

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
SEPTEMBER 15, 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, Penney, and Shilliday

PLEDGE OF ALLEGIANCE – Boy Scout Troop #55 led the Pledge of Allegiance

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

Pam Pinkston reported that the Carmichael Times news articles were not posted on the website. Instead the Sacramento Bee article appeared twice. – District staff handed out hard copies of the Carmichael Times articles to the public.

Joan Komaromi shared memories and thanks regarding service and contributions to the District and Community by former District Administrator Ron Cuppy who recently passed away.

CONSENT ITEMS:

1. **MINUTES**
August 18, 2016 – Regular Meeting
2. **FINANCIAL STATEMENT**
July 2016
3. **ACCOUNTS PAYABLE**
August 2016
4. **ACCOUNTS RECEIVABLE**
September 2016

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:

Carmichael Times –

August 12, 2016: *Announcement & Events: Concerts in the Park*

August 19, 2016: *Capitol Pops Return Aug. 28 to Carmichael Park; Announcement & Events: Concerts in the Park*

August 26, 2016: *Tomato Fest Hot Stuff for Market; Announcement & Events: Concerts in the Park – Final Weekend*

September 2, 2016: *Announcement & Events: Founders Day*

September 9, 2016: *May I Have This Dog? 107th Founders Day; Announcement & Events: Founders Day*

Sacramento Bee –

August 26, 2016: *Mission Oaks, Carmichael parks merger rejected*

REPORTS:

1. ADVISORY BOARD MEMBERS REPORTS

Director Conroy reported on how beautiful the LSCC gyms look after renovation. She also commented about lots of activity in Carmichael Park, so much is positive.

Director Rockenstein reported how the LSCC soccer fields are in good condition - a lot of activities going on, parking lot is frequently full. He also complimented the neighbors at Jan Park- did a great job with the 5th year anniversary celebration; learned a lot.

Director Borman reported on the gyms' re-opening, increased activity and limited parking at LSCC; interest in playing Pickleball.

Director Carroll reported on a great weekend, the gyms' re-opening and Jan Park celebration

2. **STAFF REPORTS**

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

Park Services Division

Ron Shilliday, Park Maintenance Supervisor – provided division highlights on park and facility maintenance service activities.

La Sierra Community Center

- Gymnasium Floors Replacement Project: Completed under budget. The grand opening was well received and attended.
- Irrigation – completed adjustments and repairs.
- Fire Hydrant Replacement – Staff installed the fourth out six total requested by Sac Metro Fire.
- HVAC Replacement & Repair – Suites 330, 345, 350 and 415.
- John Smith Community Hall – Staff replaced two door closures and made significant repairs on the custodial equipment room roll up door.
- Sacramento Fine Arts Center – Staff replaced batteries in six emergency exit lights.

Carmichael Park

- Irrigation – completed adjustments and repairs.
- Tree Maintenance – One Ash tree was removed, cut up, chipped, and stump ground.
- Security Lighting – Staff replaced the lighting controller that operates the night lights adjacent to the play area and band shell.
- Vet's Hall – Staff repaired a toilet in men's restroom.
- Band Shell – Staff replaced a lockset at the store room

Cardinal Oaks Park

- Tree Maintenance – Staff removed four dead trees and pruned many others throughout the site.
- Irrigation - completed adjustments and repairs.

Bird Track Park

- Backflow Prevention Device – Staff replaced.

Del Campo Park

- Water Main Valve – Staff replaced two 4" main line valves and two malfunctioning irrigation valves; performed adjustments and repairs system wide.
- Graffiti removal on multiple occasions.
- Play equipment – Staff made repairs to the swing set.

Glancy Oaks Park

- Irrigation – completed irrigation main line repair and replaced numerous sprinkler heads.

Jensen Botanical Garden

- Irrigation – Staff replaced 80' of 2 ½" irrigation main line, repaired 2" irrigation valve, and completed numerous adjustments and repairs system wide.

Schweitzer Grove Nature Area

- Fire Damage in Eucalyptus Grove – Staff spent considerable time clearing large downed trees out of pathways and removing wood.

District Wide

- Sheriff's Work Program – Received the services of six buses for park site clean-up at Cardinal Oaks Park, Carmichael Park, LSCC, Jensen Botanical Garden and for fire damage clean-up at Schweitzer Grove Nature Area.
- HVAC Filters – Staff replaced the second half of HVAC filters throughout LSCC and Carmichael Park.
- Herbicides – Applications at Carmichael Park, Del Campo Park, Jan Park, LSCC, O'Donnell Heritage Park and Patriots Park.

