

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
APRIL 20, 2017 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
Staff Present: Smith, Lofthus, Maddison, Penney, and Young

PLEDGE OF ALLEGIANCE – Boy Scout Troup #55 led the pledge

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA. – NONE

CONSENT ITEMS:

1. **MINUTES**
February 16, 2017– Regular Meeting
2. **FINANCIAL STATEMENT**
January 2017
February 2017
3. **ACCOUNTS PAYABLE**
February 2017
March 2017
4. **ACCOUNTS RECEIVABLE**
March 2017
April 2017

Motion 1

M: Younger S: Carroll – The Advisory Board voted to approve the Consent Items, as presented.
Vote: Unanimous. 5/0/0/1/0

NEWSPAPER ARTICLES:

Carmichael Times –

February 10, 2017: *President's Week Kids Camp, February 21-24*

February 17, 2017: *President's Week Kids Camp, February 21-24; Get Hooked on Buttons*

February 24, 2017: *Park, Rec & Eat It, March 2*

March 3, 2017: *Carmichael Pickleball Tournament, March 29 – 31*

March 10, 2017: *Fair Oaks Blvd. Business Improvement District Plans Moving Forward; Carmichael Pickleball Tournament, March 29 – 31*

March 17, 2017: *New Classes starting in April*

March 24, 2017: *Annual Egg Hunt – Saturday, April 15 at Carmichael Park*

March 31, 2017: *Park, Rec & Eat It, Thursday, April 6 at Carmichael Park; Carmichael Park Farmers Market Every Sunday, 9AM-2PM – Mother's Day Tea Party on Sunday, May 14*

April 7, 2017: *County Supervisor Susan Peters – Office Hours at Egg Hunt, 9:30-10:30AM; Annual Egg Hunt – Saturday, April 15 at Carmichael Park*

REPORTS:

1. **ADVISORY BOARD MEMBERS REPORTS**

Director Conroy reported on the Carmichael RPD Foundation's upcoming events – Antiques, Bubbles and Brunch on 4/23 in the newly refurbished John Smith Community Hall at the La

Sierra Community Center; Dinner in the Park: A Carmichael Gourmet Affair planned for 9/30 at Sutter-Jensen. As liaison to CPID, she reported work has been completed on bylaws, liability insurance, and agreement with the County of Sacramento. Chairman Rockenstein acknowledged and thanked Staff for the Advisory Board/Staff Retreat and the La Sierra Community Center tour. It provided insight into District operations and conditions.

2. STAFF REPORTS

Staff reported on a few current District operations, projects and events.

Recreation Division

Alaina Lofthus, Recreation Supervisor – reported on division highlights. She reported that Sharlene is out on temporary disability and working from home, as possible.

Events:

- Egg Hunt went really well – estimated attendance at 2,000; increased sponsors and vendors; Recreation Specialist Maria appeared on Access Sacramento to promote the event; Kiwanis of Carmichael's Pancake Breakfast had the highest attendance to date.
- Summer Concert Series – Finalized the Band Schedule, available on the District Website
- Creek Week Celebration – April 29

Newsletter:

- E-Newsletter: March stats:
 - 39.2% open rate; above industry average of 25.4%
 - 3,268 successful deliveries
 - 21 Unsubscribes – less unsubscribes than January
 - Increase in unique clicks from January issue

Youth Development:

- Kid's Hang Out:
 - President's Week Camp = 55 children
 - Spring Break Camp = 43 children
- Summer Day Camps
 - Preparations: hiring staff, promoting programs

Sports:

- Youth Recreation Sports –
 - Partnering with Mission Oaks RPD on a new Elementary Track and Field Program = 25 children
 - Spring Youth Volleyball Clinics = 17
- Adult Sports – Spring Sports Leagues all starting
 - Volleyball = 47 teams (46 last year)
 - Basketball = 21 teams (15 last year)
 - Softball = 5 teams
 - Pickleball –
 - Camp with Doug Koch = 20 participants (sold out)
 - Free lesson with Kate Lahti = 20 participants (filled)

Maintenance Division

Keith Maddison, Park Services Manager – reported on division highlights

La Sierra Community Center:

- Roof leaks – Staff has been patching and repairing roofs throughout the Center
- HVAC repairs – Staff repaired two HVAC units on the 300 & 700 Wings; replaced 50 unit filters
- SMUD – LED lighting retrofit project completed.

- Smith Hall Renovation – Staff completed the removal of the hydronic heaters and plumbing from the Smith Hall; assisted with support of the contract work and readying the Hall for the event on Sunday (Antiques, Bubbles and Brunch)
- Entrance Sign – Staff replaced the in-ground lighting assembly and upgraded the fixture (LED)

Carmichael Park:

- Tree Maintenance – Staff removed a large Modesto Ash tree due to storm damage
- Veteran’s Hall – Staff installed new irrigation system and landscaping; repaired door lockset.
- Hazardous Material Site Inspection – Sacramento County inspected the maintenance facility; occurs every three years; one minor correction cited.

Cardinal Oaks Park: Staff installed a new irrigation controller.

Del Campo Park:

- Staff removed graffiti from the restroom and play equipment on multiple occasions.
- Staff replaced vandalized chain link fencing at the irrigation booster pump enclosure.

District Wide:

- Herbicide Spraying – Herbicides applied at Bird Track, Carmichael, Del Campo, Sutter, Jensen, La Sierra Community Center, Patriots parks and Garfield house.
- Sheriff’s Work Program – Received services of 3 buses; labor was used for park clean up at Carmichael Park and the Charles C. Jensen Botanical Garden.

