

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
May 16, 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 6:01 p.m. by Chair Carroll

PLEDGE OF ALLEGIANCE: Pledge led by Chair Carroll

ROLL CALL:

Directors Present: Carroll, Ives, Leavitt, and Levine
Director Absent: 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 –

Bob Kerr – addressed the Advisory Board regarding a skate park for Carmichael Park; expressed appreciation to the Chair Carroll for support of the skate park over many years.

ACTION ITEMS:

1. 2022 BOND SERIES 2023 PROGRAM

Administrator Blondino and Senior Project Manager Hoang made a presentation highlighting the RFQ and RFP process, which culminated into Interviews with the prospective consultants by an ad-hoc committee comprised of Vice Chair Ives and Director Leavitt working with the CRPD Management Team and Cummings Management Group; evaluations were made using pre-determined criteria, which lead to the recommendations to accept the bid proposals responsive to advertised RFPs and award Contracts for Landscape Architectural Design Services; delegate authority to the District Administrator or designee to execute the Contract for the following Parks:

- a. Carmichael Park, located at: 5750 Grant Avenue, Carmichael, CA 95608; Contract #24-0013 to MTW Group, Inc., in an amount not to exceed \$114,925, Design for: Veteran's Memorial Building demolition of existing playground and new playground, Phases I & II of paving upgrades, new outdoor restroom, and converting 2 tennis courts into 6 pickleball courts
- b. La Sierra Community Center, located at 5325 Engle Road, Carmichael, CA 95608; Contract #24-0014 to MTW Group, Inc., in an amount not to exceed \$261,755, Design for: Task #1 – natural turf soccer field, drainage, and irrigation and Task #2 – canopy areas roofing and HVAC Phases I-IV (up to \$358k HVAC Upgrades)
- c. Cardinal Oaks Park, 5292 El Camino Avenue, Carmichael, CA 95608; Contract #24-0015 to Callander Associates Landscape Architecture, Inc. (CALA) in an amount not to exceed \$174,415.50, Design for: demolition and grading of existing play area, new playground, ADA - paths/walkways, drinking fountain, security/pedestrian lighting, and parking Lot
- d. Glancy Oaks Park, located at: 5292 Glancy Oaks Drive, Carmichael, CA 95608; Contract #24-0016 to WDSLA, in an amount not to exceed \$81,635, Design for: demolition and grading of existing play area, new playground, ADA – paths/walkways, and drinking fountain.

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

Motion 1

M: Ives S: Levine – The Advisory Board approved the Staff, Ad-Hoc Committee, and CM recommendations to accept the bid proposals and award Contracts for Landscape Architectural Design Services with MTW Group, Inc. for Carmichael Park and La Sierra Community Center, with Callander Associates Landscape Architecture, Inc. for Cardinal Oaks Park, and with WDSL A for Glancy Oaks Park; delegating authority to the District Administrator or designee to execute the Contracts, as presented.

Unanimous.

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

- 2. LA SIERRA COMMUNITY CENTER LEASE, SUITE 110 – CHAUTAUQUA PLAYHOUSE, INC.** Non-profit, performing arts theatre group, leasing 6,122 sf @ \$0.41/per sf
Current Term: January 1, 2023 to December 31, 2025
Extended Term: 2 -year option, January 1, 2026 to December 31, 2028
Recommendation to approve a request made by Chautauqua for a temporary 50% reduction to the total monthly lease rental amount from \$2,510.02 to \$1,255.01 over the next four to six months.

Warren Harrison and Rodger Hoopman with Chautauqua Playhouse, Inc. addressed the Advisory Board regarding their current financial status and new methods employed to generate ticket sales and save money. ASM Penney presented Staff's support for their request to reduce of the monthly lease rental by 50%. ASM Penney shared about the historical contribution made by Chautauqua in CRPD's acquisition of the La Sierra Community Center through the County of Sacramento and that Chautauqua plays an important role in performing arts within the Carmichael community.

