

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
MARCH 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 –**

Jim Baker – resident - regarding the funding measure engineer’s report and ballot. He was concerned that “weighted ballots” were not explained in the ballot mailing. He met with two members of District management staff and received more information, but took issue with the notice and ballot information guide. He noticed that the assessment “may be continued” but he didn’t think the Board would vote to not have an assessment in a year.

Mike Marando – resident regarding the funding measure three percent escalator. The method that will be used virtually guarantees an increase. The no sunset clause raises issues of this assessment never stopping.

Joan Komaromi – resident regarding the ballot mailer. She conveyed that one of her neighbors thought there was an overemphasis on the security issue.

**CONSENT ITEMS:**

1. **MINUTES**  
February 6, 2014 – Special Meeting  
February 20, 2014 – Regular Meeting
2. **FINANCIAL STATEMENT**  
January 2014
3. **ACCOUNTS PAYABLE**  
February 2014
4. **ACCOUNTS RECEIVABLE**  
March 2014

Director Conroy asked about the accounts in Accounts Receivable in collections status. Penney said staff will recommend designating these accounts as uncollectible. They are non-profits.

Chairman Rockenstein directed the Clerk to put this matter on the next meeting agenda.

**Motion 1**

**M: Borman S: Conroy – The Advisory Board voted to: Approve Consent items 1 – 4 as presented.**

**Vote: Unanimous**

**CORRESPONDENCE:** Letter dated February 27, 2014, from Herbert T. Krump, a Carmichael resident, regarding the funding measure.

**NEWSPAPER ARTICLES:**

Carmichael Times: February 20, 2014 – Please Support Carmichael Parks – Open letter from Supervisor Peters

Arden-Carmichael News: February 27, 2014 – On the ballot: Voters asked to pay \$4 a month to improve Carmichael Parks

Carmichael Times: February 27, 2014 – “Carmichael Recreation and Park District...a foundation on which our dreams and futures could come true,” commentary by Peter Tateishi

Carmichael Times: March 6, 2014 – Letter to the Editor by Ron Greenwood

Carmichael Times: March 6, 2014 – Park Master Plan Invites Community Input

**SPECIAL PRESENTATIONS: None**

**ACTION ITEMS:**

**1. CARMICHAEL PARK – DOG PARK IMPROVEMENT PROJECT**

Administrator Smith – Design of the Carmichael Park Dog Park is complete. Bid packages have been mailed to prospective bidders and a mandatory walk-through with bidders will be held on Friday, March 21. The District will be acting as the general contractor for the construction phase of the project, allowing the District to sub-contract portions of the project and complete other portions with staff labor to save on construction costs. Per County policy, contracts between \$45,000 and \$175,000 require Advisory Board approval and can be accomplished through an informal bidding process.

With an aggressive construction time line for this project (construction to start early April) it would be beneficial for the Administrator to have authority to sign contracts associated with this project, total not to exceed \$70,957 representing the funds budgeted and available.

The Dog Park will be closed beginning in early April through August and possibly into early September.

Staff is requesting authorization for the District Administrator to approve and sign construction contracts for the Dog Park Renovation Project not to exceed \$70,957. Director Carroll said some of the money for this renovation came from fundraising. Chairman Rockenstein said this project is part of the Carmichael Park Master Plan, which will come before the Board soon.

Administrator Smith said they could go ahead with this project now because the Dog Park will not be moved as part of the Master Plan.

**Motion 2**

**M: Conroy S: Carroll – The Advisory Board voted to: Authorize the District Administrator to approve and sign construction contracts; total project not to exceed the budget of \$70,957.**

**Vote:**

**Ayes: Directors: Borman, Carroll, Conroy, Rockenstein**

**Noes: Directors: none**

**Abstain: Directors: none**

**Absent: Directors: Younger**

**2. Ballots for the Proposed Park Maintenance and Recreation Improvement Assessment of the Carmichael Recreation and Park District**

Administrator Smith - The Advisory Board of Directors has gone through a three month process to hear and discuss information regarding the possible formation of an assessment district. On January 30, 2014, the Advisory Board adopted Resolution CP01302014-01 to initiate proceedings on the formation of a landscape and lighting district pursuant to the Landscaping and Lighting Act of 1972. On February 6, 2014, the Advisory Board adopted Resolution CP02062014-01 declaring its intention to levy assessments, preliminarily approving the Engineer's Report, providing notice of public hearing, and the mailing of assessment ballots. An assessment under the rules of Proposition 218 would assess all property owners which receive a benefit by the purpose of the assessment and within the boundaries of the District. Under these guidelines the District is requested to vote on its share of the proposed assessment. The District has received its ballots and is asked to cast its votes regarding a total potential assessment of \$1,286.88. The completed assessment ballots are required to be returned by April 17, 2014 to be counted in the final vote total.

