

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MARCH 19, 2015 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 6:04 p.m. by Chairman Rockenstein

ROLL CALL:

Directors Present: Arredondo-Carroll, Borman, Dax-Conroy, Rockenstein and Younger
Directors Absent: None
Staff Present: Smith, Penney, Maddison and Lofthus

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–

Lisa Mattos: resident. She indicated that as a civil engineer, she has worked on various projects in the Rocklin and Roseville areas and has seen the parks and schools that have been constructed and developed. She stated that Carmichael residents deserve great parks too. She voted in support of the assessment and expressed concern that the lawsuit had stopped needed improvements to the parks in the community.

Laverne Shell: resident. Ms. Shell complimented staff and thanked the District, on behalf of herself, the community, and the Canine Corral Association, for completing the Carmichael Dog Park project.

CONSENT ITEMS:

1. **MINUTES**
February 19, 2015 – Regular Meeting
2. **FINANCIAL STATEMENT**
January 2015
3. **ACCOUNTS PAYABLE**
February 2015
4. **ACCOUNTS RECEIVABLE**
March 2015

Motion 1

M: Carroll S: Borman – The Advisory Board voted to approve the Consent Items 1 – 4, as presented.

Vote: Unanimous

CORRESPONDENCE: None

NEWSPAPER ARTICLES:

Carmichael Times –

February 20, 2015: *Announcements and Events:* Call to Artists for Shades of Umbrella and Seasonal Maintenance Job Announcement.

February 20, 2015: "Shades of Carmichael Needs Local Sponsors."

February 27, 2015: *Announcements & Events:* Ukrainian Egg Decorating Class and Annual Clothing Drive Fundraiser for Creek Week.

March 6, 2015: Senior Softball Players Swing into New Season

March 6, 2015: San Juan Unified School District Family Night Out Features Outspoken Tobacco Insider.

SPECIAL PRESENTATIONS: None

REPORTS:

1. **ADVISORY BOARD MEMBERS REPORT**

Director Carroll reported that local residents are working with the Sheriff's Department to help resolve recent after hours uses of Jan Park.

Director Conroy stated Carmichael Girls Softball teams and their fans have brought a sense of excitement and positive energy to the Carmichael Park.

Chairman Rockenstein addressed recent KCRA follow up reports on the safety issues in Carmichael Park, advising that Staff has been addressing these issues locally for quite some time now; however, he wanted to point out that this issue, is a county wide, regional problem and not specific to Carmichael.

Director Carroll agreed with Chairman Rockenstein's assessment of the homeless/safety issues facing our area, confirming Orangevale and Citrus Heights are battling the same issues in their community as well.

STAFF REPORT

Staff reported on current District operations, projects, and events for February and March 2015.

Keith Maddison:

La Sierra Community Center

Villareal Gym Roof Project -Installation of roof complete

Fire Hydrant – Staff replaced fire hydrant on the east side of 200 Wing

Smith Hall Restroom –Replaced toilet in Women's restroom.

Smith Hall Refrigerator – Replaced thermostat in commercial refrigerator.

Caretaker's Trailer – Trailer has been removed from site.

Play Area – Replaced broken playground equipment in Tiny Tots area.

Gas Line Protector – Fabricated and installed vehicle barrier to protect 6' gas main on the exterior wall of the 800 wing driveway/parking lot.

Carmichael Park

Pesticide Program Inspection – Completed and passed the County of Sacramento.

Department of Agriculture's annual pesticide application inspection

Tennis Courts – Resolved lighting issue Tennis Courts 3 & 4

Irrigation Controller – Repaired irrigation controller at Band Shell

Bird Track Park

Vehicle Barrier Bollards – Replaced vehicle barrier bollards.

Glancy Oaks Park

Tree Removal - Removed four diseased pear trees.

District Wide

Cal Fire Grant – Staff scheduled to participate in software training in the Tree Asset Manager Software program next week.

Irrigation Systems Power Up – Staff currently testing and repairing irrigation systems throughout the District in preparation for an early start-up of the landscape watering season.

Herbicide Application – Herbicide applications throughout the District complete.

Sheriffs Work Program – Two work program teams assisted with labor and park clean up at Carmichael, Glancy Oaks and Cardinal Oaks Parks during this reporting period.

Alaina Lofthus:

CPRS Conference

Tracy Kerth, Elizabeth Crisante and Lofthus attended the CPRS Conference the week of March 12, participating in several useful educational and administrative seminars. Staff will meet to discuss, and apply knowledge gained from the conference to improve the operation and administration of the Recreational Services Division.

Recreation Activity

The Spring/Summer 2015 Activity guide released to public in early March 2015.

Ukrainian Egg Workshop held on 3/7 was very well attended with 20 participants.

La Sierra Community Center and Carmichael Park

Community Center has recently hosted 9 crab feeds in 10 weeks.

Custodial staff steam cleaned 100 padded chairs, buffed and waxed floors in Cypress Rm and Rm 800, deep cleaned Clubhouse rest rooms and painted restroom in Vet's Hall.

Youth Sports

Middle School Basketball Program registration increased this season. A Sacramento Kings Representative paid a surprise visit to league players on final day of league play. The children took pictures with a life-sized picture replica of Demarcus Cousin's, examined a pair of Cousin's shoes, and received all kinds of free Kings gear. Staff will be working with the Kings Youth Sports Coordinator, to provide future camp and league play. Distributed online surveys to Youth Basketball participants through Survey Monkey

After School Recreation

Kid's Hang Out and the Tiny Tots programs both experienced an increase in registration this past quarter.

