

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 16, 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, and Maddison

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 –

Kim Knecht – Ladies Disc Golf Club – She brought a copy of an article she wrote and published mentioning disc golf at Carmichael Park. She said she liked the new course.

Bobbie Reagan – Dog Park Society – They are raising money for the improvements under the Dog Park Master Plan. They believe they will make their \$20,000 goal for Phase 1 by the July deadline and want to be sure the District will have the other half in the next budget.

Susan Carrol – Dog Park user – She said the infrastructure at the Carmichael Dog Park is in serious need of renovation.

Tom Mock – Dog Park Society – Last year the Society purchased gravel to fill in a “mud hole” that was in the dog park. He said drainage has also been improved. They helped District maintenance move some chips from the cut trees last weekend. They refinished two of the tables in the large dog area. They have organized clean-up crews and are working with maintenance on a drainage and irrigation plan for next budget year. He expressed special thanks to Jerry Eppler and the Carmichael Park maintenance crew for all their help.

CONSENT ITEMS:

1. **MINUTES**
January 19, 2012 – Regular Meeting
January 25, 2012 – Facility Committee Meeting
February 7, 2012 – Policy and Program Committee Meeting
2. **FINANCIAL STATEMENT**
December 2011
3. **ACCOUNTS PAYABLE**
January 2012
4. **ACCOUNTS RECEIVABLE**
February 2012

Motion 1

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

CORRESPONDENCE: None

NEWSPAPER ARTICLES: Received and filed

Carmichael Times: January 25, 2012 - Not the Usual Hoopla

Arden-Carmichael News: January 26, 2012 – Carmichael Recreation and Park District has rich, eventful history

ACTION ITEMS:

1. **SAFETY POLICIES UPDATE**

Presentation

Tracy Kerth – The current safety policies were very outdated and not readily accessible. Some of them were not consistent with current District practices. After research and obtaining the most current

information (especially from OSHA), the District policies have been updated. They have been reorganized into one package that will be easier to refer to and train from.

Discussion

Chairman Borman asked if there would be regular updates and training on the safety policies. Tracy Kerth said the Maintenance Division has been very good about regular training. Other District staff is getting back into regular safety training.

Director Younger said the Policy and Programs Committee met with Tracy Kerth and is pleased with these policies. They recommend approval.

Chairman Borman said she was happy to see the importance of safety in the District and it will be great to have all the safety policies readily accessible.

Motion 2

M: Safford S: Younger – The Advisory Board voted to approve the revised District Safety Policies as presented.

Unanimous vote

2. DISC GOLF COURSE AT CARMICHAEL PARK

Presentation

Keith Maddison – On May 19, 2011, the Advisory Board approved installation of a nine hole disc golf course in Carmichael Park for a one year probationary period. At the end of the year, Staff was to prepare a report and recommendation regarding the continuation of the course. The course has operated for nine months with very few problems, the exception being the layout of holes 1 and 2, which are near a play area and youth soccer area. Staff has worked with Mutha Putters (the local disc golf club) to realign the course, moving two holes to a location that minimally impacts other park users. They have been relocated to the area south of the Dog Park and north of Ball Field 5. A public input meeting was held on Saturday, January 21, 2012, at which there was no opposition to the course or the new layout.

Staff will be responsible for maintaining and operating the course. Any upgrades to the existing equipment (posts and tees) used in the course will be the responsibility of the Mutha Putters Disc Golf Club. Any changes must have prior approval by the District.

Keith Maddison met with the Facilities Committee prior to presentation to the Advisory Board.

Staff is recommending approval of the amended layout of the disc golf course at Carmichael Park and to remove the probationary status of the course.

Tracy Kerth said there have been no problems with closing the course for events such as Founders Day and Egg Hunts.

Discussion

Director Brown said she appreciates the collaboration between the disc golf community and the District.

Director Rockenstein agreed that having disc golf at Carmichael Park was a good solution. The collaboration has been great and he commended Staff and the disc golf community.

Chairman Borman asked if there are more players now.

Public response – there are more players as well as a ladies group playing.

Motion 3

M: Rockenstein S: Brown – The Advisory Board voted to approve the nine hole disc golf course with the proposed amended layout for continuation at Carmichael Park and to remove the probationary status of the course.

Unanimous vote

3. DISTRICT WIDE TREE MANAGEMENT PLAN

Presentation

Keith Maddison – The District Wide Tree Management Plan was developed as a tool to classify and manage the District's urban forest resources and increase public safety. A certified arborist performed a comprehensive tree survey to identify and categorize existing and potential tree problems in the following sites: Bird Track Park, Cardinal Oaks Park, Carmichael Park, Del Campo Park, Glancy Oaks Park, Jensen/Garfield, and La Sierra Community Center. Those most in need of attention were placed in category one. Each problem tree had mitigation measures identified, ranging from dead branch removal to complete tree removal.

The Tree Management Plan has four elements:

- Inventory: all trees with a diameter of 4 inches or more.
- Inspection and Recordkeeping: District will develop a tree inspection document, schedule minimum biennial inspections, inspections after every major natural event such as storms, and maintain a detailed record of inspections and corrective work.
- Prioritizing problems: Include the severity of the problem, location of the tree, and public

exposure to the hazard.

