

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JANUARY 16, 2014 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** – None

**CONSENT ITEMS:**

1. **MINUTES**  
 December 16, 2013 – Facility Committee Meeting  
 December 19, 2013 – Regular Meeting
2. **FINANCIAL STATEMENT**  
 November 2013
3. **ACCOUNTS PAYABLE**  
 December 2013
4. **ACCOUNTS RECEIVABLE**  
 January 2014

**Motion 1**

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

**CORRESPONDENCE: None**

**NEWSPAPER ARTICLES: Received and filed**

Sacramento Bee: January 3, 2014 – Nature area ravaged by vandals’ attack (Earl J. Koobs Nature Area next to La Sierra Community Center)  
 Senior Softball News: Winter 2013 edition – NorCal Starts First 80+ League in 2014  
 Carmichael Times: January 8, 2014 – Park Master Plan Workshops Continue

**SPECIAL PRESENTATIONS** – None

Chairman Rockenstein, with consent, moved the Presentation item to ahead of the Action item.

**PRESENTATION ITEM:**

1. **RECREATION END OF YEAR PRESENTATION**  
 Tracy Kerth, along with Alaina Lofthus and Elizabeth Crisante (recreation supervisors) gave an overview of Recreation accomplishments in 2013. Kerth said she was proud of both Elizabeth and Alaina – they have both done a wonderful job this last year.  
 Kerth gave the Board a review of the Recreation Retreat they had on November 20, 2013, which was organized to review all the programs the District offered to the

community. Lofthus and Crisante brought itemized budgets for each of their programs to this retreat. They analyzed each recreation program and evaluated each one of them on its merits, reviewed revenue and expenditures, looked at sponsorship opportunities and set goals for 2014. Staff will be monitoring all programs very closely to keep program costs down and revenue up. Staff found this exercise to be very beneficial – reviewing new funding sources and challenging them to be better stewards while improving the bottom line. They have already started to implement some of the ideas by having the Food Truck organizers pay for the portable restroom for each event, saving the District approximately \$1,100 per year.

Chairman Rockenstein: Fourth of July fireworks are the biggest item they have to pay for. Have they talked to the Foundation about possibly raising funds for this event? Kerth said she had not yet done so due to the benefit assessment project which is still going on now.

Kerth showed the Board a PowerPoint presentation of the Recreation Department's accomplishments in 2013 and goals for 2014.

Highlighted were:

- New District website was launched
- New District Facebook business page launched
- New District Twitter and Instagram accounts launched.
- Activity Guide quality has been improved – mailed to approx. 22,000 residents
- the SacMoFo food truck events which have become year-round.
- Dr. Seuss' birthday party, which went over so big that they are moving to a larger venue for 2014.
- Youth Scholarship program - \$1,000 has been donated and received from the Foundation for this program. It was decided to use the scholarship money to pay half the fees for a program for each scholarship awarded. As of January 16, 2014, nine scholarships have been awarded.
- Rugby, Little League, and the soccer groups will probably be working together on La Sierra field maintenance.
- Carmichael Park is the celebration site for Creek, once again.
- Americorps helped with the Community Garden fall cleanup and winterizing.
- Friends of Jensen Garden continues to meet quarterly.
- Summer day camps averaged 10 more kids enrolled per week than 2012, with new fields trips. Moved swimming days to a new Sunrise park district facility.
- District served over 700 children in youth sports programs in 2013, nearly half were elementary school.
- Adult sports – volleyball had over 2,000 participants, basketball had over 750 participants, and softball had over 285 participants. Schedules and standings are now posted continuously on the new website. Advertisements for upcoming sports seasons, with registration dates, are also posted on the new website as well.
- Recreation wish list includes new curtains for the Smith Hall and Clubhouse, round tables for the Clubhouse, finish Phase 2 in the Kids Hang Out Room, a new golf cart for La Sierra, and remodel of Clubhouse kitchen.

Chairman Rockenstein commented that it was a very nice presentation and the Board appreciated all the hard work they do.

## **ACTION ITEMS:**

### **1. BENEFIT ASSESSMENT UPDATE – TERM OF THE ASSESSMENT AND ESCALATION FACTOR**

Administrator Smith: At the December 19, 2013 Advisory Board meeting, the Board voted unanimously to approve and authorize Staff to proceed with a Benefit Assessment Ballot. Due to a new, shorter timeline and preparation for initiating the process for a Landscape and Lighting Act Improvement District, the Advisory Board needs to address the term of the assessment and an escalation factor.

