

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MAY 25, 2017 SPECIAL MEETING**

Directors: Arredondo-Carroll, Borman, Dax-Conroy, Rockenstein, and Younger

CALL TO ORDER: The special 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, 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 ON THIS AGENDA ONLY. – NONE

CONSENT ITEMS:

1. **MINUTES**
April 20, 2017– Regular Meeting
2. **FINANCIAL STATEMENT**
March 2017
3. **ACCOUNTS PAYABLE**
April 2017
4. **ACCOUNTS RECEIVABLE**
May 2017

Motion 1

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

Vote: Unanimous. 5/0/0/0

NEWSPAPER ARTICLES:

Arden-Carmichael News –

April 28, 2017: *5,500 Eggs Blanketed Carmichael Park at Annual Easter Event*

May 12, 2017: *Carmichael's Concerts in the Park Performance Schedule Announced; A Special Mother's Day Tea to be held at Carmichael Park; What's Happening Arden-Carmichael? – Carmichael Park Community Band Festival*

Carmichael Times –

April 14, 2017: *Easter Egg Hunts Galore!; Annual Egg Hunt*

April 21, 2017: *Easter Belles all Smiles; Participate and Celebrate Annual Creek Week; Carmichael Park Farmers Market; Treasures Hit the Road; Yoga Classes*

April 28, 2017: *Parks Fundraiser Pops the Cork; Yoga Classes;*

May 5, 2017: *Mad Science Summer Camps*

May 12, 2017: *Summer Day Camp*

May 19, 2017: *Summer Day Camp*

REPORTS:

1. ADVISORY BOARD MEMBERS REPORTS

Director Conroy reported on the LSCC John Smith Community Hall Renovation.

She discussed the Carmichael RPD Foundation support/work distribution and an upcoming event – Dinner in the Park: A Carmichael Gourmet Affair planned for 9/30 at Sutter-Jensen.

As liaison to CPID, she conveyed that discussion on the proposed MOU has been tabled for now – instead focus is on hiring staff; waiting to see how far their funds will stretch.

Director Younger reported on the Antiques, Bubbles and Brunch event.

Director Borman reported on the Taste of Carmichael event.

Director Carroll reported on the Antiques, Bubbles and Brunch event.

2. **STAFF REPORTS**

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

Recreation Division

Alaina Lofthus, Recreation Supervisor – reported on division highlights.

She reported that Sharlene remains out on temporary disability and working from home, as possible.

Events:

- Summer Concert Series – Gearing up, two weeks away
- Great print coverage for the concert series and egg hunts in local news publications
- July 4th Celebration – Planning continues

Newsletter:

- E-Newsletter: May stats:
 - 27.5% open rate; above industry average of 25.4%
 - 3,231 successful deliveries
 - 5 Unsubscribes – less unsubscribes than March
 - Top clicks: Summer Concerts and Summer Day Camps

Youth Development:

- Summer Camp:
 - Hiring staff
 - Camp training 6/3, CPR/First Aid training 6/8
 - Ordering and organizing supplies
 - Registration going strong
- Tiny Tots:
 - The Instructor has been out so Talesha Freidenfelt, Recreation Coordinator and Tori Huff, Recreation Leader, have covered the program. The annual graduation ceremony is planned for 6/7 at the newly remodeled John Smith Community Hall.

Sports:

- Youth Recreation Sports –
 - Finished Elementary Track and Field Program; final meet held at El Camino on their new all-weather track = 25 children
 - Finished Spring Youth Volleyball Clinics = 17 children
 - Preparing for summer sports camps
- Adult Sports –
 - Finishing Spring sports and taking registration for Summer
 - Pickleball – Summer hours adjusted to beat the heat: 8 – 11 AM

Maintenance Division

Keith Maddison, Park Services Manager – reported on division highlights

La Sierra Community Center:

- Villareal Gymnasium North Roof – Staff completed the removal of the existing single ply material and installed 85 sheets of 3/4" plywood using over 9,000 screws. A metal roof was installed by Madsen Roofing and Waterproofing, Inc. Except for the restrooms, this facility is complete.
- HVAC repairs – Staff made seasonal adjustments to thermostats throughout the Center
- Refrigerator Repair – Staff replaced the fan motor in the double refrigerator at the Smith Hall Kitchen.
- Irrigation – Staff repaired damaged irrigation control wires; made numerous repairs and adjustments throughout the Center,

- Villareal Gym Basketball Backstop – Staff replaced a pillow block pivot bearing on one of the backstops.

Carmichael Park:

- Picnic Shelter – Staff installed a new drinking fountain.
- Asphalt – Staff patched dozens of smaller pot holes in the parking lot. Teichert patched larger holes using extra asphalt not needed for Fair Oaks Blvd. project. This year's heavy rains have worsened the failure of already deteriorated surfaces.
- Bleachers – Staff repaired and replaced missing bolts on bleachers throughout the park.
- Irrigation – Staff made numerous repairs.
- BBQ adjacent to Main Play Area – Staff removed a deteriorated concrete BBQ and replaced with a new metal BBQ

Cardinal Oaks Park:

- Tree Maintenance – Staff removed a damaged tree at the park.
- Irrigation – Staff replaced an irrigation valve and made numerous other irrigation repairs on-site.

Del Campo Park:

- Vandalism – Staff removed graffiti from the restroom.

