

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
SEPTEMBER 18, 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, Crisante
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 –

P.S. Hanscom: resident – Does the District have a schedule for replacing water/irrigation lines over 20 years old?

Maddison said no, there is no schedule for these replacements.

Hanscom asked about the Citizens Oversight Committee duties.

Administrator Smith said it was set up to make sure the District spends the assessment funds as specified in the Engineers Report

Hanscom asked if this was required by Proposition 218.

Chairman Rockenstein said no, the committee was self-imposed by the District, and approved by the Advisory Board. Its function will be to look at moneys spent from the assessment only.

V. Davi: non-resident – Regarding the “audit report” about bank deposits. She was concerned that the District staff considered \$61,000 left in the safe as irrelevant.

Debra Desrosiers: non-resident – Asking about public records requests she had made. She said she requested them on June 12, but just got them this past week. In the emails she received she noticed that some of the emails had attachments, but the attachments were not included. When she picked up the copies, she said her check from the last pick up was in the receptionist’s desk instead of being deposited. Also, she went to Adopt-a-Park. She saw the list of chores to be done, which are the same duties as the maintenance employees are supposed to perform. She said Jerry Eppler left the park right after she signed in.

Penney said the check she referred to was not needed for the last pickup. It was being held pending clarification of what she wished done with it. Ms Penney had emailed Ms Desrosiers asking for her instructions. The check was locked up until we heard from her. Ms Desrosiers said three months delay for the items she requested was excessive. Ms Penney said she had notified Ms Desrosiers that the items she requested were ready but they were not picked up for some time. Part of the delay providing them to her was due to having to go to the County Counsel for guidance on what we are allowed to release.

Ms Desrosiers said she was delayed picking them up due to a family issue.

Peggy Barry: resident – She said she was happy to pay the \$48 assessment. She came to this meeting because she had heard that the District is being sued about the assessment. She assumed that this assessment was vetted by the County Counsel and

had to be approved by them. She is concerned about the District having to pay legal fees to defend this case, and was upset because that money could have been used for things the District needs to maintain the parks. She said she is very happy with what the District is doing.

Lora Cammack: resident – Thanked the District for all the enjoyment she has received out of the parks all summer. She loves what the District is doing.

Jim Baker: resident – Referred to the minutes from the July and August Advisory Board meetings where he asked each time about the \$93,000 manager salary information he had already requested. He has not received this information and wants the Advisory Board to know it has been four months now and he is still waiting for this information.

Administrator Smith said Mr. Baker has been given the information, but not in the format he wants it. The District does not have document(s) responsive to his request and is not required nor allowed to give any more information than has already been given to him. Mr. Baker was given the positions affected, titles and salary ranges by position. The \$93,000 was both salary and benefits.

Chairman Rockenstein asked when this information was provided. Penney said it was provided right after he requested it.

CONSENT ITEMS:

1. **MINUTES**
August 21, 2014 – Regular Meeting
2. **FINANCIAL STATEMENT**
July 2014
3. **ACCOUNTS PAYABLE**
August 2014
4. **ACCOUNTS RECEIVABLE**
September 2014
5. **WORK PLAN**
2013-14 Final
2014-15 Current

Motion 1

M: Younger S: Conroy – The Advisory Board voted to: Approve Consent items 1 – 5 as presented

Vote: Unanimous

CORRESPONDENCE: None

NEWSPAPER ARTICLES: Received and filed

Carmichael Times: September 11, 2014 – Canine Corral Dog Park Grand Re-Opening

SPECIAL PRESENTATIONS:

1. **CASH HANDLING REPORT**
Ingrid Penney - This past spring, the County Audits Division performed a review of the District's cash handling control procedures for the month of March, 2014. This review was not an audit or an examination, being intended solely for the informational use of the County Board of Supervisors, County Executive, County Treasurer, and the District Advisory Board and management.
She said the cash handling report was passed on to the Advisory Board when it was received, but it was not placed on the agenda. It did not reflect any variance between the District and County records for amounts received by the District and transferred to the County Treasury or for the petty cash records. Ms Penney went over the findings, explaining them for the Advisory Board.

With regard to the petty cash, Administrator Smith said it might be a best practice to write a check for everything, but it's not always practical for a \$1 amount, for instance.

Director Younger – When someone pays the District, an electronic receipt is generated. There is no way of circumventing this.

Penney – There are other safeguards too, such as, providing class instructors rosters that show who and what was paid.

Director Younger – The District bank accounts were in place before the policy about the County becoming signers on the account. What did the County want?

Administrator Smith – The accounts were not the problem. It was that they recommended that the County Director of Finance become an additional signer on them.

Penney – This cash review was the first indication they wanted to approve the external bank accounts.

Chairman Rockenstein – Other agencies have external bank accounts?

Penney – Yes. They are considered holding accounts. They are public funds accounts and District revenues by credit card are tied to one of them.

Younger – The District safes are not visible to the public?

Penney – No, they are not.

Director Carroll – The cash review was not an audit, then, but a review based on best practices. The District makes every effort to do these “ideal world” procedures as much as possible, but nothing was out of sync with general Accounting Principles, correct?

Penney – That is correct.

Director Younger thanked Ms Penney for her presentation and for explaining the findings.

REPORTS

1. **ADVISORY BOARD MEMBER REPORTS**

Director Conroy – commented on the Dog Park reopening which was great. Everyone was very happy to see it reopen.

Director Borman – attended the Community Garden party. It was great. She was at Patriots recently and wondered when the District gets money from the development behind Patriots Park. She said the park looked great.

Administrator Smith – replied that the fees are paid when the permits are pulled.

Director Younger – the Dog Park opening was a great event. He complimented Maddison on the Maintenance Department for a job well done.

