

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JANUARY 19, 2012 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 –**

**Joan Komaromi** – lives near Schweitzer Grove Nature Area: She said her neighbors complain very often about unleashed dogs in Schweitzer Grove. There are also kids doing bicycle jumping and moving dirt around to make jumps. She is also hoping the District can organize a work day to do some chipping before the fire season starts.

**CONSENT ITEMS:**

1. **MINUTES**  
December 15, 2011 – Regular Meeting
2. **FINANCIAL STATEMENT**  
November 2011
3. **ACCOUNTS PAYABLE**  
December 2011
4. **ACCOUNTS RECEIVABLE**  
January 2012
5. **QUARTERLY ACTIVITY REPORT**  
October through December, 2011

**Motion 1**

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

**CORRESPONDENCE: Received and filed**

- December 9, 2011 – Colleen & John Butler regarding enjoying Schweitzer Grove Nature Area.
- December 12, 2011 – Carmichael Food Closet thank you to Sutter Community Garden for donating 72 boxes of produce.
- December 16, 2011 – Jeanette Minier regarding enjoying Jan Park with 90 year old father in wheelchair and Administrator Harrison's email forwarding this email to the Jan Park committee.

**NEWSPAPER ARTICLES: Received and filed**

- Arden-Carmichael News – December 22, 2011: La Sierra Skate Park holds on despite budget cuts
- Carmichael Times – December 28, 2011: Dog Lovers Pitch In – January 4, 2012: Memorial Plaques Stolen from Patriots Park
- Sacramento Bee – December 19, 2011: Plaques stolen from Carmichael Park's Wall of Honor;
- December 31, 2011: Man arrested in theft of memorial plaques; January 8, 2012: Metal outlaws targeted

**ACTION ITEMS:** None

## **PRESENTATION ITEMS:**

### **1. CRPD FOUNDATION UPDATE**

Administrator Harrison: At the December 2011 Advisory Board meeting, CRPD Foundation President Peter Tateishi gave an overview report on the last three years of operation. The Foundation Board met on January 6, 2012. They have established objectives for 2012. Around the beginning of February, they will be able to receive donations through Pay Pal and credit cards to make donations easier. The District website will also be updated with this Foundation information.

The Foundation also reviewed the benefit assessment efforts and was briefed on status.

The Foundation Board spent time discussing specific projects. They asked the District and Advisory Board to let them know if at any point the Advisory Board needed them to emphasize or promote projects.

The Foundation Board was briefed on the following projects:

- Possibly demolishing the old pool and redeveloping the area.
- Installing a colored concrete trail at O'Donnell Heritage Park. When the District has more information and costs, it will be brought to the Advisory Board Facilities Committee. This could be on next year's budget.
- Shade sail for Jan Park playground. The District would like to get it installed before the weather gets hot; however, funds are not currently available.

All five members of the Foundation Board are committed to meeting quarterly

Director Younger asked if the trails project at O'Donnell is something District maintenance can do. Keith Maddison said his crew is not geared to pour that much concrete. Having the concrete trail will, however take a lot less maintenance than the decomposed granite and road base that is installed now.

Chairman Borman asked if the O'Donnell users group is OK with having concrete trails. Administrator Harrison said they understand that a concrete or decomposed granite trail is needed for wheelchair access.

### **2. LA SIERRA MANAGEMENT PLAN**

Tracy Kerth: The La Sierra Management Plan emphasizes staff working together. The plan specifies who does what. It coordinates the physical plan with who is handling what, supporting District goals and objectives. Everyone is trying to do a good job with what they have.

Chairman Borman asked if this plan has been shared with the tenants. Tracy Kerth said the emergency procedures have been shared. The tenants helped with the evacuation procedures.

### **3. CALIFORNIA MONTESSORI PROJECT UPDATE**

Administrator Harrison: California Montessori Project (CMP) has taken more space. The District has signed a "side letter of agreement" to cover the extra space temporarily, until a new lease can be prepared. It adds the 600 wing now that Gateway moved out. It also lists what CMP plans to use in the future. They are growing, and the District is keeping step with the legal requirements. Copies of the side letter will be sent to the Directors for reference.

CMP wants to move forward with a playground in the vicinity of the La Sierra sports fields. District commitment would match \$35,000 if the money is approved in the budget. This playground would be available to the public during non-school hours. If the District moves forward on this in the next three to four months, it will be brought before the Facilities and Budget committees.

Administrator Harrison said Tracy Kerth and Keith Maddison are doing a great job working with CMP.

