

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
AUGUST 21, 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, Maddison, Penney, Lofthus  
Staff Absent: Kerth

**PLEDGE OF ALLEGIANCE** – Boy Scout Troop 55 and Cub Scout Pack 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 –**

**Debra Desrosiers:** nonresident. Received an invitation to clean up parks. Wondered how often the Advisory Board tours the District parks. She has visited all of the parks, and several parks have maintenance problems. She wanted to know why the park maintenance workers are not cleaning the parks. Also, she has not received some public records she has paid for and would like the Advisory Board to look into it.

**Chairman Rockenstein** said they will look into the records request.

**Pam Banks:** resident. She wondered why the Advisory Board has not visited the parks within the District. She saw lots of things that need to be fixed, for instance the bridge in Jensen Garden. She is also concerned that one ranger will not be able to cover all the parks. She proposed that Capra Park be sold, not developed.

**Victoria Davi:** nonresident. She wants the minutes to the last meeting amended regarding her board address. She did not believe the minutes reflected her statement accurately. Will give the clerk the exact verbiage she said and wants the minutes amended as such. She also wants handouts given to the Advisory Board regarding cash handling audits. She is concerned that the District has been out of compliance for eight years.

**Chairman Rockenstein** asked that she give the change she wants to the clerk, who will give it to the Board for final approval.

**Pam Pinkston:** resident. She said the minutes from the last meeting are not accurate as to her statement to the Board. She wants her statement to the Advisory Board amended.

**Chairman Rockenstein** asked that she give the change she wants to the clerk, who will give it to the Board for final approval.

**Jim Baker:** resident. He would like the Foundation report to the Advisory Board. Also at a previous meeting, it was said there was \$93,000 available for increases to all the managers' salaries. Three months ago he asked for salary information for the three managers, but has not been able to get that information.

**CONSENT ITEMS:**

1. **MINUTES**  
July 17, 2014 – Regular Meeting
2. **FINANCIAL STATEMENT**  
Fiscal Year Ending June 30, 2014
3. **ACCOUNTS PAYABLE**  
June 2014  
July 2014
4. **ACCOUNTS RECEIVABLE**  
August 2014
5. **QUARTERLY RECREATION ACTIVITY REPORT**  
April through June, 2014

**Motion 1**

**M: Younger S: Carroll – The Advisory Board voted to pull the minutes from the Consent Items for further discussion.**

**Vote: Unanimous**

**Motion 2**

**M: Younger S: Borman – The Advisory Board voted to: Approve Consent items 2 – 5 as presented**

**Vote: Unanimous**

The minutes from the last meeting were incorrect on the Standing Committee Assignments. Facility Committee should be Director Younger, Chair, Director Carroll, Member. Personnel Committee should be Director Conroy, Chair, Director Borman, Member.

The minutes will also be amended as follows:

Statements from the public during matters not on the agenda:

Victoria Davi – non-resident. She has a serious concern about cash handling review from March and past and present overdue financial audits. She said the deficiencies leave a door open for problems and violate the public trust.

Public Comments on Action 2, Proposed Final Budget:

Pam Pinkston – resident. Added to the statement in the minutes: If ballot costs of \$93,000 are considered administrative costs, the first year's administrative expenditure for Prop 218 would be 15% not 5% as stated in your ballot information.

**Motion 3**

**M: Younger S: Conroy – The Advisory Board voted to: amend the minutes from the August 17, 2014, meeting with corrected standing committee roster as shown below, as well as the items presented by the members of the public.**

**Vote: Unanimous**

**CORRESPONDENCE: Received and filed**

Letter from Hanscom July 18, 2014

Email from Desrosiers July 29, 2014

Email #2 from Desrosiers July 29, 2014

Email #3 from Desrosiers August 15, 2014 – handed to Advisory Board at this meeting.

**NEWSPAPER ARTICLES: Received and filed**

Carmichael Times: July 24, 2014 – Smart and Final and Open; August 7, 2014 – Sunday Fun for Cool Cats.

**SPECIAL PRESENTATIONS: None**

## REPORTS

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

Director Conroy - Wishes the concerts could go on into mid September. The food truck event was a lot of fun.

Director Borman – Agreed the food truck event was fun. Lots of people were coming to pick up food and enjoy dinner on their way home.

