

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
APRIL 16, 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 6:05 p.m. by Chairman Rockenstein

ROLL CALL:

Directors Present: Borman, Dax-Conroy, Rockenstein and Younger
Directors Absent: Arredondo-Carroll
Staff Present: Smith, Penney, Kerth and Maddison

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–

Debra Desrosiers: non-resident. Ms. Desrosiers addressed the future agenda item, Capra Park Lease, requesting that the District evaluate the lease rental amount charged in comparison to fair market value for property rentals in the area.

Jim Baker: resident. Mr. Baker questioned the amounts for SCI as listed on Consent Item #3, A/P Claim #1931 through #1934. Administrator Smith offered that Staff will clarify.

CONSENT ITEMS:

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

Motion 1

M: Younger S: Borman – The Advisory Board voted to approve the Consent Items 1 – 5, as presented.

Vote: Unanimous

CORRESPONDENCE: None

NEWSPAPER ARTICLES:

Carmichael Times –

March 13, 2015: *Announcements and Events: Annual Clothing Drive and Spring Break Tennis Camps*

March 13, 2015: *Farmers Market Advertisement*

March 13, 2015: *Carmichael Community News Update by County Supervisor Susan Peters*

March 20, 2015: *Announcements and Events; Annual Clothing Drive and Spring Break Tennis Camps*

March 27, 2015: *Newspaper Article: Celebrate Easter with an Egg Hunt and Pancake Breakfast*

March 27, 2015: *Farmers Market Advertisement*

April 3, 2015: *Egg Hunt, Pancake Breakfast and Doggie Egg Hunt Advertisement*

April 3, 2015: *Announcements and Events: Egg Hunt, Pancake Breakfast, Doggie Egg Hunt and Spanish Classes for Ages 5-12 Years*

April 3, 2015: *Farmers Market Advertisement*

SPECIAL PRESENTATION:

1. **PLAQUE PRESENTATION TO CARMICHAEL PARK ROSE GARDEN VOLUNTEER – BETTY ANN CASSINA (Eppler)**

Jerry Eppler, Maintenance Supervisor introduced Betty Ann Cassina, Carmichael Park Rose Garden volunteer, who has generously contributed to the cultivation and ongoing maintenance of the Rose Garden at Carmichael Park for the past 10 years. She has consistently provided extraordinary volunteer services and donated gardening material to ensure that the Rose garden is well maintained.

Chairman Rockenstein presented Ms. Cassina with a personalized Plaque of Appreciation acknowledging her volunteerism and thanking her for the exceptional service provided to the District and the community.

Ms. Cassina thanked Eppler and CRPD staff for their cooperation and the consistent, quality maintenance services provided.

REPORTS:

1. **ADVISORY BOARD MEMBERS REPORT**

Director Borman reported CRPD staff recently attended a Kiwanis Club of Carmichael meeting and were presented with a donation for the District' Tiny Tot preschool program. Director Borman also expressed her excitement at the success of the monthly food truck event.

Directors Younger and Conroy stated they enjoyed visiting the park in the spring time, when the flowers are in bloom, and softball is being played

Chairman Rockenstein stated that he has noticed that the parks are being well used.

STAFF REPORT

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

Tracy Kerth:

Safety Meeting

The bi-monthly District Safety Meeting was held on April 9, 2015.

Chamber of Commerce Celebration

Elizabeth and Tracy attended the Chamber of Commerce Person of the Year dinner.

Creek Week and Adopt a Park

Staff is gearing up for the Creek Week and Adopt a Park events on Saturday with approximately 2,000 volunteers to clean-up creeks and participate in the celebration activities.

Shades of Carmichael

55 painted umbrellas are ready for auction at the Shades of Carmichael event on May 16; including one umbrella painted by the students from the District's Kids Hang out program.

Food Truck Event

Approximately 1,500 people participated in the April 2, 2015 monthly food truck event

Egg Hunt, Pancake Breakfast and Doggie Egg Hunt Update

Approximately 1,200 participants took part in the annual egg hunt, 24 dogs participated in the doggie egg hunt, and 430 pancake breakfasts were served by Kiwanis during the April 4, 2015 event. Photos of event are posted on District website.

