

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JUNE 16, 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, Safford and Younger  
Staff Present: Harrison, Kerth, Maddison, Penney and Yarber

**PLEDGE OF ALLEGIANCE** – Boy Scout Troop 55 led the Pledge of Allegiance

Director Rockenstein arrived at 6:05 p.m.

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA** – None

**CONSENT ITEMS:**

1. **MINUTES**  
May 19, 2011 Regular meeting  
June 2, 2011 Special Meeting
2. **FINANCIAL STATEMENT**  
April 2011
3. **ACCOUNTS PAYABLE**  
May 2011
4. **ACCOUNTS RECEIVABLE**  
June 2011
5. **RESOLUTION NO. CP061611-01**  
Application for grant from the Habitat Conservation Fund

**Motion 1**

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

**CORRESPONDENCE:** Received and filed

April 19, 2011 – California Association for Park and Recreation Indemnity (CAPRI) – Congratulations to CRPD for earning a Safety Award as part of the District Visitation Program.  
June 3, 2011 – Sacramento Area Creeks Council - Thank you to CRPD for supporting Creek Week 2011.

**NEWSPAPER ARTICLES:** Received and filed

Carmichael Times – May 25, 2011: Help Save La Sierra Skate Park; Carmichael Band Festival Coming; Carmichael Celebrates Parks, Plants, Stitches in Time; Big Night Out at the Ball Game  
Carmichael Times – June 1, 2011: Free Carmichael Park Band Festival this Weekend  
Arden-Carmichael News – May 26, 2011: Carmichael's newest park underway with Jan Park Groundbreaking; Jan Park: CRPD only local park district to receive Prop. 84 grant

**ACTION ITEMS:**

1. **FY 2011-12 WORK PLAN**

**Presentation:**

Administrator Harrison said each year Staff brings the proposed Work Plan for the upcoming fiscal year to the Advisory Board. The Board is asked to look at the Work Plan and question, revise, and approve the work priorities. The Plan only covers the first six months of FY 2011-12. Staff will return with the second half of the plan at the end of the first quarter, presented to the Advisory Board at the October meeting.

**Discussion:**

Chairman Younger said he liked the idea of giving the second half of the plan in October.

**Motion 2**

**M: Safford S: Rockenstein** – The Advisory Board voted to adopt the FY 2011-12 Staff Work Plan as presented. Unanimous vote

## 2. **ADVISORY BOARD ASSIGNMENTS FOR FY 2011-12**

### **Presentation:**

Administrator Harrison said it was time for the Advisory Board to determine the officer positions and committee members for the new fiscal year starting July 1. The Advisory Board will need to add an ad hoc committee for the Recreation Master Plan. The Fair Oaks Corridor and Carmichael Aquatics Project committees are no longer needed. As of next fiscal year, District will no longer need a representative on the Sacramento Parks Foundation since the District has a foundation.

### **Discussion/Election:**

#### Chairman:

Chairman Younger nominated Director Borman for the Chairman position. Director Brown seconded the nomination. Director Brown accepted the nomination. Unanimous aye vote.

#### Vice Chairman:

Director Brown nominated Director Brown for Vice Chairman. Director Brown accepted. Unanimous aye vote.

#### Secretary:

Director Borman nominated Director Rockenstein for the Secretary position. Director Rockenstein accepted. Unanimous aye vote.

#### Standing Committees:

Only changes in Standing Committee assignments were Chairman Younger will chair the Policy and Program Committee and serve on the Budget Committee, replacing Director Borman. The Recreation Master Plan ad hoc Committee will have Chairman Younger as chair and Director Borman.

### **Motion 2**

**M: Safford S: Rockenstein – The Advisory Board voted to adopt the officers and committees as approved above. Unanimous vote**

## 3. **CAPRI REQUEST FOR NOMINATIONS**

### **Presentation:**

Ingrid Penney recommended that the Advisory Board consider nominating any member or management employee to fill a seat on the CAPRI Board. The Advisory Board has never nominated anyone from the District for Member-at-Large position with CAPRI. CAPRI is the Joint Powers Authority providing insurance coverage for general liability, property loss, fire and earthquake, vehicle, boiler and machinery crime/identity theft, error and omissions, and workers compensation. The elections for the Member-at-Large position are held every four years. There are over 60 districts participating. Any of the management Staff members or any of the Advisory Board Directors can be nominated.

### **Discussion:**

Chairman Younger asked if anyone was interested in being nominated. No one said yes. Ingrid said she would be interested in the future, but not now. The next election will be in four years.

Chairman Younger said the District will not nominate anyone now.

Administrator Harrison said Ingrid Penney is well informed on CAPRI matters. District has good working relationship with them.

## **PRESENTATION ITEMS:**

### 1. **CHANGES IN USE AT LA SIERRA COMMUNITY CENTER**

Tracy Kerth said she and Keith Maddison began meeting week of June 13 with the Montessori staff. They are getting down to how La Sierra will operate with the new school, along with other tenants there. The goal is to create a management program for how the tenants will work together, coming up with a plan of action.

Tracy Kerth said that Gateway school is going to take another 4000 square feet of space. It's all good news at La Sierra. Things are going well there.

### 2.\* **JAN PARK UPDATE**

Keith Maddison said the District has obtained all the required permits and should have power at Jan early next week. Contracts are all signed and insurance is in. Things are in good shape time-line wise. No problems are anticipated.

