

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
SEPTEMBER 20, 2018 REGULAR MEETING**

Directors: Arredondo-Carroll, Borman, Dax-Conroy, 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, Judd, and Rockenstein
Directors Absent: Borman - excused
Staff Present: Smith, Lofthus, Penney, Perry, 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 ON THIS AGENDA ONLY. – None

CONSENT ITEMS:

1. **MINUTES**
July 19, 2018 – Regular Meeting
August 2, 2018 – Special Meeting
2. **FINANCIAL STATEMENT**
June 2018 – Fiscal year end
July 2018
3. **ACCOUNTS PAYABLE**
July 2018
August 2018
4. **ACCOUNTS RECEIVABLE**
August 2018
September 2018
5. **RELIEF OF ACCOUNTABILITY FOR FIXED ASSETS**
Request for approval to surplus/trade-in equipment.

Motion 1

M: Conroy S: Judd – The Advisory Board voted to approve the Consent Items, as amended; that the Minutes of July 19, 2018 and August 2, 2018 reflect excused absences for Directors Borman and Carroll.
Vote: Unanimous of those present. Absent: Director Borman 4/0/0/1/0

NEWSPAPER ARTICLES:

***Carmichael Times* –**

July 20, 2018: *Dinner in the Park Planning Return; Concerts in the Park; 2nd Annual Dinner in the Park*

July 27, 2018: *Peaches on Parade for Annual Festival; Concerts in the Park*

August 3, 2018: *Concerts in the Park*

August 10, 2018: *Concerts in the Park*

August 17, 2018: *Final Carmichael Summer Concert on August 26; Concerts in the Park*

August 24, 2018: *Concerts in the Park*

August 31, 2018: *Montessori Murals Capture California in Art; Park, Rec & Eat It*

September 7, 2018: *Park, Rec & Eat It; Carmichael Community Update (Founders Day)*

September 14, 2018: *Founders*

REPORTS:

1.* ADVISORY BOARD MEMBER REPORTS

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

Director Conroy reported on the success of Dinner in the Park; CID's plans for a business walk and plans for a social gathering to be held at the Carmichael Library.

Director Carroll reported on the Dinner in the Park

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

Events –

Upcoming Founders Day, 9/22 from 10AM-3PM activities include:

Music by Todd Morgan the Emblems, Car Show, Food Trucks, Vendors, Kids Zone, Petting Zoo, and Effie Yeaw Nature Center Booth

Youth Development –

KHO – Increased weekly registration in September by 20 kids per week, comparison September 2017, 47 youth on average to September 2018, 67 youth on average participating in the program.

Youth and Adult Sports started Fall Season –

Youth Sports:

- 123 participants in Volleyball (increase of 19)
- 44 participants in Flag Football (increase of 7)

Recreation Staffing Update –

- Hired Regular Positions:
 - FT Recreation Coordinator – Facilities (Maria LaFontaine)
 - PT Recreation Coordinator – Driver (Kailey Morton)
 - PT Recreation Coordinator – Sports (Courtney Onstot)
- Two Positions remain open:
 - FT Recreation Coordinator – Youth Development – applications received/closed, interviews planned for October
 - FT Recreation Supervisor – Youth Development/Sports – applications received/deadline 9/21.

Miscellaneous –

- Fall/Winter Activity Guide – Community received hard copies end of August
- New Website went live on 8/14 – District has received great feedback from the Community
- Senior Softball – Finished first season. All parties want to continue the partnership; discussing next year fee structure.
- John Smith Community Hall – Windows were professionally cleaned (allocated in FY2018-19 Budget).

