

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
June 20, 2024 REGULAR MEETING**

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

CALL TO ORDER: The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:01 p.m. by Vice Chair Ives

PLEDGE OF ALLEGIANCE: Pledge led by Vice Chair Ives

OATH OF OFFICE – Vice Chair Ives administered the oath of office for the newly appointed Advisory Board Member, Lisa Mattos

ROLL CALL:

Directors Present: Ives, Leavitt, Levine, Mattos, Ross
Staff Present: Lofthus, Penney and Perry
Staff Absent: Blondino (excused)

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 a skatepark for Carmichael Park; stated that he had participated in recent focus group meetings to provide input on the schematic design for a skatepark.

SPECIAL PRESENTATION ITEMS:

1. CARMICHAEL IMPROVEMENT DISTRICT (CID)

Presentation by James Eowan, CID Board Chair, sharing role of the CID to improve business and public entity properties in the area and discussing current activities.

Following the presentation, the item was opened for discussion and questions by the Advisory Board. Item received and filed.

2. CARMICHAEL CHAMBER OF COMMERCE

Presentation by Rose Buck, 2024 Chamber President, sharing the background and role of the Chamber in the community; their support for CRPD as the 2024 Concert Series MVP Sponsor at \$3500, use of CRPD rental venues, promotion of CRPD activities and events, and more. Their membership is 100 members strong. Highlighted information on the upcoming Honorary Mayor's race as an opportunity to support organizations in the community.

Following the presentation, the item was opened for discussion and questions by the Advisory Board. Item received and filed.

CONSENT ITEMS:

1. MINUTES

May 16, 2024 – Regular Meeting

2. FINANCIAL STATEMENT

April 2024

3. ACCOUNTS PAYABLE

May 2024

4. ACCOUNTS RECEIVABLE

June 2024

5. POP STAT REPORT

June 2024

6. WORKPLACE VIOLENCE PREVENTION PLAN

Establish the proposed WVPP based on the Cal/OSHA Model; effective date: July 1, 2024.

7. CONTRACT #24-0002, LSCC ROOF COATING IMPROVEMENT PROJECT, PHASE II

Request approval to amend the Contract to increase the maximum payment amount by \$25k; delegate authority to the District Administrator or designee to approve additional Change Orders on the Project.

Motion 4

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

Vote:

Ayes: Directors: Leavitt, Levine, Mattos, 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 attending recent concerts held at Carmichael Park – Maya Latin Tribute Band and Carmichael Band Festival; attending event at LSCC – Kiwanis, Taste of Carmichael.

Director Leavitt – reported on the concerts, as well, the fun people have playing softball and listening to music.

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

Report on current District operations, projects, and events. Staff Reports were concise to allow more time for the Action Items.

Park Maintenance Division

James Perry, Park Services Manager reported on highlights from the Parks Division

Maintenance and OM – Staff/Contractor performed the following:

- Parks/Grounds –
 - Goats and Sheep have started at Jan Park and Sutter/Jensen.

Projects:

- CP Electronic Reader Board – Completed
- CP Tennis Court Lighting Project – Waiting for the lights; install schedule.
- Booster Pumps for Del Campo and Glancy Oaks – Contract completed; pumps to be ordered.
- LSCC Roof Coating Project, Phase II –John Smith Hall/Chautauqua completed; moving on to West Boiler Room and Sierra Room 1 & 2.

Recreation Division

Alaina Lofthus, Recreation Services Manager reported on highlights from the Recreation Division

Events:

- Concert Series
 - Spring series ended with great shows on last Friday and Saturday. Over 1,600 people in combined attendance.
 - Positive feedback from concert attendees on change of timeframe.
 - Will be putting out a survey for further feedback.
 - A special thank you to Susan Skinner and Rosie Buck who volunteer at the concert events and through their efforts the district has received over \$4,700 in donations.
 - Also, thank you to the Chamber – MVP sponsor.

