

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JULY 20, 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 Chair Carroll

**PLEDGE OF ALLEGIANCE:** Pledge led by Chair Carroll

**ROLL CALL:**

Directors Present: Ives, Levine, Ross, and Carroll  
Directors Absent: Leavitt  
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**  
May 18, 2023 – Regular Meeting  
June 22, 2023 – Special Meeting
- 2. FINANCIAL STATEMENT**  
April and May 2023
- 3. ACCOUNTS PAYABLE**  
May and June 2023
- 4. ACCOUNTS RECEIVABLE**  
June and July 2023
- 5. POP STAT REPORT**  
May and June 2023

**Motion 1**

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

**Vote:**

**Ayes: Directors: Ross, Levine, Ives, and Carroll**  
**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 Ives – reported highlights from the Carmichael Parks Foundation meeting; appealed for new member/volunteers. Director Levine concurred.

Chair Carroll – shared an acknowledgement from the Neighborhood Association re: the sheep used at Jan Park; a thank you note from Kristi Blondino for the flowers

Director Ross – offered to play the steel drums for programs, events, and/or activities

## 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:

- Summer Concerts Series – Every Saturday until the end of August, 6:30pm – 8:30pm.
  - VIP Sponsor – Carmichael Chamber
  - Average 700 people each week
  - August Concerts will feature a CPF Beer Garden
- RWB Celebration – Successful despite the high temperatures (108)
  - VIP Sponsors – GCC Virtual Academy & Buck Family Automotive
  - Approximately 4,000 attended
  - Miranda – Fire inspector provided feedback on the layout and event, complimenting staff

#### Youth Development

- Summer Camp –
  - Three camps at the LSCC
  - Open 7:30am – 6pm
  - Go on weekly to the Antelope Aquatic Complex and a field trip
  - Averaging 107 children per week
- KHO & Tiny Tots – Preparing for the start of the new school year

#### Facility Rentals – Approximately \$30,000 in rental revenue since the last board meeting

- JSH = \$12,230 - Celebrations
- CH = \$5,378 - Training/Education
- GH = \$4,400 - Memorial
- LS Gyms = \$3,843
- Vets Hall = \$1,887.50

#### Sports

- Youth Sports – Summer Basketball Camps – 68 children registered
- Adult Sport
  - Have started Summer Season for all sports
  - Senior Softball = 6 teams
  - Friday Coed Softball = 7 Teams
  - 5-5 Basketball = 9 teams
  - 3-3 Basketball = 11 teams
  - Volleyball = 26 teams

#### Staffing

- Hired Cameron Wiggins as the new Recreation Supervisor for Youth Development and Sport programs. He will join us at the August meeting.
- Recreation Division is fully staffed for the first time since February 2020 (4 staff less than a year, 1 staff recently had their 1-year anniversary).

### Park Maintenance Division

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

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

- Pothole repair
- Benches

- RWB Event
- Park Inspections
- Landscape Management
  - Tree work
  - Goats/Sheep/Fire Mitigation – Schweitzer Grove, Jan and Sutter Jensen
  - Irrigation
- Buildings/Facilities
  - Door locks: 200 wing, rec office, Carmichael Park restroom, 700 conference room
  - HVAC repairs: 830, 700, 640, 435, 155, Clubhouse. New unit suite 100 LSCC
  - District wide HVAC service- filters inspections
  - District Wide Fire extinguisher annual re-cert.
  - District sewer maintenance
  - Boiler pipe removal in preparation for roofing project

**Project Updates –**

- LSCC 800 wing – Close out Phase
- LSCC Roof Coating Improvement – contract documents in process
- SJ – Garfield House Path Extension (ADA)

**Administration Services Division**

*Ingrid Penney, Administrative Services Manager – Report highlights*

**Budget/Financial:**

- Closed out Financials last Friday. County will close tomorrow. Based on information submitted and Property Tax updates and interest, we have over \$400k in fund balance carryover. We'll have the final picture on Monday.
- The Funds associated with the 2022 GO Bonds, Series 2023A-1 (Tax Exempt )and A-2 Taxable have been invested in a higher yield account. \$300k for A-1; \$500K for A-2 having been left in the Treasury; the remaining will be either reinvested in the higher yield account or used for immediate needs beginning in October.
  - 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.
 Staff submitted Budgets and draft Narratives for all three programs and four fund centers.
- 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 through budget process.

