

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MARCH 15, 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 6:03 p.m. by Chairman Borman

ROLL CALL:

Directors Present: Borman, Brown, Rockenstein, and Safford

Directors Absent: Younger (excused absence)

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 Lutz – Canine Corral Association – She uses the dog park on a regular basis. The Small dog side has no shade and needs more chairs. There is no water except a hose from the large dog side. The biggest problem with the whole park is the lack of drainage. They believe they will have their share of the funds for the first phase of dog park improvement and want to make sure the District has committed the \$20,000 promised in the next budget.

Bobbie Reagan – Canine Corral Association – Regular dog park user and the fund raiser for the Association. She agrees with Ms Lutz. The agreement with the District is that the Association raises \$20,000 and the District will match these funds in the next budget. She wants to make sure these funds are in the budget.

Sus Brown – Canine Corral Association president-elect – Their group is getting close to raising their \$20,000 and wants to be sure District will have the other \$20,000 in their budget for next year.

Administrator Harrison said these funds are in the preliminary budget plan.

Chairman Borman presented Joe Bergh, owner of Aior Signs in Rocklin, with a letter of appreciation from the Advisory Board for donating the plaques to replace those vandalized last December.

Administrator Harrison said Mr. Bergh didn't expect any publicity; however, he has consented to a small article and picture in the Carmichael Times, which should appear next week.

BY MUTUAL CONSENT, CHAIRMAN BORMAN MOVED ACTION 2 TO THE NEXT ITEM, FOLLOWED BY PRESENTATION 1.

ACTION ITEMS:

1. AEROJET WATER WELL PERMIT

Presentation

Jack Harrison said several months ago the Aerojet General Corporation contacted the District seeking permission to install and operate a groundwater monitoring well at the Sutter-Jensen Park site. District staff has determined that the installation and operation of the proposed well will not have a detrimental effect on current or future uses of the park site. The well can also be relocated if necessary. Aerojet has agreed to pay the District \$10,000 as a permit fee to use a 4 x 1 foot section of the park for this purpose. They have also offered a \$5,000 grant to the Carmichael Recreation and Park District Foundation to be used toward development of the park, to be matched by funds from the Preserve Sutter-Jensen park volunteer group. The permit process will be handled by the County at no cost to the District, with cost to process the permit paid by Aerojet. If the Advisory Board approves the permit request, County staff will seek consent by the County Board of Supervisors at an upcoming meeting. Staff recommends that the Advisory Board support the issuance of this permit.

Discussion

None

Motion 1

M: Rockenstein S: Safford – The Advisory Board voted to support the issuance of a permit by Sacramento County for the Aerojet construction and operation of a Groundwater Monitoring Well at the Sutter-Jensen Park site as presented.

Unanimous vote of those present

Administrator Harrison introduced Peter Tateishi, President of the Carmichael Recreation and Park District Foundation, Tim Murphy from Aerojet, and Sandy Helland from the Preserve Sutter Park group for the presentation of the check to the Foundation.

Peter Tateishi said he was very excited to receive this check on behalf of the Foundation. This is the kind of thing the Foundation exists for. He thanked the Board and District staff for working with Aerojet.

Tim Murphy thanked the District and Administrator Harrison for their cooperation. The well will monitor groundwater quality. He said this was a real win-win, and he was glad to present the \$5,000 matching donation to the Foundation and to the resident group. He also acknowledged Supervisor Peters for her assistance with this project.

PRESENTATION ITEMS:

1. SUTTER-JENSEN PHASE 1 UPDATE

Administrator Harrison introduced Sandy Helland from the Preserve Sutter Jensen group. She said they are getting excited because they have reached about \$33,000 in fundraising and volunteer services. They are focused on brick sales, contacting local businesses as well as residents. She said they are very proud of their fundraising manager, Ricki Merrick. The most immediate fundraising event is "Art in the Park" coming up March 17, which is on their Facebook and website pages. They are getting closer to their goal and hope to make it by June. Sandy Helland also introduced Lisa Mattos, who is their volunteer civil engineer. She said they plan to meet with Administrator Harrison soon.

