

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 21, 2019 REGULAR MEETING**

Directors: Arredondo-Carroll, Borman, Dax-Conroy, Harrison, 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, Harrison, and Rockenstein
Directors Absent: Judd - excused
Staff Present: 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**
January 17, 2019 – Regular Meeting
- 2. FINANCIAL STATEMENT**
December 2018
- 3. ACCOUNTS PAYABLE**
January 2019
- 4. ACCOUNTS RECEIVABLE**
March 2019
- 5. UTILITIES AND SERVICES RATE STUDY**
Report on the direct cost of utilities and services to support the La Sierra Community Center

Motion 1

M: Conroy S: Harrison – The Advisory Board voted to approve the Consent Items 1 -4, as presented. Item 5 was pulled for discussion later in the meeting.

Vote: Unanimous of those present. Absent: Director Judd 4/0/0/1/0

NEWSPAPER ARTICLES:

Carmichael Times –

January 11, 2019: *Voted Best Community Center 2018!*

January 18, 2019: *Voted Best Community Center 2018!*

January 25, 2019: *Voted Best Community Center 2018!*

February 1, 2019: *Voted Best Community Center 2018!*

February 8, 2019: *A Carmichael Hero, Carmichael Boy Through and Through – Jack Pefley Dies at 95 (former Advisory Board member); Voted Best Community Center 2018!*

REPORTS:

1.* ADVISORY BOARD MEMBER REPORTS

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

- Director Conroy reported activities of the Carmichael Parks Foundation; planning for upcoming Dinner in the Park 2019, on September 7, 5:30-8:30 PM. She also requested that Staff include the FEC park patrol stat reports in the regular meeting packet.
- Director Harrison updated a report on a joint design project funded by the Carmichael Kiwanis Club and the Carmichael Parks Foundation for a new entry to the La Sierra Community Center. The HLA Group has prepared an initial conceptual plan for the project.

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

Staff –

- New Recreation Specialist – Alyssa Egbert was hired; has started orientation/on-board training. The position supports special events.
- CPRS District 2 Board – Recreation Supervisor Sharlene Lal has been elected to serve a two year term as Director of Public Relations.
- Maria LaFontaine, Recreation Coordinator (Facilities) was awarded a scholarship through CPRS for young recreation professionals continuing their education. She is pursuing her Master's Degree.

Events –

- Park, Rec & Eat It returns Thursday, March 7, from 5-8PM at Carmichael Park
- Creek Week planning underway for the County-wide cleanup effort and celebration event that takes place at Carmichael Park; celebration event date: April 13. The event committee was soliciting the Advisory Board Members to judge a contest.
- Annual Egg Hunt (April 20) – two recreation student interns from Sac State are helping with the event.

Youth Development – Presidents Week Camp, 65 children registered - the most ever. The camp theme was The History of Music. Special guest, the Fryed Brothers Band, performed songs from all genres throughout history with Beatle songs being the most requested. The band brought in mandolin and guitar, showing the children how they worked.

Sports –

- Pickleball is going strong three days a week. The increased rain and cold weather has increased participation levels.
- Middle School Boys Volleyball – The District is working with Sunrise and Orangevale RPDs to start a league this spring.

Miscellaneous –

- The Spring/Summer Activity Guide is going through final edits, on track to be available online by March 1. District resident will receive a copy in the mail approximately two weeks later.
- The Recreation Division held their third annual retreat, reporting out to the Advisory Board at a future meeting.
- CPRS Conference - Six regular employees from the Recreation Division plan to attend.

Maintenance Division

Keith Maddison, Park Services Manager – reported on division highlights

La Sierra Community Center –

- HVAC: units on Suites 815 and 830 were replaced under contract by The Air Company. Staff performed the demolition work in advance. These 27 year old units were found to have cracked heat exchangers during inspection. Two more units will need to be replaced before next year's heating season.
- Roof Repairs: Staff repaired a roof at the John Smith Hall. A large area of roofing was patched on the 700 Wing East by Madsen Roofing and Waterproofing, Inc.
- Herbicide: Staff applied herbicide throughout the Community Center.
- Drinking Fountain: Staff replaced a drinking fountain in the Johnson Gymnasium.
- Parking Lot: Staff repaired multiple pot holes throughout the Community Center parking lots.

Carmichael Park –

- Clubhouse Kitchen Appliance Upgrade: Staff installed the new gas range, range hood, refrigerator and freezer in the Clubhouse kitchen
- Lighting: Staff installed two new tennis court lighting control panels on courts 1, 2, 3 and 4; replaced all fluorescent lighting in Clubhouse 1 and 2 with new efficient LED lighting. This should result in approximately a 75% reduction in lighting costs.

