

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
November 21, 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, Mattos, and Ross

Director Absent: Levine – excused absence

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

FOR THE RECORD: Chair Ives announced an addition to the Agenda, a Closed Session item:

THREAT TO PUBLIC SERVICES OR FACILITIES

Pursuant to California Government Code §54957

Motion 1

M: Ross S: Mattos – The Advisory Board voted to add a Closed Session item:

THREAT TO PUBLIC SERVICES OR FACILITIES

Pursuant to California Government Code §54957

Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Levine

Recused: Directors: None

Vote: 4/0/0/1/0

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 on the Skate Park Concept for Carmichael Park.

Christine Meighan – addressed the Advisory Board concerning the Fulton El-Camino (FEC) Park Police; concerns regarding security needs for residents near Cardinal Oaks Park.

Austin – addressed the Advisory Board regarding the CRPD contract with FEC Park Police, including security options.

SPECIAL PRESENTATION ITEM – ACTION ITEM:

1. GLANCY OAKS PARK IMPROVEMENT PROJECT

Administrator Yankee introduced Conner Waters with WDSL. Waters made a presentation regarding a conceptual design and updated cost estimates for the Glancy Oaks Park Improvement Project funded through the 2022 GO Bond – Series 2023.

Project Address: 5292 Glancy Dr., Carmichael, CA 95608

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

Motion 2

M: Mattos S: Leavitt – The Advisory Board voted to approve the Conceptual Design for Glancy Oaks Park Improvements, including the Park Planet playground equipment, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Levine

Recused: Directors: None

Vote: 4/0/0/1/0

2.* CUMMING MANAGEMENT GROUP PRESENTATION

Sarah Ho, Project Manager with Cumming Management Group made a presentation on the 2022 Measure G Bond Program, which included updates to the Master Schedule, Series 2023 Design Concepts with alternates, Cost Estimates, Budget, and Next Steps. Discussion and questions from Advisory Board members followed.

Received and Filed; Advisory Board supported the concepts.

3.* CARMICHAEL LITTLE LEAGUE PRESENTATION (Yankee, Thiesen)

Administrator Yankee introduced the new President, Lynn Thiesen of Carmichael Little League and Nathan Menard (Vice President) who made an informal presentation regarding the Carmichael Little League program.

Received and Filed.

FOR THE RECORD: The Advisory Board took a 10-min recess; reconvened at 7:52 PM

CONSENT ITEMS:

- 1. MINUTES**
October 17, 2024 – Regular Meeting
- 2. FINANCIAL STATEMENT**
September 2024
- 3. ACCOUNTS PAYABLE**
October 2024
- 4. ACCOUNTS RECEIVABLE**
November 2024
- 5. POP STAT REPORT**
October 2024

Motion 3

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Levine

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 Ross – reported on the Wall of Honor event.

Chair Ives – reported on the Wall of Honor event, as well. Appointed an Ad hoc Committees for the

Carmichael Park Water Park feature/splash pad to meet December 2024 – 2025.

Director Leavitt – reported on Reader Board getting noticed.

2.* STAFF REPORT (Blondino, 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

Vandalism/Graffiti –

- Staff removed a homeless shelter from Schweitzer grove
- broken glass 5x at Del Campo playground
- graffiti at Jan Park 2x
- Carmichael Park outdoor restroom graffiti 5x
- Somebody had a fire and tagged on the backside of the Wall of Honor prior to the event.

Maintenance and OM – Staff/Contractor performed the following:

- Parks/Grounds –
 - The new 4000D mower was delivered on Tuesday, November 19th.
 - All irrigation throughout the District is off.
 - Lots of leaf clearing and rain prep on drain/curbs.
 - Asphalt patching
 - Playground repair at CP small rope climber and swings.
 - Repainted one of the Schweitzer Grove Park signs.
 - Small equipment repair and maintenance. i.e., blowers/edgers.
 - Prepped/cleaned Patriots for Wall of Honor event.
- Facilities –
 - Several HVAC repairs: 170,405,700 x's 2 and LSCC maintenance shop.
 - Staff replaced 6 missing roof drain covers/screens.
 - Cleaned roofs/gutters for rainy season.
 - Sewer/drain repairs for room 405, 500 and 505 classroom sinks.
 - Replaced Johnson gym drinking fountain water filters.
 - Repaired emergency exit lights in the LSCC Sierra Rooms.
 - Prepping/building new holiday tree light strings.
 - Installed new Vet's Hall flagpole
- Inspections: All facilities, playground and fire extinguisher inspections are current and up to date.

Projects:

- Vet's Hall Flagpole was completed, and the event was a nice turnout.
- Jensen Parking lot post/cable project was completed on 10/25.
- Del Campo/Glancy booster pumps: While both projects were delayed for two remaining parts to come in, the project at Del Campo was back underway yesterday and all the above ground piping has been removed, some underground electric has been installed. Anticipate completion of Del Campo within 3 weeks. Glancy shouldn't be far behind.

Personnel: Facilities Lead position recruitment going back out again in early December.

