

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
APRIL 18, 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

Staff Present: Blondino, Lofthus, Penney and Perry

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

Jim Warrick, representing the Carmichael Elks Lodge addressed the Advisory Board with an invitation for the Vice Chair to ride in the 63rd July 4th Parade and the CRPD to prepare a float.

Bob Kerr – addressed the Advisory Board regarding a skate park for Carmichael Park; appreciated the opportunity to participate in the first focus group meeting on the skate park rendering and cost estimates phase with CRPD representatives and Wormhoudt Landscape Architecture.

SPECIAL PRESENTATION/ACTION ITEM:

1. AUDIT REPORT OF DISTRICT FINANCIAL STATEMENTS

ASM Penney provided an introduction. Joanne Berry, Managing Partner made a presentation of the Independent Audit Report of the District financial statement for year ending June 30, 2023, a clean audit. Audit performed by Fechter and Company, CPAs.

Following the presentation, the item was opened for discussion by the Advisory Board and then opened for public comment. There was no discussion nor questions. The Chair complimented the Administrative Services Staff for the clean audit.

Motion 1

M: Levine S: Ross – The Advisory Board voted acceptance and approval of the Final Audit Report for the Financial Statement for the period ending June 30, 2023. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEM (moved up on the Agenda from its position after the Action Item.)

1. BOND FUND DISCUSSION

Huy Houg, Project Manager with the Cumming Management Group, the CM providing construction and project management on the 2022 Bond Series 2023 CIP Program made a presentation update. Topics covered: Measure G Bond Program Updates, Budget Updates, Series 2023 Projects, Schedule Updates, and Next Steps; followed by Q & A.

CONSENT ITEMS:

1. **MINUTES**
March 21, 2024 – Regular Meeting
2. **FINANCIAL STATEMENT**
February 2024
3. **ACCOUNTS PAYABLE**
March 2024
4. **ACCOUNTS RECEIVABLE**
April 2024
5. **POP STAT REPORT**
March 2024
6. **FY2023-24 WORK PLAN – 3 QT Update**
Update for Q3 on activities related to the FY2023-24 Work Plan; January through March 2024

Motion 2

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

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

REPORTS:

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

Report on activities of interest to the District.

Director Ross – commented on the Breakfast with the Bunny event, appreciated the great partnership with the Kiwanis Club of Carmicheal.

Director Ives – reported on the Budget Committee’s review of the EE Benefit Committee Findings with a focus on cost estimates for various potential benefit enhancements.

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 –
 - Installed the new drinking fountain and little free library donated by the Kiwanis Club of Carmichael
 - Seasonal herbicide applications continue District wide.
 - Playground fall material was brought up to safe levels at O’Donnell and Patriot’s Parks.
 - All outside park turf has been fertilized by our landscape contractor and watered in by staff.
- Facilities –
 - Working in the KHO, clearing the restrooms for the flooring contractor and started re-installing the toilets and partitions this week.
 - Staff also worked on the new asphalt area outside KHO restoring the painted fire lanes and stripping out walk paths.

Personnel – The RFT and RPT Maintenance positions have been open for a couple of weeks; scheduled 8 candidates for interview.

Projects:

- CP Electronic Reader Board – contractor received the permit from the County and the Boards have been ordered. This project currently looks to be late May or early June for completion.
- LSCC KHO Flooring Project – moving along nicely. The hallway, restrooms, custodial room, and storage room floors are finished, and the new carpet squares are anticipated to be delivered next week. This project should be wrapping up in the next couple of weeks. At which point, staff will work with Recreation and get everything moved back in and ready for Summer Camp
- KHO Asphalt Paving – Completed.
- CP Tennis Court LED Lighting Project moving forward; Contract PO out soon.
- LSCC Roof Coating Project, Phase II – Project will get underway asap.