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

- **Leases –**
  - MCS (Preschool): Staff has met to discuss and negotiate the lease, adding land lease.
  - CMP: On the Board of Supervisors Agenda for July 25, 2023
- **Facility Use Agreement (FUA) –** Staff working with County Risk Manager and CAPRI to finalize the Indemnification Clause

- **CIP Project** – Staff worked with the Parks Division on LSCC Roof Coating Project Contract
- **Service Agreement** – Security Services: Staff worked with the County Risk Manager and CAPRI to finalize the Indemnification Clause and insurance requirements.

**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 Recreation and Parks

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** –  
New/Returning EE Orientation (live, in-person) – 6/3; The Administrative Services Division partnered with the Recreation Division to provide onboarding and updates to the new/returning seasonal summer recreation staff

CRPD Staff Benefits Committee – 6/20; Held the kickoff meeting for the Staff Benefits Committee

- Introduced the members representing different demographics and members from each Division.
- High level overview of the Benefit Findings from the Total Compensation Study
- Shared expectations & outcomes
- Provided handouts of current benefit package

(New Benefit Update: Starting July 1, 2023, CAPRI has rolled out a new EAP program, at no cost to the member districts nor employees, for all member districts' employees and anyone living in their household is eligible to receive the benefits.)

Mike Blondino, District Administrator – Report

**Byron Borman** - Chair Carroll, former Chair Rockenstein, Ingrid, and I attended the memorial service for Former Advisory Board Director Byron Borman. The Clubhouse was packed and many people (including Chairs Carroll and Rockenstein) shared stories about Byron. We received an email of thanks from the family earlier this week as they were very happy with the facility and the kind words.

**New Office** - Decided to have a second office at LSCC, Room 825. I've felt disconnected from things going on at LSCC over the years and would like to interact with the rec and park staff there more. With Measure G funds starting to be spent at LSCC, I would like to see what is going on at a consistent level. Lastly, with a year left in my tenure, it will give me a better idea of the daily operations that take place between all the organizations there that can be passed along to whomever follows me in this position. Schedule: M, W, F at the District Office and T, TH at LSCC.

**Timeline for DA Replacement** – Handed out the timeline that Chair Carroll, Ingrid, and I have worked on for my replacement. Managers Loftus and Perry were given a copy earlier.

**Work Plan** -Continuing to work with Recreation and Administration Managers on re-orgs of their Divisions. Will move from Work Plan FY2022-23 to FY2023-24.

**Master Plan** – Nothing new to report.

**Community Outreach –**

**Kiwanis** – They are looking to donate about \$5,000 to replace an aging water fountain near the CP playground. It will have 2 water fountains, 1 dog bowl and a bottle filler, just like the one by the CP tennis courts.

**CID meetings** – Several meetings have been cancelled over the summer. We are having homeless issues in CP and we're working with SPS, FECPD, and Sheriff to resolve the issue.

**Park Foundation** – The Board decided to cancel Dinner in the Park, for several reasons

**Chamber Lunch** – Nothing to report.

**Carmichael Water** – Nothing to report.

**IT** – With a new FY, we replaced 2 laptops in recreation. We'll be replacing 2 in Admin shortly. This is all part of our yearly replacement plan.

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

**ACTION ITEMS:**

**1. SECURITY SERVICES AGREEMENT WITH GUARDIAN PROTECTION FORCE, INC.**

RSM Lofthus made a presentation and recommendation to enter into an agreement with Guardian Protection Force, Inc. for unarmed security services for various CRPD rentals, events, and programs; approve delegation of authority to the District Administrator or designee to negotiate and execute the Agreement. ASM Penney reported that staff is working with the County and CAPRI to review and provide input on the Indemnification Clause and Insurance Requirement coverage limits.

