

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 1, 2025 SPECIAL MEETING**

Directors: Ives, Leavitt, Levine, Mattos, and Ross

CALL TO ORDER: The special meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 9:00 a.m. by Chair Ives.

ROLL CALL:

Directors Present: Ives, Leavitt, Levine, Mattos, and Ross
Staff Present: Yankee, Lemcke, Lofthus, Penney, and Perry

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED ON THIS AGENDA ONLY.

1. DISTRICT HIGHLIGHTS

Each Division shared highlights of activities over the past year.

PSM Perry – highlighted activities:

- Park Updates and Upgrades –
 - Carmichael Park: new electronic reader board and LED lighting for the tennis courts
 - Sutter-Jensen Community Park: new post & cable barrier surrounding the parking lot and parking lot grade & fill
 - Del Campo and Glancy Oaks Parks: new booster pumps

RSM Lofthus – highlighted program and revenue growth:

- Personnel
 - Vacancies and Promotions
 - Erin Moreno, Recreation Supervisor – promoted in September
 - Jennifer Weiher, Recreation Coordinator – promoted/reclassified
 - Recreation Specialist – vacant
 - One-Year Anniversaries
 - Tyler Tulowitzki – October
 - Brooke De Los Santos – December
- CivicRec Recreation Management Software (Project coordination between Recreation & Administration)
 - Contract
 - Kick off meeting
 - Building new system
 - New credit card processing system and equipment
 - Residency Import
 - Facility Rental Exportation
 - Testing
 - Training
- Youth Development Highlight
 - Program growth between FY2016-17(avg 48) to FY 2024-25 (avg 59)
 - Program average weekly registration is the highest in the history of the program
 - Not only recovery from the pandemic but surpassing previous years
- Partnerships and Sponsorships
 - Partnerships
 - Carmichael Parks Foundation – STEM Class at Barrett Middle School (24 students)
 - Carmichael Chamber – MVP Sponsor and Partner of Fall Concerts in the Park Series
 - Kiwanis Club of Carmichael – Kids Activities at Founders Day and Tree Lighting
 - CA Montessori Project (Carmichael Campus) – expanded sports offerings collaboration
 - Sponsorships – 2025 Annual Special Event Sponsors (secured)
 - Diamond – Buck Family Automotive (\$10,000)
 - Gold – Carmichael Parks Foundation (\$7,500)
 - Silver – Supervisor Desmond's Office (\$5,000)
 - Silver – Kiwanis Club of Carmichael (\$5,000)

ASM Penney – introduced the team; provided an overview of activities:

- Budget and Finance: Budget submission and financial transactions volume/processed
- Contracts/Agreements prepared:
 - Construction/Improvement Projects – General Fund and Bond Fund projects
 - 2022 Bond CIP Program – landscape architects, engineering, geotechnical, title companies, and cooperative purchasing groups.
 - Service Agreements – design, special events/programs, security, and landscape maintenance
 - New software – recreation management software and human resources (upgrade)
 - Facility Use Agreements – youth sports organizations
 - Tenant Leases
- Insurance Program Administration: Property/Liability and other coverages.

HRSM Lemcke – provided an overview of activities:

- Benefits Committee
 - EAP & expanded holidays
 - Voluntary potluck gatherings
 - Onboarding & team welcome
- HR Section Revised & Hired
 - Updating Policies & Procedures
 - Improved access to HR by Staff
- New District Administrator
- Fun Facts:
 - Employee Headcount, division and classification breakdown, and demographics

2. FY2024-25 MID-YEAR BUDGET STATUS OVERVIEW

ASM Penney presented a high-level overview of current budget status. General Fund: Revenues projections on target/showing recovery; expenditures below the run rate of 50%. The carry over fund balance will see slight growth. 2022 Bond Series 2023 Budget Activity/Status to date.

3. CUMMING GROUP PRESENTATION

Huy Hoang, Senior Project Manager with the Cumming Management Group provided a Measure G Bond Program overview, which included:

- Overview of the Program Team
- Measure G Bond Program – \$31.9M T Overview and Series breakdowns
- Budget and Scope Review – \$31.9M T
 - Cost by Park Breakdown
 - Budget validations, adjustments, and budget & scope verification
- Projected Remaining Projects for Series 2025 and Series III
- Master Schedule Review
 - Planning
 - Design
 - Construction
 - Series 2023 Timeline: Start: 4/2024 Projected Finish: 10/2025
 - Series 2025 Timeline: Projected Start: 3/2025 Projected Finish: 3/2027
 - Series III Timeline: Projected Issuance 2027 at the earliest
- Next Steps Series 2023
 - Permitting
 - Procurement discussions
 - Bidding outreach
 - Preparation for construction
 - Site survey proposals for Series 2025
 - Discussions of designer outreach for Series 2025

Discussion and consensus with the Advisory Board to support for stacking projects for efficiency of scale; proposed projects for Series 2025.

BREAK (10:30 – 10:45)

4. BOND SERIES II ISSUANCE

ASM Penney – Shared the components and timeline for Series II issuance for April 2025. Presentation included the proposed projects to be funded through Series 2025; Issuance Size analysis and preliminary Financing Schedule prepared by Isom Advisors.

5. STAFF AND ADVISORY BOARD ROLES and RESPONSIBILITIES

Chair Ives and Administrator Yankee presented information gleaned from a recent Webinar hosted by CAPRI regarding the role and responsibilities of the Advisory Board and Staff –

- Regulated at the Public Resources Code
 - Advisory Board as policymaker
 - District Administrator as manager of operations and personnel oversight to fulfill the vision and policy direction of the Advisory Board
 - District mission PRC § 5780 (b); Powers PRC §§ 5786 and 5786.1; Policy development PRC § 5784
- Brown Act requirements and exceptions under Government Code § 54950 et seq.; related protocols,
 - Parliamentary procedures (Robert’s Rules of Order)
 - Emails
 - Agenda posting requirements
 - Public rights (attendance, testifying, & record requests)
 - Response to public comments on non-agenda items/time limits/disruptive speech
 - Closed sessions
 - Penalties and Remedies for violating the Brown Act
 - Criminal Penalties – Misdemeanor
 - Civil Remedies – Injunctive relief, mandamus, declaratory relief, and void
 - Notice & Demand for cure – attorneys fees against the agency
 - Void Actions taken at the Advisory Board Meeting

6. FUTURE DIRECTION FOR CRPD

- Strategic Plan – last plan dated 1998
- Staffing Assessment
- Contractors

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, February 20, 2025, at 6:00 pm, Hybrid Meeting location at Carmichael Park Clubhouse #2, 5750 Grant Avenue, Carmichael, CA 95608.

ADJOURNMENT – The meeting was adjourned at 12:13 PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

CHRIS IVES
CHAIR OF THE BOARD

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