

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JUNE 20, 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
 Directors Absent: none
 Staff Present: Smith, Kerth, Maddison and Penney
 Staff Absent: none

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 Komaromi – lives near Schweitzer Grove. She misses the bridge at Schweitzer Grove, hasn't heard any update from the District since it was removed, and was looking for status of a new bridge.

Administrator Smith said it was in the budget for next year but not funded yet.

Chairman Rockenstein asked that Ms Komaromi be kept posted.

CONSENT ITEMS:

1. **MINUTES**
 May 13, 2013 – Facilities and Budget Committees
 May 16, 2013 – Regular Meeting
2. **FINANCIAL STATEMENT**
 April 2013
3. **ACCOUNTS PAYABLE**
 May 2013
4. **ACCOUNTS RECEIVABLE**
 June 2013

Motion 1

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

CORRESPONDENCE: None

NEWSPAPER ARTICLES: Received and Filed

Carmichael Times: May 22, 2013 – Tug O' Fun Starts New Park Program; May 29, 2013 – Carmichael Recreation and Park District is Seeking Nominations for Patriots Park Wall of Honor!

Arden-Carmichael News: May 23, 2013 – CRPD administrator to retire May 31

ACTION ITEMS:

1. **RESOLUTION FOR RENEWAL OF STATE AND FEDERAL SURPLUS PROPERTY PROGRAM**
Kerth: This Resolution is regularly recurring every 3 years. It enables the District through certain named staff authority to purchase federal and state surplused items

at a reduced price. These items include office furniture, chairs, computer monitors and like items.

Director Younger asked if Administrator Smith is on the list. Kerth said no, but he could be added.

Maddison said this authority allows the District to have a chance to buy items before they go to public auction.

Penney said they had bought computer monitors for \$25, for instance.

Director Conroy asked that Administrator Smith be added to the authorized list.

Motion 2

M: Younger S: Conroy – The Advisory Board voted to: approve Resolution CP06202013-01 giving staff authorization to purchase surplus property through the auspices of the California Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions, with the addition of Administrator Smith.

Unanimous vote.

2. ADVISORY BOARD ELECTIONS

Rockenstein: This is the annual Advisory Board officer / committee elections.

For Chair:

Motion 3: Conroy nominated Rockenstein to serve again as chairman.

Rockenstein: accepted nomination

Seconded by Younger

Vote: unanimous approval

For Vice-chair:

Motion 4: Conroy nominated Younger.

Younger accepted nomination

Seconded by Borman

Vote: unanimous approval

For Secretary:

Motion 5: Younger nominated Conroy

Conroy accepted nomination

Seconded by Carroll

Vote: unanimous approval

For Committees:

Motion 6: Borman moved to leave all the committee assignments as they are now.

Seconded by Carroll.

Rockenstein asked if anyone wanted to change their current assignments, and no one wanted to change.

Vote: unanimous approval

With above elections, the officer and committee assignments remained as they were the previous fiscal year as follows:

Chairman: Rockenstein

Vice-Chairman: Younger

Secretary: Dax-Conroy

Facility Committee: Younger and Dax-Conroy

Personnel Committee: Borman and Arredondo-Carroll

Budget Committee: Dax-Conroy and Younger

Policy and Program Committee: Arredondo-Carroll and Borman

3. SIGNATURE AUTHORIZATION FORM FOR COUNTY

Penney: Each year and/or whenever personnel changes are made, Staff brings to the Advisory Board a new authorized signature list for fiscal documents and list of employees authorized to pick up payroll and warrants. This authorization adds the new Administrator. Staff has also included certain staff from Mission Oaks Recreation and Park District. Carmichael and Mission Oaks pick up certain of each other's documents from the County, saving on staff time and transportation costs. They do not pick up payroll for each other.

Motion 7:

M: Borman S: Conroy The Advisory Board voted to: **Approve the recommended signature list. Unanimous Vote**

PRESENTATION ITEMS: None

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Director Carroll went to the Health and Wellness Fair at La Sierra. There was a good variety of vendors, but it was extremely hot (130 degrees on the blacktop). Staff did a great job and it was a great event in spite of the weather. She also attended the June 19 Park, Rec & Eat It food truck event. Staff did a great job on that one, too.

Director Borman also enjoyed Park Rec & Eat It event. She attended the Farmers Market recently and said it appears to be doing very well.

Chairman Rockenstein also said kudos due to the food truck event, it was great. Director Conroy attended the food truck event and said there were lots of families. She loved the hula dancers. She said this kind of event is something that can make Carmichael Park the hub of Carmichael – a “go to” place. She was also at the “Turf’s Up” event – field dedication.

2. STAFF REPORT

Staff Presentation:

Tracy Kerth: A lot of the credit for the Park Rec & Eat It event goes to Elizabeth Crisante and Lindsey Smith. They worked with all the food trucks and all kinds of entertainers. Crisante is in full swing with special events, starting with a 2 day band fest and continues with the weekly concerts. About 2500 people came to the “Because” Beatles tribute concert. “Swingmasters” band made a point to compliment Staff on a great event. Sunday Fundays have become a great event as well.

Alaina Lofthus and her staff are also doing a great job and working hard on their programs which are in full swing as well. They have 102 kids in the day camps and the summer sports leagues are going strong.

