

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
APRIL 16, 2009 REGULAR MEETING**

Directors: Borman, Dover, Lenau, Safford, and Younger

CALL TO ORDER: The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:02 p.m. by Chairman Younger.

ROLL CALL:

Directors Present: Borman, Dover, Lenau, Safford and Younger
Staff Present: Eppler, Harrison, Kerth, and Penney

PLEDGE OF ALLEGIANCE – Boy Scout Troop 55 posted the Colors and led the Pledge of Allegiance.

ACTION ITEM 3 ADDED TO AGENDA BY UNANIMOUS CONSENT.

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

Rich Murray – Newly Retired Former Employee – Thanked the Board of Directors for 35 great years working with them and the District; enjoyed working with everyone.

Peter Tateishi – As former Advisory Board Chairman, he thanked Rich Murray for his years of service to the District.

Dave Younger – On behalf of the Carmichael Recreation and Park District, presented service award to Rich Murray, in acknowledgement and appreciation for his nearly 37 years of service to the Carmichael Recreation & Park District and the Community.

Peter Tateishi – Congratulated District on CPRS award for Patriots Park and Tracy Kerth on her promotion to Recreation Services Manager.

Ed Nicholson – Chair, O'Donnell Neighborhood Park Committee – Bimonthly update

Newsletters: now on their third issue, 650 sent out each month.

Fundraising: Cash target is \$40,000, now have \$43,000 pledged. Labor: target \$35,000, waiting to get farther along in process to know what they need. Garage Sales – Target \$10,000; first one will be in May, will have several, with all items donated. Brick sales: sold 50 so far. Mr. Nicholson's office is working on construction drawings. Grants: Target \$35,000. Vern Chang has taken to lead on the fundraising aspect of the project. They have identified about \$40,000 in savings, talking to contractors. The contractors would give lower cost or donate some items. They have raised a total of about \$80,000 to date.

Publicity: Working with the Sacramento Bee to do some publicity. They have a website coming in 3 weeks. In two months there will be yard signs going up in yards of those who donate. The newsletter and signs are all being donated.

Administrator Harrison said the O'Donnell Neighborhood group meets with District Staff monthly. The neighborhood is buzzing with information about the new park. There is a nice big professional sign on the park property, which was donated.

Director Safford commended the O'Donnell committee for their hard work.

CONSENT ITEMS:

1. **MINUTES**
March 19, 2009
2. **FINANCIAL STATEMENT**
February 2009
3. **ACCOUNTS PAYABLE**
March 2009
4. **ACCOUNTS RECEIVABLE**
April 2009

Motion 1

M: Safford; S: Lenau – The Advisory Board voted to approve Consent Items 1 – 4 as presented. UNANIMOUS VOTE.

CORRESPONDENCE: Received and Filed

Letter from Laird's B & B Maintenance – 4/13/2009 – A letter of thanks to the District and to Mark Dexter and James Perry for their assistance and guidance in a tour and observation of various water uses at the La Sierra Community Center.

NEWSPAPER ARTICLES:

Arden-Carmichael News – 02/26/2009 – Around and About Arden-Carmichael (retiring guy)

ACTION ITEMS:

1. CAPS: PROGRAM, ROLE AND MEMBERSHIP

Staff Presentation:

Administrator Harrison reported that the Carmichael Aquatic Project Committee was originally started to work on developing an Aquatic Center. As this project has moved along, the Committee came to believe the only feasible way to fund that project is by the creation of a District-wide benefit assessment. Staff and the Committee believe the Carmichael community would be more likely to support an assessment if this included projects for all the District parks. Committee is requesting to expand membership to include people interested in District parks, not just the Aquatic Center. Committee is recommending that the Advisory Board approve the expanded project proposal, the scope of the CAP Committee, and an expanded membership. Administrator Harrison requested that the Advisory Board encourage the Committee to include persons interested in the restoration of District parks.

Tracy Kerth said that several individuals are open to serve on the committee and support its efforts, including people affiliated with Carmichael Girls Softball and the Geranium Society; additional persons are being sought.

Discussion:

Chairman Younger said the Committee has gone through phases, the first one being the planning phase. He said they are now in the fundraising phase. The current people are great idea people, and now they need fundraisers as well. They are trying to help the entire Committee become good salespeople of the program. The District no longer has funds to pitch in \$100,000 toward the assessment. The Committee is currently working on raising \$30,000 for a community survey.

