

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JANUARY 20, 2011 REGULAR MEETING**

Directors: Borman, Brown, Rockenstein, 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, Rockenstein, Safford and Younger
 Staff Present: Kerth, Maddison, Penney and Yarber
 Staff Absent: Harrison

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 –

Jerry Eppler, Maintenance Supervisor, presented Philip Pohle a letter of thanks from the District. As his Eagle Scout project, Philip Pohle built a split rail fence around the oak tree and bulb area in Jensen Botanical Garden.
Joan Komaromi – She got a notice for the Schweitzer Grove neighborhood meeting. She said some people may not realize Schweitzer Grove is a multi-use area and it might be good to have signage that disc golf is played in the park.

Ron Brown, course pro for Schweitzer Grove disc golf. Announced annual tournament will be taking place February 12. He said they will be flyer the neighborhood.

CONSENT ITEMS:

1. **MINUTES**
 December 16, 2010 – Regular Meeting
 January 6, 2010 – Personnel Committee Meeting
 January 12, 2010 – Budget Committee Meeting
2. **FINANCIAL STATEMENT**
 November 2010
3. **ACCOUNTS PAYABLE**
 December 2010
4. **ACCOUNTS RECEIVABLE**
 January 2011
5. **QUARTERLY ACTIVITY REPORT**
 October through December, 2010

Motion 1

M: Safford S: Borman – The Advisory Board voted to approve Consent Items 1 through 5. Unanimous vote

CORRESPONDENCE: None received

NEWSPAPER ARTICLES: Received and filed
Carmichael Times – December 15, 2010 – Funding Windfall Promises 2011 Jan Park Opening

ACTION ITEMS:

1. **CONSULTING SERVICES FOR JAN PARK**
Presentation:
 Keith Maddison said the District sent out advertisements in December, 2010, requesting proposals for the preparation of construction drawings for Jan Park. Seven were received. Staff screened the proposals and then interviewed four of the firms. Staff checked references and talked with others familiar with the work of the four finalists. They also considered the following before making a final determination:
 - The firm's experience with similar projects
 - The experience and reputation of the proposed Project Manager

- The completeness of the proposed scope of services
- The firm's experience with working within Sacramento County
- Fee Schedule and total cost of services

Staff is recommending Land Architecture for this contract.

Discussion:

Chairman Younger asked if Land Architecture could meet the District schedule. Keith Maddison answered yes.

Director Brown asked if their proposal was within our budget. Keith Maddison said yes. Land Architecture brought in cost estimates.

Motion 2

M: Safford S: Brown – The Advisory Board voted to authorize the District Administrator to enter into a contract with Land Architecture, Incorporated, for fees and services for preparation of construction drawings for Jan Park. Unanimous vote

2. BENEFIT ASSESSMENT SURVEY

Presentation:

Lee Ann Yarber said the CEC reviewed the survey, as well as ~~two other Mission Oaks and Arcade Creek~~ park district advisory boards. There will be two surveys because using only one was too complicated. Surveys go out in February – 3,000 to property owners within CRPD District (Zone A) and another 3,000 to property owners in Zone B (MORPD and AC areas) of the proposed assessment district. The responses would be sent back by ~~early~~ late March, results to be presented to the Advisory Board at April 21 meeting.-

Discussion:

Chairman Younger said the funding for this survey has already been approved.

Director Brown asked why Jan Park is on the list of “other improvements” since they got a grant for Jan Park construction. Lee Ann Yarber said they didn't want to leave any park out. Not everything at Jan is covered by the grant, so sail shades ~~or trails~~, for instance, which were not included in the grant would be included in this list. Also, additional enhancements of trails.

Motion 3

M: Borman S: Rockenstein – The Advisory Board voted to approve the draft survey for distribution by consultants during the month of February with the understanding that the results will be provided to the Advisory Board not later than April 21, 2011. Unanimous vote

3. SACRAMENTO PARK FOUNDATION

Presentation:

Ingrid Penney shared background on the Sacramento Parks Foundation and requested ~~said the District is looking for two a~~ volunteers ~~—one~~ from the Advisory Board ~~and one resident volunteer~~ to reconstitute the Board of the ~~Sacramento Parks~~ Foundation. Since Carmichael Recreation and Park District (CRPD) has its own foundation now, staff recommends that the District ~~would like to~~ withdraw from the Sacramento Parks Foundation. The board volunteer and a resident volunteer selected by staff s would need to attend one meeting on February 2, 2011, at the Mission Oaks District Office Conference Room. Room. The C~~Once CRPD has \$15,734.27 held on account with~~ ~~withdraws from~~ the Sacramento Parks Foundation. Once the Sacramento Parks Foundation Board is reconstituted and officers selected, the ~~District share of Foundation funds (\$15,734.27)~~ can~~would~~ be disbursed. District Foundation now receives donations/gifts which benefit the ~~sent to~~ Carmichael Recreation and Park District.

Discussion:

Chairman Younger asked why someone from the Advisory Board needs to attend this meeting. Ingrid Penney said that in order to conduct business, the Foundation needs a quorum. Both an Advisory Board and resident volunteer are needed.

