

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
AUGUST 17, 2023 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: Ives, Leavitt, Levine, Ross, and Carroll
Staff Present: Blondino, Lofthus, and Penney

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 interest in a Skate Park for Carmichael Park; shared potential contacts for sponsorship and grant opportunities.

CONSENT ITEMS:

1. **MINUTES**
July 20, 2023 – Regular Meeting
August 2, 2023 – Special Meeting
2. **FINANCIAL STATEMENT**
June 2023
3. **ACCOUNTS PAYABLE**
July 2023
4. **ACCOUNTS RECEIVABLE**
August 2023
5. **POP STAT REPORT**
July 2023

Motion 1

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0

REPORTS:

1.* ADVISORY BOARD MEMBER REPORTS (Advisory Board Members)

Report on activities of interest to the District.

Director Levine – reported highlights from the Carmichael Parks Foundation (CPF) meeting; CPF plans to explore community interest and involvement for a skate park and/or bike park. Before moving forward with any fundraising effort, the CPF would need to come before the Advisory Board for approval.

Director Ross – attended the National Night Out event held at the Elks Lodge along with Supervisor Desmond, and representatives from law enforcement and fire; also attended the 8/12 Concert in the Park event, saw Director Levine, CRPD recreation staff, and CPF Members.

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

Report on current District operations, projects, and events.

Recreation Division

Alaina Lofthus, Recreation Services Manager – Highlights from the Recreation Division:

Events:

- Summer Concerts Series – Every Saturday until the end of August, 6:30pm – 8:30pm.
 - Two more Saturdays this month – On Air (classic rock), Dyana & The Cherry Kings (1950's)
 - Make-up date for Wasted Space on Friday, September 8th at 6pm – 8pm
 - Average 700 people each week
 - August Concerts have featured a CPF Beer Garden
 - Surveying the public for future concert dates
- Preparing For Founders Harvest Festival
 - Saturday, September 30th from 10am – 3pm
 - Featuring local musicians, children's performances, pumpkin patch, petting zoo, vendors, inflatables, and the Car Show put on by the Capaccino Cruisers

Youth Development

- Summer Camp –
 - Total 801 participants compared to 582 last summer.
 - Averaged 100 campers a week.
 - CPF gave 106 partial scholarships to children this summer to attend camp.
- KHO – Have 54 participants compared to 43 at this time last year; max set at 55.
- Tiny Tots – Taking registration for Aug/Sept and looking at creative ways to advertise the program.

Sports

- Youth Sports – Preparing for Fall youth volleyball leagues.
- Adult Sport
 - Past reporting period, cancelled games due to high temperatures in the gyms.
 - Finishing Summer leagues and taking registration for Fall season

Facility Rentals – Reopened the LSCC -Cypress Room; had first two rentals since the 8/2020 closure from water leak damage.

Activity Guide

- Digital version finalized; on CRPD Website.
- Hard copy version at the Printer; should be mailed and received by CRPD residents later in the week.

Park Maintenance Division

Administrator Blondino shared highlights from the Parks Division prepared by James Perry, Park Services Manager –

Vandalism and Property Damage –

- Graffiti has returned to Del Campo Park. Park staff spend an hour or two daily on weekdays to perform clean up.
- Main gate at Carmichael Park near the Tennis Courts was damaged by an unknown vehicle. Repaired by Park staff.

Maintenance and OM – Staff performed the following:

- Buildings/Facilities
 - HVAC repairs: 825, 700 Wing #5

- Lighting: repaired fixture in LSCC Room 520
- Replaced two audible emergency exit devices in LSCC 800 Wing
- District wide ice machine - filters replacement
- Conducted district-wide monthly fire extinguisher and facility inspections.
- Contracted services/repairs:
 - All ice machines had semi-annual cleaning/disinfection.
 - LSCC 300 Wing – door repairs, new panic hardware
 - Johnson Gym (large) – Adjusted and lubed the four exterior glass doors for proper operation.
- Parks
 - Irrigation: replaced sprinklers, rebuilding/replacing irrigation valves, repaired main lines and adjusted controllers
 - Pothole repairs at CP and LSCC
 - Installed water filters at outdoor water fountains with bottle fillers.
 - Installed a new memorial picnic table, donated by James McManus as a memorial to his son. Location: CP Ball field #3 and the Sue Pam entrance; and two bricks and a Tupelo tree will be installed by the Daniel Bishop Memorial Pavilion (Band Shell).
 - Herbicide: seasonal district-wide application continues.

