

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 15, 2024 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: Carroll, Leavitt, Levine, and Ross
Directors Absent: Ives (excused)
Staff Present: Blondino, Lofthus, and Penney (remote)
Staff Absent: Perry (excused)

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 a skate park for Carmichael Park; concerned about the timeline 8-10 years; heard that a bike park was going to be built. Inquired about next steps.

CONSENT ITEMS:

1. **MINUTES**
January 18, 2024 – Regular Meeting
2. **FINANCIAL STATEMENT**
December 2023
3. **ACCOUNTS PAYABLE**
January 2024
4. **ACCOUNTS RECEIVABLE**
February 2024
5. **POP STAT REPORT**
January 2024
6. **SERVICE AGREEMENT FOR FARMERS MARKET**
CRPD and Common Kettle, LLC First Amendment – Renewal
Term: January 1, 2024 to December 31, 2025
Rent: \$273.19 per month, with 3% Escalator each January
Addition: Clubhouse Restrooms and Foyer flooring Cleaning – \$50 fee, for when CRPD must clean this area

Motion 1

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

Vote:

Ayes: Directors: Leavitt, Levine, Ross, and Carroll
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: Ives
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 Leavitt -commented on the Tree Lighting event; liked the programming offered inside/outside. Everyone had a great time.

Director Ross – reported on his participation on the Sharon Ruffner Ad hoc Committee; the Senior Valentines Day Dance; Special Meeting on 2/3/2024 (Retreat).

Director Leavitt – reported on the Special Meeting on 2/3/2024 (Retreat); Bond Oversight Committee Meeting.

Director Levine – reported that he walked with Bob Ruffner through Schweitzer Grove Nature Area, talking about ideas to memorialize Sharon.

2.* STAFF REPORT (Blondino, Lofthus, Penney, and Perry)

Report on current District operations, projects, and events.

Recreation Division

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

Events:

- Senior Valentine's Dance
 - Saturday, February 10th at LSCC – JSH
 - Kiwanis Swing Band performed at \$5 per person
 - Attendance was 46 people
- Concert Series
 - Announcement of dates and lineup will be made on March 1st
 - Extended marketing planned
- Breakfast with the Bunny
 - Saturday, March 30th – 8am, 9am, 10am
 - Partnering with Kiwanis Club of Carmichael

Youth Development

- KHO – Currently average 49 children per week compared to 44 children
- Currently prepping for Summer Camp

Sports

- Youth Sports – Busy with youth basketball leagues; running programs and games in the Johnson Gym & Villareal Gym from 9AM – 9PM.
- Adult Sports – Opened registration for Spring Coed Softball League and prepping for the Spring Thursday Senior league

Activity Guide

- Working on Spring/Summer Guide – Electronic version online on March 1. Hard copies will be delivered to resident around March 14.

Park Maintenance Division – Deferred to future meeting

James Perry, Park Services Manager reported on highlights from the Parks Division

Administration Services Division

Ingrid Penney, Administrative Services Manager – Report highlights

Budget/Financial:

- FY2023-24 Budget – Reported during Mid-Year Budget Status Review

- Bonds Series 2023 – No additional releases requested. Next release decision will be in April.
- District Financial Audit –Received Draft Audit; need to review and prepare Management Discussion & Analysis Report (MD & A); Final Audit Presentation Target date: April 18, 2024 Regular Meeting

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

Tenants – No new items

Service Agreement –

- **Food in the Hood** – New one-year Agreement has been drafted
- **Temporary Staffing Agency Contract** – Being drafted.

FUA –

- **Carmichael Little League (CLL)** – draft being prepared for review by CAPRI and CC

Construction Contracts – No new items

HR: Administrative support for personnel matters - including EDD TD integration; recruitment support for the RPT Park Maintenance Worker and RFT Rec Coordinator position screening, set up, and logistics.

Payroll/Benefits –

- Ty Campbell, who facilitated the Benefits Committee shared survey results with the Management Team. More to come as the management team looks at options/costs.

Training –

- CAPRI with Anthem is hosted EAP workshops – Work/Life Wednesdays in January, most dealing with the topic of work/life balance and stress. Attended 2 more of the sessions. All sessions are available on demand to AB and Regular Staff, and their households.
- Hosted a COMPASS User Group Meeting with other Districts to assist the Finance Manager at FEC.

