

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
SEPTEMBER 21, 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, Leavitt, Levine, Ross, and Carroll
Staff Present: Blondino, Ellis, Penney, Perry

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT ON THIS AGENDA ONLY –

Bob Kerr – addressed the Advisory Board regarding participation in a recent Carmichael Parks Foundation Meeting where he shared information and interest in a skate park for Carmichael Park.

CONSENT ITEMS:

1. **MINUTES**
August 17, 2023 – Regular Meeting
2. **FINANCIAL STATEMENT**
July 2023
3. **ACCOUNTS PAYABLE**
August 2023
4. **ACCOUNTS RECEIVABLE**
September 2023
5. **POP STAT REPORT**
August 2023

Motion 1

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

Vote:

Ayes: Directors: Ives, Leavitt, Levine, Ross, and Carroll
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.

Director Levine – reported highlights from the Carmichael Parks Foundation (CPF) meeting. CPF invited both skate park and bike park interests to share information at their meeting. Chair Carroll attended as well.

Director Ross – attended a meeting hosted by San Juan Unified School District (SJUSD). SJUSD is interested in partnerships with community-based organizations. Miranda Ellis, a CRPD Recreation Supervisor also attended. Reported on the summer concert held Friday, 9/8, “good deal...”

Director Leavitt reported on the concert too, “good family environment.”

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 shared by Miranda Ellis:

Personnel: Miranda introduced Cameron Wiggins, the new Recreation Supervisor overseeing the youth development and youth/adult sports program.

Events:

- Summer Concerts Series –
 - Finished the last concert on Friday, September 8th with Wasted Space.
 - Great crowd of over 1,000 people showed up for the Friday night event
 - Concert input survey up and available until the end of September.
 - Staff working with the Parks Foundation regarding future beer gardens at concerts and the cost/benefit.
 - A special thank you to Susan Skinner who helped gather over \$1,100 in donations at this concert alone.
- Preparing For Founders Harvest Festival
 - Saturday, September 30th from 10am – 3pm
 - Featuring local musicians, children's performances, pumpkin patch, petting zoo, vendors, inflatables, and the Car Show put on by the Capaccino Cruisers
- Wall of Honor is on Saturday, November 4th at 10am.
 - In the past, we have had Board Members Emcee and read the biographies of the fallen heroes at the event.
 - Alaina and Miranda will reach out to see if any board members are available on November 4th to help with this meaningful event.
- Staff created a new Annual Sponsorship Packet and have received commitment from Buck Family Automotive as the Diamond Sponsor for the 2024 Special Event Season.
 - Staff will be presenting this to the Carmichael Chamber and the Parks Foundation as well as other community businesses.

Youth Development

- KHO – Averaging 52 participants compared to 43 at this time last year; max set at 55.
- Tiny Tots –
 - Currently taking registration for October.
 - Have 11 children in our older class (max is 12)
 - Delayed the start of the younger class until October and are trying to increase participation by starting a Tuesday and Thursday Storytime Art Studio class with our Tiny Tot instructor.
 - This last week we had five children in the class and are hoping some of these may lead to October Tiny Tot registration

Sports

- Youth Sports –
 - Elementary and Middle School Volleyball seasons are in full swing
 - Have 48 children registered for Elementary; 80 for Middle School
 - The Elementary league we partner with Mission Oaks RPD.
 - The Middle School league we partner with Sunrise and Orangevale RPD.
 - These partnerships help us combine our resources and create full and fun leagues for our communities.
- Adult Sport
 - Fall season for Volleyball and 3-on-3 basketball leagues has started with 26 volleyball teams and 10 basketball teams.
 - Fall seasons for the 5-on-5 basketball league and softball leagues will start in October due to delays in season from cancellations due to heat.
 - Our Drop-In Indoor Pickleball program is scheduled to start at the La Sierra Community Center: Johnson Gym on Tuesday, October 31st from 9am – 12pm.