Chairman Younger said he saw the new stone signs – they are beautiful.

Director Rockenstein asked how secure the electrical is. He was concerned about copper thefts in the area. Keith Maddison said the box is padlocked. They are doing what they can to deter theft, but there is always a risk.

## REPORTS

### 1. ADVISORY BOARD MEMBER REPORTS –

Director Borman thanked Staff for successful CARPBM meeting on June 4. They had a good turnout.

### 2. STAFF REPORT

#### Staff Presentation:

Administrator Harrison said Lee Ann Yarber is moving on to other things the end of June. This is her last Advisory Board meeting. He said she will be missed. She was key to many projects, and he thanked her for all her hard work. He said he attended the June 16<sup>th</sup> CRPD Foundation meeting, which Lee Ann had also been handling. Administrator Harrison will be replacing Lee Ann Yarber as the District Liaison to the District Foundation. The Foundation is already helping with Jan Park and had ideas for Skate Park fundraising. The Foundation will probably be more visible now that they are beginning to receive funds. Administrator Harrison said he is attempting to get a Memorandum of Understanding with Mission Oaks Park District. The District and Mission Oaks co-sponsor events and they use District facilities. There has never been anything official in writing between the districts. The plan is to write down who does what and avoid duplications between the districts. It would also clarify program areas more likely for each district and which district would take the lead. The MOU would also address funding. He said he hopes to have the MOU done by the first of next year. Once the draft is ready, it will be shared with the Advisory Board. Director Safford said she was honored to have worked with Lee Ann Yarber. She took on many responsibilities and handled them very well.

Lee Ann Yarber said park work is fun. A lot of what we do is fun, but it's also important to the community. She said it has been a pleasure and she learned very much.

Chairman Younger said on behalf of the Advisory Board he wished Lee Ann Yarber the best on all her future endeavors.

Ingrid Penney said field work on the audit is nearly complete. The audit staff will prepare the Financial Statements and Staff will prepare the Management Discussion and Analysis Report. The Final Audit Report may be brought to the Board in August. She said the District has received the second allocation of property taxes. Staff will be back at the July Advisory Board meeting with the final budget recommendations. Staff focus for the next several weeks will be concentrated on year end fiscal closing of accounting and payroll activities for FY 2010-11. There is much involved to accomplish. The Montessori lease for La Sierra is on the Board of Supervisors agenda for vote on June 21.

Keith Maddison said Maintenance is doing demolition work on the La Sierra rooms for Montessori lease. They have HVAC on order and new doors and lock sets. Disc Golf has been in Carmichael Park for two weeks now without a lot of problems. He said there has been lots of positive feedback. District had "Adopt a Park Day" Saturday, June 11 at four sites. Lots of people came to work. There is a You Tube video on District website. He said he is anticipating the program will grow, and is planning to look at other sites for future dates, including adding Schweitzer Grove.

Director Rockenstein asked how the transition from disc golf is going at Schweitzer. Keith Maddison said a few disc players didn't know the course was closed, but that was all. One "urban outdoorsman" was asked to move on.

Tracy Kerth said the District had Jan park groundbreaking on May 21, which was a wonderful event.

Recreation is now focused on getting started for summer. Sutter-Jensen had a fundraiser, as well as the Dog Park Society. Elizabeth Crisante wrote an article for the Carmichael Times about the Skate Park and has written three grant requests for the Skate Park as well. The kids had a concert and fundraiser at the Skate Park which raised \$300 and they will have a car wash at the Farmers Market this weekend. District is starting a snack bar at the Skate Park, doing a mailing to the Skate Park parents, and will have a BBQ at the Skate Park. So far, \$2,000 has been raised – enough to keep the Skate Park open through the summer.

Director Safford asked if the 4<sup>th</sup> of July is funded. Tracy Kerth said they are meeting next week. Elizabeth Crisante has everything under control and on schedule. They will not have the Community Concert Band this year, but there will be music. There will be more vendors, and the Elks are now participating. Mission Oaks provided \$5,000 to help pay for fireworks.

### NEW BUSINESS – None

**UPCOMING EVENTS:**

1. **Farmers Market Every Sunday** – 8am to 1 pm, Carmichael Park
2. **Community Shred Day** – Saturday, June 18, 8 am to noon, La Sierra Community Center Parking Lot
3. **Olympic Day** – Thursday, June 23, 10 am, La Sierra Community Center (Free)
4. **4<sup>th</sup> of July Parade and Fireworks** - Monday, July 4 – Parade 10:30 am Fair Oaks Blvd, Fireworks event at La Sierra Community Center starts 7 pm with food, music, and more, fireworks starts at dark (about 9:30 pm)
5. **Movies in the Park** – Friday, July 8, O'Donnell Park. Kung Fu Panda Starts at dark (about 9:30 pm)

**FUTURE AGENDA ITEMS**

1. **Community Outreach regarding a Benefit Assessment**
2. **Revisions for District Fee Schedule**
3. **District Recreation Master Plan**
4. **FY 2011-12 Final Budget Recommendation**

**TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting**  
Proposed: Thursday, July 21, 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:03 p.m.

Respectfully submitted,

Betty Phillips  
Administrative Secretary

APPROVED BY:

ATTESTED BY:

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DAVID YOUNGER  
CHAIRMAN OF THE BOARD

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BETTY PHILLIPS  
Administrative Secretary  
Clerk of the Advisory Board of Directors