Term: July 1, 2023 to June 30, 2025

Service Cost: FY2023-24 – Range of \$42/hr to \$200/hr based on number of security guards and days  
FY2024-25 – Range of \$44/hr to \$204/hr “ “

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: Levine S: Ives** – The Advisory Board voted to approve the staff recommendation to enter into a service agreement with Guardian Protection Force, Inc. for unarmed security services, as presented; approve delegated authority to the District Administrator or designee to negotiate and execute the Agreement. Unanimous of those present.

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Leavitt**

**Recused: Directors: None**

**Vote: 4/0/0/1/0**

**2. FACILITY USE AGREEMENT (FUA) – LA SIERRA COMMUNITY CENTER SOCCER FIELDS**

RSM Lofthus made a presentation and recommendation to approve a new Facility Use Agreement (FUA) with Capital Valley Futbol Club, a non-profit providing youth sports activities (soccer) for public benefit; delegation of authority to the District Administrator or designee to execute the FUA. ASM Penney reported that staff is working with the County and CAPRI to review and provide input on the Indemnification Clause.

Term: August 1, 2023 to July 31, 2026

Premises: Soccer fields

Fees: Maintenance Fee: \$596.73 for 2023 with an annual 5% Escalator

Youth Player Fee: \$7 per player for 2023; \$8 per player for 2024; \$9 per player for 2025

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: Ross S: Levine** – The Advisory Board voted to approve a new Facility Use Agreement (FUA) with the Capital Valley Futbol Club, as presented; delegated authority to the District Administrator or designee to execute the FUA. Unanimous of those present.

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

**3. GARFIELD HOUSE PATH EXTENTION (ADA) IMPROVEMENT PROJECT**

PSM Perry made a presentation and recommendation to award the bid and enter into Contract #23-0005 with PBM Construction, Inc. in the amount of \$83,473 for the Garfield House Path Extension (ADA) Improvement Project; delegate authority to the District Administrator or designee to execute the Contract.

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

**Motion 4**

**M: Levine S: Ross – The Advisory Board voted to award the bid and enter into Contract #23-0005 with PBM Construction, Inc. in the amount of \$83,473 for the Garfield House Path Extension (ADA) Improvement Project; delegated authority to the District Administrator or designee to execute the Amendment, as presented. Unanimous of those present.**

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

**4. BOND OVERSIGHT COMMITTEE**

Administrator Blondino made a presentation and recommendation from the Ad Hoc Committee and Staff to appoint individuals, the Chair and Vice Chair to the Bond Oversight Committee, in accordance with the Bylaws

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

**Motion 5**

**M: Ross S: Levine – The Advisory Board voted to approve the recommendation from the Ad Hoc Committee and Staff to appoint individuals, the Chair and Vice Chair to the Bond Oversight Committee, as presented. Unanimous of those present.**

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

**5. ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS**

Chair Carroll invited nominations to elect officers - Chair, Vice Chair, and Secretary and new committee assignments for FY 2023-24, including Ad Hoc Committee(s).

**Motion 6**

Chair –  
Levine/Ives nominated Joyce Carroll to serve as the Chair for FY2023-24.

**Motion 7**

Vice Chair –

Ross/Levine nominated Chris Ives to serve as the Vice Chair for FY2023-24.

**Motion 8**

Secretary –

Carroll/Ross nominated Joel Levine to serve as the Secretary for FY2023-24.

Following the nominations, nominations were accepted, closed and then were put to the vote.

**Motion 6**

**The Advisory Board voted to approve the nominations for the Chair (Carroll), Vice Chair (Ives), and Secretary (Levine) for FY2023-24. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Leavitt**

**Recused: Directors: None**

**Vote: 4/0/0/1/0**

Following the Vote, Chair Carroll shared the Committee Assignments for FY2023-24. Both the Officers and Committee Member listing is attached to the Minutes.

**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.\* Special Meeting –**

Proposed: A special meeting of the Advisory Board of Directors is scheduled for Wednesday, August 2, 2023, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

**2.\* Regular Meeting –**

Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, August 17, 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