Facility Rentals –

- La Sierra Community Center Rentals for the JSH, Cypress Room, and Room 800 increased this last reporting month compared to last year.
- We had a reduction in Garfield House rentals from this year compared to last due to the closure of the new pathway. The Garfield House re-opens with the first rental in early October.

Park Maintenance Division

Administrator Blondino shared highlights from the Parks Division prepared by James Perry, Park Services Manager –

Vandalism and Property Damage –

- Del Campo- Vice-principal graffiti/glass
- Bird Track-graffiti
- O'Donnell-Glass
- Homeless – at Schweitzer, Jan, Carmichael, Cardinal Oaks

Maintenance and OM – Staff performed the following:

- Buildings/Facilities
 - HVAC repairs: Replaced bad condenser fan Rm. 530
 - Roof conduit repairs-200, 300 wings
 - Ran condensate lines 200 wing
 - Repaired picnic tables- LS and Cardinal Oaks
- Parks
 - Irrigation repairs/adjustments: District Wide/ valves, heads, line leaks/breaks
 - Tree Maintenance performed by Staff - CP, Cardinal Oaks, Garfield
 - Tree work performed by a Contractor- Del Campo, Garfield
 - CP- Prep for Founders Day
 - New trash cans have been placed.

Capital Equipment – Status update on Mower and Truck allocations in the FY2023-24. CRPD plans to purchase a new replacement truck off the lot at a savings over budget. There are sufficient funds available to purchase an electric cart.

Project Updates –

- LSCC Roof Coating Improvement –
 - Wings completed since the last report: 600 west, 500 full (east and west), 400 east and 300 east. The contractor started the 200 wing last Friday. Estimated project completion should be in the next couple weeks.
 - Change orders: We have authorized three totaling less than \$20k for the completed wings. We have not received any concerns regarding the 200 wing yet.
- SJ Garfield House Path Extension (ADA) –
 - The contractor portion of this project wrapped up last week. For a couple of weeks, Staff has been working steadily to detail the area around the new walkway, moving 90 yards of dirt, soil, rock, and bark. We will follow up with some additional tree work next week in preparation for the three weddings that are scheduled in October.

Administration Services Division

Ingrid Penney, Administrative Services Manager – Report highlights

Budget/Financial:

- Budget Hearings were held September 6-8; budget adoption by the end of the month.

- Reinvested 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 +additional \$200k for A-2 having been left in the Treasury. So far, the Tax-Exempt Bonds interest earnings total \$54,461.53 and Taxable Bonds have earned \$45,492.75. Interest earnings are restricted towards CIP uses.
- Staff has scheduled the Audit, engagement letter signed. Trial Balances for all fund accounts pulled; preparing schedules for fieldwork to start in October.

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

Follow up items completed:

All approved Contracts and FUA have been executed.

- CMP Lease
- Guardian Force Security Agreement
- Capital Valley Futbol Club FUA.

Lease and Contract on the Agenda

- MCS Lease
- Construction Management Service Agreement

HR:

Administrative support for personnel matters - including recruitment, screening, set up, and logistics for Seasonal positions for the Recreation Division.

- Employee Assistance Program (EAP) – program roll out; presentation at all regular employees' staff meeting and through BambooHR. California Computers' representative also came to the meeting to provide Cyber Training.
- EE Benefits Committee – Met with the committee members to cover Open Enrollment, specifically coverage offerings and health insurance premium costs; to cover tasks ahead to culminate into a Report.

Mike Blondino, District Administrator – Report

DA Replacement Timeline – A meeting between the three managers and the Ad Hoc Committee members took place on Sept 6th. Their input was very helpful to the committee and the verbiage for the recruitment has been updated.

Master Plan – We are finally making progress. The CEQA should be out for comment by the end of this month. If all goes well, we look to have the Master Plan Update report before the BOS at their meeting in December.

Community Outreach –

Kiwanis – They are looking for projects to do on Oct 1st for Sharon Ruffner Community Service Day.

CID meetings – We hosted a special meeting regarding the homeless issues in CP and invited SPS, FECPD, and Sheriff. The meeting was very helpful, and staff will start to document every interaction with the homeless. Especially after Lead Clinton Salas was threatened by one of the long-time people that have been an issue.

