

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
NOVEMBER 17, 2016 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, Rockenstein and Younger
Staff Present: Smith, Lofthus, and Penney

PLEDGE OF ALLEGIANCE – Chairman Rockenstein led the pledge

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

Nahid Kabbani, representing One World for Love and Peace addressed the Advisory Board about her organization which helps refugees and new immigrants feel welcome and to assimilate.

CONSENT ITEMS:

1. **MINUTES**
September 15, 2016– Regular Meeting
2. **FINANCIAL STATEMENT**
August 2016
September 2016
3. **ACCOUNTS PAYABLE**
September 2016
October 2016
4. **ACCOUNTS RECEIVABLE**
October 2016
November 2016

Motion 1

M: Conroy S: Carroll – The Advisory Board voted to approve the Consent Items, as presented. **Vote: Unanimous. 5/0/0/0/0**

NEWSPAPER ARTICLES:

Carmichael Times –

- September 16, 2016:** *Towering Move Funds La Sierra Gym Re-vamp; Mountain Man Climbs Final Peak (re: former District Administrator Ron Cuppy); Founders Day*
- September 23, 2016:** *Founders Day*
- September 30, 2016:** *Neighbors Throw Party for Treasured Park (re: Jan Park – 5 Yr Anniversary); Park, Rec & Eat It; Carmichael Seniors Club Crafting for Cradles*
- October 7, 2016:** *Falling Leaf Craft Festival (at Farmers Market); Pickleball*
- October 14, 2016:** *Pickleball; Falling Leaf Craft Festival*
- October 21, 2016:** *Cradle Creators Rock; Thank A Veteran Today (Vietnam Veteran’s Memorial – Earl J. Koobs Nature Area – LSCC; Howloween 2016*
- October 28, 2016:** *Thank A Veteran Today (Vietnam Veteran’s Memorial – Earl J. Koobs Nature Area – LSCC; Pickleball; Wall of Honor Event Planned for November 5th, Carmichael Recreation and Park District Honors Local Fallen Heroes*
- November 4, 2016:** *Thank A Veteran Today (Vietnam Veteran’s Memorial – Earl J. Koobs Nature Area – LSCC; Farmers Market Puts on the Dog; Elementary Basketball Leagues, Register Today!*

REPORTS:

1. ADVISORY BOARD MEMBERS REPORTS

Director Conroy reported on the Carmichael RPD Foundation's event plans for the coming year – Antiques, Bubbles, and Brunch on 4/23 at the John Smith Community Hall, LSCC; serious consideration for a "farm to fork" type of dinner/music event in September at the Sutter-Jensen Community Park.

Director Conroy raised an issue about FEC Park Rangers citation procedures, questioning whether the District would consider suggesting to them implementing a warning system prior to issuance citations for dogs in undesignated areas and/or parks. Several board members questioned whether the District has the authority to impose; expressed concerns about potential preferential treatment; and recommended that clearly posted signage may mitigate occurrence.

Director Rockenstein reported on the Patriots Park Wall of Honor tribute.

Director Borman reported on the Sutter-Jensen Community Park – Kiwanis clean-up day. Many of the participants, longtime residents, had never visited Sutter-Jensen. She also reported on the concrete tables' arrival at Carmichael Park.

Director Carroll reported on an upcoming annual event held on December 17th from 1 – 3:30PM, at Jan Park with M/M Claus; Holiday Canned Food Drive, food donations are donated to St. John the Evangelist Church Food Bank.

2. STAFF REPORTS

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

Recreation Division

Alaina Lofthus, Recreation Supervisor – reported on division highlights

Events:

- Wall of Honor – Community gathered to remember fallen local heroes. Congressmen Bera and Supervisor Peters spoke; Sheriff Jones attended; Director Conroy and Recreation Supervisor Lal-Hernandez read the bios; Honorary Mayor Hubbs donated roses for inductees; Starbucks donated coffee

Programs:

Youth Recreation -

- Youth sports – Middle School Boys Basketball (Barrett, Rogers, Carden) 105 players participating, increase of 23 players over last year
- Kid's Hangout After School Program – Serving average of 48 children, increase of 10 youth/week over last year
- New Program – Creative Dance for Kids, ages 2 -5, 21 participants for October

Adult Sports –

Pickleball – winter season to start (drop-in three days/week starts in December); Pickleball Camp coming soon.

