

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
DECEMBER 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, Dax-Conroy, Judd, and Rockenstein  
Directors Absent: Carroll - excused  
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.** – None.

**CONSENT ITEMS:**

1. **MINUTES**  
November 21, 2019 – Regular/Special Meeting (concurrent)
2. **FINANCIAL STATEMENT**  
October 2019
3. **ACCOUNTS PAYABLE**  
November 2019
4. **ACCOUNTS RECEIVABLE**  
December 2019
5. **POP STAT REPORT**  
November 2019

**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*** –

November 15, 2019: *Annual Tree Lighting*

November 22, 2019: *Annual Tree Lighting*

November 29, 2019: *New Chamber CEO is Stephanie Young; Annual Tree Lighting*

December 6, 2019: *Winter Break Camp*

**REPORTS:**

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

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

- Chair Rockenstein acknowledged AA Young's contributions to the District; that she will be an asset to her new position with the Chamber of Commerce. Commented on the Annual Holiday Tree Lighting event. Shared AB Committee Assignments for the remainder of FY2019-20 and formation of an Ad hoc Committee related to revenue opportunities for long range CIP. (New Committee assignments attached to the Minutes.)
- Director Conroy reported on the CID. She also acknowledged AA Young's contributions and new position.

**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 –**

- Annual Tree Lighting – Rain cleared out for the night. Community came out to see Santa and enjoy food trucks and music.
- Silent Sleigh –Children from the region who are deaf or hard of hearing came to celebrate the holidays; enjoying arts and crafts, cookie decorating, and Santa. The District partners with Norcal Services for Deaf & Hard of Hearing to host and participate in this meaningful and heartwarming event.

### **Youth Sports –**

- Elementary Basketball season started with 99 registered youth with many returning players and coaches.
- Staff preparing for Pee Wee Basketball which starts at the beginning of January.

### **Adult Sports –**

- Pickleball is in high gear as the indoor courts allow players to escape the winter weather
- Staff preparing for adult winter leagues which begin after the holidays.

### **Youth Development –**

- Tiny Tot Program received a \$500 donation for purchase of supplies from Kiwanis Club of Carmichael.

**Staffing –** Sadly, Bob Ostrander recently passed away. He worked with youth over the past 40 years in various youth development and sports programs at the District. He was well loved and respected by the Community and Staff.

## **Maintenance Division**

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

### **La Sierra Community Center –**

- LSCC Play Area Improvement – reported status
- Skate Park removal nearly complete.

### **Carmichael Park –**

- Annual Tree Lighting Event: Staff provided support for the event.

### **Sutter Jensen Community Park –**

- Garfield House Improvement: reported status.

**Tree Maintenance –** Staff performed tree removal.

**Staff recruitment –** Planned second interviews with three candidates for a Facilities Technician.

## **Administration Services Division**

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

### **Carmichael Improvement District update –**

AA Young will remain on the CID as a representative of the Chamber of Commerce. Administrator Blondino was elected to the CID Board and will be serving in the capacity of its Vice Chair and will serve on the Executive Committee. Of the 13 Directors positions, 6 are new Board members. AA Young will continue to serve on the Community Outreach Committee, and both will attend the Safety & Security meetings. The CID Board approved a new month-to-month service contract with California Patrol Operations for Patrol Services beginning February 1, 2020. All COP officers are P.O.S.T. certified, which means they are full-fledged peace officers who carry side arms.

### **Delegations of Projects & Responsibilities –**

Administrator Blondino and AA Young have planned workflow adjustments and informed District internal and external partners, tenants, vendors, and contacts of the upcoming change.

**Memorial Bench, Tree, Brick Program –**

Working on delivering a DRAFT of a new Memorial Bench, Tree, and Brick Programs.

**Staff Holiday Potluck reminder:** December 20, 11:30am – 1pm, John Smith Hall.

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

**EEOC Harassment Prevention Training –**

Staff/Several AB Members participated in a WEBINAR Training on Dec 5, fulfilling the mandate for EEOC Harassment Prevention Supervisors Training.

**Contracts & Facility Use Agreements –**

Worked with County Counsel/Risk Management on the Facility Use Agreements; Sample contract for District Master Plan Update.

**Donations –**

Carmichael Parks Foundation provided checks totaling \$26,866.91 for various commitments and projects, such as, Youth Scholarship Fund, Sutter-Jensen Community Park Project, KHO & TT Rotary projects and other reimbursements. Support and generosity from the Foundation, Rotary, and individuals making a difference.

**Miscellaneous –**

Wrapping up 2019 and planning underway for 2020. EE files – HR: verification of addresses, updates for the payroll in 2020 – minimum wage goes up from 12/hour to 13/hour; health benefit selection and rate changes. Tenant leases – several monthly rental rates increase on January 1 consistent with their lease.

*Mike Blondino, District Administrator – Report*

**Staffing Assessment and Development**—All 1:1 interviews have been completed; report should be back after the first of the year.

**Manager's evaluations** —All Managers have a copy of the new Core Competency evaluation and Development Tool. First draft due back 2 days before next 1:1 meeting.

**Computer/Software** All 15 new computers have been installed. Staff is now using Office365, with updated Office software tools, including One Drive. We will be restructuring our Shared drive. Staff attended a Windows 10/Office 365 training on 12/10.

**District's Master Plan** emailed to 12 companies on December 9<sup>th</sup>; due back for review on January 17<sup>th</sup>.

**Bocce Court update-** Board of Supervisors approved amended Master Plan moving 4 courts together at their 12/10 meeting. HLA has begun work on plans and specs.

