

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
OCTOBER 18, 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 6:08 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, 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. –**

Nahid Kabbani addressed the Advisory Board on the topic of Access Sacramento; their need for funding.

**CONSENT ITEMS:**

1. **MINUTES**  
September 20, 2018 – Regular Meeting
2. **FINANCIAL STATEMENT**  
August 2018
3. **ACCOUNTS PAYABLE**  
September 2018
4. **ACCOUNTS RECEIVABLE**  
October 2018

**Motion 1**

**M: Carroll S: Judd** – 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*** –

**September 21, 2018:** *Dinner in the Park is a Beautiful Thing; Founders Day; Carmichael Community Update – Carmichael Founder's Day*

**September 28, 2018:** *Founders Day Smiles for Kids and Llamas; Park, Rec & Eat It*

**October 5, 2018:** *Sacrificing the Parkway; Voted Best Entertainment & Best Community Center!*

**October 12, 2018:** *Time to Get on Your Feet!; Voted Best Entertainment & Best Community Center!*

**ACTION ITEM:**

**1. SACRAMENTO COUNTY EMPLOYEES RETIREMENT SYSTEM (SCERS)**

Administrative Services Manager Penney presented a staff recommendation to adopt Resolution # CP10182018-01, approving a new policy establishing employee eligibility for membership in SCERS; Introduced Eric Sterns, CEO for SCERS, who made a presentation on the background and process for development of the new policy. He was available to address questions about the new policy and general information regarding GASBS 68, Pension Liability.

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 and adopt Resolution CP10182018-01, adopting SCERS Membership Policy, Policy Number 008, establishing an employee's eligibility for membership in SCERS, as presented. Unanimous of those present.

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

## **REPORTS:**

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

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

Director Carroll reported on Founders Day and food trucks (Park, Rec and Eat It) events and a recent Facilities Committee meeting that touched on several current matters.

Chairman Rockenstein reported on Founders Day, in particular the music, classic cars, and vendors; an ad-hoc committee that has been formed to begin the District Administrator recruitment process.

Director Conroy recommended signage for the CP Playground.

### **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

Quarterly Recreation Activity Report later in the meeting which will cover the updates in the Recreation Division.

#### **Upcoming Events –**

- Free Community Dance at LSCC John Smith Community Hall, Sunday, 10/21 from 2 – 4PM.
- Wall of Honor, Saturday, 11/3, starting at 3 PM.
  - Aino Signs donated the memorial plaque for Deputy Sheriff Robert A. French

#### **Recreation Staffing Update –**

- Hired Telly Freidenfelt as the new FT Recreation Coordinator – Youth Development
  - First day as a full time employee will be Monday, October 22
- Regular Supervisor:
  - Completed 2<sup>nd</sup> Interviews and moving forward with the selected candidate for pre-employment screening.

#### **Maintenance Division**

Keith Maddison, Park Services Manager – reported on division highlights

#### **La Sierra Community Center –**

- Fire Hydrant Replacement: Staff replaced the remaining two hydrants and now this task to replace six (6) is complete.
- Roof Repairs: Staff installed drip edge metal on numerous areas of the covered walkways. The single ply roofing on these walkways is failing throughout the Center.
- Villareal Gymnasium Scoreboard: Staff removed the existing mechanical scoreboard, dismantled and removed an 800 pound hydronic wall heater; restored and painted the area where the heater was removed then installed new electrical service and the new electronic scoreboard. The most difficult portion of the job was the removal of the old hydronic heater
- Irrigation Systems: Staff replaced a 2" water main isolation valve in the 400 Wing West.
- Painting: Staff painted the North wall of the Johnson Gymnasium and the West Boiler Room.
- Lighting: Staff installed 4 new LED wall pack light fixtures. Staff also retrofitted 5 existing high pressure sodium fixtures with new LED lights.

### **Carmichael Park –**

- Irrigation: Staff replaced an irrigation controller, numerous sprinkler heads and made repairs and adjustments throughout the park.
- Playground Safety Audit: Maintenance Worker, Phillip Hurt, obtained a Certified Playground Safety Inspector Certificate. Phil conducted a playground audit of the 5-12 year age group play equipment located in the center of Carmichael Park. This play equipment was installed in the early 1990's and does not meet current standards. His recommendation is to close this equipment from access until it can be replaced.
- Graffiti Removal: Staff removed extensive graffiti from the records storage building.
- Tennis Court Lighting: Staff replaced the light timer switch that operates Tennis Courts 1 and 2.
- Veterans Hall Lighting: Staff replaced 48 florescent light bulbs with new LED lighting. This completes half the building and the remainder will be completed this winter.

