

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MAY 16, 2019 REGULAR MEETING**

Directors: Arredondo-Carroll, 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
Staff Present: Bellas, 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** *(February 2 through March 11 – continued from 4/18/19)*
February 2, 2019 – Special Meeting
February 13, 2019 – Special Meeting
February 21, 2019 – Regular Meeting
March 11, 2019 – Special Meeting
April 4, 2019 – Special Meeting
April 18, 2019 – Regular Meeting
May 2, 2019 – Special Meeting
2. **FINANCIAL STATEMENT** *(January and February – continued from 4/18/19)*
January 2019
February 2019
March 2019
3. **ACCOUNTS PAYABLE** *(February and March – continued from 4/18/19)*
February 2019
March 2019
April 2019
4. **ACCOUNTS RECEIVABLE** *(March and April – continued from 4/18/19)*
March 2019
April 2019
May 2019
5. **POP STAT REPORT** *(March– continued from 4/18/19)*
March 2019
April 2019

Motion 1

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

Vote: Unanimous 5/0/0/0/0

NEWSPAPER ARTICLES:

Carmichael Times –

April 12, 2019: *Celebrating 50 Years, Carmichael Girls Softball League; Annual Egg Hunt*

April 19, 2019: *It's A Clean Sweep Party, Creek Week; The Hunt is On! Annual Easter Egg Hunt & Pancake Breakfast; Carmichael Seniors Take the Cake, 50 Years; Carmichael Community Update, Supervisor Peters*

April 26, 2019: *Bunniful Easter Fun in Carmichael Park; The Kiwanis Pancake Breakfast; Park, Rec & Eat It*

May 3, 2019: *Carmichael Community Update, Supervisor Peters; Voted Best Community Center*

REPORTS:

1.* ADVISORY BOARD MEMBER REPORTS

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

- Chairman Rockenstein complimented staff on the new flooring and paint in the Clubhouse. Acknowledged Jack Harrison for his service on the Advisory Board and help with daily operations at the District.
- Director Carroll concurred with the Chairman's comments.
- Director Conroy acknowledged Mr. Perry's first project as the Park Services Manager.

2.* STAFF REPORT (Bellas, Lal, Penney, Perry and Young)

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

Recreation Division

Alaina Lofthus, Recreation Services Manager – to report on division highlights; presentation brief as quarterly activities were reported under Presentation Items

Events –

- Concerts in the Park – Starts in June. Band line up is on the District Website, social media, and on flyers in the District offices. New this year, added a Kid's Summer Concert in the Park partnering with Kiwanis Club of Carmichael and Mission Oaks RPD; Saturday, June 15, from 10AM – 2PM; music by The Raytones and The Hipwaders.
- Preparation for upcoming July 4th activities.

Youth Development –

- Staff preparing for Summer Camp – new hires, training, supplies, field trips, registration, etc.

Sports –

- Track and Field – Last meet was rescheduled from 5/16 to 5/23
- Youth Volleyball – over 20 youth participated
- Adult sports programs are finishing the Spring Sessions; Summer league registration started

Maintenance Division

James Perry, Park Services Manager – reported on division highlights

La Sierra Community Center –

- HVAC: Staff completed seasonal start up and inspections revealing several issues. Install compressors on unit in Suites 415 and 440; installed new thermostat in the Recreation Office.
- Lighting: Staff replaced light bulbs in the Johnson Gym (Big gym)
- Recreation Office: Staff replaced a door lock.
- Irrigation: Staff repaired several leaks within the Wings of the CMP Campus leased space

Carmichael Park –

- Clubhouse Renovation: Filed Notice of Completion for the painting and flooring projects.
- Grounds: Staff worked with Victory Christian School for their annual Carmichael Park Project – painting benches, curbs, speed bumps, etc. Kelley Moore donated paint and supplies
- Irrigation: Staff replaced two older sections of the irrigation system.
- Tree maintenance: Staff removed a hazardous Mulberry Tree

Glancy Oaks Park –

- Irrigation: Staff installed a new irrigation controller.

Jan Park –

- Irrigation: Staff performed irrigation repair

O'Donnell Heritage Park –

- Irrigation: Staff repaired the irrigation system in the Butterfly Garden and the park.

Patriots Park –

- Irrigation: Staff performed repaired a main line leak

Sutter Jensen Community Park –

- Garfield House: Staff continues to work on the improvement project as time permits.

Administration Services Division

Stephanie Young, Administrative Analyst– reported on program area

Carmichael Improvement District –

- CID and community volunteers participated in a Business Walk of 5/9 to make contact with business owners with information on how to keep their businesses safe and clean and to share the benefits of the CID.
- Rachael Taylor was hired by the CID as the new Executive Director.

California Association of Recreation and Park Districts (CARPD) – ASM Penney and AA Young will attend the Annual Conference 5/22 – 5/24 and will report back re training content.

Grant update –

- On Thursday, May 2, staff attended the Prop 68 Per Capita Procedural Guide public review workshop. The District anticipates being eligible for \$200k.
- Key dates: 6/3 – Eligibility questionnaire due; 11/1 – deadline for Board Resolution; 1/31/20 – deadline for application. Grant performance period: 7/1/18 to 6/30/22.
- The La Sierra Play Area Project has been identified as a project that fits the grant criteria.

