

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
APRIL 21, 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 6:02 p.m. by Chairman Younger.

ROLL CALL:

Directors Present: Borman, Brown, Rockenstein, Safford and Younger

Staff Present: Harrison, Kerth, Maddison, Penney and Yarber

PLEDGE OF ALLEGIANCE – A Boy Scout from 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 –

Tim Griffin – from Mutha Putters disc golf group brought in pictures taken at the last rounds of play at Schweitzer Grove Nature Area. He supports the new course at Carmichael Park, but would like to be able to play once a month at Schweitzer Grove in the future. He asked that the Advisory Board consider this request at their next meeting as an action item.

Joan Komaromi – neighbor to Schweitzer Grove Nature Area, advocates the once per month disc golf play there.

Charlie Callahan – He said he put in the disc golf course at Del Campo in the 1980's and the one in Schweitzer Grove in 1982. Schweitzer Grove looks pretty much like it did when the course was installed.

CONSENT ITEMS:

1. **MINUTES**
March 15, 2011 – Personnel Committee Meeting
March 17, 2011 – Regular Meeting
2. **FINANCIAL STATEMENT**
February 2011
3. **ACCOUNTS PAYABLE**
March 2011
4. **ACCOUNTS RECEIVABLE**
April 2011
5. **QUARTERLY ACTIVITY REPORT**
January – March, 2011
6. **IN-LIEU FEE TRANSFER**
Resolution #CP042111-01

Consent Item 6 pulled from Consent for further discussion to be taken up after Correspondence and Newspaper Articles.

Motion 1

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

CORRESPONDENCE: Received and filed

- March 18, 2011 – Deniz Cline – regarding the Eucalyptus trees in Schweitzer Grove.
- April 1, 2011 – Schweitzer Grove Nature Area neighbors – supporting decision to keep Schweitzer Grove as a nature area.
- April 4, 2011 – Mutha Putters – regarding request to allow disc golf in Schweitzer Grove Nature Area once a month.
- April 10, 2011 – mdsorenson – email against decision to remove disc golf from Schweitzer Grove Nature Area

NEWSPAPER ARTICLES:

- April 2011 – Inside Arden – “Inside Out” Easter festivities and Jensen Botanical Garden activities
- April 13, 2011 – Carmichael Times – Day of Peace Event

CONSENT ITEMS:

6. **IN-LIEU FEE TRANSFER – RESOLUTION #CP042111-01**

Ingrid Penney said the County Building Department collects fees which go into that fund. District uses these funds for park development. The funds being transferred are funds identified to be reimbursed to the District for items already paid for.

Director Rockenstein asked if this transfer has to go through the Board of Supervisors.

Ingrid Penney said no, they do not. These funds were previously identified and now need the resolution approved to move the money. The District sends a letter to the County to move the money from the trust account to the "general" account.

Motion 2

M: Rockenstein S: Brown – The Advisory Board voted to approve Resolution #CP042111-01 for the In-Lieu Fee Transfer as presented. Unanimous vote

ACTION ITEMS:

1. **BENEFIT ASSESSMENT**

Presentation:

Administrator Harrison said the CAP Evaluation Committee (CEC) met April 7 to review the property owner survey results regarding the proposed benefit assessment. 6,000 surveys were sent out, with the result of 48% support. Based on these results, consultants recommended the District not proceed with a benefit assessment election at this time. CEC adopted a motion at their meeting adopting this recommendation not to proceed with the benefit assessment election. CEC made recommendations for the following actions:

- The Advisory Board discontinues the CEC and thank each member for their service.
- The Advisory Board appoint a new committee to design and implement a community information program to keep the public informed and educate them about the need for a benefit assessment. CAP and CEC members should be invited to participate and the new committee should include interested groups and leaders from the Carmichael, Mission Oaks, and Arcade Creek Districts. Administrator Harrison said he anticipated this committee would re-evaluate the benefit assessment climate in about two years.
- Administrators from the three districts would identify individuals and groups to be invited to participate in the new committee.
- CRPD Staff should ask the SCI consultants to provide further justification for the projects service area boundaries.
- Administrators from each of the three districts should re-evaluate the project list for benefit assessment funding and make recommendations for any revisions.
- Over next two years, the three administrators should stay current on benefit assessment activities around the state.
- The new committee formed should decide on their leadership, meeting schedule, budget, and task priorities. Administrator Harrison said he was looking toward July for nominations to the new committee.

Discussion:

Chairman Younger said he noticed non-residential land owners showed little support for the benefit assessment. The target for education should be owners of large properties. Right now, the District doesn't have the money to go forward with the election.

