

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
OCTOBER 17, 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, and Rockenstein
Directors Absent: Judd – Excused absence
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. – *Nothing to report.*

CONSENT ITEMS:

1. **MINUTES**
September 19, 2019 – Regular Meeting
2. **FINANCIAL STATEMENT**
August 2019
3. **ACCOUNTS PAYABLE**
September 2019
4. **ACCOUNTS RECEIVABLE**
October 2019
5. **POP STAT REPORT**
September 2019

Consent Items 2 was briefly discussed. Re: Financial Statement, the Adopted Final Budget was loaded in the report.

Motion 1

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

SPECIAL PRESENTATION:

1.* FULTON-EL CAMINO PARK POLICE PATROL PROGRAM

Taylor Magaziner, POP Sergeant made a presentation and an overview of the park patrol services provided to the District.

REPORTS:

1.* ADVISORY BOARD MEMBER REPORTS

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

- Director Carroll reported on Park, Rec, and Eat It (food trucks) – some people and dogs in costume.
- Director Borman reported on Founders Day – Classic Car Show.

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; presentation brief as quarterly activities were reported under Presentation Items

Events –

- Founders Day – Saturday, 9/28 from 10AM – 3PM; Todd Morgan & the Emblems drew a large crowd with their music; positive feedback on the kids area.
- Community Dance – Sunday, 10/20 from 2-4PM, at La Sierra Community Center, John Smith Hall.
- Wall of Honor – Saturday, 11/2 at 10AM at Patriots Park – Congressmen Ami Bera and Supervisor Susan Peters will attend and speak; Chairman Rockenstein to MC; Staff will reach out to other Advisory Board Members for availability and interest in sharing the bios of the fallen heroes.
- Kiwanis Club of Carmichael – plan to support the Kids Concert again in the coming year; Staff working with Kiwanis and Mission Oaks RPD to make adjustments, encouraging more community involvement and attendance.

Youth Development – Rotary Club of Carmichael workday at KHO planned for Saturday/Sunday 11/2 & 11/3. Rotarians, Park Foundation members, and staff will work together to paint walls, floor, and assemble new storage units. District park staff will follow-up by installing of new storage cubbies. The District received a generous donation of \$7,400 from Rotary (local and district) to defray the cost of materials.

Miscellaneous – RSM Lofthus attended the California Special Districts Association Annual Conference in Anaheim, 9/25 – 9/27: attended: Policies vs Procedures, Independent Contractors Do's & Don'ts, Tips for Effective Public Meetings, What you Need to do to Gain Public Support, and Drugs and Alcohol in the Workplace.

Maintenance Division

James Perry, Park Services Manager – reported on division highlights

La Sierra Community Center –

- LSCC Play Area Improvement Project bid opening on 10/18. Once the contract is executed, construction planned performance period 11/8/2019 to 1/8/2020.
- New Concrete Patio in front of Sports Office (Suite 100): Staff fabricated a new drain cover.
- 200 Wing: Staff welded a new latch on the steel gate.
- Fall Maintenance: Staff started seasonal leaf/debris clearing from roofs.

Carmichael Park –

- Irrigation: Staff repaired a quick coupler, sprinkler line at the Picnic Shelter and 3" main by the Basketball courts; replaced several sprinklers at the Park
- Tree Maintenance: Staff removed, chipped and spread the chips from a Burr Oak tree from behind the District Office, lost due to high winds. Planted a new Dawn Redwood at the Veteran's Memorial stone by the Hall.
- New Playground Equipment: Staff replaced a vandalized saucer cable.
- Basketball Court: Driver took down a Light pole/lights (awaiting Accident Report from CA Highway Patrol)
- Clubhouse: Staff received, unpacked, and assembled replacement chairs and carts for the Clubhouse.

Sutter Jensen Community Park –

- Garfield House: Staff continues working on the improvement project – sealed back deck.
- Community Garden: Staff repaired the garden sign that blew over in the wind storm.

Cardinal Oaks – Irrigation: Staff made various repairs and adjustments; repaired valve on the drinking fountain.

Jan Park –

- Staff removed dirt jumps and ramps.
- Staff cleaned up debris from homeless users throughout the undeveloped area and reported further activity to the Sheriff's Department.

Del Campo/Bird Track/O'Donnell/Schweitzer Grove – SMUD installing new LED lighting on the Utility Poles.

Outside Parks – All outside parks have been fertilized.

Vehicles/Equipment –

- 1992 Ford F-250 sent to County Surplus
- Skate Park equipment will be removed once recycling bins are delivered by County recycling contractors to La Sierra.