Director Carroll – Lives near Jan Park. She has been walking Jan Park and appreciates that there are some maintenance issues there. But the maintenance crew is very responsive about coming right away to pick up items and is responsive to the neighbors concerns. She and Director Conroy drove around the District looking at La Sierra Community Center and the parks.

Chairman Rockenstein – Appreciates that the issues in parks are regional not just local. He thanked the maintenance crew for all the work they do.

Director Borman said the trees in Schweitzer are in poor condition – stressed from lack of rain.

### 2. **STAFF REPORT**

#### **Staff Presentation:**

#### **Alaina Lofthus filling in for Tracy Kerth:**

Since the July Advisory Board meeting, the District has hosted the following events: Movie Night – 500 people, seven weekend concerts, a food truck event – 1500 people, Dog Days of Summer – 20 dogs and owners, Sunday Funday – 120 people as well as the Garden Workday and cook-off. The food bank delivery program started in July and they have delivered 29 boxes of food from the Garden. She worked along with Keith and Ingrid regarding the Montessori Preschool sharing space in the Kids Hangout media room. They are looking forward to partnering with the preschool on this project.

Director Carroll asked whether the preschool is paying for use of the additional space. Lofthus said yes, they are.

Lothus: The Fall/Winter Activity guide will be mailed to residents on Monday, August 25. It is already available on the District website.

Summer camp ended on August 13. Voyager camp had a total of 500 kids, an increase of 172 kids from last summer. Explorer camp had a total of 462 kids, an increase of 72 kids from last summer.

The Kids carnival at La sierra on July 17<sup>th</sup> had 400 attendees.

Tiny Tot graduation was July 31 at Carmichael Park.

Summer Fastbreak Basketball Camp with the Sheriff's Community Impact Program was held Friday evenings from the beginning of June to the end of July. 47 kids in 6<sup>th</sup> through 8<sup>th</sup> grade participated. On the last day, The District received a Community Partner Award from the Sheriff's Community Impact Program for this camp.

New Summer Youth Volleyball Clinics in partnership with Del Campo High School volleyball coaches for ages 8-14 were held for 6 weeks at La Sierra, with 16 kids participating.

They are currently taking registration for fall adult sports leagues. The gym has been hot, but the players are enjoying themselves. The new gym supervisor is doing well.

Upcoming programs:

- Kids Hangout After School Program
- Bridges After School Program
- Tiny Tots starting new school year
- New Junior NFL Flag Football League partnering with Fair Oaks Recreation and Park District. This is a league in addition to the classes we already have.
- New Carmichael Youth running club with Aaron Rios, Del Campo girls' cross-country coach
- Elementary and Middle School Volleyball and Flag Football Programs starting back up for fall

Upcoming events:

- The last weekend of concerts is Saturday and Sunday August 23 and 24.
- Food Truck Night – next one is September 4
- Dog Park Grand Re-Opening – Sunday, September 14<sup>th</sup> at noon.
- Community garden Annual Potluck on September 17<sup>th</sup> from 5:30 to 7:30 pm. Everyone is invited.
- Founders Day – Saturday, September 27, 10 am to 3 pm.

**Keith Maddison:**

**La Sierra Community Center:**

Staff repaired a broken irrigation main and made extensive irrigation repairs to systems in the center of the complex. Staff performed significant pruning and landscape improvements throughout the center of the building complex in advance of the Montessori School's return on August 13. Staff repaired malfunctioning HVAC units in Suites 330, 450, 700, and 830. Staff made numerous repairs in the Kids Hangout Media room in preparation for a monthly rental agreement with the Montessori Preschool.

**Carmichael Park**

Staff made further improvements to the Dog Park with the remaining funds budgeted for the project. Staff installed a bubbler system for seven trees and watering stations in both dog parks, with concrete pads, drainage and hose bibs. They also aerated and fertilized the new turf. Staff has completed more repairs and adjustments to numerous irrigation systems in the park. Staff trenched in 250 feet of new electrical conduit to restore a night light circuit adjacent to the band-shell and play area. The old system had stopped functioning.

**Cardinal Oaks Park**

Staff repaired a malfunctioning irrigation controller.

**Patriots Park**

Staff spent considerable time removing extensive graffiti from walkways, utility cage, monument, and play equipment. This is a frequently recurring problem.

**Schweitzer Grove Nature Area**

Staff performed additional mowing due to potential fire danger.

**District Wide**

Staff made herbicide applications at Bird track Park, Cardinal Oaks Park, Carmichael Park, Glancy Oaks Park, Jan Park, and Patriots Park.

