

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JANUARY 18, 2018 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, 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 SCHEDULED ON THIS AGENDA ONLY. – NONE**

**CONSENT ITEMS:**

1. **MINUTES**  
November 16, 2017– Regular Meeting
2. **FINANCIAL STATEMENT**  
October and November 2017
3. **ACCOUNTS PAYABLE**  
November and December 2017
4. **ACCOUNTS RECEIVABLE**  
December 2017 and January 2018
5. **REQUEST FOR RELIEF OF ACCOUNTABILITY**  
2004 Ford 15 Passenger Van, Asset #61714 – County Surplus

Advisory Board had questions regarding the Financial Statement. Staff explained that there were adjustments made by the County that do not affect the District's cash position, but that both the District and the Independent Auditor are working on a resolution.

**Motion 1**

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

**Vote: Unanimous. 5/0/0/0**

**NEWSPAPER ARTICLES:**

***Carmichael Times* –**

- November 10, 2017:** *Community Unites for Fallen Heroes; La Sierra High School Vietnam Veterans Memorial at Earl J. Koobs Nature Area, Monday, 11/11 10AM-2PM; Wall of Honor, Saturday, 11/4 10AM at Patriots Parks*
- November 17, 2017:** *Annual Tree Lighting, Thursday, 12/7, 5-8PM in Carmichael Park*
- November 24, 2017:** *Annual Tree Lighting, Thursday, 12/7, 5-8PM in Carmichael Park*
- December 1, 2017:** *Annual Tree Lighting, Thursday, 12/7, 5-8PM in Carmichael Park*
- December 8, 2017:** *Winter Break – Kid's Hangout Camp, 12/26-29&1/2-1/5, Open7AM-6PM at Kid's Corner LS*
- December 15, 2017:** *Winter Break – Kid's Hangout Camp, 12/26-29&1/2-1/5, Open7AM-6PM at Kid's Corner LS*
- December 22, 2017:** *Winter Break – Kid's Hangout Camp, 12/26-29&1/2-1/5, Open7AM-6PM at Kid's Corner LS*
- December 29, 2017:** *Park, Rec & Eat It, Thursday, 1/4 5-8PM in Carmichael Park*
- January 5, 2018:** *Sports, Special Events, Entertainment, Classes Voted Best Entertainment & Best Community Center*

**REPORTS:**

**1.\* ADVISORY BOARD MEMBER REPORTS**

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

Director Conroy reported on the Foundation's planning activities for Dinner in Park - September 18, 2018. CID update: CID started their second year improving safety, maintenance (graffiti removal), etc. The CID welcomes public input to share ideas/goals.

Director Younger and Chairman Rockenstein reported on the Annual Tree Lighting event in Carmichael Park - noted that the snow making machine was a great addition.

Director Borman reported on the Annual Holiday Meeting Lunch with District Staff.

Director Carroll reported on the Annual Can Food Drive held in mid-December by Jan Drive Neighborhood.

## **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 Supervisor – reported on division highlights.

#### **Personnel**

- Introduced and provided background on new District staff – Dustin Malanga, Recreation Supervisor and Marshall Gorham, Facilities Coordinator.

#### **Youth Scholarship Funds**

- Provided update on the Youth Scholarship Fund program – information on the Carmichael Parks Foundation past year grants/subsidies to recipients, youth from low income families, for participation in District programs.

#### **Mobile Recreation**

- New Program – collaboration with Kiwanis and Mission Oaks RPD to provide recreational opportunities for youth who would normally be at home alone. District's program launches on 1/30, Tuesdays from 3:30 – 4:30PM, at Cardinal Oaks Park.

#### **Senior Softball**

- New Program – working with Bob Tuttle on a Wednesday Senior Softball League – League to start April 2018.
- Program may be expanded to include a Thursday League depending on response.
- District to provide: organization, recruitment, supplies, and field maintenance.

#### **Fee Study Update**

- Staff working on updates to policies and fees.
- Plan to present to Program and Policies Committee followed by presentation to Advisory Board in February 2018.

### **Maintenance Division**

Keith Maddison, Park Services Manager – reported on division highlights

#### **La Sierra Community Center**

- Villareal Gymnasium: Staff completed the construction a new vented baseboard along the south interior wall of the gymnasium.
- Suites 635 and 810: Staff repaired HVAC units.
- John Smith Hall and 800 Wing Custodial Closet: Staff replaced water heaters at both locations.
- Lighting Upgrades: Staff replaced multiple exterior light fixtures with new LED fixtures throughout the Community Center.
- Tree Maintenance: Staff removed a dead tree at the 600 Wing.
- Parking Lot: Staff repainted directional arrows in the main parking lot and added a crosswalk between the 200 Wing and the Koobs Nature Area.
- Suite 510: Staff replaced a lockset.

#### **Carmichael Park**

- Tree Maintenance: Staff removed a diseased redwood tree in the Records Storage Building area.

- Holiday Display: Staff assisted the Recreation Division with installation and removal of the annual holiday display.
- Lighting: Staff replaced exterior lights on the tennis courts and Ballfield #2; and replaced fluorescent lights with LED in the District Office and Conference Room areas.

#### **Cardinal Oaks Park**

- Fencing and Tree Maintenance: Staff removed the chain link fencing that used to separate the old house from the Park and removed a fig tree from the same vicinity. Homeless were using it as an encampment; fence as a clothes line and the tree as shelter.