Four issues need to be specifically addressed:

- Sunset/no sunset clause
- Escalator clause
- Five percent cap in administrative costs clause
- Whether or not to propose a citizens oversight committee

These issues need to be decided so they can be included in the report to the Board of Supervisors and incorporated into the Engineer's Report and ballot. The Engineer's Report will contain specific plans and specifications for the proposed improvements, the estimated cost of the improvements, the proposed boundaries of the district, the assessment per parcel, and the term of the assessment. This Engineer's Report will be reviewed and approved later this month at an Advisory Board Special Meeting.

There was discussion on the "sunset or no sunset clause" at the December 19, 2013 Advisory Board meeting; however, no action was taken to formalize a decision on this matter. There are compelling arguments for a "no sunset clause" as the time and cost of an election/ballot and the ongoing need for a revenue stream to provide for safe and clean parks. These issues will continue to be factors to the park system for years to come.

With regard to an escalation factor, the Advisory Board may consider using a set percentage or an index, such as the Consumer Price Index (CPI) – San Francisco-Oakland-San Jose, CA All Items, All Urban Consumers. An escalator helps keep pace with potential future rising costs. An option would be the CPI not to exceed three percent. Director Conroy said she was in favor of the CPI.

Director Carroll said a flat amount allows for consistency but CPI might be easier for public to understand.

Director Younger asked if there was a CPI covering Sacramento. Penney said no, there was not.

Director Younger said he is in favor of some inflation factor.

Director Carroll said they can change their minds at the special meeting on January 30.

Penney said Sacramento County uses the CPI for urban wage earners and clerical workers (CPI-W).

Director Younger was in favor of a fixed percentage.

Chairman Rockenstein was in favor of a "not to exceed" percentage. Didn't think everyone would understand a CPI escalation factor.

Director Carroll and Director Younger are both in favor of a fixed percentage.

### **Motion 2**

**M: Carroll S: Borman – The Advisory Board voted to: Approve and authorize Staff to include an escalation factor fixed at 2.75% annually.**

**Vote: yes – 4; no – 1**

**Motion carried.**

Director Younger was in favor of a "no sunset" provision to be included.

### **Motion 3**

**M: Younger S: Conroy – The Advisory Board voted to: Approve and authorize Staff to include a "no sunset clause" in the assessment proceedings.**

**Unanimous vote**

Director Carroll said a five percent cap on administrative costs is standard and shows fiscal responsibility.

#### **Motion 4**

**M: Younger S: Carroll – The Advisory Board voted to: Approve and authorize Staff to include “administrative costs not to exceed 5% clause” in the assessment proceedings.**

**Unanimous vote**

Director Younger said he was not in favor of a separate citizens oversight committee.

Director Conroy said she felt the Advisory Board is an oversight committee. Audits would also help with oversight.

Director Carroll also said she felt the Advisory Board functions as an oversight committee.

Chairman Rockenstein agreed with the other directors that the Advisory Board functions as an oversight committee.

Administrator Smith said the local school district thought that having an oversight committee was very important. An oversight committee would be outside the group and meet several times each year. They would have no authority over the Advisory Board but would bring them any inconsistencies they found.

Chairman Rockenstein said he served on an oversight committee. They reviewed projects and if any discrepancies or deviations were found they would bring them to the school board.

Director Younger was concerned that the oversight committee would go on forever. It is a lot of work keeping the required number of people serving on the committee.

Chairman Rockenstein agreed with that from his perspective of serving on one of these. They spent a lot of time replacing people on the committee. He likes the idea of a report that would be independent, verified, and available to the public.

Director Younger suggested getting an audit once per year and making that available to the public.

**Joan Komaromi – District resident** – Director Younger’s point is well taken. But Congress was elected to oversee, and we know what kind of job they do. Maybe an annual audit would suffice. People just don’t trust government.

Director Younger said the audit could be presented at a special public meeting.

Director Carroll suggested putting the audit on the District website and advertising that it is there.

Director Conroy said it should definitely be an annual audit.

Director Borman asked if the audit would cost more than the 5% administrative costs cap. Administrator Smith said the audit may cost no more than \$5,000 to \$6,000 per year.

Director Younger said with this approach, the assessment money would always be kept separate, right? Penney said yes, it gets its own fund center, making it easy to track.

Director Younger said he does not want to commit to a standing oversight group.

Director Carroll said she was in favor of public disclosure of the audit results instead of an oversight group.

Chairman Rockenstein said they could post the audit results on the website, give special notice to the public and have a special meeting just for the audit.

#### **Motion 5**

**M: Younger S: Conroy – The Advisory Board voted to: Approve and authorize Staff to include “will conduct annual independent audits, results to be presented at special meetings of the Advisory Board, inviting a representative sample of**

**community members residing within the Carmichael Recreation and Park District and providing adequate notice for all public to attend” in the assessment proceedings.**

**Unanimous vote**

Director Conroy asked how disagreements with the audits are resolved. Administrator Smith said the auditor is only looking to see if the money was spent within qualified projects.

