

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
FEBRUARY 21, 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 6:00 p.m. by Chairman Rockenstein.

**ROLL CALL:**

Directors Present: Arredondo-Carroll, Borman, Dax-Conroy, Rockenstein and Younger  
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 – none**

**CONSENT ITEMS:**

1. **MINUTES**  
January 17, 2013 – Regular Meeting  
January 24, 2013 – Special Meeting
2. **FINANCIAL STATEMENT**  
December 2012
3. **ACCOUNTS PAYABLE**  
January 2013
4. **ACCOUNTS RECEIVABLE**  
February 2013

**Motion 1**

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

**CORRESPONDENCE: Received and Filed**

Letter from Preserve Sutter Jensen dated February 11, 2013 recommending approval to develop Sutter-Jensen Park in phases

**NEWSPAPER ARTICLES: Received and Filed**

Carmichael Times – January 23, 2013, Stars Shine at Awards Dinner  
Carmichael Times – February 6, 2013, Carmichael Recreation and Park District Demolishes Old Pool  
Carmichael Times – February 13, 2013, If You Love parks, You'll Love This! – Recreation and Park agencies partner up – provide one stop website

**ACTION ITEMS:**

1. **SUTTER PHASING (Harrison)**

Presentation:

Administrator Harrison:

Presentation provided background of the master plan process and implementation options considered for the Sutter-Jensen Park. Various funding sources had been explored. After a series of public meetings the scope and cost of the project was re-evaluated to prioritize development of the Sutter portion consistent with the master plan.

The District has worked in partnership with neighbors in the Sutter area. Over two years, the volunteers have raised \$40k, a combination of funds and in-kind services, short of their initial goal of \$50k. The District committed \$35k from in-lieu fees and \$45k from in-kind services. Estimated development costs for the Sutter portion exceed available funding and in-kind services.

Based on available funding and without the sale of surplus property, Staff recommended splitting the Sutter-Jensen development into four phases with the Sutter portion of the project split into two phases. Phase 1 to include improvement to the Sutter site entrance off Sutter Ave., a new colored concrete trail from the existing parking lot next to the community garden to the parking lot at Jensen Garden, and a new dirt trail from Sutter Ave. connecting to the concrete trail. This proposal was reviewed and supported by the facilities committee.

Administrator Harrison introduced and commended the neighborhood volunteer group that has been working diligently with Staff on the plan and to raise funds for development of the project.

Lisa Mattos, civil engineer on the project, working with the neighborhood volunteer group addressed the Advisory Board to support the phasing plan and to discuss the fund-raising activities and challenges. The neighborhood group is excited about moving forward and believes that once Phase 1 is complete; it may generate more public interest towards donating to completing implementation of the master plan for the Sutter-Jensen Park.

Discussion:

Director Carroll questioned whether there were plans for any additional dirt trails; Maddison said that it was possible; fence to come down, possibly add a gate and open the olive orchard. Chairman Rockenstein asked whether the District would use the existing bridge set aside in the maintenance corp yard. Maddison indicated that the plan is to use the bridge for this project.

**Motion 2**

**M: Borman S: Carroll – The Advisory Board voted to approve the phasing plan, as presented; that Phase 1 move forward as budgeting allows without the sale of surplus land. Unanimous vote.**

**Phasing Plan, as follows:**

**Sutter Phase 1: Estimated to cost approximately \$120,000.00.**

- Improved entrance off Sutter Avenue (E on Master Plan)
- New colored concrete trail from the existing parking lot to the parking lot at Jensen (H)
- New dirt trail from Sutter Ave. connecting to the concrete trail as shown on the Master Plan

**Sutter Phase 2: Estimated to cost approximately \$250,000.00.**

- Paved parking lot
- Playground
- Dirt Trails – northern border of Sutter site

**Garfield House Phase 3: Will include improvements per the Master Plan and is estimated to cost \$650,000.00.**

**Jensen Garden Phase 4: Will include improvements per the Master Plan and is estimated to cost \$1,100,000.00.**

**2. FY2012-13 BUDGET (Harrison and Penney)**

Presentation:

Administrator Harrison:

Presentation included the purpose of the report to provide an update of the current budget and to recommend adjustments possible through budget savings and available funding. The specific adjustments recommended were installation of bollards at Carmichael Park as part of the pool demolition and restoration improvement project and the hiring of a couple of seasonal maintenance positions in the spring to be funded through salary savings.