### **Cardinal Oaks Park –**

- Tree Maintenance: Staff felled and removed two large dead Liquid Amber Trees.

### **O'Donnell Heritage Park –**

- Irrigation: Staff replaced an irrigation controller. Staff also rebuilt a 2" irrigation valve.

### **Sutter Jensen Community Park –**

- Turf care: Staff applied fertilizer to the new sod area.
- Garfield House Remodel: Staff started demolition and restoration of the lower decking at the Garfield House.
- Water Main: Staff repaired the water main that feeds the Jensen Botanical Gardens House.

### **District Wide –**

- Sheriffs Work Program: The district received the services of **3** buses during this reporting period. Labor used for cleanup at Sutter Jensen Community Park (Jensen Gardens) and Carmichael Park.

### **Training –**

- Pesticide Applicators Training: Jerry Eppler, James Perry and Clinton Salas attended a continuing education training seminar for Pesticide Applicator license holders. These licenses require annual continuing education hours to remain valid.

### **Personnel –**

- Keith announced his decision to retire on March 24, 2019.

### **Administration Services Division**

*Stephanie Young, Administrative Analyst*

### **Grant updates –**

- **Community Development Block Grant (CDBG)** – CDBG pushed the award notice to the end of October.
- **SMUD Shine Award Grant** – Reiterated that recipients are expected to be announced in late October. If awarded, District will receive half of the monies needed to perform a full tennis court lighting replacement.

### **Tenant Leases –**

- **Montessori Children's School**  
The prospective new owner is finalizing paperwork. Staff has requested review and input by on the draft lease by County Counsel to ensure a smooth transition.

### **Training –**

#### **California Special Districts Association**

In September, staff attended the annual conference. Sessions were relevant and informative.

### **Copier Replacement –**

Staff has made contact with six different companies, requesting product line information. Once received, meetings and presentations will be held in order to replace existing equipment.

**CID –**

Staff participated in the Carmichael Improvement District Business Walk Survey. Feedback on the CID's first year was solicited from property and business owners. Most surveyed were pleased with the results in the areas of cleanliness, patrol, and safety.

**Prop 68 –**

Next month, staff will attend a meeting to learn more about next steps in applying for the Statewide Park Development and Community Revitalization Program funding.

**Garfield House –**

Staff contacted three architects. Provided them with a general scope of work and scheduled a walk-through; requesting that design plans come back in time for the November Advisory Board Meeting.

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

**FY2018-19 Budgets –**

The final budget adjustments were adopted on 9/25. The Financial Statement next month will reflect the changes. An overview for the three dependent park districts was passed out for review and information.

**Year End Reports.** – Staff has completed several year- end reports submission to the County.

**Audit** – Fieldwork for the audit wrapped up last week. Staff will be working on the MD & A report.

**Training** – Staff attended training on a new electronic workflow process which will save the District time and paper. The County DOF will now accept emailed scanned documents in lieu of original delivered documents for most payment transactions.

*Tarry Smith, District Administrator*

**CMP** – Staff received a proposal from CMP requesting District approval to install exercise equipment at their own cost between Wings of leased space at La Sierra Community Center.

**PRESENTATION ITEM:**

**1. RECREATION ACTIVITY REPORT**

Recreation Services Manager Lofthus made a presentation of recreation activities for the period July to September 2018. The report was received and filed.

**2. CIP AND EQUIPMENT REPORT**

District Administrator Smith made a presentation of the quarterly update of activities related to capital improvement project and equipment expenditures. The report was received and filed.

**UPCOMING PROGRAM AND EVENTS:**

*Events:*

- 1. Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park; Upcoming special market event: 10/14 Falling Leaf Autumn Festival
- 2. Park Rec & Eat It Monthly Food Truck Event** – Thursday, 11/1, 5 –8PM, at Carmichael Park
- 3. Free Community Dance (John Skinner Band)** – Sunday, 10/21, 2 –4PM, at La Sierra Community Center, John Smith Community Hall
- 4. Wall of Honor** – Saturday, 11/3 at 10AM at Patriots Park. Annual event honoring local heroes. New inductee, Sacramento County Deputy Sheriff Robert A. French.
- 5. Veteran's Memorial Day Remembrance** – Saturday, 11/11 at 11AM at the Koobs Nature Area.

*Youth Programs:*

- 6. Kids Hang Out Afterschool Program** – Weekly sessions have started, Ages 5-12, full/part time, at the La Sierra Community Center
- 7. Kids Night Out** – (Ages 5-14) 10/26; 6-9PM at La Sierra Community Center, Kid's Corner

*Youth and Adult Programs & Sports:*

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

**ADJOURNMENT** – The meeting was adjourned at 6:40 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