

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
August 20, 2009 REGULAR MEETING**

**Directors: Borman, Dover, 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, Safford and Younger  
Directors Absent: None  
Staff Present: Harrison, Kerth, Eppler and Shilliday

**PLEDGE OF ALLEGIANCE – Director Dover led the Pledge of Allegiance**

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA - None**

**CONSENT ITEMS:**

1. **MINUTES**  
July 16, 2009
2. **FINANCIAL STATEMENT**  
June 2009 – FY Ending
3. **ACCOUNTS PAYABLE**  
July 2009; June 2009 Revised
4. **ACCOUNTS RECEIVABLE**  
August 2009

**Motion 1**

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

**CORRESPONDENCE:** Received and Filed  
 July 27, 2009 Letter to Calif. Assoc. of Park & Recreation Commissioners and Board Members from CRPD  
 July 29, 2009 Letter to the Sacramento Fine Arts Center from CRPD  
 Aug 3, 2000 Letter from Supervisor Susan Peters, County of Sacramento to Ed Nicholson, O'Donnell Neighborhood Park Committee  
 Aug 5, 2009 Letter from Thomas Ford, President, Sacramento Fine Arts Center Board of Directors  
 Aug 7, 2009 Letter from Joan McMurray to each Advisory Board Member  
 Aug 8, 2009 Letter from Joyce Wilson to each Advisory Board Member  
 Aug 11, 2009 Email from Rhyena Halpern, Ex. Dir. Sacramento Metropolitan Arts Commission, to each Advisory Board Member

**NEWSPAPER ARTICLES:** Received and Filed  
**Carmichael Times** – July 22, 2009 – Park District Seeks Nominees for Wall of Honor  
**Carmichael Times** – July 22, 2009 – First 5 Sacramento Approves Funding for 16 Additional Tot Lots  
**Sacramento Bee** – July 23, 2009 – Arts Center fears loss of rental space could spell doom

**PRESENTATION ITEMS:**

1. **SUTTER-JENSEN PROJECT UPDATE**  
Staff Presentation:  
 Administrator Harrison said two plans for Sutter-Jensen were sent to Sacramento County for CEQA Process. County agreed to look at both plans. They found no significant environmental impact, but received two challenges to their findings. This week they sent out their responses to those challenges. County has issued a “notice of intent to issue a negative declaration.” The CEQA work is now completed, and Staff plans to have a final Master Plan to the board of Supervisors for Approval by the end of the year. On the September agenda, Staff will bring back the previously approved Master Plan for review.

Discussion:

Chairman Younger asked what the next step will be.

Administrator Harrison said once the Master Plan is approved by the BOS, the District decides the timing on moving forward with this project. They will not want to move forward soon due to land values and being busy with O'Donnell Park. He said he does not anticipate moving on this for at least a year. County will be asked to handle the surplus of land.

Chairman Younger asked if there is any time limit on the County's negative declaration. Administrator Harrison said no, there is not. Development would be contingent on funding for this project.

Chairman Younger asked if the people that opposed the CEQA findings have further recourse.

Administrator Harrison said they can go directly to the County Board of Supervisors.

Public Comments:

Sandy Helland – Committee to Preserve Sutter-Jensen. This committee has sent out a survey to 1,000 people. They have about 202 responses so far. She asked if the Advisory Board would like to hear what they have so far, or wait till they have the final results to report.

Chairman Younger said they would rather wait till they have more of the responses, and final results to report. Ms. Helland said she will come back to a later meeting with final survey results.

**2. FOUNDERS DAY EVENT UPDATE**

Staff Presentation:

Tracy Kerth said Founders Day plans are moving along. August 20 she met with the Chamber of Commerce and others. They have several sponsors now. There will be a historical venue and a stage with the evening venue music. A time capsule will be part of opening ceremonies. She gave Elizabeth Crisante a lot of credit for pulling things together.

Discussion:

Director Safford asked if there were many spaces for vendors taken. Tracy Kerth said there should be several but so far not as many as they had hoped for.

Chairman Younger asked if they were getting the word out on this event. Tracy Kerth said yes, they were doing this thru schools, Carmichael Times and the Sacramento Bee. There will be a sign on the District reader board soon.

**3. CAPP UPDATE (deferred until after Staff Report)**

**4. ADVISORY BOARD MEMBER REPORTS**

None reported.

**5. STAFF REPORT (Harrison, Kerth, Maddison, and Penney)**

Staff Presentation:

Administrator Harrison introduced Jerry Eppler and Ron Shilliday who will give reports on activities on the Maintenance Division.

Ron Shilliday said one of the La Sierra tenants vacated in June. They were given until August to have their repairs done, but they are not complete. He said they now hope to have repairs done by October.

Jerry Eppler said this summer several trees have dropped some large branches, which maintenance cleaned up the next day. No one has been injured by these incidents. He said back in the 1980's there were about 300 ash trees in parks; but since they split easily, maintenance has been removing them.