- Red, White and Blue Celebration
 - Saturday, June 29th
 - Starts at 6pm with Fireworks shooting off at 9:30pm
 - Free Kids Zone with Inflatables and art projects by Sac Fine Arts
 - Band – Hipper than Hip starts at 6:30pm
 - Beer and Wine Garden put on by the Carmichael Parks Foundation

Youth Development:

- Summer Camp – Week 2 – 104 children registered.
- Summer Basketball Camps – 28 players

Facility Rentals – 79 rentals during this reporting period

Administration Services Division – *highlights from the Administrative Services Division*

Ingrid Penney, Administrative Services Manager – Report

Budget/Financial:

- BOS approved the District Recommended Budget on 6/5, as presented. Special Meeting to recommend adjustments to the FY2024-25 Budgets scheduled for August 1.
- FY2023-24 Year End Closing Activities underway. Final day to submit Invoices, JVs, and DP is earlier than ever on 7/5, giving DOF more time to post transactions. Fund Balance will be known sometime during the week of July 22 – 26.
- Financial Audit for FY2023-24 scheduled for late August so that we can have the Final Report by December 2024.
- LSCC 800Wing Property Loss Claim F/U – James and I plan to meet with the Claims Adjusters to discuss the property loss amount incurred by CRPD next week to see if we can close out the claim.

Items under review: assumptions made by the Adjusters of repair vs betterment; County administrative charges. CRPD clarified any misunderstandings. The Adjusters will go back to review their calculations which may or not favor the CRPD. This may not be resolved before fiscal year end and may roll into next year. Quimby/In-lieu fees may be used in conjunction with the general fund.

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

- **Tenants** –
 - Sacramento Fine Arts Center – New lease due in December 2024. Meeting planned for July 16 to begin discussions.
 - Capra Lease – New lease due in September 2024.
- **Service Agreement** – Negotiating the Temporary Staffing Agency Contract
- **Contract POs** – Site Surveying Services (3) – Carmichael Park, La Sierra Community Center, Cardinal Oaks/Glancy Oaks issued/executed.
- **Landscape Design Contracts** – Contracts (4) prepared; 4 issued/executed/1 needs minor amendment re: insurance requirements.
- **CP Tennis Court Lighting** – Contract PO Issued/executed.
- **Booster Pump at DC & Glancy** – 1 Contract; 1 Contract PO issued/executed.

HR: Administrative support for personnel matters - including EDD TD claims/integration; FMLA/ADA; RPT/RFT Park Maintenance Workers, set up, and logistics. Orientation conducted. Seasonal Summer Staff New EE Orientation was held on Wednesday, 5/29.

Personnel – Our New Human Resources Technician started on 5/22; Introduced Kristina Hall. She graduated with a BA degree from Northwest University in Kirkland, WA. She has 4 years, working in HR/Payroll and has had broad Administrative Services experience, supplementing her knowledge and skills in various HR areas. She has spent the last month training with Sharon, whose last day is tomorrow.

Recruitment for the HR Section Manager closed; interviews scheduled for Friday, 6/28

Training – CAPRI hosted a Webinar regarding insurance requirements in Contracts, 6/11

Mike Blondino, District Administrator – RSM Lofthus shared Administrator Blondino's Report

- **Skate Park** – The second Focus Group meeting took place on June 11th (on-line). The turnout for the on-line event was great and the input from the skaters really was amazing. We have a Community Meeting set for June 27th, 5 pm here at the Clubhouse. We are sending postcards to the houses surrounding the park to notify them. The minimum is 500 ft for that, but we decided to expand the area we are sending them to about 300+ houses in the immediate area.
- **District Administrator Recruitment** – We are over 2 weeks into recruitment and are getting candidates applying. Working with Stephanie from Bob Murray and Associates has gone very well.
- **Sharon Ruffner Plaza** – Nothing to report.
- **Look Ahead** – Reviewed with Advisory Board.

PRESENTATION ITEM

1. BOND FUND DISCUSSION

- After signing the contract with MTW, we had a kick-off meeting to discuss the projects at CP and LSCC. We will have kick-off meetings with Calendar and Assoc (Cardinal Oaks) and Wilson Design Group (Glancy Oaks) in the coming weeks, as we are still finalizing those contracts.
- Recreation staff have developed signage for the four parks to advertise that Measure G work is coming. Signs were placed in the parks last week. There is a QR and web address on the signs to point to our website so that people can see the improvements and/or email us with any questions. We also posted the information on social media. A way to get the public feedback when the time comes.

UPCOMING PROGRAM AND EVENTS:

For Updates and Latest News on Program and Events, please visit the District Website: www.carmichaelpark.com

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting –

The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, July 18, 2024, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

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:

CHRIS IVES
VICE CHAIR OF THE BOARD

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