

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
NOVEMBER 15, 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, 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**  
October 18, 2018 – Regular Meeting
2. **FINANCIAL STATEMENT**  
September 2018
3. **ACCOUNTS PAYABLE**  
October 2018
4. **ACCOUNTS RECEIVABLE**  
November 2018

**Motion 1**

**M: Conroy S: Carroll** – 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:**

***Carmichael Times*** –

**October 19, 2018:** *Signs of a New Season (Market Marks Autumn with Falling Leaf Fest); Voted Best Entertainment & Best Community Center!*

**October 26, 2018:** *Park, Rec & Eat It*

**November 2, 2018:** *Carmichael Community Update – Carmichael Wall of Honor Ceremony; Voted Best Entertainment & Best Community Center!; Veterans Day Honor and Remember*

**PRESENTATION ITEM:**

**1. DISTRICT FINANCING PROGRAMS**

Tim Seufert of NBS shared a power point presentation on options for alternative revenue sources to fund improvements for infrastructure and service needs.

**REPORTS:**

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

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

Director Carroll reported on the Wall of Honor event held in Patriots 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

### **Recreation Staffing Update –**

- Introduced new Recreation Supervisor, Matthew Zimmerling
  - Will supervise the Youth Development and Sports Programs
  - Has 18 years of public service experience
  - Experience overseeing youth development programs, sports, facilities, aquatics, and special events
  - Loves the outdoors, playing tennis and travel

### **Upcoming Events –**

- Annual Tree Lighting - December 6, 5 -8PM  
Food trucks, River City Concert Band, Santa with canned food drive, Snow machines (doubled to 4)
- Silent Sleigh – December 4 at LSCC
- Park, Rec and Eat it – food trucks will break for January and February

### **Youth Development –**

- Kid's Hangout – Holidays camps planned for Thanksgiving break and the two weeks of Winter break; have opened the doors the next day to accommodate families needing care as all local schools are closed.
- Tiny Tots – Preparations underway for upcoming Holiday party

### **Sports –**

- Youth Sports – starting the Middle School Boys Basketball program and preparing for Elementary Basketball
- Adult Sports –finishing the Fall Season, but had to cancel the playoff games the last two nights due to the poor air quality; will reschedule after the Thanksgiving break.

### **Miscellaneous –**

- Carmichael Parks Foundation - as of November 9, the Foundation has given 285 scholarships totaling \$18,011.80, which includes the program fee they provided for the B Street Theatre summer classes; further they have agreed to support the following items for the Youth Development Programs:
  - Reading nook at Kid's Hangout
  - Chromebooks for Kid's Hangout
  - \$100 each month for the Kid's Night Out Program
  - Lowering the scholarship age to include Little Tyke and Pre-school programs
- The Carmichael Kiwanis Club has provided funds for the following:
  - Tiny Tot Rug - \$300
  - Silent Sleigh - \$300 for Arts and Crafts
  - Annual Tree Lighting - \$250

### **Administration Services Division**

*Stephanie Young, Administrative Analyst*

### **Grant updates –**

- **Community Development Block Grant (CDBG)** – CDBG announced grant recipients. The District's Bocce Ball Project was NOT awarded the \$75k for which we applied. Staff has met the Budget Committee and the Foundation members to discuss a modified strategic
- **SMUD Shine Award Grant** – Recipients are expected to be announced soon. If awarded, District will receive half of the monies needed to perform a full tennis court lighting replacement.
- **Prop 68** – Staff attended a public hearing to learn more about next steps in applying for the Statewide Park Development Community Revitalization Program funding. Applications will be due during the summer of 2019; grant awards at the end of 2019. Staff will meet to identify an appropriate project.

### **Tenant Leases –**

- **Capra House**  
Staff performed an exterior site inspection. Findings were favorable. Met with the tenant to discuss a few immediate material needs and a plan for repair.

**Copier Replacement –**

Staff plans to meet with copier representatives in December.

**Clubhouse Remodel Update –**

Staff seeking architectural design services to assist with Clubhouse flooring and paint upgrades. Staff will meet with the Facilities Committee to review the materials lists when acquired.

Once a materials list is obtained,

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

**Financial Statement for September 30, 2018 –**

The report under the Consent Matters is on the FY2018-19 Final budget including adjustments adopted on 9/25. Revenues and operating expenditures in the aggregate are at 25% of projections.

**Payment Processing** – Staff has started the new workflow to process invoices for payment. While the method is taking longer for staff due to scanning/sending documents, the overall process is more efficient, saving paper and at least two trips to the County each month, along with expediting payments to vendors.

**Benefits** – Open enrollment completed and documents submitted to the County. New rates become effective January 1, 2019.

*Tarry Smith, District Administrator*

**Personnel** – Staff worked inside today due to the poor air quality from fires.

**ACTION ITEM:**

**1. APPROPRIATION ADJUSTMENT REQUEST**

Administrator Smith made a recommendation to fund landscape and janitorial service expansion, CP playground replacement/improvement and a contingency for the Garfield Project through the re-allocation of accounts and submission of an Appropriation Adjustment Request.

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: Judd – The Advisory Board voted to approve funding landscape and janitorial service expansion and recommend an Appropriations Adjustment Request for CP playground replacement/improvement and a contingency for the Garfield Project, as presented. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Borman**

**Recused: Directors: None**

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

**UPCOMING PROGRAM AND EVENTS:**

***Events:***

- 1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park
- 2. **Silent Sleigh** – Tuesday, 12/4, 10AM –1PM at La Sierra Community Center, John Smith Community Hall
- 3. **Annual Tree Lighting** – Thursday, 12/6, 5–8PM, at Carmichael Park

***Youth Programs:***

- 4. **Kids Hang Out Afterschool Program** – Weekly sessions, Ages 5-12, full/part time, at the La Sierra Community Center
- 5. **Kids Night Out** – (Ages 5-14) 11/16 and 12/14; 6-9PM at La Sierra Community Center, Kid’s Corner

**Youth and Adult Programs & Sports:**

**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: Cancel; Hold a Special Meeting on Thursday, December 13, 2018 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

Proposed: Thursday, November 15, 2018 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:19 p.m.

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