

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MARCH 15, 2018 REGULAR MEETING**

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

For the record: Beginning at 6:02 p.m., Chairman Rockenstein reviewed informational, non-action items until there was a quorum.

CALL TO ORDER: The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:15 p.m. by Chairman Rockenstein.

ROLL CALL:

Directors Present: Arredondo-Carroll, Dax-Conroy, and Rockenstein

Directors Absent: Borman and Younger

Staff Present: Smith, Maddison, Malanga, 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

February 15, 2018– Regular Meeting

2. FINANCIAL STATEMENT

Deferred to future meeting

3. ACCOUNTS PAYABLE

February 2018

4. ACCOUNTS RECEIVABLE

March 2018

Motion 1

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

Vote: Unanimous of those present. 3/0/0/2/0 Absent: Directors Borman and Younger

NEWSPAPER ARTICLES:

Carmichael Times –

February 9, 2018: Carmichael Recreation and Park District to Host President’s Week Kids Hangout Camp; *President’s Week Kids Camp, Ages 5-12 – February 20-23; open 7AM-6PM*

February 16, 2018: *President’s Week Kids Camp, Ages 5-12 – February 20-23; open 7AM-6PM*

February 23, 2018: *Park, Rec & Eat It – Thursday, March 1st 5-8PM at Carmichael Park*

March 2, 2018: *Sports, Special Events, Entertainment, Classes Voted Best Entertainment & Best Community Center*

March 9, 2018: *Kids Night Out, Ages 5-14 – 3/6, 4/20, 5/18; 6-9PM, La Sierra Community Center: Kids Corner*

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 8, 2018. She also reported on a conference that she attended on behalf of the CID which provided good thoughts and ideas that would benefit Carmichael RPD.

Chairman Rockenstein reported on the continued popularity of the Farmers Market.

2.* STAFF REPORT (Smith, Lofthus, Maddison, Penney and Young)

Staff reported on current District operations, projects, and events, as follows:

Recreation Division

Dustin Malanga, Recreation Supervisor – reported on division highlights.

Grant – District was awarded the grant from Dr. Pepper/Snapple for recycle bins.

Activity Guide – The Spring/Summer guide now available; mailed out to area residents.

Egg Hunt – Planning underway for the Annual Egg Hunt on March 31, 2018.

Kids Night Out (New Program) – The first of three sessions planned for Friday, 3/16, for Ages 5-14. Provides a “date night” for parents/guardians. Kids are dropped off at LSCC, Kids Corner. From 6-9 PM, they eat dinner, play games, make arts and crafts, and engage in themes activities.

Adult and Youth Sports – New season for softball, volleyball, and basketball.

Recreation Retreat – Recreation Division supervisors and coordinators are organizing a planning retreat.

Maintenance Division

Keith Maddison, Park Services Manager – reported on division highlights

La Sierra Community Center

- HVAC: Staff repaired HVAC units at the Kids Corner and Suites 430, 410.
- Roof Repair: Staff patched leaking roofs on Chautauqua Theatre, John Smith Hall, and Wings: 200, 300, 500, 600, and 800.
- Lock Replacement/Rekeying: Staff replaced and rekeyed locksets on five security gates in the CA Montessori Project lease area.
- Equipment: Staff completed a full rebuild of the 30 year old brush mower used to mow the District’s fire breaks.
- Herbicide Application: Staff applied herbicides throughout the Community Center.
- Tree Maintenance: Staff removed one large tree stump at the 600 Wing.

Carmichael Park

- Tree Maintenance: Staff removed one storm damaged tree and three tree stumps.
- Herbicide Application: Staff applied herbicides throughout the park.
- Ballfield #4: Staff repaired the bleachers.
- Veteran’s Hall: Staff rekeyed all the locksets of the exterior doors at the Veteran’s Hall to a new master key system.

Patriots Park

- Herbicide Application: Staff applied herbicides throughout the park.

Schweitzer Grove Nature Area

- Fire Hazard Mitigation: The second phase of the Fire Hazard Mitigation project is nearing completion. The large dead and dying Eucalyptus Tree have been dropped and partially removed from the north central area and along the eastern section of the grove. The large trees were felled under contract by Fallen Leaf Tree Management Co. Staff removed brush, laddering fuel, new eucalyptus growth and some invasive species from this same area of the grove. The fire hazard has been greatly reduced from approximately 85% of the site, addressing the most vulnerable areas.

Sutter Park

- Herbicide Application: Staff applied herbicides throughout the park.

District Wide

- Sheriffs Work Program: District received the services of 2 buses during this reporting period. Labor was used at the Schweitzer Grove Nature Area to haul brush and tree limbs.

Administration Services Division

Ingrid Penney, Administrative Services Manager – reported on program area

Financial Statement – Staff met with DOF and the District's Independent Auditor on March 9 to discuss statement adjustments. The County has initiated making the adjustments with District staff assistance.

Audit of Financial Statements – With adjustments completed, Auditor preparing draft audit report for Staff review and preparation of the Management Discussion and Analysis MD &A.

Grants/Fundraisers – Staff providing assistance with various grant applications and upcoming fundraising events which benefit the District.

Activity Guide – Staff completed data input of new programs/activities for Spring/Summer Activity Guide. Implementation of the new facility policy underway; fee updates to be completed before April 1.