ASM Penney:

Presentation included a mid-year summary review of revenue and expenditures, year-end projections for the same, highlights of savings and shortfalls, and recommended minor revisions to meet current needs and opportunities. Staff anticipated meeting a balanced budget with \$200,000 or 5% carry over by the end of the year. This report will be helpful in

the preparation of the preliminary budget for the following year. Staff will provide a schedule of the budget process for FY 2013-14 at the next meeting.

### **Motion 3**

**M: Younger S: Conroy – The Advisory Board received and filed the report and voted to approve funding for bollards as part of the Carmichael Park Pool demolition and restoration project and fund seasonal maintenance consistent with the original budget plan by using savings realized in the salaries and benefits account series. Unanimous vote.**

### **3. SKATE PARK RELOCATION (Kerth)**

#### Presentation:

RSM Kerth made a recommendation for relocation of the skate park to the Advisory Board. The report was a follow up to the Advisory Board decision to close the La Sierra Skate Park due to budget concerns and the request for a report back to look at future options. After careful review and opportunities for greater access, longer hours, and restroom facilities, Staff believed that the best location for a future skate park would be at Carmichael Park. It would not have to be monitored/supervised by staff, representing the highest ongoing cost of operation. Staff looked into the Advisory Board suggestion to evaluate construction of an in-ground concrete facility; however, due to its potential cost of over \$200k and District budget constraints, recommended that the District move ahead as funds allow to pour a concrete pad, install the existing commercial ramps, and purchase new skate lite surface at a cost of approximately \$80k - \$90k.

#### Discussion:

Director Younger indicated that considering the cost difference, he would prefer an in-ground concrete skate park.

Director Conroy shared that moving the existing equipment would not enhance Carmichael Park. Her preference would be to replace the skate park with an in-ground concrete facility in Carmichael Park when funds become available.

Chairman Rockenstein favored an in-ground concrete facility too, suggesting that grants may be available through professional skaters' sponsorships (i.e. Tony Hawke). He also mentioned that there could be different approaches to design which may be less costly such as a boulevard skate design, essentially a street within a confined area.

RSM Kerth said that the District could consider selling the current equipment if a decision was made to build an in-ground concrete facility.

Director Carroll spoke about her past involvement with the development of the La Sierra Skate Park and the importance to replace a lost recreational opportunity. She requested more information about options and a cost benefit analysis.

Director Younger suggested that the Advisory Board could take up the relocation of the skate park site to Carmichael Park and then allow Staff the time to research and report back options and costs for the type of facility.

Administrator Harrison agreed with the recommendation to relocate the skate park to Carmichael Park; that Staff can look at options and report back at a future meeting.

Chairman Rockenstein talked about his experience visiting a skate park in Southern California which was open to the public and included staff to collect fees to fund ongoing operations.

Director Younger responded that his understanding was that it was better to have an unsupervised park for potential liability risk reasons.

### **Motion 4**

**M: Younger S: Carroll – The Advisory Board voted to approve the relocation of the skate park to Carmichael Park; Staff to research options on type and costs before the Advisory Board budgets any funds for the project. Unanimous vote.**

### **PRESENTATION ITEMS:**

#### **1. CARMICHAEL PARK POOL (Maddison)**

PSM Maddison provided an update, reporting that the contractor was able to start earlier because of weather conditions. Based on progress made, the decking would be removed by the following day and the locker room/office building would be gone by the end of the week, then the pool vessel would be addressed.

Demolition could be completed by March 8, with next steps to back fill to within 4" of grade and contract for finish grading and Staff to install irrigation system and hydro-seed the turf area.

## REPORTS

### 1. ADVISORY BOARD MEMBER REPORTS

Director Carroll attended the Sacramento Fine Arts Center (SFAC) gallery opening for the American Watercolor Society traveling exhibition, the closet exhibit in the west with the next being shown in Texas - Kudos to the SFAC volunteers.

Director Borman complimented the brochure prepared for the District Administrator recruitment process.

Director Carroll stated for the record a miscommunication over the timing of the special meeting held on January 24, 2013.

Director Conroy reported about a car that ran over the lawn area near ball field #3 in Carmichael Park, suggesting that consideration be made to lock the gates at Sue Pam earlier than the rest of the park. This issue was referred to PSM Maddison to discuss further with Director Conroy.

