

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
SEPTEMBER 17, 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: Rockenstein, Arredondo-Carroll, Borman, Dax-Conroy and Younger
Directors Absent: None
Staff Present: Smith, Penney, Kerth and Maddison
Staff Absent: None

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 –

Jim Baker – Addressed the Advisory Board with questions regarding the proposed final budget approved at the August 6 meeting; salaries and benefits comparison from FYE 2014-15 to preliminary vs final FY2015-17 budget.

Jonathan Glatz – Representative from Assemblyman Ken Cooley's office presented an acknowledgment letter to the District regarding a Career Fair that the assemblyman hosted at the La Sierra Community Center.

Tracy Kerth – Introduced Sharlene Lal-Hernandez, the District's new recreation supervisor, providing a brief bio on her background and experience.

CONSENT ITEMS:

1. **MINUTES**
July 16, 2015 – Regular Meeting
August 6, 2015 – Special Meeting
2. **FINANCIAL STATEMENT**
June 2015
July 2015 – removed from the agenda, deferred to October regular meeting
3. **ACCOUNTS PAYABLE**
June 2015
July 2015
August 2015
4. **ACCOUNTS RECEIVABLE**
August 2015
September 2015

Motion 1

M: Younger S: Borman - The Advisory Board voted to pull the July 16, 2015 minutes from the Consent items for discussion and correction.

Vote: Unanimous 5/0/0/0

Motion 2

M: Younger S: Dax-Conroy - The Advisory Board voted to approve the remaining Consent items 1 – 4, as presented.

Vote: Unanimous 5/0/0/0

Motion 3

M: Younger S: Dax-Conroy - The Advisory Board voted to amend the July 16, 2015 minutes to reflect the following changes to the Standing Committee Assignments:

Facility Committee	Director Younger, Chair Director Arredondo-Carroll, Member
Personnel Committee	Director Dax-Conroy, Chair Director Borman, Member
Budget Committee	Director Borman, Chair Director Younger, Member
Policy & Program Committee	Director Arredondo-Carroll, Chair Director Dax-Conroy, Member

Vote: Unanimous 5/0/0/0

CORRESPONDENCE: Letter from the State of California, Department of Parks and Recreation, Audits Office dated August 25, 2015 regarding State Grant Audit Report for Jan Park development; noting no audit exceptions.

NEWSPAPER ARTICLES:

***Carmichael Times* –**

- July 10, 2015:** *Newspaper Article: Patriots on Parade; Thousands Attend Annual July 4th Parade*
- July 17, 2015:** *Newspaper Article: Summer Concerts in the Park 2015*
Newspaper Article: A Milestone Show; BeMoneySmart USA Celebrates Five Years
- July 24, 2015:** *Newspaper Article: Summer Concerts in the Park 2015*
Newspaper Article: Carmichael Park Farmers Market; Every Sunday
Newspaper Article: Summer Concerts in the Park 2015
- July 31, 2015:** *Announcement and Events: Free Summer Concerts in the Park*
Newspaper Article: In Full Swing; Carmichael Park's Summer Entertainment Continues
Newspaper Article: Skinner Band Scores Park Milestone
Announcements and Events: Free Summer Concerts in the Park and Kid's Hang Out After School Program Registration Available
- August 14, 2015:** *Newspaper Article: Summer Concerts in the Park 2015*
Newspaper Article: Band Leader Makes Gift to Park District
Announcements & Events: Free Summer Concerts in the Park and Kid's Hang-out After School Program
- August 21, 2015:** *Newspaper Article: Summer Concerts in the Park 2015*
Announcements & Events: Free Summer Concerts in the Park and Kid's Hang-out After School Program
Newspaper Article: Trees are a Top Priority; Carmichael Recreation and Park District Cuts Water Use by 25%
- August 28, 2015:** *Announcements & Events: Free Summer Concerts in the Park and Carmichael's Founders Day Celebration*

***Arden Advocate* –**

- August 7, 2015:** *Newspaper Article: Arden Arcade Community Update by County Supervisor Susan Peters*

SPECIAL PRESENTATIONS: None

REPORTS:

1. ADVISORY BOARD MEMBERS REPORT

Director Dax-Conroy reported on the Food Truck event – made observation about the generator used for children’s bounce games and competition with the music and dining experience.

Director Younger was impressed with the number of participants enjoying special events as well as the ongoing programs and classes at the District.

Chairman Rockenstein appreciated maintenance of the LSCC soccer fields which leads to reduced injuries.

Director Carroll invited all to an event to be held at the picnic shelter on Sunday, October 3; a reunion of the North Area Teen Center, which served area youth over two decades and now closed. She expressed appreciation for the District’s support.

2. STAFF REPORT

Staff reported on current District operations, projects and events.

Recreation Services Division

Tracy Kerth, Recreation Services Manager – reported on division highlights: the 2015 Summer Concerts in the Park series – wrap up another successful season; CMP (LSCC tenant) – new principal, 660 students enrolled; District safety meeting held – meeting more frequently; Sutter Community Garden – end of the summer potluck held; Founders Day, September 26 – preparation underway.

