

**CARMICHAEL RECREATION AND PARK DISTRICT MINUTES:
ADVISORY BOARD OF DIRECTORS
March 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 6:06 p.m. by Chair Ives.

PLEDGE OF ALLEGIANCE: Pledge led by Chair Ives.

ROLL CALL:

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

Staff Present: Yankee, Bruno, Lemcke, Lofthus, Penney, and Perry

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

No members of the public asked to speak at this time.

ACTION ITEMS:

1. AUDIT REPORT OF DISTRICT FINANCIAL STATEMENTS (Penney/Joanne Berry)

Joanne Berry, part of Fechter and Company CPAs, the independent auditor hired by CRPD, did a presentation of the Independent Financial Audit Report of District financial statement for year ending June 30, 2024. Ms. Berry noted that the audit was conducted both in person as well as online and lauded the Administration team at CRPD for their assistance in the process. Ms. Berry noted that the results were a clean audit. Following the presentation was short discussion by the Board.

Motion 1

M: Levine S: Leavitt – The Advisory Board made a motion to accept and approve the results of the Final Audit Report for Fiscal Year 2023 – 2024. The motion was unanimous.

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

2. 2022 GENERAL OBLIGATION BONDS, SERIES 2025 (Yankee/Huy Hoang/Sarah Ho)

Sarah Ho from the Cummings Group did a presentation of the proposed usage of funds from the Series 2025 issuance of Election 2022 General Obligation Bonds. The presentation included the parks that would be affected and the total projected costs for the issuance. Ms. Ho assured the Board that the recommendations were the same as those at the 2025 Annual Board Retreat and that the presentation would be made available to them. Clarification was provided on what sections of road belonged to CRPD and what was controlled by County Department of Transportation.

Motion 2

M: Leavitt S: Levine – The Advisory Board made a motion to approve the recommendation on how to utilize the Series 2025 issuance of the Election 2022 General Obligation Bonds. The motion was unanimous.

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

3. GENERAL OBLIGATION BONDS, RESOLUTION NO. CP-03202025-01 (Yankee/Penney)

Ms. Penney presented a presentation and recommendation to adopt Resolution No. CP-03202025-01 authorizing the issuance and sale of Election 2022 General Obligation Bonds, Series 2025, and approving related documents and actions with respect thereto. She noted that CRPD had received an A+ rating from the recent review by Standard & Poors, thanks to clean audits, steady growth, and future opportunities.

Motion 3

M: Ross S: Mattos – The Advisory Board made a motion to adopt Resolution No. CP-03202025-01. The vote was unanimous.

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

Chair Ives – requested that Action Item 5 be heard prior to Action item 4 as it was related to the Action items previously discussed. The Board had no objections.

4. (Agenda Item 5) FY2025-26 RECOMMENDED BUDGET PROPOSALS (Yankee/Penney/Bruno)

Ms. Yankee and Ms. Penney presented slides on the current state of finances, and the recommendation for the future budget. They explained several budget areas that would see a reduction from the previous fiscal year. Each Division Head present also presented recommendations on how to decrease expenses in their areas. Ms. Penney made the recommendation to approve the FY2025-26 Recommended Budget proposals for:

- Carmichael RPD General Fund 337A: allocation of operations and CIP List for projects for FY2025-26;
- Capital Project Fund 337L: allocation includes CIP Program list for projects for FY2025-26;
- Debt Service Fund 337M: allocation of Measure G related property tax collection and debt service payments for Principal and Interest for FY2025-26;
- Debt Service Fund 337N: allocation of Measure G related property tax collection and debt service payments for Principal and Interest for FY2025-26;

for final approval and adoption by the County Board of Supervisors; and to delegate the District Administrator or designee to initiate Request for Proposals/Qualifications as required or necessary.

The Board afterwards had significant conversation and discussion on the strategies and risk mitigation for the proposed budget.

Motion 4

M: Levine S: Ross – The Advisory Board made a motion to approve the Fiscal Year 2025-2026 Budgets, with the Budget Committee and Staff Recommendations, as well as to delegate the District Administrator or designee to initiate Requests for Proposals/Qualifications as necessary. The vote was unanimous.

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

5. (Agenda Item 4) POOL FEASIBILITY STUDY (Ken Hall/Huy Hoang)

Local citizen, Ken Hall, gave a presentation and proposal requesting that CRPD send out a Request for Proposal for a pool feasibility study for Carmichael Park; the study is being funded by an anonymous donor up to \$40k and no CRPD funds are available for the study. The Advisory Board discussed afterwards the goals of the study, and reiterated that this would only be to discover community interest, and that it would not approve a pool, nor would any CRPD funds be allocated to this study or a pool at this time.

Motion 5

M: Mattos S: Leavitt – The Advisory Board made a motion to approve to send out a Request for Proposal for a pool feasibility study for Carmichael Park, at no cost to the District. The vote was not unanimous.

Vote:

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

Noes: Directors: None
Abstain: Directors: Levine
Absent: Directors: None
Recused: Directors: None
Vote: 4/0/1/0/0

6. 2022 GENERAL OBLIGATION BONDS CIP PROGRAM CONTRACTS (Penney)

ASM Penney presented information on the history of public projects and noted that this action would not change budget approvals but rather allow for less delay in completing 2022 GO Bond projects. The recommendation is to approve delegation of authority to the District Administrator or designee to approve and execute public project contracts within budget allocations and cost estimates for the 2022 General Obligation Bond CIP Program, as follows:

- Public projects of **\$60,001** up to **\$200,000** may be let to contract by informal procedures as set forth in the Public Contract Code, approved and executed by the District Administrator or designee.
- Public projects of **>\$200,000 but <\$500,000** shall be let to contract by formal bidding procedures. Advisory Board may delegate authority to District Administrator or designee to award contract. For public projects involving CMAS or cooperative buying agreements, i.e., Sourcewell, Equalis, etc., the District Administrator or designee may approve and execute the contract and/or purchase order.