Grant Application

Staff submitted a grant application to the Greater Sacramento Softball Association (GSAA) for infield dirt and wooden boards for improvements on Ball Field #2.

Ingrid Penney:

MORPD Loan Repayment

Penney reported that the third of five annual loan payments has been processed.

District LAN

Penney reported that we continue to face issues with two servers. ReCPro (used for registration and receipts) has been down all week. We plan to update the server software from 2003 to 2008 and the ReCPro applications software to the current version. Training on the ReCPro updates has been scheduled for Friday. In the meantime, she reassured the Advisory Board that financial information has not been compromised as there are safeguards in place to not store this information on the District servers.

Cal Fire Grant

Staff has ordered three tablets with accessories. The equipment is part of the Cal Fire Grant match, to be used by staff to support District wide tree inventory maintenance and repair services.

Budget Preparation for FY 2015/2016

Staff has started the first phase of the budget preparation process for FY 2015/2016 due to County Staff May 1.

Conflict of Interest Code Amendments

The County Board of Supervisors (code reviewing body) has ratified the District's code amendments. The new positions identified (Recreation and Maintenance Supervisors) will now be subject to annual filings of Form 700.

Tarry Smith:

SB317

District Administrator Smith provided an update to the Board on SB317 and the latest version of SB317 bond allocation suggestions. Smith and members of the statewide recreation and parks community are working to ensure funds are distributed to each District in a fair and equitable manner.

ACTION ITEMS:

1. WALL OF HONOR NOMINEE (Kerth)

Lofthus recommended that the Advisory Board approve Sacramento Deputy Sheriff Danny Oliver for the Wall of Honor memorial at Patriots Park. Lofthus introduced Roger Berkenpas, a long-time District resident with involvement in Neighborhood Watch and has served as neighbor liaison during the Patrols Park development and participated on the Wall of Honor nominations committee. Mr. Berkenpas provided an oral history, detailing the many personal and professional contributions Deputy Oliver provided to the Carmichael community, and described him as a "true local hero".

Motion 2

M. Carroll S. Borman, the Advisory Board unanimously agreed to approve the recommendation of Officer Danny Oliver for the Wall of Honor Memorial at Patriots Park.

Vote:

Ayes: Directors Arredondo, Borman, Conroy, Younger and Chairman Rockenstein.

Nays: Directors: None

Abstain: Directors: None

Absent: Directors: None

- 2. CARMICHAEL RPD PARKS MAINTENANCE AND IMPROVEMENT DISTRICT (Smith)**
Smith proposed that the Advisory Board adopt Resolution #CP03192015-01 directing staff to move forward with the preparation of the engineer's report for the continuation of the Carmichael RPD Parks Maintenance and Recreation Improvement District; designating SCI Consulting Group as the Engineer of Work.

Motion 3

M. Younger S. Conroy, the Advisory Board unanimously adopted CP03192015-01, as presented.

Vote:

Ayes: Directors Arredondo, Borman, Conroy, Younger and Chairman Rockenstein.

Nays: Directors: None

Abstain: Directors: None

Absent: Directors: None

PRESENTATION ITEMS:

- 1. ACTIVITY REPORT (Lofthus)**
Lofthus presented highlights of activities report covering July 2014 to December 2014. The report provided information on the number of people using District facilities in various categories, such as rentals, programs and events. Several board members questioned whether the Staff was soliciting feedback from users through surveys, i.e. Survey Monkey. Lofthus reported that surveys are routinely used to gauge users' experiences. The Advisory Board received, accepted and approved report as presented.

NEW BUSINESS:

- 1. PROPOSED AD HOC COMMITTEE/MEETING REQUEST (Rockenstein)**
Chairman Rockenstein requested to form an ad hoc committee to meet with the CPRD Foundation Board to discuss common goals and objectives, review possible alternatives on generating much needed revenue to help fund immediate District needs not included in the District budget. Directors Conroy and Borman volunteered to serve on the ad hoc committee.

UPCOMING EVENTS:

- 1. Food Trucks – Thursday, April 2, 5-8 PM at Carmichael Park**
- 2. Egg Hunt & Pancake Breakfast – Saturday, April 4, 10 AM SHARP for Egg hunt; Pancake Breakfast 7-11 AM at Carmichael Park Club House**
- 3. Doggie Egg Hunt – Saturday, April 4, 11 AM Carmichael Park Dog Park**
- 4. Spring Youth Volleyball Clinics – Fridays, beginning April 10 and ending May 15 at La Sierra Community Center Gymnasiums**
- 5. Creek Week Clean-Up and Celebration – Saturday, April 18, 9 AM - 2 PM at Carmichael Park.**

FUTURE AGENDA ITEMS

- 1. Informal Bidding Policy/Procedures**
- 2. Activity Report**
- 3. Facility Use Fees**

TIME AND PLACE OF NEXT MEETING:

- 1. The next regular meeting of the Advisory Board is scheduled for Thursday, April 16, 2015 6:00 pm, Community Clubhouse #2 at Carmichael Park.**

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

Respectfully submitted,

Christie Marks
Administrative Secretary/Clerk of the
Advisory Board of Directors

APPROVED BY:



MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

ATTESTED BY:



CHRISTIE MARKS
Administrative Secretary/
Clerk of the Advisory Board of Directors