

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MARCH 21, 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 6:00 p.m. by Chair Carroll

PLEDGE OF ALLEGIANCE: Pledge led by Chair Carroll

ROLL CALL:

Directors Present: Carroll, Ives, Leavitt, Levine, and Ross (Director Ross to arrive later)

Staff Present: Blondino, Lofthus, Penney and Perry

FOR THE RECORD: Director Ross arrived at 6:10 p.m. during Staff Reports.

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; acknowledged the Advisory Board and Staff for their support in moving forward with next steps.

CONSENT ITEMS:

1. MINUTES

February 3, 2024 – Special Meeting

February 15, 2024 – Regular Meeting

February 27, 2024 – Special Meeting

2. FINANCIAL STATEMENT

January 2024

3. ACCOUNTS PAYABLE

February 2024

4. ACCOUNTS RECEIVABLE

March 2024

5. POP STAT REPORT

February 2024

6. AB817 BROWN ACT

Request letter of support for CA Assembly Bill 817; provides a narrow exemption to the Brown Act for Advisory Board Standing Committees participation through remote two-way virtual teleconferencing (Hybrid) meetings.

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ross

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 Carroll - commented on the Sharon Ruffner Memorial, thanking Staff for their contributions

towards the event; Chamber of Commerce Annual Awards Dinner – acceptance of the Public Service Award on behalf of the Carmichael Recreation and Park District Advisory Board and Staff, District Administrator Mike Blondino and Recreation Services Manager Alaina Lofthus were also awarded in this category, the event and District award was also featured in the Sacramento Business Journal.

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. 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

Maintenance and OM – Staff/Contractor performed the following:

- Parks/Grounds - all the old bleachers at Carmichael Park have been removed and replaced with new aluminum ones.

Projects:

- CP Electronic Reader Board – Plans at County for review/permits; installation may be at least 6-8 weeks out.
- LSCC KHO Flooring Project – Started Monday and is progressing well. We see no issues currently with having the KHO ready for summer camp.
- KHO Asphalt Paving – Will start next Monday and wrapped up the following day.
- CP Tennis Court LED Lighting Project moving forward.
- Del Campo/Glancy Booster Pumps moving forward. Agreement planned for review and approval at the Advisory Board Regular Meeting on April 18, 2024.
- LSCC Roof Coating Project, Phase II will be discussed later under Action Items.

Recreation Division

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

Events:

- Breakfast with the Bunny
 - Saturday, March 30th – 8am, 9am, 10am
 - Partnering with Kiwanis Club of Carmichael
 - \$5 per person – Buy tickets online to secure your timeslot
- Concerts in the Park – release of dates – positive feedback, little negative feedback

Activity Guide

- Spring/Summer Guide has been delivered to residents.

ADVISORY BOARD MEMBER REPORT –

Director Ross – arrived at the Advisory Board Meeting during Staff Reports; reported on the Sharon Ruffner Memorial.

Administration Services Division

Ingrid Penney, Administrative Services Manager – Deferred Report to April Meeting.

- **Skate Park** – Wormhoudt Landscape Architecture, Inc. in Santa Cruz, was selected to do the rendering and cost estimate. Zach Wormhoudt is the Principal Landscape Architect. They have a long history of creating skateparks, going back to his father who was a leader in the business for many years.
- **Look Ahead** – Review with the Advisory Board.

ACTION ITEMS:

1. LSCC ROOFING IMPROVEMENT PROJECT PH II

PSM Perry made a presentation and recommendation to award the bid and enter into Contract #24-0002 with Madsen Roofing & Waterproofing, Inc., in the amount of \$322,684 with a 10% Contingency for a total project budget of \$354,952 for Phase II of the Roof Coating Improvement Project at the La Sierra Community Center; 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: Levine S: Ives – The Advisory Board voted to approve the Staff recommendation to award the bid from Madsen Roofing & Waterproofing, Inc. as the lowest responsible bidder and enter into Contract #24-0002 in the amount of \$322,684 + 10% Contingency totaling \$354,952 for Phase II of the Roof Coating Improvement Project at the La Sierra Community Center, delegating authority to the District Administrator or designee to execute the Contract, as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

2. FACILITY USE AGREEMENT (FUA) AT LA SIERRA COMMUNITY CENTER (Blondino/Lofthus)

RSM Lofthus made a presentation and recommendation to approve a new Facility Use Agreement (FUA) using the latest format with Carmichael Little League, a non-profit providing youth sports activities (baseball) for public benefit; delegation of authority to the District Administrator to execute the FUA.

