

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JANUARY 17, 2013 REGULAR MEETING**

Directors: Arredondo-Carroll, Borman, Dax-Conroy, Rockenstein, and Younger

CALL TO ORDER: The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:01 p.m. by Chairman Rockenstein.

ROLL CALL:

Directors Present: Borman, Dax-Conroy, Rockenstein and Younger
Directors Absent: Arredondo-Carroll – excused absence
Staff Present: Harrison, Kerth, Maddison and Penney

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

Motion to move Presentation Item 2 to immediately ahead of Action Items.

**Motion 1: M: Borman S: Younger Unanimous vote of those present.
Absent: Carroll**

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

Joan Komaromi – resides near Schweitzer Grove Nature Area. Last spring the ramps in the nature area were removed. They need a bridge - especially near the area toward Donnybrook – for safety reasons. She is willing to start a fundraiser if that is what is needed. She said the neighbors are willing to help.

Richard Turner from Sacramento Fine Arts Center. The Fine Arts Center has been operating at La Sierra Community Center 26 years. They are a non-profit with 50,000 to 60,000 volunteer hours and exhibits all year. Coming up in March is the second annual Jazz, Art, and Poetry. Last year it was standing room only. As a community outreach, they will have a show by Mira Loma High School students and students will also have a show. The American Watercolor Society show is on currently through January 26. He thanked the District for cooperating on all of their issues.

CONSENT ITEMS:

1. **MINUTES**
December 20, 2012 – Regular Meeting
January 10, 2013 – Facilities Committee Meeting
2. **FINANCIAL STATEMENT**
November 2012
3. **ACCOUNTS PAYABLE**
December 2012
4. **ACCOUNTS RECEIVABLE**
January 2013
5. **QUARTERLY ACTIVITY REPORT**
October - December 2012

Motion 2

M: Younger S: Borman – The Advisory Board voted to approve Consent Items 1- 5. Unanimous vote of those present. Absent: Carroll

CORRESPONDENCE: None

NEWSPAPER ARTICLES: Received and Filed

Carmichael Times: December 19, 2012 - Carmichael Event to Honor VIP and Local Achievers (District Administrator Jack Harrison being honored); December 26, 2012 - Service with a Sign (New Welcome Sign in Carmichael Park)
Arden-Carmichael News: December 27, 2012 – Volunteers work to restore Jensen Botanical Garden

PRESENTATION ITEMS:

1. DISTRICT ADMINISTRATOR RECRUITMENT (formerly Presentation 2)

Administrator Harrison introduced Stuart Satow.

Mr. Satow handed out the proposed recruitment schedule, issues and priorities. Mr. Satow said he plans to have the draft recruitment brochure to the District by January 25. He went over the issues and priorities gleaned from interviews with the Advisory Board and District Staff. He said this is not a typical recruitment because this is a dependent district.

Administrator Harrison said one thing the Advisory Board needs to think about is the salary range and that they may need to pay someone higher in the salary range. He asked the Board if they were comfortable hiring in the range. District salaries have been frozen for several years due to finances. The District is turning the corner now and needs to look at all the salaries next year.

The Advisory Board agreed they are comfortable with paying anywhere on the range if the candidate is qualified.

Director Conroy asked if they can go above the salary range. Administrator Harrison said no, they cannot. They would have to change the salary range, which would have to be changed in the District budget and approved by the Board of Supervisors.

Director Younger asked how the District compares to other area Districts for Administrator salary. Administrator Harrison said this District is about the same as Mission Oaks, but Sunrise District pays more. He said the word is already out about the upcoming vacancy. He has already had people calling him about this position, which is a good thing.

ACTION ITEMS:

1. POOL DEMOLITION CONTRACT

Presentation:

Keith Maddison:

The District sent out a Request for Proposal in December 2012 for the demolition of the Carmichael Park Swimming Pool complex. He conducted the mandatory walk-through with three potential bidders. All of them submitted bids. The lowest was All-Cal Demolition for \$45,000. Maddison screened all of the bidders and checked references. All-Cal got glowing recommendations.

Discussion:

Chairman Rockenstein asked if this price was about average for a project like this. Maddison said they expected it to come in at about that price.

Administrator Harrison said District Staff got the price down as low as possible by doing some of the pre-work. Maddison said the District got all the permits and saved at least \$15,000 by doing some of the work.

Director Younger asked if All-Cal will back fill. Maddison said yes, to within 4 inches of finished grade.

Motion 3

M: Younger S: Conroy – The Advisory Board voted to enter into the contract with All-Cal Demolition for the demolition of the Carmichael Park Pool Complex for \$45,000 as presented.

Unanimous vote of those present.

2. TREE INVENTORY STATE GRANT APPLICATION

Presentation:

Administrator Harrison:

The California Department of Forestry and Fire Protection (Cal Fire) has a competitive grant program that provides matching funds for local agencies to hire certified arborists to prepare tree inventories. The District would benefit from knowing how many trees we have, where they are located, and the condition of each tree. This knowledge is helpful to develop and carry out a tree maintenance action plan.