There are about 100 or so left. They had an arborist come out to look at the remaining ash trees in the heavily used areas and some were found that needed remediation. Three trees near the Carmichael Park play area will be removed by next week. They have been planting new trees that give the park more variety and are appropriate for the area.

Chairman Younger asked if the District will start the new trees before taking all the old trees out. Jerry Eppler said yes, they are. He also said they are doing what they can to get trees donated.

Jerry Eppler also said they had workers from SETA for 6 weeks this summer. As part of their work, they did a lot of cleaning at La Sierra. They plan to continue working with SETA to get more workers. They will take all they can get.

Tracy Kerth said she had been working with Jerry Eppler on an Eagle Scout project. The scout is building a portable shed at the Community Garden. Jerry Eppler approved the project plans. She also said the Community Garden sent eight boxes of vegetables to the Presbyterian Church for their food give away to the needy. They are still working on the Pathway for the Blind.

Administrator Harrison said the vacancy on the Advisory Board is being advertised, closing date end of August. He said the listing agreement with Grubb and Ellis ends in September. Staff will be recommending renewing this contract, which will be brought to the next meeting. Staff has asked them to submit a new proposal and updated market analysis. Essentially they are not expecting any changes, District requirements are right on target. District has not lost any new tenants due to rental/lease.

### 3. **CAPP UPDATE**

#### Presentation:

Administrator Harrison introduced Ron Greenwood, who was approved as Chair of the CAPP Committee at the last Advisory Board meeting.

Ron Greenwood said the Committee has 21 members and 3 more are interested in joining. A number of the Committee members have stepped forward with monetary donations. He said Carmichael Recreation and Park District is one of only 3 park districts in this area without an assessment. They are looking at an assessment of about \$48 per parcel over a 30 year period. They have completed the educational phase of this "grass roots movement." They use Carmichael Park's website. They went out to local organizations as members of the Committee, using the PowerPoint presentation. After their presentations, they asked the organization members if they would support this program, and most said yes.

At the 4<sup>th</sup> of July festivities, they handed out 1500 informational flyers. They continue to do this at the summer concerts as well.

The Committee has now moved on to the survey process. They will soon be doing an informal door to door survey with 40 people each doing 50 single family homes. The formal survey will be done in October by SCI Consultants.

Ron Greenwood thanked District Staff, Tracy Kerth, Lee Ann Yarber, and Celeste Van Alstyne for all their help. He also said Administrator Harrison is doing a phenomenal job working with the Committee. They are thankful the Kiwanis will be matching \$15,000 of their donations dollar for dollar. He said the Elks Lodge and Rotary Club may also be helping.

#### Discussion:

Administrator Harrison pointed out that there were CAPP brochures on the Advisory Board meeting sign-in table and invited everyone to take one. Ron Greenwood said the next CAPP meeting will be August 28<sup>th</sup> and everyone is invited to attend.

Administrator Harrison said he is always asked when the Aquatic Center and park improvements could happen. If the SCI survey says there is a good chance of a benefit assessment succeeding, then mailed ballots would go out in 2010. The project could be completed by 2012 or 2013.

Chairman Younger asked if the Committee is still pursuing donors, especially large donors, as well.

Ron Greenwood said yes, absolutely they are looking for those large donors.

Director Safford said she has been getting very positive feedback talking to Carmichael residents.

Ron Greenwood said the "hole in the ground" that was the former pool does not speak well for the community. A new Aquatic Center and improved parks will say a lot of positive things about the community.

### **ACTION ITEMS:**

#### 1. **NOMINATIONS FOR PATRIOTS PARK WALL OF HONOR**

##### Staff Presentation:

Tracy Kerth said almost a year past opening Patriots Park we will be honoring four additional Wall of Honor inductees. This is a great way to honor those who gave their lives for their community. The nominees were selected by a volunteer review committee including Wayne Austin and Richard Brink from the Disabled Veterans of America, Julie Cole with the Sacramento Metro Fire District and James Byrnes, a previous year nominator and retired CHP Officer. All four of these nominees were unanimously approved by the committee.

The Committee recommends approval of these nominations for the Wall of Honor:

Spc. James Edward Schlottman, Sgt. Brian E. Dunlap, Sgt. Larry Morford, and Capt. Olin E. Gilbert, Jr.

The event is scheduled for Saturday, November 10 at 10:00 a.m.

##### Discussion:

Director Dover said when he read the nomination packet, he felt great honoring these four men.

#### Motion 2

**M: Safford; S: Dover – The Advisory Board voted to approve the four nominations for the Wall of Honor, Spc James Edward Schlottman, Sgt. Brian E. Dunlap, Sgt. Larry Morford, and Capt Olin E. Gilbert, Jr. UNANIMOUS VOTE.**

#### 2. **O'DONNELL PARK MASTER PLAN**

##### Staff Presentation:

Administrator Harrison said he was excited to introduce this item. It was a long time coming. Most recent action was Plan B as the preferred alternative. Staff and community have been working hard to raise funds to make this happen. The Committee has made amazing progress. Staff is now recommending that the Advisory Board adopt Plan B to send to County in September.