Community Garden Work Day

Volunteer Work Day was held on April 11, 2015 and was a great success. American River student volunteers helped install a semi-permanent pathway along the parking lot to the green waste area.

Greater Sacramento Softball Association Grant (G.S.S.A.)

CRPD received a grant from GSSA in the amount of \$1,300 to purchase soil amendments.

Tiny Tots Preschool

CRPD received a \$260 grant from Kiwanis for preschool program supplies.

Kid's Hang Out and Day Camp Update

Kid's Hang Out - program enrollment increased over last year's enrollment by 15%; Spring Break day camp registration also increased by 25%. Summer Day Camp Registration started April 7.

Youth Sports

Middle School Basketball is complete. Middle school track and field practice starts April 30. Youth Volleyball clinics will start April 30; 31 students currently registered to participate.

Adult Sports

Adult spring volleyball and basketball leagues began in early April 2015. Staff is finalizing an online google application to allow free agents to formally post their interest league play.

Keith Maddison:

La Sierra Community Center

Caretaker's Trailer Area – Area is cleared, cleaned and ready for use
Bleacher Repair – Replaced the skids on the rolling gymnasium bleachers
Tree Removal – Removed three dead trees along Engle Road
Irrigation Controller – Repaired irrigation controller on sports field
Kiwanis Work Day – 35 Kiwanis volunteers participated in the annual work day and provided clean up and maintenance assistance throughout the Center
John Smith Hall: Installed new curtains

Carmichael Park

Irrigation Repair – Repaired two larger lateral line breaks in irrigation system
Clubhouse – Installed new curtains
Play Equipment – Repaired play equipment adjacent to the Band Shell and at the Veterans Hall
Drinking Fountain – Repaired non-functioning drinking fountain in Veteran's play area.
Fence lines – Cleared vegetation along fence line, at the Picnic Shelter, Ball Field #4, and throughout Carmichael Park as needed.

Cardinal Oaks Park

Play Area – Staff made repairs to the swing set and play structure

Jan Park

Trail Development – Used the Sheriff Work Bus program to install a new walking trail

District Wide

Cal Fire Grant – Completed initial work associated with grant deadline. Developing a plan to correct problems and to manage all trees within District

Annual Weed Abatement – Began annual process of establishing fire breaks in the natural/undeveloped areas of the park. Schweitzer Grove Nature area is close to completion; all weed abatement work should be complete by the end of the week

Graffiti Removal – Removed significant amounts of graffiti from Del Campo, Jan and Patriots Park

Sheriffs Work Program – Received services of 7 buses during reporting period. Labor was utilized for park clean up at Carmichael, Cardinal Oaks, Del Campo and Jan parks, La Sierra Community Center, Jensen Botanical Gardens and Schweitzer Grove Nature Area.

Ingrid Penney:

Cal Fire Grant

Penney reported expenses incurred related to the Cal Fire Grant; submitted to Sunrise Recreation and Park District for final grant completion.

Update to Registration Software

Penney reported the District's registration software program has been upgraded and staff training is complete

California State Parks Grant Audit – Jan Park

State Parks recently completed an on-site financial audit of the grant for the Jan Park project. The auditor did not find any exceptions, issues or discrepancies; audit complete. Upon receipt, Staff will provide the State's final audit report to the Advisory Board at a regular meeting.

Tarry Smith:

SB317

District Administrator Smith advised SB317 Park Bond is scheduled for vote on the November 2016 ballot.

Carmichael Great Wall Update

Smith reported that due to current drought conditions and cost, the County and District agreed not to move forward with the original plans to install a water feature near The Carmichael Great Wall mural. The County is proposing a dry bed feature to replace the proposed water feature. Smith confirmed that once the final illustrations/plans of the feature are received, he would present to the Advisory Board for review.

CRPD Cell Tower Update

Smith advised that Staff is investigating the viability of the sale of the District cell tower lease site vs current lease agreement, to generate a large lump sum payment rather than annual lease payments over the term. Such lump sum payment could be used to provide revenue needed for park and facility needs not currently funded.

ACTION ITEMS:

1. SURPLUS PROPERTY PROGRAM (Kerth)

Staff proposed that the Advisory Board review and approve the Eligibility Application for the State Department of General Services.