The District received the services of three Sheriff's Work Program busses during this reporting period. The labor was used for clean up at Carmichael Park and La Sierra Community Center.

**Chairman Rockenstein** asked – regarding the Patriots Park graffiti – how many person hours were involved with the cleanup. Maddison said about four staff hours plus supplies. Maddison added that he is hoping the new homes behind the park will curtail some of this activity soon.

**Director Younger** asked for clarification on all the irrigations repairs. Maddison said the pipes are so old, they are antiquated technology. It is expensive to retrofit. Younger asked about the extensive HVAC repairs being made, which were done by maintenance staff. How much would it have cost to contract it out? Maddison said it would have cost \$95 per hour at least. The District saved a tremendous amount of money being able to do it in-house.

**Director Carroll** asked if the District also saved a lot of money by doing electrical repairs in house. Maddison said yes, they have, due to the great electrical skills in-house.

**Ingrid Penney:**

She is providing final budget adjustments for the 2014-15 budget and the year end budget report for 2013-14. The District made a payment on the Fixed Asset Acquisition Loan for La Sierra Community Center.

She drafted an MOU for terms for the Montessori Children's School to rent extra space. They will pay \$1.14 per square foot. Beginning in September, they will pay \$525 per month. This will mean \$5250 for the next year in additional revenue. It is a month-to-month rental so they can see if the extra space will continue to be needed.

Audit field work is scheduled to begin August 22, with their report in 2015. The auditor will meet with the Advisory Board if requested.

Her staff has entered all the new activities from the new activity guide into the computer system. All of it is now available for registration.

**Administrator Smith:**

Legislation – one item proposed for the ballot in November is the Park Bond, which is state-wide.

Another piece of pending legislation, SCA 11 - which allows a special tax with a vote of 55 percent approval instead of two-thirds - is in limbo, but may be back.

**ACTION ITEMS:**

**1. FY 2014-15 FINAL BUDGET ADJUSTMENTS – GENERAL FUND**

Penney - On July 17, 2014, the Advisory Board approved a proposed final budget for FY 2014-15 of \$4,103,343. At that meeting, Staff indicated that additional adjustments would be made once final revenues and expenditures for FY 2013-14 were realized and the accounting records were closed. District staff received the final reports the week of July 28. The financial statement in the separate consent items (item 2) on the agenda, details by line item revenues received and breakdowns of expenditures by division. Staff is seeking ratification of adjustments needed to account for the increased carry over and minor cost reduction, reflecting a total budget of \$4,132,398.

Staff is recommending that the Advisory Board ratify and recommend to the Sacramento County Board of Supervisors the adjustments to the proposed final budget for FY 2014-15, as presented.

Director Younger – asked for further explanation of the fund balance carryover. Penney said some projects were rebudgeted to this fiscal year – both revenue and expenditures. The District also recognized more revenue and realized more savings in expenditures.

Public comment:

Jim Baker – Have the tax revenue amounts any chance of changing?

Penney – The District receives major allocations in January and in May, with minor activity later, depending on when they are paid. She said they know this is a very conservative projection.

Chairman Rockenstein – It is important to note that this is a projection only. Because of this, the District must be very conservative.

Administrator Smith said status update information is provided at mid-year.

Mr. Baker – \$93,000 is set aside for managers' salaries only. Is the closed session at the end of this meeting to discuss this?

Chairman Rockenstein – No. That was passed as part of the preliminary budget at a previous meeting. The closed session is for another matter.

**Motion 4**

**M: Younger S: Carroll - The Advisory Board voted to:  
Ratify and recommend to Sacramento County Board of Supervisors the  
adjustments to the proposed final budget for FY 2014-15 for the General Fund, as  
presented; a total budget of \$4,132,398 as follows:**

Revenues		Expenditures	
Property Taxes	1,589,847	Salaries & EE Benefits	2,317,921
Building Rentals	1,261,131	Services & Supplies	1,031,293
HOPTR & Local Gov aid	180,724	Assessments (P&I pmts)	328,041
Recreation Services	635,000	Fixed Assets	147,239
Donations & Misc	54,591	Contingency/Reserve	307,904
Fund Balance Carry Over	411,105		
<b>TOTAL</b>	<b>4,132,398</b>	<b>TOTAL</b>	<b>4,132,398</b>

**Vote:**

**Ayes:** Directors: Carroll, Borman, Rockenstein, Younger, Conroy  
**Noes:** Directors: None  
**Abstain:** Directors: None  
**Absent:** Directors: None

**2. CITIZENS OVERSIGHT COMMITTEE POLICY FOR THE ASSESSMENT**

In May, 2014, the District committed to the establishment of a Citizen Oversight Committee (COC) for the assessment district. Staff is recommending adopting a COC Policy at this time which will provide the District with an approved mechanism to establish this committee at the appropriate time and put the District in compliance with the engineers report.

