

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
July 18, 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 Chair Ives

PLEDGE OF ALLEGIANCE: Pledge led by Vice Chair Ives

ROLL CALL:

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

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 –

Resident – addressed the Advisory Board regarding vandalism to her property caused by Cardinal Oaks Park users.

SPECIAL PRESENTATION ITEM – ACTION ITEM:

- 1. CARMICHAEL PARK SKATEPARK CONCEPT RENDERING (Blondino, Zach Wormhoudt)**
Zach Wormhoudt, Wormhoudt Inc. made a presentation regarding a concept rendering and construction cost estimate for building a skatepark at Carmichael Park.

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

Motion 1

M: Levine S: Ross – The Advisory Board voted to accept the concept rendering and cost estimates, with the addition of an add alternate to include lighting; to identify funding sources and to pursue funds necessary to build a skatepark at Carmichael Park through fundraising efforts. 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

CONSENT ITEMS:

- 1. MINUTES**
June 20, 2024 – Regular Meeting
- 2. FINANCIAL STATEMENT**
May 2024
- 3. ACCOUNTS PAYABLE**
June 2024
- 4. ACCOUNTS RECEIVABLE**
July 2024
- 5. POP STAT REPORT**
June 2024

Motion 2

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

FOR THE RECORD: Held a recess at 7:05; reconvened at 7:17

REPORTS:

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

Report on activities of interest to the District.

Director Leavitt – reported on the Red, White, and Blue (RWB) event.

Director Ross – reported on the RWB event, 4th of July Parade and Kiwanis Pancake Breakfast.

Director Mattos – shared that she had attended the July meeting of the Carmichael Parks Foundation.

Chair Ives – reported on the RWB event and rode in the 4th of July Parade, representing CRPD.

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

Graffiti/Vandalism:

- Jan Park- Glass/graffiti 3X; update re Fire
- Bird Track- Graffiti 2X
- Patriots- Glass/graffiti 4X
- O'Donnell- Graffiti 1X

Maintenance and OM – Staff/Contractor performed the following:

- Parks/Grounds –
 - Goats and Sheep - Jan Park, Sutter/Jensen and Schweitzer Grove
 - RWB event – prep, support, and clean up
 - Irrigation repairs/adjustments
 - Extra work performed in CP Dog Park
- Facilities:
 - HVAC – repairs
 - Plumbing – seasonal sewer/drain maintenance/hydro at CP and LSCC
 - Ice Machines – semi-annual service/sanitize at CP, LSCC, and Garfield House

Projects:

- LSCC roof coating phase II update
- Tennis Court lighting & re-re-coat update
- Booster Pump replacement DC/Glancy update

Recreation Division

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

Events:

- Red, White and Blue Celebration
- Saturday, June 29th

- Event went well; great turnout (approx. 5,000 people)

Youth Development:

- Summer Camp – Week 6 – 106 children registered
- Preparing for start of the new school year with our Tiny Tot Preschool and our Kids Hangout After School Program

Activity Guide

- Currently working with the designer on the F/W guide
- Scheduled to have the digital copy on our website by August 2nd and mailed out to district residents around August 20th

Personnel – Recreation Supervisor Miranda Ellis resigned from her position. Currently accepting applications with interviews occurring in the beginning of August.

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

Ingrid Penney, Administrative Services Manager – Report

Budget/Financial:

- **FY2023-24 Year End Closing Activities** completed for CRPD this week. A few revenue transactions continue to be posted this week, including Interest earnings. Fund Balance will be known sometime during the week of July 22 – 26.
- **FY2024-25 Budgets** – identifying adjustments for the upcoming meeting, August 1.
- **2022 Bond Series 2023** –

Bonds matured last week:

Series 2023 A-1 #52L0: \$5,180,000
Series 2023 A-2 #52M0: \$3,710,000

CRPD requested release, as follows:

Series 2023 A-1 #52L0: \$5,180,000 – **Release \$300,000; 4,808,240 reinvest; \$325,994 available for July thru September**
Interest earnings: \$288,971

Series 2023 A-2 #52M0: \$3,710,000 – *No additional release requested at this time. \$473,042.21 identified from previous releases for committed and anticipated expenditures related to the 2022 Bond Series 2023, A-2 CIP Program.*
Interest Earnings: \$230,798

Reinvested the remaining for 3 Months; Rate 5.37%

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

- **Tenants** –
 - Sacramento Fine Arts Center – Management team met on July 16, to begin negotiations for a new lease. Current lease ends December 31, 2024.
 - Capra Lease – Lease Second Amendment for September 2024; October 1, 2024 - September 30, 2027.
- **Service Agreement** –
 - EMT Services for RWB Event – Contract PO completed.
 - Negotiating the Temporary Staffing Agency Contract

- **Landscape Design Contracts** – One contract was amended; minor charge re: insurance requirements.