Motion 3

M: Borman S: Safford – The Advisory Board voted to discontinue the CEC and acknowledge the service of the members, appoint a new and expanded committee with representatives from Carmichael, Mission Oaks, and Arcade Creek Park and Recreation Districts for the purpose of educating property owners regarding the need for a park improvement benefit assessment. Nominations for this new committee to be provided to the Advisory Board by July 2011. Unanimous vote

2. **FY 2011-12 PRELIMINARY BUDGET ADJUSTMENT**

Presentation:

Ingrid Penney said a Preliminary Budget for FY 2011-12 was recommended for Board of Supervisors approval at the last Advisory Board meeting. This included an allocation for the Jan Park development. Since District is not certain how much of that project will get underway before June, and the timing of the grant award, Staff is not sure we will receive the funds until next FY. It's necessary to adjust the revenue projection and CIP for FY 2011-12 Preliminary Budget.

Ingrid Penney said she contacted County staff and they will make the adjustment.

Discussion:

Director Rockenstein asked if there was anything new on the budget since the last Board meeting.

Ingrid Penney said Staff had been looking at some things, but no adjustments will be made yet. Staff will be bringing the final budget to a future meeting.

Motion 4

M: Safford S: Borman – The Advisory Board voted to amend the FY 2011-12 Preliminary Budget to include an additional revenue projection of \$410,000 for G/L #95953100 Aid from Other Local Government Agencies and an offsetting allocation of \$410,000 for G/L #42420200 Improvements, Other.

Unanimous vote.

PRESENTATION ITEMS:

1. **FY 2010-11 WORK PLAN / ACTIVITY REPORT**

Administrator Harrison said Staff is bringing their regular once per quarter update on the Work Plan.

Ingrid Penney said her staff prepared the mid-year budget and projections and is looking at next year's budget. The audit started in March and auditors have completed payroll review and have started on accounts receivable/payable. Staff is updating payroll records. They also update the online registration system each new season.

Tracy Kerth showed a PowerPoint presentation. She said the new Activity Guide, which is only printed twice per year now, is out. They are already planning for the next one for fall and winter. The Princess Party was a big hit. Youth Sports are in full swing. Kids Hangout made a winter garden and the kids have been eating salads from their garden. Tiny Tots is full. Middle school sports are well - attended. In Adult Sports, volleyball has 75 teams now. The Sutter Community Garden had a composting workshop. There are lots of events coming up this spring and summer.

Keith Maddison said volunteers from Victory Christian School 8th grade class painted several curbs at La Sierra. Kiwanis painted "no parking" and loading zones and remaining curbs at La Sierra. The copper theft at La Sierra on top of 800 wing in January cost \$17,000 to replace. The removed copper was recycled for \$6,000. All boxes are welded shut now. The maintenance crew has been doing demolition work at La Sierra, taking out old boilers. Montessori is looking at some of that space. The water main broke in the center hall at La Sierra. It was repaired and replaced with galvanized main with PVC. They added an isolation valve between the 500 and 300 wings.

Administrator Harrison pointed out all the "completes" on the work plan, showing lots of work being done. Staff will return in July with the April – June update.

2. **FARMERS MARKET**

Tracy Kerth said there was a lot of research done. Many in the area have wanted a farmers market in Carmichael. The first of the weekly Farmers Markets will be Sunday, May 1. She introduced Don Hall, who is running the new Farmers Market.

Don Hall said he and his wife started a non-profit call "Be Money Smart USA" to teach kids about financial literacy. They started the Farmers Market for this reason. The money they make from this is used to give classes to kids. Once the kids finish the classes they are eligible to work at the Farmers Market. These kids put out the Farmers Market newsletter. They can then move to working with one of the farmers for pay. The community gets fresh produce, the kids get financial experience, and the farmers sell produce. Everyone wins. The market opens at 8 a.m. on Sundays and will continue throughout the year.

Director Safford asked how the finances on the project work. Don Hall said he pays District to use space in Carmichael Park.

Director Safford asked how many farmers are involved. Don Hall said there will be about 24 in the beginning and will probably cap out at about 35.

Director Borman asked how they are getting the word out about the Farmers Market. Don Hall said they were originally located at San Juan. They are moving to Carmichael Park because their former site was

too small. They are notifying at former site that they are moving. A large sign will be placed in front of Carmichael Park as well. They will also use media and other marketing.

3. **SKATE PARK FUNDRAISING**

Tracy Kerth said she was providing an update in anticipation of closing the Skate Park July 1. They have created a packet about the Skate Park and some other information for potential supporters. These are being handed out to the community to try to keep the Skate Park open. Some ideas that have been presented to keep it open include charging fees, having more skate camps and expanding the "Teen Ninja" program. A new thrift shop in town, called "R Thrift" has adopted the Skate Park. She takes in donated items. She asks patrons if they want to donate to the Skate Park, then matches these donations. The first check from her has been received – for \$385 – for only 6 days of her project. The owner will be coming in for a presentation at a future Advisory Board meeting.

