulbs
- Playground: Staff had 65 yards of fall material installed at the La Sierra Playground

Carmichael Park –

- Tree Maintenance: Staff spent several days on tree work and clean-up
- Irrigation: Staff made numerous repairs of vandalized and worn out sprinklers
- Paint: Staff painted several hundred yards of fire lane curbing for safety purposes which will assist emergency services during special events

Sutter Jensen Community Park –

- Dinner in the Park: Staff worked diligently before during and after the event in all aspects of grounds maintenance & event execution
- Garfield House: Staff continues working on the improvement project.

Schweitzer Grove – Staff removed a homeless camp

Bird Track –

- Playground: Staff repaired the accessibility route rubber surface

District Wide –

- Irrigation: Staff has started making seasonal reductions to irrigation systems
- Staff completed the installation of all the new thermostat controls throughout the district

Vehicles/Equipment –

- New tires installed on 2007 Chevy
- Staff received the new scissor lift
- Staff received the new 2018 Ford F-250

Miscellaneous –

- Staff continues to work on the FY2019-20 projects (LS playground improvement, O'Donnell walkway, Vet's Hall, Sutter/Jensen driveway)
- Develop a work plan directed by Administrator Blondino. Staff is recruiting to fill the vacant Maintenance Supervisor position.

Administration Services Division

Stephanie Young, Administrative Analyst– reported on program area

Dinner in the Park

The Foundation received positive feedback from participants.

Foundation preliminary stats:

- Ticket sales were at 394 with 360 attendees.
- Gross proceeds: \$103,000; net proceeds: approximately \$68,000 to benefit District programs and projects.
- Over 120 volunteers participated, translates to an approximate 400 service hours.
- Over two dozen in-kind sponsors pitched in and 35 paid sponsors
- Nearly every District employee played a part in the event.

Priority Project List (w/handout) – Internal list distributed to Advisory Board members.

Master Plan Update – Administrator Blondino and AA Young are working on the Request for Proposal (RFP).

District Website – Staff is adding a “Projects” page to the District’s website. The page will provide narrative on District projects, bid documents, plans and specs and other related forms. This addition will enhance transparency, alert potential bidders, and showcase District projects. The La Sierra Play Area Renovation Project will be the pilot project for the new page. RSM Lofthus will build the page and AA Young will provide the narrative on the project.

Grants –

- **Prop 68 Per Capita Grant** – No new updates, except that staff has identified two projects which could benefit from the funds. The application due date is in January 2020. ASM Penney and AA Young will work on different portions of the application packet.

- Land & Water Conservation Fund Grant – Next month, AA Young plans to attend a technical workshop for the next round of funds.
- SMUD Shine Grant – Grant recipients may be announced in November 2019.

California Special Districts Association

RSM Lofthus and AA Young will attend the Annual Conference to be held next week in Anaheim. Plan to report back on gained knowledge.

Carmichael Improvement District (CID)

- Outreach Committee will participate at Founder's Day with a vendor booth and has sponsored the Petting Zoo.
- Administrator Blondino has been attending the monthly Safety and security meetings.

Ingrid Penney, Administrative Services Manager – reported on program area

FY2019-20 Adopted Budgets – Board of Supervisors held budget hearings on 9/4 and 9/5; final adoption hearing to fund the budget next week. All schedules completed.

CAPRI – Final Workers Compensation Report for FY2018-19 completed/submitted.

Public Works Construction Contracting Workshop –

- Administrator Blondino, PSM Perry and me attended the workshop with County Staff.
- Information covered: public agency contracting procedures and best practices; information from the Public Contract Code and Labor Code, County's use of the Cost Accounting Act (CUPCCAA) and bidding/awarding construction contracts.
- The information learned will culminate into the Contract Bid/Award Procedures to be reviewed by the County and approved/adopted by the Advisory Board.

Dinner in the Park –

- Staff provided support for the Dinner
- Staff is assisting with the final tally of revenue and expenditures. Funds pledged towards Fund A Need and other donations continue to be received. Total Funds received exceed \$100k.

Mike Blondino District Administrator – Report

Rotary Club of Carmichael – Met with Rotary, discussed District needs at their request. Rotary has pledged \$1k towards a picnic bench for Bird Track Park.

IT -

- Meetings with ASM Penney and RSM Lofthus to discuss and identify computer hardware and software needs, including migration to Office 365 Suite.
- Developed a Bid Sheet to request proposals from local IT providers for hardware, software, and installation.

Management Meeting Changes – will meet 2nd/4th Tuesdays together; Administrator Blondino will also have 1 on 1 meetings with the each Division head and the Analyst

Work Plan – Staff developing a Work Plan to report out to the Advisory Board each quarter.

ACTION ITEM:

1. LSCC PLAY AREA IMPROVEMENT PROJECT

Staff discussed the project and made a recommendation to approve the plans and specifications for the LSCC Play Area Improvement Project; direct Staff to go out to bid and delegate authority to the District Administrator to award and execute the Contract to the lowest, responsible bidder so long as there is not a bid protest or the bid does not exceed the estimated cost or budget for the Project.

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 the staff recommendation to approve the plans and specification for the LSCC Play Area Renovation Project; to direct staff to go out to bid and delegate authority to the District Administrator to award and execute the Contract to the lowest, responsible bidder so long as there is not a bid protest or the bid does not exceed the estimated cost or budget for the Project. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

UPCOMING PROGRAM AND EVENTS:

For more information about these and other program and events, please visit the District Website: www.carmichaelpark.com.

Events:

- 1. Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park
- 2. Park Rec & Eat It Monthly Food Truck Event** – Thursday, 10/3, 5 –8PM, at Carmichael Park
- 3. 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:

- 4. Kids Hang Out Afterschool Program** – 1st-8th Graders, Weekly sessions, full/part time, at the La Sierra Community Center, Kids Corner

Youth and Adult Programs & Sports:

- 5. Kidz Love Soccer, Fall Program** – Starting 10/5 – 11/23 on Saturdays, at Carmichael Park
- 6. New, Migrating to Windows 10 from Windows 7** – Ages 18 & up, Each session on Saturday, starting 9/14 from 11AM-1:30PM, LSCC Room 800
- 7. 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, October 17, 2019 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned 7:12PM.

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