

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 19, 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: Dax-Conroy, Judd, and Rockenstein
Directors Absent: Arredondo-Carroll and Borman – excused
Staff Present: Smith, Lofthus, Maddison, 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**
June 21, 2018 – Regular Meeting
2. **FINANCIAL STATEMENT**
May 2018
3. **ACCOUNTS PAYABLE**
June 2018
4. **ACCOUNTS RECEIVABLE**
July 2018

Motion 1

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

Vote: Unanimous of those present. Absent: Directors Borman and Carroll 3/0/0/2/0

NEWSPAPER ARTICLES:

Carmichael Times –

June 22, 2018: *Festival Hosts Players Young and Old; Concerts in the Park; Concerts in the Park*

June 29, 2018: *Carmichael Community Update; Concerts in the Park; Dinner in the Park*

July 6, 2018: *Cool Band of Bearded Brothers Rock Park; Concerts in the Park*

July 13, 2018: *Concerts in the Park*

REPORTS:

1.* ADVISORY BOARD MEMBER REPORTS

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

Chairman Rockenstein reported on the July 4th Fireworks Show.

Director Conroy reported on the July 4th Fireworks Show and the Foundation's planning and promotional activities for Dinner in Park – 9/8/18.

Director Judd reported on a recent tour of District facilities with Staff.

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 –

July 4th Fireworks Show –

Over 5,000 people attended; Staff received many compliments regarding the live music, a live cover band performed Tom Petty songs.

Movie Nights – upcoming

7/20 Coco and 8/3 Cars 3; California Family Fitness is a new sponsor for the movies.

Recreation Staffing Update –

Three positions open:

- FT Recreation Coordinator (Facilities) – Marshall Gorham has accepted a position with the Sacramento Valley Conservatory
- FT Recreation Coordinator (Youth Development) – New position approved in FY18/19 Budget, recruitment started
- RPT Recreation Coordinator (Driver) – vacant

Fall/Winter Activity Guide –

- Electronic version available August 1
- Hard copy will be received by the public approximately the week of August 13 – 24, dependent on printing schedules and mailing time frame.

New Website Design –

- New Web Design Company (Streamline)
- Focused on helping local government stay compliant online; provide support with regular updates on the latest laws and regulations. Their tools create websites that are secure and Section 508 compliant.
- Other local recreation and park districts have switched to this company (Mission Oaks and Sunrise).
- Plan to go live with the new website during the week of August 13

Maintenance Division

Keith Maddison, Park Services Manager – reported on division highlights

La Sierra Community Center –

- 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.
- Kids Hangout: Staff installed a doorbell system for the Kids Hangout program.
- Equipment Repair: Staff replaced a blown motor in one of the Toro Turf carts.
- Irrigation Systems: Staff made numerous irrigation systems repairs on the sports fields and in the 300 wing.
- Herbicides: Staff performed herbicide applications on the sports fields.
- Restroom: Staff replaced a broken sink in the 300 Wing Men's Restroom. Staff also replaced a cracked toilet in the 500 Wing Women's Restroom.

Carmichael Park –

- July 4th Event Preparation and Support: Staff put forth extra effort to detail the park for the July 4th parade event. Staff also assisted the Recreation Department with preparation, set-up associated with the parade and festivities.
- Irrigation: Staff rebuilt an irrigation valve and replaced numerous sprinkler heads. Staff made other repairs and adjustments throughout the site.
- Herbicides: Staff performed herbicide applications throughout the park.
- Park Restroom: Staff replaced a vandalized sink faucet in the women's side of the Park Restroom.
- Tree maintenance: Staff pruned and raised tree canopies and ground out a large Mulberry

Cardinal Oaks Park –

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

O'Donnell Heritage Park –

- Tree Maintenance: Staff removed a large dead Almond tree

Sutter Jensen Community Park –

- Fungicides & Herbicides: Staff performed a second fungicide application on the new turf. Staff also made herbicide applications throughout the site.
- Dedication Preparation: Staff installed two concrete park benches with donor plaques. Staff prepared the park dedication and donor boulders by cutting in the recesses to install the bronze plaques. The memory donation bricks were installed by S.J. Varner Company. Staff will be working on the remaining items up to the dedication date.