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

Motion 2

M: Levine S: Leavitt – The Advisory Board voted approval of the request made by Chautauqua Playhouse for a 50% reduction of the monthly lease amount over the next four to six months, as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ross

Recused: Directors: None

Vote: 4/0/0/1/0

- 3. CRPD BENEFIT ENHANCEMENTS AND COST PROPOSAL (Blondino/Campbell/Penney)**
Administrator Blondino, Employee Benefit Committee Facilitator Campbell (CRPD Bookkeeper), and ASM Penney made a presentation and recommendations of the EE Benefit Committee, Management, Advisory Board Budget and Personnel Committees to approve various monetary and non-monetary benefit enhancements which include Personnel Policy and Procedure changes, and budget allocations for various employee benefit programs.

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

Motion 3

M: Ives S: Leavitt – The Advisory Board voted to approve the Staff, Budget Committee, and Personnel Committee recommendations for updates and additions to CRPD Employee Benefits, delegating authority to the District Administrator to implement, as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ross

Recused: Directors: None

Vote: 4/0/0/1/0

CONSENT ITEMS:

1. MINUTES

April 18, 2024 – Regular Meeting

2. FINANCIAL STATEMENT

March 2024

3. ACCOUNTS PAYABLE

April 2024

4. ACCOUNTS RECEIVABLE

May 2024

5. POP STAT REPORT

April 2024

6. MOU BETWEEN CRPD AND MORPD

MOU promotes working together on programs and sharing equipment to improve efficiency and create opportunities for cost savings. Term: May 1, 2024 to April 30, 2029

Motion 4

M: Levine S: Leavitt – 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.

Director Ives and Director Leavitt – reported participating with the Interviews of various landscape architects for design services.

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 –
 - Seasonal herbicide applications continue District wide.

- Playground fall material was brought up to safe levels at Cardinal Oaks.
- Goats and Sheep will be arriving soon. While we don't have an exact date, we were told end of May/Early June to start at Jan Park, followed by Sutter/Jensen and finishing at Schweitzer Grove.
- **Facilities –**
 - Staff have been working in the KHO putting everything back after the flooring project was completed, with time to spare for the start of Summer Camp.
 - Staff have also been working ahead of the roofing contractor repairing condensate lines and removing boiler pipes.
 - In anticipation of Taste of Carmichael next week, staff have spread 30 yards of bark in planters around the JSH and LSCC entry to spruce the place up.
- **Personnel –** From the interviews held, a contingent offer for the RFT and RPT positions were made, the RPT started today with New Employee Orientation with the Administrative Services Division. His first full day is tomorrow. The RFT starts next Wednesday with New Employee Orientation. His first day will be Thursday.

Projects:

- CP Electronic Reader Board – The Contractor has received the reader board panels and they are constructing the new cabinet. Work will start June 4 and wrap up the following day. After many years, we will finally have an electronic reader board!!
- CP Tennis Court Lighting Project moving forward – Contract PO is complete. The Contractor has ordered the new lights but, due to long lead-times of 6-8 weeks, the estimated project completion is near the end of August.
- LSCC Roof Coating Project, Phase II – The Contract has been executed and the project got underway this past Monday at the John Smith Hall/Chautauqua, West Boiler Room and Sierra Room 1 & 2. Following these, they will move on to the maintenance shop/Fine Arts Center and finish at the 700 wing.

Recreation Division

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

Events:

- Concert Series
 - First concert was Saturday, May 11 with around 600 people in attendance.
 - Good feedback about the time of the year change.
 - Staff will be putting out a survey in June asking for concert feedback again.
- Added Supervisor Rich Desmond's Office as an Annual Special Event Sponsor at \$5,000

Youth Development

- KHO –
 - Finishing out the school year with Kids Hangout, getting ready to move back into the remodeled room
 - Planning Summer Day Camps and Tiny Tot Summer Programming

Sports

- Youth Sports – Finishing the school year programs and preparing for summer camps as well as planning for next school year.

Facility Rentals – Four rentals this last reporting period at the Garfield House generated close to \$5,000 in rental revenue.

