

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
OCTOBER 19, 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, Borman, Dax-Conroy, Rockenstein and Younger  
Staff Present: Smith, Lofthus, Maddison, and Young

**PLEDGE OF ALLEGIANCE** – Boy Scout Troop #55 led the pledge

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT SCHEDULED ON THIS AGENDA ONLY. –**

*Corey Carskaddon* –addressed health & safety and cleanliness concerns at both Carmichael and Del Campo Parks in regards to smoking, hypodermic needles, and lack of restrooms due to vandalism; would like to see more police presence and maybe camera systems installed.

*Riley Hart* – read a statement re: scouts program, meeting venue, and partnership with the District. Requested consideration to return Troop 55 meetings to the Garfield House once it has been remodeled.

*Paula Jordan* –addressed the Troop 55 meeting venue; Garfield House offers a unique club experience and location intertwined with the history of the location. Requested that this item be placed on the next month's agenda to see options on Boy Scouts continuing to be at the Garfield House.

**CONSENT ITEMS:**

1. **MINUTES**  
August 17, 2017– Regular Meeting
2. **FINANCIAL STATEMENT**  
July 2017 and August 2017
3. **ACCOUNTS PAYABLE**  
August 2017 and September 2017
4. **ACCOUNTS RECEIVABLE**  
September 2017 and October 2017
5. **MEMORIAL PLAQUE FOR PATRIOTS PARK**  
Plaque honoring Roger Lee Berkenpas

**Motion 1**

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

**Vote: Unanimous. 5/0/0/0**

**NEWSPAPER ARTICLES:**

***Carmichael Times* –**

**August 18, 2017:** *Peaches and Cream; Carmichael Community Update; Concerts in the Park*  
**August 25, 2017:** *Man with a Horn Plays His Last Post; Concerts in the Park Final Weekend*  
**September 1, 2017:** *Memorial Concert to Celebrate the Life of Music Man Skinner; Park, Rec & Eat It*  
**September 8, 2017:** *Founders Day, Saturday, September 30, 10AM-3PM*  
**September 15, 2017:** *Skinner Memorial Set for Sept 17 2-4PM; Founders Day on 9/30, 10AM-3PM*  
**September 22, 2017:** *Carmichael Park Farmers Market – Body, Soul, Mind & Spirit Fair on 10/1, 9AM-2PM and Falling Leaf Craft Festival on 10/15, 9AM-2PM; Founders Day on 9/30, 10AM-3PM*  
**September 29, 2017:** *Carmichael Park Farmers Market – Body, Soul, Mind & Spirit Fair on 10/1, 9AM-2PM and Falling Leaf Craft Festival on 10/15, 9AM-2PM; Food Truck on 10/5, 5-8PM, Founders Day on 9/30, 10AM-3PM*  
**October 6, 2017:** *On Your Feet, Carmichael on 10/15 at 2PM; Carmichael Park Farmers Market – Falling*

**October 13, 2017:** Leaf Craft Festival on 10/15, 9AM-2PM; Community Dance on 10/15, 2-5PM; Moonlight Meal Huge Success for Park Foundation  
Carmichael Park Farmers Market – Falling Leaf Craft Festival on 10/15, 9AM-2PM; Community Dance on 10/15, 2-5PM;

## REPORTS:

### 1. ADVISORY BOARD MEMBERS REPORTS

Director Carroll commented on the Dinner in the Park, shuttle service amazing; Founders Day was noticeably new and improved.

Director Borman stated that guests aboard the shuttle commented that they plan to attend the Dinner in the Park event next year. The park was beautiful; Sutter gardeners who hosted a brunch a few weeks before prepared the Community Garden for the event.

Director Conroy reported that the Dinner in the Park event was beautiful; over 300 tickets sold, and over 70 volunteers served. Thanked the District staff, volunteer, and scouts. The Foundation will be able to continue youth scholarships and beautification projects at Jensen and Sutter. Reported on the CID – Paladin was hired to provide security, combined with FEC patrols, the District can benefit from full time patrols/security at Carmichael Park. The CID plans to hire an Administrator soon. Other items – Reported that the Farmers Market is getting better and better; Carmichael Park is so well maintained.

