

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
OCTOBER 19, 2023 REGULAR MEETING**

**Directors:** Carroll, Ives, Leavitt, Levine, and Ross

**CALL TO ORDER:** The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:02 p.m. by Vice Chair Ives

**PLEDGE OF ALLEGIANCE:** Pledge led by Vice Chair Ives

**ROLL CALL:**

Directors Present: Ives, Leavitt, Levine, and Ross

Directors Present

    Virtually: Carroll

Staff Present: Blondino, Lofthus, Penney, Perry

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

Bob Kerr – addressed the Advisory Board regarding interest in a skate park for Carmichael Park and inquired on any follow up updates since a recent Carmichael Parks Foundation Meeting. District Response: No action has been taken by the Advisory Board; however, CRPD staff have been exploring concepts and costs for a skate park.

Joan Komaromi – appreciated CRPD for the tree maintenance performed at the Schweitzer Grove Nature Area; however, neighbors are concerned with the limbs left behind, with some limbs leaning against live trees. Requested that they be cut-up and/or shredded.

**CONSENT ITEMS:**

**1. MINUTES**

September 21, 2023 – Regular Meeting

**2. FINANCIAL STATEMENT**

August 2023

**3. ACCOUNTS PAYABLE**

September 2023

**4. ACCOUNTS RECEIVABLE**

October 2023

**5. POP STAT REPORT**

September 2023

**6. RELIEF OF ACCOUNTABILITY**

Request authorization to Surplus a 2001 Ford F-250 as part of a planned replacement.

**Motion 1**

**M: Levine S: Leavitt – The Advisory Board voted to approve Consent Matters, as presented. Unanimous.**

**Vote:**

**Ayes: Directors: Carroll, Leavitt, Levine, Ross, and Ives**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

**Vote: 5/0/0/0/0**

**REPORTS:**

**1.\* ADVISORY BOARD MEMBER REPORTS (Advisory Board Members)**

Report on activities of interest to the District.

Director Ross – reported highlights from the Best of Carmichael Chamber Event. He congratulated Staff for the CRPD win in the category, “Best Event” for the Summer Concerts Series. He also participated in the Founders Harvest Festival event; commented on the cooperation between Mission Oaks RPD and Carmichael RPD.

Vice Chair Ives attended the Founders Harvest Festival event, as well. It was fun; a great family, community event. He also attended the Bond Oversight Committee (BOC) Meeting held on October 3<sup>rd</sup>; topics included financing, CIP program, bylaws, and member role and responsibilities. Director Leavitt will attend the next BOC meeting.

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

Report on current District operations, projects, and events.

### **Recreation Division**

*Alaina Lofthus, Recreation Services Manager reported on Highlights from the Recreation Division*

#### **Events:**

- Founders Harvest Festival
  - Big Success
  - Over 30 Craft Vendors
  - Kiwanis Big Band and Swing Masters Performed as well as local dance teams
  - Pumpkin Patch, Petting Zoo, and Inflatables big hit with young families
  - Easily had around 1,500
- Wall of Honor is on Saturday, November 4<sup>th</sup> at 10am.
  - Thank you to the Chair for volunteering to Emcee the event and Vice Chair Ives and Director Ross for reading the biographies of the fallen heroes
  - Staff will be emailing scripts for your review prior to the event
- New Special Event Annual Sponsorship confirmed with the Carmichael Parks Foundation as a Gold Sponsor at \$7,500. We thank the Foundation for their support!
  - We are up to \$17,500 for 2024 special events with the goal of reaching \$35,000

#### **Youth Development:**

- KHO – Averaging 49 participants compared to 41 at this time last year.
- Tiny Tots –
  - Currently taking registration for October.
  - Have 10 children in our older class (max is 12)
  - We are able to start the younger class with 3 children this month; working to grow the program.

#### **Sports:**

- Youth Sports –
  - Finishing Elementary and Middle School Volleyball seasons in October
  - Preparing for the start of Boys Middle School Basketball in November.
- Adult Sport
  - In the middle of the Fall season – going well.
  - Indoor Drop-in Pickleball program starts Tuesday, October 31
    - Program runs every Tuesday and Thursday, 9am – 12pm, at the LSCC Johnson Gym
    - 5 Courts available
    - One Day pass \$5; 10-day punch card \$40

#### **Facility Rentals:**

- Staff are working on scheduling gym rentals as we are entering the busiest part of the year for those facilities.

- Staff received three quotes from audio companies for the LSCC John Smith Community Hall. Working with the lowest qualified bidder on required paperwork and pre-site visit with the Parks Division.