Administration Services Division

Stephanie Young, Administrative Analyst – reported on current projects and task list

- Marketing Master Plan and Fee Study – Staff has identified components of a marketing master plan and has started to evaluate current fee structure, including plans to conduct a fee study.
- Urban Rivers Grant Program – We were informed that our LSCC Sustainability Project was not selected. While the project was very worthy and appealing, the competition statewide was extreme.

Ingrid Penney, Administrative Services Manager – reported on division highlights

- FY2017-18 Budget – Provided key dates for County submittals. PB hearing scheduled for June 13 - 15; FB hearing scheduled for September 6-7; Final adoption: September 26.
- Payroll – County plans to integrate the districts into the County Payroll System/software and not renew the current payroll software (Expires July1). Software training tentatively planned between May and June. Pay Periods will change with July 1 Implementation date.
- State Controller’s Government Compensation Report – our 2015 information has been submitted to the County and uploaded to the SCO website. Our compensation data goes back to 2013; accessible through a link on our website in compliance with AB2040 (eff 1/1/15).
- Contracting with a new provider for LiveScan and drug screening, realizing a cost savings for LiveScan and expanded drug screening.

Tarry Smith, District Administrator – reported on the following

- Compliments to Staff for work on the retreat and the Advisory Board for their attention

ACTION ITEMS:

1. MOU BETWEEN CARMICHAEL RPD AND MISSION OAKS RPD

Young provided highlights of the report on the request to approve a proposed Memorandum of Understanding between Carmichael RPD and Mission Oaks RPD as per Option 2 of the Consolidation Feasibility Study; term July 1, 2017 through June 30, 2022.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments, the following motion was made:

Motion 2

M: Carroll S: Borman – The Advisory Board voted to approve a Memorandum of Understanding (MOU) for sharing of equipment and formalizing the relationship with the Mission Oaks RPD; granted authority to District Administrator, Tarry Smith to sign the MOU, as presented. Unanimous.

Vote:

Ayes: Directors: Conroy, Borman, Younger, Carroll, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0

2. MOU BETWEEN CARMICHAEL RPD AND CARMICHAEL PROPERTY IMPROVEMENT DISTRICT (CPID)

Administrator Smith requested to approve a proposed Memorandum of Understanding between Carmichael RPD and CID outlining services which would benefit our park district.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments, the following motion was made:

Motion 3

M: Younger S: Borman – The Advisory Board voted to approve a Memorandum of Understanding (MOU) with the Carmichael Improvement District, with conditions; that Staff work with the Program and Policy Committee to revise the language to better define the responsibilities of the Carmichael RPD to include our community benefit (i.e. well maintained, safe parks and the CID’s commitment to the park district for its payment of the levy; authorize the District Administrator to negotiate with CID for final approval. Unanimous.

Vote:

Ayes: Directors: Younger, Borman, Conroy, Carroll, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0

3. PROPOSED PRELIMINARY BUDGETS FOR FY2017-18

Administrator Smith presented the Preliminary Budget proposals for FY 2017-18 for the District General Fund 337A, a total of \$5,092,846 and the Carmichael RPD Parks Maintenance Recreation Improvement District – Assessment Fund 337B, total of \$770,519.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments, the following motion was made:

Motion 4

M: Borman S: Carroll – The Advisory Board voted to approve the staff recommendation, as follows:

General Fund 337A:

<i>REVENUE TOTAL:</i>	5,092,846	<i>EXPENDITURES TOTAL:</i>	5,092,846
Carry-over Fund Balance:	*829,075	Operations:	4,193,038
Taxes:	1,895,373	Salaries/Benefits:	2,615,268
Use of Money/Property:	1,284,216	Services & Supplies:	1,577,770
Aid-Govn't Agencies:	276,182	Interest & Assessments:	0
Charges for Service:	750,500	Capital Equip & C-I-P:	468,683
Other Revenue:	57,500	Contingency:	431,125
Total:	5,092,846	Total:	5,092,846

*Transferred \$10,000 to a Reserve Account - Equipment

Assessment Fund 337B:

<i>REVENUE TOTAL:</i>	770,519	<i>EXPENDITURES TOTAL:</i>	770,519
Carry over Fund Balance:	769,519	Reimb Payment (Refunds):	707,202
Interest Income	1,000	Structures and Buildings:	63,317 *
Total:	770,519	Total:	770,519

*Fund remaining cost of LSCC Hallway - GF 337A CIP recommendation

Unanimous.

Vote:

Ayes: Directors: Conroy, Carroll, Borman, and Rockenstein Younger

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

4. LA SIERRA COMMUNITY CENTER – JOHN SMITH COMMUNITY HALL RENOVATION

Administrator Smith shared project costs to date and a proposal to approve the purchase of wallpaper and flooring to complete the John Smith Hall and Hallway Project not to exceed the original allocation of \$210,000.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments, the following motion was made:

Motion 5

M: Younger S: Carroll – The Advisory Board voted to approve the staff recommendation to authorize the purchase of wallpaper and flooring material to finish the John Smith Hall and Hallway Project, not to exceed the previously authorized amount of \$210,000. Unanimous.

Vote:

Ayes: Directors: Conroy, Carroll, Borman, Younger, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEMS:

1. RECREATION ACTIVITY REPORT

Lofthus presented highlights of the report on recreation activities for the months of January through March 2017. Report was received and filed.

NEW BUSINESS: None

UPCOMING EVENTS:

1. **Weekly Farmers Market** – Sundays from 9 AM-2PM at Carmichael Park.
2. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, May 4, 5-8PM, at Carmichael Park.
3. **Earth Day Celebration** – Saturday, April 22, 10AM at the Koobs Nature Area near La Sierra Community Center
4. **Creek Week Clean-Up & Celebration** – Saturday, April 29, Clean-up: 9 – 11AM; Celebration: 11AM-2PM at Carmichael Park

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, May 25, 2017 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:45 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