Term: March 1, 2024 to December 31, 2026

Premises: Baseball Complex and Snack Bar

Fees: Youth Player Fee: \$9 per player for 2024 and 2025; \$10 per player for 2026

Snack Bar Electricity Fee: \$1,045.39 for 2024 with an annual 5% Escalator

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: Leavitt S: Levine – The Advisory Board voted to approve the Staff recommendation to approve the terms and conditions of the Facility Use Agreement with Carmichael Little League for the use of the baseball fields at the La Sierra Community Center effective March 1, 2024, to December 31, 2026 as presented and delegate authority to the District Administrator or designee to execute the Agreement (FUA), as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

3. PERSONNEL POLICY REVISION

ASM Penney made a presentation and recommendation to revise Section 19 – Compensation, Out of Class Pay; add a provision for a five percent differential when an employee may be temporarily assigned to work in a higher classification under certain circumstances.

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

Motion 4

M: Ives S: Ross – The Advisory Board voted to approve the Staff recommendation to approve a policy revision to Section 19 Compensation as pertains to the Out of Class Pay, retroactive to January 1, 2024, delegation authority to the District Administrator, as amended, added a provision for a 5% differential when an employee may be temporarily assigned to work in a higher classification for a minimum of two pay periods retroactive to the first day of working out of class. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

4. FY2024-25 RECOMMENDED BUDGET PROPOSALS

Administrator Blondino provided an introduction. ASM made a presentation of the FY2023-24 estimated revenues and expenditures for the General Fund at year end and FY2024-25 projections for property tax, leases and other revenues along with baseline and aggregate expenditures for the General Fund. RSM Lofthus shared the Recreation Division revenues and expenditures and PSM Perry shared the Parks Division expenditures. Administrator Blondino presented the CIP Program for both the General Fund and Bond Series 2023. ASM Penney also presented the FY2023-24 estimated year end and FY2024-25 projected Bond CIP Program and Debt Service Fund Budgets.

Staff made a recommendation to approve the FY2024-25 Recommended Budget proposals for:

Carmichael RPD General Fund 337A totaling \$6,514,557;

Capital Project Fund 337L: CIP List for projects totaling \$8,010,105 for FY2024-25;

Debt Service Fund 337M: Total amount \$650,652; covering collection of Measure G related property taxes and debt service payments for Principal and Interest;

Debt Service Fund 337N Total amount \$1,772,542; covering collection of Measure G related property taxes and debt service payments for Principal and Interest;

for final approval and adoption by the County Board of Supervisors;

delegate the District Administrator to initiate Request for Proposals/Qualifications as required or necessary.

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

Motion 5

M: Levine S: Leavitt – The Advisory Board voted to approve the Budget Committee and Staff recommendation for approval and recommendation to Sacramento County Board of Supervisors the Recommended Budget for FY2024-25, balanced budgets, as presented; delegate the District Administrator to initiate Request for Proposals/Qualifications, as required or necessary.

CRPD PROGRAMS:

General Fund 337A – \$6,514,557

Debt Service Fund 337M – \$650,652

Capital Project Fund 337L – \$8,010,105

Debt Service Fund 337N – \$1,772,572

Unanimous vote.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEMS:

1. BOND FUNDING DISCUSSION

- Only one response came back on the RFQ for Site Survey services. They are a known company to the Cumming Group. We plan to send the RFP solicitation to all the original firms so we can obtain competitive prices.
- We have received SOQs through the RFQ process, a pool of five (5) Landscape Architect companies. All of them are known. Next RFPs will go out for their services for projects at LSCC, CP, Del Campo, Glancy Oaks and Cardinal Oaks Parks.
- The Cumming Group and staff have moved some of the projects between series to achieve additional savings through economy of scale; Cumming Group presentation at the next meeting.

Information was received and filed.

2. DISTRICT ADMINISTRATOR RECRUITMENT

Presentation of the suggested timeline and schedule for the District Administrator recruitment.

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, April 18, 2024, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – The meeting was adjourned at 8:35PM.

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