

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
APRIL 20, 2023 REGULAR MEETING**

Directors: Carroll, Ives, 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 Chair Carroll

PLEDGE OF ALLEGIANCE: Pledge led by Chair Carroll

ROLL CALL:

Directors Present: Carroll, Ives via Zoom, Judd, Levine, and Ross
Directors Absent: None
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

March 9 , 2023 – Special Meeting
March 16, 2023 – Regular Meeting

2. FINANCIAL STATEMENT

February 2023

3. ACCOUNTS PAYABLE

March 2023

4. ACCOUNTS RECEIVABLE

April 2023

5. POP STAT REPORT

March 2023

6. RALPH M. BROWN ACT – AB 817

Recommendation to send a letter of support signed by the Chair and District Administrator to Honorable Blanca Pacheco for an exemption change to the Brown Act. AB 817 would remove barriers by allowing non-decision making legislative bodies that do not take final action(s) to participate by two-way teleconferencing and without posting a location.

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 4/0/0/0

REPORTS:

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

Report on activities of interest to the District.

Director Ives – thanked Director Ross for stepping in to attend the Carmichael Parks Foundation (CPF) Meeting when he had a scheduling conflict.

Director Ross – commented on the CPF Meeting, highlights from Breakfast with the Bunny and the KHO program. He brought his rhythm instruments/steel drums to share with the youth.

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:

- Breakfast with the Bunny
 - 350 attendance
 - Great partnership with local community organizations
- Food Truck Night: 5/4, 5pm – 8pm
- Concert Series Announcement: 5/1
 - Carmichael Chamber VIP Sponsorship
- Preparing for RWB Celebration
- Foundation – financially supporting new fencing and two-way radios

Youth Development

- KHO
 - Spring Break Camp – 41, Director Ross visited the Camp and presented the steel drum and other percussion instruments.
 - Averaging 44 children a week
- Tiny Tots - Averaging 23 children in the program
- Preparing for Summer Camp Programs

Facility Rentals

- Rentals continues to grow during the last month
 - 2023 – CP = \$4,995 LS = \$12,487
 - 2022 – CP = \$3,360 LS = \$8,771

Sports

- Youth Sports
 - Last week of Girls MS Basketball
 - Spring Youth Volleyball Clinics starting in May
 - Preparing for sports summer camps
- Adult Sport
 - Started all Spring leagues
 - Basketball Teams = 21 – 13 last spring
 - Volleyball Teams = 41 – 31 last spring
 - Softball Teams = 13 – 13 last spring

Community Garden

- 59 of the 62 plots are filled
- Recreation and Maintenance staff have worked collaboratively on the demonstration garden which is being used to demonstrate garden rules as well as how to install drip irrigation systems. In the future it will be used for classes and guest speakers to show different gardening techniques.
- Staff have developed new guidelines, including working with the volunteer committee on identifying roles and responsibilities.

Staffing

- Recreation Supervisor Ellis – Introduce the new Recreation Coordinator, Erin Johnson
- Recreation Supervisor – Recruitment update

Park Maintenance Division

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

Vandalism/Property Damage –

- Graffiti/Vandalism DC excessive & needs attention
- Homeless issues CP, LSCC and Jan

Maintenance and OM – Staff performed the following:

- Landscape Management
 - Seasonal Herbicide
 - Irrigation start-ups
 - SJ Sutter Community Garden - demonstration garden plot
- New Amenities
 - CP dog park benches
 - O'Donnell and Jan Parks –new trash cans
 - CP bleacher repair and project with Rotary
- Tree Maintenance
 - Tree work at CP, DC, LSCC
 - Tree planting event with CRPD, SMUD, Kiwanis
- Pothole repair at CP & LSCC
- Buildings/Facilities
 - Plumbing – LSCC Restrooms flush valves for Little League Snack Bar & 800 wing; CP Water heater replacement
 - Electrical – LSCC Gym lights, CP new light pole at Basketball Court and new controller at tennis courts
 - HVAC – LSCC 700 Wing A/C Breaker replacement
 - LSCC – rod-iron fence repair

Inspections/Training –

- LSCC fire hydrants inspection
- District wide fire extinguisher inspection
- Mike S pesticide certificate
- Staff – Safety training on active shooter

Project Updates –

- CP Tennis & Basketball
- SJ Garfield walkway
- 800 wing

Administration Services Division

Ingrid Penney, Administrative Services Manager – Report highlights

Budget/Financial:

- Submitted the 2022 district salaries and benefit data for the State Compensation Report to the County of Sacramento. As a dependent district, the County submits our data. A link is provided through the District Website.
- Budget Narratives and schedules for Funds 337A and 337B submitted.
- Set up the Funds associated with the 2022 GO Bonds, Series 2023A-1 (Tax Exempt)and A-2 Taxable.
 - New Funds and Fund Centers for 337L Capital Project Fund to recognize the bond proceeds and related interest; reflect allocation for Capital Projects.
 - Funds and Fund Centers for 337M Debt Service Fund – Tax Exempt to recognize property tax levies and related interest; allocate the interest only payment; 337N Debt Service Fund Taxable to recognize property tax levies and related principal and interest payments.
- Next Step - Staff will set up an AAR to recognize the Bond Proceeds, once the DOF has created the accounting transactions. The District Administrator or designee has the authority to perform the AAR; however, staff will report back information on the transaction.