**Swimming –** We were approached by the Parks Foundation several months ago to work together in exploring a way to provide swim lessons to the youth of Carmichael. RSM Lofthus been researching on potential partners. Staff is looking at working with DART Swimming Club located at American River College. We have held some preliminary discussion and will meet again on January 10<sup>th</sup> to continue.

**Meetings attended in November included:** Kiwanis, Rotary, CMP, Carmichael Park Foundation, Berliner Playground/Shade Rep, CID Security meeting, GM/DA quarterly meeting, Carmichael Water District, and DART Swimming.

**\$88K list-**Gave a breakdown of what has been spent to date from the \$88,000 set aside for projects and replacement items. As of today, we have spent (or plan to spend) \$56,500 of the \$88,000.

**Priority List-** updated list given to the Advisory Board. Staff continues to work on the items; list has decreased over the last several months.

**Look Ahead** -Will be giving the Advisory Board a 3 month look ahead each month and future topics. Would like to schedule committee meetings in advance on the Look Ahead too.

**ACTION ITEM:**

**1. CARMICHAEL ADVISORY BOARD OF DIRECTORS BYLAWS**

ASM Penney made a recommendation to approve minor updates/revisions to the Advisory Board of Directors Bylaws. The changes reflected the elimination of reference to gender in Board Officer titles and incorporated the latest Brown Act requirements, and County governing resolution and department names.

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: Conroy – The Advisory Board voted to approve the staff recommendation to approve minor updates/revisions to the Advisory Board of Directors Bylaws, as presented. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Carroll**

**Recused: Directors: None**

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

**2. CARMICHAEL GIRLS SOFTBALL – FACILITY USE AGREEMENT (FUA)**

RSM Lofthus made a recommendation for the Advisory Board to approve the terms and conditions of the FUA for the Carmichael Park fields and snack bar, effective January 1, 2020 to December 31, 2022; rental fee based on player fee per season and utility costs; includes changes to and clarifies responsibilities between parties; 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 3**

**M: Conroy S: Borman – The Advisory Board voted to approve the staff recommendation to approve the terms and conditions of the FUA with Carmichael Girls Softball for the Carmichael Park fields and snack bar, effective January 1, 2020 to December 31, 2022, as presented; authorize the District Administrator to sign the FUA. 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**

**3. CARMICHAEL LITTLE LEAGUE – FACILITY USE AGREEMENT (FUA)**

RSM Lofthus made a recommendation for the Advisory Board to approve the terms and conditions of the FUA for the La Sierra ball fields and snack bar, effective January 1, 2020 to December 31, 2022; rental fee based on player fee per season and utility costs; includes changes to and clarifies responsibilities between parties; 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 4**

**M: Judd S: Conroy – The Advisory Board voted to approve the staff recommendation the terms and conditions of the FUA with Carmichael Little League for the La Sierra ballfields and snack bar, effective January 1, 2020 to December 31, 2022, as presented; authorize the District Administrator to sign the FUA. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Carroll**

**Recused: Directors: None**

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

#### **4. SUTTER-JENSEN COMMUNITY PARK**

PSM Perry made a recommendation to the Advisory Board to approve the plans and specifications and cost estimates prepared by Bennett Engineering Services, Inc. for the Garfield House Access and Jensen Garden lower parking lot Projects. In order to streamline the process, he recommended that the Advisory Board delegate authority to the District Administrator to go out for informal bid, award and execute the contract within the remaining funds allocated 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 5**

**M: Borman S: Judd – The Advisory Board voted to approve the staff recommendation to approve the plans and specifications and cost estimates for the Garfield House Access and Jensen Garden lower parking lot Projects; delegate authority to the District Administrator to go out for informal bid and award the contract to the lowest responsible bidder within the remaining budget allocation for the Project. Unanimous of those present.**

**Vote:**

**Ayes: Directors: Carroll, Borman, and Rockenstein**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: 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. Holiday Spirit of Giving Food Drive** – Accepting Donations of non-perishable food from December 1 to December 31 at various District locations.

***Youth Programs:***

- 3. Kids Hang Out Afterschool Program** – 1<sup>st</sup>-8<sup>th</sup> Graders, Weekly sessions, full/part time, at the La Sierra Community Center, Kids Corner
- 4. Winter Break – Kids Hang Out Camp** – 1<sup>st</sup>-8<sup>th</sup> Graders, 12/23–12/27, 12/30–1/3, 7AM-6PM, at the La Sierra Community Center, Kids Corner
- 5. Tiny Tots Preschool Program** – Ages 3-5; program held at Carmichael Park

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

- 6. Various Special Interest Classes, Fitness, and Sports** – Winter Season continues, 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, January 16, 2020 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:25PM in memory of Bob Ostrander.

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

**Carmichael Recreation and Park District  
ADVISORY BOARD & COMMITTEES**

**ADVISORY BOARD OF DIRECTORS FOR 2019-2020**

Director Rockenstein	Chair
Director Dax-Conroy	Vice-Chair
Vacant	Secretary
Director Carroll	Member
Director Judd	Member

**STANDING COMMITTEE ASSIGNMENTS FOR 2019-2020\***

Facility Committee	Director Carroll, Chair Director Dax-Conroy, Member
Personnel Committee	Director Borman, Chair Director Judd, Member
Budget Committee	Director Dax-Conroy, Chair Director Carroll, Member
Policy & Program Committee	Director Judd, Chair Director Rockenstein, Member

\*Please note: According to the Bylaws the Chair attends and participates at a committee meeting when a regular committee member is unavailable.

**AD HOC COMMITTEE ASSIGNMENTS FOR 2019-20**

Long Range CIP Strategic Planning	Director Rockenstein, Chair Director Dax-Conroy
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**ADVISORY BOARD LIASONS FOR 2019-20**

Carmichael RPD Foundation	Directors Dax-Conroy
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