

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JANUARY 22, 2008 SPECIAL MEETING**

**Directors: Borman, Dover, Safford, Tateishi, 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 Tateishi.

**ROLL CALL:**

Directors Present: Borman, Dover, Safford, Tateishi, and Younger  
Staff Present: Harrison, Kerth, Maddison, Murray, Penney, Phillips and Yarber

**Chairman Tateishi announced Presentation 5 – Advisory Board Member Reports – will be moved to after the Time and Place of Next Meeting.**

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was led by Director Younger.

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

**Joan Komaromi – Friends of Schweitzer Grove** - Recent tree cutting in Schweitzer Grove. Some small oaks were cut down. Wants District to contact their group before cutting trees.

**John Butler** – Lives near Schweitzer Grove. Group had agreement with CRPD to plant trees from Tree Foundation, but some of those disappeared last week in tree cutting. Concerned the trees planted on the hill by Boy Scouts might be taken out as well.

**Jason Butler** – Grew up near Schweitzer Grove. The trails are not being maintained. Bark on the trails make them inaccessible to wheelchairs. He helped plant some of the trees that were cut down. Asks District to replace some of those trees.

**Kathy Allen** – Resident near Schweitzer Grove. Concerned about trees being cut down. Quail seem to be gone.

**Jack Coomes** – Concerned about saving trees in Schweitzer Grove. Believes eucalyptus trees are not good for the area. Asks District to be sure no more oak trees are cut down – even accidentally.

Chairman Tateishi asked Staff what happened at Schweitzer. Keith Maddison said a 50 foot firebreak was approved by the Advisory Board in 2006. Maintaining the firebreak is an ongoing process. They planted 45 new oak trees on the site, and mainly removed small trees in the firebreak. Chairman Tateishi asked if the neighbors were notified. Keith Maddison said no, they were not. Chairman Tateishi said he would like the District to communicate with the neighbors in the future when this type of work will be done.

**CONSENT ITEMS:**

1. **MINUTES**  
December 18, 2008
2. **FINANCIAL STATEMENT**  
November 2008
3. **ACCOUNTS PAYABLE**  
December 2008
4. **ACCOUNTS RECEIVABLE**  
January 2009
5. **RANGER MONTHLY REPORT**  
December 2008

**Motion 1**

**M: Younger; S: Borman** – The Advisory Board voted to approve Consent Items 1 – 5 as presented.  
**UNANIMOUS VOTE**

**CORRESPONDENCE:** none

**NEWSPAPER ARTICLES:**

Arden-Carmichael News – 12/25/2008 – You light up my park

**ACTION ITEMS:**

**1. OPEN SPACE DESIGNATION DEFINITION**

**Staff Presentation:**

Lee Ann Yarber said we need a definition for “open space” in the District. No two organizations define open space the same way. Staff is recommending the District adopt a definition of open space as follows: “Area used for the preservation of plant and animal life and used for low intensity recreation such as, but not limited to: hiking, bird watching, photography.”

**Discussion:**

Director Younger asked why we are looking at this definition now. Lee Ann Yarber said they are doing park planning, and need an open space definition.

Director Younger asked if they are then clearing up nomenclature. Administrator Harrison said this would be helpful for District to be able to determine uses for each public space. It would clarify undeveloped land use as “open space” or not, due to the definition adopted. Lee Ann Yarber said it would also help when talking to the public about what activities could occur at each site.

**Motion 2**

**M: Safford; S: Dover – The Advisory Board voted to approve Open Space Definition as presented. UNANIMOUS VOTE.**

**2. 2008-09 STAFF WORK PLAN**

**Staff Presentation:**

Administrator Harrison said this report is a quarterly update to the Work Plan, showing changes and additions. Asking approval for these changes.

**Discussion:**

Chairman Tateishi asked if the online registration is still due to start January 31. Ingrid Penney said yes. Director Younger asked for Kids Hang Out Phase II status. Keith Maddison said they elected not to start until after the mid-year review due to the financial climate.

**Motion 3**

**M: Borman; S: Younger – The Advisory Board voted to approve 2008-09 Staff Work Plan as presented. UNANIMOUS VOTE**

**3. LA SIERRA LEASE – KEYSTONE SCHOOLS**

**Staff Presentation:**

Rich Murray said the Keystone lease expires July, 2009, but they wanted out as of April. Administrator Harrison agreed to forgive July rent because District wanted to start showing the property before tenant had vacated. However, the tenant would still pay May and June. Keystone then requested forgiveness of May and June because they said they had made improvements to the property. The new principal was unaware that District had given them a discount on the rent due to this remodeling. District had also reimbursed them \$25,000 for the parking lot addition. District reimbursed them for a new transformer. Air conditioning was installed in the 1990’s but District maintained and replaced as needed. Kitchen appliances were installed for Keystone use only, 6 – 8 years ago, after District upgraded the electrical system to accommodate them. The District is not allowed to use these appliances until the tenant vacates and appliances become District property. District believes forgiving July rent was more than generous.

**Discussion:**

Chairman Tateishi asked if there was anyone present from UHS/Keystone. There was not. Rich Murray said District informed them of place and time of this meeting. Chairman Tateishi said he was not inclined to forgive further rent. He agreed District has been generous. Administrator Harrison said they are not sure Keystone's security deposit will cover repairing property to leasable condition. They are hoping tenant will leave it in good repair. Director Dover said Staff did a great job handling this situation. No reason to make further changes. Director Younger said what Keystone did not talk about in their letter is that the value of their air conditioner has probably declined to zero. District would forgive more of the rent if someone rents during remainder of the current lease.

