

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
MAY 20, 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, Safford and Younger  
Director Absent: Dover (excused absence)  
Staff Present: Kerth, Maddison and Yarber

**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** – None

**CONSENT ITEMS:**

1. **MINUTES**  
April 15, 2010 – Regular Meeting  
May 11, 2010 – Budget Committee Meeting
2. **FINANCIAL STATEMENT**  
March 2010
3. **ACCOUNTS PAYABLE**  
April 2010
4. **ACCOUNTS RECEIVABLE**  
May 2010
5. **GENERAL APPLICATION RESOLUTION**  
Recommending approval for Resolution to make application for Statewide Nature Education Facilities Program Grant #CP052010-01

**Motion 1**

**M: Safford S: Borman** – The Advisory Board voted to approve Consent Items 1 through 5, as presented. Unanimous vote of those present.

**CORRESPONDENCE:**

April 22, 2010 – Sacramento County Therapeutic Recreation Services – Letter to Tracy Kerth thanking District for use of la Sierra facilities for event for disabled persons.  
April 26, 2010 – California Association of Recreation & Park Districts – Letter to Jack Harrison confirming Ed Nicholson's award for CARPD 2010 "Outstanding Volunteer"  
May 7, 2010 – Sacramento Area Creeks Council – Letter to Tracy Kerth thanking the District for allowing Creek Week celebration to be held at Carmichael Park and praising Elizabeth Crisante as "wonderful to work with."  
May 13, 2010 – Carmichael Chamber of Commerce – Allowing Carmichael Recreation and Park District to take over Founder's Day for 2010.

**NEWSPAPER ARTICLES:**

**Arden-Carmichael News** – April 22, 2010 – Canine Craze Fun Dog Show May 1  
**Carmichael Times** – April 14, 2010 – Jensen Gardens Dedicates Path to Light; Carmichael Recreation and park District is Seeking Nominations for Patriots Park Wall of Honor 2010!; April 21, 2010 – Canine Craze Dog Show; May 5, 2010 – Spring Concert with "Custom Neon"

## **ACTION ITEMS:**

### **1. UNDEVELOPED PROPERTY POLICY**

#### Presentation

Lee Ann Yarber said the District has not had a policy for managing its undeveloped properties. This proposed policy is new. Two primary issues drive the creation of this policy: District wants to be “good neighbors” to the surrounding residents and District wants sites to be safe of hazards to visitors. District currently has three undeveloped sites: Jan, Sutter, and Capra. Jan Drive has trails the area residents use. Sutter Park Site hosts the Community Garden. Capra Park Site is leased to tenant who boards horses.

Tracy Kerth uses volunteers seasonally to clean Jan and Sutter; Capra has a live-in caretaker. The Recreation Department is putting together plans to have an annual event at Capra until the park can be fully developed and opened to the public.

This policy include posing signs at the sites advising the public that the site is not yet a park and consulting with fire and law enforcement personnel regarding hazards. The District will monitor conditions at these properties whenever possible and take corrective action when a potential hazard has been created by a visitor or District staff.

Staff recommends the approval of the Policy for the management of Undeveloped Properties.

#### Discussion

Chairman Younger said this would be consistent with State statutes. He asked if there would be signs up at each park. Lee Ann Yarber said yes, there would be.

Chairman Younger asked if they would say anything like “proceed at your own risk”. Lee Ann Yarber said no, they would not. Keith Maddison said Staff is brainstorming and checking with County for Codes, etc., to put on the signs.

Director Brown asked if this would increase the District’s obligation for maintenance. Keith Maddison said currently maintenance gets out to the undeveloped sites as much as they can, but if an issue comes up they make it a priority to take care of that now. That’s currently what they do. Maintenance does rely on neighbors to let them know about issues they see. They have been very helpful.

## **Motion 2**

**M: Safford S: Borman – The Advisory Board voted to approve the Undeveloped Property Policy as recommended by Staff.**

**Unanimous vote of those present.**

## **PRESENTATION ITEMS:**

### **1. ADVISORY BOARD MEMBER TERMS AND OFFICES**

#### Presentation

Chairman Younger said the current terms of office for the Directors end in June. His Chair position ends in June and a new Chairman needs to be elected. Director Dover is the Vice-Chairman and he would normally move up to the Chair position, but this would not be appropriate due to his situation. Director Borman is current Secretary, and would be next in line.

#### Discussion

Director Borman said Director Safford could be the chair and she would be willing to be Vice-Chair, then Director Born could be the Secretary.

Director Safford said this next year will be her last on the Board because her appointment runs out next July. She said she has been the chair in the past and would be willing to do this again if consensus is such.

Chairman Younger directed the Clerk of the Board to place the election of officers on the next Advisory Board meeting agenda as an action item.

## **REPORTS**

### **1. ADVISORY BOARD MEMBER REPORTS**

Director Safford said the Community Garden newsletter she received is very nice and well done, but she wasn’t sure from looking at it where it came from.