Staff recommends that the Advisory Board, as appointing authority of the District, vote "yes" on the assessment ballots received for its properties and designate the District Administrator to reflect the "yes" votes and sign the ballots for district owned properties on behalf of the District.

He introduced Susan Barnes from SCI, who was present to answer any questions connected to this issue.

Director Carroll – Given the comments the Board has heard about this issue, what is the District's percentage of possible votes?

Barnes said the District's votes are 0.019 of one percent of the total. Residents hold the largest block of the vote, between sixty and seventy percent of the total, meaning residents hold more than the majority vote. No one property owner within the district has even one percent of the vote.

Director Carroll – Do most pass or fail due to the residents' votes or commercial votes?

Barnes said the majority of the votes are held by the residential property owners. Usually these measures do not pass by fractions of one percent. It's usually fifty five percent or higher. We won't know if it's close or not until the votes are tabulated.

Public comment:

Penny Hanscom – Do all entities get to vote?

Barnes – All property owners within the district boundaries have an opportunity to vote. Whether the entities pay taxes or not, these public entities will have to pay the assessment.

Hanscom – Feels that all those public votes outweigh the residents' votes. She asked if the Board members must live in Carmichael.

Rockenstein – Yes. He explained that all the Directors were appointed by the Sacramento County Board of Supervisors.

Hanscom – Still didn't understand weighted ballots. Believes the District should refrain from voting on this measure.

Jim Baker – Said the District should vote no on this ballot.

Pam Banks – Under Proposition 218, are non-profits also being assessed?

Barnes – yes.

Banks – How will the public find out the vote results?

Administrator Smith – It will be announced at the May Advisory Board meeting.

Banks – Wants the District to abstain from voting on this measure.

Mike Marando – Believes this vote is a legal conflict of interest. He recommended the District not vote on it.

End of public comments

Director Carroll asked Barnes if it is usual and customary to send out the entire engineer's report with the ballot.

Barnes said she was not aware of any district sending out the entire report. It would be cost prohibitive. She said they have sent one out to anyone who asked. The District wants the public to be well-informed. So far, she has only sent one out. Administrator Smith said the District Office has sent out only about six.

Director Conroy asked what SCI's experience has been in this situation. What have other districts done about voting?

Barnes – It is most common for the districts to vote on their own measures, but it is up to each board to decide whether to vote and how to vote.

Director Carroll said the law gives the Advisory Board the right to vote on its own assessment, correct?

Barnes said according to Proposition 218, everyone required to pay the assessment is able to vote. The majority of the votes lie with residential property owners.

### **Motion 3**

**M: Conroy S: Carroll - The Advisory Board voted to: Vote "yes" on the Assessment Ballots and designate District Administrator Smith to reflect the "yes" vote and sign the Ballots on behalf of the District.**

**Vote:**

**Ayes: Directors: Rockenstein, Conroy, Carroll, Borman**

**Noes: Directors: none**

**Abstain: Directors: none**

**Absent: Directors: Younger**

**PRESENTATION ITEM: None**

### **REPORTS**

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

Director Carroll attended the Food Truck event. She said it was a great success and the recreation staff did a great job.

Chairman Rockenstein reminded everyone that the next one will be April 3.

Director Carroll said this time the trucks parked on the park road. This was well received by the public.

Chairman Rockenstein attended the Master Plan meeting on Tuesday March 18. He thanked the public who attended and the presenters. He said it was a packed room and there was great feedback. It shows the community cares about the project.

Director Conroy also attended the Food Truck event. She said it continues to be a great activity.

