

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MAY 17, 2012 REGULAR MEETING**

Directors: Borman, Dax-Conroy, 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, Dax-Conroy, Rockenstein, Safford, Younger
Staff Present: Harrison, Kerth, Maddison, and Penney

PLEDGE OF ALLEGIANCE – Boy Scout Troop 55 led the Pledge of Allegiance

Chairman Borman presented a shadow box of CRPD memory items to Angela Villa-Brown and thanked her for her service as an Advisory Board Director from 2009 to 2012. Ms Villa-Brown said she was happy to have served as a director and that it was a privilege to have worked with the other directors and District staff.

LOYALTY OATH – Chairman Borman swore in the new Director, Gayle Dax-Conroy and welcomed her to the Advisory Board.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA –

Tom Mock – president of the Canine Corral Association. They have raised \$20,000 for their share of the dog park first phase and are hoping to have construction plans to Keith Maddison by early June. They are planning a photo shoot for May 19 and plan a cookbook for publication this summer. He thanked the Advisory Board and District staff for their support.

CONSENT ITEMS:

1. **MINUTES**
April 19, 2012 – Regular Meeting
April 25, 2012 – Policy and Programs Committee
May 9, 2012 – Facility Committee
May 10, 2012 – Personnel Committee
2. **FINANCIAL STATEMENT**
March 2012
3. **ACCOUNTS PAYABLE**
April 2012
4. **ACCOUNTS RECEIVABLE**
May 2012

Motion 1

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

CORRESPONDENCE: Received and filed

April 17, 2012 – California Association of Recreation and Park Districts – CRPD's nomination for the CARPD's 2012 Awards of Distinction was interesting and informative but not selected for an award.

NEWSPAPER ARTICLES: None

ACTION ITEMS:

1. PERSONNEL POLICIES

Presentation

Administrator Harrison - The last personnel policy update was done January 2008; since a number of laws and regulations had changed since then, it was time for another update. Some things were merely clarified or reworded, and some new sections were added. Ingrid Penney did most of the work, but managers met and reviewed the entire policy before presenting the draft policy to the regular employees and to the Personnel Committee.

Ingrid Penney – Management Staff spent two months or more going over the policy manual page by page. It gave them an opportunity to see where some items were vague, needed rewording, or in some sections able to be combined. Staff also reviewed personnel policies from Mission Oaks and Sunrise Recreation and Park Districts as well as the County Personnel Ordinance. Since 2008 there had also been a number of new employment law changes and amendments. She noted that when employment law changes, the District abides by the new law even if it is not written into the manual yet. The proposed changes to the personnel manual were presented to regular employees on May 3, with each receiving a copy of the draft policy for review. The draft policy was then presented to the Personnel Committee on May 10.

Ms Penney reviewed the extensive list of employee law and policy changes, emphasizing the major rewording of the Workplace Violence Prevention Policy and the new policy regarding employee political activities. She pointed out that other changes were also made.

Discussion

Director Younger asked if there is a limit on sick leave accrual. Ms Penney replied that sick leave accrual is unlimited. Sick leave converts to service credits at the end of employees' career, providing a benefit to the employee. Director Younger said changing the policy to allow payout of unused sick leave to employees could involve a high amount. Ms Penney pointed out that sick leave is not paid out when non-management employees retire; this change only applies if an employee dies while employed, which is a rare situation. Sick leave is not considered "compensable."

Director Dax-Conroy pointed out that the policy manual may need a line added regarding employees being eligible for California COBRA in addition to the federal COBRA. Ms Penney said she will follow up on that and added the County Personnel Benefits Office handles contacting the employee whenever there is a change in status.

Director Dax-Conroy asked what happens to employees' benefits if they take a "personal leave."

Ms Penney said it depends on when their leave starts. If they are employed on the first of the month they take their leave, they are covered for that month.

Director Safford said as a member of the Personnel Committee she met with Staff on the draft policy manual changes. She thanked them for all the hard work that went into revamping the manual. All the changes the Personnel Committee requested were incorporated into the draft being considered.

Ms Penney is working on a schedule to review the policy on a regular basis.

Administrator Harrison said each manager, supervisor and employee will be given a copy of the final approved copy of the Personnel Policy Manual.

Motion 2

M: Safford S: Younger – The Advisory Board voted to approve the Personnel Policy dated May 17, 2012 as presented, requesting a yearly review and Staff to research benefits under the California COBRA law. Unanimous vote

PRESENTATION ITEMS:

1. LA SIERRA COMMUNITY CENTER PLAYGROUND

Keith Maddison - Playcraft Direct was unanimously chosen by a panel of two District staff and two Montessori staff to supply and install the play equipment for the La Sierra playground. Playcraft also supplied the equipment for O'Donnell Park. Their bid was the lowest, at \$47,678.78, which was \$10,000 under the \$58,000 limit. Gateway Landscape and Construction, Inc. will perform the site preparation and installation of the drainage, concrete retaining wall enclosure and handicap access ramps at a cost of \$28,290. Groundbreaking will be after July 4, with a completion goal of late August.

Administrator Harrison said the Montessori school is paying half the cost of the playground, which will get a lot of use evenings and weekends with programs going on during non-school hours.

