

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
NOVEMBER 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 Leader 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. Submitted his statement and inquiry, attached to the minutes. Administrator Smith offered him a meeting with Ms. Penney to discuss the issue.

Victoria Davi: nonresident. Submitted her statement and inquiry, attached to the minutes. **Chairman Rockenstein** suggested that she follow up with staff to submit her requests in the form of a public records request.

Pam Hanscom: resident. Addressed the Advisory Board about her concerns regarding maintenance and spending; that money is not being spent for ongoing concerns. She opined that maintenance should come before a \$76k dog park; that \$26k walkways at Sutter-Jensen Gardens are not a priority.

Debra Desrosiers: nonresident. She talked about the cash handling report, management responses to the report and similarities to issues in the last audit.

Michelle Misca: resident. She shared her safety concerns about the planned development of a leg of trail that would exist in front of homes on Sutter, addressed in the letter sent to the Advisory Board under Correspondence.

CONSENT ITEMS:

1. **MINUTES**
September 18, 2014 – Regular Meeting
2. **FINANCIAL STATEMENT**
August 2014
September 2014
3. **ACCOUNTS PAYABLE**
September 2014
October 2014
4. **ACCOUNTS RECEIVABLE**
October 2014
November 2014

Motion 1

M: Carroll S: Conroy – The Advisory Board voted to approve the Consent Items, as presented.

Vote: Unanimous

CORRESPONDENCE:

September 19 - 29, 2014 – *Email message string between Debra Desrosiers and the District regarding a public records request.*

October 26, 2014 – *Letter and signatures emailed regarding Sutter Park*

November 6, 2014 - *Letter from a parent, complimenting the Kids Hang Out After-school program and staff.*

NEWSPAPER ARTICLES:

Carmichael Times –

September 11, 2014: *Canine Corral Dog Park Grand Re-Opening; Announcements & Event: Dog Park Grand Re-Opening, Founders Day*

September 18, 2014: *Founders Day to be a “Kick”; Announcements & Events: 4th International Day of Peace, Founders Day Celebration*

October 2, 2014: *Who Let the Dogs In?; Carmichael Comes Clean; Announcements & Events: Spanish Classes for Kids, Baby Ballet & Gymnastics*

October 9, 2014: *Announcements & Events: Celtic Festival on 10/12, Spanish Classes for Kids*

October 16, 2014: *Farmyard Friends at Founders; Announcements & Events: Spanish Classes for Kids, Howl-o-ween Fest for Dogs*

October 23, 2014: *Highland Festivities Bring Smiles; Announcement & Events: Howl-o-ween for Dogs, 11/1 Wall of Honor Event*

October 30, 2014: *Patriots Park Wall of Honor, Heroes Honored Saturday; Howl-O-Weiner Fun for Pooches; Announcements & Events 11/1 Wall of Honor Event, Park Rec & Eat It: Food Truck Event*

SPECIAL PRESENTATIONS:

1. JENSEN GARDEN REPORT

Kerth introduced Beverly Scott with Friends of Jensen Garden who coordinates the work and provides detailed attention to the numerous garden beds. Ms. Scott provided an overview and update on happenings at Jensen Garden. Reported that volunteers meet quarterly on second Saturdays from 9 - 1 (March, June, September, and December) to work in the garden. AmeriCorps youth community volunteers have joined them, assisting on the some of the workdays. She thanked the maintenance division for their responsiveness and positive working relationship. The Friends of Jensen Garden continue to work with the District on plumbing issues and the path that will connect the garden to Sutter and are preparing a long term plan.

2. CHAUTAUQUA THEATRE REPORT

Kerth introduced Roger Hoopman, the Producer and Artistic Director for Chautauqua Theatre, which is celebrating their 30th Anniversary. He acknowledged and complimented the District for our partnership and great cooperation over the years. Their programming attracts and involves adult and children. They are trying to develop a new audience; provide entertainment and stimulate social consciousness. Mr. Hoopman introduced Warren Harrison who has been with the Theatre since 2007. Mr. Harrison talked about the Children’s workshops that have been held, providing youth the full theater experience. Young people learn theater terms, music, build props and paint sets, costume design and sewing, and performance. Director Carroll complemented the children’s summer workshop. She had observed the program this past summer.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Advisory Board members reported on activities of interest to the District.

Director Conroy spoke about how great the Food Truck events continue to be, attracting more people; participated in the Earl Coobs Veteran’s Day event.

Director Borman participated in Beautify Carmichael workday and the Patriots Park Wall of Honor event.

