

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JANUARY 17, 2019 REGULAR MEETING**

**Directors: Arredondo-Carroll, Borman, Dax-Conroy, Harrison, Judd, and Rockenstein**

**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, Harrison, Judd, and Rockenstein  
Staff Present: Lofthus, Maddison, Penney, and Young

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

**OATH OF OFFICE:** Jack Harrison took the oath office as the new appointment to the Advisory Board.

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

**CONSENT ITEMS:**

- 1. MINUTES**  
November 15, 2018 – Regular Meeting  
December 13, 2018 – Special Meeting
- 2. FINANCIAL STATEMENT**  
October 2018  
November 2018
- 3. ACCOUNTS PAYABLE**  
November 2018  
December 2018
- 4. ACCOUNTS RECEIVABLE**  
December 2018  
January 2019

**Motion 1**

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

**Vote: Unanimous of those present. 5/0/0/0**

**NEWSPAPER ARTICLES:**

***Carmichael Times* –**

**November 9, 2018:** *Deputy Robert French Added to Wall of Honor; Veterans Day Honor and Remember; & January 11, 2019: Voted Best Community Center*

**November 16, 23, & 30, 2018:** *Annual Tree Lighting*

**December 7, 2018:** *Kids Night Out/Winter Wonderland*

**December 14, 2018:** *Santa Claus Comes to Town; Winter Break Kids Hangout Camps*

**December 21, 28, 2018 & January 4, 2019:** *Pee Wee Basketball*

**REPORTS:**

**1.\* ADVISORY BOARD MEMBER REPORTS**

Directors reported on activities of interest to the District, as follows:

- Chairman Rockenstein reported on a school project assigned to his children – a report on Sutter Jensen Community Park; volunteers from the Friends of Jensen Garden assisted.
- Director Conroy reported activities of the Carmichael Parks Foundation; planning for upcoming Dinner in the Park 2019.
- Director Harrison reported on a joint design project funded by the Carmichael Kiwanis Club and the Carmichael Parks Foundation for a new entry to the La Sierra Community Center.

**2.\* STAFF REPORT (Smith, Lofthus, Maddison, Penney and Young)**

Staff reported on current District operations, projects, and events, as follows:

## **Recreation Division**

*Alaina Lofthus, Recreation Services Manager – reported on division highlights; report was brief as recreation activity highlights were covered under the Presentation Items.*

### **District Website/Social Media –**

- District Website – Special Events Calendar updated with event dates
- Social Media efforts paused between August through December due to staff turnover in key positions; New staff has been trained and will relaunch this effort

**Park Rec & Eat It** – Monthly food truck events suspended for January or February, due to weather; program resumes in March

**Activity Guide** – Staff preparing the first draft of the Spring/Summer Activity Guide; online release date: March 1 and hard copies mailed out within the two weeks that follow.

## **Maintenance Division**

*Keith Maddison, Park Services Manager – reported on division highlights*

### **La Sierra Community Center –**

- HVAC Repair: Staff performed the following HVAC repairs.
  - Staff replaced condensate lines on units in Suites 270 and 330.
  - Staff installed a new conduit and relocated the thermostat in California Montessori Project office.
  - Staff replaced a service disconnect on the unit in Suite 330.
  - Staff replaced a control board on a heating unit in the Sacramento Fine Arts Center.
  - Staff replaced a control board on the heating unit in Suite 625
- Roof Repairs: Staff applied roof coating material on Suite 345, patched leaks on the Sacramento Fine Arts Center, Johnson Gymnasium, Suites 250, 335, 445,635, and 700 Wing East.
- Gas line repair: Staff replaced a six foot section of 4” underground gas line. The Carmichael Water District provided a backhoe and operator to excavate the line which was more than 4’ deep. Staff repaired a 1’ gas line on the 800 Wing roof.
- Gymnasium Wall Pads: Staff removed the old pads, re-routed electrical conduits and installed new wall padding in both gyms. Staff also replaced a basketball backboard hoist switch in the Villareal Gym.
- Paint: Staff painted curbs and speed bumps throughout the Community Center.
- Lighting: Staff added multiple exterior LED lights throughout the Community Center; replaced all emergency exit lights in both gyms and installed protective cages around the lights to protect them from further damage by basketballs/volleyballs.
- Play Equipment: Staff replaced a net climber and overhead canopy along with other repairs and adjustments to the structure.
- Signs: Staff installed a new sign for CMP’s Administrative Office.

