

CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
DECEMBER 18, 2008 REGULAR MEETING

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

**ROLL CALL:**

Directors Present: Borman, Dover, Safford, Tateishi, and Younger

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

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

**ADDITION OF ACTION ITEM 6 –**

Chairman Tateishi stated there was a time sensitive addition to the agenda, Seasonal Employee Holiday Pay Policy Exception.

**Motion 1**

**M: Safford; S: Dover – The Advisory Board voted to approve addition of Action Item 6 Seasonal Employee Holiday Pay Policy Exception to the Agenda. UNANIMOUS VOTE**

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

Roger Berkenpas – Neighbors of Patriots Park love the new park and appreciate all the work that went into making it possible.

**CONSENT ITEMS:**

1. **MINUTES**  
November 20, 2008
2. **FINANCIAL STATEMENT**  
October 2008
3. **ACCOUNTS PAYABLE**  
November 2008
4. **ACCOUNTS RECEIVABLE**  
December 2008
5. **RANGER MONTHLY REPORT**  
November 2008
6. **QUARTERLY ACTIVITY REPORT**  
August, September and October, 2008
7. **RESOLUTION #CP121808-01, IN-LIEU FEE TRANSFER**  
For Projects in FY 2007-08 (completed) and FY 2008-09 (partial)

**Motion 2**

M: Younger; S: Borman – The Advisory Board voted to approve Consent Items 1 – 7 as presented. UNANIMOUS VOTE

**CORRESPONDENCE:** (Received and Filed)

Letter from Ed Nicholson regarding O'Donnell Park

**NEWSPAPER ARTICLES:**

**Sacramento Bee** – 11/16/2008 – Dedication of Wall of Honor highlights park opening  
**Carmichael Times** – 11/18/2008 – Patriots Park Opens  
**Arden-Carmichael News** – 11/27/2008 – Patriots Remembered – events honor those who served.  
**Arden-Carmichael News** – 11/27/2008 – Lights on! Carmichael's seasonal celebration  
**Sacramento Bee** – 12/4/2008 – Park ribbon-cuttings may be come rarities

**ACTION ITEMS:**

1. **PROPOSAL FOR A RECREATION DIVISION** – Deferred to later in the meeting
2. **ALTERNATIVE PARK SITE PLANS**

Chairman Tateishi announced that because many people here were most interested in this Action Item, he moved this item ahead on the agenda.

**Staff Presentation:**

Administrator Harrison stated that at last Advisory Board meeting, the Advisory Board instructed Staff to work with park site neighbors and consultants to see if proposed land to be sold could be reduced or eliminated. Also looked at projects within these park sites that could be done by qualified volunteers. Staff has now developed Plan B – Alternate Plans for Sutter and O'Donnell park sites to be presented to the Board of Supervisors along with the original approved plan. Both plans would be submitted to the County for environmental review. Staff is asking for Advisory Board conceptual approval of these Alternate Plans. Staff anticipates coming back to the Advisory Board in September 2009 for final approval after the CEQA reviews. The difference between the original plans and Alternate Plans is there would be less property sold on the Sutter/Jensen park site and no property sold on the O'Donnell park site.

**Public Comments:**

Manda Ness – President of the Carmichael Creek Neighborhood Association. They wish to preserve the existing character of the area, including open space. Sutter Park should retain all the open space. They will oppose any residential development not in keeping with the area. They will support raising funds to avoid selling any of the park site property, but they believe nine months is too short time to raise enough funds. They want to be given more time.

Anne Berner – Member of the group of volunteers formed to help with the planning process for Sutter Park. Wants to help develop Sutter Park, but believes the plan to sell any of the property is at odds with the Master Plan. Also believes this is at odds with the 2004 District Strategic Plan. Requests District does not sell any of the Sutter land.

Sandra Dunn – Participated in the development of the Strategic Plan, which emphasized preservation of open space. Requested Advisory Board look at long term plans in this area. Can't replace land once it is sold. Doesn't want any of the land sold in Sutter Park. Neighbors in the area need to be given more time to raise funds.