Director Carroll participated in the Patriots Park Wall of Honor event with her grandchildren. It was a special and meaningful event. She complimented the maintenance division on the condition of Jan Park and announced that the Jan Park neighborhood is having their annual Christmas food drive with Santa on December 13 from 1 – 3.

Chairman Rockenstein shared that he has been visiting and checking on the District parks, likes the new signs.

2. STAFF REPORT

Staff reported on current District operations, projects, and events

Tracy Kerth:

Reported that she was happy to be back to work since her two month medical leave. She thanked her staff Alaina and Elizabeth for taking care of her work load; acknowledged their excellent work to provide top notch programs for District residents.

The Patriots Park Wall of Honor event was held in November. It is always a very touching, special event for the District and of importance to the families and the community as 12 brave men continue to be honored on the wall.

Montessori Children's School and Kids Hang out are settling in and cooperating with the shared space that has allowed the pre-school to expand and the District to have a finished room to use.

She is working the utility rates study with regards to indoor and outdoor regular user groups, researching facility use fees with neighboring districts, and completing Memo of Understanding documents with CGS and CVYSL.

She mentioned that there a lot of events planned for December, listed on the agenda and hoped that they could stop in.

Keith Maddison: Provided division highlights for October and November

La Sierra Community Center

Irrigation Repair: Staff replaced a 3" electric irrigation valve and made adjustments to irrigation systems.

HVAC Thermostats: Staff reprogrammed all HVAC thermostats from summer to winter settings.

Villareal Gym Roof: Work has started with the tear off of the Villareal Gymnasium upper roof. A new metal roof will be installed by contract.

Carmichael Park

District Office Safe: Staff installed a secondary lockset on the enclosure that houses the District Office safe.

Founders Day: Staff completed a fine detailing of the park in preparation of the event.

Record Storage Building Gate: Staff installed posts for a new vehicle access gate off Fair Oaks Blvd. There has been a significant increase in unauthorized vehicles use in this area for overnight parking and camping. The gate will be completed in December after the footings have cured.

Dog Park Light: Staff installed a footing for a new light pole in the small dog park. The light pole and peripheral materials were purchased by the Canine Corral Association.

Irrigation Repair: Staff repaired two irrigation lateral line breaks and made other repairs and adjustments to systems. One of the irrigation line breaks was within two feet of the base of a large oak tree. The line was intercepted in a different area and rerouted away to protect the tree.

Jan Park

Graffiti Removal: Staff removed significant graffiti from the concrete walkways at the Park on two separate occasions.

Jensen/Garfield Property

Fence Repair: Staff removed a large tree that fell and repaired the fence that was damaged by the tree.

Bridge Top Removal: Staff removed the upper section of the bridge that connects the Jensen Gardens parking lot the Botanical Garden. The top was deteriorated and determined to be a possible safety item. It will be restored at a future date.

O'Donnell Heritage Park

Graffiti Removal: Staff removed significant graffiti the park play area. This is unusual for this site; it has never been significantly hit since it was constructed.

Patriots Park

Graffiti Removal: Staff removed extensive graffiti multiple times from the site.

Wall of Honor Celebration: Staff put forth an extra effort to have the park detailed for the annual event.

Schweitzer Grove Nature Area

California Conservation Corps, Fire Fuel Reduction Grant: Staff started the work on a joint project with the Conservation Corps and hopes to complete the project in December. The work associated with this grant consists of removing brush and laddering fuel within the fire break areas on the perimeter of the site. Funding for this grant has been provided from the Governor's Drought Bill.

Sutter Park

Sutter Park Tree Work: Staff commenced tree work at Sutter Park in October. At the time of this meeting, staff has completed 5 weeks of pruning, clearing and grubbing. There is up to three weeks of staff work remaining. We believe the volunteer architectural firm will have the plans and specifications completed this winter. We hope to install the sidewalk this spring.

District Wide

Irrigation Inventory: After public comment at the September Meeting, the Advisory Board Chairman asked if we knew how many sprinklers and valves were in the park district. Staff researched the subject following the meeting and reported on the findings.

The Park District maintains **445** electric irrigation valves; **345** isolation and non electric valves, not including any valves inside buildings; **3,546** sprinkler heads; **30** backflow prevention devices; and **23** Irrigation controllers.

At Carmichael Park there are more than **12** miles of underground water lines.

Plumbing Fixture Inventory: The Park District maintains **148** sinks, **82** toilets and **39** urinals district wide.

