

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
September 19, 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 Chair Ives

**ROLL CALL:**

Directors Present: Ives, Leavitt, Levine, and Ross

Director Absent: Mattos

Staff Present: Blondino (remote), 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**

**SPECIAL PRESENTATION ITEM – ACTION ITEM:**

**1. GLANCY OAKS RENOVATION PRESENTATION**

Connor Waters, Project Manager with WDSL A made a presentation of the community survey results and renovation concepts for Glancy Oaks Park Improvement. Project funded through the 2022 GO Bond – Series 2023.

Following the presentation, the item was opened for discussion and questions by the Advisory Board and then opened for public comment. No action taken. Received and filed.

**CONSENT ITEMS:**

**1. MINUTES**

July 18, 2024 – Regular Meeting; July 27, 2024 – Special Meeting

August 1, 2024 – Special Meeting

**2. FINANCIAL STATEMENT**

FYE June 2024; July 2024

**3. ACCOUNTS PAYABLE**

July 2024; August 2024

**4. ACCOUNTS RECEIVABLE**

August 2024; September 2024

**5. POP STAT REPORT**

July 2024; August 2024

**6. CAPRA PARK LEASE SECOND AMENDMENT**

Lease Agreement between CRPD and Jessie Crowell, dated October 1, 2018

Property Address: 6000 Kenneth Ave., Carmichael, CA 95608

Recommendation to approve a Second Amendment to the CAPRA Lease, option to renew for a three-year period, October 1, 2024 to September 30, 2027 upon the same terms and conditions; to authorize the District Administrator or designee to execute the Second Amendment.

**7. GUARDIAN PROTECTION FORCE, INC. AGREEMENT - FIRST AMENDMENT**

Amend agreement with Guardian Protection Force, Inc. to add gate open/closure services at various CRPD parks to the existing agreement; authorize the District Administrator or designee to execute the First Amendment.

Term: September 20, 2024 to June 30, 2025; closures 365 days of the year; opening services on 10 specific holidays

Service Cost: \$20/per site, per visit (Carmichael Park, Sutter Jensen Community Park, and Del Campo Park)

**For the record:** Consent Items 1 – July 27, 2024 and August 1, 2024 Meetings pulled and continued.

## **Motion 1**

**M: Leavitt S: Ross – The Advisory Board voted to approve Consent Matters 1- July 18, 2024 Minutes only with Items 2 -5, as presented. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: Mattos**

**Abstain: Directors: None**

**Absent: Directors: None**

**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 Levine – reported on Dinner in the Park; some donations from Fund-A-Need were designated for the CP Skatepark.

Director Ross – attended Dinner in the Park.

### **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/Unhoused:**

- Nothing out of the ordinary for graffiti or vandalism
- Homeless camps/debris have been cleaned up once each at Del Campo, Jan and Schweitzer Grove.
- Follow-up on temp cameras for Cardinal: received quote from Herc Rentals @ \$4,790.24 per month

#### **Maintenance and OM – Staff/Contractor performed the following:**

- Parks/Grounds –
  - Numerous Irrigation repairs throughout the District; seasonal adjustments for irrigation controllers.
  - A new memorial bench was installed at Jensen Garden.
  - Tree contractor provided services at Capra and Del Campo for some hazardous limb removal/clean-up and is starting the dead/downed tree removal/clean-up at Jan Park today. Expected to be completed by the end of next week.
  - Prep for and clean up for the Dinner in the Park event; seasonal maintenance at Sutter Jensen
    - 15 yards mulch
    - 150 tons of A/B for parking lots
- Facilities –
  - Exhaust fans installed in Johnson gymnasium men's/women's restrooms.
  - Numerous HVAC repairs LSCC/District
  - New/replaced A/C units Sacramento Fine Arts Center 10Ton, 700 wing #9
  - District wide HVAC P/M's

#### **Projects:**

- LSCC Roof Coating Phase II Project complete. District received the warranty paperwork and picture files. The final cost was \$369,187
- CP Tennis Court LED Lighting Project complete.
- CP Tennis Court – 3<sup>rd</sup> re-coating is complete.
- Del Campo/Glancy Oaks Booster Pumps – Both pumps/units delivered to CP; contractor anticipates beginning work October 7<sup>th</sup>. District staff have prep work to complete the week prior.

- Veterans Memorial Building Flagpole update: Downpayment has been made. Delivery dates early next week. On track to be ready for the November 10<sup>th</sup> dedication.

**Personnel:** Lead Worker Position (Facilities) recruitment closes 9/20.

**Future turf equipment needs to maintain new soccer fields at LSCC:**

- Additional, new mower cost: \$108,448.90
- Minimum 12 months out
- 40' Storage bin for equipment \$10,500
- Possible temporary contracted maintenance services within project scope.

**Recreation Division**

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

**Events:**

- Concerts in the Park – Fridays at Carmichael Park, 6 – 8pm
  - Legal Addiction 9/20
  - Carmichael's own Todd Morgan next Friday 9/27
- Founders Harvest Festival – Saturday, October 5th at Carmichael Park from 10am – 2pm.
  - Music from Kiwanis Band, Swing Masters, and School of Rock
  - Car Show with Cappuccino Cruisers
  - Kids zone with Inflatables, pumpkin patch, petting zoo and crafts
  - Venders and food trucks

**Youth Development:**

- KHO – Averaging 58 children/week compared to 52 the previous year during this comparable time frame
- Tiny Tots – Still taking registration, spots remain open.