### **Carmichael Park –**

- Holiday Display/Tree Lighting: Staff assisted the Recreation Division with installation and removal.
- Lighting: Staff replaced a metal halide parking lot fixture with a new LED fixture at the Clubhouse.
- HVAC: Staff repaired the heating unit at the Maintenance Shop.
- Tree maintenance: Staff removed a large mulberry tree and five modesto ash trees that had sustained storm damage; also ground out the stump of an ash tree.
- Clubhouse Kitchen: Staff demolished, performed repairs and upgrade necessary to install new appliances. Additional equipment has been ordered and will be installed before the February AB Meeting.
- Clubhouse Restroom: Staff replaced the lockset on the men’s handicap restroom.
- Herbicides: Staff performed herbicide applications throughout the park.
- Veteran’s Hall: Staff patched the roof.

## **Del Campo**

- **Booster Pump:** Staff rebuilt the Irrigation Booster Pump and restored vandalized fencing surrounding the pump enclosure.
- **Graffiti:** Staff removed graffiti on the restroom building and play area equipment on multiple occasions.
- **Tree maintenance:** Staff removed a large oak tree that fell during a recent storm.

**O'Donnell Heritage Park – Play Equipment:** Staff repaired the teeter totter.

**Patriots Park – Wall of Honor Event:** Staff installed the plaque for the new inductee Deputy Robert A. French; raised tree canopies and beautified the park prior to the event.

## **Sutter Jensen Community Park –**

- **Garfield House:**
  - Staff completed restoration of the deck
  - Electrical contractor obtained permits for the panel upgrade. Panel upgrade should be completed by weeks end.
  - Staff removed trees and brush along the driveway to widen for two way traffic; ground out stumps.
- **Jensen House:** Staff repaired the HVAC unit.
- **Herbicides:** Staff performed herbicide application throughout the park.

## **District Wide –**

- **Sheriffs Work Program:** The district received the services of **11** buses during this reporting period. Labor used for cleanup at Carmichael Park, Sutter Jensen Community Park and the La Sierra Community Center.
- **Flags:** Staff replaced flags at Carmichael Park, Jan Park, and O'Donnell Heritage Park.

## **Training –**

- **Pacific Southwest Maintenance Management School –** Phillip Hurt attended the first year. The school specializes in a quantitative, systematic approach to plan, budget, schedule, and manage maintenance work related to all assets within a park system.
- **Pesticide Applicator Continuing Education Training:** Staff conducted the District's annual Pesticide Application and Label Training. Participants receive 8 hours accreditation for the training from the CA State Department of Pesticide Regulations. All qualified pesticide applicator license holders are required to complete 10 hours of continuing education each year.

## **Administration Services Division**

*Stephanie Young, Administrative Analyst*

## **Grant update –**

**SMUD Shine Award Grant:** There were 22 recipients selected. Unfortunately, the District and the Foundation were not awarded the grant but will partner again later this year.

## **Tenant Leases –**

**Chautauqua and Sacramento Fine Arts Center:** Staff will submit the lease agreement renewals at next month's Advisory Board Meeting.

## **Copier Replacement –**

Staff met with three different copier representatives in December, reviewing product lines, service agreements, resulting in a preference. Once contracts and pricing are reviewed, new copiers will be ordered for both CP and LS offices.

**Carmichael Park Play Equipment Replacement –** Once approved by the County Board of Supervisors, staff plans to place the order.

