

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MAY 18, 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

OATH OF OFFICE – Vice Chair Ives administered the oath of office to newly appointed Advisory Board Member, Joe Leavitt

PLEDGE OF ALLEGIANCE: Pledge led by Vice Chair Ives

ROLL CALL:

Directors Present: Ives, Leavitt, Levine, and Ross
Directors Absent: Carroll
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**
April 20, 2023 – Regular Meeting
2. **FINANCIAL STATEMENT**
March 2023
3. **ACCOUNTS PAYABLE**
April 2023
4. **ACCOUNTS RECEIVABLE**
May 2023
5. **POP STAT REPORT**
April 2023

Motion 1

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

Vote:

Ayes: Directors: Levine, Ross, Leavitt, and Ives
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: Carroll
Recused: Directors: None
Vote: 4/0/0/1/0

REPORTS:

- 1.* **ADVISORY BOARD MEMBER REPORTS (Advisory Board Members)**
Report on activities of interest to the District.
Director Ross – commented on the Taste of Carmichael Event.
- 2.* **STAFF REPORT (Blondino, Lofthus, Penney, and Perry)**
Report on current District operations, projects, and events.

Recreation Division

Alaina Lofthus, Recreation Services Manager – Highlights from the Recreation Division:

Events:

- Food Truck Night: 6/1, 5pm – 8pm
- Summer Concerts start June 17, 6:30 – 8:30PM with a performance by the Kicks
- Preparing for RWB Celebration

Youth Development

- KHO
 - Averaging 47 children/week compared to 30 last year
 - Summer Camp –
 - Taking registration
 - Program prep: hiring/training staff, securing field trips, purchasing supplies, etc.

Facility Rentals

- Rentals continue to be busy; anticipate growth with the re-opening of the Cypress Room and Room 800, starting July 3

Sports

- Youth Sports
 - Spring Youth Volleyball Clinics: full at 37 participants
 - Preparing for sports summer camps
- Adult Sport
 - Finishing all Spring leagues for 75 adult sports teams participating in 9 leagues
 - Preparing for summer leagues

Staffing

- Recreation Supervisor – Recruitment update

Park Maintenance Division

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

Vandalism/Property Damage –

- Graffiti/Vandalism: Carmichael Park Outdoor Restroom lock, DC, Jan homeless issues, and Patriots
- Winter Storms: all storm related tree work complete
- Illegal dumping at Cardinal Oaks Park: 20 yards of debris

Maintenance and OM – Staff performed the following:

- Landscape Management
 - Seasonal Herbicide
 - Irrigation start-ups
 - Work bus at Carmichael Park
 - Aerating ball field 1 & 2 at CP, field prep at LSCC, flail mowing at DC and O'Donnell
 - SJ Community Garden: demonstration garden plot
 - Goats/Sheep start May 22 at Schweitzer Grove, Jan and Sutter Jensen to follow
- Bleacher Repair: LSCC
- Fence Repair: SJ Jensen Gardens
- Pothole repairs
- Buildings/Facilities
 - Plumbing -- LSCC KHO: repaired water heater
 - Storm related clean up at LSCC in preparation for Taste of Carmichael
 - Electrical – upgraded exterior lighting to LED at CP

Project Updates –

- Shade Sails: CP Dog Park, O'Donnell, and Patriots
- CP Basketball Courts
- CP Tennis Courts
- LSCC 800 wing
- LSCC Roof Coating Improvement

- SJ – Garfield House Path Extension (ADA)

Administration Services Division

Ingrid Penney, Administrative Services Manager – Report highlights

Budget/Financial:

- FY2022-23: Received the second large allocation of property taxes. The amount received exceeds the original budget and estimated year end. Allocations will continue through the adjustment period ending in mid-July.
- In June we begin preparing for year-end closing.
- Completed and submitted the American Rescue Plan Act (COVID-19 recovery funds) grant fund documents. CPRD will receive \$325k for installation of a parking lot at Cardinal Oaks Park.

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

- **Leases** – on Meeting Agenda (TR and CMP).
- **CIP Project** – worked with the Parks Division on RFP LSCC Roof Coating Project – prepared and posted.
- **Service Agreement** – Security Services: Staff worked with the Recreation Division on a draft agreement.

HR:

Administrative support for personnel matters - including recruitment, screening, set up, and logistics for RFT, and Seasonal positions in both the Parks and Recreation Division. New RFT positions, one each - Recreation and Parks Divisions; preparation underway for new/returning summer staff orientation held 6/3; jointly with the Recreation Division.

The management team invited the administrative professional staff from CP and LSCC out to lunch. It was a wonderful opportunity to acknowledge the year round support they provide to operations and service to the Community.

- Training –
Webinar (live) – CAPRI : May the Fourth be with You! 2023 Updates on insurance trends and topics, helping Districts to manage risk.
 - Sexual Abuse and Molestation (SAM) Liability
 - Cyber Security
 - Mandated Reporting
 - Reading/Deciphering the Certificate of Insurance
 - The Value Added of the Additional Insured Endorsement
 - How Indemnification Works and What to Look for

CAPRI is a Joint Powers Authority ("JPA") formed pursuant to California Government Code 6500 et seq. to meet the specific needs of the member entities, to provide insurance coverages, risk management safety and loss prevention services.