Director Younger said they need to make sure the wording in the Engineer’s Report covers “secondary effects” of each of the included projects.

## **REPORTS**

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

Director Carroll said she enjoyed the January 9 Food Truck event – it appeared there was a good turnout. Elizabeth Crisante said the attendance was about 400 to 500. There were fewer food trucks (eight to ten instead of ten to twelve) but this was planned. All the trucks had great turnout.

Director Borman said she got to visit the preschool and was very pleased.

Director Younger attended the Master Plan meeting Saturday, January 11. There was lots of enthusiasm. He was happy to see the turnout.

Director Carroll said she was glad to see so many young people at the Master Plan meeting.

Director Conroy said she also enjoyed the Master Plan meeting and was excited to see all the participation. She said it was a great experience.

### **2. STAFF REPORT**

#### **Staff Presentation:**

**Tracy Kerth:** passed on a staff report, since she gave the Presentation.

#### **Keith Maddison:**

La Sierra Community Center:

- Staff continues to work on the renovation of suites 330 thru 350. The electrical renovations are fifty percent complete. Suites 330 and 350 are close to completion. They hope to complete this project in March.
- Staff installed a handrail on the exterior of the Chautauqua Theater building to increase safety and assist the elderly visitors that use the facility.
- Staff removed two problem Liquid Amber trees from the center of the La Sierra complex and ground out seven stumps

Carmichael Park

- Staff removed the artificial tree, decorations and lighting associated with the holiday display.
- Staff replaced a malfunctioning parking lot pole light and added a second fixture to increase coverage in the area.

Del Campo Park

- Staff repaired two water leaks on a four inch main line and replaced a malfunctioning irrigation valve.

Schweitzer Grove Nature Area

- Staff responded to a park patron’s observation and removed old concrete footings from a bridge that was previously removed.

Training

- Staff conducted the District’s annual Pesticide Application and Label Training. They receive accreditation for this training from the State Department of Pesticide Regulations. All staff members holding a State of California, Qualified Applicators Certificate are required to complete ten hours of continuing education each year.

District Wide

- The District received the services of five Sheriff’s Work Program work

project busses during this reporting period. The labor was used for park cleanup at Carmichael Park, Jensen Gardens, La Sierra Community Center and Glancy Oaks Park.

- Staff found it necessary to begin powering up irrigation systems and selectively watering the District's landscaped areas. The drought conditions are unprecedented for this time of year.

**Ingrid Penney:**

Cash Questionnaire prepared and submitted to County. Audit to follow  
New benefits started January 1 with two new carriers. Premiums for non-Kaiser HMO health insurance were greatly reduced to closely match the Kaiser HMO. Four of the La Sierra tenants' rental rates increased January 1, per their lease agreements. CMP and Montessori Childrens' Preschool base rate of \$1.08 changed to \$1.11 per square foot; Chautauqua and Sacramento Fine Arts Center base rate of \$0.35 raised to \$0.39 per square foot. Mathiot's base rate will go up in February from \$1.32 to \$1.36 per square foot.

A new FEIN (tax ID number) was issued for the District – separately identifies each entity from the Combined County / Special District payroll.

Appropriations Adjustment Request (AAR) for the Carmichael Park Master Plan and Survey and Assessment process was approved by the Board of Supervisors January 14.

**Administrator Smith:**

On January 22, the District's benefit assessment request is on the Board of Supervisors' meeting agenda. It is expected to pass.

Administrator Smith would like a special meeting of the Advisory Board to approve some required items for the Engineer's Report.

**NEW BUSINESS** – The Advisory Board by mutual consent set Thursday, January 30, 2014 at 6 pm for a Special Meeting of the Advisory Board.

**UPCOMING EVENTS:**

1. **Park Rec and Eat It!** – Next food truck event will be Thursday February 6, 5 – 8 pm
2. **Dr. Seuss's Birthday Party** – Saturday, March 1 at 10 am, La Sierra Community Center. \$2 per child, for children age 3 through 2<sup>nd</sup> grade. Co-sponsored by the Carmichael Library.
3. **Jensen Garden Plant Sale** – Saturday, March 29, 9 am to 1 pm at Jensen Garden

**FUTURE AGENDA ITEMS**

1. **Quarterly Recreation Activity Report**
2. **Mid Year Work Report**
3. **Mid Year Budget Report**

**TIME AND PLACE OF NEXT MEETING:**

1. **Special Meeting**  
Proposed: Thursday, January 30, 2014 at 6:00 pm, Community Clubhouse #2 at Carmichael Park
2. **Regular Meeting**  
Proposed: Thursday, February 20, 2014 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Betty Phillips  
Administrative Secretary

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