Park Foundation – The Foundation met with the Skateboard and Bike Park reps to get more information. Both Chair Carroll and Director Levine attended.

Chamber – I attended the lunch last month and their Gov't Affairs committee this month. Both were excellent.

Carmichael Water – Nothing to report.

IT – Fiber line updated at LSCC CC.

Districtwide Staff meeting – Reviewed EAP, Cyber Security and GO Bond overview.

Look Ahead – Reviewed with Advisory Board.

ACTION ITEMS:

1. LSCC TENANT NEW LEASE WITH MONTESSORI CHILDRENS SCHOOL (MCS)

Administrator Blondino and ASM Penney shared highlights of the proposed Agreement, making a recommendation to approve a new tenant lease negotiated with Montessori Childrens School, Inc. (MCS); a term of five (5) years; forward the new lease to the Sacramento County Board of Supervisors for approval and delegation authority for execution by the District Administrator or designee; which includes in the following:

Term: December 1, 2023 to November 30, 2028

Security Deposit: \$6,482.77, representing \$1,048.51 additional deposit on file.

Monthly Lease Amount: \$6,482.77, base rent of \$6,124.02 for Suite 170 and a land lease with Utilities and Services for a Modular Classroom/Trailer; the addition of paved and unpaved land lease of \$0.075/sq ft for paved and \$0.05 for unpaved land lease, effective December 1, 2023.

Escalation: The annual escalator will be 3% effective each January 1, beginning in the third year.

Counterparts and Electronic Signature: New paragraph to in this lease; clarify that all counterparts will be deemed as the same document; that electronic and scanned signatures will be deemed original signatures.

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: Ross S: Levine – The Advisory Board voted to approve a Lease Agreement between the Carmichael Recreation and Park District and MCS Preschool dba Montessori Children’s School; submit the Lease Agreement to Sacramento County Board of Supervisors for final approval and delegate authority to the District Administrator or designee to execute the Lease Agreement and to do and perform everything necessary to carry out the purpose of this action. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

2. CONSTRUCTION MANAGEMENT SERVICES, CONTRACT #23-0006

Administrator Blondino made a presentation and recommendation to approve Contract #23-0006 with Cumming Management Group, Inc., for Construction and Project Management Services for the 2022 General Obligation Bond CIP Program; to recommend the Contract #23-0005 to Sacramento County Board of Supervisors for approval and delegation authority to the District Administrator or designee to execute the Agreement, which includes the following terms:

Term: November 1, 2023 to October 30, 2025 with two, 2-year options to renew

Amount: Not to exceed \$1,161,601, for initial term and extended term options, which includes a Contingency; Contingency released with Advisory Board of Directors authorization or delegated authority

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 selection of Cummings Management Group, Inc. to provide construction and project management services for the 2022 GO Bond CIP Program; approve the Agreement in form and submit to the Sacramento County Board of Supervisors for final approval and delegate authority to the District Administrator or designee to execute the Agreement, to approve extension of the contract term, to release contingency as required and approved by the Advisory Board of Directors and to do and perform everything necessary to carry out the purpose of this action. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEM:

1.* BOND FUNDING DISCUSSION

Administrator Blondino provided an update on 2022 GO Bond activities, as follows:

- The first BOC meeting will take place on Tuesday, October 3rd.
- The timeline for fall projects will be pushed back to Spring 2024. This will give us time to work with staff from the Cumming Group and be able to “stack” projects to hopefully save time and money.

Information was received and filed.

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.*Regular Meeting –

Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, September 21, 2023, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

RECESS TO CLOSED SESSION at 7:50 PM

1.* LIABILITY CLAIM

Claimant: Xiao Ming Hu, Shengwei Zhu

Pursuant to California Government Code §54956.95

Agency Claimed Against: Carmichael Recreation and Park District

RECONVENE TO OPEN SESSION at 8:13PM

ADJOURNMENT – The meeting was adjourned at 8:14 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