

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
October 17, 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, Levine, and Ross

Director Absent: Mattos – excused absence

Staff Present: Blondino, Yankee, 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 – thanked the Advisory Board for their support of the Skate Park Concept for Carmichael Park; shared on Barktoberfest.

**SPECIAL PRESENTATION ITEM – ACTION ITEM:**

**1. CARDINAL OAKS PARK IMPROVEMENT PROJECT**

Following an Introduction by Advisor to the District Administrator Blondino, Iqra Anwar with Callander Associates Landscape Architecture made a presentation regarding a conceptual design for the Cardinal Oaks Park Improvement Project funded through the 2022 GO Bond – Series 2023. Project Address: 5341 El Camino Ave., 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 1**

**M: Ross S: Leavitt – The Advisory Board voted to approve the conceptual designs, 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**

**2. CARMICHAEL PARK AND LA SIERRA COMMUNITY CENTER IMPROVEMENT PROJECTS**

Following an Introduction by Advisor to the District Administrator Blondino, Peter Larimer with MTWGroup, Inc. made a presentation regarding conceptual designs for the Carmichael Park Improvement Project and La Sierra Community Center Improvement Project funded through the 2022 GO Bond – Series 2023.

Project Addresses: Carmichael Park, 5750 Grant Ave., Carmichael, CA 95608

La Sierra Community Center, 5325 Engle Road, 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: Levine S: Leavitt – The Advisory Board voted to approve the conceptual designs, as presented. Unanimous of those present.**

**Vote:**  
**Ayes: Directors: Levine, Ross, Leavitt, and Ives**  
**Noes: Directors: None**  
**Abstain: Directors: None**  
**Absent: Directors: Mattos**  
**Recused: Directors: None**  
**Vote: 4/0/0/1/0**

**CONSENT ITEMS:**

- 1. MINUTES**  
July 27, 2024 – Special Meeting and August 1, 2024 – Special Meeting (cont.)  
September 19, 2024 – Regular Meeting
- 2. FINANCIAL STATEMENT**  
August 2024
- 3. ACCOUNTS PAYABLE**  
September 2024
- 4. ACCOUNTS RECEIVABLE**  
October 2024
- 5. POP STAT REPORT**  
September 2024
- 6. SACRAMENTO FINE ARTS CENTER (SFAC) NEW LEASE**  
Lease Agreement between CRPD and SFAC, dated January 1, 2025  
Property Address: 5330 B Gibbons Dr., Carmichael, CA 95608  
Recommendation to approve a new Lease, with the following terms and conditions:  
Term: January 1, 2025 to December 31, 2029; Extended Lease Option: January 1, 2030 to December 31, 2034  
Monthly Rent: \$2,909.77; Escalator: 3% beginning January 1, 2026  
Final approval and execution by the Sacramento County Board of Supervisors
- 7. PARK IMPACT FEE PROGRAM**  
Resolution #CP-10172024-01 Approving the CRPD Annual Report and Five-Year Findings Report in compliance with the Government Code Sections 66006 and 66001.

**Motion 3**

**M: Leavitt S: Ross – The Advisory Board voted to approve Consent Matters 1, as presented. Unanimous of those present.**

**Vote:**  
**Ayes: Directors: Ross, Leavitt, Levine, 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.

Director Leavitt – reported on Cardinal Oaks virtual community meeting, presentation by Callendar Associates Landscape Architecture; community engaged, provided input for the design concept.

Director Ross – reported attendance at two events: Founders Harvest Festival and Barktober.

Chair Ives – commented on Jan Park; recent tree maintenance.

**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 –
  - Numerous Irrigation repairs throughout the District and continuing seasonal adjustments for irrigation controllers.
  - Tree contractor provided services at Jan Park for the removal/clean-up of 380+ dead/downed trees.
  - A fair amount of time was spent by staff prepping for and cleaning up Carmichael Park for the Founders Harvest Festival and Barktober events.
  - Tree work at Patriots and Garfield removing a dead and downed tree at each location
  - Turf equipment/vehicle maintenance.
- Facilities –
  - Roof clearing of leaves and debris in preparation for seasonal changes.
  - Numerous HVAC repairs LSCC/District
  - New/replaced A/C units at Garfield House
- Inspections: All facilities, vehicles, playground and fire extinguisher inspections are current and up to date.

### **Projects:**

- Del Campo/Glancy Oaks booster pumps:  
Both pumps/units were delivered to CP. Staff prepped both sites for contractor last week and, contractor began work at DC Monday. Approx. 2 weeks for DC completion followed up with 7-10 days for Glancy booster pump replacement.
- Jensen parking lot post and cable: Staff prepped site this week for contractor starting next week to set all new posts and cable along creek edge.
- Veterans Hall Flagpole update:  
All items secured and footing hole to be bored and set next week followed by setting the pole the week of the 28th and everything ready for the dedication ceremony November 10th.

**Personnel:** Seasonal worker has started weekend work. Facilities lead position to be re-tooled and sent back out. Hopeful to have someone in place by the new year.

## **Recreation Division**

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

### **Events:**

- Upcoming –
  - Wall of Honor – November 2nd at 10am at Patriots Park.
  - Thank you, Chair Ives and Director Ross, for being part of the event this year.