Tracy Kerth said they had also written to Mission Oaks Recreation and Park District and Kiwanis to ask them to partner on this project. District does want to keep the Skate Park from closing.

Director Rockenstein asked how much it costs to keep it open. Ingrid Penney said it costs \$20,000 per year, which is staffing costs only.

REPORTS

1. **ADVISORY BOARD MEMBER REPORTS**

Director Borman said she needs to resign from the "California Association of Commissioners and Board Members." She said she had already discussed this with Administrator Harrison and that it was too much for her now. She said it would be an excellent opportunity for one of the other Directors.

Director Safford said she acted as a judge for the Creek Week "junk and gunk". She enjoyed participating and the wonderful artwork created from junk found in creeks. It was lots of fun, and well-done event, and would do it again next year.

Chairman Younger said nominations for Directors for Committee Members will be on the June agenda.

2. **STAFF REPORT**

Staff Presentation:

Administrator Harrison said It is important to have someone from the District Advisory Board participate on The California Association of Commissioners and Board Members. He asked the Board members to consider participating and if interested, to let him know by next week.

The Jan Park Committee is doing brick sales. Anyone interested in buying a brick needs to do so by the first week in June. The Jan Park groundbreaking is May 21. The Jan Park Committee has sold about 70 bricks, and is aiming for 100. He said Tracy Kerth will draft speaking notes for Director Borman, since Chairman Younger will be unable to attend the groundbreaking.

Administrator Harrison said they are talking to Montessori as a prospective La Sierra tenant. They have negotiated a non-binding Memorandum of Understanding. Montessori wants space currently occupied. District is trying to get the current occupant relocated onsite, but that tenant may relocate to another site. The current tenant prefers a school setting where they are the only school tenant. The District realtor is working with San Juan School District, hoping to find something within two weeks. Montessori wants to move in by August 1. He said he will report back to the Advisory Board as things change. A special Advisory Board meeting may be requested if necessary. Everything is still moving forward.

Ingrid Penney said staff who would be users of the new procurement card has been to training. She also said she had been sworn in as a deputy auditor. District should be receiving the credit cards in the next couple of weeks.

Keith Maddison said all plans for Jan Park have been submitted to Sacramento County and he is hoping for approval with building permits next week. If that happens, District will advertize for bids by May 2.

Then Staff will come back to the Advisory Board with the contract for recommendation. If they do not make this meeting, a special meeting of the Advisory Board may need to be scheduled to avoid losing a month on their construction schedule. He thinks they will be ready for dedication day on time.

Staff met with Mutter Putters disc golfers to look at the proposed disc golf course layout in Carmichael Park. They came up with a workable 9 hole course, which should not interfere with most evens in the park. He said Staff plans to present this at the May Advisory Board meeting.

Keith Maddison also reported the grounds crew had completed herbicide spraying throughout the District. With the change in seasons, they are beginning to power up the irrigation systems throughout the District.

Tracy Kerth said there are lots of upcoming events. A new class has been added, Quilt Away Camp. The last day of class is April 22. Little girls are learning to quilt. The class was full, and they will show their quilts at La Sierra. There will be another session this summer. There are several camps coming up during the summer.

Tracy Kerth said she, Keith Maddison, and Elizabeth Crisante attended OSHA training.

Director Borman asked if they needed to worry about air quality for camps in the summer. Tracy Kerth said yes, they have guidelines for that, and if needed, they have indoor play areas available.

Lee Ann Yarber said she went to Habitat State Grant training. The District may be looking for help with

the trail at Sutter. The Foundation received a \$500 donation from a church cupcake sale. Staff is meeting with the new Dog Park Committee. Their committee likes the new Dog Park plan and there is lots of energy there for raising funds for the Dog Park.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Easter Egg Hunt** – Saturday, April 23 at Carmichael Park
2. **Chamber Sponsored Community Forum regarding homeless issues** – April 28, La Sierra Community Center
3. **Capra Park's Working Farm** – Saturday, May 7, 10 a.m. to 12 noon at Capra Park
4. **Day of Peace Health and Wellness Faire** – Saturday, May 14, 10 a.m. to 5 p.m. at Carmichael Park Band Shell
5. **Jan Park Groundbreaking** – May 21, at Jan Park
6. **Interagency Board Members Meeting** – May 25, 6 pm at Mission Oaks Park District

FUTURE AGENDA ITEMS

1. **Disc Golf Course in Carmichael Park**
2. **Community Outreach regarding a Benefit Assessment**
3. **Revisions for District Fee Schedule**
4. **District Recreation Master Plan**
5. **Possible Special Advisory Board meeting on June 2, 2011 – construction contract for Jan Park**

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, May 19, 2011, 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:48 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