

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
MARCH 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 6:04 p.m. by Chairman Rockenstein.

**ROLL CALL:**

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

**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**  
February 21, 2013 – Regular Meeting
2. **FINANCIAL STATEMENT**  
January 2013
3. **ACCOUNTS PAYABLE**  
February 2013
4. **ACCOUNTS RECEIVABLE**  
March 2013

**Motion 1**

**M: Conroy S: Borman** – The Advisory Board voted to approve Consent Items 1- 4. Unanimous vote of those present

**CORRESPONDENCE:** None

**NEWSPAPER ARTICLES: Received and Filed**

Sacramento Bee – February 18, 2013 – Listed under “Gardens” Charles C. Jensen Botanical Garden.  
 Arden-Carmichael News – February 28, 2013 – Carmichael Pool Demolition Underway

**ACTION ITEMS:**

1. **NAMING OF CARMICHAEL PARK BALLFIELD 2**  
Presentation:  
 Maddison: The Carmichael Girls Softball Association (CGSA) has requested to name Ballfield 2 at Carmichael Park in honor of Bill Enos for his work with the District and CGSA. Mr. Enos passed away unexpectedly at the age of 44 and was active in CGSA as a manager, coach, and league president. He was also the District point person, organizing volunteers, players, and fundraising for improvements to the fields. He made significant contributions to the District through his position with CGSA and was a man of great integrity who always focused on what was best for the community. Bill Enos meets one or more of the District policy criteria for naming a facility in his honor. Staff recommends approving this request, with the details of the material and size of the sign to be worked out with staff input.

Steve Perves spoke on behalf of CGSA. He served with Mr. Enos since 2008. Beyond what was already presented, Mr. Enos spearheaded “Positive Coaching

Alliance,” which not only improved coaching but the lives of those involved. The CGSA appreciated Mr. Enos greatly and naming the field after Mr. Enos would be a celebration of his life.

Administrator Harrison added that besides leading the Girls Softball, Bill Enos and his wife were very active in forming the District Master Plan. The CGSA has a fabulous program here at Carmichael Park, which is good for the community and the District. Staff supports the CGSA request to name the field after Bill Enos.

### **Motion 2**

**M: Borman S: Younger – The Advisory Board voted to name Ballfield 2 at Carmichael Park in honor of Bill Enos with details, material, and size of the sign to be worked out with Staff input.**

**Unanimous vote.**

### **PRESENTATION ITEMS:**

#### **1. DISTRICT AUDIT REPORT AND NEXT STEPS**

Penney: Last October the County Audit Manager presented the audit report for FY 2005-06 through FY 2009-10. At that time, Staff identified a number of areas of disagreement with the audit report and stated they were willing to meet with the auditor to discuss these.

On March 8 Penney and Administrator Harrison met with the County Auditor-Controller and the Deputy Auditor-Controller to discuss the audit findings and recommendations. The County’s main interests were in the areas of fixed assets and cash management.

The County concern with Fixed Assets was that they had been qualified in each audit since over 30 years ago. The District agreed to the following:

- District to obtain an appraisal of District land and improvements to determine current value. Target date: by June 28, 2013
- District to work with County staff to clean up the inventory listing for any past surplus/removals and agreements of land and improvement listing. Target date: by June 28, 2013
- District to work with County staff to close out projects in the account “Assets Under Construction”. Target date: by April 30, 2012
- District to affix new inventory tags on capital equipment during the physical inventory. Target date: by September 30, 2013
- District to review MSA activity on Patriots Park, O’Donnell Heritage Park, and Jan Park developments and report back to the County Auditor-Controller. Target date: March 29, 2013

The County concern with cash management was regarding the amount of cash held at District offices and in bank accounts and frequency of transfers to the County Treasury. The District has implemented several changes to address these concerns.

The District will follow up with the County Executive’s Office regarding

- being added to the distribution list for Department/Agency Heads and Financial Officers
- budget process and timeline
- obtaining a current County organizational chart with contacts

District Staff will report back to the Advisory Board on progress made on areas of commitment. Staff plans to go out to bid for the next audit, which will be next fall. Administrator Harrison said they will be looking for an independent auditor.

## REPORTS

### 1. **ADVISORY BOARD MEMBER REPORTS**

Chairman Rockenstein expressed the Advisory Board's condolences to Tracy Kerth and her family on the loss of her father. He and his children attended the Dr. Seuss event on March 2, which was very well done. He thanked Elizabeth Crisante and everyone involved with the event for a great job.

