

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JUNE 15, 2017 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 6:00 p.m. by Chairman Rockenstein.

**ROLL CALL:**

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

**PLEDGE OF ALLEGIANCE** – Chairman Rockenstein led the pledge.

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT SCHEDULED ON THIS AGENDA ONLY. – NONE**

**CONSENT ITEMS:**

1. **MINUTES**  
May 25, 2017– Regular Meeting
2. **FINANCIAL STATEMENT**  
April 2017
3. **ACCOUNTS PAYABLE**  
May 2017
4. **ACCOUNTS RECEIVABLE**  
June 2017

**Motion 1**

**M: Younger S: Borman** – The Advisory Board voted to approve the Consent Items, as presented.

**Vote: Unanimous of those present. Absent: Director Borman 4/0/0/1/0**

**NEWSPAPER ARTICLES:**

***Arden-Carmichael News*** –

**May 26, 2017:** *A Special Mother's Day Tea held at Carmichael Park; What's Happening Arden-Carmichael? – Carmichael Park Community Band Festival, Concerts in the Park*

***Carmichael Times*** –

**May 26, 2017:** *Farmers Market, Chef Meet & Eat (6/11), Body, Soul, Mind & Spirit Fair (7/9); Park, Rec & Eat It (6/1)*

**June 2, 2017:** *Farmers Market, Chef Meet & Eat, Body, Soul, Mind & Spirit Fair; Concerts in the Park (June)*

**June 9, 2017:** *Festival Hosts Young and Old; Concerts in the Park (June)*

**REPORTS:**

**1. ADVISORY BOARD MEMBERS REPORTS**

Director Conroy updated information on the planning for Dinner in Park: A Carmichael Gourmet Affair planned for 9/30 at Sutter-Jensen. As liaison to CPID, she reported on work to obtain proposals for their maintenance and security contracts. She advised on the status of the SMUD Shine Grant, a matching program, and discussions to possibly apply for lighting the path from Jensen to Sutter.

Director Younger reported that the Facilities Committee met to review the Senior Softball program.

Director Carroll shared that recently she overheard people talking about Sutter Jensen Community Park, commenting on how pretty and nice the park is.

## 2. **STAFF REPORTS**

Staff reported on a few current District operations, projects and events.

### **Recreation Division**

Alaina Lofthus, Recreation Supervisor – reported on division highlights. She reported that Sharlene has returned from leave.

#### **Events:**

- Summer Concert Series – Season has started; participants have provided great feedback
- July 4<sup>th</sup> Celebration – Final Planning underway
- Founders Day, September 30 – Planning continues

#### **Youth Development:**

- Summer Camp:
  - 126 children participated in Week 1
  - Increase of 12 campers from last year
  - 17 Teens – new program
- Tiny Tots:
  - Graduation held on June 7<sup>th</sup> in the newly remodeling John Smith Community Hall.
  - Recruitment/Hire of a new Tiny Tot Instructor planned for this summer
- Bridges After School Program
  - Recruitment/ Hire of a new Recreation Coordinator for the program planned

#### **Sports:**

- Youth Recreation Sports –
  - Offering 9 sports camps this summer
  - New youth volleyball camp starting next week
- Adult Sports –
  - Summer leagues – preparing to start next week
  - Pickleball – summer hour's adjustment to beat the heat and accommodate Summer Day Camps: 8 – 11 AM looking well.

#### **Chamber of Commerce, Best of...**

The District was awarded the Best of Entertainment and the Best Community Center.

### **Maintenance Division**

Keith Maddison, Park Services Manager – reported on division highlights

#### **La Sierra Community Center:**

- Montessori Children's School: Repaired electrical system and corrected a tripping hazard in the play area.
- Water Heater: Staff replaced the water heater in the 300 Wing custodial closet.
- Ice Machine: Staff repaired the unit in the Cypress Room.
- Irrigation Repairs: Staff repaired a water main; made numerous repairs and adjustments to systems throughout the community center.
- HVAC Repair: Staff repaired a HVAC unit on Suite 435.

#### **Carmichael Park**

- Tennis Court Lighting: Staff replaced circuit breakers in one of the tennis court lighting panels. A lighting company replaced five burned out lights on the courts.
- Clubhouse Kitchen: Staff replaced the garbage disposal and trap assembly in the clubhouse kitchen.