This District, along with Sunrise and Fair Oaks Recreation and Park Districts, would like to jointly seek a \$150,000 grant from Cal Fire. Sunrise District would be working with Cal Fire and the arborist to get the tree inventories accomplished for all three districts. The requirement for the grant is that the agencies provide a 25% matching amount in either cash or services or a combination of both. The District's share of the grant would be approximately \$35,000, with a matching requirement of \$8,750. Harrison said he believes the District can meet the matching requirement with in-kind services.

If the grant application is successful, the District will need to budget about \$4,000 to buy the needed software and equipment to utilize the inventory.

The Resolution certifies that the District has the funds to match and appoints Dave Mitchell from Sunrise District to represent the District. The grant deadline is February 1. He did not know what the District's chances are or how many competitors there may be.

Discussion:

Director Younger asked about the software needed. Keith Maddison said the District can use this equipment for other applications besides the tree survey. The District has about 4,000 trees, and it would work well with the tree plan the Board previously approved.

Director Younger asked if granted when does the District have to have the \$4,000. Administrator Harrison said it would be about July or after.

Motion 4

M: Conroy S: Borman – The Advisory Board voted to approve Resolution

#CP01172013-01, as presented.

Ayes: 4 Noes: 0 Absent: 1 Abstain: 0

PRESENTATION ITEMS:

2. FY 2012-13 QUARTERLY WORK PLAN REPORT (formerly Presentation 1)

Administrator Harrison:

This is the District's quarterly report to date. Everything on the list through last month has been completed or has a revised date and explanation.

Director Younger asked for the status of the intersection and street widening on Fair Oaks Boulevard.

Administrator Harrison said the County is working with the District on plans for landscaping the front of the park and the sidewalk to the Vets Hall on Grant. They are waiting for the next revised set of plans for the corner from the County. The construction should start by 2014. Once Staff does has plans they can support they will bring them to the Advisory Board.

3. RECREATION MASTER PLAN

Tracy Kerth gave a PowerPoint presentation outlining accomplishments upon completion of the first year of the Recreation Master Plan. She is very proud of all the Recreation staff and all they have done, especially Alaina Lofthus and Elizabeth Crisante, the Recreation

Supervisors. She said they are great to work with.

The purpose of the five-year Recreation Master Plan is to help the District to accomplish agreed upon objectives. She thanked all the line staff for their customer service, including Gaye Massey, Regina Cruz-Quevedo, Sharon Reneau, Ty Campbell, and Betty Phillips and administrative and the maintenance division for their program support.

The District now has 43 partner organizations which help to provide recreation services.

Director Conroy left the meeting at 7:15 pm

Among the Recreation Division's accomplishments in 2012:

- ❖ Successfully created and implemented a new resident discount program
- ❖ Restructured the fee system for regular user groups to help offset District's direct costs
- ❖ Improved the quality of the Activity Guide, which is mailed to approximately 22,000 households
- ❖ Upgraded the La Sierra IT system with fiber optics, improving computer speed
- ❖ Installed computer work stations at the Kids Hang Out, giving staff access to rosters and internet on the site
- ❖ Upgraded smart phones for staff
- ❖ Reduced processed snack food and implemented fresh snacks at the Kids Hang Out and Day Camps
- ❖ Created La Sierra Facility Management Plan which provides guidelines for optimum working relationships between District Staff and establishes procedures that will promote appropriate use of the Center by tenants, and recreational users
- ❖ New Programs included Zumba, pottery and art classes, Quilting classes for adults and children, and disc golf classes for adults and children
- ❖ Provided registration forms, packets and program updates on the District website
- ❖ Included updated sports schedules and standings on the website
- ❖ Purchased a new front counter and painted recreation office
- ❖ Purchased a new PA system for the La Sierra Community Center
- ❖ Improved the facility use application form to be customer service friendly and usable for staff
- ❖ Implemented customer surveys for classes, sports and facility usage
- ❖ Summer Camp average weekly enrollment was increased to 80 from 76 in 2011.
- ❖ Kids Hangout average weekly enrollment was increased to 37 from 24 in 2011.
- ❖ Served over 616 children in District youth sports programs in 2012.
- ❖ Created youth sports PARENT HANDBOOK which was available on the first day of each program and posted on the District website.
- ❖ Adult Volleyball had 257 teams in District leagues, which is over 2,000 participants
- ❖ Adult Basketball had 94 teams in District leagues, which is over 750 participants
- ❖ Adult Softball had 19 teams in District leagues, which is over 295 participants
- ❖ Alaina Lofthus attended sports symposium to talk to local recreation agencies about youth and adult sports

What's coming for 2013 includes:

- ❖ Launch of the new District website
- ❖ Expanded use of social media
- ❖ Promote and fundraise for the District Youth Recreation Scholarship Program

Director Younger said the Recreation accomplishments were very impressive.

Chairman Rockenstein said the Recreation department has a lot of be proud of.

REPORTS

1. **ADVISORY BOARD MEMBER REPORTS**

Director Borman attended the Chamber of Commerce Awards ceremony on January 11, where Administrator Harrison received a very nice award.