**Personnel:** Courtney Onstot, Recreation Coordinator for the youth development programs, has accepted a position with the Cordova RPD. Recruitment has started with the application deadline set for Friday, October 20, 2023 at noon. We hope to fill the position by the end of November/beginning of December.

### **Park Maintenance Division**

*Administrator Blondino shared highlights from the Parks Division prepared by James Perry, Park Services Manager –*

#### **Vandalism and Property Damage –**

- Graffiti: CP concrete table, DC playground, LSCC
- Homeless camp clean-up at Schweitzer Grove Nature Area

#### **Maintenance and OM – Staff performed the following:**

- Buildings/Facilities
  - Plumbing –
    - LSCC Suite 170: replumbed sink drain
    - LSCC KHO: replaced wax ring on toilet
    - Veteran’s Building: replaced wax ring on women’s restroom toilet.
  - Lighting/Electrical –
    - CP Corp yard: installed new night light for security.
    - Jensen House: replaced 30 ft of rotted out gutter.
    - Garfield: replaced 3 exterior porch lights.
  - HVAC –
    - LSCC 200 Wing: ran condensate lines
    - LSCC 200/300 Wings: roof conduit repairs
    - LSCC, Suite 265: replaced pressure switch
    - LSCC, Suite 530: replaced condenser fan
- Parks/Grounds
  - Amenities –
    - Del Campo: replaced toadstool @ playground, new signs
    - LSCC/Cardinal Oaks: repaired drinking fountains; regulator, clogged drains
    - LSCC and Cardinal Oaks: repaired picnic tables
    - Patriots Park: repair swing, new signs
  - Turf Maintenance –
    - Del Campo: landscape contractor aerate/fertilize soccer field, staff flagged heads/valves
  - Park Lighting –
    - Glancy Oaks: replaced all night lights with new 36-watt LED
  - Tree Maintenance –
    - Jensen/Garfield/LSCC: Tree work
  - Irrigation –
    - District wide irrigation repairs/adjustments: valves, heads, line leaks/breaks

#### **Volunteer Groups –**

- Annual workday with Victory Christian School
- Workday for Sharon Ruffner Community Service Day
- Ed Nicols repaired joint cracks in the ball wall at CP.

#### **Capital Equipment –**

- New truck/surplus of old
- Service mowers CP/LS
- Received repaired large mower

### **Training –**

- Couple staff attended CPRS: Assessing tree hazards and risks
- Couple staff attended the CAPRI two-day webinar for workplace safety/hazard identifications/ inspections
- I completed final 3 hours of the 20 required CEU for QAL renewal.

### **Personnel –**

- On September 21, the RPT put in two-week notice. Position is advertised through October 31<sup>st</sup>, with interviews planned for the week of November 6<sup>th</sup>.

### **Project Updates –**

- LSCC Roof Coating: The work wrapped up on 10/2. Final walk through and warranty certification taking place today. This project is complete aside from final invoice processing and Notice of Completion filing with the County Clerk's Office.
- Garfield House: Lower ADA pathway project is complete. Park Division staff spent over a couple of weeks seeding the lawn, spreading hay, and performing tree work along the driveway.

### **Preliminary Projects –**

- CP Reader Board.
- KHO floor leveling and covering.

## **Administration Services Division**

*Ingrid Penney, Administrative Services Manager – Report highlights*

### **Budget/Financial:**

- District Budgets for FY2023-24 and the Appropriations Limit was adopted on September 26 by the Sacramento County Board of Supervisors.
- Reinvested the Funds associated with the 2022 GO Bonds, Series 2023A-1 (Tax Exempt) and A-2 Taxable –to a higher yield account. **\$300k for A-1; \$500K + additional \$200k** for A-2 having been left in the Treasury. So far, the Tax-Exempt Bonds interest earnings total \$54,461.53 and Taxable Bonds have earned \$45,492.75. Interest earnings are restricted towards CIP uses.

- Update –

**Investment earnings on the Series A-1 (Tax Exempt) Bonds: \$125,187.13 (\$70.7k+)**  
**A-2 (Taxable) Bonds: \$100,528.84 (55k+ more)**

- District Financial Audit for FY2022-23 - Fieldwork started October 16<sup>th</sup>. Most of the work will be done virtually using a portal. We had a virtual kick off meeting last week. Staff have been responding to questions on transactions – providing support documents, documenting variances between the fiscal years, and preparing schedules as needed.