- Clubhouse Electrical: Staff made repairs and improvements to electrical systems in the clubhouse and kitchen.
- Irrigation Repair: Staff made numerous repairs throughout the park.

#### **Cardinal Oaks Park**

- Irrigation Repair: Staff made numerous irrigation repairs and adjustments on the site.

#### **Del Campo Park**

- Graffiti: Staff removed graffiti from the restroom and play equipment.
- Irrigation repair: Staff made numerous irrigation repairs and adjustments at the site.

#### **Jan Park**

- Irrigation Repairs: Staff replaced an irrigation valve.

#### **Jensen Botanical Garden**

- Water Main Installation: Staff is in the process of installing a new potable water main through Jensen Gardens to service the Garfield and Sutter properties. When this work is completed it will bring the back properties up to current codes by separating all irrigation systems and potable water systems.

#### **Schweitzer Grove Nature Area**

- Staff returned to the nature area and mowed the every possible space that the equipment can access. The amount of dead trees and fuel in the grove has increased the fire hazard.

#### **District Wide**

- Herbicide Application: Staff performed herbicide applications at Carmichael Park, Jan Park, La Sierra Community Center, O'Donnell Heritage Park, Patriot's Park and Schweitzer Grove Nature Area.
- Sheriff's Work Program: No services were received.

#### **Administration Services Division**

Stephanie Young, Administrative Analyst – reported on current projects and task list

- SMUD Shine Grant – Status report.
- John Smith Community Hallway Renovation – Project planning

Ingrid Penney, Administrative Services Manager – reported on division highlights

- FY2017-18 Budget – Preliminary Budget hearings held this week. Appropriation authority will be made before June 30 which will permit expenditures from July 1 until the final budget is adopted in September. The final budget will come to the Advisory Board at the July Regular Meeting.
- Staff preparing year end work to close the financial records for FY2016-17. This process will be completed by July 21 with intermediary deadlines along the way. Final reports will be available from the County by the end of July.
- Staff has been very busy with registration and deposits for the summer programs. That day, we transferred over \$300K for May receipts; \$107K for recreation programs, representing a 28% increase over last year; \$194K for tenants/daily rentals.

Tarry Smith, District Administrator –:

- Congratulated the Advisory Board and District Staff for the Carmichael Chamber of Commerce, Best of Entertainment and Best Community Center Awards.

#### **ACTION ITEMS:**

##### **1. SERVICE CONTRACT AWARDS – Contract #s 17-100001 and 17-200002**

Administrator Smith provided background and made a recommendation to enter into contract for janitorial and landscape maintenance services (Items 1a and 1b); requested delegation authority to execute the agreements and to expend the funds.

**a. Janitorial Services Contract – Contract #17-10001**

Administrator Smith recommended that the District enter into contract with Tee Janitorial & Maintenance for janitorial services in the amount of \$95,808.48, with an additional \$22,000 (\$12,000 for reimbursable supplies and \$10,000 for contingency for authorized requests made for services outside of the scope of work).

**b. Landscape Maintenance Services Contract – Contract #17-20002**

Administrator Smith recommended that the District enter into contract with New Image Landscape Company for landscape maintenance services in the amount of \$91,836.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments, the following motion was made:

**Motion 2**

**M: Conroy S: Younger – The Advisory Board voted to approve the staff recommendation to award the contracts, as follows:**

**Enter into contract with Tee Janitorial & Maintenance for janitorial services in the amount of \$95,808.48, with an additional \$22,000 (\$12,000 for reimbursable supplies and \$10,000 for contingency for authorized requests made for services outside of the scope of work); Enter into contract with New Image Landscape Company for landscape maintenance services in the amount of \$91,836; authorize the District Administrator to execute the agreements and expend the funds. Unanimous of those present.**

**Vote:**

**Ayes: Directors: Carroll, Younger, Conroy, and Rockenstein**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Borman**

**Recused: Directors: None**

**Vote: 4/0/0/1/0**

**2. ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS**

Recommendation made to elect officers - Chairman, Vice Chairman, and Secretary and new committee assignments for FY 2017-18.