#### **Jan Park**

- Picnic Table Installation: Contracted with SJ Varner Co. to install the concrete pads and access walkway while Staff placed the new concrete tables.

#### **O'Donnell Heritage Park**

- Irrigation: Staff replaced the irrigation controller.

#### **Patriots Park**

- Bollards: Staff removed bollards on the northern boundary of the Park – no longer necessary after the adjacent housing development installed a new iron fence.

#### **District Wide**

- Sheriffs Work Program: District received the services of 7 busses during this reporting period. Labor was utilized for Carmichael Park clean up.

#### **Training**

- Pesticide Application Training: Staff conducted the District's annual Pesticide Application and Label Training. We received accreditation for the training from the State Department of Pesticide Regulations. All staff members that hold a State of CA, Qualified Applicators Certificate are required to complete 10 hours of continuing education each year.

#### **Personnel**

- Staff Retirement: Park Maintenance Supervisor, Facilities Division, Ron Shilliday retired on January 5, 2018 after nearly 30 years of service. His primary assignment was the La Sierra Community Center.

#### **Administration Services Division**

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

**Land and Water Conservation Grant** – Staff compiling data for the application due on February 5.

#### **Tenant Leases**

- Contractor completed a fencing project; fence runs between two tenant leased spaces. The new fence is functional and aesthetically pleasing.
- Several leases are nearing renewal over the next year.
- Staff planning small building improvements which could result in attracting additional tenants to fill remaining vacancies.

#### **CP Clubhouse & LSCC Smith Hall Hallway Renovation Projects**

- Staff has examined current usages and researched potential future needs.
- Contacted several architectural firms and performed walk-thru's to begin the renovation process.
- Conducted research for applicable regulations and codes through County's Environmental Management and Development Code Services.

Ingrid Penney, Administrative Services Manager – reported on program area

### **Budgets**

- FY2017-18 – District will receive the first allocation of property taxes before the end of the month.
- FY2017-18 – Mid-Year budget status will be provided at the February AB meeting.
- FY2018-19 – Preliminary Budgets due to County in late April, following the AB Meeting.

### **Payroll**

- Completed updates to employee payroll related files
- Minimum wage increased by 50 cents to \$11/hr. effective 1/1/17.
- New Payroll Software –Started with the January 5, 2018 payroll run.
- 

### **Personnel**

- Marianna, the new District Secretary/Receptionist started January 16.

### **Audit**

- Field work for the FY2015-16 and FY2016-17 nearly complete.
- Staff and the Independent Auditor plan to discuss some needed adjustments to the financial statements with the County DOF. These adjustments affect the prior audit too but have no effect on the District's cash position.
- Final reports tentatively planned for March.

Tarry Smith, District Administrator – reported on current issues

### **Miscellaneous**

- District hosting an Administrator's Meeting on January 24, 2018. Agenda topics to include information about the upcoming State Park Bond on the November Ballot.
- Bocce Ball Courts Project Update – Architectural drawings are 40% complete; some in-kind donations for materials have been pledged and are being sought.
- Sutter-Jensen Event Center – Plan to schedule public meeting to review preliminary plans.

## **DISCUSSION ITEM:**

### **1.\* DEL CAMPO PARK LAND USE**

Administrator Smith addressed the Advisory Board regarding the issue of an off leash dog park at Del Campo Park, sharing information from past community input. Short discussion ensued between the Advisory Board and Staff.

## **ACTION ITEMS:**

### **1. LA SIERRA COMMUNITY CENTER NEW TENANT**

Young highlighted terms of the proposal and made a recommendation to approve a tenant lease agreement between the District and the Living Smart Foundation for the La Sierra Community Center, Suite 820 and 820A; 770 sq ft. at base rate of \$.73 per sq ft for a monthly lease rental amount of \$562.10; term of February 1, 2018 to January 31, 2020.

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: Conroy S: Borman – The Advisory Board voted to approve a tenant lease agreement between the District and the Living Smart Foundation for the La Sierra Community Center, Suite 820A, 770 sq ft. at base rate of \$.73 per sq ft for a monthly lease rental amount of \$562.10; term of February 1, 2018 to January 31, as presented:**

**Unanimous of those present.**

### **Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**  
**Recused: Directors: None**  
**Vote: 5/0/0/0/0**

**2. FINANCE SUPERVISOR POSITION PROPOSAL**

Administrator Smith highlighted the proposal and made a recommendation to fully fund the Finance Supervisor position approved in the FY2017-18 Final Budget. 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: Younger S: Carroll – The Advisory Board voted to fully fund the Finance Supervisor position, effective immediately, as presented:  
Unanimous of those present.**

**Vote:**

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

**PRESENTATION ITEMS:**

**1. RECREATION ACTIVITY REPORT**

Lofthus made a presentation highlighting recreation activities, for the following periods:

- A. October through December 2017      B. Annual Report 2017

**UPCOMING EVENTS:**

***Food:***

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

***Camps:***

- 3. Kids Hangout President's Week** – Ages 5-12, Tuesday through Friday, 2/20-2/23, full time/part time at La Sierra Community Center, Kid's Corner
- 4. Mad Science, Fantastic Forces & Flight** – Ages 6-12, Friday, 1/16 – 2/13, 4-5PM, at La Sierra Community Center, Room 800

***Sports:***

- 5. Pickleball** – Tuesdays, Wednesdays, and Thursdays, 9AM – 12PM, La Sierra Community Center Big Gym

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

Proposed: Thursday, February 15, 2018 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:17 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