

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
January 16, 2025 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 – excused absence
Staff Present: Yankee, Lemcke, Lofthus, Penney and Perry

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

Bob Kerr – indicated that he has approached CRPD staff about an interest in becoming an instructor with CRPD to teach skateboarding.

CONSENT ITEMS:

1. **MINUTES**
November 21, 2024 – Regular Meeting
December 19, 2024 – Special Meeting
2. **FINANCIAL STATEMENT**
October and November 2024
3. **ACCOUNTS PAYABLE**
November and December 2024
4. **ACCOUNTS RECEIVABLE**
December 2024 and January 2025
5. **FOOD TRUCK AGREEMENT #25-0001**
Contractor: Food in the Hood 916
Food Truck Nights and Events at Carmichael Park and La Sierra Community Center
Term: 2/1/2025 to 12/31/2025, option to extend and additional two years ending 12/31/2027
Fee: Based on number of trucks and type of event according to the fee schedule
Delegation authority to District Administrator or designee
6. **FY2024-25 Work Plan – 2 QT Update**
Update for Q2 on activities related to the FY2024-25 Work Plan; October through December 2024

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Mattos

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.

Chair Ives – reported on the Tree Lighting event and the Staff Meeting/Holiday lunch.

Director Levine – reported on the Tree Lighting event, as well.

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

Maintenance and OM:

Staff/Contractor performed the following:

- Parks/Grounds –
 - Holiday tree lighting set-up/take down
 - Tree work at Carmichael Park
 - Trimming/pruning/cleaning planter beds around District Office
 - Pothole patching
 - Replaced 3 lights at the large dog park. From Metal Halide to LED fixtures
 - Replaced bearing on spinner at La Sierra playground
 - Shop/Corp Yard cleaning/organizing in preparation of CAPRI inspection
 - Servicing Kubota tractor in preparation of flail mowing season
- Facilities –
 - Removed all debris from the old skate park area at LSCC
 - Disposed of all old tables, chairs and trash cans that had been piling up
 - Clean up and repairs at the La Sierra LL fields, removing scorekeeping booths and old lumber. Securing bleachers to pads.
 - Cleaning/organizing La Sierra shop and Corp yard in anticipation of the CAPRI inspection
- District –
 - All CRPD HVAC quarterly filter changes and P/M's were completed. We are working through quite the list of repairs.
 - All CRPD ice machines P/M's cleaned and sanitized.
 - All CRPD vehicles have had their annual service and safety inspections
 - Annual Pesticide Recommendations and Annual Ag Permit are procured for 2025.
 - Annual Fire System Inspection has been completed for La Sierra Community Center and filed with Sac Metro Fire personnel.
 - The Guardian Security Contract was executed earlier this week and the program got underway last night for the additional park security patrols. We're still flushing out some operational details and will be making adjustments to the patrols according to the needs within the parks.

Projects:

- The Del Campo Park booster pump project is nearly complete. We are expecting a full start-up of the equipment along with training early next week.
- The Glancy Oaks booster pump project is underway and should wrap up by early February.
- The Schweitzer Grove Nature Area tree project is moving along nicely. We secured the tree permit from the County in late November. Our tree contractor began phase I of the work a couple weeks ago. This project will run into late-Spring.

Personnel: Facilities Lead position interviews are being held January 24th.

Recreation Division

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

Events:

- Tree Lighting Recap
- Upcoming –

- Senior Valentine's Concert – Friday, February 7th from 2:30pm – 4:30pm at JSH
- Kiwanis Band performing
- Contracting Bands for Concerts in the Park Series

Youth Sports

- 175 Elementary Basketball players compared to 169 last year
- 50 PW compared to 39 last year

KHO

- Winter Break Camps – good numbers considering timing of Christmas and New Years this year
 - Wk 1 = 34
 - Wk 2 – 49
- KHO Averaging 56 kids per week compared to 47 last year

Facility Rentals:

- Looked great during these last two months.
- Over \$28,000 in revenue (same as last year but haven't received payments from CMP for gym and Sierra Room use)
 - Top Facilities – CH, JSH, Cypress Room, Gyms (gyms will likely move to #1 after CMP payments)

Recreation Management Software – system is 90% built, working on training staff, live timeline, marketing plan

CLL – Field improvements including dugout roofs, board replacements, fence repair/replacement

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

Matt Lemcke, Human Resources Section Manager – Report

Personnel –

- FSM – 1st interviews 1/17/25
- Lead Worker – 1st Interviews 1/24/25
- Recreation Specialist – Sports – 1st interviews 1/23/25

General HR –

- Working on Employee Handbook updates for new 2025 changes
- ADA Accessibility for CRPD Website – down to 450 files from 6,000
- Clerk of the Board –
 - Working with ASM Penney to develop Agenda for the Special Meeting (Board Retreat)
 - Fine-tuned Zoom – cameras are off, and mics are regulated by CRPD to help prevent unauthorized access or security breaches.