## **REPORTS**

### **1. ADVISORY BOARD MEMBER REPORTS – None**

### **2. STAFF REPORT**

#### **Staff Presentation:**

Tracy Kerth – She is working on reaching goals set in the Recreation Master Plan. She is not sure yet how it will tie into the District Work Plan yet. The Recreation Division is starting to meet some of the Master Plan goals.

The District will have the Volunteer Appreciation Dinner on March 8. The goal is to acknowledge the volunteers and give out the Dick Baker award. This is the first year for this event. She asked the Advisory Board Directors to pencil this date in their calendars to attend.

The plaques for Patriots Park Wall of Honor are being donated without charge by a company whose owner went to Del Campo High School. The new plaques will look virtually identical to the other plaques. Director Safford asked if the donor will be sent a thank you of some kind. Administrator Harrison said as far as the press and public are concerned, this donation will be an anonymous one.

**Keith Maddison** – Maintenance is still very busy working on the Montessori renovations. They cannot use work project workers while school is on. While school was out for winter break, they got a lot done. The fire gates have been installed and they made water main repairs. Two of the restrooms are nearly completed. Three rooms were turned over to Montessori in December. The crew did a lot of prep work for asbestos removal in the 200 wing, including floor grinding after it was removed. They had pesticide applicators training for the crew as well. They are now removing hazardous trees at Carmichael Park. He will be bringing a Tree Management Plan to the next Advisory Board meeting as well as a recommendation on Disc Golf in Carmichael Park.

**Ingrid Penney** – As an update on the Audit, she completed the Management Discussion and Analysis Report, which involved review of financial statements and analysis of net assets, revenue and expenditure comparisons over the five year audit period with budget highlights for the five years involved. In completing the analysis, she said she realized that it may be an effective tool to communicate District activities and progress over the five year period. The target completion date for a final report by the County Audit Staff is March.

Over the last several months Staff has been monitoring cash flow and payment of invoices during dry period financing. She said they have been making frequent transfers to the County of available program revenue as feasible. The District should receive the first allocation of property taxes by next week. Staff has been updating employee files and benefit changes.

Regarding the loan agreement between the District and Mission Oaks, she said she is coordinating with the Mission Oaks Recreation and Park District staff to transfer the loan funds to our District.

Staff is working on the mid-year budget status report and year end projections, a first step toward development of the preliminary FY 2012-13 budget.

She attended a workshop which covered the new employment law changes effective January 2012. The workshop was very helpful toward the upcoming changes to be included in the District's personnel policy. The new Personnel Policy updates new target date is March. She said Staff will meet with the Personnel Committee before bringing these changes to the Advisory Board.

**Administrator Harrison** – January 24 he attended the meeting of the Carmichael Advisory Council about the Fair Oaks Boulevard Corridor Plan. Specifically the meeting targeted Phase 1, which is the Marconi and Fair Oaks Boulevard intersection area improvement. This improvement is out to bid; construction is due to start in May and should be done by summer. Phase II was also discussed, which is the Fair Oaks Boulevard from Landis Ave to Engle Road. Cost for Phase II is estimated at \$3.5 million, and expected to be completed in 2014. This second phase would impact Carmichael Park in a positive way with bike lanes and landscaping between the street and sidewalk. The landscaping near "the wall" will also be improved. Administrator Harrison reminded County staff that they have an obligation to install a sidewalk, curb, and gutter on Grant Avenue from Fair Oaks Boulevard to the Veterans Hall.

Some of the Carmichael Park supporters came to the meeting and pointed out that the District should not be expected to maintain the new landscaping in the right of way.

Director Safford asked if there were minutes from that meeting as documentation. Administrator Harrison said he did not know, but he plans to contact them to document everything from our end.

Work Plan – there are 78 items on the plan, 56 of which are already completed. Staff has a project board which the Administrative Secretary will update monthly on the Work Plan for the staff. He said Staff is doing a great job as always.

Director Brown asked about the Work Plan item regarding Schweitzer Grove. Keith Maddison said that is going to get pushed back to April or May. Administrator Harrison said there will be a public meeting and Staff will meet with a specialist about the trails at Schweitzer. They are also looking at interpretive signs in Schweitzer Grove Nature Area. It's an important project and they want to make sure it's done right.

## **NEW BUSINESS**

Chairman Borman – Administrator Harrison's evaluation is due. She directed the Clerk to add a closed session to the February Advisory Board agenda for this purpose.

## **UPCOMING EVENTS:**

1. **Farmers Market Returns** – every Sunday 8 a.m. to 1 p.m.

## **FUTURE AGENDA ITEMS**

1. **Revisions to District Policies and Fees**
2. **Schweitzer Grove Update**
3. **Sutter-Jensen Park Report**

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

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

Proposed: Thursday, February 16, 2012 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:08 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