Positive feedback received from players regarding new gym floors. Anticipate a large turnout for winter leagues.

Miscellaneous:

Custodial staff buffed floors in the John Smith Community Hall and other rental spaces at La Sierra Junior Tennis Fund – We were awarded the grant; which will provide scholarships, benefitting youth from low income families

Mail Chimp Software– Inputting email addresses; hope to send first newsletter in the new year

Gym Renovation Program – Ordered and received new volleyball poles; ordered new wall mats

Administration Services Division

Ingrid Penney, Administrative Services Manager reported on division highlights.

- Completed District’s portion of the annual report for Park Impact Fees - report to BOS in December; Fund est. in March 2008, since inception over \$450,912 collected; FY2015-16: \$212,756.60 fees, interest earned: \$1,938.46, \$19,395 remains uncommitted; current fee schedule adjusted in March 2016 based on the Annual Construction Cost Index – Resident SF- Detached: \$5,688 up from \$5,650
- Completed Open Enrollment for benefits.
- CSDA Conference and Board Secretary Certificate Program - highlights shared.

District Administrator

Administrator Smith – Reported on following items:

- Job offer has been made for the Analyst position, contingent on a background check
- Rotary Grant status update – concrete tables for Carmichael Park
- Staffing – down three maintenance division employees; one retired, two on medical leave
- Sutter-Jensen Community Park – started waterline installation along the trail - will be used to pressure wash the trail, removing olive drops

ACTION ITEMS

1. CARMICHAEL LITTLE LEAGUE – FACILITY USE AGREEMENT (FUA)

Lofthus presented the proposed Facility Use Agreement with Carmichael Little League; recommended that the Advisory Board approve the terms and conditions of the FUA for the La Sierra fields and snack bar. After discussion, questions, and comments, the following motion was made:

Motion 2

M: Younger S: Carroll – The Advisory Board voted to approve the terms and conditions of the Facility Use Agreement with Carmichael Little League for the baseball fields and snack bar at La Sierra Community Center, effective January 1, 2017 to December 31, 2019, as presented; includes a player fee per season and utility costs for the snack bar; authorize the District Administrator to sign the FUA. Unanimous.

Vote:

Ayes: Directors: Conroy, Younger, Borman, Carroll, and Rockenstein
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 5/0/0/0

2. MEMORIAL PLAQUE FOR THE COMMUNITY DIRECTORY SIGN

Administrator Smith presented the proposal for a memorial plaque, recommending approval of the installation of a memorial plaque for the Community Directory Sign located in Carmichael Park to honor Cathryn Snow for her service to the Community; funded by Carmichael Chamber and Kiwanis Club and installed by District.

Jack Harrison spoke on behalf of the Kiwanis Club of Carmichael and the Carmichael Chamber of Commerce. He told of Cathryn’s vision to have a Community Directory Sign placed in Carmichael Park. She collected the logos and funds from local organizations and service clubs. In turn, Kiwanis and the Chamber thought it fitting that a plaque be installed on the Directory Sign as a visible thank you for Cathryn’s many contributions to the Community. He asked the Advisory Board to support staff’s recommendation.

After discussion, questions, and comments, the following motion was made:

Motion 3

M: Carroll S: Younger – The Advisory Board voted to approve the installation and verbiage for a memorial plaque to be located by staff on the lower portion of the Community Directory, as presented. Unanimous.

Vote:

Ayes: Directors: Carroll, Borman, Younger, Conroy, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

3. REQUEST FOR RELIEF OF ACCOUNTABILITY

Penney presented a report and recommendation to approve a relief of accountability request to the County for the costs of assets identified which have no service value to the District and authorization to dispose of non-inventoried equipment identified which have no service value to the District.