### 2. STAFF REPORTS

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

#### Recreation Division

Alaina Lofthus, Recreation Supervisor – reported on division highlights.

#### **Events:**

*Founders Day – great event*

- Todd Morgan & the Emblems performed
- Moved the Cappuccino Cruisers Car Show to the back of the park with the other Founder's day booths – Received positive feedback from car show participants
- Highlighted the improved Kids Zone with Rock Wall, large inflatable slide, Little Ones Jumper course, and a wonderful petting zoo
- Debuted our new Bubble Soccer

*Upcoming Events:*

- The Berkenpas plaque dedication ceremony – Saturday, October 28<sup>th</sup> at 10am at Patriots Park
- The Wall of Honor – Saturday, November 4<sup>th</sup> at 10am at Patriots park

#### **Staffing/Misc:**

- Interviewed for the Recreation Coordinator – Facilities position. Have selected a candidate and are moving forward with background checks and pre-employment physical/drug testing.
- Recreation Office Renovation Project is almost complete. Paint, floors, and furniture are in. IT comes next week. Will have space ready by the time the new position starts.

#### Maintenance Division

Keith Maddison, Park Services Manager – reported on division highlights

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

- Gymnasiums: Basketball backstop hoists have now been replaced in both gymnasiums. Staff performed the electrical work while the hoists were replaced under contract. Replaced roofing downspouts on the north side of the Villareal Gymnasium. Staff also applied elastomeric waterproofing paint and polyurethane sealant to the south side of the Villareal Gymnasium.
- Irrigation Repairs: Staff made numerous repairs and adjustments to irrigation systems throughout the community center.
- HVAC Repair, Suite 100: Staff replaced a condenser fan motor.

- Kids Hangout Media Room Roof: Staff completed the tear off and re-sheeting; new roofing material will be installed by contract next week.

#### **Carmichael Park**

- Irrigation Repair: Staff made numerous repairs and adjustments to irrigation systems throughout the site.
- Handicapped Access Ramp: Installed to improve access to the Farmers Market; consistent with the District's ADA Transition Plan.
- Veteran's Building HVAC: Staff plumbed a gas line to the HVAC unit installed last July.
- Tree Maintenance: Staff removed a split Modesto Ash Tree adjacent to the Tennis Courts.
- Asphalt Patching: Staff patched numerous potholes throughout the park.

#### **Cardinal Oaks Park**

- Irrigation Repair: Staff repaired numerous broken sprinklers in the park.

#### **Del Campo Park**

- Tree Maintenance: Staff removed a dead Alder Tree
- Graffiti Removal: Staff removed graffiti from the play area.

#### **O'Donnell Heritage Park**

- Irrigation Repair: Staff repaired an electric irrigation valve and made other repairs to systems at the park.
- Pathway Repairs: Staff made significant repairs to eroded decomposed granite pathways.

#### **Patriots Park**

- Tree Maintenance: Staff removed a split Almond Tree.

#### **Sutter/Jensen/Garfield**

- Dinner in the Park Site Preparation: Staff completed the installation of the electrical service infrastructure, restored irrigation systems around three sides of the Garfield House, site cleanup and restoration. Staff provided support at the event.

#### **District Wide**

- Sheriffs Work Program: The district received the services of 12 busses during this reporting period. 95% of the labor was utilized in support of the Sutter Jensen project. The Sheriff's Department really came through for us on this project.

#### **Administration Services Division**

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

- Dinner in the Park – successful, sold-out event. Staff helped manage logistics and observed that the infrastructure could support the 300 guests, five restaurant vendors, five musical performing groups, and countless volunteers. Feedback from attendees was positive.
- Grants – Land and Water Conservation Fund, 50% matching grant; working to identify potential eligible projects; grant requests up to \$3M encouraged. Community Development Block Grant Program, administered through HUD; exploring opportunities for a project that addresses community development.