Alaina, Recreation Supervisor – provided an opportunity to get involved from the beginning in Indoor Pickleball; a kick-off event will be held on September 26 from 10 am – 12 pm at the LSCC Big Gymnasium with program planned for Tuesdays/Thursdays 9 am – 12 pm. Follow updates on Twitter #everydayimpicklin.

Fall youth and adult sports began, include volleyball, basketball, and flag football – over 500 adults enrolled; Kids Hang-out (after school program) began – 40 youth enrolled, up 5 over last year.

Park & Facility Services Division

Keith Maddison, Park Services Manger – provided division highlights on park and facility maintenance services performed.

La Sierra Community Center – HVAC, irrigation, custodial cart repairs, tree removal, lighting checks, repair and bulb replacement, and preliminary work on the sewer line renovation project.

Carmichael Park – irrigation repairs and added two additional handicap parking spaces (near ballfield #1 and south end of the dog park).

Cardinal Oaks – tree removal and irrigation repairs.

Jensen Garfield – irrigation repairs

Sutter Park – herbicide application; clearing and grubbing in preparation of the trail/walkway project.

Del Campo – irrigation repairs; bollard installation with DC High School ROTC Cadet program; playground fire damage assessment – fenced off area, reported the loss and started the design and replacement process.

District-wide – Sheriff's Work Program provided five (5) buses over two months, program work crews assisted the District with park clean up at Del Campo, Jensen Botanical Garden, La Sierra, and Schweitzer Grove Nature Area.

Manual tree watering – staff continues to manually water trees throughout the District as part of the Water Conservation Management Plan; 60 staff hours a week are devoted to manually watering severely drought stressed trees.

Director Dax- Conroy questioned why a tree at Del Campo Park whose branch fell on a neighboring property was not removed. Maddison responded that the tree was not on Park District property rather it was on school district property. The school district was contacted and they took care of the issue. Directors Younger and Carroll inquired about trees at Schweitzer and natural oaks in the park system. Maddison replied that park staff is proactive with tree management, taking care of trees stressed by the drought and removing hazardous ones; no manual watering being done at Schweitzer Grove, a nature area with no irrigation system; even native oaks are being impacted by the drought.

Administrative Services Division

Ingrid Penney, Administrative Services Manager reported on the FY2015-16 Final Budget – Board of Supervisors Budget Hearing wrapped up on September 10, final adoption hearing will be held on September 22; staff has completed several year-end reports for the County and the final workers compensation report for CAPRI; IT – new email management installed, new server will be installed over the next two weeks.

District Administrator

Tarry Smith reported that the Foundation is planning a retreat in October; Cardinal Oaks Park – staff will host a neighborhood meeting with residents near the park to address their security concerns; ADA plan – staff soliciting proposals.

ACTION ITEMS:

1. RECYCLING BINS AND CANS IN DISTRICT FACILITIES

Administrator Smith reported on research and recommendation to expand District recycling services at Carmichael Park and La Sierra Community Center. Following board discussion a motion was made.

Motion 2

M: Dax-Conroy S: Borman – The Advisory Board voted unanimously to approve staff recommendation to purchase materials and add contract recycling services for Carmichael Park and special recycling operations at Carmichael Park and La Sierra Community Center.

Vote:

Ayes: Directors: Dax-Conroy, Younger, Rockenstein, Borman, and Arredondo-Carroll

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Vote: 5/0/0

2. SUTTER PARK TRAIL/WALKWAY PROJECT

Administrator Smith recommended award of contract to Gateway Landscape Construction, Inc. for Contract No. 15-85201, for the construction of a trail/walkway at Sutter Park. Following board discussion a motion was made.

Motion 3

M: Younger S: Arredondo-Carroll – The Advisory Board voted to approved staff recommendation to approve the lowest qualified bid of \$111,074 (including add-alternates 1, 2, and 4) submitted by Gateway Landscape Construction, Inc.; award the contract to Gateway Landscape Construction, Inc.; authorize the District Administrator to sign the Sutter Park Trail/Walkway and Park Site Improvements Contract No. 15-85201 and expend funds as stated in Attachments “A” and “B” for a not to exceed amount of \$119,959, which includes an 8% project contingency.

Vote:

Ayes: Directors: Younger, Rockenstein, Borman, Arredondo-Carroll, and Dax-Conroy

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Vote: 5/0/0/0

PRESENTATION ITEM: None

NEW BUSINESS:

UPCOMING EVENTS:

- 1. **Carmichael’s Founders Day Celebration – Saturday, September 26, 8:00 a.m. to 3:00 p.m., at Carmichael Park**

TIME AND PLACE OF NEXT MEETING:

- 1. **Regular Meeting**
Proposed: Thursday, October 15, 2015, at 6:00 p.m., Community Clubhouse #2 at Carmichael Park

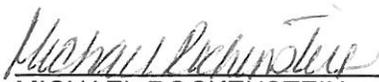
ADJOURNMENT – The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Ingrid Penney
Administrative Services Manager

APPROVED BY:

ATTESTED BY:


MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD


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