

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JANUARY 21, 2010 REGULAR MEETING**

Directors: Borman, Brown, 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 6:00 p.m. by Chairman Younger.

ROLL CALL:

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

PLEDGE OF ALLEGIANCE – Boy Scout Troop 55 led the Pledge of Allegiance

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

Ed Nicholson – Chair, O'Donnell Park Committee provided an update on the O'Donnell Heritage Park progress. The Committee has concluded their fundraising. They have raised almost \$92,000 (451 individual donations, which included 37 major donors, 353 brick sales with over 350 families contributing so far), received credit of \$50,000 with from half of the First 5 grant and provided engineering services valued at \$35,000. They have been meeting and publishing newsletters every other month. Volunteer work has included: straw placement to keep silt onsite during the rainy season and partial bollard removal for access during construction. Gateway Landscape Construction, Inc. was the successful bidder; however, construction start is being delayed due to rain. The Committee is sharing their knowledge and expertise with the Jan and Sutter Parks Committees.

CONSENT ITEMS:

1. **MINUTES**
December 17, 2009 – Regular Meeting
2. **FINANCIAL STATEMENT**
November 2009
3. **ACCOUNTS PAYABLE**
December 2009
4. **ACCOUNTS RECEIVABLE**
January 2010
5. **GRANT APPLICATION RESOLUTIONS**
Recommending approval for Resolutions to make application for Statewide Park Program Grant Funds
#CP012111-01 Jan Drive Park Site
#CP012111-02 Sutter Avenue Park Site
6. **ACTIVITY REPORT**
October – December 2009

Motion 1

M: Borman; S: Dover – The Advisory Board voted to approve Consent Items 1 through 6. Unanimous vote.

CORRESPONDENCE: Received and Filed

December 16, 2009 – County of Sacramento, Department of Health & Human Services – A letter of thanks for use of the La Sierra Community Center for the mass vaccination of the H1N1 Vaccine.

December 18, 2009 – California Park & Recreation Society – a letter announcing and congratulating the District as recipient of an Achievement Award for Park Planning – Neighborhood Park (for Patriots Park)

NEWSPAPER ARTICLES: Received and Filed

Inside Arden – O'Donnell Park Fulfills Neighborhood Dream

January 2010 – Carmichael Elks publication – Exciting Plans Announced for Carmichael Parks

January 6, 2010 – Carmichael Times – Year End Report: From Supervisory Susan Peters (reported on Carmichael's Centennial, New Honorees for Patriot's Park, and Another New Park – O'Donnell Heritage Park)

ACTION ITEMS: None

PRESENTATION ITEMS:

1. FY 2009 WORK PLAN UPDATE/REVISION

Staff Presentation:

Administrator Harrison said this report is the update for the Second Quarter. On this report are the results as of the end of December. Any item not completed has a new date and/or an explanation. Staff also has a project board in the District Office conference room which is used by staff to help stay on track.

Discussion:

Director Younger said he liked all the “completes” on the report

2. RECREATION MASTER PLAN

Staff Presentation:

Tracy Kerth is excited about the Recreation Master Plan process, which is intended to improve recreation services. Beginning last summer, Staff met and brainstormed lots of ideas, researched surveys by other agencies, and did practice surveys. In the fall, they mailed out a written survey. They are currently evaluating the results. Staff has inventoried District recreation programs in terms of offerings for adult leisure enrichment, adult activities, sports and fitness, senior programs, community events, and youth and teen activities.

The Recreation Staff is surveying neighboring park districts regarding what they are doing in order to avoid duplication. Staff is also looking for the District’s niche, how they can partner with other districts and for what this District is doing that is unique. Ms. Kerth said they are examining current and new partnerships.

Recreation Master Plan workshops have been scheduled for February 11 (at La Sierra Smith Hall) and March 6 (at Carmichael Park Clubhouse).

3. PERSONNEL COMMITTEE REPORT

Presentation:

Director Safford reported that she and Director Brown (Personnel Committee) met with Administrator Harrison on January 20 to discuss the process for his performance evaluation and a new contract. To prepare for next month’s closed session on this matter, blank evaluation forms were handed out to the Directors for familiarization. A closed session will be scheduled for the next Advisory Board meeting on February 18 to receive input from Administrator Harrison’s direct report staff. At the March Advisory Board meeting Administrator Harrison will be invited to a closed session for a performance evaluation and recommendation on his contract.

Discussion:

Chairman Younger asked Administrator Harrison if he was OK with this process. Administrator Harrison said he was fine with this. He also said that if the Advisory Board wished to meet with any of the other groups he works with, it could be arranged.

4. CAPP

Staff Presentation:

Administrator Harrison said the Carmichael Aquatic and Park Projects Committee met in a special meeting on January 12 and will meet next at their regular meeting on January 27. The Committee is getting close to a recommendation for the Advisory Board, which they plan to present at the February 18 meeting. They are discussing issues such as the size and number of pools in the Aquatic Center. The Committee wants to feel confident that the cost estimates and other numbers they give are solid. Their recommendation will likely lead to an action item on the February 18 Advisory Board meeting agenda.

Discussion:

Chairman Younger said this recommendation will be a crucial step in the District making a decision to spend \$100,000; that the District would not want to spend that much money and lose the election. Peter Tateishi is still willing to head the election committee but he is looking for 20 people to volunteer to work on the campaign.

Director Dover said they want to be pretty certain that a Benefit Assessment will pass.

Chairman Younger said they have to be able to convince the Board of Supervisors that it should pass.

Administrator Harrison said the Committee is working on bringing a viable plan to the Advisory Board.

The District will not be party to the campaign.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Director Safford said the new Activity Guide was very well done. She liked the layout and the color of it; a great job as always.

