

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
NOVEMBER 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 Borman

**ROLL CALL:**

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

Directors Absent: none

Staff Present: Harrison, Kerth, Maddison and Penney

**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** – None

**CONSENT ITEMS:**

1. **MINUTES**  
September 15, 2011 Regular meeting  
September 29, 2011 Recreation Master Plan Committee meeting  
September 29, 2011 Budget Committee meeting  
October 13, 2011 Special meeting
2. **FINANCIAL STATEMENT**  
August 2011  
September 2011
3. **ACCOUNTS PAYABLE**  
September 2011  
October 2011
4. **ACCOUNTS RECEIVABLE**  
October 2011  
November 2011
5. **ACTIVITY REPORT**  
July through September 2011

**Motion 1**

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

**CORRESPONDENCE:** Received and filed

September 16, 2011 – Kathy Allen email regarding Schweitzer Grove issues.  
October 3, 2011 – Thank you from Jan Park Committee, Barrett Hills Neighborhood Association to District staff for making Jan Park a reality.  
November 8, 2011 – Thank you from Friends of Camp Sacramento for the excellent customer service received from District staff for their event at the La Sierra Community Center.

**NEWSPAPER ARTICLES:** Received and filed

**Sacramento Bee:** September 16, 2011 – Neighbors mobilize, make new park a bigger triumph;  
September 17, 2011 – In hard times, charity ought to begin at home  
**Carmichael Times:** September 21, 2011 – New Jan Park Opens; Carmichael Plans Big Annual Birthday Bash – October 19, 2011 – Farm Frolics at Capra Park  
**Arden-Carmichael News:** October 13, 2011 – 102 years strong, Carmichael celebrates Founders' Day

**ACTION ITEMS:**

1. **WORK PLAN UPDATE**  
**Presentation**  
Administrator Harrison said this was the regular quarterly update on the FY2011-12 Work Plan. Of the 62 items scheduled for the first 5 months, 43 have been completed or dropped. La Sierra Community Center renovations and Jan Park construction took a lot of resources during this time. Items from the first five

months not completed have been reassigned completion dates. Staff has accomplished much. He said in addition to the Work Plan there is also a white board "work board" in the District Office conference room that is updated weekly at Staff meetings.

#### **Discussion**

Director Younger asked for status on the audit. Ingrid Penney said earlier this week she and Administrator Harrison met with the audit managers. The auditors had made adjustments and she has just received the auditors' notes. She will be commenting on these by the end of November. Director Younger asked if it was taking so long because it was a five year audit. Ingrid Penney said it was partly this, and partly because there were questions.

Ingrid Penney said Staff will be working with the Advisory Board Personnel Committee on the updated Personnel Policy, but it may be pushed back another month due to other priorities.

Director Safford asked if the Volunteer Appreciation Dinner on the Work Plan is something new. Tracy Kerth said yes, it is. The District would like to honor volunteers and volunteer groups for their service with a meal and awards. Elizabeth Crisante has done this before at her previous position and will be very helpful with this.

#### **Motion 2**

**M: Safford S: Brown - The Advisory Board voted to approve the Work Plan Update as presented.**

**Unanimous vote**

#### **2. LOAN AGREEMENT WITH MISSION OAKS RECREATION & PARK DISTRICT**

##### **Presentation**

Administrator Harrison said last month the Advisory Board approved the proposed terms which have been incorporated into this loan agreement. Upon approval, it will go to the Board of Supervisors next week for their December 6, 2011 agenda as a consent item. Supervisory Peters is supportive of the agreement and no issues are expected. Nothing was changed from the terms presented last month. This is the official agreement.

##### **Discussion**

Director Younger asked if the money will be used for the renovations District has done. Administrator Harrison said yes, and for improvements being worked on now. The District will take the full \$350,000 draw in January, or as soon as the agreement is in force, but may not take the full \$250,000 on the second draw in July 2012.

#### **Motion 3**

**M: Younger S: Rockenstein - The Advisory Board voted to approve the loan agreement with the MORPD for up to \$600,000 for costs related to the Montessori Lease at La Sierra Community Center and request the approval of the Board of Supervisors.**

**Unanimous vote**

#### **PRESENTATION ITEMS:**

##### **1. JAN PARK DEVELOPMENT PROJECT**

Keith Maddison said this is a summary of Jan Park construction and operations. He didn't have enough of the final information to make the report until now. This was a successful partnership between the District and one of its neighborhoods. The official groundbreaking was May 21, 2011. Part of the major construction was completed under contract with Gateway Landscape Construction, Incorporated, who also worked with the District on O'Donnell Park. Play equipment was installed through the Ross Recreation company. The rest of the construction, bridge retrofit and fabrication, site cleanup and brush and tree removal was completed by District staff, with the assistance of volunteers for some of the tasks. Construction was completed on September 14, 2011 ahead of schedule and under budget. The park was dedicated on September 17, 2011, attended by an estimated 600 participants.

