

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
MARCH 16, 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

**SPECIAL PRESENTATION:**

Chair Carroll acknowledged and expressed appreciation to Michael (Mike) Rockenstein for his service on the Advisory Board of Directors, from August 25, 2010 to February 4, 2023.

Mike shared reflections of his time on the Advisory Board; the legacy that was passed down to him to give back, leave something better off than how you found it; the Advisory Board members and District personnel that he has worked with over the years, and constituents with a shout out to residents at the meeting, Bob Kerr for his passion and Joan Komaromi for her faithfulness. Mike looks forward to the next chapter.

**OATH OF OFFICE –** Chair Carroll administered the oath of office for newly appointed Advisory Board Member, Martin Ross.

**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. –**

Nick – addressed the Advisory Board regarding interest in a Skate Park for CRPD.

**SPECIAL PRESENTATION – ACTION ITEM:**

- 1. AUDIT REPORT OF DISTRICT FINANCIAL STATEMENTS Presentation of the Independent Draft Audit**  
ASM Penney provided background on the selection of the independent auditor, the audit process, and introduced the Joanne Berry, CPA with Fechter and Company, CPAs for 11 years and 25 years of experience in audit and accounting. Joanne presented the Report of the District financial statements for years ending June 30, 2022 and 2021 – a clean audit

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

**Motion 1**

**M: Levine S: Ross – The Advisory Board voted to accept and approve the Final Audit Report for the financial statements for the period ending June 30, 2022 and 2021, 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**

**CONSENT ITEMS:**

**1. MINUTES**

February 4, 2023 – Special Meeting  
February 16, 2023 – Regular Meeting  
March 1, 2023 – Special Meeting

2. **FINANCIAL STATEMENT**  
January 2023
3. **ACCOUNTS PAYABLE**  
February 2023
4. **ACCOUNTS RECEIVABLE**  
March 2023
5. **POP STAT REPORT**  
January and February 2023

**Motion 2**

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

**Vote:**

**Ayes: Directors: Levine, Ross, Ives, 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 – shared his appreciation to Staff re: focus and content of the Budget Proposals; Chair Carroll agreed.

Director Ross – complimented the Advisory Board and Staff on well run meetings; good accessibility and discussions on skate parks; improving the parks.

**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:*

**Activity Guide:**

- Spring/Summer Guide has arrived; online version is posted on the CRPD Website and CRPD Residents should receive theirs in the mail shortly.

**Events:**

- Today is the start of Event Season! CRPD partners with Food in the Hood 916 to offer Food Truck Nights at Carmichael Park.
  - We decided to kick off the season with an International Food Truck Night
  - Regular Food Truck Night will return as usual on the first Thursday of the month starting in April.
- Breakfast with the Bunny Event is on Saturday, April 8<sup>th</sup>
  - The District Partners with the Kiwanis Club of Carmichael for this Event
  - Features a pancake breakfast, visit with the bunny, arts and crafts, and egg baskets
- Staff preparing for summer events including the Concerts in the Park Series and the Red, White and Blue Celebration.

**Youth Development**

- KHO – Averaging 55 youth/week; compared to 35 this time last year.
- Tiny Tots – Averaging 23 youth; compared to 17 this time last year.
- Summer Camp – preparation
- Project Lifelong – Skate nights return to Will Rogers April 13 – June 1, 2023, 6 – 8PM, Thursdays

**Facility Rentals –**

- Rentals continue to grow during this reporting period

- 2023 – CP = \$10, 198    LS = \$26,075
- 2022 – CP = \$3,412    LS = \$11,372
- Difference: CP – Increase of 17 rentals in the CH    LS = Return of Crab Feeds at the JSH

### **Sports –**

- Youth Sports –
  - Completed Middle School Boys Basketball Leagues and have started the Girls League
  - Pee Wee Basketball has been completed and Elementary Basketball at the end of the month
  - Preparing for Track and Games this Spring
- Pickleball
  - Averaging 40-60 people in the gym on during stormy days and around 30 during non-rainy days
- Adult Sport
  - Completing Winter Leagues and taking registration for Spring seasons

**Community Garden** – Recreation and Maintenance divisions are working together to create a demonstration garden

### **Park Maintenance Division**

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

### **Vandalism/Property Damage –**

Property Damage –storm related items: The focus of PSM Perry's report was an update on property damage and tree losses from the series of Winter Storms. Staff has performed major clean-up and has also contracted tree work with more to be done.

### **Project Updates**

- LSCC 800 Wing – Delays continue.
- Reaching out to contractors for price quotes on budgeted projects planned for the Spring.

### **Administration Services Division**

*Ingrid Penney, Administrative Services Manager – Report highlights*

**Budget/Financial:** Covered elsewhere on the Agenda.

**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.
  - **TR** – Administrator Blondino and I continue to meet with representative from Regional Parks as part of the discussion and negotiation of the Lease for Therapeutic Recreation which ends on March 31, 2023. Staff lead a tour of the LSCC 800 Wing with the representative(s) as part of their need's discussion.
  - **CMP** – Staff continues to meet with representatives of CMP to discuss the upcoming 5-yr lease option which will begin on July 1, 2023 along with any requested needs or changes. The Lease terminates June 30, 2033.
- **Service Agreement – Food in the Hood** – Staff working with the Recreation Division on a Second Amendment to cover the extended lease term; program and fee schedule; coming to the Advisory Board in April 2023.

