

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 18, 2016 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: Borman
Staff Present: Smith, Kerth, Maddison, and Penney

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 –

Pam Pinkston – inquiry made on safety patrols, whether there would be mid-year budget adjustments to increase patrol services.

Jim Baker – inquiry made on status of the audit.

Ingrid Penney indicated that the District has engagement the services of Fechter and Company, CPAs for an audit of District financial statements year ending June 30, 2014 and 2015. The Audit Report to be issued by June 30, 2016.

CONSENT ITEMS:

1. **MINUTES**
January 21, 2016 – Regular Meeting
2. **FINANCIAL STATEMENT**
December 2015
3. **ACCOUNTS PAYABLE**
January 2016
4. **ACCOUNTS RECEIVABLE**
February 2016

Motion 1

M: Younger S: Conroy – The Advisory Board voted to approve Consent Items #1-4, as amended. A correction was made to Motion 2 to reflect that the motion was made by Director Borman and seconded by Director Conroy.

Vote: Unanimous of those present. Absent: Director Borman 5/0/0/1

NEWSPAPER ARTICLES:

Carmichael Times –

January 22, 2016: *Announcement & Events: Hula for Kids; Kidz Love Soccer*

January 29, 2016: *Announcement & Events: Park, Rec & Eat It; Babysitting Safety Class*

February 5, 2016: *Announcement & Events: Kids Hangout President's Week Camp; Babysitting Safety Class*

SPECIAL PRESENTATIONS: None

REPORTS:

1. **ADVISORY BOARD MEMBERS REPORT**

Director Carroll reported on a colleague's compliments about the District Summer Concerts in the park.

Director Younger reported on that Budget Committee had met.

2. **STAFF REPORT**

Staff reported on current District operations, projects and events.

Recreation Division

Tracy Kerth, Recreation Services Manger – provided division highlights.

Spring/Summer Activity Guide: Edited for print.

Events: Concerts being booked and sponsorship solicitations have begun.

Carmichael Chamber of Commerce and Kiwanis Club are returning sponsors for the annual Egg Hunt.

Planning started for the annual Creek Week park cleanup and Creek Week Celebration at Carmichael Park.

Marketing/Promotions: Facebook – 1,079 followers; Twitter – 321 followers; Instagram–185 followers

Media release Egg Hunt; Flyer preparation for District Events for the MORPD Activity Guide.

Programs: KHO open during Presidents Week; Staff preparing for summer day camps; Elementary Youth Basketball Leagues were featured as the half time entertainment at the Sac Kings Basketball game on 1/25.

Pickleball just released information on the first tournament, scheduled for March 30 – April 1. Women's doubles, Men's doubles, and Coed doubles for both beginner and recreation divisions planned.

Park & Facility Services Division

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

La Sierra Community Center

Sewer Renovation Project: Construction drawings will be completed next week, followed by submission to County for permit.

MCS Preschool Modular Classroom/Trailer: Site preparation, sewer, water and electrical hookups by staff.

Volley Ball Equipment: All caster wheels on the equipment carts replaced by staff. The carts are close to 30 years old.

HVAC Suite 315: Staff repaired

Bleacher: Staff repaired and welded cracks on multiple bleachers used in the gymnasiums.

Large Equipment Trailer: Staff replaced the brakes, an axel and installed 4 new tires. This trailer will be used to haul the new 11' mower.

Carmichael Park

Veterans Hall Fascia and Painting Project: Staff completed the repair and painting portion of the project. New landscape planting in the front of the building remains.

Del Camp Park

Gate Repair: Heathcliff Drive entrance gate repaired by staff. The damage was caused by a vehicle strike.

Bollard Repair: Staff replaced four broken off vehicle bollards at the Heathcliff parking lot.

Play Equipment Replacement: started replacement; equipment destroyed by arson last fall. Weather-permitting, this should be completed next week.

O'Donnell Heritage Park

Drinking Fountain: Staff repaired

Schweitzer Grove Nature Area

Donnybrook Entrance: Staff replaced rotten wooden post and cable gate with metal.

Sutter-Jensen Community Park

Vehicle Access Prevention Bollards: Staff started installation of 74 bollards.

Handicapped Parking: Staff installed pavement stripping and curb bumpers.

District Wide

Sheriffs Work Program: District received the services of four buses during this reporting period, used for park cleanup at Carmichael Park, Del Campo Park, Jensen Botanical Garden and Sutter Park.

Herbicide Application: Bird Track, Carmichael, Del Campo, LSCC, O'Donnell and Patriots Parks.

Administrative Services Division

Ingrid Penney, Administrative Services Manager – In addition to routine work, the focus of staff time has been spent on the preparation of the mid-year budget status (on the agenda) and year end projections.

District Administrator

Administrator Smith – Reported on the following items:

Foundation – The Foundation Board is planning their first major fund-raiser; more information to follow.

LSCC – New portable stage was ordered.

For the record: The Presentation Item was moved ahead of the Action Items.

PRESENTATION ITEM:

1. FY 2015-16 BUDGET (Penney)

Penney reported on the mid-year status of the FY 2015-16 Budget. Year-end projections and preliminary budget proposal will be recommended at the March 17, 2016 Regular Meeting. Following discussion, report was received and filed.

ACTION ITEMS:

1. LA SIERRA COMMUNITY CENTER (Smith)

Gymnasiums' Backstops Project – Smith presented a proposal requesting authorization for inspection of all backstops and replacement of manual backstop hoists, a capital improvement of \$30,000 for the two gymnasiums at the La Sierra Community Center. Following discussion the following motion was made:

Motion 2

M: Younger S: Carroll – The Advisory Board voted to approve the full inspection of all backstops and installation of new electric hoists at the La Sierra Community Center, Johnson and Villareal Gymnasiums; to authorize the District Administrator to expend and disburse funds in an amount not to exceed \$30,000.

Vote:

Ayes: Directors: Carroll, Conroy, Younger and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: Borman

Recused: Directors: None

Vote: 5/0/0/1/0

2. APPROPRIATIONS ADJUSTMENT REQUEST (Smith)

LSCC Gymnasium Floor Replacement – Smith presented a proposal requesting approval and recommendation to the Sacramento County Board of Supervisors an Appropriation Adjustment Request for \$250K, revenue augmentation and capital improvement expenditure. The proposal is contingent on Board of Supervisor approval of the sale of the LS Cell Tower Lease. Following discussion, the following motion was made:

Motion 3

M: Carroll S: Younger – The Advisory Board voted to approve and recommend an appropriations adjustment request for revenue augmentation and allocation contingent on the sale of the LS Cell Tower; to approve and recommend the expenditure of \$250,000 from the net proceeds of \$406,600 to be collected from the sale of the District’s Cell Tower Lease, and authorize the District Administrator to expend funds not to exceed \$250,000. This action and future expenditure to be dependent on the approval for the sale of District’s Cell Tower Lease by the Board of Supervisors at its meeting.

Vote:

**Ayes: Directors: Younger, Conroy, Carroll, and Rockenstein
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: Borman
Recused: Directors: None
Vote: 5/0/0/1/0**

NEW BUSINESS: None

UPCOMING EVENTS:

- 1. Park Rec & Eat It Monthly Food Truck Event – Thursday, March 3, 5-8 p.m., Carmichael Park

TIME AND PLACE OF NEXT MEETING:

- 1. **Regular Meeting**
Proposed: Thursday, March 17, 2016, at 6:00 p.m., Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Ingrid Penney, Administrative Services Manager
For Clerk of the Advisory Board of Directors

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

Ingrid Penney, Administrative Services Manager
for Clerk of the Advisory Board of Directors