2. STAFF REPORT

Staff Presentation:

Keith Maddison said that Staff is working on lease space renovation at La Sierra, among their projects: Suite 170, 200 Wing west side, and 700 East are complete; Suite 810 is deep-cleaned with new baseboards and is now ready for rental. They are now working on the 600 wing. Staff is working on other projects, as follows: at La Sierra - painted the John Smith Hall; at Carmichael Park - worked with Recreation to provide the holiday display; at O'Donnell Park - have permits for drainage and concrete, but still have to submit the landscape plans; bidding process is complete with Gateway Landscape Construction, Inc. selected and ready to go when the weather breaks; at Patriots Park - shade sails are back from being repaired but will not be put up until spring; at Jensen Garden - replaced the HVAC unit at Jensen House.

Tracy Kerth said that Staff is working with the Carmichael Little League regarding their lease agreement. Little League has secured \$5,000 from Coca Cola for a new scoreboard and working on getting the Snack Bar repainted. She hopes to have a lease agreement and MOU with Chautauqua for next Advisory Board meeting for approval. She will be attending their board meeting the end of January. They have discussed ways they could work closer with the District on programming. Chautauqua paid \$800 to re-roof the shed in front of the theater. She is working with the Sacramento Fine Arts Center to finalize the lease agreement and MOU. This should be presented at the February Advisory Board meeting. SFAC would like to host an Advisory Board meeting. Staff is working with Carmichael Girls Softball to finalize rental agreements and prepare for the new season's schedule. Carmichael Girls Softball completed repairs to Ballfield 5 backstop last fall. She also said they are working on a new relationship with Capital Valley Soccer League which will include all three soccer groups that use District facilities (La Sierra Soccer, Carmichael Soccer and Del Campo Soccer).

Discussion:

Director Dover asked if there has been progress on working with the Little League and Soccer on sharing the restrooms. Tracy Kerth said they are working on this.

Staff Presentation:

Ingrid Penney said that now that the conveyance of La Sierra Community Center has been recorded, Administrator Harrison has signed the consent letter to authorize a sub-lease agreement between T-Mobile and Clearwire. The District will receive \$1,500 per month for the lease as a pass-through from T-Mobile once the project has been completed. Staff has been working on draft agreements which are currently under negotiation with the co-sponsored tenants, Sacramento Fine Arts Center and Chautauqua. The agreements will be forwarded to County Counsel to review and approve as to form. Staff has completed the asset transfer of the La Sierra Community Center generator from the County to the District and will soon file the change of ownership forms and fees (\$961) with the Sacramento Metropolitan Air Quality Management District. The County has extended the deadline for FY 2010-11 budget submittals to February 26, 2010. This allows staff to have key information in preparation for year-end projections. The District should receive its first allocation of property taxes by the end of the month. Staff will bring a proposed preliminary FY 2010-11 budget to the February Advisory Board Meeting. They have submitted registration for the CPRS Conference for one Advisory Board Director and registration for the CSDA Board Training for another Advisory Board Director. Confirmation received on both. Acknowledgement receipts have gone out to the O'Donnell Heritage Park project donors. To date, approximately \$92,000 has been received.

Administrator Harrison said that Monday, January 25 at 3 p.m. he will be meeting with Supervisor Susan Peters to give her an update on District projects and budget. Usually the Advisory Board Chairman attends these meetings with him, but Chairman Younger will not be available. He invited one of the other Directors to attend this meeting with him and to let him know if interested. He also said Staff is working on an agreement with San Juan School District regarding joint use of the School District parking lot which has been used for July 4 events only in the past. He said Staff will report when an agreement is reached and what the costs will be. Also, at the February Advisory Board meeting Staff will be coming with a revised Jan Drive Park Master Plan. The master plan includes sale of property while the revised master plan will not include sale of any property. Administrator Harrison reported the Chamber of Commerce is interested in using space at La Sierra. Staff is supportive of renting them space at a reduced rate as they are a community organization that works closely with the District. They are looking at a small space – about 800 square feet. The Advisory Board will need to approve any agreement. He asked if the Advisory Board had any concerns regarding this possible rental.

Discussion:

Director Dover said he thought leasing to the Chamber of Commerce sounded like a good idea. The

other Directors concurred.

Administrator Harrison said Grubb and Ellis will have a report on La Sierra leasing for the February Advisory Board meeting.

NEW BUSINESS – none

Chairman Younger recognized a group from the Dog Park Society and asked if they wanted to address the Board. Bobby Reagan – Thanked the District for getting the light installed. The Dog Park Society is interested in helping Dog Park projects get ahead. They would like to meet with Staff to see what the District has planned and how they might assist.

Chairman Younger asked Tracy Kerth and Keith Maddison to meet with the Dog Park Society. Keith Maddison said maybe they could come up with a Dog Park mini-master plan. Tracy Kerth said she will set up a meeting with the Dog Park Society Board.

FUTURE AGENDA ITEMS/UPCOMING EVENTS:

1. **Carmichael Aquatic and Park Projects Committee Meeting** – January 27, 6:00 p.m. Community Clubhouse
2. **Mid-Year 2009-10 Budget** – February Advisory Board Meeting
3. **Preliminary 2010-11 Budget** – February Advisory Board Meeting
4. **CAPP Recommendation** – February Advisory Board Meeting
5. **District Administrator Contract** – February Advisory Board Meeting

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Thursday, February 18, 2010, 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Ingrid S. Penney
Administrative Services Manager

APPROVED BY:

ATTESTED BY:

DAVID YOUNGER
CHAIRMAN OF THE BOARD

BETTY PHILLIPS
Secretary/Receptionist
Clerk of the Advisory Board of Directors