### **HR:**

Administrative support for COVID reporting, personnel matters - including recruitment, screening, set up, and logistics for RFT, RPT, and Seasonal positions in both the Parks and Recreation Division. New RFT position in the Parks Division and one upcoming in the Recreation Division.

**Electronic Reader Board** – Funding is being placed in the FY 2023-24 budget for this project

**Master Plan update** – The CEQA process continues. County staff talked about doing a full EIR, but we pushed back as it was overkill and would take too long. Yesterday we learned that we’re probably not going to see approval of this by the BOS until later this year.

**Future Funding** –

- Last week I mentioned that the County has agreed to raise the limit that they become involved in projects from \$500K to \$1M. We had hoped that the revised resolution will go to the BOS for a vote by the middle or even late this year.....but instead it will be going sooner! April 18<sup>th</sup>
- We have now met with three (3) companies that do Energy Management. At this point we believe doing an RFQ is the best route to go. We have put this on the back burner this last month, as the bond sale and budget took priority.

**Community Outreach** –

**Kiwanis** – Attended several meetings in the last 8 weeks.

**CID meetings** – Provided assistance with their Strategic Planning and staff evaluation processes.

**Park Foundation** – Very productive meetings over the last few months, as we continue to keep them updated. They are looking to fund some new programs, which Recreation will bring to you first prior to sharing with them in the next few months.

**Chamber Lunch** – Due to scheduling conflicts I have not made the last 2 Chamber lunches.

**Carmichael Water** – Nothing to report.

**IT** – Purchased 3 laptops for the recreation division as replacements for desktops that were due for replacement this fiscal year. I will be looking to replace my desktop with a laptop before the end of the fiscal year, completing the scheduled replacements.

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

**ACTION ITEM:**

**1. FY2023-24 RECOMMENDED BUDGET PROPOSALS (Blondino/Penney)**

Staff made a presentation and recommendation to approve the FY2023-24 Recommended Budget proposals for:

- Carmichael RPD General Fund 337A totaling \$6,259,641;
- Assessment Fund 337B totaling \$147,693;
- Debt Service Fund: Amount TBD; covering collection of Measure G related property taxes and debt service payments for Principal and Interest; no budget document was prepared pending County direction
- Capital Project Fund of \$10M with CIP List for projects totaling \$3,654,900 planned for FY2023-24; and \$6,345,100 planned for FY2024-24; no budget document was prepared pending County direction for final approval and adoption by the County Board of Supervisors; delegate the District Administrator to initiate Request for Proposals/Qualifications as required or necessary.

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: Ives S: Levine** – The Advisory Board voted to approve the Budget Committee and Staff Recommendation, as presented; for final approval and adoption by the County Board of Supervisors; delegate the District Administrator to initiate Request for Proposals/Qualifications as required or necessary.

- Carmichael RPD General Fund 337A totaling \$6,259,641;
- Assessment Fund 337B totaling \$147,693;
- Debt Service Fund: Amount TBD; covering collection of Measure G related property taxes and debt service payments for Principal and Interest; no budget document was prepared pending County direction;
- Capital Project Fund of \$10M - CIP List for projects totaling \$3,654,900 planned for FY2023-24; and \$6,345,100 planned for FY2024-24; no budget document was prepared pending County direction;

*Summary of Proposed Recommended Budget for FY 2022-23 General Fund 337A- Balanced Budget:*

REVENUE TOTAL:	<b>6,259,641</b>	EXPENDITURES TOTAL:	<b>6,259,641</b>
Carry-over Fund Balance:	1,135,192	Operations:	5,254,641
Taxes:	2,551,449	Salaries/Benefits:	3,135,252
Use of Money/Property:	1,480,000	Services & Supplies:	2,119,389
Intergovernmental:	438,000		
Charges for Service:	576,500	C-I-P:	470,000
Other Revenue:	75,500	Capital Equip:	35,000
		Contingency:	500,000
Total:	6,259,641	Total:	6,259,641

*Summary of Proposed Recommended Budget for FY 2022-23 Assessment Fund 337B- Balanced Budget:*

REVENUE TOTAL:	<b>147,693</b>	EXPENDITURES TOTAL:	<b>147,693</b>
Carry-over Fund Balance:	147,693	Operating Transfer Out to Fund 337A:	147,693
Total:	147,693	Total:	147,693

**Unanimous.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

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

**PRESENTATION ITEM:**

**1.\* FUTURE FUNDING DISCUSSION (Blondino)**

Discussion on Measure G activities.

- Bond sale was handled on 3/14. Money should be in our account with the County by the end of the month.
- Once the minutes were approved from last month's meeting (which you just approved on consent) the clock starts on setting up the BOC. We have 60 days to get the applications out. I figure by late spring/early summer we will have the BOC set.
- Work is starting on a RFQ for Construction and Project Management Services. We are looking to work with a company that can coordinate the projects we have lined up from the bond proceeds. 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. The funding built into the different high-end projects will go to cover the cost of the contractor.

**UPCOMING PROGRAM AND EVENTS:**

*For more information about these and other program and events, please visit the District Website: [www.carmichaelpark.com](http://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 20, 2023, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

**ADJOURNMENT** – The meeting was adjourned at 8:46 PM.

Respectfully submitted,

Ingrid S. Penney, Administrative Services Manager  
For Clerk of the Advisory Board of Directors

APPROVED BY:

ATTESTED BY:

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JOYCE CARROLL  
CHAIR OF THE BOARD

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Ingrid Penney, Administrative Services Manager  
for Clerk of the Advisory Board of Directors