Maintenance Division

James Perry, Park Maintenance Supervisor (Facilities) – reported on division highlights

La Sierra Community Center –

- Tree Maintenance: Staff pruned trees, raised canopies and chipped the brush on numerous trees throughout the Community Center.
- HVAC Repair: Staff performed the following HVAC repairs.
 - Staff repaired a Freon leak on the HVAC unit in Suite 435.
 - Staff replaced a thermostat on the HVAC in Suite 335.
 - Staff replaced the compressor on the HVAC unit in Suite 325
 - Staff replaced a condensing fan motor on the HVAC unit in Suite 400.
- Roof Repairs: Performed by Madsen Roofing & Waterproofing on John Smith Hall and Chautauqua Theater.
- Staff replaced a bad condensate pump on the HVAC unit in Suite 450 July 4th Event Preparation and Support: Staff put forth extra effort to detail the community center for the July 4th fireworks display. Staff also assisted the Recreation Department with preparation, set-up and operations associated with the fireworks display.
- HVAC: Staff inspected and performed preventive maintenance and repairs on HVAC systems throughout the community center.

- Irrigation Systems: Staff made replaced numerous sprinkler heads and repaired numerous irrigation systems throughout the Community Center.
- Herbicides: Staff performed herbicide applications throughout the Community Center.
- Restroom: Staff replaced a faucet at the John Smith Hall Restroom and repaired a drinking fountain.

Carmichael Park –

- Founders Day Event Preparation: Staff increased the service level in preparation for Founders Day. The service level had suffered during spring and summer in order to allow staff to complete multiple capital projects (800 Wing Road & Sutter Jensen Community Park).
- Irrigation: Staff replaced numerous sprinkler heads and made adjustments to systems throughout the park. Repaired a drinking fountain supply line.
- Herbicides: Staff performed herbicide applications throughout the park.
- Playground: Staff installed 200 cubic yards of fall zone material (wood chips) to the main play area in the center of the park.
- Tree maintenance: Staff pruned and raised tree canopies throughout the park.
- Ice Machine Repair: Staff replaced the bin sensor on the Maintenance Shop ice machine.

Cardinal Oaks Park –

- Irrigation: Staff replaced numerous sprinkler heads and made repairs and adjustments throughout the park.

Del Campo

- Graffiti: Staff removed extensive graffiti from the restroom building.
- Irrigation: Staff replaced numerous sprinkler heads on the Soccer Field and made other repairs and adjustments throughout the park.
- Soccer Field Aeration: Staff located and flagged all the sprinkler heads and valve boxes on the soccer field so the landscape contractor could complete the aeration process without damaging the system.

Glancy Oaks Park –

- Irrigation Booster Pump: Replaced 26 year old irrigation system booster pump. Other irrigation system adjustments were completed throughout the park.

O'Donnell Heritage Park –

- Irrigation: Staff replaced numerous sprinkler heads and made adjustments to systems throughout the park. Staff installed a small irrigation system to water three adult Redwood Trees. A neighbor planted these trees 30 years ago and has been watering them by hand from their yard. District agreed to install the system when they communicated to us that they were unable water continue watering them.

Sutter Jensen Community Park –

- Park Dedication Preparation: Staff extended the water and electrical services up to the parking lot adjacent to the Community Garden. Staff installed an LED lighted flagpole; park dedication and major donor plaques; an irrigation bubbler system planted two 24" box Crepe Myrtles in the memory brick area; bender board, landscape fabric and decorative wood chips in selected areas. Staff performed herbicide applications throughout the Park. Considerable staff hours were expended beautifying and detailing this entire site to improve it to the condition that it reached for the Park Dedication and the Dinner In The Park events. Conservative estimate – at least 35% of the entire Maintenance Division staff hours were expended on this project from the beginning of May through September 10th. The crew and I were very proud of how this facility looked for both events.
- Dinner In The Park: Staff worked closely with Stephanie Young to help with logistical support leading up to the event. Staff worked in three shifts at the event to install electrical service and set up, support and break down after the event and follow-up support the week after the event.
- Bridge Repair: Staff replaced the bridge decking and sub-structure on the bridge linking the parking lot and Jensen Gardens.

District Wide –

- **Sheriffs Work Program:** The district received the services of 5 buses during this reporting period. Labor used for cleanup at Carmichael Park and Sutter Jensen Community Park.
- **Equipment Service and Repair:** Staff performed extensive service on two of the turf mowers; serviced and replaced blades and teeth on the districts brush chipper and stump grinder.
- **Recycle Bins:** Staff modified and installed the new recycle bins that were obtained through the KAB/Dr. Pepper Snapple bin Grant. Bins were installed at Carmichael Park and La Sierra Community Center.