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.

Administration Services Division

Stephanie Young, Administrative Analyst– reported on program area

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

Facility Committee– Meeting has been scheduled on 10/25/19 at 9AM at the District Office - Discussion of current CIP status and potential future projects.

Tenant Maintenance/Improvements – Staff drafting a letter for tenants which outlines steps for submitting formal requests.

California Special Districts Association

RSM Lofthus and AA Young attended the Annual Conference in Anaheim. Classes attended by AA Young: Financing new projects with new revenues; How to Prepare for Capital Improvement Projects; Meeting Management, Partnerships & Collaborations; Public Entities Facing Attacks; and Increasing Engagement & Service on Boards & Commissions..

Carmichael Improvement District (CID)

- Outreach Committee planning a Meet & Mix event for 11/14/2019, 5:30-8:30PM at the Milagro Event Centre. Purpose: Educate business and property owners about the CID and introduce the CID Board.
- Construction for Phase 3 (final phase) along FO Blvd. between Marconi and Landis will begin in coming months to complete the main street project
- CID sent out a RFP for Security Services; CID Board to review proposals at their meeting next week.

Carmichael Parks Foundation

Honorary Mayoral Race underway for the Carmichael Chamber of Commerce. Annalisa Alvarado has adopted the Foundation as its non-profit of choice; 50% raises goes to the charity. Honorary Mayor will be announced at the November Chamber Meeting.

Ingrid Penney, Administrative Services Manager – reported on program area

Annual Cash Questionnaire and Single Grant Audit Reports – Reports completed and submitted to the County.

Projects –

- Draft Construction Bidding & Awarding Construction Contracts procedures prepared for eventual review by County Counsel and County General Services for adoption by the Advisory Board.
- Provided support on LS Play Area Renovation Project Bid and upload to District Website.

EE Benefits – Met with interested staff re: Open Enrollment to review program changes – affecting eligibility, program improvements, and out of pocket costs (increased deductions for Regular part-time employees not enrolled in the lowest traditional HMO.

CAPRI – District hosting Workers' Compensation training on 10/28 for the Northern CA member districts. CAPRI and Wkcomp adjusters will discuss new claims reporting, streamlining the process.

County Board Letters (Report) and Resolutions –

- Completed and submitted the BDL on Prop 68, Per Capita Program to County; Board of Supervisors to consider adoption of the Resolution on 10/22.
- Completed and submitted the BDL and Resolution for the Carmichael Park Master Plan Update (re Bocce); Board of Supervisors to consider adoption of the Resolution/amendment on 12/10.

Mike Blondino *District Administrator – Report*

District's Work Plan – Proceeding forward, second draft due at 10/22 Staff meeting. We are looking to provide the Advisory Board the information in November.

1:1 meetings – Monthly meetings started with the management staff in October,

Computer/Software – Bids are in; working on making sure we have funding to move forward.

District's Master Plan Update – RFP is on second draft

Meetings attended in October – Kiwanis, CID Security, Callandar and Associates Landscape Architects, DA's of Sunrise and Mission Oaks.

- **From San Juan School District presentation at CID Security meeting-** learned there are 1,900-2,000 homeless students in the district.

Personnel Committee meeting tomorrow at 11 am.

Committee Meetings in 2020 - Would like to set up standing meetings for Committees in 2020. Will do that after committee members are named in December.

CID Security Firm Report – Report for the past year on contacts made in Carmichael Park available for any member of the Advisory Board that would like to review. All names of the contacts are redacted.

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

PRESENTATION ITEMS:

1. RECREATION ACTIVITY REPORT (Lofthus)

RSM made a presentation of recreation activities for the period July to September 2019. Report was received, discussed, and filed.

2. CIP AND EQUIPMENT REPORT (Penney)

ASM Penney made a presentation of quarterly update of activities related to capital improvement project and equipment expenditures. Report was received, discussed and filed.

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, 11/7, 5 –8PM, at Carmichael Park
- 3. **Community Dance** – Sunday, 10/20, 2 – 4PM, at the La Sierra Community Center
- 4. **Wall of Honor** – Saturday, 11/2, 10AM at Patriots Park

Youth Programs:

- 5. **Kids Hang Out Afterschool Program** – 1st-8th Graders, Weekly sessions, full/part time, at the La Sierra Community Center, Kids Corner
- 6. **Tiny Tots Preschool Program** – Ages 3-5; program held at Carmichael Park

Youth and Adult Programs & Sports:

- 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:

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, November 21, 2019 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned 7:25PM.

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