- Herbicides: Staff performed herbicide applications throughout the park.
- Records Storage Building: Staff patched the roof and installed new shelving for administrative staff.
- Equipment Service: Staff installed new blades on mowing equipment and serviced multiple turf vehicles.
- Tree maintenance: Staff ground out several large tree stumps.

Del Campo

- Graffiti: Staff removed graffiti on the restroom building and play area equipment on two occasions.

O'Donnell Heritage Park –

- Tree maintenance: Staff removed two large Oak Trees that fell due to storm damage. One of them was a large heritage oak in the southeast corner of the park. Staff also raised tree canopies throughout the park.

Patriots Park –

- Tree maintenance: Staff removed a large Almond Tree that fell during one of the recent storms. Staff also raised tree canopies throughout this park.

Sutter Jensen Community Park –

- Garfield House:
 - The main electrical panel upgrade was installed by S.E. Technologies, Inc.
 - Demolition work has been completed in the kitchen, great room and front bathroom. Former Director Dave Younger put in a solid day helping with the demolition. Demolition on the job is unusual as it is more of a dismantling to reuse the materials rather than normal demolition process.
 - Staff has started reconfiguring the framing in the kitchen, bathroom and hallway area.
 - Staff has also commenced installation of all the new utility systems
- Irrigation: Staff has completed the irrigation system main line record drawing for the Jensen Botanical Garden. PSM Maddison helped install the main line and valves in 1983 as a seasonal employee and a record drawing was never completed. Baker Williams Engineering provided a base drawing with GPS located valves that we selected. That information was then transferred to the Sutter – Garfield record drawing that we completed last year and the main lines and remaining valves were added. This drawing will be extremely helpful to future staff.
- Herbicides: Staff applied a growth regulator herbicide to 30 Olive Trees along the sidewalk. The application that we performed last year proved to be effective in stopping approximately 90% of the olive growth and drop. Staff also performed herbicide application throughout the park.

District Wide –

- Sheriffs Work Program: The district received the services of six (6) buses during this reporting period. Labor used for tree removal and park cleanup at Carmichael Park, O'Donnell Heritage Park, Patriots Park and Sutter Jensen Community Park.

Equipment –

- Tractor Purchase: Staff ordered the new Kubota tractor through the same HGAC Buy purchasing program that was used to purchase the play equipment for Carmichael Park. One implement to purchase remains...

Administration Services Division

Stephanie Young, Administrative Analyst– reported on program area

Grant update –

On Monday, ASM Penney and AA Young plan to attend the Technical Assistance Workshop for the Statewide Park Development and Community Revitalization Program. The Grant submission deadline is Monday, August 5th of this year.

Tenant Leases –

Chautauqua and Sacramento Fine Arts Center: Once Mr. Smith returns, we are meeting with Sac Fine Arts and Chautauqua Theater, who are both in hold over status, to negotiate their new rates. Staff will submit the lease agreement renewals at next month's Advisory Board Meeting.

Carmichael Park Play Equipment Replacement –

The Appropriations Adjustment Request was approved at the Board of Supervisors meeting on January 29th. Shortly after, the order was submitted. Manufacturing will begin in the next week or so and should take about 6 weeks. It will then be shipped by boat from Germany, arriving in the Port of Oakland about 4 weeks later. Installation will then depend on the contractor's schedule. All of these time frames are estimated. We will receive a confirmation from our vendor in the next two weeks with a more specific timeline. The signage for the site will be delivered by the end of next week so we can post it and the public will get a look at what is coming.

Clubhouse & Garfield House update –

PSM Maddison and AA Young met with Valerie from the architectural firm Norr to tour both the Garfield House and the Clubhouse, requesting she provide Interior Design consulting services for paint and flooring selections only. Valerie expects to have samples to District by the end of following week for review.

SMUD Lighting Survey for La Sierra Parking Lot –

Staff met with the District's SMUD representative to perform a lighting survey of the main La Sierra Community Center parking lot and will report back the findings of the survey to determine what can be done to improve the lighting and what additional costs would be associated with the proposed changes. Our representative is also providing us with assistance in some potential rebates for lighting improvement already made.

CMP asphalt project update –

After the Advisory Board's approval of the Letter of Intent between CRPD and CMP, County Counsel advised that we formalize the agreement in the form of an Amendment to their Tenant Lease. Staff met with County Counsel to determine the language for the instrument. Once ASM Penney's drafts the Amendment and County Counsel approves it, staff will bring it back to the Advisory Board for approval, and then to the Board of Supervisors for final approval and execution. Meanwhile, design meetings will continue as we work toward the end goal of an asphalt/play area upgrade at La Sierra.