Recreation Division

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

Events:

- Upcoming –
 - Tree Lighting – Thursday, December 5th from 4:30pm – 7:30pm. Tree lights at 6:15pm.

- Thank you to Chair Ives for volunteering to be the emcee and doing the countdown!
- 2025 Special Event Calendar
 - Concerts in the Park Series
 - Red, White, and Blue Celebration
 - New Events – Movie in the Park and Cookies and Crafts with Santa
 - Confirmed 2025 Annual Sponsors – Buck Family Automotive, Carmichael Parks Foundation, Kiwanis Club of Carmichael, ½ Supervisor Desmond’s Office

Youth Sports

- Starting middle school boys’ basketball season. 94 players registered compared to 74 last year. Added two teams from CMP this year.
- Preparing for Pee Wee and Elementary Basketball Leagues

KHO

- KHO averaging 59 kids per week compared to 49 this time last year.
- Preparing for Fall and Winter Break camps

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

Matt Lemcke, Human Resources Section Manager – Report

Hiring –

- Lead Worker – on hold
- Facility Monitors – continue, refined the questions
- Recreation Specialist – Sports – closes tomorrow, looking to start 1/6/25
- Finance Section Manager – received candidates, interviews begin 12/4

Benefits –

- Open Enrollment completed 10/31.

Other –

- Working on streamlining internal processes
- Approved Admin apparel order completed, should arrive tomorrow.
- Said goodbye to DA Blondino.

Ingrid Penney, Administrative Services Manager – Report

Budget/Financial:

- **FY2024-25 Budget** – final adjustments adopted by BOS will be reflected in the financial statements next meeting.
- **2022 Bond Series 2023** – No new investment info to share. Current investment to mature in January 2025.
- **Status of Audit** – Follow-up schedules; Next Steps: Draft Report review and MDA

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

● **Tenants –**

- Sacramento Fine Arts Center – Lease on BOS schedule in December for final approval and delegation authority to the District Administrator for execution of the Lease.

- **Service Agreement** – Nothing to report.

- **Contracts and Contract POs** – Nothing to report.

Procurement Card Program Training – 10/25

Matt received new Cardholder training

CAPRI hosted Umpqua Bank’s presentation, Recognizing Fraud Before it Happens to You – 10/30:

discussed security of financial assets, fraudsters evolving tactics to gain access to data and funds, tips to identify fraud.

Recreation Management Software – Weekly, Ty and I have been meeting with the Recreation Division and CivicRec trainer for training and to build the system information

Stacey Yankee, New District Administrator - Report

- **Meetings with the following groups, individuals and organizations:**

- Carmichael Parks Foundation Meeting
- Kiwanis Meeting
- Measure G Bonds and Projects Meetings
- Organic Gardening Club Meeting
- Sacramento Protective Services Meeting
- Meeting with Bob Ruffner to discuss the new sign for the Sharon Ruffner Plaza
- Meeting with Mission Oaks District Administrator to discuss Red, White and Blue Event for 2025
- Carmichael Little League Meeting
- Carmichael Improvement District
 - Security Watch Meeting
 - Board Meeting and I was voted in as a Board Member effective today

- **Special Events Attended in the District:**

- Wall of Honor on November 2
- Dedication of Veteran’s Flagpole at Veteran’s Hall on November 10
- Kiwanis Veteran’s Event at Koobs Nature Area on November 11

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

- **Upcoming Meetings and Important Dates**

- Friday, December 13, 11am-1pm, Holiday Luncheon at District Office/Clubhouse
- Saturday, February 1, 9am-noon, Special Meeting/Retreat Advisory Board Yearly Goal/Work Plan Meeting, Garfield House

PRESENTATION ITEM

1.* BOND FUND DISCUSSION

Discussion on the 2022 GO Bond activities.

On Monday, November 18, Management Team met with Jon Isom and representatives of the Oppenheimer Group to discuss pros and cons of timing for the Bond Series II & III. Discussion also included the possibility of combining the series or keeping them separate. Discussions will continue in the coming weeks.

The next Bond Oversight Committee meeting will be on Tuesday, December 3, 6-7:30pm and the Cummings Management Group will be presenting.

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 –

The next scheduled regular meeting is scheduled to be held on Thursday, December 19, 2024, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

Proposed: Discussion to consider cancellation of the December Regular Meeting, making the next regular meeting on January 16, 2025.

RECESS TO CLOSED SESSION – 8:40 PM

To discuss matters posing a threat to the security of public buildings and facilities as well as essential public services, and threats to the public's right of access to public services or facilities.

1.* THREAT TO PUBLIC SERVICES OR FACILITIES

Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT – 9:20 PM

The Carmichael Recreation and Park District Advisory Board of Directors voted unanimously of those present (absent Director Levine) to approve the Staff recommendation that due to the Fulton-El Camino RPD's possible termination of the FEC Park Police Department Contract, to delegate authority to the District Administrator and/or designee to maintain park patrol security services of CRPD Parks up to and including negotiating an amendment to the CRPD contract with Guardian Protection Force.

ADJOURNMENT – The meeting was adjourned at 9:22 PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

CHRIS IVES
CHAIR OF THE BOARD

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