### 2. STAFF REPORT

#### Staff Presentation:

##### Tracy Kerth

- Reported that Staff wrote a press release and distributed flyers to the neighborhood regarding the pool demolition and restoration project; that no calls were received.
- Recreation staff was gearing up for spring and summer programs; the Activity Guide would be mailed out in early March.
- Youth sports – this was last week of elementary girls, boys, and pee wee basketball; middle school girls' basketball was just starting.
- Adult sports – spring softball leagues on Friday nights were to set to begin; one more month of winter volleyball and basketball leagues remained.
- Day Care – Kids Hang Out experienced good enrollment for Presidents' week; preparation made for summer camps.

##### Keith Maddison

- Staff repaired 3 malfunctioning HVAC units at La Sierra (700 Wing/Suite 625).
- Staff completed tree maintenance along the exterior of the La Sierra Community Center complex. The work represents Phase 2 of the Tree Management Plan approved by the Advisory Board.
- Staff commenced the renovation of the LSCC 200 Wing. The demolition portion nearly complete; an asbestos abatement contractor was removing 5,200 sq ft of asbestos floor tile.
- Staff replaced the first of six fire hydrants at the LSCC. In agreement with Sac Metro fire, one hydrant will be replaced each year.
- Sheriffs Work Program - received the services of 16 buses during the reporting period. The labor was used on the demolition and cleanup of the LSCC 200 Wing and the cleanup of neighborhood parks.

##### Ingrid Penney

- AB 1825 Compliance Training - Managers and Supervisors participated in training on, "Preventing Harassment and Other EEO Issues at Work: It's All About Respect," which meets the AB1825 compliance training requirement. Staff will research opportunities to accommodate the Advisory Board Members who need the training.
- Loan payments - Staff is working with Mission Oaks RPD to process the first of five loan payments due; working with County Staff re: FAAF (bridge loan) for LSCC renovations reconciliation, transfers and payment.

##### Administrator Harrison

- Carmichael Park – Staff has been working with the County on a re-design of the park on the corner of Grant and Fair Oaks Blvd., features include

landscape areas, granite boulders, and running water; construction is planned for 2014.

- District Administrator Recruitment – Update on the recruitment process and timeline, as follows: filing deadline is March 8, Administrators from Mission Oaks and Sunrise RPD and the County Park Director will screen the applications on March 12; recommendation will be made at the March meeting to the Advisory Board, providing a list of screened candidates for interview.
- Park Impact Fees - Background and update on the latest program which provides revenue to the District when property is developed within our boundaries to cover the cost of the impact to District facilities, providing funds for new uses and/or renovation to existing facilities when faced with closure. The fee schedule has gradually increased over the last three years with this third year being the highest level. The fees may be adjusted in the future based COLA which has to be approved by the Board of Supervisors. This program has the potential of generating \$2.1m, based on the current fee schedule.

**NEW BUSINESS – none**

**UPCOMING EVENTS:**

1. **Dr. Seuss' Birthday Party – Saturday, March 2, 2013 – La Sierra Community Center Cypress Room, 10 am – 12 noon for children Pre-K to 2<sup>nd</sup> Grade. Free but pre-registration required. Co-sponsored by the Carmichael Library.**
2. **Easter Egg Hunt and Pancake Breakfast – Saturday, March 30 at Carmichael Park. Egg Hunt free and for ages 2 thru 8, starts promptly at 10 am (bring own basket). Breakfast at CRPD Clubhouse 7 – 11 am, Adults \$5 and children 12 and under \$3.**

**FUTURE AGENDA ITEMS**

1. **Foundation Report (CP Aquatics Project)**
2. **FY2013-14 Preliminary Budget**
3. **California Montessori Project Lease at La Sierra Community Center**

**TIME AND PLACE OF NEXT MEETING:**

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

**ADJOURNMENT** – The meeting was adjourned at 7:53 pm.

Respectfully submitted,

Ingrid S. Penney  
Administrative Services Manager

APPROVED BY:

ATTESTED BY:

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MICHAEL ROCKENSTEIN  
CHAIRMAN OF THE BOARD

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BETTY PHILLIPS  
Administrative Secretary  
Clerk of the Advisory Board of Directors