La Sierra Tenants: California Montessori Project (CMP) – lease is finalized and is at the County for review and approval. School is out except for the various summer programs at CMP. Chautauqua Playhouse is starting their summer theater program for kids. Some of our day campers are also enrolled in the theater program.

The day campers love the new playground, especially the spinner.

Friends of Jensen had cleanup day on June 8 with help from the Girl Scouts.

The 4th of July fireworks program will be outstanding this year and will make the District proud.

Keith Maddison: Staff has completed the western half of the 200 wing, suites 250 through 270, at La Sierra Community Center. They have been turned over to Montessori (CMP). This west wing is thirty percent of this year's remodel phase. Staff is now focused on the eastern 200 wing which is approximately 11,000 square feet. He said he regretted that they will not meet the desired completion date of July 1. Staff hopes to complete this portion in August. The original remodel that was planned for this year was the 300 wing which was to begin last September. When Laureate didn't renew their lease for the 200 wing, Montessori expressed their desire to lease the 200 wing ahead of the 300 wing. The Laureate

lease did not end until January 31, 2013, so staff was not able to begin renovations until that time. The 200 wing renovations are double the square footage of any of the previous remodel phases and with their time window cut in half, they were never going to be able to complete this phase on time. Montessori was aware of this from the beginning and that because of the aforementioned circumstances that the July 1 date would not be met. The western side was a critical deadline for classroom space and that commitment was met. The eastern side will accommodate staff and offices that are currently based in the 700 wing and they will move upon renovation completion.

He said he was pleased to report that they completed the swimming pool demolition at Carmichael Park and opened the area for use ahead of schedule.

District wide: Staff completed herbicide applications at Carmichael Park, La Sierra Community Center, Patriots Park, and Del Campo. The District received the services of 5 work project busses from the Sheriff's Work Program during the last month. The labor was used for park cleanup at Carmichael Park, La Sierra, Patriots Park, Jensen, O'Donnell, and Del Campo parks. Staff has completed all fire break weed abatements as required by Sacramento Metro Fire District. Staff is working hard to maintain even a minimal service level while 65 percent of the maintenance division's staff and resources are working on the renovation project. This reduced service level is anticipated to last through this next fiscal year as they work to complete the last phase of renovations at La Sierra.

Director Conroy said closing the Carmichael Park gate on Sue Pam has greatly helped stop the fast driving into the park.

Ingrid Penney The FY 2012-13 Preliminary Budget was approved by the Board of Supervisors. The Final Budget will come to the Advisory Board at the July meeting.

Funds were transferred into Fixed Assets for the Carmichael Park Pool Demolition and Restoration Project. Another transfer will need to be completed before year end to cover the costs of Services and Supplies.

Regarding the loan agreement between Mission Oaks and Carmichael Park Districts: Mission Oaks has transferred the final \$125,000 to the District to cover the costs of renovations at La Sierra. A total of \$600,000 was borrowed. The District has made the first of five annual loan payments to Mission Oaks. The District has made a second payment to draw down on the funds borrowed from the County Fixed Assets Acquisition Fund, which was used as a bridge loan.

Staff is preparing for the year end work to close out Fiscal Year 2012-13.

Staff has assisted with and reviewed the CMP tenant leases. They prepared the new billing documents for CMP- their leased space expands as of July 1. Tracy Kerth set up a side letter that they will only pay for the facilities that have been turned over to them.

New hires have been processed, with background checks and pre-employment screenings for the new District Administrator and all the summer staff.

She is working with Sprint to replace phones under the Nextel System (Direct Connect phones). Sprint will be dismantling the Nextel system June 30, 2013. All those phones must be replaced but replacement phones are being offered for \$0.99.

Administrator Smith He had a Management Staff meeting Monday and went over his philosophy and goals. The big effort right now is the budget. Once the budget is in he plans to tackle everything else.

He was impressed with his first event, Turf's Up!, dedicating the new turf field, Whitney Lawn. Tracy Kerth and her staff made it a great event.

Director Carroll said Barrett Hills Neighborhood Association has asked Administrator Smith to speak to them.

Chairman Rockenstein: On behalf of the Advisory Board, he welcomed Administrator Smith to the District.

NEW BUSINESS - None

UPCOMING EVENTS:

1. **Sunday Funday** – Sunday, June 23 and Sunday, July 7 at 10 am – 1 pm, Carmichael Park Vets Hall Lawn
2. **Summer Concert Series Continues** – all concerts 6:30 – 8:30 pm. Sunday, June 23 – Lincoln Highway; Saturday, June 29 - Group Therapy; Sunday, June 30 – Songbird Trio; Sunday, July 7 – Metro Swing; Saturday, July 13 – Departure (Journey tribute band); Sunday, July 14 – ZOOM (Zydeco On Our Mind)
3. **July 4th Celebration** – Carmichael’s Gala Parade and Annual Fireworks Show – Thursday, July 4. Pancake Breakfast 7-11 am in Clubhouse, Parade starts at 10:30 am, Fireworks Show at La Sierra Community Center – Show starts at 7 pm, fireworks begin at dark (approx. 9:30 pm).

FUTURE AGENDA ITEMS

1. **Foundation Report Regarding Carmichael Park Improvements**
2. **FY 2013-14 Budget**

TIME AND PLACE OF NEXT MEETING:

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

ADJOURNMENT – The meeting was adjourned at 6:50 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