Glancy Oaks Park:

- Herbicides applied
- Irrigation – Staff replaced two sprinkler heads.

Jan Park: Staff repaired a drinking fountain at the park.

O'Donnell Heritage Park:

- Drinking Fountain – Staff repaired a drinking fountain at the park.
- Misting Stick – Staff replaced the timer mechanism.
- Irrigation – Staff made numerous repairs throughout the site.

District Wide:

- Weed Abatement – Staff has completed work on the annual weed abatement and fire breaks at Del Campo, Jan, O'Donnell Heritage, Sutter parks and the Schweitzer Grove Nature Area. This year's heavy rainfall has caused unusually thick and tall weeds, making it more difficult to mow. Staff has made numerous repairs to the mowing equipment, including replacement of a PTO clutch assembly on the flail mower.
- Sheriff's Work Program – Received services of 2 buses; labor was used for park clean up at Carmichael Park and the Charles C. Jensen Botanical Garden.

Contracts:

Staff has been working on the Janitorial and Landscape Maintenance Services Contracts. The RFP has been sent. A mandatory pre proposal tour was conducted on May 22 (Janitorial) and May 23 (Landscape). Proposals are due on June 5 and 6, in time to make a recommendation for the June 15 Advisory Board Regular Meeting.

Administration Services Division

Stephanie Young, Administrative Analyst – reported on current projects and task list

- Involved with all aspects of Landscape Maintenance and Janitorial Service contracts
- Project funding opportunities – working with the Carmichael RPD Foundation in identifying potential donors and grants
- John Smith Community Center Tenants – Assistance with obtaining quotes for repairs and improvements, working through daily issues and familiarizing herself with the leases

Ingrid Penney, Administrative Services Manager – reported on division highlights

- Long Term Debt – Last of all the loans was paid; \$310,000 freed up annually

- FY2017-18 Budget – Submitted Preliminary Budget report with spreadsheets and schedules to the County. PB hearing scheduled for June 13 -15; FB hearing scheduled for September 6-7; Final adoption: September 26.
- Applicant Screening/New EE Orientation – Processed DOJ background checks, drug screens/pre-employment physicals for Seasonal Maintenance and Summer Recreation positions; new employee orientation for seasonal maintenance.
- Provided support on the RFPs and contracts for the Janitorial and Landscape Maintenance Services

Tarry Smith, District Administrator – reported on the following:

- CARPD Conference – provided highlights of the conference. Reported on presentation by Peter Tateishi re CA Minimum Wage. Smith may invite him to share his presentation with our district.

ACTION ITEM:

1. PARK IMPACT AND PARKLAND DEDICATION TRUST (IN-LIEU) FEE TRANSFERS

Penney made a recommendation to adopt Resolutions: CP#05252017-01 for transfer of park impact fees and CP#05252017-02 for transfer of Parkland Dedication Trust (in-lieu) fees for completed projects.

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: Younger S: Conroy – The Advisory Board voted to adopt Resolution #s CP05252017-01 and CP05252017-02, authorizing a transfer of \$285,005 from Park Impact Fees, Fund #3371 and \$267,997 from Parkland Dedication Trust Fees, Fund #088F to reimburse the District General Fund #227A for the expenditures on the named Capital Improvement Projects, identified in the report, as presented. Unanimous.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEMS:

1. YOUTH SCHOLARSHIP PROGRAM

Lofthus made a presentation of the Recipient Summary Report for the Youth Scholarship Program, funded by the Carmichael RPD Foundation. Received and filed.

2. CARMICHAEL RPD FOUNDATION

Penney read a letter from Ken Hall, President, of the Carmichael RPD Foundation, which addressed recent Foundation fundraisers: Antiques, Bubbles and Brunch, Big Day of Giving, and a future planned event, Dinner in the Park, a Carmichael Gourmet Affair to be held on September 30, 2017, at the Sutter-Jensen Community Park. Received and filed.

NEW BUSINESS: None

UPCOMING EVENTS:

Food:

1. **Weekly Farmers Market** – Sundays from 9AM –2PM at Carmichael Park
2. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, June 1, 5 –8PM, at Carmichael Park

Music:

3. **Community Band Festival** – Saturday, June 3, 12 –7PM; Sunday June 4, 11AM –7PM at Carmichael Park
4. **Concerts in the Park** return held in Carmichael Park – Saturdays 6:30 –8:30PM: 6/10 Great Wide Open, 6/17 Brad Wilson & Rolling Blues Thunder Band, and 6/24 Jax Hammer Band; Sundays 5 –7PM: 6/11 West Fifth Avenue and 6/25 Swingmasters.

Camps:

5. **Finish Your Quilting, Sewing & Stitching Camp** returns this summer – Saturday/Sunday, June 3 & 4, 9AM –2PM at Carmichael Park.
6. **Summer Day Camps (Voyager, Explorer, Teen Camps)** weekly sessions starting at La Sierra Community Center: June 12 – August 8, 7AM –12:30PM or 12:30 –6PM for part time; 7AM –6PM for full time
7. **Mad Science Summer Camps begin: 1) Crazy Chemworks** – M – F, June 12 – 16, 9AM – 12PM at La Sierra Community Center
8. **Summer Youth Volleyball Camps** – 9AM –12PM at La Sierra Community Center: **Ages 10-12**, M – F, June 19 – 23; **Ages 13-15**, June 26 – 30

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**

Proposed: Thursday, June 15, 2017 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:15 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