**Motion 4**

**M: Younger; S: Safford – The Advisory Board voted to approve Staff recommendation as presented, with amendment: If the tenant space is leased before July, District would return part of Keystone's rent for that period, if, based on inspection by District, security deposit covered all necessary repairs. UNANIMOUS VOTE**

**PRESENTATION ITEMS:**

- 1. PATRIOTS PARK – BUDGET AND OPERATIONAL UPDATE**  
Keith Maddison said only minor portions of the Patriots Park job left to do. They met with County staff on January 21. A big item is failure of surface on the basketball court. The contractor is still debating whether to forfeit \$6000 of contract and have the District repair it. He said overages will be close to \$70,000, which is about 5% over budget.  
Administrator Harrison said that this overage is offset by the \$50,000 grant, leaving approximately \$20,000 in overages. He is pleased they are so close to budget, considering the road improvements were extra.  
Keith Maddison said the park is having a very positive impact on the neighborhood, but there has been some vandalism.  
Director Younger said maybe District could contact Roger Berkenpas' neighborhood group to raise concern within their community, since it's usually local kids doing vandalism.
- 2. STAFF RECRUITMENT UPDATE**  
Administrator Harrison reported that since the Advisory Board approved creation of the Recreation Division, he thought they would like to see the job announcement flyers. The application period closed January 30. Interview panels have been scheduled for February 19 for the Recreation Manager and for February 24 for the Recreation Supervisor. They hope to have decisions made in March, with employees on duty in April. District is getting a lot of applications for all positions.
- 3. NEW PARK SITES IMPLEMENTATION SCHEDULE**  
Administrator Harrison outlined the major steps to implementation in order that people could see when the parks could be completed, if everything went as planned. For two of the parks, O'Donnell Heritage Park and Sutter – Jensen Park, neighborhood groups are working hard to raise funds to avoid or reduce land sales.  
Chairman Tateishi asked if this is an optimistic time line. Administrator Harrison said yes, it's how things will proceed if everything goes as planned.
- 4. TRAINING UPDATE**  
Lee Ann Yarber presented the quarterly training update showing training done in the second quarter of the fiscal year. As of December 31, training budget had a balance of \$6457. She said Staff is working on a procedure for sharing training benefits and monitoring training effectiveness.  
Highlighted was the Mandated Child Abuse & Neglect Reporter training. Tracy Kerth, Alaina Lofthus (Recreation Supervisor) and Amy Branson (Recreation Coordinator) all attended this training in the second quarter of FY 2008-09. Alaina Lofthus now incorporates this training into new hire training and has provided training to current employees. Director Safford hoped to keep funding in our budget for this important training.  
Chairman Tateishi said it should also be mentioned that many of the Board Members and Staff completed Ethics Training this last month.
- 5. ADVISORY BOARD MEMBER REPORTS**  
**Postponed until after "Time and Place of Next Meeting"**

**6. CARMICHAEL AQUATICS PROJECT COMMITTEE**

Tracy Kerth said the next CAP meeting will be Wednesday, January 28. There is a huge agenda, including funding strategy, non-profit foundation, 6 versus 8 lane pools, working on the PowerPoint presentation, the website, and the billboard in front of Carmichael Park. The project is moving forward. She will have more to report next month.

Chairman Tateishi said he hopes Director Younger will co-chair the CAP Committee.

**7. STAFF REPORT – nothing to report**

**NEW BUSINESS – None**

**FUTURE AGENDA ITEMS/UPCOMING EVENTS:**

1. January 28, 2009, 6:00 p.m. – Carmichael Aquatic Project Committee (CAP) Meeting – Community Clubhouse #2 at Carmichael Park.

**TIME AND PLACE OF NEXT MEETING:**

1. **Special Meeting**  
February 5, 2009, 6:00 p.m. – Special Advisory Board budget meeting – Community Clubhouse #2 at Carmichael Park.
2. **Regular Meeting**  
Thursday, February 19, 2009, 6:00 pm in Community Clubhouse #2 at Carmichael Park

**PRESENTATION**

**5. ADVISORY BOARD MEMBER REPORTS**

Director Safford has joined the Carmichael Chamber of Commerce and will be on the Founders Day Committee. She is looking forward to working with the District on this project.

Director Borman attended California Special Districts Association Board Member training January 15 and 16. Found it very enlightening and useful.

Chairman Tateishi said after eight years, this meeting is his last as a member of the Advisory Board. He said he appreciated working with his fellow Directors. He also thanked Staff for amazing work done, which made it easy to support them. He said it had been a pleasure to watch the District change and grow in such a positive direction and that Staff drove that positive change by bringing great recommendations to the Advisory Board. He also thanked Supervisor Peters and the Board of Supervisors for appointing him.

**RECESS TO CLOSED SESSION**

**1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Pursuant to California Government Code §54957

**RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT**

**1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Report received. No action taken.

**Director Safford thanked Chairman Tateishi for all his time spent on the Advisory Board.**

**Director Younger said he truly appreciated all Chairman Tateishi's work for these eight years.**

**ADJOURNMENT – The meeting was adjourned at 7:18 p.m. by Chairman Tateishi.**

Respectfully submitted,

Betty Phillips,  
Temporary  
Administrative Secretary

APPROVED BY:

ATTESTED BY:

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DAVID YOUNGER  
CHAIRMAN OF THE BOARD

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INGRID S. PENNEY  
Administrative Services Manager  
Clerk of the Advisory Board of Directors