HVAC Inventory: The Park District maintains **115** HVAC units district wide.

Beautify Carmichael: Staff assisted the Carmichael Chamber of Commerce and local service clubs with the annual Beautify Carmichael event. The District provided a staff person, tools and logistical support.

Sheriffs Work Program: The Park District received the services of 7 work project buses during the reporting period. The labor was utilized for clean up at Carmichael Park and brush clearing at Sutter Park.

Ingrid Penney:

Reported that the audit fieldwork has been completed. Staff is currently reviewing the draft audit report. The Report will be issued and presented at or before the January Regular Board Meeting.

Completed the District's portion of the annual report for Park Impact Fees which be shared with the Board of Supervisors at a meeting in December. Beginning Balance in July 2013: \$94,317.51; Amount collected in 13-14: \$84,901.40; Interest earned: \$133.00; Ending Balance \$179,351.91 – Funds have been committed for reimbursement for past projects and more recently the dog park renovation; approximately \$80,000 remains uncommitted. The current fee schedule was adjusted in March 2014 based on the Annual Construction Cost Index. Currently, Residential SF-Detached Impact Fee is \$5,494 up from \$5,290.

State Controller Compensation Report for 2013 has been submitted to the State. Our District is a component of the County. District positions, salary ranges and benefit information is reported.

Completed open enrollment for health benefits.

Tarry Smith:

Reported that met with the Carmichael Neighborhood Creek Association and attended a two day retreat as part of the CARPD Board.

James, a maintenance worker for the District, received a scholarship to attend the Pacific Coast Maintenance Management School.

First round of interviews were conducted for the vacant Administrative Secretary – Clerk of the Advisory Board position.

Information is being gathered in preparation for the upcoming Board Retreat with Staff.

ACTION ITEMS:

1. **CONFLICT OF INTEREST CODE, RESOLUTION #CP11202014-01**
Penney defined the purpose of the code, reviewed the recommended changes and introduced the proposed amendments to the District Conflict of Interest Code and the addition of Appendix 1, which defines the designated positions and disclosure categories.

Motion 2

M: Borman S: Younger - The Advisory Board voted to adopt Resolution CP#11202014-01; forward revised Conflict of Interest Code and Appendix 1 to the County of Sacramento Board of Supervisors for approval and adoption, as presented.

Vote: Unanimous

2. **ADVISORY BOARD and STAFF RETREAT**

Administrator Smith presented the purpose for the retreat to discuss and evaluate all aspects of the District's operations and requested potential dates and time for the retreat.

A member of the audience questioned whether the retreat would be open to the public. Chairman Rockenstein responded that the public could attend but not participate.

Motion 3

M: Younger S: Carroll - The Advisory Board voted to schedule January 24, 2014 from 9 a.m. to 4 p.m. for the retreat.

Vote: Unanimous

PRESENTATION ITEMS: NONE

NEW BUSINESS: NONE

UPCOMING EVENTS:

1. **Food Trucks** – Thursday, December 4, 5 – 8 PM at Carmichael Park - First Thursday of the month.
2. **Tree Lighting** – Thursday, December 4, 5 – 8 PM at Carmichael Park
3. **Silent Sleigh** – Tuesday, December 9, 10am – 1 PM at La Sierra Community Center (LSCC)
4. **Holiday Magic Show** – Saturday, December 13, 1-2:30 PM at the John Smith Community Hall, LSCC

FUTURE AGENDA ITEMS

1. **District Audit Report**
2. **Informal Bidding Policy/Procedures**

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

The next regular meeting of the Advisory Board was scheduled for Thursday, December 18, 2014 at 6:00 pm, Community Clubhouse #2 at Carmichael Park.

ADJOURNMENT - The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Ingrid S. Penney
Administrative Services Manager

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

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

Untitled

The reason I keep asking for a breakdown of the \$93,495.00 salary restoration for three managers is because I cannot make the numbers make any sense.

For example :

1. At the June board meeting the Directors said that the managers salaries had been reduced by 10%–10% & 50%.

2. At this time the Administrator makes \$102,460.00 per year. This figure includes a 10% increase in salary for this F.Y.

3. If the manager receiving a 50% increase makes the same salary as the Administrator that would remove \$51,230.00 from the \$93,495.00 leaving \$42,265.00 .

4. If the other two managers take the remaining \$42,265.00 equally they would each need \$21,132.00 for their 10% salary restoration.

5. If \$21,132.00 is only 10% of annual salary---How much do the other two managers receive in annual salary?
Is it twice as much as the Administrator?