CAPRI Site Visit – January 21, 2025

Ingrid Penney, Administrative Services Manager – Report

Budget/Financial:

- **FY2024-25** Mid-year budget review preparation underway. A comprehensive overview will be shared at the February Regular Meeting. The FY2024-25 Budget was uploaded to the CRPD Financial Statements. The mid-year budget review is the first step in building the initial recommended Budgets for FY2025-26.
- **FY2025-26 –**
The County has issued the Budget Process/Timeline for the FY2025-26 Budget. The recommended budget will be reviewed/discussed at a Budget Committee Meeting by early March 2025; then presented for approval at the March 20 Regular Meeting.
- **2022 Bond Series 2023 – Investments matured on January 10, 2025.**

Investment Earnings To Date on Restricted Assets (Bonds Proceeds):

52L0 - Tax Exempt A-1 Funds:	\$	494,257.39
52M0 - Taxable A-2 Funds:	\$	396,215.14
	\$	<u>890,472.53</u>

Period US Treasury Yields:

3-months, Maturity Date 1/10/25	4.55%
3-months, Maturity Date 10/10/24	5.37%
3-months, Maturity Date 7/10/24	5.36%

Series 2023 A-1 #52L0: \$5,002,000 maturing, reinvest \$4,500,000
Series 2023 A-2 #52M0: \$3,803,000 maturing, reinvest \$3,650,000

Here are the US Treasury yields as of this morning:

1 month –	4.305%	6 months-	4.248%
2 months-	4.312%	1 year-	4.160%
3 months-	4.294%		

Release Amounts:

52L0 - \$302,000 + \$637,820.24 = \$939,820.24

52M0 - \$153,000 + \$494,064.27 = \$647,064.27

T: \$1,586,884.51

This will leave funds available to cover costs incurred and 3-month projected costs. With plans to go out for RFPs for construction this Spring and construction prior to year-end, it would be prudent to reinvest one-two months at a time once in construction.

FY2024-25 Expenses to date:

A-1: \$575,772.18

A-2: \$433,951.30

T: \$1,009,723.48

Leaves: \$577,161.03 over the next 3 months

- **Status of Audit.** Will be finalizing CRPDs part. Target date has been pushed to February with a final report: March 20 Meeting
- **Contracts:** Administrative support for RFPs and various contracts – contract review, checking for completion, bonds, and insurance documents.

Tenants –

SFAC –Postponed on BOS Agenda to address requested changes. Final approval delegation authority in February.

CMP and MCS – both had increases this month according to the escalation clause in their lease agreements. CMP 3% on all leased premises; MCS 3% on the base + full rates for land leases (paved/unpaved) next January the land leases will be subject to 3%, as well.

Service –

Guardian Protection Force Contract, Drafted/Reviewed by County Counsel/Executed by both parties. Food in the Hood 916 was prepared for this Meeting.

Contracts and Contract POs –

Contract PO #24-00019 drafted/executed with Public Restroom Company. MTWgroup has followed up with them for contact/introductions for the design portion of the Project. The clock has started for a new restroom building for Carmichael Park.

RFPs – This winter/spring

- 2022 Bond Series 2023 CIP Program - working with CM re: CMAS/Sourcewell resources.
- Park Patrol/Security

Recreation Management Software – Access to current software is hosted on the CRPD Server; therefore, we will be able to run reports and refunds from the system. The Admin team is working to finalize the credit card processor agreement.

Stacey Yankee, New District Administrator - Report

- **Security**

A Security Contract with Guardian Services for all parks within CRPD was signed and implemented this week. We are still in the process of meeting with Guardian and working through the details of the various CRPD parks with Guardian in the coming weeks. As a reminder, Sacramento Protective Services has been and continues to patrol and provide security for Carmichael Park, since it lies within the boundaries of the Carmichael Improvement District.

- **De-escalation Training**

We will be sending approximately 21 staff to De-Escalation Training with Sacramento County Sheriff's Office at the end of this month. CRPD staff attending the training will be from administration, maintenance, and recreation areas. The training will focus on de-escalation tactics with the public including park patrons and homeless. This is a multi-district training course in co-operation with Fulton El Camino District.

- **Special Meeting (Board Retreat)**

Staff have been working on a draft agenda for the upcoming Board Retreat Meeting on February 1 from 9am-noon at the Garfield House. Cumming Management will attend the meeting to focus on Bond Project Management.

- **Work Plan – 2QT**

Staff workplan for 2QT is complete and attached to this month's Board Meeting packet. Thanked managers and staff for all their hard work over the past quarter. Since starting as the District Administrator three months ago, it's been a time of transition and learning for all of us.

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

PRESENTATION ITEM

1.* BOND FUND DISCUSSION

Discussion on the 2022 GO Bond activities.

- Bond Oversight Committee held its quarterly meeting in December with Cumming Management Group in attendance. The meeting included presentations of the site plans, discussion of completed projects, Bond financial activities, and future scheduling.
- Bond Series 2023 CIP Program
Site surveying, boundary/plot easement maps, and geotechnical/hazards have been completed for the Series 2023 parks (Carmichael Park, Cardinal Oaks, Glancy Oaks, and La Sierra Community Center). Designs and amenities have been approved by the Advisory Board. Plans sent to the County for design review and permits. All projects are currently in the permit phase with Sacramento County, except for the restrooms at Carmichael Park, which was a recent submittal.
- Meeting with Isom Advisors and Oppenheimer
CRPD staff met with Isom and Oppenheimer early this week to present and discuss options for Bond Series II and III. Presentations included various projects and Bond issuance amounts and timing. They are analyzing our data. We anticipate hearing recommendations back from them by early next week.

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.* Special Meeting –

Proposed: The next meeting of the Advisory Board of Directors, an **in-person** Special Meeting, is scheduled for Saturday, February 1, 2025, at **9:00 am**, at the **Garfield House, 8516 Fair Oaks Blvd., Carmichael, CA.**

2.* Regular Meeting –

Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, February 20, 2025, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – The meeting was adjourned at 6:55 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