Penny Hanscom: resident. Ms. Hanscom asked for a description of the policies and procedures staff follows to purchase Federal Surplus Property. Staff explained process.

Motion 2

M. Borman S. Conroy, the Advisory Board vote to: approve the Eligibility Application for the State Department of General Services – Federal Surplus Program, as presented.

Vote: 4/0/1

Motion carried.

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

Nays: Directors: None

Abstain: Directors: None

Absent: Directors: Arredondo-Carroll

2. PROPOSED PRELIMINARY BUDGET FOR FY 2015/16 (Smith/Penney)

Staff presented the Preliminary Budget proposals for FY 2015/16 for the District General Fund and the Assessment Fund.

Staff and the Advisory Board discussed and reviewed preliminary budget details. The Advisory Board advised they felt the proposed preliminary budget submitted by staff was acceptable, recognizing adjustments will likely be made before the FY 2015/16 final budgets are formally approved and adopted.

Jim Baker: resident – Questioned the accuracy of proposed revenue projections in preliminary budget for FY 2015/16 for the general fund.

Debra Desrosiers: non-resident – Said the Budget Committee meetings should be open to the public. Ms. Desrosiers expressed concern regarding the accuracy of the projected CIP, in particular the sewer line project costs and contingency.

Pamela Pinkson: resident – requested consideration to allocate funding to purchase additional picnic tables for the area behind the Carmichael Park playground.

Motion 3

M. Younger S. Borman, the Advisory Board voted to: Approve and recommend to the Sacramento County Board of Supervisors the proposed preliminary budgets for FY 2015/16 for the General Fund 337a and the Assessment Fund 337b, as presented, recognizing that adjustments will likely be made when the final budgets are approved.

Proposed Preliminary Budget for the General Fund 337a approved, as follows:

REVENUE TOTAL:	4,591,570	EXPENDITURES TOTAL:	4,591,570
Carry-over Fund Balance:	390,152	Operations:	3,434,512
Taxes:	1,669,471	Salaries/Benefits:	2,344,730
Use of Money/Property:	1,296,379	Services & Supplies:	1,089,782
Aid-Gov'n't Agencies:	536,000	Interest & Assessments:	325,058
Charges for Service:	650,000	Capital Equip & C-I-P:	532,000
Other Revenue:	49,568	Contingency:	300,000
Total:	4,591,570	Total:	4,591,570

Proposed Preliminary Budget for the Assessment Fund 337b approved, as follows:

REVENUE TOTAL:	1,334,420	EXPENDITURES TOTAL:	1,334,420
Carry-over Fund Balance:	667,210	Operations:	280,027
Use of Money/Prop – Interest:	1,000	Services & Supplies:	280,027
Other Rev – Assessment Fees:	666,210	Fixed Assets:	854,393
		C-I-P	807,893
		Equipment	46,500
		Contingency:	200,000
Total:	1,334,420	Total:	1,334,420

Final adjustments to the direct levy may be made once the Draft Engineer's Report has been approved.

Vote: 4/0/1

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

Nays: Directors: None

Abstain: Directors: None

Absent: Directors: Arredondo-Carroll

PRESENTATION ITEMS: None

NEW BUSINESS: None

UPCOMING EVENTS:

1. Eating for Health Holistic Nutrition Basics Program – Tuesdays starting April 7, 6-7 pm at La Sierra Community Center
2. Park Rec & Eat It Food Truck Event – Thursday, May 7, 6-8pm at Carmichael Park.
3. Taste of Carmichael – Friday, May 15, 5:30-8:30pm at La Sierra Community Center
4. Shades of Carmichael Auction and Celebration – Saturday, May 16, 10an-4pm at Carmichael Park.

FUTURE AGENDA ITEMS

1. Mower Lease Purchase Agreement
2. Cell Tower Lease
3. Capra Lease Agreement – Renewal

TIME AND PLACE OF NEXT MEETING:

1. The next regular meeting of the Advisory Board is scheduled for Thursday, May 21, 2015
6:00 pm, Community Clubhouse #2 at Carmichael Park.

ADJOURNMENT - The meeting was adjourned at 7:30 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