Recreation Division

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

Events:

- Breakfast with the Bunny
 - Partnered event with Kiwanis Club of Carmichael
 - With the help of our partners at the Carmichael Parks Foundation and Buck Family Automotive
 - Over 300 people attended
 - Great event and everyone left happy and full!
- Concerts in the Park –
 - First concert is Saturday, May 4th from 5:30pm – 7:30pm (Dyana & the Cherry Kings)
 - Marketing is going well –
 - Article in Carmichael Times today
 - Promotion agreement with KZAP
 - Flyers posted at local business with the help of the CID during their business walk
 - Social media efforts will continue throughout this month.
 - Maintenance staff have been working on lighting improvements near the bandshell

Youth Development

- KHO –
 - Currently average 47 children per week compared to 44 children last year
 - Spring Break Camp had 48 children compared to 41 children last year
 - Summer Day Camp Registration started – Voyager Camp (ages 5-8) already ½ full.

Sports

- Adult Sports – Started the Senior Softball League which plays on Thursday using ball fields 3 and 4. About 72 players ages 50+ for women and 75+ for men

Facility Rentals – Increased facility rental revenue by over \$3,000 (totaled over \$17,000) during this reporting period compared to last year

Fun Note – A video staff posted on the district's social media account showing our volunteer's 5-year-old son pulling up the Over Under Initiative soccer goals on the basketball court went viral and has over 75,000 views (almost 40,000 from California, also several thousand from 9 other states and even views from 9 different countries). Our most popular video prior to this topped at 1,200 views.

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

Ingrid Penney, Administrative Services Manager –

Budget/Financial:

- District Recommended Budget for FY2024-25 has been submitted

- Any additional release of Funds associated with the 2022 GO Bonds, Series 2023 have been reinvested into a higher yield account.
 - **Releases to date to cover CIP Program costs:**
 - A-1 (Tax Exempt) Program
52L0 now have \$536,662.14 after County reinvested \$5,108,239.74 to 7/9/2024.
 - A-2 (Taxable) Program
52M0 now have \$998,275.33 after County reinvested \$3,658,604.13 to 7/9/2024.

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

- **Tenants** – Chautauqua: Meeting planned in May to discuss current status and discuss options
- **Service Agreement** – FUA: CLL executed
- **Construction Contracts** – Madsen Roofing; LSCC, Phase II completed

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

- **Benefits** - Management Team reviewed projected costs for various monetary benefits
- **Personnel** – 1st round interviews conducted for the Human Resource Technician. First position recruitment as part of the re-organization plan.

Mike Blondino, District Administrator – Report

- **Skate Park** – Had a great kick-off meeting with Zach Wormhoudt, along with Joyce, Joel, staff and two fundraisers. The survey is currently out for 2 weeks to get public input. First Focus Group meeting is May 7th.
- **District Administrator Recruitment** – We’ve received 2 proposals so far from well-respected firms. Deadline date is April 23rd.
- **Chautauqua Playhouse** – We met with 2 of their representatives; they are struggling financially and have asked for a rent reduction for 6 months to stabilize their finances. We plan to bring you a full report next month.
- **Districtwide Staff Meeting** – We will be having our spring districtwide staff meeting tomorrow with the items that we’ve been working on from the Benefit Committee. We’ve met with the Budget Committee already on the financial impact and plan to meet with the Personnel Committee in the next few weeks and then bring action items to you next month.
- **Look Ahead** – Reviewed with Advisory Board.

ACTION ITEM:

1. FY2023-24 CIP FUNDING FOR BOOSTER PUMPS

PSM Perry made a presentation and recommendation to allocate up to \$152,828 towards the Del Campo Park (\$88,038) and Glancy Oaks Park (\$57,512) Booster Pump Replacement projects, using the \$105,000 originally allocated and up to an additional \$47,828 from the Districtwide Improvement allocation and savings from CP Tennis Courts Improvement to fund the projects; delegate authority to the District Administrator or designee to execute the contracts with Saenz Landscape Construction Company.

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: Ives S: Leavitt – The Advisory Board voted to approve the Staff and Budget Committee recommendation to allocate up to \$152,828 towards the Del Campo Park and Glancy Oaks Park Booster Pump Replacement projects and delegate authority to the District Administrator or designee to execute the contracts with Saenz Landscape Construction, 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

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 –

The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, May 16, 2024, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – The meeting was adjourned at 7:32PM.

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