With the completion of construction and the dedication of the park, focus has shifted to maintaining this beautiful park. The District has developed and Adopt-a-Park monitoring and maintenance program for this park. They have already had one work day, where volunteers put together the tables and benches that arrived after the park opening.

The primary security responder will be the Sacramento Sheriff Department for emergency and non emergency calls. The Park District will continue to use the ranger program for limited supplemental security as necessary.

Keith Maddison said this project is a model for successfully building a neighborhood park by forming a partnership with the surrounding community. This was another successful project for the Park District during the toughest of economic times.

Chairman Borman said this was a great project. She commended the staff on a wonderful job completed. Director Younger said it helps to have Supervisor Peters as an advocate. Administrator Harrison said Supervisor Peters is very proud Carmichael Recreation and Park District is one of the few park districts building parks.

Ingrid Penney said the District received a grant for \$410,000 for Jan Park. The State is holding up some of those funds. The District has secured a bridge loan of \$142,000 to finalize all the Jan invoices, which will be reimbursed from the State grant.

## 2. **PARK SECURITY**

Keith Maddison said he and Administrator Harrison met with Fulton El Camino Administrator Mike Grace and the new Chief Ranger, Bob Erickson. The District has scheduled more spot patrols. This has significantly cut down on incidents and public complaints. District has had more positive feedback on Schweitzer Grove, as well. Future topics - expanded ranger coverage will start in June, but right now not sure how much additional coverage that will be. The rangers are now covering all District events. The District is looking into the possibility of having the rangers monitor District facility renters' events instead of private security hired by the renters. The Rangers are also considering revenue sharing on the citations.

## **REPORTS**

### 1. **ADVISORY BOARD MEMBER REPORTS**

Director Brown attended the trick or treat event at Jan Park. She said it was very nice, lots of people in attendance.

Director Safford said Elizabeth made a very professional presentation Wednesday at the Chamber of Commerce.

### 2. **STAFF REPORT**

#### **Staff Presentation:**

Tracy Kerth said the Wall of Honor event was very successful. Elizabeth Crisante took the lead on the program and made it a very special day. She congratulated Director Safford and herself as new Chamber of Commerce Board members for the next year. Alaina Lofthus will be offering open gym volleyball and basketball this season with a food drive discount to support the local food closet. Alaina has basketball gearing up, interviewing for coaches.

Recreation is getting ready for the holiday tree lighting on December 8. Advisory Board is invited to the staff holiday potluck December 16 at 11:30 a.m.

La Sierra update – Tracy has been working with the tenants, and things are settling in. The County put speed tables on Gibbons and school signs and crosswalks are coming.

Keith Maddison said his department is working hard on the deferred maintenance. Remodeling at La Sierra is on track.

Ingrid Penney said District staff is very appreciative of the Advisory Board restoration plan. It is great having everyone back again. She said benefit enrollment and salary restoration have been completed.

This past month her staff has been doing a lot of catch up.

Administrator Harrison said he just came from the first meeting of the County Parks Ad Hoc Committee to advise the new County Executive. There are about 40 people on the committee and 25 or so attended the first meeting. The County Executive is looking for a 'best business' model and is very interested in what Carmichael Recreation and Park District is doing. Administrator Harrison said he would keep the Advisory Board informed.

In December, the 6 month experiment with disc golf in Carmichael Park is up. Staff will probably recommend making disc golf permanent, with some changes. He said it would be wise to have a public meeting about this sometime in January. The interim course will probably continue through March, with final recommendation to the Advisory Board in March.

The County is receiving a \$4 million grant for the Fair Oaks Boulevard improvements. Carmichael Park is directly impacted by this and will be party to the planning of this improvement. Administrator Harrison will keep the Advisory Board apprised.

The lease with Montessori will be on the Board of Supervisors agenda on December 6, 2011.

The District received notice November 16 that Gateway Charter School will be leaving La Sierra as of January 1, 2012. Montessori has already indicated they would like the space that Gateway will vacate. More information on this will be coming at the December Advisory Board meeting.

## **NEW BUSINESS – None**

**UPCOMING EVENTS:**

1. **Farmers Market Every Sunday** – 8am to 1 pm, Carmichael Park
2. **Silent Sleigh** – Thursday, December 6, 10 am – 1 pm, La Sierra Community Center
3. **Holiday Tree Lighting** – Thursday, December 8, 6 pm, Carmichael Park (Front of Park)
4. **Symphonic Winds Concert** – Sunday, December 11, 2 p.m., La Sierra Community Center

**FUTURE AGENDA ITEMS**

1. **Revisions to District Policies and Fees**
2. **Schweitzer Grove Update**
3. **Sutter-Jensen Community Report**
4. **CRPD Foundation Annual Report (December)**
5. **District Benefit Assessment (December)**

**TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting**  
Proposed: Thursday, December 15, 2011 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:00 p.m.

Respectfully submitted,  
Betty Phillips  
Administrative Secretary

APPROVED BY:

ATTESTED BY:

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KAREN BORMAN  
CHAIRMAN OF THE BOARD

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BETTY PHILLIPS  
Administrative Secretary  
Clerk of the Advisory Board of Directors