

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 20, 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 –

John Butler – Lives next to Schweitzer Grove Nature Area – Thanked the maintenance staff and Administrator for immediately taking care of a problem and returning to the area for follow up as promised. He had a “most pleasing experience” with the maintenance staff. He thanked the Advisory Board and the Administrator and District staff.
 Maddison – Jerry Eppler, Maintenance Supervisor, spent all day out at Schweitzer with a Sheriff’s bus crew taking care of the brush issue.

CONSENT ITEMS:

1. **MINUTES**
 January 16, 2014 – Regular Meeting
 January 30, 2014 – Special Meeting
2. **FINANCIAL STATEMENT**
 December 2013
3. **ACCOUNTS PAYABLE**
 January 2014
4. **ACCOUNTS RECEIVABLE**
 February 2014
5. **RECREATION QUARTERLY ACTIVITY REPORT**
 October – December 2013

Motion 1

M: Conroy S: Borman – The Advisory Board voted to approve Consent Items 1- 5. Unanimous vote

CORRESPONDENCE:

January 18, 2014 – Tom Kassis from Carmichael – Request to add more swings to Carmichael Park and benches to the Dog Park.

January 23, 2014 – Gloria Weiss from Carmichael; concerned about lack of sidewalk in front of Cardinal Oaks Park. Tracy Kerth received a call from Ms. Weiss and responded by putting her in touch with the County. Ms. Weiss is now making the County more aware of the sidewalk issue. Administrator Smith received a follow-up call from the County about any other sidewalks that may be needed by our parks. He mentioned the area in front of Sutter Park.

NEWSPAPER ARTICLES:

Sacramento Bee: January 18, 2014 – Community Profile: Carmichael, Parks, amenities a big draw for residents, visitors

Carmichael Times: February 6, 2014 – Carmichael Recreation and Park District Seeks a Benefit Assessment Improvement District

SPECIAL PRESENTATIONS: None

ACTION ITEMS:

1. MID YEAR BUDGET REPORT

Penney said she was happy to report the District is doing a little bit better than the projected budget. Staff does not anticipate any challenges of meeting revenue and expenditure targets for the fiscal year. Penney summarized the report, as follows:

Mid Year Status:	Revenues:	\$2,005,914
	Expenditures	1,585,024
	Net Revenues:	420,890

Revenues -

The Carmichael area property values are gradually increasing improving property tax allocations. The increase in building rentals income is due to CMP’s additional use of three rooms in the 300 wing at La Sierra. The Cypress Room is also being used more often. Overall, rentals are doing a bit better than anticipated. Director Younger asked what Homeowners’ tax relief was. Penney indicated that the State augments local government for a portion of the loss from property tax revenue due to exemptions allowed for owner occupied residences.

Expenditures –

Overall expenditures in the aggregate are within the run rate of 50%. Staff anticipates a minimum savings of \$49,000 from personnel. These savings have been committed to the transfer to meet additional costs of the CP Master Plan and the Assessment process.

Services and supplies are slightly ahead of the run rate due to timing of expenditures.

Interest and assessments reflect one of two semi-annual payments on the IES project. Other upcoming obligations include payments on the Mission Oaks RPD loan and County – FAAF loans.

Director Younger asked how much the District owes the County. Penney said the District took out a \$650,000 loan for the La Sierra projects. Not all of it has been spent. The District only pays interest on what is drawn. So far, \$450,000 has been paid on the principle using funds received from the Mission Oaks RPD loan. The District paid the first of five payments on the Mission Oaks loan. All the loans will be paid off in fiscal year 2016-17. Administrator Smith said it is important to pay off these loans in three years. By getting those out of the way, it frees up money that can be used for other General Fund expenditures.

Capital improvements – expenditures reflects the start-up costs associated with the CP Master Plan. Additional improvements planned – CP Dog Park renovations and Sutter-Jensen project.

No contingency funds have been committed or spent.

Director Borman appreciated the report details of percentages spent, comparisons to the previous year, and explanations of revenues and expenditures.

Motion 2

M: Younger S: Borman – The Advisory Board voted to: Approve the Mid-Year Budget Report.

Unanimous vote

PRESENTATION ITEM:

1. WORK PLAN UPDATE

Administrator Smith: Staff has not done a lot of work on this Work Plan since the last report due to other projects/Assessment process.

Director Younger – In the September section, asked on the status of surplusing the skate park equipment. Maddison said it's still on hold awaiting the outcome of the Carmichael Park Master Plan. Kerth said all the Skate-lite which covers the frames of the ramps has been removed. Maddison said there have been no issues since the Skate-lite was removed.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS – None

2. STAFF REPORT

Staff Presentation:

Tracy Kerth:

Middle School boys' basketball has ended and the girls' basketball program has begun. We have over 40 girls at Will Rogers playing this season. We have three more weeks of the Elementary Basketball programs, with over 215 children participating.

We had 30 kids enrolled in the Presidents' Week Kids Hangout program.