After discussion, questions, and comments, the following motion was made:

Motion 4

M: Conroy S: Younger – The Advisory Board voted to recommend approval of a Relief of Accountability to the County for the costs of the assets listed in the report; to approve disposal of non-inventoried equipment items identified in the report through surplus or by scrapping for salvage value. Unanimous.

Vote:

Ayes: Directors: Younger, Borman, Carroll, Rockenstein, and Conroy

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

4. PROPOSED PERSONNEL POLICY UPDATES

Penney presented proposed updates to the District Personnel Policy in Sections: Employee Status, Holidays, Sick leave, and Other Leaves.

After discussion, questions, and comments, the following motion was made:

Motion 5

M: Borman S: Conroy – The Advisory Board voted to approve the recommendations of the Policy and Program Committee and staff for updates to the District Personnel Policy, as presented; effective November 17, 2016. Unanimous.

Vote:

Ayes: Directors: Borman, Carroll, Rockenstein, Younger, and Conroy

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

5. PROPOSED POWERS AND DUTIES RESOLUTION

Administrator Smith presented a proposed update to the Powers and Duties Resolution for the governance and operation of Sacramento County dependent recreation and park districts; recommended that the Advisory Board forward approval to the Sacramento County Board of Supervisors for final adoption.

After discussion, questions, and comments, the following motion was made:

Motion 6

M: Younger S: Borman – The Advisory Board voted to approve the staff recommendation; forwarding their approval of the Resolution for the consolidation of resolutions, as presented, for the governance and operations of Sacramento County Recreation and Parks Special Districts to the County Board of Supervisors for final adoption. Unanimous.

Vote:

Ayes: Directors: Borman, Carroll, Rockenstein, Younger, and Conroy

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

6. LSCC JOHN SMITH COMMUNITY HALL DESIGN SERVICES (Smith)

Administrator Smith presented a report on proposals received for design services and made a recommendation to negotiate with Designs by Misha and other design firms as needed to obtain rendering and bids for improvements of the John Smith Community Hall; to report back at a future meeting.

After discussion, questions, and comments, the following motion was made:

Motion 7

M: Younger S: Borman – The Advisory Board voted to authorize the District Administrator to begin negotiations with Designs by Misha and the other design companies as needed, to obtain renderings and bids for the project, LSCC John Smith Community Hall Improvement; to authorize expenditure up to \$7,000 for the design services. Unanimous.

Vote:

Ayes: Directors: Borman, Younger, Carroll, Rockenstein, and Conroy

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

7. LSCC ENERGY EFFICIENCY - SMUD PROPOSAL (Smith)

Administrator Smith presented SMUD's proposal to retrofit existing lighting with LED bulbs; requested that the Advisory Board allocate funding from available identified sources for the cost of project, \$74,778 after grants and rebates.

After discussion, questions, and comments, the following motion was made:

Motion 8

M: Younger S: Carroll – The Advisory Board voted to approve the staff recommendation regarding the SMUD proposal to retrofit existing lighting with LED bulbs at the La Sierra Community Center; to allocate \$74,778 for the project from remaining unused and available funding from FY2016-17 projects; to authorize the District Administrator to execute the contract with SMUD; to direct the Administrator to ask SMUD to use to a local company to provide the material and services. Unanimous.

Vote:

Ayes: Directors: Younger, Conroy, Borman, Carroll, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

NEW BUSINESS: None

UPCOMING EVENTS:

1. **Annual Tree Lighting** – Thursday, December 1, 5-8 PM, Carmichael Park
2. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, December 1, 5-8PM, Carmichael Park
3. **Silent Sleigh** – Tuesday, December 13, 10 AM-1PM, La Sierra Community Center – Smith Hall
4. **Winter Break Kid’s Hangout Camps** – December 26 – 30; January 3 -6, La Sierra Community Center

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**

The next regular meeting of the Advisory Board is scheduled for Thursday, December 15, 2016, at 6:00 p.m., Community Clubhouse #2 at Carmichael Park.

ADJOURNMENT – The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Ingrid 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