Ed Nichols from the O'Donnell Neighborhood Park Committee said they had made excellent progress

toward meeting their fundraising goal of \$235,000. He said to date they had raised \$208,438 and were within \$26,312 of meeting their goal. They have submitted a grant application for \$7,500 to the Teichert Foundation, which should be decided by December 1, 2009. He said they are confident they will make their goal with or without the grant.

Ed Nichols said a landscape architect has joined their Committee. He prepared their Site Master Plan drawings being reviewed by the Advisory Board and will help prepare the final drawings and specifications including planting and architectural features. The 75% complete construction drawings will be submitted for County review by September 21. The 95% complete drawings will be submitted for County review in October.

194 donor acknowledgement yard signs have been installed. Their website has generated contributions and volunteers. "Carmichael Times" will be supporting them by publishing articles about their effort. Ed Nichols said he was confident they would make their target. He asked for approval of Plan B.

Public Discussion:

Joan Komaromi – Commended this neighborhood effort, especially since this was done during such challenging times.

Discussion:

Chairman Younger said it has been a pleasure to watch the O'Donnell Park Committee over the months, coming together and accomplishing all they have.

**Motion 3**

**M: Dover; S: Borman - The Advisory Board voted to approve O'Donnell Heritage Park Master Plan Option B to be sent to Sacramento County Board of Supervisors for approval.**

**UNANIMOUS VOTE**

**3. CARMICHAEL AQUATIC & PARK PROJECTS PART II OF THE CONTRACT PROPOSAL**

Staff Presentation:

Administrator Harrison said the Advisory Board previously authorized Staff to enter into an agreement with SCI Consulting for services related to CAPP contingent on donated funds availability. The funds have now been raised to go ahead. Phase I is Property Ownership analysis and Phase II is the Opinion research and survey. SCI is now ready to prepare the survey. Staff recommended the Advisory Board approve expenditure of an additional \$13,000 for services described in Phase II (d-k) of the Agreement with SCI Consulting. The total expenditure authorized for services from SCI are not to exceed \$23,000.

Discussion:

Chairman Younger said he still thinks the way some of the questions are worded is odd. Reading the questions, he said it is hard to figure out how to answer them. Administrator Harrison said more changes will be made based on Staff and Committee suggestions.

**Motion 4**

**M: Borman; S: Safford – The Advisory Board voted to approve the expenditure of an additional \$13,000 for services described in Phase II (d-k) of the Agreement with SCI Consulting. Total expenditure authorized for services from SCI not to exceed \$23,000. UNANIMOUS VOTE**

**4. POLICY FOR DISTRICT PROPERTY LEASING**

Staff Presentation:

Administrator Harrison said Staff had been looking at our current facility use policies. Since the District also leases properties, there is a need to expand the policy to include leasing, not just rentals. Staff met with the Advisory Board Policy Committee members the previous week and they accepted the policy changes to now show rentals and lease.

Discussion:

Director Safford said the new policy statement does clarify various issues and how they would be resolved.

Director Borman said the new Facility Rental and Lease Policy seems much more fair and precise.

**Motion 5**

**M: Safford; S: Dover – The Advisory Board voted to approve the Facility Rental and Lease Policy as proposed by Staff and the Advisory Board Program and Policy Committee. UNANIMOUS VOTE**

**5. FY 2009-10 FINAL BUDGET**

Staff Presentation:

Administrator Harrison said that normally Ingrid Penney would make this presentation, but she was not available for that meeting. County made a \$78,000 error in District's favor. Budget has now been adjusted to account for this. Staff recommends accepting the \$78,000 budget adjustment, per County's

reconciliation. The funds will be included in our Fund Balance Carry over line item.

Discussion:

Chairman Younger said it was great that it was in District's favor.

**Motion 6**

**M: Dover; S: Safford - The Advisory Board voted to ratify final budget adjustments due to Fund Balance Carry Over**

**UNANIMOUS VOTE**

**NEW BUSINESS** – none

**FUTURE AGENDA ITEMS/UPCOMING EVENTS:**

1. **Carmichael Aquatic and Park Projects Committee (CAPP) Meeting** – August 26 at 6:00 p.m. in the Carmichael Clubhouse.
2. **All Staff Meeting/Luncheon** - August 28, 11:00 a.m. to 12:30 p.m. Community Clubhouse
3. **Carmichael Aquatic and Park Projects Field Trip to Gauche Aquatic Center Yuba City** – August 29, 11:00 a.m. Meet at Community Clubhouse
4. **Summer Concert Series** – Continues every Sunday through Sept. 13, 6:30 p.m., Carmichael Park
5. **Carmichael 100<sup>th</sup> Year Founders Day Celebration** – September 25, 11:00 a.m. Carmichael Park

**TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting**  
Thursday, September 17, 2009, 6:00 pm in Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:18 p.m. by Chairman Younger.

Respectfully submitted,

Betty Phillips,  
Secretary/Receptionist

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