The February food truck event had about 350 people turn out, even though the weather was cold and a bit rainy. They are expecting a good turnout for the next one, which will be on March 6.

The Dr. Seuss Birthday Party event for three to seven year olds is coming up March 1.

Staff just stripped and waxed the floors in the John Smith Hall. They are now nice and shiny for the upcoming spring season of rentals.

Staff is preparing for Creek week. Elizabeth Crisante and staff are planning the celebration, coordinating the Clothing Recycling Drive and e-waste collection.

They are also in the early stages of planning for summer concerts, the egg hunt and the upcoming community garden season. She and her staff have just finished the second round of edits for the new Activity Guide.

Work on information being spread about the benefit assessment via e-blasts, social media, Facebook, and the Carmichael Times.

Director Borman was happy to see the word is getting out.

Keith Maddison:

La Sierra Community Center-

- Staff continues to work on the renovation of the 300 Wing west. Suites 330, 335, and 340 are complete. Suites 345 and 350 are nearing completion. All electrical as-built drawings for the entire project have been completed (200 suites, 300 suites, 400 suites, 500 suites and 600 suites). Some follow-up tile work still needs to be completed in some of the restrooms where toilets were removed to create handicap access. They will be finished with this project in March.
- Staff repaired two malfunctioning HVAC units at suites 405 and 410.
- Staff made significant irrigation repairs at the Community Center (too many to list). A few more days of repair and the site will be ready for the season.

Carmichael Park

- Staff has completed the season's first herbicide application.
- Staff repaired a malfunctioning HVAC unit at the Vet's Hall.
- The Dog Park redevelopment plans are nearing completion. Parsons Brinckerhoff is the volunteer organization that is preparing the construction drawings. Staff hopes to be ready to send out the bid advertisement by the

end of February.

- Staff replaced the security boards that cover the old windows around the building. They were more than thirty years old and rotten.

Del Campo Park

- Staff replaced two worn out and leaking four inch water main valves.
- Staff removed and chipped a considerable amount of brush and debris from the site.

Schweitzer Grove Nature Area

- Staff pruned and removed brush from the eastern boundary of the nature area to help improve security and fire protection.

District-Wide

- The District received the services of five work project buses during this reporting period. The labor was used for park cleanup at Carmichael Park, Del Campo Park, and Schweitzer Grove Nature Area.
- Staff has completed irrigation repairs for the season start up at Jensen Botanical Garden, Patriots Park, O'Donnell Heritage Park, Jan Park, Bird Track Park, and Glancy Oaks Park. Irrigation repairs and adjustments will be vital this year due to the serious drought condition.

Director Younger asked if the District has a drought plan. Maddison said the District has a good working relationship with the water district. They requested a twenty percent cut back over all. Plants are going to look extremely stressed. Director Borman said she had heard that the dog park would be closed for five months. Maddison said the plan is to close the dog park in April to start the preliminary work on it. Then with hydro seeding, it will take sixty to ninety days at least before dogs will be able to use it again. They are tentatively looking at reopening the first week of September.

Director Carroll asked if they could just fence off that part of the park and use the rest. Maddison said they can't do that. Administrator Smith said a contractor will be doing this, and the District wants to keep the site under the contractor's control and responsibility while the grass is coming in.

Ingrid Penney:

She and the rest of the management team are starting to plan for next year's budget. The mid-year budget status report was the first step.

Staff performed an open items report review and is working with Recreation to collect balances owed on rentals and recreation programs.

She and her staff have been providing funding measure support as well.

Administrator Smith:

He has mostly been dealing with assessment items, including organizing volunteers, speaking to groups, and reviewing and preparing materials.

Director Younger asked what the overall sentiment has been at meetings. Smith said so far it has been very positive. Peter Tateishi is talking to the Chamber of Commerce next week. Jack Harrison talked to Kiwanis.

Director Conroy asked if all these groups get fliers to hand out. Smith said yes, they do. Also, a postcard is being developed to mail out to all homeowners in the District.

Kerth said they started walking neighborhoods Saturday, February 15 and the District website is up to date to refer people to for information as well.

NEW BUSINESS – none

UPCOMING EVENTS:

1. **Dr. Seuss's Birthday Party** – Saturday, March 1 at 10 am, La Sierra Community Center. \$2 per child, for children age 3 through 2nd grade. Co-sponsored by the Carmichael Library.
2. **Carmichael Master Plan Final Planning Workshop** – Tuesday, March 18 at 6:30 to 8:30 p.m. in the Carmichael Park Clubhouse
3. **Jensen Garden Plant Sale** – Saturday, March 29, 9 am to 1 pm at Jensen Garden

FUTURE AGENDA ITEMS

1. **Preliminary Budget for FY 2014-15**
2. **Assessment Funding Measure Public Hearing**

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

TIME AND PLACE OF NEXT MEETING:

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

ADJOURNMENT – The meeting was adjourned at 7:00 p.m.

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