Director Safford said she appreciates what their group is doing. She has been spreading the word, and has noticed that donor signs in the area are causing a buzz as well. Sandy Helland said they will keep working until they make it happen.

Administrator Harrison said the District's share of Phase 1 is in this coming fiscal year budget. He also thanked Lisa Mattos for the plans and cost estimates. He said they will be looking at what Staff can do and what can be done by volunteers to bring the costs down.

CONSENT ITEMS:

2. MINUTES

February 16, 2012 – Regular Meeting

March 7, 2012 – Budget Committee Meeting

March 7, 2012 – Special Meeting

3. FINANCIAL STATEMENT

January 2012

4. ACCOUNTS PAYABLE

February 2012

5. ACCOUNTS RECEIVABLE

March 2012

Motion 2

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

Unanimous vote

CORRESPONDENCE: None

NEWSPAPER ARTICLES: None

ACTION ITEMS:

1. FY 2012-13 PRELIMINARY BUDGET

Presentation

Jack Harrison said the proposed preliminary budget will be replaced by the final budget in June, which will be submitted to the County Board of Supervisors. This year's budget picture is much better than last year; the District will be able to maintain the "status quo" and add a few projects as well. This coming year most of the lease income will be used for renovations at La Sierra. This budget includes the two projects previously discussed – Sutter-Jensen Site and the Dog Park. It is a conservative budget based on projections from last year, with realistic projections on revenue. Staff met with the Budget Committee to discuss this budget twice in March.

Ingrid Penney presented an overview of year end revenue and expenditure estimates for FY 2011-12 and projections for FY 2012-13. She said this area will see a slight increase in property assessed value, but not enough to change budget projections for property tax allocations for next year. With regard to tenant lease income, Tracy Kerth has worked with Montessori Preschool, who is interested in a 3 to 5 year lease; contacted Laureate about their lease 3 – year option in which Laureate has plans to exercise their option; Chautauqua Theatre and Sacramento Fine Arts Center plan to renew their leases as well. Daily rentals were boosted by more gym rentals by the tenant schools. The District is able to cover the direct

costs of recreation with revenues. The District has the funding available to meet operations, loan payment obligations, and commitments with the Dog Park Society and the Sutter-Jensen resident group to match their fundraising for projects. Additional expenditure requests were shared in the event funding can be identified and could be included in the final budget recommendation.

Discussion

Chairman Borman asked if the water rate increase on the list was a choice. Administrator Harrison said he and Keith Maddison met a few days ago with the Carmichael Water District. They were able to come up with saving \$1000 per month by making adjustments on the water pipe diameters connected to the meters. Keith Maddison worked on this. Betty Phillips put the report together that helped as well.

Director Rockenstein said the Budget Committee has met twice with Staff. They are pleased to be back to maintaining current services without cuts in staffing.

Director Brown said she appreciated that Staff has a plan for when future funding becomes available.

Motion 3

M: Rockenstein S: Brown – The Advisory Board voted to approve and recommend to the Sacramento County Board of Supervisors the proposed Preliminary Budget for FY 2012-13 as presented; a total of \$3,591,454; as follows: Revenues: Carry-over Fund Balance of \$51,623, Taxes of \$1,476,010, Use of Money/Property of \$1,254,589, Aid-Govn't Agencies of \$77,000, Charges for Service of \$700,000 and Other Revenue of \$32,232; Expenditures: Salaries & EE Benefits of \$2,339,127, Services & Supplies of \$779,027, Interest and Assessments of \$218,300, Capital Improvements of \$55,000 and Contingency of \$200,000.

Unanimous vote

REPORTS

1. ADVISORY BOARD MEMBER REPORTS - None

2. STAFF REPORT

Staff Presentation:

Tracy Kerth – Recreation staff met last week. They are finishing up the spring/summer activity guide, which will be online early next week. Alaina Lofthus has been in charge of the San Juan track and field program. San Juan has pulled out of this program and the District, Mission Oaks, and Orangevale have joined forces to step in. Recreation intern Lindsay Smith, got her sorority to volunteer their help with the program. The participation price for the program has been set for \$60.00. Staff is very excited – there are about 600 kids involved.