District Wide –

- Sheriffs Work Program: The district did not receive any busses this reporting period.

Administration Services Division

Stephanie Young, Administrative Analyst

- **Grant updates**

SMUD Shine Award Grant – Application was submitted on 6/25. The District worked closely with the CRPD Foundation to submit an application requesting a \$40k matching grant for a lighting system for the CP Tennis Courts. If awarded, the District could save approximately \$19k annually. Staff will report back the results once SMUD announces the recipients.

Community Development Block Grant (CDBG) – Staff submitted an application on 7/18. The amount requested was \$75k to be used toward construction of Bocce Ball Court Improvements for Carmichael Park. CDBG plans to announce its recipients in September

Cal Fire – Staff is waiting to hear back on a grant application submitted to Cal Fire specifically for Schweitzer Grove Nature Area. The funds would be used to install fire gates, clear dead trees, and laddering fuel.

- **Tenant Leases**

Staff has been working closely with the Maintenance and Recreation Divisions in addressing tenant concerns, requests and projects.

- **Dinner in the Park**

Staff continues to support the Foundation for the 2nd Annual Dinner in the Park event planned for 9/8.

- **Training**

Staff recently attended the annual California Association of Recreation and Park Districts training in South Lake Tahoe at the end of May/beginning of June. Some the training topics included Prop 68 funding, ADA Compliance, and Crisis Management.

Ingrid Penney, Administrative Services Manager – reported on program area

- **FY2018-19 Budgets** – Adjustments due to County by 8/10.

- **FY2017-18 Year End Closing** – District staff completed the year end work to close FY 2017-18. Final stats will be available by end of July. Over the new few months, Staff will be working on several year-end reports for the County and other agencies.

SPECIAL PRESENTATION:

1.* MOBILE RECREATION PROGRAM

RSM Lofthus introduced Jack Harrison who made a presentation highlighting the Mobile Recreation Program offered in partnership with the Kiwanis Club of Carmichael and plans for the program in FY2018-19.

ACTION ITEMS:

1. FY2018-19 FINAL BUDGET ADJUSTMENTS

Administrator Smith made a presentation of proposed adjustments to the FY2018-19 Final Budgets for the General Fund (Fund 337A) and the Assessment Fund (337B) for final approval and adoption by the County 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, it was the consensus of the Advisory Board to continue this item to the August 2, 2018 Special Meeting.

PRESENTATION ITEM:

1. RECREATION ACTIVITY REPORT

RSM Lofthus made a presentation of recreation activities for the period April to June 2018

UPCOMING PROGRAM AND EVENTS:

Events:

1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park
2. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, 8/2, 5 –8PM, at Carmichael Park
3. **Concerts in the Park**– Saturdays, 6:30-8:30PM, 7/14-Lola Rose Band, 7/21 Latin Touch, 7/28 Rogue, 8/4 Todd Morgan and the Emblems, 8/11 Alexander Nelson Band
4. **Movies in the Park** – 7/20 – Coco, Activities start at 7 PM and movie at dusk.

Youth Programs

5. **Summer Day Camp** – Weekly sessions started 6/11, Ages 5-14, full/part time, at the La Sierra Community Center
6. **Mad Science Summer Camp** – Ages 6-12, Mon-Fri, 9AM-12PM, at La Sierra Community Center, Room 800: Science Rockstars 7/23-7/27
7. **Summer Day Trips** – Ages 5-14, meeting at La Sierra Community Center; Sunsplash 7/25 9:30AM-6PM
8. **Summer Reading Program began** 7/17 various levels, dates, and meeting times at La Sierra Community Center, Room 800
9. **Kids Carnival Night** – All Ages –7/19, 6:15-8:15PM at La Sierra Community Center
10. **Summer Basketball Skills Camps** – Ages 8-12: Mon-Fri, 7/16-7/20, 9AM-12PM at La Sierra Community Center Gymnasiums

TIME AND PLACE OF NEXT MEETING:

1. Special Meeting

No Regular Meeting planned for August.

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

ADJOURNMENT – The meeting was adjourned at 7:49 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