**Capra House** – Exterior inspection was performed by Park Maintenance Supervisor Perry. Inspection went well, findings documented and photos taken and supplied tenant with necessary supplies to make corrections as outlined in the lease.

**Carmichael Improvement District** – Ms. Young reported that she has been selected by the CID to serve on their Board of Directors; will attend her first meeting next week.

*Ingrid Penney, Administrative Services Manager – reported on program area*

**Budget for FY2018-19 and FY2019-20 –**

- The District received its allocation from the Teeter Fund, representing District portion of the property tax roll delinquency at June 30; allocation totaled \$16,909 exceeding revenue projections by \$1,922. District will receive the first allocation of property taxes for FY2018-19 before the end of the month.
- The mid-year budget status will be provided at the February AB meeting.
- The County Budget Kick off Meeting for FY2019-20 scheduled Tuesday, 1/22. Dependent park districts' staff to also attend a meeting next Thursday, 1/24 to discuss timelines and form requirements.

**Appropriations Adjustment Request (AAR)–**

Staff prepared and submitted the Board Letter and AAR Form to fund the CP Playground Structure demolition, purchase and installation. BOS to hear the item on 1/29.

**HR Updates –**

- Completed updates to employee payroll and benefit related files; minimum wage increased by \$1 to \$12/hr. effective 1/1/19.
- EE Orientation/ HR Training provided for new hires to the Recreation Division.
- New requirement for 2019: All employees will need training in Harassment Prevention.
- Staff attended an ER Forum for SCERS members. Topics included performance of the fund and pension liability; recent membership eligibility changes (policy adopted by AB at the October 18, 2018 Regular Meeting; new interactive software under development to improve efficiency and customer service; plans for future meetings with the park districts to cover mutual issues/questions.

**Audit –**

- Draft Audit Report for financial statements years 2017 and 2016 planned for the February AB Meeting
- Fieldwork performed in December and January for the FY2017-18 and nearly complete. Plan to go with the Auditor to discuss payroll liability accounts with the County DOF.

**Tenant Leases –**

- Staff prepared the draft second amendment to the CMP Lease to address the LS Playground Improvement; follow up meeting planned with County Counsel.
- Staff updating a Utilities and Services Rate Study to facilitate new rate negotiations with tenants, including Chautauqua and Sacramento Fine Arts Center.

**PRESENTATION ITEMS:**

**1. RECREATION ACTIVITY REPORTS**

RSM Lofthus shared highlights and responded to questions pertaining to the recreation activity reports.

a. Presentation of recreation activities for the period October to December 2018

b. Presentation of recreation activity annual comparisons between 2018, 2017, and 2016

***Received and filed***

**2. FY2018-19 CIP AND EQUIPMENT REPORT (Penney)**

ASM Penney presented and responded to questions regarding the quarterly update of activities related to capital improvement project and equipment expenditures.

***Received and filed.***

**UPCOMING PROGRAM AND EVENTS:**

**Events:**

1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park
2. **37<sup>th</sup> Annual Wayne Reimers Jazz Festival** –Thursday, January 24, 2019 at Rio Americano High School

**Youth Programs:**

3. **Kids Hang Out Afterschool Program** – Weekly sessions, Ages 5-12, full/part time, at the La Sierra Community Center
4. **Mad Science, Crazy Chemworks** – Fridays, 1/18-2/25, 4-5PM, at the La Sierra Community Center, Room 800

**Youth and Adult Programs & Sports:**

5. **Various Special Interest Classes and Sports** – Winter Season, for more information refer to the District's website and/or the Fall/Winter Activity Guide

**TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting**  
Proposed: Thursday, February 21, 2019 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:50 p.m. in memory of Karen Borman, a wonderful Advisory Board member and person who served the District and Community admirably.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

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MICHAEL ROCKENSTEIN  
CHAIRMAN OF THE BOARD

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