Tenant issues –

Staff is continuing to respond to tenant issues at La Sierra; most of which have been a result of the recent heavy rains.

Community Engagement Projects –

The District is experiencing some movement in three different project areas as it pertains to partnerships. The Bocce Ball Court project has benefitted from increased awareness due to the presentation by the Carmichael Parks Foundation's presentation to the Italian Cultural Society. The La Sierra façade improvement proposal presented to the District by the Foundation and Kiwanis has produced preliminary concepts so more information will be presented soon. Finally, the Foundation is partnering with Rotary to discuss some potential upgrades to the Kid's Hangout area to possibly supplement the already generous donations made by the Foundation; all projects showing increased momentum.

Dinner in the Park –

Planning is well under way and after a couple of years under their belt now, staff is positioned to get ahead of some tasks minimizing last minute efforts.

Carmichael Improvement District –

AA Young attended the first Outreach Committee meeting for the CID this week. Some of the goals align with those of CRPD's. Staff is working toward a few opportunities where the two can work together to benefit the community and will keep the Advisory Board posted on new developments in that area as we plan events for the entire year.

California Parks & Recreation Society Annual Conference –

Next month, along with other staff members, AA Young plans to attend the annual CPRS Conference hosted by the City of Sacramento. It gives staff a chance for professional development and serves as a source to network in the industry.

Ingrid Penney, Administrative Services Manager – report was brief, in light of agenda item presentations.

ASM Penney provided an update on copier replacement. After reviewing several product lines, service agreements, rental agreements and pricing, new Xerox copiers were ordered for both CP and LS offices through Inland Business Systems under a rental with service agreement. The copier for the CP District Office

is to arrive next week and the LS copier will follow. The District was fortunate that the Inland representative helped to negotiate cancellation of the older LS copier lease and purchase of the same in amount of less than \$250. That copier will be used by the recreation staff with offices located in the 800 Wing.

ACTION ITEMS:

1. DRAFT AUDIT REPORT OF DISTRICT FINANCIAL STATEMENTS

ASM Penney provided background on the process and introduced the Craig Fechter, with Fechter and Company, Inc. which performed the field work and draft report for the Independent Audit Report of the District financial statements for years ending June 30, 2017 and 2016. Craig Fechter made a presentation of the Report.

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: Harrison – The Advisory Board voted to accept and approve the District Audit Report for the Financial Statements for FY2016-17 and 2015-16, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

2. PARK IMPACT FEES

ASM Penney made a presentation and recommendation from the Staff and the Budget Committee to approve a proposal from SCI to perform the Annual and Five (5) Year Findings Review Report and Nexus Study Update for the District.

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 3

M: Conroy S: Carroll – The Advisory Board voted to approve the proposal from SCI and enter into contract to perform the Annual and Five (5) Year Findings Review Report and Nexus Study Update for the District, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

5. UTILITIES AND SERVICES RATE STUDY (continued from Consent)

ASM Penney presented the report on the direct cost of utilities and services to support the La Sierra Community Center.

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 4

M: Carroll S: Conroy – The Advisory Board voted to approve the Utilities and Services Rate Study, as presented. Unanimous of those present.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Judd

Recused: Directors: None

Vote: 4/0/0/1/0

PRESENTATION ITEMS:

1. MID YEAR BUDGET STATUS FOR FY2018-19

ASM Penney presented and responded to questions regarding the status of the budget for FY2018-19 at mid-year. ***Received and filed.***

NEW BUSINESS:

A time for recognition and reflection of Keith Maddison, Park Services Manager upon his retirement from the District, after 36 years of service to the District and Community. Chairman Rockenstein presented a Proclamation from the County, Members of the Advisory Board, Foundation Board, Staff, and the Community expressed appreciation and admiration for his service and for the legacy he leaves behind.

UPCOMING PROGRAM AND EVENTS:

Events:

1. Weekly Farmers Market—Sundays 9AM–2PM at Carmichael Park

2. Park Rec & Eat It returns – 3/7

Youth Programs:

3. Kids Hangout President's Week – Ages 5-12, Tuesday through Friday, 2/19-2/22, full time/part time at La Sierra Community Center, Kid's Corner

4. Kids Night Out – (Ages 5-12) 3/15; 6-9PM at La Sierra Community Center, Kid's Corner

Youth and Adult Programs & Sports:

5. Various Special Interest Classes and Sports – Winter 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: Cancelled; Instead, Hold a Special Meeting on Thursday, April 4, 2019 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 8:25 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