Training –

- **Pesticide Applicators Training:** Clinton Salas and Keith Maddison attended a continuing education training seminar for Pesticide Applicators and Pesticide Advisors license holders. These licenses require annual continuing education hours to remain valid.
- **CPRS District II Equipment Exposition:** Staff attended the annual CPRS District II Equipment Exposition. This exposition showcases the all latest equipment and the advanced technologies associated with park

Administration Services Division

Stephanie Young, Administrative Analyst

Dinner in the Park –

The CRPD staff and Carmichael Parks Foundation, along with hundreds of community volunteers, successfully executed the 2nd Annual Dinner in the Park on Saturday, September 8th. Although a group effort, personal recognition was given to the Parks & Maintenance Division, not only for the significant improvements to the site beforehand, but also for the participation of 100% of their crew on event day. Their presence was vital to the success of the event and they enthusiastically participated in “pre” as well as “post-event” briefings which will provide us with the ability for smoother execution in the future. Planning is already underway for the 3rd Annual Dinner in the Park 2019.

Grant updates –

- **Cal Fire** –District application was declined. No reason was provided; however, Staff believes that the District did not meet the criterion of a financially underserved area. The funds could have been used for Schweitzer grove gate installation, tree clearing, and laddering fuel.
- **Community Development Block Grant (CDBG)** – CDBG anticipates awarding the Notice Funding at the end of September. If approved, the funds will be used to complete the proposed Bocce Ball courts in Carmichael Park.
- **SMUD Shine Award Grant** – Recipients are expected to be announced in late October. If awarded, District will receive half of the monies needed to perform a full tennis court lighting replacement.

Tenant Leases –

- **Chautauqua Theater**
Staff met with the Chautauqua Theater team toward the end of July to discuss maintenance matters and programming schedules. Working with them to address and identify any current and future needs as it pertains to maintenance, potential improvements, and housekeeping.
- **Montessori Children’s School**
District has been notified by the current owners of MCS that they are in the process of selling the business. Staff met with the potential buyer to discuss terms and processes and we are looking to County Counsel for further assistance in ensuring a smooth transition.

Training –

California Parks and Recreation Society

In August, four District staff members were invited to participate in a session-ranking workshop to assist the California Parks and Recreation Society (CPRS) in the vetting of potential classes offered at the annual conference. The conference will be hosted by the City of Sacramento in March of 2019.

Ingrid Penney, Administrative Services Manager – reported on program area

FY2018-19 Budgets – Sacramento County Board of Supervisors held Budget Hearing on 9/5; final adoption will be held on 9/25/18.

Financial Statement –The financial statement for fiscal year ending June 30, 2018 reflects the details of the actual revenue and expenditures summarized in the Presentation item 1.

Year End Reports. – Staff will be working on numerous year end reports and budget related schedules over the next couple of months.

Final Workers Compensation Annual Report – Completed and filed with CAPRI, the Districts' insurance program.

Tenant Leases and Dinner In the Park – Staff provided support in these two areas.

Tarry Smith, District Administrator

Latest News – The Ninth Circuit Court made a ruling regarding treatment of the homeless in public spaces.

ACTION ITEMS:

1. CAPRA LEASE

Administrative Analyst Young shared a Staff recommendation to approve a three (3) year lease with two three-year options to renew between the Carmichael RPD and Jessie Crowell for undeveloped park known as Capra Park, located at 6000 Kenneth Avenue, Carmichael; to authorize the District Administrator to execute the Lease Agreement.

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: Carroll S: Judd – The Advisory Board voted to approve a Lease Agreement between Carmichael Recreation and Park District and Jessie Crowell for the undeveloped park known Capra Park, located at 6000 Kenneth Avenue, Carmichael; lease terms is three (3) years with two three-year options to renew; authorize the District Administrator to execute the Lease Agreement, as presented. Unanimous of those present.