Director Carroll – also came to the Dog Park reopening, estimated that 300 people were there. The new stations to wash-off the dogs were nice. She also complimented the work crew for a great job. The food truck event keeps getting bigger. She was also at Del Campo Park recently. There were dogs off leash, but the park looked great.

Chairman Rockenstein – was at the Farmers Market and heard how great the Dog Park looked.

2. **STAFF REPORT**

Staff Presentation:

Elizabeth Crisante filling in for Tracy Kerth:

The September 4 food truck event held steady with about 1800 attending. The next one is October 2.

The District participated as a vendor in the Chamber of Commerce's first health and fitness fair on September 6 at the La Sierra Community Center. It was very well organized, but because it was competing with a lot of other things going on

that day, the attendance was not as high as expected.

The Dog Park Re-Opening was last Saturday. People were appreciative of the park and the work done. Assemblyman Ken Cooley and Dog Ose made surprise appearances.

Community Garden updates: The annual potluck was last night, with about 50 people, including gardeners and neighbors attending. She thanked Director Borman and her husband for attending. The final tally for this year's food bank donations from the gardeners was 57 boxes over 10 weeks to the Carmichael Presbyterian Church's food closet. These donations are all done on a volunteer basis by the gardeners.

Founders Day will be on Saturday, September 27. The headlining band will be On Air. Chairman Rockenstein will preside over the opening ceremony and Supervisor Susan Peters will attend. Director Carroll will staff the District information booth. On October 5, the District will participate as a vendor at the Effie Yeaw Nature Fest. There will be no cost for this, since the District does a trade on booth spaces for them on Founders Day.

The District is co-sponsoring the Celtic Festival on October 12 at Carmichael Park, put on by the St. Andrew's Society.

Carmichael Kiwanis donated \$400 to the Tiny Tots program to go toward water and sand manipulative sets which encourage open-ended play and fine motor skill development.

Both of the new fall elementary sports programs are off and running. The Carmichael Youth Running Club started this month with 14 kids. The Jr. NFL Flag Football, which is in partnership with Fair Oaks Recreation and Park District, had 17 participants. CRPD also has a flag football clinic which is more instructional and has also started, as well as Elementary Volleyball.

Middle School volleyball and flag football teams have been formed and have started league play. Nearly 100 girls are participating in middle school volleyball from Barrett and Will Rogers Middle Schools. CRPD partners with Sunrise and Orangevale RPD's and between all districts there are approximately 350 players on 35 teams. All games are played at the La Sierra Big Gym on Monday thru Thursday 3:30-6 pm. Fall seasons are starting for adult volleyball, softball, and 3 on 3 basketball this week.

Between the Middle School and Adult Volleyball, and the 3 on 3 basketball, the La Sierra parking lot is full during the evenings.

The Fall and Winter Activity Guide is now out.

Keith Maddison:

La Sierra Community Center – Staff replaced dozens of worn out sprinkler heads and repaired two broken lateral lines. They repaired and recharged three malfunctioning HVAC units on the 400 wing and repaired flooring in the Cypress Room. Staff installed two gates on the pedestrian access points at the soccer fields along Gibbons Drive. This will help control unauthorized access while the Montessori School is in session. The gates will be locked for added security while Montessori is in session but will remain open at all other times.

Carmichael Park – Staff completed all finish work and detailed the Dog Park for the grand re-opening on September 14. They replaced worn out and vandalized sprinkler heads and made repairs to systems throughout the park. A large spiral slide in the play area adjacent to the Band Shell was replaced. Staff also made repairs to a vandalized bleacher at Ballfield 5 and welded a new handrail in place. They also repaired the malfunctioning drinking fountains at Ballfield 5 and the picnic shelter.

Staff replaced a worn out irrigation valve and replaced numerous worn out and malfunctioning sprinkler heads at **Cardinal Oaks Park** and **Del Campo Park**. Maintenance staff met with the contractor that will conduct the tree survey under the Cal Fire Grant. The contractor will be surveying trees located in **Jensen Gardens** and the Garfield property that will be affected by the Sutter Park development project.

The annual Adopt-a-Park event was held on September 13. General park cleanup

was involved at **Jan Park, Jensen Botanical Garden, O'Donnell Heritage Park and Patriots Park**. The attendance was good at Jan and Jensen. Jerry Eppler has supervisory duties at all sites, so was not available at any one park the whole time. The District received the services of four Sheriff's Work Program labor buses during this reporting period. The labor was used for clean up at **Carmichael Park and Cardinal Oaks Park**.

Ingrid Penney:

Both the General and Assessment Fund Budgets were approved by the Board of Supervisors. She and her staff are busy preparing for the audit starting next week. The MOU with the Montessori Children's School has been finalized. The owner is very happy with the cooperation of the maintenance staff.

Administrator Smith:

Tracy Kerth will return on Monday September 29. Everyone will be happy to see her back.

The Park Bond did not make the ballot this year.

ACTION ITEMS: NONE

PRESENTATION ITEM: None

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Food Trucks – Thursday, October 2 - 5 – 8 PM** at Carmichael Park - First Thursday of the month.
2. **Founders Day – Saturday, September 27** - Carmichael Park. Pancake Breakfast 8-11 am, Classic Car show and other events 10 am to 3 pm
3. **Celtic Festival – Sunday, October 12 – 11am to 4 pm.**

FUTURE AGENDA ITEMS

1. **Conflict of Interest Policy**

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting –**
Proposed: Thursday, October 16, 2014 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Betty Phillips
Administrative Secretary

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

INGRID S. PENNEY
Administrative Services Manager for
Clerk of the Advisory Board of Directors