Motion 6

M: Levine S: Mattos – The Advisory Board made a motion to approve delegation of authority as laid out above in Action item number 6. The vote was unanimously approved.

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

CONSENT MATTERS:

- 1. MINUTES**
February 20, 2025 – Regular Meeting
- 2. FINANCIAL STATEMENT**
January 2025
- 3. ACCOUNTS PAYABLE**
February 2025
- 4. ACCOUNTS RECEIVABLE**
March 2025
- ~~**5. PARKLAND DEDICATION TRUST (QUIMBY/IN-LIEU) FEE TRANSFER**
Recommendation to adopt Resolution CP# 03202025-02 approving a transfer of Quimby/in-lieu fees from Fund 088F (Parkland Dedication Trust) to Fund 337A (General Fund) for completed CIP Projects.~~
- 6. REGULAR PART-TIME POSITION**
Recommendation to convert a regular full-time position to a regular part-time position, Payroll/Finance Clerk for the Administration Division; replaces a vacant regular full-time position.

Consent Item 5 was request to be removed from the matters per ASM Penney, and moved to the April regular meeting.

Motion

M: Levine S: Ross – The Advisory Board made a motion to approve Consent Items 1-4 and 6, with the knowledge that Consent 5 would be moved to April. The vote was unanimous.

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.

Chair Ives reported that the Carmichael Little League opened their 2025 season successfully and were building a good partnership with CRPD.

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 have performed the following:

- Graffiti/Vandalism: Primarily at Patriot's Park: Near daily broken glass, graffiti, and a large bag of stolen mail was recovered and returned to the local Post Office. Security patrols were increased there for one week along with requesting service from the Sheriff's HOT and POP teams.
- Parks: Lots of herbicide applications throughout the District. Asphalt patching at Carmichael Park and La Sierra Community Center. The Garfield House property had clean-up in prep for wedding. A water main was repaired at Carmichael Park.
- CAPRI items identified during the recent audit were addressed and corrected: parking blocks replaced at Carmichael Park, pavers leveled and playground steps removed at Patriot's Park.
- Facilities: New batteries installed in Recreation golf cart and van.
- Lighting repairs at the Garfield House: Replaced one porch light and replaced three light switches inside the house that were malfunctioning.
- Urinal/sewer clogs/clearing at 200/300 wings at La Sierra Community Center.
- Replaced faulty lights in the Veteran's Hall at Carmichael Park.
- Training: All District licensed/certified pesticide applicators attended an eight hour refresher seminar.
- Personnel:
 - Facility Lead: The possible position was eliminated due to budget restrictions.
 - Regular Part-Time Maintenance Worker: Separated with the current employee and the position was re-advertised. Hopeful to fill within 6-8 weeks.

Recreation Division

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

Events:

- Food Truck Burger Battle – Thursday, April 10th at 5pm – 8pm
- Breakfast with the Bunny – Saturday, April 19th – 8am, 9am, 10am
- The Sharon Ruffner Plaza Sign Unveiling - Tuesday, April 22nd – 4:30pm

Spring Sports Leagues

- The Spring leagues have started up with positive community involvement.

Youth Development

- Working with HR Section Manager Lemcke on a Summer Day Camp Leader Job Fair to be held Saturday, 4/12 at the Cypress Room at LS.

Special Projects:

- Recreation Software
 - Implementing Phase I which consists of Programs Registration.
 - Current KHO and Tiny Tot families have been request to make their accounts.
 - The current plan is to advertise and go live for program registration in April (start of summer programming registration).

Trainings:

- Recreation Services Manager, Supervisors, and Coordinators have been at the California Parks and Recreation Society (CPRS) Conference at the Sacramento Convention Center March 19th – 21st.
 - CPRS's goal is to advance the park and recreation profession through education, networking, resources, and advocacy. Each year they hold a large conference for all recreation professionals throughout the

state. Every other year it is in Sacramento.

- First conference for our three coordinators as they start their professional careers and development.

Personnel Update:

- Erin Moreno – currently on Maternity Leave has reported a healthy baby boy.
- Part-time Recreation Specialists have been hired to assist with Sports and Events.

Human Resources Division

Matt Lemcke, Human Resources Section Manager reported on highlights from the HR Division

Personnel Changes

- Two positions saw separations: HR Technician and Regular Part-Time Maintenance Worker
 - Maintenance Worker was posted to the job boards
 - HR Technician has been adjusted from a Full-Time to Part-time position and was posted to the job boards as Payroll/Finance Clerk

Training

- HRSM Lemcke presented in-person training on the District's Workplace Violence Prevention Plan
- HRSM Lemcke and Finance Section Manager Bruno will be attending training with the County of Sacramento on the COMPASS program in April 2025.

Hiring

- Two Recreation Specialist were successfully onboarded.
- April 12th from 9am-1pm we are hosting a Job Fair for the Recreation Leader position for Summer Day Camp. It will be held at La Sierra Community Center, and offers walk-in interviews.

Finance Division

Ingrid Penney, Administrative Services Manager, and Lisa Bruno, Finance Section Manager, did not make any report this time on the Finance Section as their information had been thoroughly covered in the earlier Action item discussions.

District Administrator Overview

District Administrator Stacey Yankee did not make a further report on the state of the District as this information had been thoroughly covered in the earlier Action item discussions.

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

TIME AND PLACE OF NEXT MEETING:

1.* Regular Meeting –

Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, April 17, 2025, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – 8:45pm

Respectfully submitted by:

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