CIP Funding – Researching various funding mechanisms for the most urgent CIP needs.

Assessment – Researching and outlining steps, time and cost requirements for a possible future direct levy; assessment or tax measure.

Project Board/Communications – Staff has implemented a new communications tool to identify and monitor priority work tasks to facilitate meeting objectives. The information is available to view on the dry erase board in the CP Conference Room.

Ingrid Penney, Administrative Services Manager – reported on program area

FY2018-19 – The District received the second key allocation of property taxes. The total amount received to date exceeds projections by over \$41K. The District will continue to receive funding through the first two weeks of July.

Year End Closing –

- Staff has started the countdown to year end closing, processing journal entries and other documents. Closing date: 7/19. Final reports will follow.
- Last day to submit invoices for CIP and Equipment: 6/14; other invoices, revenue/expenditure accruals due by 7/5;

Audit –

- Staff and the Independent Auditor worked with the County to make the necessary corrections to the Payroll Liability Accounts. Presentation of the Audit Report targeted for the July meeting.

Liz Bellas, Interim District Administrator – Report

Construction Contracts – Staff plans to bring a procedure to streamline the process at the June meeting.

County CFO – Meeting scheduled on 5/28 with County staff to discuss potential District borrowing.

Prop 68 – Outlined the two step adoption process for the District Resolution required for the application for grants under the per capita program; District Advisory Board first and County Board of Supervisors second.

Budget Committee – Met on 5/9 to review preliminary information on a CIP Plan for FY2019-20 a 5-Year Plan, and funding options.

Personnel Committee – Met on 5/13 to screen applications for the District Administrator position. Closed Session planned for 6/1 to conduct interviews.

ACTION ITEM:

1. DELEGATION AUTHORITY

IDA Bellas made a presentation and recommendation to delegate authority to the Interim District Administrator to negotiate and execute contracts for the Jensen Garfield Access and Jensen Garden Parking Lot projects; the amounts not to exceed the approved project budget allocation.

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 delegate authority to the Interim District Administrator to negotiate and execute contracts for the Sutter Jensen Community Park, Garfield House Access and Jensen Garden Lower Parking Area Projects; the amounts not to exceed the approved project budget allocation for FY2018-19, as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 4/0/0/0

PRESENTATION ITEM:

1. RECREATION RETREAT

RSM Lofthus shared a PowerPoint Presentation of Recreation Division Retreat Summary Report

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

NEW BUSINESS:

1.* ADVISORY BOARD RETREAT – *Continued from 4/18/19*

The Advisory Board discussed scheduling a Retreat on June 20, 2019 related to CIP and District Budgets as part of the Regular Meeting; meeting to start at 5 PM instead of the normal start time.

UPCOMING PROGRAM AND EVENTS:

Events:

- 1. Weekly Farmers Market**–Sundays 9AM–2PM at Carmichael Park – Mother's Day Tea Party on May 12
- 2. Park Rec & Eat It Monthly Food Truck Event** – Thursday, 6/2, 5 –8PM, at Carmichael Park
- 3. Carmichael Girls Softball 50th Anniversary** – Saturday, 5/11, 3 – 8PM at Carmichael Park Ballfield #2
- 4. Taste of Carmichael** – Friday, 5/17, 5:30-8:30PM at La Sierra Community Center, JSH
- 5. 39th Annual Cactus & Succulent Show and Sale** – Saturday, 5/18, 9AM – 4PM; Sunday, 5/19, 9AM – 2PM, at Carmichael Park Clubhouse
- 6. Veterans Memorial Day Event** – Monday, 5/27, 11AM at the Koobs Nature Area

Youth Programs:

- 7. Kids Night Out** – (Ages 5-12) 5/17; 6-9:30PM at La Sierra Community Center, Kid's Corner
- 8. Summer Day Camps: Voyager** (Ages 5-8); **Explorer** (Ages 9-11); **Teen** (Ages 12-14) starting 6/17-8/13, M-F, 7AM-6PM; part time sessions (7AM-12:30PM or 12:30-6PM) at La Sierra Community Center
- 9. Mad Science Summer Camps: Mad Lab** – M-F, 6/17-6/21, 9AM-12PM; **Eureka! The Inventors' Camp**, 6/17-6/21, 1-4PM, **#Slimelife**, 6/24-6/28, 9AM-12PM, all held in La Sierra Community Center, Rm 800

Youth and Adult Programs & Sports:

10. **Summer Youth Volleyball Camps** (Ages 12-15), M-F, 6/17-6/21, 9AM-12PM, at La Sierra Community Center, Small Gymnasium
11. **Various Special Interest Classes, Fitness, and Sports** – Summer Season, for more information refer to the District's website and/or the Spring/Summer Activity Guide and/or the District website:
www.carmichaelpark.com

RECESS TO CLOSED SESSION at 8:04 p.m

1. PUBLIC EMPLOYMENT

District Administrator
Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT at 8:38PM

Motion 3

M: Carroll S: Conroy – The Advisory Board voted to authorize the Chairman of the Advisory Board for the Carmichael Recreation and Park District to negotiate a contract with the selected top candidate commiserate with salary in the job bulletin and for a term of up to three years. Unanimous.

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, June 20, 2019 at 5:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned 8:42PM.

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