There has been a lot of interest in the Adopt-a-Park day on March 31. Volunteers are coming forward to spruce up the parks.

Keith Maddison – Maintenance staff primary focus is La Sierra 400 wing east. This week staff finished all the rough underground plumbing and restored the concrete over the trenches.

Staff had to do an extensive emergency repair on the kitchen floor at the Jensen rental residence. They removed a cabinet and an 11' by 7' section of the flooring. After staff repaired the dry rot, they reinforced and resheeted the floor structure and installed a new cabinet. A contractor will be installing the linoleum Friday.

The replacement plaques for Patriots Park donated by Aino Signs and the rest of the plaques were reinstalled, with only a couple of hours of touch up left to do. The Coffelt family stopped by while the plaques were being installed and said they were very appreciative the memorial is being restored.

Jan Park play equipment and surrounding concrete sidewalks, picnic tables and drinking fountain were heavily hit with graffiti Sunday March 11. The next day, Staff spent 18 hours of labor and approximately \$250 in supplies to remove it.

Weed abatement has been completed at Carmichael Park and La Sierra Community Center.

Staff is preparing for the Adopt-a-Park work day on March 31. Work crews are scheduled for Carmichael Park and Del Campo, Patriots, O'Donnell, and Jan Parks.

Ingrid Penney – said the District has been drawing down on the "bridge" loan and will soon be able to apply payment from loan proceeds through the loan agreement with the Mission Oaks Recreation & Park District. She and Administrator Harrison will be meeting with Ken Noack regarding the Grubb & Ellis commission.

Administrator Harrison – Grubb & Ellis has been very cooperative with the District on their commission payment schedule. He and Ingrid Penney will be meeting with them March 16 to discuss their agreement with the District.

Schweitzer Grove Nature Area no longer has disc golf there, returning the site to a nature area only. It needs a plan for trails and interpretive signs. A retired naturalist formerly with Effie Yeaw will make up a plan, with the assistance of the American River Natural History Foundation. Once there is a draft plan, the District will hold a public meeting in the site area and another public meeting with the Advisory Board. Administrator Harrison serves on a County-wide ad hoc County Parks committee. They are now working on the county-wide dog-off-leash problem, which has become a major issue in Sacramento County. The

County will be taking the lead on reminding the public about the leash law and that it will be enforced. He is also on a panel to find a new District Administrator for Sunrise Recreation and Park District. Hopefully they will have a new administrator in a couple of months. The panel is working closely with Supervisor Peters and County Personnel.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Adopt A Park Day – Saturday, March 31 – 8:30-11:30 am at Jan, O'Donnell, Patriots and Carmichael Parks**
2. **Easter Egg Hunt & Pancake Breakfast – Saturday, April 7 – Breakfast 7-11 am, Hunt begins 10 am.**
3. **Creek Week Celebration – Saturday, April 14, Cleanup 9-11 am, celebration is noon to 2 pm at Carmichael Park**
4. **Community Garden Work Day – April 21, 8 am to noon**
5. **Victory Christian Work Day – April 25**

FUTURE AGENDA ITEMS

1. **Fees Policy (April)**
2. **Work Plan update (April)**
3. **Montessori Pre-school lease - La Sierra Community Center (April)**
4. **Laureate Lease extension - La Sierra Community Center (April)**

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

TIME AND PLACE OF NEXT MEETING:

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

RECESSED TO CLOSED SESSION AT 7:15 pm

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

RECONVENE TO OPEN SESSION – 8:05 pm

CLOSED SESSION REPORT

The advisory board met in closed session and reviewed the District Administrator's (Jack Harrison) evaluation with him. The evaluation was presented to Mr. Harrison. Director Rockenstein left at 7:30PM.

TIME AND PLACE OF NEXT MEETING:

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

ADJOURNMENT – The meeting was adjourned at 8:07 pm

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