

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JUNE 2, 2011 SPECIAL MEETING**

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

CALL TO ORDER: The special meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:04 p.m. by Chairman Younger.

ROLL CALL:

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

Staff Present: Harrison, Maddison and Penney

PLEDGE OF ALLEGIANCE – Director Safford led the pledge of allegiance.

ACTION ITEMS:

1. CONSTRUCTION CONTRACT FOR JAN PARK

Presentation:

Keith Maddison said the District sent out requests for bids for the Jan Park Construction Contract No. 11-4310 on May 2 and May 9, 2011. The mandatory walk-through, which was a precondition to bid acceptance, was conducted on May 13, 2011 at 10:00 a.m. He said Staff performed due diligence in checking references and others familiar with the work of the lowest bidder. The lowest bid was \$202,503.50, from the same contractor who built O'Donnell Park, Gateway Landscape Construction, Inc. There were two other bids. The highest bid was \$286,759.35. The next highest was \$263,487.50. Staff is recommending that the Advisory Board grant authorization for the District Administrator to enter into a contract with Gateway Landscape Construction, Inc., for the services and fees of \$202,503.50 as outlined in Contract No. 11-4310, Appendix A, for the construction of Jan Park.

Discussion:

Chairman Younger asked if there were any bid protests. Keith Maddison said two of the bidders came to the bid opening and did not protest. The lowest bidder did not attend.

Chairman Younger said he liked the price on the winning bid. The contractor also did a good job on O'Donnell Park.

Keith Maddison said the construction should start within two weeks. Jan Park memory bricks have been ordered. They are not going to rely on neighbors for work, except for volunteers to watch the concrete and playground equipment being installed. District staff will be doing the electrical part of the installation. Administrator Harrison said the neighbors have raised a substantial amount of money and are prepared to pay for a very grand, grand opening. They sold 200 bricks.

Motion 1

M: Safford S: Borman – The Advisory Board voted to authorize the District Administrator to enter into a contract with Gateway Landscape Construction, Inc., for the services and fees of \$202,503.50 as outlined in Contract No. 11-4310, Appendix A, for the construction of Jan Park.

Unanimous vote

2. LEASE FOR LA SIERRA COMMUNITY CENTER

Presentation:

Administrator Harrison said there was no cover memo for this Action Item because negotiations went up to just before the Advisory Board meeting. He said the Montessori Executive Director, Gary Bowman, planned to attend this meeting. The lease has been reviewed by County Counsel and will go back to them before submission to the Board of Supervisors. He said last Thursday negotiations with Laureate broke down. He advised Montessori that their proposal was not acceptable. They proposed taking less space at La Sierra.

Chairman Younger asked if the 300 wing would still be open. Keith Maddison said yes, it would.

Administrator Harrison said the lease was for five years. He introduced Gary Bowman, who came in at 6:30 p.m. Administrator Harrison said Montessori is a quality program and the District is excited to have them at La Sierra.

Gary Bowman said he appreciated Administrator Harrison's perseverance on this project. He said the school is currently housed in a medical office facility down the road from La Sierra on Engle Road. Their commitment is to move onto an environment and make it beautiful. He said they see potential in the La

Sierra site. Their current lease vacancy addresses a staggered approach in habitation. He said they would love to eventually take up the entire area. They have a waiting list of students and run on a positive financial basis. They have begun dialog with San Juan Unified School District for a Montessori high school in the future. Montessori wants to work with the Carmichael Recreation and Park District to make the entire facility a jewel in the community.

Discussion:

Chairman Younger said the Advisory Board is excited to work out this mutually beneficial arrangement. He said Keith Maddison and his staff will take good care of the Montessori school.

Mr. Bowman said he noticed right away the Staff can-do attitude on this project. He said he appreciated the District's patience in working this out.

Administrator Harrison said Montessori has also been very patient and Staff looks forward to working with them. The lease, after Advisory Board approval, will be a consent item on the June 22 Board of Supervisors' meeting agenda.

Ingrid Penney said the proposal is to take out a line of credit of \$250,000 from the County to pay for renovating the space Montessori will be occupying. It is also proposed to take out a loan with the Mission Oaks Park District for \$163,000 to pay for campus security for two years and the Grubb and Ellis commission. Both of these loans will be repaid within five years from the Montessori lease income.

Chairman Younger asked if there was an inflation factor built into the lease payments. Ingrid Penney said the rent amounts are the same every year, beginning with year two when both areas they are leasing are occupied.

Director Borman asked if the District would still have use of the gyms. Ingrid Penney said Montessori will schedule their use of the gyms, like Laureate does now. Montessori will also want to use the cafeteria space. Gym rental and cafeteria use payments are not factored into the cash flow presented to the Advisory Board. She said Gateway School is also talking to the District about possibly taking on additional space.

Motion 2

**M: Borman S: Rockenstein – The Advisory Board voted to recommend to the Board of Supervisors that they approve the lease agreement with the California Montessori Project and authorized the District Administrator to enter into an agreement with the County for a \$250,000 loan and with the Mission Oaks Recreation and Park District for up to \$163,000 loan with both loans payable within a five year period.
Unanimous vote**

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, June 16, 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:04 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