

**CARMICHAEL RECREATION & PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
NOVEMBER 16, 2006**

CALL TO ORDER

Call to order: The regular meeting of the Carmichael Recreation & Park District Advisory Board of Directors was called to order at 6:00 PM by Chairman Safford.

Roll Call:

Directors Present: Berns, Dover, Safford, and Tateishi

Directors Absent: Younger

Staff Present: Harrison, Kerth, Maddison, Murray, and Penney

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION.

For the record: The Advisory Board voted to add item, Advisory Board Reports, to the agenda.

Motion #1

M: Tateishi; S: Dover – The Advisory Board voted unanimously to add Advisory Board Reports to the agenda, under presentation items. UNANIMOUS VOTE OF THOSE PRESENT. Absent: Director Younger.

CONSENT ITEMS

1. **Minutes:** October 19, 2006 - Regular meeting.
November 2, 2006 - Special meeting.
2. **Financial Statement:** July 31, 2006
August 31, 2006
September 30, 2006
3. **Accounts Payable:** October 31, 2006
4. **Accounts Receivable:** October 2006 (Revised)
November 2006
5. **Tenant Lease Schedule:** November 2006
6. **Activity Report:** September 2006 (Revised)
October 2006

Motion #2

M: Berns; S: Dover – The Advisory Board voted unanimously to approve the consent matters, as presented. UNANIMOUS VOTE OF THOSE PRESENT. Absent: Director Younger.

CORRESPONDENCE: Nothing to report.

ACTION ITEMS

1. La Sierra Community Center Leases: (Penney)

CPI increases to lease agreements at LSCC per contract provisions.

Motion #3

M: Tateishi; S: Berns – The Advisory Board voted unanimously to approve the staff recommendation regarding the CPI increases to the tenant leases, as presented. UNANIMOUS VOTE OF THOSE PRESENT. Absent: Director Younger.

2. Staff Appreciation Lunch: (Harrison)

Plans for 12/8 employees meeting and lunch.

Motion #4

M: Tateishi; S: Dover – The Advisory Board voted unanimously to approve the staff recommendation regarding the staff appreciation lunch, approving up to \$500 for expenses. UNANIMOUS VOTE OF THOSE PRESENT. Absent: Director Younger.

3. Sacramento Tree Foundation: (Kerth)

Resolution of support for the Greenprint Program of the Sacramento Tree Foundation.

Rob Kerth, representing the Sacramento Tree Foundation, addressed the Advisory Board regarding the Greenprint Program. He discussed the benefits and commitment to the program. The program is a 40 year plan that addresses the management of public trees, policies and ordinances, and community partnerships.

Administrator Harrison recommended that the District support the Greenprint Program and consider increasing the canopy by planting more trees in new or existing district park sites.

Motion #5

M: Tateishi; S: Dover – The Advisory Board voted unanimously to adopt the resolution, supporting the Greenprint Program by the Sacramento Tree Foundation. UNANIMOUS VOTE OF THOSE PRESENT. Absent: Director Younger.

PRESENTATION ITEM

1. Sutter Community Garden: (Kerth/Ann Berner)

Update Report and Garden Guidelines for 2007.

Ann Berner and Sally Helland made a presentation to the Advisory Board regarding the past gardening season, representing the fourth year of operation. Over 60 plots were cultivated in 2006. They presented their 2007 guidelines which included additional maintenance requirements.

The Advisory Board was very supportive and proud of the community garden. It was the consensus of the Advisory Board to agree and support the guidelines.

2. Friends of Jensen Garden: (Kerth/Pat Rhine)

Annual Report.

Pat Rhine made a presentation to the Advisory Board regarding the accomplishments of the volunteers over the past year. They are really making a difference with clearing and planting (over 800 tulips have been planted). Ms. Rhine thanked the District for the new driveway and the pad

poured for the future greenhouse. The Friends of Jensen Garden are exploring the possibility of the garden being show cased in a three garden tour within Carmichael.

The Advisory Board expressed appreciation for the dedication and commitment demonstrated by the volunteers.

3. Palm Ave: (Harrison)

Palm Ave. Park site schedule and process were discussed.

4. Personnel Report: (Harrison/Kerth/Murray)

Operational changes resulting from new staff (Administrative Analyst and Recreation Supervisor).

The new Recreation Supervisor, Alaina Lofthus, was introduced to the Advisory Board. A summary of the selection process and her qualifications was presented along with a summary of her duties and of programs under her supervision.

Regarding the Administrative Analyst, Administrator Harrison indicated that the application deadline was the day following the meeting. He outlined a general list of assignment/duties that would be handled by the Administrative Analyst position.

5. Advisory Board Meeting Agendas: (Harrison)

Alternatives for agenda organization Re: Closed and open session items. Involved a discussion of typical reports to be included in future agendas, i.e. written staff reports on a quarterly basis, rather than monthly and financial statements on a quarterly rather than monthly basis.

The Advisory Board likes the new format and requested a careful approach on the agenda to those items which are covered as closed sessions, allowed by the Brown Act.

6. District Wide: (Harrison)

Process for establishing 2007 goals and objectives were presented.

7. Carmichael Celebration of Lights – Holiday Tree Lighting: (Harrison)

Event scheduled for December 7, 2006, 5:30 p.m.

Off- Agenda Item: (Added to the agenda, at the beginning of the meeting.)

8. Advisory Board Member Reports

Director Dover shared highlights of a recent meeting of the Citizens Advisory Committee-Fair Oaks Blvd. Corridor. A public workshop, to be held in the Carmichael Library, is planned for December 4, 2006.

NEW BUSINESS

Proposed: Future Agenda Items/Upcoming Events

1. Nexus Study for Park Impact Fees - Approve contract with SCI for Nexus study.
2. MIG presentation.

ADJOURNMENT: The Advisory Board adjourned the meeting at 8:05 PM.

Sincerely,

Ingrid S. Penney, ASM

APPROVED BY:

ATTESTED BY:

BONNIE BERNS
CHAIRMAN TO THE BOARD

INGRID S. PENNEY
CLERK OF THE BOARD