Lora Cammack – Member of the Sutter Park volunteers. Not in favor of selling any land at Sutter. Consider phasing in development to save money. Believes most people would vote for a tax increase to save land from being sold.

Peggy Berry – Member of Carmichael Creek Neighborhood Association. She doesn't want to sell any of the Sutter/Jensen land. They need more time to raise funds.

Ed Nicholson – Chair, O'Donnell Neighborhood Park Committee. Sent letter to Advisory Board. Supports the Alternate Plan for O'Donnell Park. Their committee is opposed to ever selling park land. They believe they have a good plan for saving all the O'Donnell park site. They have met with Administrator Harrison and Keith Maddison and want to work together to build the park and preserve open space. They understand both the originally approved plan and the alternate plan for O'Donnell will go forward and that if they cannot come up with the required funds, Plan A will likely go through. They already have \$30,000 in pledges.

**Discussion – Staff and Advisory Board:**

Administrator Harrison said Staff met with Sutter and O'Donnell Park support groups. He identified items that could be done with qualified volunteers. Sometimes contractors who live in the community will come in and offer services that would reduce the costs to the community as well. In a partnership with the neighbors, they all want to get these parks online without selling any of the land. Staff is also looking for grants and other sources of funding.

Final approval by the Advisory Board will not be until next year. The District is not married to a nine month time plan if it looks like the neighborhood groups are making progress raising funds. These neighborhood groups are serious about coming up with ways other than land sales to get the parks built. We have to make these properties accessible to the public because they are public lands. They are principally open space and would remain so. If any property is sold it would be sold with the current zoning. We are hoping that by next fall we may be able to celebrate and not sell any land.

Director Younger asked if phasing is in the plans. Administrator Harrison said Phase 1 improvements are on the Sutter Site Plan.

Director Younger asked if the O'Donnell local committee would come up with some money and the District would come up with the rest. Administrator Harrison said the committee for O'Donnell will need to come up with \$221,000 and the District \$258,000. The District would need to budget for this. The District would identify capital money they can put aside over a two year period. O'Donnell would be an incredible bargain.

Director Younger said we already talked about contributing to Capra. How can we afford these other parks? Administrator Harrison stated there are no neighbors wishing to avoid land sales by contributing to Capra Park. Priority will be given to Sutter and O'Donnell because cost/benefit is higher there and the neighbors are sharing in the costs.

Director Younger asked if they are approving the concept only, not funding or financing. Administrator Harrison said approval allows us to start the CEQA process before the County. There is no funding request at this time.

Chairman Tateishi said he was happy they may be able to reduce acreage to be sold. He said he liked keeping the entire Sutter Park frontage on Sutter Avenue. He supports both of these options to go for CEQA approval.

### **Motion 3**

**M: Younger; S: Safford – The Advisory Board voted to approve Alternative Park Site Plan for Sutter, as presented. UNANIMOUS VOTE**

### **Motion 4**

**M: Dover; S: Younger – The Advisory Board voted to approve Alternative Park Site Plan for O'Donnell, as presented. UNANIMOUS VOTE**

Chairman Tateishi thanked the neighborhood committees for working with the District on these alternate plans.

## **1. PROPOSAL FOR A RECREATION DIVISION**

Administrator Harrison stated the Recreation Division has been split into two, with Rich Murray and Tracy Kerth sharing responsibility. Rich is retiring in the spring, making this a great opportunity to think about how this division is organized. They would like a single point of accountability for the entire division, with a single vision and a person to focus on planning. They need to make sure La Sierra achieves its potential for service and revenue generation. The next step would be creating a Recreation Division for improved recreation and community services. This is consistent with best practices in their industry. The cost factor for this reorganization depends on how this is done – whether they hire a new person for the lead position or the position is filled from within the District. There is a Regular Part Time Office Assistant position at La Sierra. There would be a new administrative secretary to report to the new division manager. Recommend start date of April 1, 2009 for the reorganization. Next year, cost could be \$13,000 to \$27,000 more for the new division. Administrator Harrison already met with the Advisory Board Personnel Committee who gave this plan their support.

