

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
FEBRUARY 16, 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, and Rockenstein  
Directors Absent: Younger  
Staff Present: Smith, Lofthus, Maddison, Penney, and Young

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

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

Penny Hanscom – Addressed the Advisory Board about potential fire hazard at Schweitzer Grove Nature Area due to trees; about the Jensen Garden dumpster service and parking area condition.

**CONSENT ITEMS:**

1. **MINUTES**  
January 19, 2017– Regular Meeting
2. **FINANCIAL STATEMENT**  
December 2016
3. **ACCOUNTS PAYABLE**  
January 2017
4. **ACCOUNTS RECEIVABLE**  
February 2017

**Motion 1**

**M: Conroy S: Borman** – The Advisory Board voted to approve the Consent Items, as amended; that the Minutes reflect Staff Present to include Maddison and Young. **Vote: Unanimous of those present.**  
**Absent: Younger 4/0/0/1/0**

**NEWSPAPER ARTICLES:**

***Arden-Carmichael News*** –

**January 13, 2017:** *Arden area residents discuss 2016 and their resolutions for the New Year; Pickleball; A sport for all comes to Carmichael.*

***Carmichael Times*** –

**January 20, 2017:** *Property Business Improvement District Gets Underway; Pickleball Camp – March 6 -10*

**January 27, 2017:** *Rotary Serves February Feast; Park, Rec & Eat It*

**February 3, 2017:** *A Galaxy Not Far Away; Pickleball Camp – March 6 -10*

**REPORTS:**

**1. ADVISORY BOARD MEMBERS REPORTS**

Director Conroy reported updates on the Carmichael RPD Foundation's upcoming events – Antiques, Bubbles and Brunch on 4/23 at La Sierra Community Center; Dinner in the Park: A Carmichael Gourmet Affair on 9/30 at Sutter-Jensen.

Director Carroll reported on Park, Rec, and Eat It (food trucks) monthly events. Appreciates the community groups and churches that come out each month, interact with the people and support this District program.

## 2. **STAFF REPORTS**

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

### **Recreation Division**

Alaina Lofthus, Recreation Supervisor – reported on division highlights

#### **Sports:**

- Youth Recreation- sports – finishing winter sports and preparing for the spring season; launching the tennis scholarship program for low income youth funded by the Sacramento Junior Tennis Fund grant
- Adult Sports – finishing winter sports and preparing for the spring season
  - Pickleball –
    - Averaging 38 participants per day; reached 50 people in one day
    - Purchases: 31 10-day punch cards; 22 1-day passes
    - Preparing for Pickleball Camp and 2<sup>nd</sup> Annual Pickleball Tournament (March)

#### **Activity Guide:**

- Working with design company on draft; final draft should be completed in the following week
- Community should receive it in the mail in early March

#### **Events:**

- Egg Hunt planning – New recreation major interns (2) from Sac State working on the event with Staff
- Summer Concert Series –Booking bands

#### **Classes:**

- Sutter Community Garden – New season; recruiting new plot owners off our waiting list

#### **Kid's Hang Out:**

- President's Week Kid's Camp – expecting between 40-50 children

### **Maintenance Division**

Keith Maddison, Park Services Manager – reported on division highlights

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

- Roof leaks – Staff has been patching and repairing roofs throughout the Center
- HVAC repairs – Staff repaired two HVAC units on the 400 Wing
- Ceiling repair – Staff replaced water damaged ceiling tiles at the 300 and 600 Wing
- SMUD – Staff has assisted and supported the LED lighting retrofit project
- Villareal Gym Water Damage – Staff installed ventilation equipment to alleviate water and humidity problems associated with the extremely wet winter
- Smith Hall Renovation – Staff nearly complete in removing the hydronic heaters and plumbing from the Smith Hall in preparation for the contracted renovation
- Gas Valve – Staff assisted a contractor with an emergency replacement of a 6" gas main valve. The tenant had to close for one day. Staff acquired space heaters in the interim while the valve was being replaced.