6. There must be more to this salary restoration than a simple yearly increase in pay.

7. There is no need or demand to know names of managers receiving pay restoration. By labeling these individuals as manager A, B, and C the staff and directors should make this information available in a clear , complete, and transparent format.

From : Ingrid <ingrid@carmichaelpark.com>

Tue, May 20, 2014 11:14 PM

Subject : Carmichael RPD - Answer to your questions submitted on May 12, 2014

To : [REDACTED]

Cc : Tarry Smith <tsmith@carmichaelpark.com>

Good Afternoon – Here are the answers to your questions, as promised:

1. Of the 18 total employees of the District the following positions are designated as managers: District Administrator, Administrative Services Manager, Recreation Services Manager, and Park Services Manager. The salaries with benefits being restored do not apply to the District Administrator, who was hired under a contract for specific salary and benefits.
2. The pay scale for the managers affected by the restoration for the past five years follows; however, the District has not paid the managers according to the scale instead has reduced salaries in a range of 4.6 – 50% beginning in 2009. Again, the District Administrator has been paid on contract.

Effective
4/12/09:

LEVEL	CLASS	A	B	C	D	E	10 YR SVC F**	15 YR SVC G**
MID MANAGEMENT	* ADMINISTRATIVE SERVICES MANAGER	5,411	5,682	5,966	6,264	6,577	6,906	7,251
	* PARK SERVICES MANAGER	5,411	5,682	5,966	6,264	6,577	6,906	7,251
	* RECREATION SERVICES MANAGER	5,411	5,682	5,966	6,264	6,577	6,906	7,251

Effective
1/4/10 is:

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~~JUNE~~ CRPD REGULAR BOARD MEETING:

BOARD MEMBERS STATED THE FOLLOWING

1 EMPLOYEE WAS A 50% PAY RESTORATION

2 EMPLOYEES WERE A 10% PAY RESTORATION EACH

ALSO THE RANGE OF REDUCED SALARIES FROM ABOVE ALLOWS THE READER TO GUESS THE PERCENTAGE OF 3RD EMPLOYEE!

Please Add Verbatim - Thank you
Victoria Davi -

My name is Victoria Davi [REDACTED] Citrus Heights. (November 20, 2014) Public comment 11/20/14

Over the past few months, I have spoken on the following topics: "Violating the Public Trust- Failure to Perform Financial Audits, March 2014 Cash Handling Review and Management's statement that "Misappropriation of Funds is Irrelevant to this Discussion". I would like to thank you for addressing the March 2014 Cash Handling Review although I do not agree with the responses given.

Tonight I would like to ask the Board to obtain the answers to the following questions and have the answers read at the next Board Meeting.

Government Code 26909— **requires** the District to conduct an **annual audit** in accordance with audit standards prescribed by the State Controller and generally accepted auditing standards. "

1. CRPD ended FY 2013-14 with over \$240,000 available of which \$93,000 of that amount was later used to restore four (4) Management salaries. Why wasn't the financial audit conducted in FY2013/14 as promised to Director Younger in the March 2013 minutes? *(2 audits in 9 yrs. Remains unacceptable)*

The Dog "Park Site Improvement Contract" required a sealed bid to be submitted "No Later than: 1:00 pm (Local Time; on April 4, 2014). Contract was awarded to Gateway Landscaping on April 9th, 2014

2. Can you please explain why on Page 4 of 5 on the Bid Sheet the authorized representative signed and dated **under penalty of perjury the bid and certification was submitted by Gateway Landscaping on 4-14-2014 when the bidding closed on April 4th, 2014?**
3. Can you please explain why on the Bid sheet page 2 of 5 submitted by Gateway Landscape the Total Base Bid was adjusted from \$51,800.00 down to \$46,600.00 in the bid package yet they were paid the full amount of \$51,800.00 ?
4. Can you please explain why the payments made to Gateway Landscape were made in two different Fiscal Years ? The full adjusted payment of \$46,600 contained in the bid documents was paid in June of FY2013/14 while the payment of \$5,180.00 was made in July of FY2014/15? For the total paid of \$51,800.00?
5. Can you explain how park employees are compensated for handling mail for the Foundation Center?
6. Do you have written authorization on file for CRPD to receive mail for other persons or business entities ?
7. Can you state what other work has been performed by Park employees for the Foundation Center and how Park Employees are compensated for that work?
8. Have you formed a Prop 218 oversight committee?
9. Thank you and I am looking forward to your response.