

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
APRIL 21, 2016 REGULAR MEETING**

Directors: Arredondo-Carroll, Borman, Dax-Conroy, Rockenstein, and Younger

CALL TO ORDER: The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:08 p.m. by Chairman Rockenstein.

ROLL CALL:

Directors Present: Arredondo-Carroll, Borman, Dax-Conroy, and Younger
Directors Absent: Rockenstein
Staff Present: Smith, Kerth, Maddison, and Penney

PLEDGE OF ALLEGIANCE – Boy Scout Troop #55 led the Pledge of Allegiance

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

Pam Pinkston – observation and inquiry made re: the March 17, 2016 Minutes – omission of questions asked on Action #2.

Penny Hanscom – question regarding procedure for inclusion of questions or comments in the minutes.

ASM Penney indicated that the Advisory Board Minutes represent an action summary and that there is no requirement to include verbatim remarks and questions. An exception applies to public hearings which would include a summary of comments and/or questions.

CONSENT ITEMS:

1. **MINUTES**
March 17, 2016 – Regular Meeting
2. **FINANCIAL STATEMENT**
February 2016
3. **ACCOUNTS PAYABLE**
March 2016
4. **ACCOUNTS RECEIVABLE**
April 2016

Motion 1

M: Borman S: Younger – The Advisory Board voted to approve Consent Items #1, 3, and 4, as presented. **Vote: Unanimous of those present. Absent: Director Rockenstein 4/0/0/1/0**

RE: Consent Item 2 – Director Borman had a question about the percentage spent on the G/L account, Medical Services. ASM Penney replied that at the time the budget was finalized, the account was only used for post offer pre-employment physicals through the County. Costs for the same through a local provider were charged to the Recreation Services account. Now all post offer pre-employment physicals, TB, and drug/alcohol screening are posted to this account whether by the County contract or local provider. Staff will make appropriate changes to the FY2016-17 budget.

Motion 2

M: Younger S: Conroy – The Advisory Board voted to approve Consent Items #2, as presented. Vote: Unanimous of those present. Absent: Director Rockenstein 4/0/0/1/0

NEWSPAPER ARTICLES:

Carmichael Times –

March 11, 2016: *Carmichael Community Update by County Supervisor Susan Peters; Announcement & Events: Indoor Pickleball Tournament*

March 18, 2016: *Egg Hunt*

March 25, 2016: *Egg Hunt; Announcement & Events: Mosaic Design; and Spanish Exposure Workshop*

April 1, 2016: *Easter Egg Hunters are Pretty in Pink; Announcement & Events: Register for Summer Day Camps*

April 8, 2016: *Antiques Bubbles & Brunch: Carmichael Parks Foundation*

April 15, 2016: *Something Old, Somewhere New; Antiques Bubbles & Brunch: Carmichael Parks Foundation*

February 12, 2016: *Announcement & Events: Kids Hangout President's Week Camp; Babysitting Safety Class*

February 19, 2016: *Announcement & Events: Egg Hunt*

February 26, 2016: *Carmichael Community Update by County Supervisor Susan Peters; Announcement & Events: Indoor Pickleball Tournament*

March 4, 2016: *Announcement & Events: Indoor Pickleball Tournament; Egg Hunt*

SPECIAL PRESENTATIONS:

California Montessori Project – Carmichael School (Julie Miller, Principal)

Presentation included a PowerPoint report on the Montessori teaching method, history and update of the activities of CMP and the tuition free, WASC and AMS accredited public charter school, Carmichael School which serves 653 students. Their partners include the San Juan Unified School District, Carmichael RPD, Carmichael Creek Neighborhood Association, Carmichael Chamber, and Kiwanis.

REPORTS:

1. ADVISORY BOARD MEMBERS REPORTS

Director Conroy commented on the Food Trucks and a recent Farmers Market outing; she noticed so many enjoying the park at the softball fields, the Dog Park, and group picnic area that there was no additional parking available. She reminded everyone about the upcoming fundraiser, Antiques Bubbles and Brunch.

Director Carroll reported on the Creek Week Celebration held in Carmichael Park; so many came despite the rain.

2. STAFF REPORTS

Staff reported on current District operations, projects and events.

Recreation Division

Tracy Kerth, Recreation Services Manger – provided division highlights.

Events:

- Creek Week – Clean-up activities took place at Jan, Patriots, O'Donnell Heritage, and Carmichael Parks. We hosted the Celebration wrap-up.
- Concert solicitation continues – To date pledges and/or contributions have been received from Emigh Hardware, Honorable Susan Peters, Senator Jim Nielsen, Carmichael Creek Neighborhood Association, Kiwanis, Chamber, and SMUD.

- July 4th planning has started.
- Park, Rec & Eat It – May 5, plans to move back out to the grass area
- Foundation Fundraiser, Antiques Bubbles and Brunch – Staff assisting with event program design and layout.

Programs:

- Summer Day Camp:
Registration started in April
Scheduling Field Trips and Pool Trips
Hiring Staff – Group interview this week
Ordering and preparing supplies
- KHO – Had 48 kids attend our Spring Break Camp (March 21st – 25th)
- Tiny Tots – Full for current session 15 and 14
- Pickleball:
First tournament March 30 – April 1 well attended 126 (33 teams, 66 players, and 60 spectators)
Added a Friday evening class (6 – 9 PM – ending May 13)
- Spring Leagues for Volleyball, Basketball, and Softball started.

Marketing/Promotions: Facebook – 1,178 followers; Twitter – 339 followers;

Instagram–215 followers

Media release & Carmichael Times

Promoting Youth Scholarship Fund in all printed materials

Promoting Event facility space

Facilities/Rentals:

- New hire for Building & Event Monitor in process.
- Reviewing Bloodborne Pathogens policy with staff at monthly meeting.
- Planting season has started in the Sutter Community Garden.