**Contracts:** Administrative support for various contracts – contract review, checking for completion and insurance documents.

### **Tenants –**

- MCS – BDL and Resolution sent for the BOS Meeting. Will be heard at the November 14th Sacramento County Board of Supervisors Meeting.
- Chautauqua –  
Staff have a meeting scheduled tomorrow with Chautauqua to discuss their financial status. We will report back at the November meeting.

### **Service Agreement – Construction Management Service Agreement**

Staff prepared the BDL and Resolution for this item. It will be heard next week on October 24. Agreement should be ready to be executed by November 1.

**FUA** – Staff drafting the FUA for the American River Futbol Club for the November AB Regular Meeting.

**HR:**

Administrative support – including recruitment, screening, set up, and logistics for RFT Rec Coordinator and other Seasonal positions for the Recreation Division; RPT Park Maintenance Worker for the Parks Division.

Benefits –

- EE Benefits Committee next meeting planned for next week, October 25. The staff plans to meet monthly.
- OE was rolled out to EEs using BambooHR. EEs have until October 25, to submit any changes to their benefit portfolio. The Benefits committee met in September to review these options as well as others.

Training –

- Last Wed/Thurs, October 11<sup>th</sup> and 12<sup>th</sup>, CAPRI hosted an online class with PRISM (Safety Training Provider) on **How to Conduct Workplace Safety Inspections & Learning to Use the General Industry Safety Orders**. PSM Perry and RSM Lofthus attended. These meetings support a facet of the Work Plan item to develop a PPE Program and Assessment.

Upcoming Training – BambooHR is hosting their annual **Customer Appreciation Day** on October 20 and **Virtual Summit** on November 2. They will cover various HR Topics and tools, bringing in leading speakers on various topics to benefit workplace and personal life. Last year Jay Shetty spoke on Passion and Purpose; Simon Sinek spoke on the “Why” our purpose in what we do and how it drives us towards personal satisfaction and fulfillment. Serena Williams spoke on goals and achievement, how we plan and celebrate, life lessons.

Mike Blondino, District Administrator – Report

**Master Plan Update** – CEQA went out for public review and the comment period ends on Friday, October 27<sup>th</sup>. If all goes well, we look to have the Master Plan Update before the BOS at their December 12<sup>th</sup> Meeting for approval.

**District Re-organization** – Personnel Committee Chair Levine and Administrator Blondino met in separate meetings with RSM Lofthus and ASM Penney in September 2023. Discussed different options for each division re-org and will continue to work on it to move it forward.

**Community Outreach –**

**Kiwanis** – Participated in the Sharon Ruffner Community Service Day – excellent event.

**CID meetings** – The CID is looking for a new Executive Director.

**Park Foundation** – The Foundation is working on a survey, with CRPD Recreation Division involvement, on how to engage/program for middle school students.

**Chamber** – Attended the lunch last month where Assemblymember Kevin McCarty spoke. Attended the Gov’t Affairs committee this month. The Chamber is also looking for an Executive Director, as Julie is leaving at the end of October.

**Carmichael Water** – Nothing to report.

**IT** – Nothing to report.

**Look Ahead** – Reviewed with Advisory Board.

**ACTION ITEMS: NONE**

**PRESENTATION ITEM:**

**1.\* BOND FUNDING DISCUSSION**

Administrator Blondino provided additional comments on 2022 GO Bond activities since the last Advisory Board Regular Meeting, as follows:

- Bond Oversight Committee met. Four meetings are scheduled for 2024, starting January 30.

**Information was received and filed.**

**UPCOMING PROGRAM AND EVENTS:**

For Updates and Latest News on Program and Events, please visit the District Website: [www.carmichaelpark.com](http://www.carmichaelpark.com)

**TIME AND PLACE OF NEXT MEETING:**

1.\*Regular Meeting –

Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, October 19, 2023, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

**RECESS TO CLOSED SESSION at 7:04PM**

**1.\* LIABILITY CLAIM**

Claimant: Xiao Ming Hu, Shengwei Zhu

Pursuant to California Government Code §54956.95

Agency Claimed Against: Carmichael Recreation and Park District

**RECONVENE TO OPEN SESSION at 7:19PM**

The Advisory Board supported the Staff recommendation to settle the claim for the amount requested, contingent on a signed, notarized Release of all Claims by the Claimant accompanied by a Payee Data Form(s).

**ADJOURNMENT** – The meeting was adjourned at 7:20PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

\_\_\_\_\_  
JOYCE CARROLL  
CHAIR OF THE BOARD

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