Project Updates –

- LSCC Roof Coating Improvement –
 - Staff performed the prep work for the project by removing boiler piping, clearing old penetrations, installing condensate lines on HVAC, and clearing trees from all the roofs in the project.
 - August 7, the contractor began work, completing the 600 East and the majority of the 500 East and West. Contractor repaired several areas of dry rot prior to the silicone application. Project on schedule. Staff plan to upload pictures of the progress on the CRPD website and social media.
- SJ Garfield House Path Extension (ADA) –
 - Contractor started placing equipment and materials on-site on 8/17, layout begins on 8/18. Construction phase timeline is two weeks. One complete, CPRD Park staff will perform some “beautifying” to complete the rough edges surrounding the new walkway extension.

Administration Services Division

Ingrid Penney, Administrative Services Manager – Report highlights

Budget/Financial:

- Staff has transferred the June 30, 2023 cash on hand totaling \$53,242.39 to the County – part of the YE A/R with more to come (Insurance Proceeds and Park Fee Transfers)
- Budget Adjustment submittals were made along with updates to the Staffing Schedule. BOS Hearing scheduled for September 6-8
- The Restricted Asset Funds associated with the 2022 GO Bonds, Series 2023A-1 (Tax Exempt) and A-2 Taxable have been invested in a higher yield account. \$300k for A-1; \$500K for A-2 having been left in the Treasury; the remaining will be either reinvested in the higher yield account or used for immediate needs beginning in October. So far, the Tax-Exempt Bonds interest earnings total \$54,461.53 and Taxable Bonds have earned \$45,492.75. Interest earnings are restricted towards CIP uses.
- Staff has completed the 2022-23 Financial Activities Report and will be completing the Annual Cash Questionnaire, Single Audit and Grant Information Request which assist County DOF with the (CAFR) Annual Comprehensive Financial Report to the State Controller’s Officer.
- Staff will also complete/submit the Final Workers Compensation Report for 2022-23. CRPD pays a deposit premium quarterly based on estimated payroll. At the end of the fiscal year, we submit the final

actual payroll, refunds for overpayment or additional amount due come in the 2nd or 3rd quarter of the fiscal year. In past years, we have received refunds and anticipate the same now.

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

Follow up items –

Both the Guardian Force Security Agreement and Capital Valley Futbol Club FUA.

Staff reached out to both CAPRI and County Risk Management to discuss the Indemnification Clause, “Third Party shall indemnify, defend, and hold harmless the CRPD and the County of Sacramento against any and all claims...except for any claims arising from the gross negligence or willful misconduct of the CRPD.”

- CAPRI’s position is that the third party/insurer will have a duty to defend the CRPD and County from nearly all claims. Gross negligence and willful misconduct are such high standards. It would be difficult for the third party to establish except in extreme fact patterns. With “sole negligence or willful misconduct” the third party’s duty to defend depends upon who was at fault. A third party will not admit fault. They will blame the CRPD. CA law doesn’t let us require indemnity for our own gross negligence or willful misconduct. We can’t require someone else to defend us if we’re being reckless or intentionally criminal.
- CRPD Management’s position is that we were inclined to follow CAPRI’s approach as they will be the ones to defend the CRPD in a claim. We shared this with the County.
- County Risk Management – The interim Risk Manager had used “sole” as it was recommended by County Counsel; however, has no concerns re: following CAPRI’s advice.
- Using “gross” negligence will be incorporated into the two as well as all future Contracts/Agreements/FUA/Leases.
- Leases –
 - CMP: On 7/25, the BOS approved the delegation authority to the District Administrator. We are waiting for the finalized material to execute the Lease Amendment with CMP.

Upcoming –

- MCS (Preschool): Following in-person meetings, Staff has reached out to Oleg, one of the owners and operator of the MCS to share our proposal for terms and conditions. We are waiting for a response. The Lease terminates November 30, 2023.
- Consulting Agreement – Staff drafting a consulting agreement for the Construction and Project Management of the 2022 GO Bond CIP Program.