2. **STAFF REPORT**

Staff Presentation:

Tracy Kerth

She also attended the Chamber of Commerce awards program. She said Administrator Harrison thanked his staff.

Recreation staff is gearing up for the new season and spring/summer Activity Guide. Three La Sierra leases have been approved by the Board of Supervisors, and there are two more awaiting Board of Supervisors approval.

Keith Maddison

- Staff repaired 4 malfunctioning HVAC units at La Sierra.
- Staff worked with contractor, Fallen Leaf Tree Management, to prune or remove problem trees within the interior of the La Sierra Community Center complex where it's not accessible to bring in equipment. The contractor dropped the trees and cuttings and maintenance staff cut, chipped and ground stumps. This work is part of the Board approved Tree Plan. Director Younger asked if there is a plan to replace these trees. Maddison said yes, there is but they are somewhat behind.
- Staff has conducted several walkthroughs with the vacating tenant in the La Sierra 200 wing to identify and correct damage to the facility. The tenant is currently working to repair the damage and remove their belongings. Staff has also completed a walkthrough with the prospective tenant, Montessori. Staff is planning to commence renovations on February 1.
- Staff is working on preparations for the pool demolition at Carmichael Park. They have completed removal of salvageable materials from the building. They are prepared to start demolition on February 19th. The contractor believes it will take about a week and a half, depending on weather.
- Staff installed a new drinking fountain at Glancy Oaks Park, replacing drinking fountain previously vandalized two years ago. This project had been deferred due to heavy workload.
- Staff removed 3 dead trees at Schweitzer Grove Nature Area and cleaned up and chipped brush.
- Sheriffs Work Program: Jerry Eppler procured 20 work project busses during the last month. The labor was used for tree work, leaf removal, and general cleanup.
- Staff has completed the District's annual continued education training for staff holding State of California, Pesticide Applicators Licenses.

Ingrid Penney

Penney also attended the Chamber of Commerce award dinner. She said it was nice to see Administrator Harrison honored for all his work, and that she was proud to be associated with the District and Administrator Harrison.

- The District received the first allocation of property taxes this week; the amount was within projections. The Mid-Year budget status will be provided at the February Advisory Board meeting.
- Administrative Staff completed updates to employee payroll-related files; this included detailing benefit information which will be included in the 2012 w-2's; system changes were made to employee deductions to account for the Social Security and Medicare rates which returned to the percentage cost to before the two year reduction.
- Penney provided information for the District Administrator recruitment process
- Penney dealt with computer issues related to a worm which had infected the District computer system. She ran scans on District systems and worked with outside IT technicians to resolve the issue.
- Penney provided the annual financial report for the Carmichael Recreation and Park District Foundation.

Administrator Harrison

Administrator Harrison thanked everyone for their kind words regarding the Carmichael Chamber of Commerce award he received. He felt good about the pride in the District they all felt. He thanked everyone for their past and continuing support.

He reminded the Advisory Board of the Special Meeting next Thursday with the CRPD Foundation members. Three things will be addressed at that meeting:

- Separating the park from the pool project if necessary for fundraising. The consultant will ask community leaders about their priorities regarding Carmichael Park restoration and a new aquatic center. The Foundation wants

- to be on the “same page” as the Advisory Board.
- There might be a recommendation for the District to borrow money against pledges, which would come over a 3 year period. The consultant may ask about that issue and the Foundation needs to know if the District would be comfortable with short term borrowing while pledges are received.
- Finally, what message does the District want to communicate to the community when the pool is demolished?

Administrator Harrison also mentioned that he is now serving on the Carmichael/Foothill Farms Planning Advisory Committee (CPAC) as appointed by Supervisor Peters. It is a monthly obligation.

NEW BUSINESS –

Director Younger asked Staff to look into a bridge for Schweitzer Grove Nature Area. Maddison said he had researched prefabricated bridges. They would need to get a permit from the County. The bridge would be about 14 feet, and cost about \$15,000. Footings would be another \$4,500. He said he might also be able to come up with a design that staff could build and still be within code.

Administrator Harrison recommended bringing this matter to the Facilities and Budget Committees.

Director Younger asked that Staff respond to Ms Komaromi on this matter.

UPCOMING EVENTS:

1. **Farmers Market – Carmichael Park – Open every Sunday**
2. **Dr. Seuss Birthday Party – Saturday, March 2, Cypress Room, 10 am – noon. Ages Pre-Kindergarten to 2nd Grade. Free but parent participation required. Limited to 25 kids**

FUTURE AGENDA ITEMS

1. **Skate Park Update**
2. **Mid-Year Budget Status Report**

TIME AND PLACE OF NEXT MEETING:

1. **Special Meeting**
Proposed: Thursday, January 24, 2013 at 6:00 pm, Community Clubhouse #2 at Carmichael Park
2. **Regular Meeting**
Proposed: Thursday, February 21, 2013 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Betty Phillips
Administrative Secretary

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

BETTY PHILLIPS
Administrative Secretary
Clerk of the Advisory Board of Directors