HR: Administrative support for personnel matters - including EDD TD claims/integration; FMLA/ADA; processed COLA for all RFT EEs, current headcount for summer is 63, which includes 42 seasonal recreation staff, 2 RPT, and 19 RFT

Personnel – Recruitment for the HR Section Manager interviews were held on Friday, 6/28. Selection evaluation in process.

Training – Ongoing training with the HR Technician

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

- **District Administrator Recruitment** – Nothing to Report.
- **Skatepark** – Nothing to Report
- **Sharon Ruffner Plaza** – Met with Bob Ruffner for update and should have info on cost. Planning on a fall unveiling.
- **Orientation** – Staff had a one and half hour orientation with Director Mattos on July 17.
- **Cardinal Oaks** – PSM Perry and I will work with Supervisor Desmond’s office to improve issues relating to the neighbors at the park. PSM Perry has already contacted FEC to step up patrols, Neighborhood watch signs provided by neighbors will be posted at both ends of the park when we receive them from the neighbor who has them.
- **Look Ahead** – Reviewed with Advisory Board.

ACTION ITEMS (cont.)

1. ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS

Nominations were made for the following officers - Chair, Vice Chair, and Secretary and new committee assignments for FY 2024-25, including Ad Hoc Committee(s).

Motion 3

Chair –
Levine/Mattos nominated Chris Ives to serve as Chair

Motion 4

Vice Chair –
Ives/Ross nominated Joel Levine to serve as Vice Chair

Motion 5

Secretary –
Ives/Mattos nominated Martin Ross to serve as Secretary

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 (Ives), Vice Chair (Levine), and Secretary (Ross) for FY2024-25. Unanimous.

Vote:

Ayes: Directors: Levine, Ross, Mattos, Leavitt, and Ives
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 5/0/0/0/0

Committee Assignments for FY2024-25 attached to the Minutes.

PRESENTATION ITEMS

1. FY2023-24 WORK PLAN – 4 QT Final

Administrator Blondino shared the final update at Q4 on activities related to FY2023-24; April through June 2024.

2. BOND FUND DISCUSSION

- We now have biweekly meetings with all three Landscape Architects on top of our weekly meeting with the Cumming Group. As all of us can tell you...we have a lot of meetings!
- Currently waiting on some of the site topo's that have taken longer than expected which affects the Landscape Architects work. We've have our first project timeline updates and will share them with you at future meeting, as they are being refined.

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. Special Meetings –

The next meeting of the Advisory Board of Directors, a Special Meeting is scheduled for Saturday, July 27, 2024, in-person only in the Cypress Room at the La Sierra Community Center; a Special Meeting is scheduled for Thursday, August 1, 2024, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

2. Regular Meeting –

The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, August 15, 2024 – CANCELLED.

RECESS TO CLOSED SESSION – 8:20 PM

1. PUBLIC EMPLOYMENT

District Administrator
Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT – 8:57 PM

ADJOURNMENT – The meeting was adjourned at 8:58 PM.

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

**Carmichael Recreation and Park District
ADVISORY BOARD & COMMITTEES**

ADVISORY BOARD OF DIRECTORS FOR 2024-2025

Director Ives	Chair
Director Levine	Vice-Chair
Director Ross	Secretary
Director Leavitt	Member
Director Mattos	Member

STANDING COMMITTEE ASSIGNMENTS FOR 2023-2024*

Facility Committee	Director Leavitt, Chair Director Mattos, Member
Personnel Committee	Director Levine, Chair Director Ross, Member
Budget Committee	Director Ives, Chair Director Levine, Member
Policy & Program Committee	Director Ross, Chair Director Mattos, Member

*Please note: According to the Bylaws the Chair attends and participates at a committee meeting when a regular committee member is unavailable.

AD HOC COMMITTEE ASSIGNMENTS FOR 2024-2025

District Administrator	Director Ives, Chair
Recruitment Planning	Director Levine, Member

ADVISORY BOARD LIASONS FOR 2024-2025

Carmichael RPD Foundation	Directors – Participation by Monthly rotation
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