### **Adult Sports**

- Indoor Drop in Pickleball starts October 29th at La Sierra Big Gym (Tuesday & Thursdays from 9am – 12pm)

### **Special Projects**

- Staff have completed our kickoff meeting and first training for the new registration software – CivicRec.
- Implementation is currently on track to start after the new year!

### **Personnel**

- At the last meeting we announced the promotion of Erin Johnson to the Recreation Supervisor position. The district then went out to fill the recreation coordinator faculties position.
- The district completed the interview process for the Recreation Coordinator position and Jennifer Weiher has been selected with a pending start date.

- Jennifer has worked for this district for over two years as a Recreation Specialist and has filled in as a facility monitor when short staffed.
- They have contributed and attended all the district special events throughout their time with us and is very familiar with our facility and event operations.
- When informed of the news, District Administrator Blondino said he can't imagine a better person to be the last hire in his career.
- We are confident that they will excel in this promotion and look forward to their future contributions.

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

Matt Lemcke, Human Resources Section Manager – Report

**Hiring –**

- Completed interviews and hired Recreation Coordinator. Internal Candidate. First Round of Interviews for Lead Worker. Realized position was not defined properly, will reapproach next week.
- Next week also opens the Finance Section Manager position.
- Continuing to interview and look for Building Monitors

**Benefits –**

- Open Enrollment has begun. Working with a few people personally on how HDHP works.
- Worked with the County so we can complete our Benefits online through their portal rather than solely on paper. Paper is still an option for those who choose.
- Preparing for a Halloween Potluck with pumpkin carving & cornhole.

**General –**

- Working on updating and streamlining reviews (something that has been asked for by employees).

Ingrid Penney, Administrative Services Manager – Report

**Budget/Financial:**

- **FY2024-25 Budget final adjustments adopted by BOS 9/24. We will update the CRPD website.**
- **2022 Bond Series 2023 –**

Restricted Funds

US Treasury bill yields currently. The Federal Reserve has cut rates and are planning for more cuts in the coming FOMC meetings.

1 month –	4.80%
<b>3 months -</b>	<b>4.55% (selected)</b>
6 months -	4.31%
1 year -	3.98%

**52L0: \$636,658.02 reserved**

\$4,946,000 Re-invested for 3 months October

**52M0: \$493,594.68 reserved**

\$3,760,000 Re-invested for 3 months October

- **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 – Will send the Lease to BOS for final approval and delegation authority to the District Administrator for execution of the Lease.

- **Service Agreement –**
  - Negotiating the Temporary Staffing Agency Contract
- **Contracts and Contract POs –** Nothing to report.

**HR Support:** Filled in while Matt has been on leave

*Mike Blondino, Advisor to the District Administrator – Thanked the Chair and Members of Board for the past five years working at the District.*

*Stacey Yankee, New District Administrator - Report*

- **Started on October 7, less than two weeks ago**
- **Meetings with the following groups, individuals and organizations:**
  - All staff and 1:1 with managers
  - Began meeting with Advisory Board of Directors including Chair Ives and Director Ross. Meetings scheduled with the rest of the board this upcoming week.
  - Carmichael Parks Foundation
  - Kiwanis
  - President of the Carmichael Chamber of Commerce, Rosie Buck
  - Community Meeting at Sacramento County Sheriff's Office with Afghan Community, local non-profits, and park entities.
  - Partners at the La Sierra Community Center including: California Montessori Project, Chautauqua Playhouse, Sacramento Fine Arts, Sacramento County Therapeutics, and Montessori Preschool.
  - Measure G Bonds and Projects Meetings
  - Barktober Event with partner Carmichael Chamber of Commerce
  - Carmichael Times, Susan Skinner
  - Districtwide Staff Meeting tomorrow
- **Look Ahead –** Reviewed with Advisory Board.

## **PRESENTATION ITEM**

- 1. FY2024-25 WORK PLAN**  
Presentation of the FY2024-25 Work Plan, key initiatives implemented by CRPD.  
**Received and filed.**
- 2.\* BOND FUND DISCUSSION**  
Discussion on the 2022 GO Bond activities.

Mike Blondino, Advisor to the District Administrator shared the following updates:

- Cumming Group will be giving an updated timeline on Series 2023 projects at your Nov 21st meeting.
- There will be a meeting with CRPD staff and our bond counsel on Nov 18th to have a follow-up looking at the future bond sales for Series II and III.
- There has been progress made on the details for Glancy Oaks Park, including the playground that will be presented to you at your Nov 21st meeting. Administrator Blondino made a presentation of the Bond Oversight Committee Report for FY2023-24, a comprehensive budgetary summary; recommended to acknowledge and approve the continued operation and oversight framework of the Bond Oversight Committee  
**Received and filed.**

## **UPCOMING PROGRAM AND EVENTS:**

For Updates and Latest News on Program and Events, please visit the District Website: [www.carmichaelpark.com](http://www.carmichaelpark.com)

**TIME AND PLACE OF NEXT MEETING:**

**1.\* Regular Meeting –**

The next meeting of the Advisory Board of Directors, a Regular Meeting is scheduled for Thursday, November 21, 2024, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

**ADJOURNMENT –** The meeting was adjourned at 7:52 PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

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CHRIS IVES  
CHAIR OF THE BOARD

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