Tracy Kerth said volunteers from the Community Garden put it together. She said she would let Elizabeth Crisante know Director Safford liked it so she could pass that information to the Garden volunteers.

Director Safford sais she especially liked the article “Feed the Hungry.”

Director Brown asked how the newsletter is distributed. Tracy Kerth said it is sent out on an email list and would be glad to add any of the directors to the list if they wished.

Director Brown said she wanted to mention that O'Donnell Park is looking great. She commended the contractor on being on site "constantly," and commended Keith Maddison and his crew for doing such a great job of cleaning up the natural area of the park. She had noticed more walkers out in the area now. She said when the O'Donnell Park committee requested "concrete babysitters" for the new concrete until it's cured, lots of neighbors stepped up to help out. Keith Maddison said that was a very big help, since the District would have had to hire someone to do that.

## 2. **STAFF REPORT**

### Staff Presentation:

**Keith Maddison** said he attended Ed Nicholson's award ceremony. The award was well deserved. What Mr. Nicholson donated in time and talent to O'Donnell Park is worth at least \$40,000 to \$45,000. Mr. Nicholson and all the O'Donnell Committee have been fantastic – a pleasure to work with all of them. Chairman Younger said there was a lot of resistance originally until the neighborhood realized they could have input and have the park they want.

Keith Maddison said O'Donnell grading is 75-80% complete, concrete is 90% complete. Drainage and drywells are 75% complete. He said he believes the contract will be 100% complete the first or second week in June.

They got quotes for installation of play equipment and shade sails. The low bid was awarded to Gateway Landscape, and was \$8,000 under the estimated costs. This savings will be used in the landscape portion of the project.

District crew has performed most of the pruning and brush clearing on the site. There is about a day and a half's worth of work left. Can now see the Dynamite Tree better since the brush has been cleared out under and around it. He said irrigation work begins next week.

Chairman Younger said SETA is doing the same work program as last year and Maintenance might want to check into it again for workers.

**Lee Ann Yarber** said the biggest thing she is working on right now is the grant for Jensen Garden. District will be targeting a \$1.1 million to \$1.2 million grant. Because the science angle is involved, she is working with Master Gardener Pat Rhine and she has questions out to local botanists. There is nothing in this area like the Jensen Botanical Garden because Jensen is natural. For instance, birds that visit the area do so because it's in their flight pattern. She is seeking out expert guidance for the grant application. The grant application deadline is July 1.

Director Safford asked how the Foundation is doing. She said she likes the names assigned to the levels of contribution: Scarlet Oak, Japanese Maple, Giant Sequoia, Dawn Redwood, and Valley Oak. Lee Ann Yarber said the last activity guide was the first time money was solicited for the Foundation. Current activity guide featured a message from Foundation president Peter Tateishi. Other Foundation members will be doing messages in future activity guides. Keith Maddison helped with the names of the levels.

**Tracy Kerth** reported 350 attended the first concert of the season, Custom Neon, on May 15. Carmichael Park is now "the place" bands want to play. Elizabeth Crisante is getting requests from bands who want to play here.

Saturday is "Taste of Carmichael." District has a booth.

Recreation has hired staff for the summer day camps.

Volunteers painted the Little League Field House. It looks very nice.

Tracy Kerth said she is also working on the Recreation Master Plan, hoping to bring it to the Advisory Board by July.

## **NEW BUSINESS – None**

## **UPCOMING EVENTS:**

1. **19<sup>th</sup> Annual Community Concert Band Festival** – Saturday, June 5, 1 – 6 pm and Sunday, June 6, 11 am – 7 pm – Carmichael Park Bandshell
2. **Capitol City Concert Band Concert** – Sunday, June 13, 6:30 – 8:30 pm – Carmichael Park Bandshell
3. **Carmichael Gala Parade & Annual Fireworks Show** – Sunday, July 4 – Carmichael Park and La Sierra Community Center
4. **O'Donnell Heritage Park Grand Opening Celebration** – Saturday, July 31, 10 am – noon

**FUTURE AGENDA ITEMS**

1. **Possible Advisory Board Special Meeting Regarding FY 2010-11 Budget** – Thursday, June 3, 2010, 6:00 pm, Community Clubhouse #2, Carmichael Park
2. **Endorsement of County Parks Initiative**
3. **Appointment of Benefit Assessment Citizens Committee**
4. **County Requirements regarding Jan Drive Park Site**
5. **Interim Use Plans for Capra and Sutter Park Sites**
6. **District Volunteer Program**
7. **FY 2010-11 Staff Work Plan**

**TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting**  
Thursday, June 17, 2010, 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Betty Phillips  
Secretary/Receptionist

APPROVED BY:

ATTESTED BY:

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DAVID YOUNGER  
CHAIRMAN OF THE BOARD

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