The Advisory Board and Staff are recommending a seven member committee which will meet no more than two times per year unless requested by the Advisory Board. Terms of service for the committee members is recommended at two years and limited to three consecutive terms.

The Draft Citizen Oversight Committee Policy is recommended in whole by staff and the Policy Committee as presented. It is recommended that the COC Policy be adopted and that implementation be delayed until the appropriate time.

Director Younger – Once the COC is created, they respond back to the Advisory Board. They have no spending authority.

Chairman Rockenstein – Would like to add on page three of the policy, section 5(a)(2) – where it says “not be an employee or elected official of the District; would like it to be amended to read “an employee or appointed or elected official”

Public comment:

P.S. Hanscom – resident – believed that seven people on a committee don’t work as well together as five, and four years on the committee would work better. She said that elections should be every year.

Chairman Rockenstein said lots of people are interested in serving on this committee and they will be approved by the Advisory Board. They will be looking for a broad and diverse group, representative of the District. They will be charged with determining whether the funds are being used for the purpose for which they were collected and within the budget.

Jim Baker – resident – You are required to have an oversight committee, but shouldn’t you wait until the litigation is over?

Chairman Rockenstein – This action is to approve the policy only.

Director Carroll – The Board is not looking for members for this committee now, only to approve a policy.

Chairman Rockenstein – The Advisory Board unanimously voted to create the oversight committee. It was not required. They put that in place.

Director Younger said he wanted to stay with seven members. This would provide a broader spectrum.

Chairman Rockenstein said he has served on oversight committees, and they always have lots of turnover - with members moving out of the area or their circumstances changing and no longer able to participate.

**Motion 5**

**M: Conroy S: Borman - The Advisory Board voted to:  
Adopt the draft policy for the establishment and duties of a Citizen Oversight Committee for the recently passed “Park Maintenance and Recreation Improvement District,” amended as noted below:  
Section 5(a)(2) to be amended to read: “not be an employee or appointed or elected official of the District.”**

**Vote:**

**Ayes: Directors: Carroll, Borman, Rockenstein, Younger, Conroy**  
**Noes: Directors: None**  
**Abstain: Directors: None**  
**Absent: Directors: None**

**3. LA SIERRA COMMUNITY CENTER BASEBALL FIELD USE AND SIGNAGE**

Maddison – Staff is addressing two issues at La Sierra Community Center – signs for the baseball fields and “no dogs allowed” signs.

The Sacramento Bandits have spent considerable funds to restore the baseball fields and have been experiencing some damage to these fields due to groups playing softball on them instead of baseball. The baseball field grass infield and baseline layout is not compatible with the layout for a softball field. This results in softball players playing positions in the turf that would normally be in the dirt on a softball field, causing damage to the turf. The groups using this field should be using the softball fields at Carmichael Park.

The Sacramento Bandits have requested signs posted on the baseball fields to help deter these problems, and they would also assist security patrol in enforcement.

The second issue is dogs on the site. A new amended Sacramento county Ordinance clearly allows the prohibition of dogs at any facility, providing it’s posted, at the discretion of the Administrator. The Program and Policy Committee discussed this issue at a meeting in July and recommended this policy for full Advisory Board discussion.

Staff recommends posting the proposed new “Field Regulations” signs and updating the “No Dogs Allowed” sign with the amended ordinance number on new “Community Center Regulations” signs.

Director Conroy said her initial response on this issue was why not just let dogs run in this big open area. However, after checking into it, she found that cleanup after these dogs is not always done. She has heard that kids have slipped and fallen in feces in these fields.

Director Carroll said she had the same initial reaction but then came to the same decision. La Sierra is athletic fields and a school campus. None of it is an appropriate location for dogs – on or off leash.

Director Younger said during the Master Plan process for all the parks, dogs on or off leash were an issue. The dog park was created for this. The baseball team has spent considerable funds on these fields. He would like to eventually see smoking areas designated as well.