Chairman Tateishi said he was supportive of this change. Rich Murray and Tracy Kerth have been doing a marvelous job. Facilities has already grown, now they need to make sure they have a wider vision of all the ages in the parks.

Director Dover said this is an ideal time now with Rich Murray retiring.

Director Younger asked if District plans to house Recreation Division at La Sierra. Administrator Harrison said all Recreation supervisors and registration would move to La Sierra. The new Manager would be in the District Office.

Rich Murray said he is over at the District office every day, keeping up with what is going on. It makes sense to have all other staff housed at La Sierra.

Director Safford said she supports the new Recreation Division. This would be great for the community. The job descriptions and recruitment announcements were very well written.

Director Borman said she also likes the idea of this new Recreation Division.

### **Motion 5**

**M: Safford; S: Dover – The Advisory Board voted to approve the creation of the Recreation Division, as presented. UNANIMOUS VOTE**

### 3. CARMICHAEL AQUATIC PROJECT COMMITTEE

Chairman Tateishi deferred to Staff – Tracy Kerth and Lee Ann Yarber for presentation.

Tracy Kerth said they had a very lively meeting at the most recent Carmichael Aquatic Project Committee meeting. There are tools they need to have: a) A website like “Carmichael Pool.com” would be great to lead people directly there. b) Purchase a program called Constant Contact to manage their contact database. They are asking for approval to spend up to \$1000 to purchase the website and Constant Contact.

Chairman Tateishi said if they are trying to educate the community the current Carmichael Park website is too busy. Carmichael Pool.com would be easier for people, giving the pool its own focus. The money is already raised. They only need permission to use it. Right now all donations are in a separate account for the pool. The goal is to have the website up and running by February.

Tracy Kerth also said the Committee wants to put a billboard on Fair Oaks Boulevard to tell people about the Aquatic Center the District wants to build at Carmichael Park. The new website would be on the sign. Chairman Tateishi said he approved of the installation of the four feet by 8 feet sign. Carmichael Kiwanis will be paying for it. Lee Ann Yarber said the County is ok with the sign as long as it doesn't exceed four feet by eight feet.

Director Younger expressed concern over the number of signs in the front of Carmichael Park. Keith Maddison said the old banner sign is coming down, as well as the old sign by the flag pole.

Lee Ann Yarber said they have found people are hesitant about donating money to a government entity. The Committee wants to form a 501(c)(3) foundation to handle donations. The foundation would cost under \$1000 to set up. County Counsel has advised this does not have to go to the Board of Supervisors. They plan to come to the Advisory Board with five people to be on the Foundation Board.

Chairman Tateishi asked if the foundation would be used for other than just the new pool. Lee Ann Yarber said yes, it would be used for projects within the entire District.

Chairman Tateishi stated that because the foundation would be a separate entity, people would trust that all the funds would go where donors intended.

#### **Motion 6**

**M: Borman; S: Dover – The Advisory Board voted to approve \$1000 out of the budget for the website and Constant Contact, as presented. UNANIMOUS VOTE**

#### **Motion 7**

**M: Dover; S: Safford – The Advisory Board voted to approve the billboard, as presented and using funds donated by the Kiwanis Club. UNANIMOUS VOTE**

#### **Motion 8**

**M: Borman; S: Safford – The Advisory Board voted to approve creation of the foundation and to spend Carmichael Aquatic Project Committee funds to make it happen, as presented. UNANIMOUS VOTE**

Chairman Tateishi volunteered to serve on the Foundation board.

### 4. READERBOARD POLICY

Tracy Kerth said the new Readerboard is now installed. This is a great tool for getting District messages out to the public. People saw the tree lighting on the Readerboard and came to the event. In anticipation of people wanting to use the sign, they need a policy for sign use. This gives Staff guidelines when people ask.

Director Safford recommended approval.

#### **Motion 9**

**M: Safford; S: Borman – The Advisory Board voted to approve Readerboard Policy, as presented. UNANIMOUS VOTE**

**5. REVISED FENCE POLICY**

Keith Maddison stated the District has had a fence policy since 1992, but an update was needed. Director Dover asked if there were any issues that led to these changes. Keith Maddison said property owners want to put gates on District fences. Chairman Tateishi said he approved updating policies as they are needed.