**Youth Sports and Classes**

- Youth Volleyball leagues started this month - 124 volleyball players compared to 116 last year
- Started STEM Class at Barrett Middle School with support from the Carmichael Parks Foundation – 22 students registered.

**Facility Rentals**

- Significant increases in facility rentals this reporting period compared to same period last year:
  - \$8,000 in John Smith Hall rentals
  - \$3,000 in Garfield House rentals
  - \$1,000 in Clubhouse rentals
  - \$1,000 in field rentals
  - \$1,000 between Cypress and Room 800 rentals

**Personnel**

- CRPD completed interview process for the Recreation Supervisor position; Erin Johnson was offered and accepted the position.
- Previous position, Recreation Coordinator - first round of interviews scheduled next week.

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

*Matt Lemcke, Human Resources Section Manager – Report*

- **Onboarded new HR Section Manager; work towards onboarding improvements**
  - Introduced to Key Partners
  - Visited work sites & parks

- **Recruitment Activities:**
  - Recreation Coordinator
  - Lead Worker
  - Facility Monitors
  - Finance Section Manager – opens in October
- **Open Enrollment Meeting:**
  - Presented updated options to staff – HMO vs HDHP
  - Discussed all District benefits
    - New additions: Telework, 457 matching

Ingrid Penney, Administrative Services Manager – Report

**Budget/Financial:**

- **FY2024-25 Budgets** – Final adjustments to be adopted at 9/24 BOS Hearing
- **2022 Bond Series 2023** – Activities through August 2024

**Capital Project Fund 337L**

4201 Building Improvement  
9337400: \$137,975 (Roof Ph 2)  
9337500: \$22,852 (Roof Ph 2)

4202 Improvements Other than Buildings  
9337400: \$26,393.52 (Unico – Site Survey)  
                  \$14,785 (MTWgroup – CP)

9337500: \$25,100.24 (Unico – Site Survey)  
                  \$1,860.00 (MTWgroup – LS)

**Debt Service Funds**

337M (Tax Exempt)  
7/19/24: Interest only payment of \$134k made; one more Budget T: 225,567

337N (Taxable)  
7/19/24: Interest: \$125,320.25  
                  Principal: \$690k; once per fiscal year

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

- **Tenants –**
  - Sacramento Fine Arts Center – Draft terms for a new lease shared with SFAC, counter proposal received. Current Lease ends: 12/31/2025 Due to term: BOS approval.
- **Service Agreement –**
  - Negotiating the Temporary Staffing Agency Contract
- **Contracts and Contract POs –**
  - Geotechnical Contract drafted and sent to the vendor

**HR Support:** Administrative support for personnel matters - including EDD TD claims/integration; FMLA/ADA;

Training – Ongoing training with the HR Technician/HR Section Manager

Mike Blondino, District Administrator – Report

- **Skatepark** – Still working on a fundraising plan. First step – public awareness at Dinner in the Park. Kawanaa did a wonderful job with a short presentation.
- **Sharon Ruffner Plaza** – RSM Lofthus and RS Johnson/Moreno met with Bob Ruffner to work on the final verbiage for the sign. Working towards final cost and setting a date for installation and unveiling.
- **Cardinal Oaks** – RSM Lofthus attended a neighborhood meeting this past Monday that Supervisor Desmond had put together, along with law enforcement.
- **Pool Feasibility Study** – Management Team plan to meet with Parks Foundation member Ken Hall and Supervisor Desmond about the two of them funding a pool feasibility study at CP.
- **Look Ahead** – Reviewed with Advisory Board.

## **ACTION ITEM**

### **1. MEASURE G BOND OVERSIGHT COMMITTEE (Blondino)**

Administrator Blondino made a presentation of the Bond Oversight Committee Report for FY2023-24, a comprehensive budgetary summary; recommended to acknowledge and approve the continued operation and oversight framework of the Bond Oversight Committee

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

### **Motion 2**

**M: Levine S: Leavitt – The Advisory Board voted to accept the Bond Oversight Committee Report for FY2023-24; to acknowledge and approve the continued operation and oversight framework of the BOC, as presented. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: Mattos**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

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

## **UPCOMING PROGRAM AND EVENTS:**

*For Updates and Latest News on Program and Events, please visit the District Website: [www.carmichaelpark.com](http://www.carmichaelpark.com)*

## **TIME AND PLACE OF NEXT MEETING:**

### **1. Regular Meeting –**

The next meeting of the Advisory Board of Directors, a Regular Meeting is scheduled for Thursday, October 17, 2024, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

## **RECESS TO CLOSED SESSION – 7:20 PM**

### **1. PUBLIC EMPLOYMENT**

District Administrator  
Pursuant to California Government Code §54957

## **RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT – 7:49 PM**

**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:

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CHRIS IVES  
CHAIR OF THE BOARD

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