

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
MAY 21, 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 6:00 p.m. by Chairman Younger.

**ROLL CALL:**

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

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

**SPECIAL BOARD PRESENTATION** - Roger Berkenpas – California Association of Recreation and Park Districts (CARPD) 2009 Outstanding Volunteer Award.

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

**CONSENT ITEMS:**

1. **MINUTES**  
April 16, 2009
2. **FINANCIAL STATEMENT**  
March 2009
3. **ACCOUNTS PAYABLE**  
April 2009
4. **ACCOUNTS RECEIVABLE**  
May 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

**California Association of Recreation and Park Districts** – April 7, 2009 – Roger Berkenpas selected to receive 2009 Outstanding Volunteer Award

**County of Sacramento Therapeutic Recreation Services** – May 1, 2009 – Thank you letter for letting them use the La Sierra Community Center

**NEWSPAPER ARTICLES:** Received and Filed

**Carmichael Times**- April 7, 2009 – Carmichael Recreation and Park District Receives Award for Patriots Park. April 7, 2009 – Carmichael Rec Dept Egg Hunt and Pancake Breakfast

**The Arden-Carmichael News** – April 23, 2009 – Patriots Park Picked for Perfection – Top Award for new Reserve.

**The Sacramento Bee** April 25, 2009 – Seeds: Meet “Mr. Geranium”; April 26, 2009 – Long Live the Dynamite Tree and a Park Plan

**ACTION ITEMS:**

1. **CAPRA PARK LEASE RENEWAL**

**Staff Presentation:**

Keith Maddison said the current lease is due to expire June 19, 2009, requesting approval of a one year lease with a 90 day termination clause.

**Discussion:**

Director Younger said it would be at least two years before anything changed at Capra Park, so why not a two year lease? Keith Maddison expressed preference to enter into a one year lease. Administrator Harrison said that this is a no-cost lease with the trade off being that the lessee manages the park to our standards. Staff would rather not commit to two years. Keith Maddison added that District could go to a six month lease or month to month agreement after the one year lease ends.

**Motion 2**

**M: Dover; S: Borman – The Advisory Board voted to approve the one-year lease for Capra Park, with a 90 day termination clause. UNANIMOUS VOTE.**

**2. FACILITY USE POLICY; FEES & CHARGES**

**Staff Presentation:**

Tracy Kerth said it had been two years since District facility use fees and policies were reviewed and updated. Staff is requesting minor changes in policy. One is to require insurance when alcohol is present, second is to require security when alcohol is present; third is to change fee structure for picnic shelter, band shell, Gibbons Room and the skate park to bring continuity and consistency to the policies. Rate changes would increase by ten percent. Staff did not look at the gyms, soccer fields and ball fields.

**Discussion:**

Chairman Younger asked if the changes were mostly clean-up of the language in policies. Tracy Kerth said yes and the new fees are in line with other facilities in the area. Director Lenau asked how expenses have gone up vs. fee increases. Ingrid Penney responded that the change to \$25 in set up fees is recommended to cover direct costs. Tracy Kerth said the policy change would also limit the set up time to four hours at this rate.

**Motion 3**

**M: Safford; S: Dover – The Advisory Board voted to approve the facility use policy changes and fee changes, effective June 1, 2009. UNANIMOUS VOTE**

**3. CARMICHAEL AQUATIC & PARK PROJECTS UPDATE AND CONTRACT PROPOSAL**

**Staff Presentation:**

Administrator Harrison reported that the agreement approved by CAPP for Phase 1 will evaluate costs, determine how property owners might be assessed and how many might participate and Phase 2 covers preparation of the survey and sending it out to the citizens. Staff has negotiated an agreement with SCI Consulting for an amount not to exceed \$10,500 for the initial phase of the work. Staff wanted to get Advisory Board support in anticipation of expected CAPP Committee concurrence in order to get outreach started in June. Donated funds are available to cover the contract amount not to exceed \$10,500.

**Discussion:**

Chairman Younger supports the recommendation as a really good solution. Several CAPP Committee members have expressed concern about the Carmichael community being opposed to any new assessment at this time. This survey would first measure community interest before any further steps are taken. This survey will also help determine not just what do we need, but what is right to take to the voters. Meanwhile, the Committee is looking at other ways to reduce the amount of an assessment. Other issues include how long the term of the assessment would be or possibly taking out a loan of some kind. This summer the Committee will be educating the public and getting a sense of their interest and support.

**Motion 4**

**M: Lenau; S: Safford – The Advisory Board voted to authorize Staff to enter into the proposed Agreement in an amount not to exceed \$10,500, contingent upon the concurrence of the CAPP Committee and use of funds donated for the project. UNANIMOUS VOTE.**

**PRESENTATION ITEMS:**

**1. FOUNDERS DAY UPDATE**

Tracy Kerth reported that the Founders Day Committee had raised \$13,000 to date. They are renting out booth spaces. There will be entertainment and food. Chairman Younger asked if there could be a booth for CAPP. Tracy Kerth said yes, absolutely. Director Lenau said they are trying to get a banner strung across Fair Oaks Boulevard safely. Tracy Kerth said the Committee is meeting bi-weekly.

**2. NEW STAFF INTRODUCTION**

Tracy Kerth introduced Elizabeth Crisante, the new Recreation Supervisor. She comes from Yuba City and is at La Sierra Community Center, handling facilities there and all special events. Elizabeth Crisante said she is already enjoying her work in the District and that it's a great staff to work with. Tracy also thanked Alaina Lofthus for stepping up and running things after Rich Murray left.