Tarry Smith, District Administrator –:

- Announced that Alaina Lofthus and has assumed the role of the Recreation Services Manager and is no longer interim.
- Park Bond passed to go on to a public vote in November 2018. If passed by the voters, the District would receive a minimum of \$200K.
- Meeting scheduled with HLA to begin design process for an event area at the Sutter Jensen Community Park.

## **ACTION ITEMS:**

### **1. FACILITY USE AGREEMENT (FUA) – La Sierra Community Center Soccer Fields**

Lofthus made a recommendation to approve a FUA with Capital Valley Youth Soccer League/La Sierra Soccer Club for the La Sierra Community Center Soccer Fields, retroactive for a term of August 1, 2017 through July 31, 2019, with a player fee based fee rate structure; to authorize District Administrator Tarry Smith to sign the 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: Conroy S: Carroll – The Advisory Board voted to approve the staff recommendation to approve the FUA with Capital Valley Youth Soccer League/La Sierra Soccer Club for the use of the La Sierra Community Center Soccer fields retroactively for a term of August 1, 2017 through July 31, 2019; to authorize District Administrator Smith to sign the Agreement, as presented:**

**Unanimous.**

#### **Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

**Vote: 5/0/0/0/0**

### **2. PROPOSED SALES AND PURCHASE AGREEMENT FOR A GAS PIPELINE EASEMENT, RESOLUTION # CP10192017-01**

Administrator Smith made a recommendation to adopt Resolution # CP10172017-01, approving a Sales and Purchase Agreement with Pacific Gas and Electric Company for conveyance of an easement for gas pipeline located within the La Sierra Community Center; authorizing the District Administrator to sign the Agreement and submit to the Board of Supervisors for final approval and execution of the Sales and Purchase Agreement, as ex-officio Board of Directors for the District.

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: Younger S: Borman – The Advisory Board voted to adopt Resolution # CP10192017-01 approving a Sales and Purchase Agreement with Pacific Gas and Electric Company for conveyance of an easement for gas pipeline located within the La Sierra Community Center, as amended, that the Agreement include language requiring PG & E to return any area disturbed when performing maintenance/repair work to its original condition, including; paving, repair/replacement of affected areas, including plant material; authorized District Administrator Smith to sign the Agreement; submission to the Board of Supervisors for final approval and execution.**

#### **Vote: Unanimous.**

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

**Noes: Directors: Conroy**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

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

### **3. UNIFORM PARK ORDINANCE AMENDMENT**

Administrator Smith made a recommendation to approve an amendment to Sacramento County Code, adding a park regulation to prohibit smoking in all areas of the Carmichael Recreation and Park District; submit to the County for final approval and adoption by the Board of Supervisors.

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: Younger – The Advisory Board voted to approve an amendment to Sacramento County Code, as presented; recommending submission to County for final approval and adoption by the Board of Supervisors.**

**Vote: Unanimous.**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

**Vote: 5/0/0/0/0**

**PRESENTATION ITEM:**

**1. RECREATION ACTIVITY REPORT**

Lofthus made a presentation highlighting recreation activities for the months of July through September 2017. Received and filed.

**UPCOMING EVENTS:**

*Food:*

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

*Community Events:*

- 3. **Wall of Honor** – Saturday, 11/4 at 10AM in Patriots Park
- 4. **Veteran’s Memorial Day Remembrance** – Saturday, 11/11 at 11AM in the Koobs Nature Area next to the La Sierra Community Center

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

The next regular meeting of the Advisory Board is scheduled for Thursday, November 16, 2017 at 6:00 pm, Community Clubhouse #2 at Carmichael Park; the regular meeting for September has been cancelled.

**ADJOURNMENT** – The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Stephanie Young, Administrative Analyst

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