Annual CAPRI Rating Questionnaire: Property/Liability/etc. insurance report for Underwriting submitted

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

- **Upcoming Leases** – Finalizing the Utilities and Services Report which will inform LSCC Tenant lease rates during the new lease periods.

TRS –

- Staff has been working with a representative from Regional Parks, negotiating the terms and conditions. We have had to continue the item to May 18, as negotiations were not finalized in time for the April 20 Meeting.

CMP –

- Staff will meet with representatives of CMP to discuss the upcoming 5-yr lease option which will begin on July 1, 2023, discussing a proposal of terms and conditions. This will be the first of 2, 5-yr options. CMP representatives will share the proposal with their board in time to finalize an Amendment to exercise their lease option. The Lease terminates June 30, 2033.

- **CIP Project** – worked with the Parks Division on two Contract POs, set up Project #s
- **Service Agreement** –
 - Food in the Hood – Staff worked with the Recreation Division on an Amendment to the Service Agreement for food trucks.
 - Updated District's Adobe Software 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 position - Recreation Division.

- Training –
Webinar – Brown Act Now: Navigating Today's Complex & Evolving Rules sponsored by CARPD 4/19. The presentation covered current rules under the Brown Act and clarified the provisions of AB 2449 and three pending legislative bills. One of which was included under Consent this evening.

Mike Blondino, District Administrator – Report

Districtwide Staff Meeting – We had our spring districtwide staff meeting. Each division manager gave a brief overview of what's going on in their area. I spoke about the Bond and the Master Plan Update. The main topic was reviewing the information of the Compensation Study and then discussing how to recruit and retain employees. We talked about some of the ideas we presented to the Advisory Board about the benefits we currently offer. We will be putting together a cross section of staff to review our benefits over the next 9-12 months. The ideas generated would then come to the Personnel Committee for review and comment and then onto the full Advisory Board.

Over-Under Initiative – We are working on a grand re-opening of the CP Basketball courts which will now have in-ground soccer goals included and be part of the Over-Under Initiative founded by former USA Soccer Team player Kyle Martino. This is part of the funding you approved in this year's budget. As soon as we have a date, we will let you know. We are trying to coordinate with Kyle, Sac Republic, Supervisor Desmond and all over you.

Master Plan update – We are staying in contact with the County staff doing the CEQA review. As of now they are still on track.

Future Funding –

- The BOS approved raising the limit that they become involved in projects from \$500K to \$1M at their April 18th meeting.
- The Energy Management ideas will continue to be on the back burner.

Community Outreach –

Kiwanis – Attended several meetings over the last month.

CID meetings – Plan to attend the State of the PBID Dinner on 4/27/23.

Park Foundation – Recreation will be bringing them program ideas in May. I would like to start to talk to them about being an advocate of the Skate Park.

Chamber Lunch – Attended last month's luncheon.

Carmichael Water – Nothing to report.

IT – ASM Penney worked with our service provider to increase the Internet speed at the LSCC Maintenance Shop. Next upgrade is the remainder of LSCC.

Work Plan FY 2022-23 Q3 Provided copy of the Q3 Work Plan for review
Look Ahead – Reviewed with Advisory Board.

ACTION ITEMS:

1. SERVICE AGREEMENT WITH FOOD IN THE HOOD

RSM Lofthus made a presentation and recommendation to approve a Second Amendment to the Services Agreement between CRPD and Food in the Hood 916; delegate the District Administrator or designee to execute the Amendment; includes in the following changes:

Term: Extended term from May 1, 2023 to December 31, 2024; and

Schedule and Fees: Updated schedule and fee charges for 2023

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: Levine – The Advisory Board voted to approve a Second Amendment to the Services Agreement between the CRPD and Food in the Hood 916: delegated authority to the District Administrator or designee to execute the Amendment, as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 4/0/0/0

2. LSCC TENANT LEASE AGREEMENT WITH COUNTY OF SACRAMENTO, REGIONAL PARKS – THERAPUTIC RECREATION (TRS) *Continued to May 18, 2023* –

PRESENTATION ITEM:

1.* BOND FUNDING DISCUSSION

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

- Bond money hit the account on March 28th
- The BOC application is almost complete. We plan to get the application and by-laws posted on the website the first week of May, along with pushing it on Social Media. I also have a list of about 6 people that have shown interest and will be emailing packets to them at the same time.
- The RFQ for Construction and Project Management Services was posted on Monday, April 17th. Proposals are due Friday, May 12th. The Facility Committee and staff will review the responses from the RFQ. If interviews are needed, the staff and FC will set those up. From that we would negotiate a contract with the company and bring it to the full Advisory Board for approval and we are aiming to start working with them after July 1st. The funding built into the different high-end projects will go to cover the cost of the contractor.

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, May 18, 2023, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:50 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