California Association for Park and Recreation Indemnity ("CAPRI") has provided a specialized combination of self-insurance, excess insurance, and reinsurance to recreation and parks districts throughout California.

Mike Blondino, District Administrator – Report

Over-Under Initiative – We are looking forward to the opening event planned for Thursday, May 25, at 4PM.

Work Plan – Continue to work with Recreation and Administration Divisions on a re-org plan.

Master Plan – We are staying in contact with the County staff doing the CEQA review - still on track.

Community Outreach –

Kiwanis – Haven't been to a meeting lately, but plan to restart.

CID meetings – Involved on the Security Committee: noticed an uptick in homeless issues in CP. We're addressing them between CRPD Staff, SPD (CID), and FECPD.

Park Foundation – A subcommittee plans to meet with skate park and bike park interests to learn more about their ideas. May fund part of those projects which would be coordinated with CRPD Advisory Board and Staff.

Chamber Lunch – Did not attend April's lunch due to a scheduling conflict.

Carmichael Water – Nothing to report.

IT – District Office internet has been upgraded. Ran into an issue with the installation for LSCC.

Look Ahead – Reviewed with Advisory Board.

ACTION ITEMS:

1. LSCC UTILITIES AND SERVICE RATE STUDY (Penney)

ASM made a presentation and recommended approval of the Study on the utilities and service costs at the La Sierra Community Center.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments.

Motion 2

M: Ross S: Leavitt – The Advisory Board voted to approve the Utilities and Services Rate Study, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Carroll

Recused: Directors: None

Vote: 4/0/0/1/0

2. LSCC TENANT LEASE AGREEMENT WITH COUNTY OF SACRAMENTO, REGIONAL PARKS – THERAPUTIC RECREATION (TRS) - Continued from April 20, 2023

Staff made a presentation and recommendation to approve a new lease effective April 1, 2023 with County of Sacramento, Regional Parks – TR; delegate the District Administrator or designee to execute the Agreement. The new Agreement is similar to the current one which expired on March 31, 2023 and in hold over status, with the following differences:

Term: April 1, 2023 to March 31, 2028

Leased Premises: Suites 805, 810B, and 825B, approximately 1539.42 sq ft; TR also has nonexclusive access to the Suite 810A – Cypress Room and kitchen if available, at no additional charge

Rate: \$0.63/per sq. ft., representing Utilities and Services only; annual review to update as necessary based on their pro rata share of the annual Utilities and Service costs.

Rent for 2023: \$969.83/per month for Office and Storage

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments.

Motion 3

M: Leavitt S: Levine – The Advisory Board voted to approve a new tenant lease retroactive to April 1, 2023 with the County of Sacramento, Regional Parks – Therapeutic Recreation Services with the stated negotiated terms and conditions; delegated authority to the District Administrator or designee to execute the Amendment, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Carroll

Recused: Directors: None

Vote: 4/0/0/1/0

3. LSCC TENANT LEASE THIRD AMENDMENT WITH CALIFORNIA MONTESSORI PROJECT (CMP)

Staff made a presentation and recommendation to approve the Third Amendment to the tenant lease negotiated with California Montessori Project, Inc. (CMP); for an extended term of five (5) years; authorize the District Administrator or designee to sign and forward the Third Amendment for execution by the Sacramento County Board of Supervisors; which includes in the following changes:

Term: Extended term from July 1, 2023 to June 30, 2028;

Security Deposit: Updated to \$94,670.76, representing a \$14,577.25 additional deposit on file;

Monthly Lease Amount: Updated to \$94,670.76, representing a uniform rate of \$1.38 sq ft for all leased premises, effective July 1, 2023

Escalation: The annual escalator will be 3% effective each January 1, beginning with January 1, 2024.

Counterparts and Electronic Signature: New paragraph to clarify that all counterparts will be deemed as the same document; that electronic and scanned signatures will be deemed original signatures

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments.

Motion 3

M: Levine S: Ross – The Advisory Board voted to approve a third amendment to the tenant lease with California Montessori Project and to authorize the District Administrator or designee to sign and forward the third amendment for execution by the Sacramento County Board of Supervisors, effective July 1, 2023, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Carroll

Recused: Directors: None

Vote: 4/0/0/1/0

PRESENTATION ITEM:

1.* BOND FUNDING DISCUSSION

Administrator Blondino provided an update on 2022 GO Bond activities, as follows:

- The BOC application deadline is 5/31. The Ad Hoc Committee (Chair Carroll/Director Levine) will meet with CRPD Management to review the applications and make recommendations at a future meeting.
- The Construction and Project Management Services proposals were received; a total of four local firms. The Facility Committee (Chair Carroll/Director Ives) and CRPD Management will review the responses.

Information was received and filed.

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting –

Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, June 15, 2023, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:22 PM.

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

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