**Motion 10**

**M: Younger; S: Borman – The Advisory Board voted to approve Revised Fence Policy, as presented. UNANIMOUS VOTE**

**6. SEASONAL PART TIME EMPLOYEE HOLIDAY PAY**

Rich Murray stated there is currently no provision to pay seasonal employees overtime. The District has an opportunity to rent the John Smith Community Hall on New Year's Day 2009 which would net the District \$240.34. Requesting approval for a one-time exception for January 1, 2009 for a seasonal employee to be paid time and one half to monitor the facility rental. Director Younger asked if this was to be a one-time-only approval. Rich Murray said yes, it was only a one-time approval.

**Motion 11**

**M: Safford; S: Dover – The Advisory Board voted to approve Seasonal Part Time Employee Pay for use on January 1, 2009, as presented. UNANIMOUS VOTE**

**PRESENTATION ITEMS:**

**1. LA SIERRA LEASES UPDATE**

Rich Murray said this is an update from the last Advisory Board meeting. They met with La Sierra tenant UHS, who wants to get out of their lease early. They will be moved out by end of March, 2009, but will pay rent through the end of June, 2009. The District will be looking for another tenant to take up that space. Otherwise, as of July 1, 2009, there will be 40,000 total square feet available for rent. They are actively trying to retain the other current tenants. He believes the rest of the tenants want to stay and their contracts will need to be updated as they expire. Three other schools are interested in leasing but economic concerns are keeping them from committing. There is a lot of other similar space out in the market for lease at the same price sitting empty. They have handouts and Grubb & Ellis cards for prospective clients. Grubb & Ellis is posting on the web and they do their "Broker Blast" monthly. They also plan to put info on the new Readerboard that La Sierra space is available. Mr. Noak from Grubb & Ellis will come to the February Advisory Board meeting to provide an update. Administrator Harrison said they get the property tax update in January and will make plans to absorb the revenue loss from the UHS lease in FY 2009-10. Director Safford asked what Grubb & Ellis is costing. Rich Murray said they are working on commission only. Commission fees would be paid by the revenue from the new leases.

**2. ADVISORY BOARD MEMBER REPORTS - None**

**3. CARMICHAEL AQUATICS PROJECT COMMITTEE**

Chairman Tateishi said there was a lively discussion at the last Carmichael Aquatics Project Committee meeting. Some Committee members are very vocal about wanting multiple uses for the Aquatic Center. Much discussion about 8 lane pool versus 6 lanes. As chairman of this committee he was asked to inform the Advisory Board there are big hopes the Advisory Board will consider multiple uses. Lee Ann Yarber will do some research on this. They are looking at getting the best Aquatic Center they can for Carmichael. Director Safford said everyone wants at least a pool. If budget allows for 6 lanes, however, that's what they will get. Nevertheless, a larger pool would be nice.

Chairman Tateishi recommended that the new Chairman of the Advisory Board serve on the Carmichael Aquatic Project Committee. It's a very active group with a lot of passion.

4. **STAFF REPORT:** Received and filed.

**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 MEETINGS:**

1. **Regular Meeting**  
Cancelled: Thursday, January 15, 2009, 6:00 pm in Community Clubhouse #2 at Carmichael Park
2. **Special Meeting**  
Thursday, January 22, 2009, 6:00 p.m. in Community Clubhouse #2 at Carmichael Park.
3. **Special Meeting**  
February 5, 2009, 6:00 p.m. – Special Advisory Board budget meeting – Community Clubhouse #2 at Carmichael Park.

**RECESS TO CLOSED SESSION – 7:40 p.m.**

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Pursuant to California Government Code §54957  
District Administrator

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

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Information received and discussed. No action taken.

**ADJOURNMENT** – The meeting was adjourned at 9:30 p.m. by Chairman Tateishi.

Respectfully submitted,  
Betty Phillips,  
Temporary  
Administrative Secretary

APPROVED BY:

ATTESTED BY:

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PETER TATEISHI  
CHAIRMAN OF THE BOARD

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