

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
OCTOBER 30, 2013 SPECIAL 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, Dax-Conroy, Rockenstein and Borman.
Directors Absent: Younger (excused absence)
Staff Present: Smith

PLEDGE OF ALLEGIANCE – Chairman Rockenstein led the pledge of allegiance.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED ON THE AGENDA – None

ACTION ITEM:

1. CARMICHAEL MASTER PLAN – CONSULTANT AGREEMENT

Administrator Smith: The Advisory Board has given direction and budgeted for a Carmichael Park Master Plan to be completed in fiscal year 2013-14. Requests for Proposals (RFP) were sent out on September 3, 2013, to eight design firms in the Sacramento area. A walk through was held at Carmichael park on September 13, 2013 and was attended by the District Administrator, Recreation Services Manager, and Maintenance Services Manager. Three consultant groups attended this non-mandatory meeting and were provided with an introduction to the project, a tour of the site and told of the hiring process and requirements to be included. Four consultants turned in proposals to the District on September 23, 2013 and were graded by criteria explained in the proposal instructions by an evaluation team made up of District Staff, Foundation Board members, and Advisory Board members (Directors Conroy and Carroll). They graded and decided to interview the three finalists leading up to the recommended firm.

The recommended firm based on the interviews held on October 10, 2013, is The HLA Group of Sacramento. Staff has met with HLA and a price has been agreed to of %39,460 including contingency and incidentals to complete the master plan. The schedule for the master plan will encompass approximately seven months.

Motion 1

M: Carroll S: Borman The Advisory Board voted to: approve the proposed contract with The HLA Group to prepare and execute a Master Plan for Carmichael Park, for a sum not to exceed \$39,460.00 and authorize the District Administrator to sign the contract and expend the necessary funds.

Vote: Aye-3, Abstain-1, Absent: Younger

UPCOMING EVENTS:

1. Carmichael Park Cleanup and Boulevard Brush-up – Saturday October 26 at 8:30 am
2. Wall of Honor Commemoration at Patriots Park - Saturday, November 2 at 10 am
3. Park Rec and Eat It – Carmichael Park Thursday, November 7, 5–8 pm

FUTURE AGENDA ITEMS

1. Quarterly Recreation Activity Report
2. Quarterly Financial Report
3. Quarterly Work Plan Update

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**

Proposed: Thursday, November 21, 2013 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 6:37 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