HR:

Administrative support for personnel matters - including recruitment, screening, set up, and logistics for Seasonal positions for the Recreation Division.

- With summer camp ending, we have closed personnel files for seasonal employees not returning for the KHO After school programs. Several are returning to college and/or full-time positions (some as public-school teachers.)
- EE Benefits – Open Enrollment will be held in October for the 2024 policy year. There were increases for health benefits; however, none for dental, vision, or life. The County program has been enhanced with several optional programs: long term disability, long term care, and optional enhanced vision. The employee benefits committee will be meeting in September to review these options as well as others.

DA Replacement Timeline – A meeting between the three managers and the Ad hoc Committee members has been scheduled for September 6.

Master Plan – Nothing new to report.

Community Outreach –

Kiwanis – CRPD received a \$7,500 donation for the new water fountain by the CP Playground.

CID meetings – No meetings in August. We are working on a special meeting on homelessness issues in CP, inviting representatives from the SPS, FECPD, and the Sheriff’s Department.

Park Foundation – The CPF plans to meet with representatives of the skate park and bike park interests.

Chamber – Attended a new governmental affairs meeting.

Carmichael Water – Chris Nelson is leaving CWD to take a job with the City of Lincoln.

IT – All four laptops identified for FY2023-24 have been purchased. Still looking to get the fiber line updated at LSCC.

Look Ahead – Reviewed with Advisory Board.

ACTION ITEMS:

1. FY2023-24 BUDGET ADJUSTMENT RATIFICATION_GENERAL FUND 337A

Administrator Blondino and ASM Penney presented updates to the adjustments recommended for the FY2023-24 Budget for General Fund 337A and recommended that Advisory Board ratify these changes, which included augmenting revenues and reducing expenditures and the transfer amount to undesignated reserves:

- Carmichael RPD General Fund 337A totaling \$7,372,067; Revenues and Expenditures to fund Operations, CIP, Equipment, Contingency, and Unrestricted Reserve

for final approval and adoption by the County Board of Supervisors;
delegate the District Administrator or designee 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 2

M: Leavitt S: Ives – The Advisory Board voted to ratify the changes to the FY2023-24 Budget for the General Fund 337A, for a total budget of \$7,372,067 and the Capital Equipment and CIP List, for final approval and adoption by the County Board of Supervisors; delegate the District Administrator or designee to initiate Request for Proposals/Qualifications as required or necessary, as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

2. CONTRACT #23-0004_CONTRACT CHANGE ORDER DELEGATION

Administrator Blondino made a presentation and recommendation requesting delegation authority to approve change orders on Construction Contract #23-0004 for the LSCC Roof Coating Improvements, in an amount not exceed \$50k.

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 delegation authority to the District Administrator or designee to approve Contract Changes Orders for Contract #23-0004, in an amount not to exceed a total combined amount of \$50k. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEM:

1. DISTRICT WORK PLANS

A. Presentation of the FY2022-23 4QT Update

B. FY2023-24 Work Plan, key initiatives to be implemented by the District.

Administrator Blondino and Division Managers shared highlights of the FY2022-23 Work Plan accomplishments and plans for FY2023-24.

Information Received and filed.

2.* BOND FUNDING DISCUSSION

Administrator Blondino provided an update on 2022 GO Bond activities, as follows:

- The Facility Committee and staff had two interviews on 8/4 and overwhelmingly decided to negotiate an agreement with the Cumming Group. They have the skills needed and they are a great “fit” with us. The kick-off meeting took place this past Tuesday as we started to get the framework for the agreement together. You should see the agreement coming your way in September.
- Staff and Chair Carroll met with the Chair and Vice Chair of the Bond Oversight Committee. We have an agenda laid out for the first meeting which will take place on Tuesday, October 3rd.
- Some changes to the Bond Capital project timeline. We will be merging the LSCC Phase II and III roof work and it will take place next spring.

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, September 21, 2023, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

RECESS TO CLOSED SESSION

1.* PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Unrepresented Employee - District Administrator

Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT

ADJOURNMENT – The meeting was adjourned at 9:30 PM.

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