

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
February 20, 2025 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 6:00 p.m. by Chair Ives.

PLEDGE OF ALLEGIANCE: Pledge led by Chair Ives.

ROLL CALL:

Directors Present: Ives, Levine, Mattos, and Ross
Director Absent: Leavitt – excused absence
Staff Present: Yankee, Bruno, Lemcke, Lofthus, Penney and Perry

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION NOT ON THE AGENDA –

Bob Kerr – spoke about his interest in a future skatepark and being an instructor at one if built. He asked if there is existing funding for a skatepark, or plans to raise funds.

CONSENT MATTERS:

1. **MINUTES**
January 16, 2025 – Regular Meeting
February 1, 2025 – Special Meeting
2. **FINANCIAL STATEMENT**
December 2024
3. **ACCOUNTS PAYABLE**
January 2025
4. **ACCOUNTS RECEIVABLE**
February 2025
5. **PART-TIME SALARY SCHEDULE FOR 2025**
Mandatory minimum wage adjustment, effective 1/1/2025
6. **APPROPRIATION ADJUSTMENT REQUEST (AAR)**
Debt Service Fund 337M – AAR; Transfer of funds to cover the interest payment of \$268,000.
Source of Financing: Contingency GL Account #79790100
Use of Financing: Interest Expense GL Account #30321000
7. **CAPITAL EQUIPMENT PURCHASE ORDER AUTHORIZATION**
Toro Reelmaster 5610-D 4WD detailed in Quote Q4005, new mower to support maintenance of the new turf at La Sierra Community Center.
CMAS contract
Funding source: 2022 Bond CIP Program Fund 337L
Amount: \$108,490

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Leavitt

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 – reported on attending the Carmichael Chamber of Commerce awards. Complimented CPRD on their Social Media presence in spotlighting community events. Requested that the trend of having a letter from the District Administrator in the CRPD Activity Guide continues.

Chair Ives – reported on attending the Carmichael Parks Foundation meeting as a representative of the CRPD Board.

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

Report on current District operations, projects, and events.

Park Maintenance Division

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

Staff/Contractors performed the following:

- Parks:
 - Playground Fall Material: Carmichael Park, La Sierra Community Center, BirdTrack, and Jan
 - LSCC Ballfield clean-up
 - Replaced faulty fuel pump on Toro Workman Cart
- Facilities:
 - Condensing fan motor replacement on JSH kitchen staff fridge.
 - Small kitchen equipment maintenance. Fridges, freezers, ovens.
 - Electrical repair room 350 at LSCC. Ran new conduit and new wire to replace corroded underground conduit/wire.
- Projects:
 - Del Campo/Glancy Oaks Park's booster pumps are complete.
- Personnel:
 - Facilities Lead-Worker hiring is closed, interviews to follow.
- Training:
 - All Maintenance staff attended a regional Park Departments Forum in Roseville
 - All maintenance staff that are pesticide licensed/certified attended the annual Pesticide Handler Safety Training.
- Inspections:
 - All playground, facility and fire extinguisher inspections are up to date.

Recreation Division

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

Events:

- Senior Valentine's Concert – Kiwanis Band performed and had good attendance at around 60 seniors.
 - Oakmont of Carmichael MVP Sponsor
- Upcoming –
 - International Food Truck Night – March 13th
- Prepping all Spring events including Breakfast with the Bunny and Concerts in the Park

Youth Sports

- Basketball season – Both gyms full on Fridays and Saturday with youth leagues

KHO

- KHO Averaging 54 kids per week during this reporting period compared to 48 last year
- Preparing for Summer Day Camps

Special Projects:

- STEM Class is back at Barrett this Spring with the financial support of the Carmichael Parks Foundation.
 - 21 of 25 spots filled
 - Calls starts on 3/6 – After school for 1.5 hours for eight weeks.

- Spring/Summer Activity Guide
 - Digital Version on website by Monday, March 3rd
 - Mailed to district residents approximately around March 20th
- Recreation Software
 - New credit service was established and new equipment received
 - Staff met with new CivicRec implementation trainer and working out details
 - Training of front office staff to occur start of March.

Facility Rentals

- Facilities are showing multiple bookings for crab feed season.
 - JSH revenue for this reporting period is nearly \$10,000 compared to around \$6,400 during this time last year.
- Director Ross recommended continuing to utilize STEM in the Recreation classes.

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

Matt Lemcke, Human Resources Section Manager – Report

Hiring:

- Welcomed Lisa Bruno to CRPD as the Finance Section Manager.
- The Lead Worker interviews will be held on 2/28/25 in the morning.
- The Recreation Specialist – Events posting closes on 2/24/25 with interviews to be determined.