**For Chairman:**

**Motion 3**

**M: Carroll S: Conroy – The Advisory Board nominated and voted to elect Rockenstein to continue as Chairman for FY2017-18. Unanimous of those present.**

**Abstained: Director Rockenstein Absent: Director Borman**

**Vote: 3/0/1/1/0**

**For Vice Chairman:**

**Motion 4**

**M: Carroll S: Younger – The Advisory Board nominated and voted to elect Conroy to serve as Vice Chairman for FY2017-18. Unanimous of those present.**

**Absent: Director Borman**

**Vote: 4/0/0/1/0**

**For Secretary:**

**Motion 5**

**M: Younger S: Rockenstein – The Advisory Board nominated and voted to elect Carroll to serve as Secretary for FY2017-18. Unanimous of those present.**

**Abstained: Director Carroll Absent: Director Borman**

**Vote: 3/0/1/1/0**

**For Standing Committees:**

**Motion 6**

**M: Younger S: Carroll – The Advisory Board voted to appoint the standing committee assignments, as follows:**

**Facility: Director Carroll, Chair, Director Conroy, Member**

**Personnel: Director Borman, Chair, Director Younger, Member**

**Budget: Director Conroy, Chair, Director Carroll, Member**

**Policy and Programs: Director Younger, Chair, Director Rockenstein, Member**

**Carmichael RPD Foundation Liaisons: Directors: Conroy and Borman**

**CID Liaison: Director Conroy**

**Unanimous of those present.**

**Absent: Director Borman**

**Vote: 4/0/0/1/0**

**UPCOMING EVENTS:**

***Food:***

- 1. Weekly Farmers Market** – Sundays from 9AM –2PM at Carmichael Park
- 2. Park Rec & Eat It Monthly Food Truck Event** – Thursday, July 6, 5 –8PM, at Carmichael Park

***Community Events:***

- 3. Carmichael's Fourth of July, Gala Parade and Fireworks Show** – Tuesday, July 4th – Pancake Breakfast 7-11AM Carmichael Park Clubhouse; 59<sup>th</sup> Annual Elk's Club Parade 10:30 AM along Fair Oaks Blvd.; Fireworks at 7:00pm at La Sierra Community Center
- 4. Movies in the Park** – Friday, 7/14 at 6 PM at Carmichael Park, "Finding Dory"
- 5. Kids Carnival Night** – Thursday 7/20 at 6:15 – 8:15 PM at La Sierra Community Center

***Music:***

- 6. Concerts in the Park** held in Carmichael Park – Saturdays 6:30 –8:30PM: 6/24 Jax Hammer Band, 7/8 Dennis Johnson & the Mississippi Ramblers, and 7/15 Jackson Stone Band; Sundays 5 –7PM; 6/25 Swingmasters, 7/9 Carmichael Kiwanis Swing Band.

***Camps/Day Trips/Reading Program:***

- 7. Summer Day Camps (Voyager, Explorer, Teen Camps)** weekly sessions started at La Sierra Community Center: June 12 – August 8, 7AM –12:30PM or 12:30 –6PM for part time; 7AM –6PM for full time
- 8. Mad Science Summer Camps** M – F, 9AM – 12PM at La Sierra Community Center: **2) Radical Robots: New Robot in 2017** held 7/10 – 7/14; **3) Flight Academy** held 7/24-7/28
- 9. Summer Basketball Skills Camps**, M – F at La Sierra Community Center: **Ages 5-7**, July 10 – 14, 9-10:30 AM; **Ages 8-12**, July 17 – 21, 9AM – 12PM
- 10. Summer Day Trips – Ages 5 to 12**, Meet at La Sierra Community Center: **Six Flags Discovery Kingdom**, Wednesday, July 12, 8:15 AM – 6 PM; **Sunsplash**, Wednesday, July 26, 9:30 AM – 6 PM
- 11. Summer Reading Program** begins the week of July 17 at the Carmichael Park Clubhouse. Sessions held different times and days of the week by Program Level.

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

The next regular meeting of the Advisory Board is scheduled for Thursday, July 20, 2017 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**RECESS TO CLOSED SESSION**

- 1. **PUBLIC EMPLOYMENT**  
District Administrator  
Pursuant to California Government Code §54957

**RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT**

**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