Director Younger asked if anyone can use it during the day. Administrator Harrison said no, it will be only for school use during school hours - the campus is closed during school hours.

Keith Maddison said the California Montessori Project parents will be volunteering to help "spread chips" at the completion of the playground.

2. JAN PARK AND O'DONNELL PARK SHADE STRUCTURES

Keith Maddison – The Jan Park shade sail has now been installed over a new 2-table picnic area. They decided to use bark instead of concrete for the area to fit more closely with the natural look of the site. There have been lots of positive comments. Administrator Harrison said the color of the shade sail over the picnic area is compatible with the play equipment.

Keith Maddison said the O'Donnell shade sail will not be installed by Memorial Day as previously planned. Staff determined the manufacturer's installation design was inadequate. The manufacturer agreed and redesigned and engineered the footing, reinforcement cage and mounting cage at no cost to the District. Staff has installed a 9 feet deep by 30 inches diameter concrete footing for this sail. A two week cure time will be required before installation of the framework and fabric.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS –

Director Younger said he spent two months working with the FBI and is glad to be back to the Advisory Board meetings. All the Directors welcomed Gayle Dax-Conroy as the newest Director.

2. STAFF REPORT

Staff Presentation:

Tracy Kerth

Her staff has been working very hard with all the summer programs gearing up. The summer concerts start in June, and the first "movie in the park" will be Friday, May 18 at dusk at Jan Park. News 10 will be broadcasting from the Jan Park movie in the park site Friday night at 6 pm.

Day Camp registrations are starting slowly but all the staff has been hired. There are lots of fun things planned for summer.

Keith Maddison

--At La Sierra staff continues to work on the 400 wing renovation, with suites 420 and 425 completed this week. Four rooms are still in renovation and will be completed by the July 1 deadline. Tracy Kerth added that the renovated classrooms look great.

--At Carmichael Park, staff ground 18 tree stumps, the largest of which were more than 48 inches in diameter. These stumps are the result of last winter's work on the Tree Management Plan.

--At Jan Park the cutoff date to buy commemorative bricks has expired. The neighborhood group has sold an additional 54 bricks since the park opened. The bricks will be delivered in July and will be installed by early October.

--Capra Park – Staff developed and sent out a Request for Proposals for the Capra Park property. The goal is to generate some revenue for the Park District until we obtain the resources necessary to develop the park. The deadline for submittal on this RFP is June 15, 2012, planning to have a new lease agreement in effect by September 15, 2012.

Administrator Harrison added that the Capra neighborhood leaders know what the District is doing and are comfortable that the site will not change.

--District wide, staff has completed the annual irrigation systems power up and repairs to operate all of the District's landscape irrigation systems. The initial season start up consists of repairing line breaks, missing sprinkler heads and malfunctioning valves, with fine tuning adjustments made later as time allows. There are approximately 420 irrigation valves/stations throughout the District. Staff has also completed most of the District's annual weed abatement for fire safety. The sites where the District has natural areas that require this fire break mowing are Schweitzer Grove Nature Area, Sutter Park, O'Donnell Heritage Park, Jan Park, and Del Campo Park.

Ingrid Penney

This time of year the District receives updated information on workers compensation and retirement rates. District has received the second allocation of property taxes, along with updates on assessed values in the District. The trend is 1.5% decrease in property values. This information will be helpful in preparing the final budget for FY 2012-13. The District has paid the Grubb & Ellis commission on the California Montessori Project lease.

Administrator Harrison

The Sutter Park grant proposal has made it to the final stage. On May 16 he took the grant representative on a tour of Sutter Park. Administrator Harrison said he will notify the Advisory Board when a final decision is received, which should be in July.

He has been working with the County to allow the District to make final decisions on leases of \$7500 per month or less and 5 years or less in duration. If approved, these leases would not have to go to the Board of Supervisors for approval.

There have been some questions about the Tri-District Advisory Board meetings. Each one of these quarterly meetings has had low attendance. The question has come up about whether the meetings are still meeting their intended goal. If the meetings continue, a majority of each Advisory Board is needed at

each meeting. He asked the Advisory Board to consider whether ongoing participation in these meetings is still worthwhile and to contact him with any questions they have before the next District meeting.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Movies in the Park – “Dolphin Tale” at Jan Park, Friday May 8, begins at sunset. Free movie, popcorn and shaved ice**
2. **Community Concert Band Festival kicks off the Summer Concert Schedule – June 2 & 3, 11 am – 7 pm, Carmichael Park Bandshell**
3. **Movies in the Park – “Up” at Carmichael Park, Friday, June 8, begins at sunset. Free movie, popcorn and shaved ice**
4. **Community Concert - Capital City Pops – Sunday, June 10, 6:30-8:30pm, Carmichael Park Band Shell, free admission**
5. **Day of Peace – Health and Wellness Faire at Carmichael Park Bandshell Sunday, June 10, 10am to 4 pm, free admission**
6. **Tri-Recycle Day - at La Sierra Community Center Parking Lot, Saturday, June 16, 9am – 1 pm. A portion of the proceeds benefits the La Sierra Skate Park.**

FUTURE AGENDA ITEMS

1. **Staff Work Plan FY 2012 – 13**
2. **Fees Policy**
3. **Advisory Board Committees and Officers**

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Thursday, June 21, 2012 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:25 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