Chairman Rockenstein agreed that the baseball fields look great. The baseball vs. softball issue has been addressed with softball fields at Carmichael Park. These new signs are the correct thing to do.

Administrator Smith emphasized that no one is trying to prohibit a few people from just having fun on those fields. Its teams having softball practice on these fields that are the problem.

**Motion 6:**

**M: Caroll S: Conroy** The Advisory Board voted to:

**Approve the restricted use of the baseball fields to baseball only and determine that no dogs are allowed at the LSCC and approve new “Field Regulations” signs for the baseball fields and the updated “Community Center Regulations” signs.**

**Vote:**

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

**Noes:** Directors:

**Abstain:** Directors:

**Absent:** Directors:

**4. MOWER LEASE PURCHASE AGREEMENT**

**Penney:** Staff identified a \$13,000 debt service payment for the lease purchase of a new mower for the FY 2014-15 Preliminary Budget. The Advisory Board approved this budget proposal at their April 24, 2014 meeting, and the County Board of Supervisors approved the FY 2014-15 Preliminary Budget in June. Now the District has the funding mechanism in place, Staff needs to recommend the actual purchase.

Staff has identified a mower with accessories, a Groundsmaster 11 foot cut, 4000-D T4 Compliant Diesel 54 HP, from the California Multiple Award Schedules (CMAS) which meets the needs of the District. It is consistent with the equipment the District already has.

The price for this mower with accessories is \$65,545.01, including sales tax. Staff proposes to purchase this equipment over six years, on annual payment, through a lease purchase agreement, financed through PNC Equipment Finance, LLC. The estimated principle and interest payments are approximately \$12,057 per year for a total of \$72,346 over the term. There is also an initial one-time \$250 documentation fee. Sufficient funds have been allocated to make the first year debt service payment. It is not anticipated for this to be a burden for the next five years. Administrator Smith said the District can pay off this lease/purchase early if funds become available.

Director Borman asked what the estimated life of this mower is.

Maddison said seven to eight years, but the old one is not completely dead yet. He anticipates the District should be able to get ten years out of this new one.

Chairman Rockenstein – the old mower could still be used as a backup.

Administrator Smith – the current mower still functions but it is the only one that can mow wide expanses. Maintenance will trailer the new one. The old one was driven to each park.

Director Younger asked if the proposed mower is of good quality.

Maddison – this one is in the top three in quality.

Public comment:

P.S. Hanscom – resident – Does the district maintain own equipment?

Maddison – yes, his staff maintains most anything they have.

Hanscom – The district is not getting a maintenance agreement on the new mower?

Maddison – no, it is not needed, since they do their own maintenance.

Jim Baker – resident – Has the district looked into someone from the outside to do this mowing/maintenance?

Administrator Smith – staff has been and is still looking into it.

Penney – Authorization to purchase a mower has already been approved, but because the mower itself is \$65K+ the District must have the Board of Supervisors approve the purchase.

**Motion 7:**

**M: Borman S: Younger** The Advisory Board voted to:  
Approve lease purchase of the mower and accessories, as presented; and  
recommend approval of the same to the Sacramento County Board of Supervisors.

**Vote:**

**Ayes:** Directors: Younger, Conroy, Carroll, Borman, Rockenstein  
**Noes:** Directors: none  
**Abstain:** Directors: none  
**Absent:** Directors: none

**PRESENTATION ITEM: None**

**NEW BUSINESS – None**

**UPCOMING EVENTS:**

1. **Summer Concerts in the park – Final Concerts for the season:** August 23: Bad Catz, Rockin' Rhythm & Blues; August 24: River City Concert Band. Both concerts at 6:30 pm at the Carmichael Park Bandshell.
2. **Food Trucks - 5 – 8 PM** at Carmichael Park - First Thursday of the month – September 4.

**FUTURE AGENDA ITEMS**

1. **Work Plan End of Year Report for FY 2013-14**
2. **Work Plan for FY 2014-15**

**RECESS TO CLOSED SESSION – 8:05 pm**

2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
**Unrepresented Employee - District Administrator**  
**Pursuant to California Government Code §54957**

**RECONVENE TO OPEN SESSION – 9:00 pm**

**CLOSED SESSION REPORT :** Administrator was given high marks for first year review

**TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting –**  
Proposed: Thursday, September 21, 2014 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT –** The meeting was adjourned at 9:03 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