- Implementing corrective action: This will be done in phases, starting with most serious tree problems at Carmichael Park and La Sierra Community Center and any serious tree problems at remaining sites in the District.

Financial impact of The Tree Management Plan, if all work was contracted, would be \$117,585.00. However, seventy percent of the work will be completed by force account, reducing the cost significantly. The other thirty percent is what staff cannot safely accomplish and will require contract completion. The annual budget cost for this combination will be \$10,000 - \$15,000. Once completed, the ongoing maintenance plan should cost about \$3,000 to \$5,000 annually.

Administrator Harrison said as trees are removed, the District is replacing them with trees that are better suited to the particular park location.

Discussion

Public question: Can the old tree coming down in the dog park be sold for wood? Administrator Harrison said the cost to remove the tree will be much more than what any wood sales would bring. The primary reason the tree is still there is the cost to remove it. Keith Maddison said the tree is not hazardous to the dog park and won't impact the Dog Park Master Plan phase 1.

Director Younger asked if they will be attacking all the category 1 trees at the same time. Keith Maddison said yes, in Carmichael Park and at La Sierra Community Center. In areas where the potential hazard is less, those category 1 trees will be put off to the phase 2 period.

Director Younger said he appreciates this plan and that it dovetails well with the Safety Policy update.

Director Brown said she is glad to see the District continuing to respond to public safety issues.

Motion 4

M: Rockenstein S: Safford – The Advisory Board voted to approve the implementation of the Tree Management Plan as outlined.

Unanimous vote

PRESENTATION ITEMS:

1. MID-YEAR BUDGET UPDATE

Administrator Harrison – Ingrid Penney was out ill. The report was that the District is essentially where it is expected to be financially. Highlights of the report included:

- Lease revenues are up due to the Montessori lease; there are tremendous expenses to cover renovation of the rooms involved.
- There are fewer schools in the Bridges program so there are fewer expenses because there are fewer schools involved. This program is essentially self supporting.

At the next Advisory Board meeting Staff will provide financial projections of where the District will be at the end of June. Staff will meet with the Advisory Board Budget Committee before the next meeting. If the Budget Committee needs more time, Staff may bring the proposed FY 2012-13 Budget back to the Advisory Board at the April meeting.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS – None

2. STAFF REPORT

Staff Presentation:

Tracy Kerth – Pat Rhine from the Friends of Jensen Garden has put together a “Welcome to Jensen Garden” handout for visitors, showing items of interest. Friends of Jensen will be coming to the Advisory Board with an update on Jensen Garden soon. Recreation staff is working on the next Activity Guide, which will cover the time period through September. The volunteer dinner has been postponed – there will be an update later. La Sierra tenants have been quieter lately, with everyone settling into schedules and the parking issues sorted out. She has been working with the tenants on emergency evacuation procedures.

Keith Maddison – Maintenance staff continues work on the 400 wing. They are also working on the 800 wing north restroom. There is a lot of work still to be done, but they are working at a great pace. At Carmichael Park, five trees were taken out by contractors that were too big for staff to handle. Maintenance staff removed thirteen potentially hazardous trees and trimmed one hundred trees. The crew had extra training using the chipper because of recent accidents within the industry.

Administrator Harrison – The Grant Avenue project is included in the Fair Oaks Boulevard widening project, including some nice landscaping by the “Great Wall.” The County Architect is working with Administrator Harrison and Keith Maddison on the landscaping design.

The sign company that is donating the new plaques to replace those stolen from the Wall of Honor is scheduled to deliver them Friday afternoon (February 17). The company owner is not expecting any recognition, but will be receiving acknowledgement for their community service. Keith Maddison is targeting the week of March 9 to have the plaques reinstalled. After they are all reinstalled, the families of the honorees will be notified. Administrator Harrison said he had been working with Aerojet to install a water quality monitoring well at Sutter Park. Aerojet will be paying \$10,000 to use the site and donating \$5,000 to the CRPD Foundation. The Sutter Park neighborhood group will get credit for the \$5,000 donation, pending approval by the Foundation.

NEW BUSINESS - None

UPCOMING EVENTS:

1. **Sacramento Symphonic Winds: Simply Sousa** - La Sierra Community Center on Sunday, March 25, 2012 at 2 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

RECESSED TO CLOSED SESSION AT 6:55 PM

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Unrepresented Employee - District Administrator
Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION – 8:07 p.m.

CLOSED SESSION REPORT

No action taken. The Advisory Board met with Staff regarding the District Administrator's evaluation. They scheduled a Special Meeting with Closed Session on March 7, 2012 at 6 p.m. in the District Office Conference Room to conclude the evaluation.

TIME AND PLACE OF NEXT MEETING:

1. **Special Meeting**
Wednesday, March 7, 2012 at 6:00 pm, District Office Conference Room at Carmichael Park.
2. **Regular Meeting**
Thursday, March 15, 2012 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Betty Phillips
Administrative Secretary

APPROVED BY:

ATTESTED BY:

KAREN BORMAN
CHAIRMAN OF THE BOARD

BETTY PHILLIPS
Administrative Secretary
Clerk of the Advisory Board of Directors