#### **Carmichael Park:**

- Tree Maintenance – Staff removed two more trees due to storm damage
- Veteran's Hall – Staff installed a new exterior light at the play area.

#### **District Wide:**

- Herbicide Spraying – Herbicides applied at Cardinal Oaks, Carmichael, Del Campo, Jan, La Sierra Community Center, O'Donnell Heritage parks and the Schweitzer Grove Nature Area
- Sheriff's Work Program – Received services of 3 buses; labor was used for park clean up at Carmichael, Glancy Oaks parks and the Charles C. Jensen Botanical Garden.

## **Administration Services Division**

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

- Greening Grant and Prop 40, Outdoor Environmental Education Facilities Grant and ongoing search for new grant opportunities
- LSCC -
  - Lease – recruitment for a new tenant for the former Mathiot space
  - Smith Hall renovation project
- Advisory Board/Staff Retreat planning

Ingrid Penney, Administrative Services Manager – reported on division highlights

- Mandatory EEO Compliance Training – Most supervisors and managers attended Harassment/Discrimination prevention training; required every two years
- FY2017-18 Budget – Staff attended the kick off meeting for the preliminary budget, due to County Staff by April 21; final budget due to County Staff in August

Tarry Smith, District Administrator – reported on the following

- Proposed State Bond Measure
- Compliments to Staff for work on the retreat preparation amidst their regular duties
- Appreciation to the Foundation for their fund-raising and support for the District

## **PRESENTATION ITEMS:**

### **1.\* Sacramento Junior Tennis Fund**

Recreation Supervisor Lal-Hernandez introduced Carol Rose, Chair of the Grants Committee and Jessie Colan, the District's tennis instructor. Ms. Rose presented check for \$1,800 for the District tennis program on behalf of the Sacramento Junior Tennis Fund. These funds will be used to provide equipment and program fees for under-served youth in the community.

### **2. FY 2016-17 BUDGET**

ASM Penney reported on the Mid-year Status of the FY 2016-17 Budget; the first step in the budget process.

## **ACTION ITEMS:**

### **1. LSCC JOHN SMITH COMMUNITY HALL RENOVATION PROJECT**

Administrator Smith introduced the project and the architectural design firm representatives from HMR. HMR presented the design concept for flooring, paint and wall covering finishes for both the Smith Hall and the adjacent lobby/hallway.

Carmichael RPD Foundation President, Ken Hall addressed the Advisory Board to lend support and confirm the Foundation's commitment of \$12,000 towards the renovation project.

Administrator Smith recommended Option A, which limits the scope of the project to include the Smith Hall flooring, painting, and wall coverings; requested that delegation authority be given to the District Administrator to advertise, award bid, execute contract(s), and expend funds not to exceed \$210,000.

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: Borman S: Carroll – The Advisory Board voted to approve the staff recommendation, Option A; to delegate authority to the District Administrator to advertise and award bid, execute contract(s) and expend identified funds, not to exceed \$210,000 for the John Smith Hall renovation project. Unanimous of those present.**

**Vote:**

**Ayes: Directors: Conroy, Carroll, Borman, and Rockenstein**  
**Noes: Directors: None**  
**Abstain: Directors: None**  
**Absent: Directors: Younger**  
**Recused: Directors: None**  
**Vote: 4/0/0/1/0**

**NEW BUSINESS: None**

**UPCOMING EVENTS:**

- 1. Weekly Farmers Market** – Sundays from 9 AM-2PM at Carmichael Park.
- 2. Park Rec & Eat It Monthly Food Truck Event** – Thursday, March 2, 5-8PM, Carmichael Park.
- 3. Pickleball Camp** – Monday–Friday, March 6 -10, 9AM–12PM, at La Sierra Community Center – Johnson Gymnasium
- 4. Egg Hunt & Pancake Breakfast** – Saturday, April 15, 10 AM SHARP for Egg Hunt; Pancake Breakfast 7-11 AM at Carmichael Park.

**TIME AND PLACE OF NEXT MEETING:**

- 1. Regular Meeting**  
Proposed: Thursday, March 16, 2017 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**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:

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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