Administrator Harrison said the survey is planned for next September if funds are raised.

Motion 2

M: Borman; S: Safford – The Advisory Board voted to approve the expanded project proposal, the scope of the CAP Committee, an expanded membership and to encourage the Committee to include persons interested in the restoration of District parks. UNANIMOUS VOTE.

2. PROFESSIONAL SERVICES FOR CAP COMMITTEE

Staff Presentation:

Administrator Harrison said Staff has been approached by two firms who provide assistance to agencies involved with community outreach similar to the one to be carried out by Staff and the CAP Committee. One in particular seemed like it would be very helpful. CAP Committee believes that professional assistance could be helpful in developing and overseeing an outreach/education effort. Administrator Harrison would bring back a contract to May 21, 2009, Advisory Board meeting for approval. District would enter into contract paid for by funds donated through CAP Committee.

Discussion:

Director Safford urged Advisory Board to agree with this proposal. She said it would be an excellent tool to help the project move forward.

Motion 3

M: Dover; S: Borman – The Advisory Board voted to authorize the District Administrator to retain professional services recommended by the CAP Committee, if the needed funds are donated to the District from private sources. UNANIMOUS VOTE

3. **ADVISORY BOARD TERMS OF OFFICE**

Staff Presentation:

Administrator Harrison said three members of the Advisory Board are currently serving in a first term while two others are in a second term. The first term for Jerry Dover was less than four years as a replacement, but considered a full term by County policy. His second term is due to end June 30, 2009. Two other Board members have only been serving a few months. Jerry Dover is one of the three Board members who have been involved in the development and implementation of the District Master Plan. Staff recommended the Advisory Board ask Supervisory Peters to consider not replacing Jerry Dover on July 1, 2009, but sometime before June 30, 2010, in consideration of the work required of the Advisory Board to implement the District Master Plan.

Discussion:

Director Dover said Administrator Harrison explained the situation and he is willing to continue as long as Supervisor Peters wants him to. Director Safford said she was in favor of this recommendation. Chairman Younger said because they have two new Directors on the Board, there would be 3 new Board members every term. This would mean constantly having many new members turning over at once.

Motion 4

M: Lenau; S: Safford – The Advisory Board voted to approve Staff recommendation, directing Staff to prepare a letter on behalf of all the Board members asking Supervisor Peters to consider not replacing Jerry Dover on July 1, 2009, but sometime before June 30, 2010, in consideration of the work required of the Advisory Board to implement the District Master Plan. UNANIMOUS VOTE.

4. **REQUEST FOR RELIEF OF ACCOUNTABILITY**

Staff Presentation:

Ingrid Penney indicated that there are two vehicles in the District fleet that are no longer serviceable. To dispose of them, they have to be removed from the District asset listing. They are a 1992 GMC 3500 ¾ ton Utility, the other is a 1994 Ford F-150 Supercab. There are two ways to dispose of them: return them to County Surplus and have them sold for us, or to dispose of them directly. Jerry Eppler said the maintenance staff has told him the two vehicles are beyond repair. They have been sitting for 4 years. The engines are worn out. One of them is a safety hazard, with a door that will not stay closed. One of them will probably be taken to the county, and the other will be sent to a wrecking yard.

Discussion:

Chairman Younger asked if the District can operate without them. Jerry Eppler said yes, they can.

Motion 5

M: Dover; S: Borman – The Advisory Board voted to approve recommending to the County that Relief of Accountability be granted for the costs of 1992 GMC 3500 ¾ Ton Utility and 1994 Ford F-150 Supercab. UNANIMOUS VOTE.

PRESENTATION ITEMS:

1. **JENSEN GARDENS UPDATE**

Tracy Kerth introduced Pat Rhine, a Master Gardener with Friends of Jensen Gardens. She said she gets lots of calls about how great Jensen Garden looks, due to all the volunteer work from this group. Pat Rhine said Friends of Jensen Garden has logged over 1100 volunteer hours this past year. One of the volunteers had 440 hours this year, and has now retired. They completed all their projects except the greenhouse. This was not completed due to lack of funds. They are planning to buy some small, prefabricated greenhouses this year. The Master Landscape Plan was completed with plant lists for each bed. Paths have been widened to four feet or wider for wheelchair accessibility, with defined borders. Four new donated benches have been added. Plant sales netted \$1200. They planted 625 tulips; more will be planted next fall. A bank account has been established for the Garden. They have designed a Path for the Blind, a raised bed for the Garden, which includes interpretive signs in Braille, tactile things for them to touch and smell. Tracy Kerth said the project will be brought to the

Advisory Board for final review and approval.

