

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 17, 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, Safford and Younger
Directors Absent: Rockenstein (excused absence)
Staff Present: Harrison, Kerth, Maddison, Penney 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 –

Kim Knecht – regarding Schweitzer Grove and disc golf in the grove. Mutter Putters are trying to work on helping with maintenance of the park. Over the years they have donated three trash cans to the park. They have put up signs targeting new disc golfers with the rules and asked people to drive slower through the neighborhood.

CONSENT ITEMS:

1. **MINUTES**
January 20, 2011 – Regular Meeting
2. **FINANCIAL STATEMENT**
December 2010
3. **ACCOUNTS PAYABLE**
January 2010
4. **ACCOUNTS RECEIVABLE**
February 2011

Motion 1

M: Borman S: Brown – The Advisory Board voted to approve Consent Items 1 through 4. Unanimous vote of those present

CORRESPONDENCE: Received and filed

January 26, 2011 – California Association of Park and Recreation Commissioners & Board Members – Letter to Chairman Younger announcing Vern Chang to receive a special award for work on O'Donnell Park and Jack Harrison to receive Outstanding Professional award.

February 4, 2011 – Email from Gina Capra regarding Schweitzer Grove – concerned about activities in the grove and issues with disc golfers.

NEWSPAPER ARTICLES: Filed

February 9, 2011 – **Carmichael Times** – What Little Girls are Made of – Carmichael Park District Hosts Junior “Princesses”

ACTION ITEMS:

1. **FY 2010-11 BUDGET UPDATE**

Presentation:

Administrator Harrison said every year at this time the District looks at the budget for mid-year evaluation. Anticipated revenue will be \$166,879 below original budget projections. Staff has identified expenditure savings of \$154,230, leaving remaining deficit of \$12,649 without further changes. Staff is recommending a reduction in personnel expenses of \$18,654. This requires a pay/benefit reduction of 9.2% for the four managers (4.6% is already in effect for the three managers and District Administrator is already at 9.2%) and 4.6 % reduction for the District’s fourteen full-time non-management positions.

The Budget Committee has reviewed these reductions and they support them. Administrator Harrison

met with all full time employees on February 14 and explained the situation to them. He let them know they were welcome to speak to the Advisory Board at this meeting. None are present. Next month Staff is scheduled to come to the Advisory Board with the FY 2011-12 Preliminary Budget.

Ingrid Penney provided a summary of the mid-year financial report and status of the FY2010-11 Budget. Staff looked at the revenue from July through December. The first half of the property taxes District receives comes in January, and was lower than expected. Daily rentals were down at La Sierra, especially gym rentals from schools. Also, the second cell company installation has not taken place yet. District is not anticipating any additional revenue from that ground lease this fiscal year. The Bridges Program with SJUSD is not at the same participation level as in the past. There is decreased participation in District recreation programs also. The mid-year review included discussion of expenditures to date along with trends and savings over projections due to reduced staffing costs. She said Staff will continue to monitor operations to meet actual available funding. Updates will be provided.

Discussion:

Director Borman (who serves on the Budget Committee) said the Budget Committee supports these changes.

Director Safford said she is sorry they have to make these reductions because the District has such quality staff. She thanked the employees for understanding the budget dilemma.

Chairman Younger said he was also sorry District staff has to bear this - they do a great job. He asked Staff to keep the Advisory Board apprised of any increase in income that could reinstate pay.

Motion 2

M: Safford S: Brown – The Advisory Board voted to authorize a pay reduction of 9.2% for four of the managers and 4.6% reduction for full-time non-management staff, for the period February 27, 2011 to June 18, 2011.

Unanimous vote.

2. DISTRICT AND LA SIERRA CAPITAL OUTLAY PLANS

Presentation:

Keith Maddison said the District does not currently have an official plan that identifies the condition of all the facilities and the anticipated repairs, replacements, costs and priorities associated with them. He said 80 percent of the 195,000 square feet of building space is over 50 years old. The following points were considered for the repair list:

- The importance of the building or facility
- The expected service life of the improvement or equipment
- The extent of the deterioration
- The anticipated consequences of deferring the work

Keith Maddison further said the proposed Plan is a working document. If conditions change, the Plan will be revised accordingly. Roofs have higher priority. The Plan was scheduled to start FY 2012-13, but due to the budget forecast, this will not be feasible.

Administrator Harrison said if the Benefit Assessment program moves forward, most of these items are on that list. Some of these projects, if let go, could affect Recreation programs and facility rentals.

Discussion:

Chairman Younger asked whether inflation was taken into consideration. Keith Maddison said it was, somewhat; but forecasting inflation 20 years into the future would not be possible.

Chairman Younger asked if the District continues to have lean years financially will some of these things have to be pushed out further? Keith Maddison said yes, but Advisory Board makes that decision.

Administrator Harrison said this would be part of the budgeting cycle. The Plan shows what the scope of repairs and replacements is and when District does have the money, a framework for priorities.

Director Brown said she appreciated having the framework and that it was a good plan.

Motion 3

M: Brown S: Safford – The Advisory Board voted to approve the Capital Outlay Plan as presented.

Unanimous vote

3. DISTRICT MASTER PLAN REVISION

Presentation:

Administrator Harrison said the District Master Plan was approved by the Board of Supervisors at their

July 17, 2008 meeting. The Board asked that the following corrections be made and brought before them as a consent agenda item:

- Remove "non-native" from page 22. The intent is to protect the eucalyptus trees, which are non-native. Administrator Harrison said it was never District intent to remove all the eucalyptus trees, just the dangerous ones.
- Add language that Schweitzer Grove Nature Area as a whole will be considered for a parking lot. If a parking lot is to be installed at SGNA the entire site should be considered, not just the area by Sumter Drive or any other particular place.
- Add language on page 15 that explains the public process that will be used for making changes to the neighborhood parks. This is to assure residents that any changes in the Master Plan would have public process. "No revisions to this Plan should be made unless the District has provided the public an opportunity to review and comment on the proposed revisions."