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

Ingrid Penney, Administrative Services Manager – Report

Budget/Financial:

- District Recommended Budget goes before the BOS 6/5 -7

- Nothing new to report on the Bond Funds
52L0 now has \$536,662.14 with County Treasury reinvesting \$5,108,239.74 to 7/9/2024.
52M0 now has \$998,275.33 with County Treasury reinvesting \$3,658,604.13 to 7/9/2024.
- Audit submitted to County DOF, Isom Group, and S & P.
- LSCC 800Wing Property Loss Claim – Administrator Blondino, PSM Perry, and I met with the Claims Adjusters to discuss the property loss amount incurred by CRPD. There are some items under review, assumptions made by the Adjusters of repair vs betterment; County administrative charges. CRPD clarified some misunderstandings. The Adjusters will go back to review their calculations which may or not favor the CRPD. This may not be resolved before fiscal year end and may roll into next year. Quimby/In-lieu fees may be used in conjunction with the general fund.

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

- **Tenants** – Sacramento Fine Arts Center – New lease due in December 2025. Meeting planned for July 16 to begin discussions.
- **Service Agreement** – Negotiating the Temporary Staffing Agency Contract
- **Contract POs** – Drafts prepared for Site Surveying Services (3) – Carmichael Park, La Sierra Community Center, Cardinal Oaks/Glancy Oaks
- **Landscape Design Contracts** – Draft Contracts prepared.

HR: Administrative support for personnel matters - including EDD TD claims/integration; recruitment support for the RPT and PFT Park Maintenance Worker positions and Seasonal Rec Coordinator position for one of the summer camps (screening, new EE orientation, setting up the employee files); and numerous new seasonal summer camp recreation leaders (screening). Orientation for the seasonal summer camp recreation leaders will be held on 5/29.

- **Personnel** – New Human Resources Technician starts on 5/22; recruitment for the HR Section Manager will begin next Friday, 5/24
- **Training** – CAPRI hosted a Webinar with Sedwick, our Workers Compensation Claims Adjusters on the topic of “WCOMP: The Essentials;” they discussed updates to claims handling and rolled out new forms. I have already uploaded the forms to BambooHR and used the information at New EE Orientation today. MB, AL, TC, and I attended.
- **BambooHR** – hosting the 10th Annual Virtual Summit next week on 5/22; covering the latest HR and business strategies. Some Topics: AI in the workplace, Burnout; Diversity/Leadership development; Successful Onboarding; Boost Retention; Roll out new HR Programs, Staff development instead of big steps, focusing on changing small habits and more.

Mike Blondino, District Administrator – Report

- **Skate Park** – The first Focus Group meeting took place on May 7. Overall, the feedback was good, and it gives Zach and his team something to start work on. Next Focus Group meeting will be June 11.
- **District Administrator Recruitment** – – Kick-off meeting on-line is set for Monday, May 20th with Stephanie Dietz from Bob Murray and Associates. Vice-Chair Ives and Director Levine will be attending.
- **Sharon Ruffner Plaza** – The Sharon Ruffner Ad Hoc Committee will be a meeting next Tuesday (via Zoom) where Bob Ruffner will be presenting the concept for the temporary sign and cost.
- **Look Ahead** – Reviewed with Advisory Board.

ACTION ITEMS (cont.):

4. RECRUITMENT SERVICES – CONTRACT #24-0007

Administrator Blondino made a presentation and recommendation to accept the bid proposal responsive to RFP dated April 2, 2024 for the District Administrator Recruitment Services and award Contract #24-0007 to GVP Ventures Inc., dba Bob Murray and Associates, in an amount not to exceed \$30,000; 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 5

M: Levine S: Ives – The Advisory Board voted to approve the Staff and Ad-Hoc Committee recommendation to accept the bid proposal responsive to the RFP, awarding Contract #24-0007 to GVP Ventures, Inc. dba Bob Murray and Associates, in an amount not to exceed \$30,000 for the District Administrator Recruitment Services; delegate authority to the District Administrator or designee to execute the Contract, as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Ross

Recused: Directors: None

Vote: 4/0/0/1/0

PRESENTATION ITEM

1. BOND FUND DISCUSSION

The interviews with Landscape Architects went well. We appreciate Vice-Chair Ives and Director Leavitt for being part of the process.

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, June 20, 2024, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – The meeting was adjourned at 8:22PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

CHRIS IVES
VICE CHAIR OF THE BOARD

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