General HR

- CAPRI Visit – the CAPRI agency visited on January 20th to conduct a safety review of the organization. The District received a 98% out of 100 score, on their Safety report
- Updated the Workplace Violence Prevention Plan to reflect 2025 changes such as personnel. Training for the District will be held on 2/26/25.
- Updated the Emergency Action Plan to include areas for evacuation and to update the leadership roles.

Ingrid Penney, Administrative Services Manager – Report

Ms. Penney reported that the bulk of her information would be presented in the Mid-year budget status update.

- Emphasized that the information data in the RecPro software will remain as property of the District. The overall program is being migrated to a new system, but the existing data will still be available.

Stacey Yankee, New District Administrator – Report

- Board Retreat
 - Acknowledged the Board's engagement at the recent Board Retreat Special Meeting on February 1 at the Garfield House.
- Round II for Finance Manager Interviews
 - Noted Lisa Bruno was hired as the new Finance Manager and has begun onboarding.
- Attended CARPD General Manager Roundtable and CARPD Board Member Training, with numerous CRPD managers and board members.
- Attended two sessions of Grant Trainings for possible grant opportunities through California State Parks and National Park Service.
- Attended Carmichael Improvement District Board Meeting, Outreach Committee Meeting and Security Meeting
- Attended Carmichael Chamber of Commerce Awards
- Met with community partners including: Crossroads Church, Kiwanis, Parks Foundation, Chautauqua Playhouse, and the Carmichael Chamber of Commerce
- Attended Adhoc Committee meetings with members of the advisory board, Cumming Group, and community members.
- Attended Park Forum with CRPD Maintenance staff in Roseville.
- Noted that the upcoming 2025-2026 Budget Committee Meeting will be held on March 5 at 1pm.
- Requested Board Director participation with Carmichael Parks Foundation Meetings (held on the Second Tuesday of the month at 12:30pm)
 - March 11 Director Levine

- April 8 Director Ives
- May 13 Director Mattos

PRESENTATION ITEM:

1.* BOND FUND DISCUSSION (Yankee)

Discussion on the 2022 GO Bond activities.

- Bond Oversight Committee
 - The next Bond Oversight Committee quarterly meeting for 2025 is scheduled for March 11 at the Clubhouse. A representative from the Advisory Board is usually in attendance at each of the scheduled meetings. The AB representatives attending the next meeting are Chair Ives and Director Levine.
- Bond Series 2023 Projects
 - All projects at Carmichael Park, Cardinal Oaks, Glancy Oaks, and La Sierra Community Center are currently in the permit phase with Sacramento County. CRPD Staff have been working with Cumming Group and contracted Landscape Architects as the projects receive comments through county review.
- Meeting with Isom Advisors and Oppenheimer
 - CRPD staff have been working with Isom Advisors and Oppenheimer this past month to begin the process for Bond Series 2025. A draft schedule with bond amounts and issuance times has been established, along with a proposal for projects for this next series of bond funds. Additionally, the proposal will also include projects for Series III of bond funding.

Director Ross asked if there have been previous grants received by CRPD. Ms. Penney acknowledged that this has happened and presented the example of how Jan Park was funded partly through grants.

Director Ross suggested that Volunteers of America may be a future source of employees for the District.

Received and filed.

2.* MID-YEAR BUDGET STATUS (Penney)

- Ms. Penney presented a PowerPoint presentation on the general overview of the District funds; how they have been used and how they can be used.
- Ms. Penney explained each of the four funds: 337A, 337L, 337M, and 337N individually and allowed for questions from the Directors.
- Chair Ives asked if the Quimby funds related to development in the District are running out. Ms. Penney first defined the fees: Quimby funds can be used for land, development, renovation, and amenities, while Park Impact Fees can be used for new capital improvements and land. She noted that those funds fluctuate and are not currently affecting the successful operation of the District.
- Chair Levine asked for clarification on how the Property Tax Levy is determined. Ms. Penney noted that it is based on the amount needed to pay the debt service and as such is currently at \$6.20 per \$100K assessed value.

Received and filed.

UPCOMING PROGRAM AND EVENTS: Please visit: www.carmichaelpark.com

TIME AND PLACE OF NEXT MEETING:

1.* Regular Meeting –

The next regular meeting of the Advisory Board of Directors is confirmed for Thursday, March 20, 2025, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

2.* Regular Upcoming Meeting on June 19, 2025–

The regular meeting falls on a District Holiday. Staff recommended to review this at the May 15, 2025 regular Board Meeting to either cancel the Regular Meeting, or holding a Special Board Meeting on an alternate day at which only Action items will be presented.

ADJOURNMENT – The meeting was adjourned at 7:02 PM.

Respectfully submitted,

Matt Lemcke, Human Resources Section Manager
For Clerk of the Advisory Board of Directors

APPROVED BY:

ATTESTED BY:

CHRIS IVES
CHAIR OF THE BOARD

Matt Lemcke, Human Resources Section Manager
for Clerk of the Advisory Board of Directors