## 2. STAFF REPORT

### Staff Presentation:

**Tracy Kerth:** The Doctor Seuss event was a great hit. The Community Garden has six new families. They are recruiting for sponsors for the community concerts. Upcoming events include Creek Week and the Easter Egg hunt in April.

Kids Hangout Spring Break Camp is coming up. Pee Wee Basketball got new shirts.

She put the Advisory Board members' pictures in the latest Activity Guide. She hoped they liked the new guides.

Chairman Rockenstein said the new guides looked great.

Director Conroy asked if Mission Oaks Park District will be sharing the concert costs with Carmichael Park District. Kerth said the Mission Oaks Board would like to hold their own concerts, but this year they will support ours.

### **Keith Maddison:**

La Sierra Community Center

- Renovation: Staff has completed all the renovation work in the 300 Wing West. The 300 and 800 Wing restrooms have also been completed. Plumbing as-built drawings have been completed for both the 300 and 400 wings. There is a small amount of electrical work remaining on the roof, a small exterior wall to stucco, one new gate to be installed, and the La Sierra remodel project will be 100 percent complete. They have been on this project for about five years.

Chairman Rockenstein pointed out how much the District has saved by using our own crews. Plus, our crews have gotten so much better. Maddison said as they gained experience, speed and quality have both gotten much better. They have learned a lot and are much more confident. He is confident anything could be thrown at them now. But only during winter, please.

- Roof repairs: Roof leaks were repaired on the Kids Hangout, Montessori Preschool, 300 Wing, 400 Wing, and 500 Wing.
- Staff replaced backup batteries in emergency exit lights in both gymnasiums, Kids Hangout, Montessori Preschool, 800 Wing, and Chautauqua Theater.
- Staff replaced a malfunctioning three inch water main valve at the 800 wing restrooms. The 55 year old valve was turned off for renovation work in the restrooms and broke in the off position. This required them to jackhammer and excavate the street to replace it.

Carmichael Park

- The Dog Park redevelopment plans and contract bid package are complete. The project has been advertised for bid and a mandatory pre-bid walkthrough is scheduled for Friday March 21 at 10 a.m. The bid opening is scheduled for April 4 at 1 pm. They hope to complete their due diligence and select the contractor by April 11. The anticipated schedule is for District staff to begin tree removal and demolition early in April and for the selected contractor to begin construction in late April. Construction should be complete early in June and they hope to have the dog park ready to reopen in early September.
- Staff replaced batteries in emergency exit lights at the Veterans Hall and the Clubhouse.

District-Wide

- Staff rebuilt the brush mower attachment for the tractor in preparation for the spring fire break weed abatement program in the natural areas. The mower died last year on the last site and the work had to be finished by the Sheriff Work Project buss. Staff completed brake jobs on two separate maintenance trucks and also replaced a master cylinder on one of them.

- 95 percent of the spring herbicide application throughout the District has been completed.
- The District received the services of three work project busses during this reporting period. The labor was used for park cleanup at Carmichael Park, Patriots Park, and Jensen Botanical Garden.

Director Borman asked where the nearest dog park will be while ours is being renovated.

A member of the public said the nearest one is on Howe Avenue. She asked if there was any contingency plan – like fencing off another part of Carmichael Park or another of the District parks for a temporary dog park.

Maddison said no, there are no means to fence off another area.

Administrator Smith said residents around the other parks do not want dog parks in those parks.

Maddison – This project is at risk with the drought. At this point, the water district will provide water to us. The project cannot be held off because there are too many projects coming after it. Half of this project is waiting for the hydro-seeded grass to grow. The price to sod was prohibitive.

Director Conroy asked about signs for the closure.

Administrator Smith said they will put up signs as far in advance as possible.

Director Borman asked that they put the two nearest dog parks on signs as well.

### **Ingrid Penney:**

The financial statement does include approved adjustments to the Master Plan and the Funding Measure.

Staff provided support for the Funding Measure:

- Forwarding returned mail/ballots to SCI
- Requesting ballots for property owners who requested them
- Responding to media questions
- Volunteering for phone bank
- Providing information to property owners (engineer's report, CIP list, budgets, financial statements, personnel cuts, etc.)