Administrator Harrison said these changes have been shared with the two neighbors who brought them to District attention.

Public Discussion:

Joan Komaromi – supports changes. She said it is important that the Master Plan is corrected.

Discussion:

Chairman Younger said it is appropriate that this is done. He said it is important to go through the public process if District does add parking at Schweitzer Grove. Administrator Harrison said that would have to go through the CEQA process as well.

Motion 4

M: Safford S: Brown – The Advisory Board voted to approve revisions to the District Master Plan as requested by the Board of Supervisors.

Unanimous vote

PRESENTATION ITEMS:

1. JENSEN GARDEN REPORT

Tracy Kerth introduced Pat Rhine, Master Gardener and leader of the Friends of Jensen Garden. Tracy Kerth said Ms Rhine's crew makes Jensen Garden "really shine." Ms Rhine gave the annual Jensen Garden report.

Pat Rhine presented the Advisory Board with a written report. Volunteers logged 645.5 working hours in the garden in 2010. They installed two donated metal benches and planted 1300 tulips. They are installing a second picnic table. They had planned to install a large greenhouse but that project was postponed until the economy gets better or they get the greenhouse donated. They pruned and shaped the Camellia bushes, thinning them to showcase the Japanese Maples planted among them. She said they are asking the District to check on the water to the beds regularly because they have had issues with the water being off and lost plants. She said there are several trees in need of limb removal as well. She thanked Boy Scout Troop 55 for projects in the Garden: Alex Surette for installing the sign posts for Braille interpretive signs, Philip Pohle for installing the new split rail fence around the tulip beds and to whole troop for great new pile of Christmas tree woodchips. She thanked Donn Reiners for designing and planning the arbor, lawn area, and California Native plant formal beds and paths. She also thanked Bernie Lenau for helping out when they needed it.

2. JAN PARK

Keith Maddison said at the last Advisory Board meeting the Board approved the contract with Land Architecture for construction drawings and specifications. He and Administrator Harrison met with the principal of the firm. Target dates of April 22, 2011 for County approval of 100 percent submittal of construction drawings, April 25, 2011 project let for bid, May 19, 2011 for selecting contractor, June 1 to begin construction and September 17, 2011 for park opening. Administrator Harrison said to add May 21, 2011 for Jan Park groundbreaking. Staff will present the plan for the "adventure playground" to the full Jan Park Committee March 3 at their meeting. The playground will be unique in this area.

3. CARMICHAEL FOLK FESTIVAL

Tracy Kerth said the Carmichael Folk Festival is a wonderful project the Kiwanis is working on but looks like it will be put off for a year. It will possibly be over a Labor Day weekend, like the Jazz Festival. More later when it moves forward.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS – None

2. STAFF REPORT

Staff Presentation:

Administrator Harrison said the Benefit Assessment survey was mailed out February 11. The District Office received one of the surveys. He said he and Lee Ann Yarber (who are taking all the phone calls about the survey) have received a few calls about it. SCI will provide a preliminary report for presentation at the next Advisory Board meeting on March 17. The goal is to have the report completed for the April CEC meeting, with a CEC recommendation for the April Advisory Board meeting.

Administrator Harrison said Staff has been working with the County on deferred improvements for Jan Park. They now have the final version. All of what the County may be asking District to do is doable. All improvements must be “in keeping with the rural nature” of the area.

Ingrid Penney said County audit of District’s last 5 years of records began last week. The Auditor already met with Karen Borman (Chair of Advisory Board Budget Committee) and will meet with the Advisory Board Chair February 18. The Audit should be complete in June. The Advisory Board will be kept apprised of the audit progress. The District already had the CAPRI review. District will be getting a report back, which will be shared with the Advisory Board. She said she will have an update on the budget for the next Advisory Board meeting.

Keith Maddison said Maintenance is working on:

- Gearing up for Jan Drive Park.
- He has completed cost estimate sheets for District programs
- He conducted two more tours with the Montessori School
- Grounds Division is caught up on tree work
- At La Sierra, Maintenance tore out the old boiler system for salvage

Tracy Kerth said the Recreation Division:

- Set up programs for spring into fall
- Spring-summer Activity Guide goes out in March
- They are working on 3 events for the CPRS Conference
- Working with Keith to come up with actual costs for the programs and rentals. Next month she will bring back a policy covering this
- Finished the Recreation Master Plan.
- Presented a Princess Party – 25 little girls signed up – it sold out. The kids loved it, and there were many more who wanted to come.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Presidents’ Week Kids Camp** – February 22 – 25 at La Sierra Community Center
2. **CPRS Conference** – March 8 – 11
3. **Adopt-a-Park kickoff** - HAS BEEN POSTPONED TO JUNE
4. **Creek Week** – April 8 – 15, celebration on Saturday, April 16 at Carmichael Park
5. **Community Garden Spring Cleaning Day** – Saturday, April 16 at Sutter Community Garden
6. **Spring Break Camp** – April 18 - 22 at La Sierra Community Center
7. **Easter Egg Hunt** – Saturday, April 23 at Carmichael Park

FUTURE AGENDA ITEMS

1. **Schweitzer Grove Report and Recommendation**

TIME AND PLACE OF NEXT MEETING:

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

ADJOURNMENT – The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Betty Phillips
Administrative Secretary

APPROVED BY:

ATTESTED BY:

DAVID YOUNGER
CHAIRMAN OF THE BOARD

BETTY PHILLIPS
Administrative Secretary
Clerk of the Advisory Board of Directors