Recreation Division

Alaina Lofthus, Recreation Supervisor – reported on division highlights

Programs:

Youth Recreation -

- Youth sports – collaborating with four park districts to provide fall sports programs serving 650 youth (Fair Oaks, Orangevale, Mission Oaks, and Sunrise RPDs)
- Kid's Hangout After School Program – Serving 52 children, an increase of 10 participants over last year.

Adult Sports –

Pickleball, Volleyball, and Basketball fall programs have started. Players are enjoying the new floors in the gyms.

Events:

- Grand Re-Opening of the Johnson and Villareal Gymnasiums went well with approximately 75 in attendance.
- Jan Park Neighborhood BBQ went well with approximately 250 in attendance
- Founders Day planning and preparation well underway.

Administration Services Division

Ingrid Penney, Administrative Services Manager reported on division highlights.

- FY2016-17 Proposed Final Budget was approved by the Sacramento County Board of Supervisors on September 7; final adoption hearing planned for September 27.
- Staff has completed several year-end reports and budget related schedules for the County; additional reports will wrap up with the next couple of weeks
- Final Workers Compensation Report was completed and submitted to CAPRI.
- Assessment Refund – completed the process and MOU with SCI; funded the initial deposit for refund processing. District Office has been dealing with up to 100 inquiries through walk-in and phone contact over the refund process. SCI has established a call center hotline to handle FAQs. Refund applications have started streaming into the payment processing center. Approximately 400 have been received so far. We will receive periodic updates from SCI.
- Recruitment has begun for the Secretary/Receptionist position vacancy due to the retirement of the employee after 30 years of service; recruitment has begun for the Administrative Analyst, a new position.

District Administrator

Administrator Smith – Commended and thanked staff for doing much and picking up the slack especially with all the recent issues, i.e. Consolidation Feasibility Study, Assessment – Refund Process, Grants – Research and applications, Gym Floors Project, etc.

ACTION ITEMS

1. CA URBAN RIVER GRANT PROGRAM – RESOLUTION # CP09072016-01

Administrator Smith presented the project and grant program; recommended that the Advisory Board to adopt Resolution # CP09072016-01 approving the application for grant funds under the CA Urban River Grant Program for the La Sierra Community Center Site Sustainability Project. After discussion, questions, and comments, the following motion was made:

Motion 2

M: Carroll S: Younger – The Advisory Board voted to adopt Resolution #CP09072016-01 approving the application for grant funds under the CA Urban River Grant Program for the La Sierra Community Center Site Sustainability Project; to authorize the District Administrator as the agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests, which may be necessary for the completion of the aforementioned Project as required by the grant committee. Unanimous.

Vote:

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

2. LA SIERRA COMMUNITY CENTER

Administrator Smith made a recommendation for conceptual approval for an easement and construction staging area at LSCC requested by PG & E for installation of a gas main. This item requires final approval by the Sacramento County Board of Supervisors. After discussion, questions, and comments, the following motion was made:

Motion 3

M: Conroy S: Carroll – The Advisory Board voted to conceptually approve PG & E’s request for an easement as shown in Exhibit “A” and direct staff to refer the work to Sacramento County Real Estate to prepare/review the Sales and Purchase Agreement and Easement Deed and facilitate conveyance through the Board of Supervisors ex-officio Board of Directors for the District; to approve PG & E’s request to rent a portion of the south parking lot and authorize staff to negotiate the final terms and condition of the facility use agreement. Unanimous.

Vote:

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

3. JUNIOR TENNIS FUND OF SACRAMENTO

Administrator Smith recommended that Advisory Board support a grant application which would provide scholarships for tennis lessons, benefitting youth from low income families. After discussion, questions, and comments, the following motion was made:

Motion 3

M: Younger S: Conroy – The Advisory Board voted to approve and sign a letter of support for the grant application with the Junior Tennis Fund of Sacramento.

Vote:

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

PRESENTATION ITEMS:

1. RECREATION ACTIVITY REPORT

Recreation Supervisor Loftus presented highlights of the recreation activities, providing statistics of people served through district facilities, recreation programs and events for the months of May through August 2016.

NEW BUSINESS: None

UPCOMING EVENTS:

1. **Founders Day** – Saturday, September 24, 10AM–3PM, Carmichael Park
2. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, October 6, 5-8PM, Carmichael Park

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

The next regular meeting of the Advisory Board is scheduled for Thursday, November 17, 2016, at 6:00 p.m., Community Clubhouse #2 at Carmichael Park. There will not be a regular meeting in October 2016.

ADJOURNMENT – The meeting was adjourned at 7:05 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