CAPRI inspection was last week. (Administrator Smith mentioned this inspection happens every three to four years.) Penney met with the new Risk Manager, provided requested information in the areas of District risk management, loss prevention activities, and employment practices. Information provided on:

- Job descriptions for all regular positions, identifying essential functions
- Drivers motor vehicle reports and personal insurance information complete
- Compliance under Public Resource Code PRC Section 5164, background questionnaire and fingerprinting through the Department of Justice for applicants and volunteers.
- Employee Medical Entrance Exams, completed post-offer, pre-employment.
- Compliance with AB1825 – Harassment Prevention Training for supervisors.
- Waiver and release forms for all District programs, classes, and activities.
- Facility Use Agreements – reviewed indemnity/hold harmless clause; District's established standards of when to require liability insurance or necessary additional insured endorsements.
- ADA Compliance – Reasonable accommodation interactive process

Kerth and Maddison met with the Risk Manager to cover safety practices, park and facilities inspection, injury & illness prevention program, volunteers' training and supervision, and tour of District parks and facilities. A report will be provided to the Advisory Board.

Staff is still working to finalize payment of the second of five payments to Mission Oaks Recreation and Park District.

Staff is working on the online registration update and updating the system with the spring and summer classes.

Budget calendar for FY 2014-15:

- April 17 – Proposed Preliminary Budget to Advisory Board
- June – Preliminary Budget Hearing with Sacramento County Board of Supervisors
- June 19 – Proposed Final Budget to Advisory Board
- August 21 – Ratification of Final Budget Adjustments
- September – Final Budget Hearing with Sacramento County Board of Supervisors

**Administrator Smith:**

He will be meeting with Staff in the next couple of weeks about the budget.

He will be meeting with HLA soon and would like to get the Board input on anything they would like to suggest on the Master Plan.

Director Conroy said the Park Ranger told her he had given out several parking tickets because a “no parking” sign is twisted so it isn’t clear. The Ranger asked that the District fix the sign.

Administrator Smith said it was looked at today. They will fix it.

Director Conroy suggested putting a sign closer to the stop sign. She also suggested relocating the port-a-pot during the Farmers Market. It’s not in a good spot.

**NEW BUSINESS**

Chairman Rockenstein – The next scheduled meeting will be April 17. On that agenda would be the public hearing for the ballot, the budget, and the Master Plan. He suggested having a special meeting to discuss the budget. The other Directors and Staff concurred. Clerk was directed to set a Special Meeting of the Advisory Board for Thursday, April 24, 2014 at 6:30 pm in the Carmichael Park Clubhouse to discuss the Preliminary Budget for 2015.

Selected to appear on the meeting scheduled for April 17 will be the public hearing regarding the funding measure.

On the May 22 meeting agenda is the planned announcement of the results from the funding measure ballot and decision on whether to move forward with the assessment if the measure passes. The Master Plan will also be on this agenda.

**UPCOMING EVENTS:**

1. **Jensen Garden Plant Sale** – Saturday, March 29, 9 am – 1pm at Jensen Garden
2. **Park Rec & Eat It** – Thursday, April 3, 5 pm – 8 pm at Carmichael Park
3. **Creek Week, Clean-up and Celebration** – Saturday, April 12, 9 am – 2 pm at Carmichael Park
4. **E-Waste Recycling Drive** – Saturday, April 12, 9 am – 1 pm at Carmichael Park Bandshell
5. **Adopt-a-Park** – Saturday, April 12, 8 am – 11 am
6. **Farmers Market** – held every Sunday, 9 am – 2 pm at Carmichael Park
7. **Egg Hunt & Pancake Breakfast** – Saturday, April 19; Breakfast held 7 am – 11 am, Egg hunt held sharply at 10 am

**FUTURE AGENDA ITEMS**

1. **Public Hearing on the Proposed Assessment, April 17, 2014 at 6:00 pm, Community Clubhouse #2 at Carmichael Park.**
2. **Preliminary Budget for FY 2014-15**
3. **Carmichael Park Master Plan**

**TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting – Public Hearing**  
Proposed: Thursday, April 17, 2014 at 6:00 pm, Community Clubhouse #2 at Carmichael Park
2. **Special Meeting**  
Proposed: Thursday, April 24, 2014 at 6:30 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 7:45 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