Director Safford volunteered to be the Advisory Board representative.

Motion 4

M: Borman S: Brown - The Advisory Board voted to withdraw from the Sacramento Parks Foundation and approve Director Safford as the Advisory Board representative to the Sacramento Parks Foundation meeting and to allow Staff to obtain a community volunteer. Unanimous vote

4. GATEWAY COMMUNITY CHARTER LEASE AGREEMENT

Presentation:

Tracy Kerth said Gateway Community Charter School moved into La Sierra Community Center in August, 2010. They originally occupied the Gibbons wing while waiting for ~~rehabbed rooms~~ the remodel of the 600 Wing. They have moved into the new rooms and will occupy rooms 835, 600, 605, 610, and 615. The school is hoping to expand into more space as the school grows. The lease is retroactive to December 1, 2010. District has a placeholder in February on the Sacramento County Board of Supervisors Calendar.

Discussion:

Chairman Younger asked if they have a written option for more space. Tracy Kerth said yes, they have a "first right of refusal" for more space.

Motion 5

M: Rockenstein S: Borman - The Advisory Board voted to approve the terms of the lease agreement for Gateway Community Charters retroactive to December 1, 2010 for final approval by the Sacramento County Board of Supervisors, authorizing the execution of the lease agreement. Unanimous vote

5. ADMINISTRATIVE SUPPORT POSITION AT DISTRICT OFFICE

Presentation:

Ingrid Penney said Staff is recommending reclassification of the position of the secretary/receptionist position at the District Office to Administrative Secretary/Clerk of the Board. Betty Phillips has been covering the clerk of the board duties since October 2008. She was transferred from the La Sierra office to the District Office July 2010, as secretary/receptionist. However, because of her training and skills, she has assumed the duties of the Administrative Secretary/Clerk of the Board. The skills and duties required for that position are more advanced than required for the secretary/receptionist position.

Discussion

Director Safford, Chair of the Personnel Committee, said the Committee had reviewed this proposal and agreed the change is appropriate.

Motion 6

M: Rockenstein S: Safford - The Advisory Board voted to reclassify the Secretary/Receptionist at the District Office to an Administrative Secretary/Clerk of the Board and increase wage to match the current salary schedule. Motion amended: M: Safford S: Brown – Motion 6 amended to include the reclassification and wage increase to be effective January 24, 2011. Unanimous vote

PRESENTATION ITEMS:

1. ANNUAL STAFF WORK PLAN QUARTERLY UPDATE

Tracy Kerth gave a PowerPoint presentation showing events, programs and maintenance projects during the October through December, 2010, quarter. Recreation events included the first-ever Capra Park event, Patriots Park Wall of Honor program, and the annual tree lighting event. Accomplishments included completion of the Dog Park Master Plan. Maintenance accomplishments included park tree surveys, renovation of potential lease space at La Sierra, two Eagle Scout projects, La Sierra gym drainage repairs and refinished gym floors.

New year projects for the next quarter will include Jan Park construction drawings, the benefit assessment survey, preparation and mailing of the Activity Guide, the volunteer/adopt a park project and mid-year budget.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS – None presented

2. STAFF REPORT

Staff Presentation:

Keith Maddison said Maintenance installed emergency exit lights in the Sacramento Fine Arts Center. The communications switchover to SureWest fiber optics was finished January 17. On January 17 La Sierra was hit with "almost" copper theft. They didn't get away with the copper but the potential thieves

destroyed what they pulled out. Insurance will cover the approximately \$18,000 damage (with \$2,000 deductible). After restoration, all the boxes are welded closed. All the restoration work was done in-house.

He said he attended the Fair Oaks Boulevard Corridor meeting January 19. Nothing appears to be resolved so far. There are some major businesses interested in property where the old bowling alley was. No final decisions were made.

Tracy Kerth said Recreation is working on the Spring/Summer Activity Guide. It is due out in another month. Staff distributed over ~~600~~ 675 fliers in the Schweitzer Grove area advertising the neighborhood meeting on January 26. Flyers are also being mailed to those who signed up to be on the mailing list at previous Advisory Board meetings and gave us addresses.

Ingrid Penney said District is preparing for the CAPRI visit scheduled for Monday January 24 for an audit of compliance with CAPRI requirements and insurance and safety related records— She is also working on a mid-year budget update for the next Advisory Board meeting, as well as forecasting for next-year the remainder of the fiscal year.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Schweitzer Grove Community Meeting** – January 26, 2011 – 6 to 8 pm, Schweitzer Elementary School, 4350 Glenridge Drive, Carmichael
2. **Princess Party – Saturday, February 12, 1 – 3 pm – La Sierra Community Center Ages 8 years and under**

FUTURE AGENDA ITEMS

1. **FY 2010-11 ~~Budget Status~~ Mid-year Budget Report and Recommendation**
2. **Schweitzer Grove ~~nature Area Report and Recommendation~~**
3. **Multi-year Capital Improvement Plans**

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, February 17, 2011, 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Betty Phillips
Secretary/Receptionist

APPROVED BY:

ATTESTED BY:

DAVID YOUNGER
CHAIRMAN OF THE BOARD

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