Vote:

Ayes: Directors: Conroy, Judd, Carroll, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Borman

Recused: Directors: None

Vote: 4/0/0/1/0

2. CALIFORNIA MONTESSORI PROJECT, INC.

Administrative Analyst Young shared a recommendation made by the Facility Committee and Staff to approve a Letter of Intent between the Carmichael RPD and the California Montessori Project, Inc. for a joint project to improve the playground asphalt surface at the La Sierra Community Center; authorize the District Administrator to sign and direct Staff to work with County Counsel to draft a Memorandum of Understanding.

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 3

M: Conroy S: Carroll – The Advisory Board voted to approve a Letter of Intent between the Carmichael Recreation and Park District and the California Montessori Project, Inc. for a joint project to improve the playground asphalt surface at the La Sierra Community Center; authorize the District Administrator to sign and direct Staff to work with County Counsel to draft a Memorandum of

Understanding, as presented. Unanimous of those present.

Vote:

Ayes: Directors: Borman, Conroy, Judd, Carroll, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Borman

Recused: Directors: None

Vote: 4/0/0/1/0

3. PATRIOTS PARK – WALL OF HONOR (Smith/Lofthus)

Recreation Services Manager Lofthus shared a Staff Recommendation to approve an application received for Sacramento County Deputy Sheriff Robert “Bob” French for induction to the Wall of Honor at the November 3, 2018 Ceremony for service to the Community and final courageous act of service.

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 4

M: Carroll S: Judd – The Advisory Board voted to approve the induction of Deputy Sheriff Robert A. French to the Wall of Honor at Patriots Park, as presented. Unanimous of those present.

Vote:

Ayes: Directors: Judd, Carroll, Conroy, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Borman

Recused: Directors: None

Vote: 4/0/0/1/0

4. DISTRICT ADMINISTRATOR RECRUITMENT

Administrator Smith shared the recommendation of Staff and an Ad-hoc Committee of the Advisory Board to approve a proposal from CPS HR Consulting for recruitment services; enter into contract in an amount not to exceed \$23,500; to authorize the Chairman or designee to sign all documents.

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 5

M: Judd S: Conroy – The Advisory Board voted to accept the proposal for recruitment services; approve and enter into contract with CPS HR Consulting in an amount not to exceed \$23,500; authorize the Chairman or designee to sign all documents, as presented. Unanimous of those present.

Vote:

Ayes: Directors: Conroy, Carroll, Judd, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Borman

Recused: Directors: None

Vote: 4/0/0/1/0

PRESENTATION ITEM:

1. FY2017-18 FINANCIAL REPORT (Penney)

Administrative Services Manager Penney made a presentation of FY2017-18 year-end financial report with CIP update.

Following the presentation, the item was discussed by the Advisory Board and then opened for public

comment. After discussion, questions, and comments the report was received and filed.

UPCOMING PROGRAM AND EVENTS:

Events:

1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park; Upcoming special market event: 10/14 Falling Leaf Autumn Festival
2. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, 10/4, 5 –8PM, at Carmichael Park
3. **Founders Day**– Saturday, September 22; 10AM-3PM, which includes Car Show, Live Music, Vendors, Food Trucks and Kids Zone, at Carmichael Park.

Youth Programs

4. **Kids Hang Out Afterschool Program** – Weekly sessions have started, Ages 5-12, full/part time, at the La Sierra Community Center
5. **Kids Night Out** – (All ages) 9/21 and 10/26; 6-9PM at La Sierra Community Center, Kid’s Corner
6. **Mad Science, Sensational Science** – Ages 6-12, Fridays, 9/28 -10/26, 4-5PM, at La Sierra Community Center, Room 800
7. **Free Youth Mobile Recreation Program resumes** – Ages 5-14, Tuesdays, 9/11-10/23, 3:30-4:30 PM at Patriots Park

Youth and Adult Programs & Sports:

8. **Various Special Interest Classes and Sports** – Fall 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, October 18, 2018 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

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

Respectfully submitted,

Ingrid S. 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