Park & Facility Services Division

Keith Maddison, Park Services Manger – provided division highlights on park and facility maintenance services performed during the reporting period.

La Sierra Community Center

Gymnasiums Backstop Conversion and Inspection: Staff completed electrical and new cabling associated with the project. The contractor scheduled to complete motor conversion and inspections during the week of May 16th through May 20th.

Villareal Gymnasium Roof Replacement: Staff has completed the tear off and installed the new plywood sheeting. The new metal roof contract portion of this project will commence next week.

Gymnasium Floors Replacement Project: The design phase is complete. The project bid advertisement was posted on April 19th. The mandatory pre-bid walkthrough is scheduled for May 4th. Bids close at 1PM on May 10th. We are on schedule with this project.

Sewer Renovation Project: The design phase is complete. The project bid advertisement was posted on April 19th. The mandatory pre-bid walkthrough is scheduled for May 6th. Bids close at 1PM on May 11th. We are on schedule with this project.

Carmichael Park

Ballfield 2 Bleachers and Backstop: Staff replaced and painted lumber on the bleachers and the backstop.

Ballfield 3 Backstop: Staff replaced and painted lumber on the backstop.

New Ballfield Signs: Staff installed new rules signs on all the softball fields at the Park.

Del Campo Park

Water Main Backflow Replacement: Staff replaced the 4" water main backflow prevention device.

Graffiti: Staff removed extensive graffiti at the park.

Jensen Botanical Gardens

Irrigation Modification and Repair: Staff installed 18 new irrigation heads to improve coverage in an area that the volunteer group is restoring. Staff also made other repairs to the system.

District Wide

Sheriffs Work Program: Received the services of four buses during this reporting period. The labor used for park cleanup at Jensen Gardens and Sutter Park.

Irrigation Systems Power-up: Staff has begun the power-up of systems throughout the district.

Administrative Services Division

Ingrid Penney, Administrative Services Manager – Provided highlights which were in addition to routine work, as follows:

Budget – FY2016-17 Preliminary Budget submitted to the County Calendar for FY 2016-17:

- June 14-16 – Preliminary Budget Hearing with Sacramento County Board of Supervisors
- July 21 – Proposed Final Budget to Advisory Board
- July 22 – Period 13 Closes – Fund Balance Available
- August 18 – Ratification of Final Budget Adjustments
- September 7-8 – Final Budget Hearing with Sacramento County Board of Supervisors

LSCC Cell Tower – Board of Supervisors approved sale of Lease to Landmark; the District has received wired funds of \$383,041.92, in addition to \$28,755.68 (annual lease)

Audit of Financial Statements for fiscal years ending June 30, 2014 and 2015 – Fieldwork completed; additional follow-up review and reports (analytic and MD & A).

CAPRI Workshop – We hosted the workshop, an introduction of a new Medical Provider Network for the workers comp program. Benefit – streamline treatment process and reduce costs.

Antiques Bubbles and Brunch – Staff providing support for the upcoming event; tickets available online and/or at our District Office. Net proceeds to benefit the District Youth Scholarship Fund and park beautification projects.

District Administrator

Administrator Smith – Reported on the following items:

Water Conservation Management Plan – Report update will be provided at either the May or June meeting.

Consolidation Feasibility Study – Consultant hired by the County is tentatively scheduled to make a presentation of the study on the feasibility of consolidating the Carmichael and Mission Oaks RPDs in May.

ACTION ITEMS:

1. PROPERTY BUSINESS IMPROVEMENT DISTRICT (P-BID) (Smith)

Director Conroy recused herself, leaving the meeting room due to a potential conflict of interest. She is on the steering committee for the P-Bid.

Administrator Smith provided an overview of request for District support of a petition for the formation of a P-BID. Gary Hursh and Brooks Erickson, members of the steering committee provided information, purpose and benefits of the P-BID, and process. Following discussion, questions, and comments from Advisory Board Members and the public the following motion was made.

Motion 3

M: Younger S: Borman – The Advisory Board voted to support a petition for the formation of the Carmichael Improvement District (P-BID).

Vote:

Ayes: Directors: Carroll, Borman, and Younger

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Rockenstein

Recused: Directors: Conroy

Vote: 3/0/0/1/1

FOR THE RECORD: Director Conroy returned to the meeting following the action item.

PRESENTATION ITEMS:

1. RECREATION ACTIVITY REPORT (Kerth)

Review of programs and activities from October 2015 through March 2016.

Proposed: Receive and file report.

NEW BUSINESS: None

UPCOMING EVENTS:

1. Koobs Nature Area – Earth Day Grand Opening, April 23, 10AM, La Sierra Community Center
2. Antiques, Bubbles, and Brunch – CRPD Foundation Spring Fundraiser to benefit the Youth Scholarship Fund and beautification projects, May 1, 11AM – 4PM, Milagro Centre
3. Park Rec & Eat It Monthly Food Truck Event – Thursday, May 5, 5-8PM, Carmichael Park.
4. Taste of Carmichael – May 13, 5:30-8:30PM, La Sierra Community Center, John Smith Hall.
5. The 36th Annual Cactus & Succulent Show and Sale – May 21, 9AM-4PM and May 22, 10AM-3PM, Carmichael Park Clubhouse.

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, April 21, 2016, at 6:00 p.m., Community Clubhouse #2 at Carmichael Park

RECESS TO CLOSED SESSION - DEFERRED TO A FUTURE MEETING

1. PUBLIC EMPLOYMENT

District Administrator

Pursuant to California Government Code §54957

ADJOURNMENT – The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

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