Tarry Smith, District Administrator – reported on current issues

Budget Calendar for FY2018-19 – Reported that there will not be a preliminary budget this year. Budgets are due on 4/13, requiring the need for a special meeting on 4/12. The Sacramento County Board of Supervisors will hold final budget hearings in June. Final revenues and expenditures for FY2017-18 will not be known until the end of July. Depending on final numbers, the District may join other districts and County Departments to submit Appropriation Adjustment Requests in August.

ACTION ITEMS:

1. LA SIERRA COMMUNITY CENTER, 800 WING ROOF PROJECT

Maddison made a recommendation to award Contract No.18-53258 to Madsen Roofing & Waterproofing, Inc in the amount of \$109,386, representing the base bid amount and Add Alternate #2; authorize the District Administrator to sign the contract and expend funds in an amount not to exceed \$115,000, which includes a 5% Contingency.

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: Conroy – The Advisory Board voted to award Contract No.18-53258 to Madsen Roofing & Waterproofing, Inc in the amount of \$109,386, representing the base bid amount and Add Alternate #2; authorized the District Administrator to sign the contract and expend funds in an amount not to exceed \$115,000, which includes a 5% Contingency, as presented: Unanimous of those present.

Vote:

Ayes: Directors: Carroll, Conroy, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Borman and Younger

Recused: Directors: None

Vote: 3/0/0/2/0

2. CEQA DOCUMENT FOR CARMICHAEL PARK MASTER PLAN – REVISION TO THE DISTRICT MASTER PLAN (Smith/Penney)

Smith made a recommendation to approve the CEQA Document for the Carmichael Park Master Plan, Control # PLER2015-000330, an addendum to the District Master Plan for final approval by Sacramento County Board of Supervisors.

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 CEQA Document for the Carmichael Park Master Plan, Control # PLER2015-000330, an addendum to the District Master Plan for final approval by Sacramento County Board of Supervisors, as presented: Unanimous of those present.

Vote:

Ayes: Directors: Conroy, Carroll, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Borman and Younger

Recused: Directors: None

Vote: 3/0/0/2/0

3. CARMICHAEL PARK – BOCCE BALL COURTS PROJECT (Smith)

Smith made a recommendation to reject all bids; bid price exceeds available funds.

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 staff recommendation to reject all bids, as presented: Unanimous of those present.

Vote:

Ayes: Directors: Carroll, Conroy, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Borman and Younger

Recused: Directors: None

Vote: 3/0/0/2/0

4. LA SIERRA COMMUNITY CENTER TENANT LEASE – (Smith/Penney)

Smith made a recommendation to approve a tenant lease agreement between the District and the County of Sacramento for the use by the County Therapeutic Recreation Services Program, Department of Regional Parks, for the La Sierra Community Center, Suite 805, 810B, 825B; 1,539.42 sq. ft. at base rate of \$.42 per sq. ft. for a monthly lease rental amount of \$646.56; term of April 1, 2018 to March 31, 2023.

Motion 5

M: Conroy S: Carroll – The Advisory Board voted to approve a tenant lease agreement between the District and the County of Sacramento for the use by the County Therapeutic Recreation Services Program, Department of Regional Parks, for the La Sierra Community Center, Suite 805, 810B, 825B; 1,539.42 sq. ft. at base rate of \$.42 per sq. ft. for a monthly lease rental amount of \$646.56; term of April 1, 2018 to March 31, 2023, as presented: Unanimous of those present.

Vote:

Ayes: Directors: Conroy, Carroll, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Borman and Younger

Recused: Directors: None

Vote: 3/0/0/2/0

UPCOMING EVENTS:

Food:

- 1. Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park,
- 2. Park Rec & Eat It Monthly Food Truck Event** – Thursday, 4/5, 5 –8PM, at Carmichael Park

New Class:

- 3. Piano Lessons** – Ages starting at 4 ½ years to Adult; Tuesdays, starting in April 3-6PM, at La Sierra Community Center, Room 800

4. **Back Strengthening** – Tuesdays, starting in April 11:30AM, at La Sierra Community Center, Sierra Rooms

New Equipment Rental:

5. **Bubble Soccer** – Equipment available to rent for birthdays, picnics or company retreats; Rental includes a Soccer Supervisor/referee.

Youth: New Programs

6. **Kids Night Out** – Ages 5-14 on 3/6, 4/20, 5/18; 6-9PM at La Sierra Community Center, Kid's Corner
7. **Kid's Hangout Camp, Spring Break** – Ages 5-12, 3/6-3/30, Open 7AM-6PM, at La Sierra Community Center, Kid's Corner
8. **Preschool Hip-Hop Tap** – Mon starting 3/5-3/26; 11:45-12:30PM at La Sierra Community Center, Sierra Rooms
9. **Karate for Kids/Teens** – Ages 4-18, Mon, Wed & Sat – 3:30-5:30PM and Mon, Wed, Fri – 12-3PM; at La Sierra Community Center, Sierra Rooms; Starting date TBA

Sports:

10. **New Pickleball Programs** – *Beginner Lessons:* Tues and Thurs 3/20-3/29 at 1-2PM; *Camp:* Mon-Fri, 5/21-5/25 at 9AM-12PM; *Drop In program continues:* Tues, Wed, and Thurs, 9AM – 12PM – All programs in La Sierra Community Center Big Gym
11. **Senior Adult Softball League** –Registration started; League games begin March 23

TIME AND PLACE OF NEXT MEETING:

1. **Special Meeting**

Proposed: Thursday, April 12, 2018 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 6:42 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