**3. PROPOSED COMMUNITY AND RECREATION SERVICES MASTER PLAN**

Tracy Kerth made a presentation of plans to develop a Master Plan for Recreation now that the reorganization is complete. She will be looking at Recreation programs and community services and where they want to be in the future. She said she hopes to come to the Advisory Board at the end of the year with this useful tool to move the Recreation Division forward.

Administrator Harrison said this Master Plan will parallel the Parks Master Plan with the same kind of effort, including surveying the public and meetings. Not all Districts have one of these, but he thinks it is important. He said the hope is to have one adopted by 2010.

**4. ADVISORY BOARD MEMBER REPORTS**

Chairman Younger said he and Jack have been working on challenging the CAPP Committee. Currently, he is the chairman, but doesn't necessarily feel he is the right person for the job. He wants to hand off the position to Ron Greenwood, who has expressed interest in this position. This would be a change because in the past Committee Chairs have always been Advisory Board Directors. Both Advisory Board Directors would still co-chair this ad-hoc committee. Director Safford (co-chair of CAPP) said she appreciates what Chairman Younger is doing. Administrator Harrison said that up to now, the Committee has mostly been involved with planning. This is now changing to outreach requiring someone from the community as a point person who is a non-Advisory Board Director and not Staff. Ron Greenwood is very active locally, knows the community and is willing to take on this role. Administrator Harrison added that CAPP will make a recommendation at the next Advisory Board meeting. All Advisory Board Directors concurred with this recommendation to take this to the CAPP Committee.

**5. STAFF REPORT**

Administrator Harrison provided follow up regarding Director Dover's term of office. Susan Peters said letter is not necessary – email was fine to consider their request to extend his term of office.

Keith Maddison said he had attended a couple more meetings with the O'Donnell Neighborhood Park Committee. It looks like they will meet their goal as they are now at about \$135,000 received/committed. Administrator Harrison said the deadline is the end of August. The committee has said they may make this before the end of August. It's possible they could have O'Donnell Park open by September 2010. It will be a model of Citizen/Park District cooperation. Patriots Park was a very important road-paver, and Roger Berkenpas has been available to help the O'Donnell Committee.

Ingrid Penney reported that the County made a commitment of \$150,000 to share in the cost for projects at the La Sierra Community Center as part of the transfer agreement. Administrator Harrison has been working with Susan Peters' office on this to secure the remaining funds. The District will get the remaining commitment for funds expended \$45,000+ this fiscal year, another \$45,000 on July 1. This money will reimburse District for projects completed and will be available for projects.

Administrator Harrison informed the Advisory Board of an application submitted for a \$100,000 grant which can be used for the O'Donnell project and could reduce the Committee's and District' obligation by \$50,000 each if the grant is received. He will report back when a decision is received.

Director Lenau said he would be happy to give the O'Donnell Committee time to speak at the next Chamber of Commerce luncheon – the Park District is the subject of the next luncheon.

Ingrid Penney said they got an extension for submitting the final budget. They don't have to submit it until July. Staff will be coming back at June Advisory Board meeting with Capital Improvement budget. So far, the District has received 97 percent of the amount projected for property taxes this year.

Ingrid Penney said a memo went out to staff as written notification regarding furloughs. Full time employees will be taking one day off per month while exempt employees will be taking a salary reduction. Depending on the State's actions to balance their budget, an 8% reduction of property taxes received by the District may be made. Administrator Harrison added that staff will be monitoring the budget in the first six months to determine whether further cuts are necessary.

Chairman Younger asked about the La Sierra leasing situation. Tracy Kerth talked with Ken Noack from Grubb & Ellis. A charter school and two other people are interested. Grubb and Ellis will meet with them next week. Keystone is in the process of moving out now.

Tracy Kerth said the Community Garden is full now. They had a workday in April. During Creek Week she said they had cleaned two sites: Del Campo Park and Carmichael Park. The Geranium Show was the same day as Creek Week at Carmichael Park. Other events: On Victory Christian Day, volunteers did a lot of painting all over Carmichael Park. Taste of Carmichael was very successful. Great turnout for Canine Craze dog show.

Keith Maddison said the La Sierra Community Center building crew wrapped up the 200 Wing HVAC install. This should be a big energy savings. At Carmichael Park the crew tore down the old scorekeepers' booth and it was rebuilt by a volunteer. The power upgrade and readerboard project has been wrapped up. A new ventilator has been installed in the District Office computer server room. A Patriots Park neighbor has adopted the butterfly garden.

Chairman Younger asked if having no seasonal hires is affecting maintenance. Keith Maddison said one seasonal will be gone as of July 1. He said it is possible they will get some SETA program personnel who would all be paid thru stimulus money.

**NEW BUSINESS** – None

**FUTURE AGENDA ITEMS/UPCOMING EVENTS:**

1. **Carmichael Aquatic Project Committee (CAP) Meeting** – May 27, 6 p.m. Community Clubhouse
2. **Annual Community Concert Band Festival** – June 6 – 7, 11 a.m. Carmichael Park

**TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting**  
Thursday, June 18, 2009, 6:00 pm in Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:07 p.m. by Chairman Younger.

Respectfully submitted,

Betty Phillips,  
Temporary Administrative Secretary

APPROVED BY:

ATTESTED BY:

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DAVID YOUNGER  
CHAIRMAN OF THE BOARD

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