Mike Blondino, District Administrator – Report

• **Skate Park** –

We had hoped to bring a report to you tonight to approve the use of park impact fees to pay for the rendering and cost estimate. The bids came in too high, so we pulled it. We are working with the Cumming Group to downsize the amount of meetings to decrease the cost. On another note, as this project is looking to increase in scope for the work that the Cumming Group will do to assist us, there is a need for them to re-coop the hours they are putting in.

• **Sharon Ruffner Ad Hoc Committee** –

We had our first meeting on Feb 5, and it was a great brainstorming session. We plan to get together again on Feb 26, for our next meeting to finalize ideas and look at whatever costs were associated with it. In the meantime, Bob Ruffner contacted me and said he really wanted to move forward with two of the concepts. The first was the Parks Foundation naming their scholarship program after Sharon, which they did this past Tuesday at their monthly meeting. The other was the idea that came from staff and Board of the idea of naming the area in CP where the pool was located (and the future waterpark and skatepark location) Sharon Ruffner Plaza.

Community Outreach

- **Kiwanis** – Attended several meetings in the last two months.
- **CID meetings** –No meeting in January.
- **Park Foundation** – Gave an update on our plans to honor Sharon Ruffner.
- **Chamber** – We have 7 spots filled as of today,
- **Carmichael Water**- They're still discussing a merger with Sac Suburban Water District.

IT –Nothing to report.

Look Ahead -Review with Advisory Board.

ACTION ITEM:

1. LA SIERRA COMMUNITY CENTER – CONTRACT #24-0001, KHO FLOORING IMPROVEMENT PROJECT

Administrator Blondino made a presentation and recommendation to accept the bid proposal and award Contract 24-0001 to Gustave Enterprise Inc. dba Creative Floor Covering Sales and Supplies for the LSCC KHO Flooring Improvement Project, in an amount not to exceed \$106,380.60; delegate authority to the District Administrator or designee to execute the Contract.

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: Ives S: Levine – The Advisory Board voted to approve the Staff recommendation to award the bid from Gustave Enterprise Inc., dba Creative Floor Covering Sales and Supplies as the lowest responsible bidder and enter into Contract #24-0001 in the amount of \$106,380.60 for the Kids Hang Out Flooring Project; delegate authority to the District Administrator or designee to execute the Contract, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ives

Recused: Directors: None

Vote: 4/0/0/1/0

PRESENTATION ITEM:

1. BOND FUNDING DISCUSSION

- We've had weekly work group meeting Cumming Management Group (CM) since we last met with you. We are laying the groundwork for getting all companies lined up. A lot of background information continues to be provided to the CM by our staff.
 - Just to recap...staff and the CM met with the County, and it looks like at this point we are not going to have to go through them on planning and construction management. We of course will keep them in the loop and there will be the normal fees we pay for plan checks and items like that. By not having to work with them on \$1 million projects we are going to save a significant amount of money. TBD.
 - The CM will be coming to our Special Meeting on Saturday, February 3rd. They are due to give us an update on all of the work they have been doing to confirm cost estimates from the Master Plan, deferred maintenance plan and ADA work back in 2016.
 - The next BOC meeting is Jan 30th. It would be good to have one Advisory Board member, if available.
- Information was received and filed.**

2. FY 2023-24 BUDGETS – MID YEAR STATUS UPDATE

ASM Penney made a presentation of the mid-year status of the FY2023-24 Budget, includes budget to actual revenues and expenditures and comparison to past year. Included the General Fund 337A, 2022 Bond Series 2023 337L, 337M, and 337N.

Information was received and filed.

3. WORK PLAN FY2024-25

Continued from the February 3, 2024, Advisory Board Special Meeting. Discussion regarding possible items for the Work Plan next fiscal year; includes input from the Management Team and the Advisory Board.

Advisory Board –

Director Levine and Chair Carroll – Implement Parks Division Re-org Plan to add the remaining two Lead positions

Director Leavitt – Transition Plan for ASM Penney and Administrator Blondino, offered to send software information to help prepare and train

Chair Carroll – Prepare for Chair to go and other board members for the transition

Recreation Division –
RSM Lofthus shared:

- Special Events – Implement and evaluate Concerts in the Park timing change and determine future path. Increase Annual Sponsorship commitments.
- Implement new registration system including updating facility rental customer online experience and streamlining registration for youth development programs.

Administrative Services Division –

- Implementation of the Division Re-organization Plan involving recruitment, selection, and training.
- Bond CIP Program support –Fund Management, RFQ/RFPs, Contracts,
- Audit for FY2023-24

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, March 21, 2024, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:48PM.

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