### 2. **STAFF REPORT**

#### **Staff Presentation:**

#### **Keith Maddison**

- La Sierra Community Center - Maintenance staff repaired two malfunctioning HVAC units – one in the Johnson Gym and the other in suite 825. Staff has also completed all of the remodel demolition on the 200 wing. The asbestos abatement contractor has finished removal of floor tile in the east wing, while staff has completed electrical work in the west wing.
- Carmichael Park – Swimming pool demolition, haul away, fill, compaction and rough grading contract has been 98% completed. Soil amendments and finish grading will be completed the last week in March. District staff will install the irrigation system and hydro seed in April. The goal is to open the area for use in early June.
- Irrigation systems – due to the lack of rain and the warm weather pattern, staff has had to bring the District's irrigation systems on line earlier than usual this year. The initial system power up includes repairing broken pipes and sprinkler heads and malfunctioning valves. Fine tuning and adjustments will be performed at a later date. The District has 480 irrigation valves.
- Sheriffs work program – The District received services from 9 work project busses of workers during last month. The labor was used for demolition and cleanup at the La Sierra 200 wing and cleanup of Carmichael Park and neighborhood parks.
- Adopt-a-Park Work Day – March 9 was the first Adopt-a-Park workday of this season. Approximately 55 people participated in the event, which included Jan Park, Jensen Botanical Garden, O'Donnell Heritage Park, and Patriots Park.

#### **Ingrid Penney**

- Administrative staff is still working to finalize the payment of the first of five payments to Mission Oaks Recreation and Park District and the bridge loan.
- Last week, Staff received the budget instructions and schedule. The Preliminary Budget is due March 27; however, with late notice Staff has advised the analyst that the District budget will be submitted after Advisory Board review at the April 18 meeting, in sufficient time before the second deadline for submission which is May 3.
- Staff submitted the completion packet for the Jan Park Grant. Expenditures totaled \$591,470.97 paid through grant funds (\$410,031), donations (\$58,266.01), and District funds (\$123,173.96).
- Reporting on Kerth's behalf: The lease agreements for the Sacramento Fine Arts Center and Therapeutic Recreation are on the Board of Supervisors' agenda for March 26. In the meantime, the tenants have been paying their monthly lease amounts.

#### **Administrator Harrison**

Another outstanding Activity Guide came out this week. Tracy Kerth did a great job on the new Guide, which has a new glossy cover. The Foundation Board met with their fundraising consultant on March 8. The

consultant finding was encouraging. The Foundation voted to have the consultant continue to the next phase, which will involve surveying 40-50 people in small groups at home settings to get honest responses from them about the proposed projects. The Foundation plans to come to the Advisory Board by June with a recommendation about next steps.

## **NEW BUSINESS**

### **UPCOMING EVENTS:**

1. **Easter Egg Hunt – Saturday, March 30 – at Carmichael Park, starts at 10 am sharp. Pancake breakfast from 7 – 11 am in Clubhouse.**
2. **Jensen Garden Plant Sale – Saturday March 30 – at Jensen Garden, 9am – 1 pm**
3. **Creek Week Celebration – Saturday, April 13 – Carmichael Park. Please call Elizabeth at 483-7826 ext 25 to volunteer for a clean-up site. Great opportunity for students to earn community service credit.**

### **FUTURE AGENDA ITEMS**

1. **Carmichael Park Corner Redevelopment Plan**
2. **Quarterly Work Plan Update**
3. **FY 2013-14 Preliminary Budget**
4. **Foundation Report Regarding Carmichael Park Improvements**

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

### **RECESSED TO CLOSED SESSION: 6:50pm**

1. **PUBLIC EMPLOYMENT**  
District Administrator Recruitment  
Pursuant to California Government Code §54957

### **RECONVENED TO OPEN SESSION 8:20 pm**

1. **CLOSED SESSION REPORT**  
It was the consensus of the Board to approve a list of candidates to be interviewed. Two members of the Advisory Board will be serving on the initial interview panel.

### **Motion 3**

**M: Younger S: Borman – The Advisory Board voted to approved the list of candidates to be interviewed.**

**Unanimous vote.**

### **TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting**  
Proposed: Thursday, April 18, 2013 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT – The meeting was adjourned at 8:25 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