Pat Rhine said Friends of Jensen is supportive of the final version of the Sutter Jensen Master Plan. They have had more plants stolen. Irrigation isn't working as well as it should; they are working with Keith Maddison on this issue.

For 2009, they plan to add another prefab greenhouse. New plant list in progress. They are preparing for fundraising and next plant sale. They will assist with the Path for the Blind. They would like to add more benches, which are available for \$300 apiece. The footbridge needs to be repaired.

They thanked the District for the moss rock, helping with irrigation and taking out the old "nasty" apple tree.

Director Lenau volunteered his company, Lawnman, Inc., to work with Friends of Jensen Gardens. He also said Carmichael Chamber will also rent a table at their next fundraiser.

Jerry Eppler thanked Pat Rhine and Friends of Jensen gardeners for all the hours they put in making Jensen beautiful.

Director Dover also thanked Pat Rhine for the great job she has done over the years and that the District is lucky to have her. He said the Path for the Blind sounded like a great project.

2. **FY 08-09 WORKPLAN (REVISED)**

Administrator Harrison said this report was a quarterly update on status of each item on the Workplan. The District will be back in June with the proposed Workplan for FY 2009-10.

Director Dover asked if the budget issues have an impact on what gets accomplished. Administrator Harrison said next year's plan will not be nearly as ambitious due to revenue reduction beginning in July. He said District will bring a year end 2008-09 report in July or August.

3. **ADVISORY BOARD MEMBER REPORTS**

Director Safford has been attending Founders Day planning meetings. She asked that Tracy keep Advisory Board informed of plans for Founders Day festivities.

Chairman Younger requested this item to be placed on monthly Advisory Board agenda.

Director Lenau invited the Advisory Board and Staff to the next Chamber mixer, scheduled for May 13, 2009, starting at 5:30 p.m.

4. **STAFF REPORT**

Administrator Harrison said Staff has expanded the Aquatic Project PowerPoint presentation they plan to show to organizations. He said Staff is open to changes or additions from the Advisory Board. This needs to be finalized by May.

Tracy Kerth said District has hired a new Recreation Supervisor. She will come to the next Advisory Board meeting and be introduced. She also said all the sports leagues schedules are now online.

Jerry Eppler reported District has planted seven more trees in Schweitzer Grove. He also said four of five new HVAC units have been installed in the La Sierra 200 wing.

Ingrid Penney reported that the Preliminary Budget presented at the last Advisory Board meeting has been submitted to the County; working with County Staff on necessary follow-up.. She said Online Registration is going well. Thirty eight people have signed up without any real advertising. Procedures manuals to standardize District processes are being developed. District is currently recruiting for a Secretary Receptionist at La Sierra Community Center. They had several hundred applications. Ten or 11 will be tested. They are in the final stage on records storage with shredding of unnecessary items soon.

Tracy Kerth shared the PowerPoint presentation developed to be used for presentations in the public education and community outreach campaign for District park improvements.

NEW BUSINESS – None

FUTURE AGENDA ITEMS/UPCOMING EVENTS:

1. **Creek Weed 2009** – April 17 – 25. April 25 cleanup sites: Carmichael Park and Del Campo Park 9 a.m.
2. **Carmichael Aquatic Project Committee (CAP) Meeting** – April 22, 7 p.m. Community Clubhouse
3. **11th Annual Canine Craze Fun Dog Show** – May 9, 10 a.m. Carmichael Park
4. **Geranium Show** - April 25 10 a.m. Carmichael Clubhouse (Featuring Lady Carmichael Geranium)

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Thursday, May 21, 2009, 6:00 pm in Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:34 p.m. by Chairman Younger.

Respectfully submitted,

Betty Phillips,
Temporary Administrative Secretary

APPROVED BY:

ATTESTED BY:

DAVID YOUNGER
CHAIRMAN OF THE BOARD

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