

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
DECEMBER 15, 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 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**  
November 17, 2011 Regular meeting  
November 16, 2011 Facilities Committee meeting
2. **FINANCIAL STATEMENT**  
October 2011
3. **ACCOUNTS PAYABLE**  
November 2011
4. **ACCOUNTS RECEIVABLE**  
December 2011

**Motion 1**

**M: Younger S: Rockenstein** – The Advisory Board voted to approve Consent Items 1 through 4.  
Unanimous vote

**CORRESPONDENCE:** None

**NEWSPAPER ARTICLES:**

**Carmichael Times** – November 30, 2011, Lighting Up the Holidays!

**ACTION ITEMS:**

1. **AMERICAN RED CROSS SHELTER AGREEMENT**  
Tracy Kerth: In April 2010, the Advisory Board adopted Resolution #CP041510-02 approving the Sacramento Operational Area Agreement. As a dependent special district in the Sacramento County, Carmichael Recreation and Park District is a member of the Operational Area with whom the County needs to coordinate. Other members include cities, other special districts, law enforcement, fire departments, and so forth within Sacramento County. Another part of the Operational Area is the American Red Cross. They provide services to individuals, families and communities when disaster hits. The presented agreement would allow access to the Carmichael Recreation and Park District facilities during times of disaster.  
The American Red Cross contacted Keith Maddison “out of the blue” because of a local fire asking to use La Sierra as a shelter. This incident brought to District attention that there was no written agreement. This proposed agreement rectifies that situation. District facilities are only one possibility on their list of various facilities. If the District does not have anything available when the American Red Cross calls, they call the next place on their list. Any use would be emergency, very short term use only. Tracy Kerth would be their primary contact and Keith Maddison would be the secondary contact. American Red Cross covers any damage, etc., to District facilities.

## Motion 2

**M: Safford S: Brown - The Advisory Board voted to approve the Shelter Agreement with the American Red Cross providing temporary access to facilities (if available) during times of disaster as presented. Unanimous vote**

### **PRESENTATION ITEMS:**

#### **1. CRPD FOUNDATION ANNUAL REPORT**

Peter Tateishi, President of the CRPD Foundation, said he was representing the five member board created three years ago. This annual report is actually a cumulative report. Most of the on-hand funds are earmarked for projects. Since the Foundation began, \$36,765 has been donated for various capital projects. The current balance after expenditures is \$22,972. He said the Carmichael community is truly excited and invested in District parks. All donations are tax deductible and they can be earmarked for one of the projects. The Foundation is focused on long term projects such as a future aquatic center. They are working with several community groups and working to publicize the work of the Foundation. He said he believes people can see investing in the Park District as an investment in their future. He thanked Staff for helping with Foundation reports and organizing meetings. Director Brown thanked the Foundation Board members for their service.

### **REPORTS**

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

Director Safford thanked Staff for a great Christmas tree lighting. It was a wonderful event and had a great turn out.

Chairman Borman said she noticed the event grows larger every year. Tracy Kerth said they went through 1,000 cookies at the tree lighting.

Director Brown asked if the District had ever considered moving the event to the weekend. Tracy Kerth said no, the event has always been an "after work" event and the turnouts have been great.

#### **2. STAFF REPORT**

##### **Staff Presentation:**

Tracy Kerth - She had the Recreation Staff wrap-up meeting and talked with them about next year. There is a long list of things her division wants to do, some of them new. She is working on recreation fees and policies, as well as a volunteer appreciation dinner honoring the spirit of Dick Baker. There will be a flyer for this after the first of the year.

Keith Maddison - Their primary focus has been on renovations of the 400 Wing at La Sierra for Montessori. They are ahead of schedule on this project. They will go into the 600 Wing to restore the space when Gateway moves out. His department helped Recreation with the holiday display. All the finals on Jan Park are done.

Ingrid Penney - Regarding the Audit Report: She completed a draft of the first half of the Management Discussion and Analysis (MD&A) report, which she expects to be completed early the week of December 19. The auditors will review the MD&A report and complete a draft Audit Report for Staff review and comment before finalizing the report for the Advisory Board.

Ingrid Penney and Tracy Kerth attended the Board of Supervisors meeting on December 6, where the BOS approved a new lease with the California Montessori Project and the loan agreement between the District and Mission Oaks Recreation and Park District. Staff will be updating cash flow projections now that the CMP lease and the loan agreement have been approved, including evaluating operations vs. capital outlay opportunities.

The upgrade to the RecPro program has been completed and District end-user staff has been trained. Some glitches are being worked through with RecPro.

Her department is updating employee files, addresses and tax status changes. She reminded the Advisory Board to let her staff know of any address changes. The new target date for Personnel Policy Updates will be February. These changes will be taken to the Advisory Board Personnel Committee first, and then presented to the Advisory Board.

Administrator Harrison - The District will shift away from capital outlay and new park development, moving toward looking at sustainability of operations. Before the District looks at a new budget for FY 2012-13, we need to step back and look at where the District is now. The District needs to build up reserves and put money aside to pay for renovations that will be needed.

He said he attended the County Parks ad hoc committee meeting, where a new idea was introduced. They are thinking about adding local parks to the county-wide sales tax. There was lots of discussion on this. The amount they are talking about wouldn't be much for local parks and could be an issue if the

District supports this and then asks for a benefit assessment later. That committee will be meeting bi-weekly for another six weeks or so. He said he will keep the Advisory Board informed. The District is looking at demolishing the pool and restoring the site. He said he was pleasantly surprised at the cost. The site continues to be an eyesore the way it is. This project falls into the category to look at in the next few years. Staff is giving some thought about how to make the area useful again. As soon as there is more information about this project, he will bring it to the Facilities Committee. The District is hosting the next Tri-District Joint Board Meeting, which will be held on January 25 at 6 p.m. in the Clubhouse. Each District has been asked to submit agenda items. He asked the Advisory Board to contact him with any ideas. They are considering talking about fees. These Districts don't want to compete, but cooperate. He said he hopes to have an agenda early in January. He invited the Advisory Board to the Staff holiday luncheon, which will be Friday, December 16 at 11:30 a.m.

**NEW BUSINESS** – None

**UPCOMING EVENTS:**

1. **Farmers Market Sundays** – 8 am to 1 pm, Carmichael Park  
**Farmers Market will be closed December 25 and January 1 only.**

**FUTURE AGENDA ITEMS**

1. **Revisions to District Policies and Fees**
2. **Schweitzer Grove Update**
3. **Sutter-Jensen Community Report**
4. **District Benefit Assessment**

**Proposed: Discuss future agenda items and announce upcoming events of relevance or interest**

**TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting**  
Proposed: Thursday, January 19, 2012 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 6:42 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