

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
FEBRUARY 15, 2018 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** – Chairman Rockenstein led the pledge

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT SCHEDULED ON THIS AGENDA ONLY. –**

Joan Komaromi – Addressed the Advisory Board regarding tree maintenance performed at Schweitzer Grove Nature Area.

**CONSENT ITEMS:**

- 1. MINUTES**  
January 18, 2018– Regular Meeting
- 2. FINANCIAL STATEMENT**  
December 2017 – Deferred to future meeting
- 3. ACCOUNTS PAYABLE**  
January 2018
- 4. ACCOUNTS RECEIVABLE**  
February 2018

**Motion 1**

**M: Younger S: Carroll** – The Advisory Board voted to approve the Consent Items, as presented.

**Vote: Unanimous. 5/0/0/0**

**NEWSPAPER ARTICLES:**

***Arden-Carmichael News*** –

**January 26, 2018:** *Carmichael Recreation and Park District announces unique classes for 2018; Carmichael Recreation and Park District recognizes longtime maintenance supervisor.*

***Carmichael Times*** –

**January 12, 2018:** *Sports, Special Events, Entertainment, Classes Voted Best Entertainment & Best Community Center*

**January 19, 2018:** *Sports, Special Events, Entertainment, Classes Voted Best Entertainment & Best Community Center*

**January 26, 2018:** *Park, Rec & Eat It – Thursday, Feb 1<sup>st</sup> 5-8PM at Carmichael Park*

**February 2, 2018:** *President's Week Kids Camp, Ages 5-12 – February 20-23; open 7AM-6PM*

**REPORTS:**

**1.\* ADVISORY BOARD MEMBER REPORTS**

Directors reported on activities of interest to the District, as follows:

Director Conroy reported on the Foundation's planning activities for Dinner in Park - September 8, 2018.

Director Borman reported on a presentation made by SMUD to area special districts regarding benefits of LED lighting technology. She also reported on the new Mobile Recreation Program at Cardinal Oaks Park co-sponsored by Kiwanis.

Chairman Rockenstein reported on presentations made at the meeting of area special districts; information included LED Lighting and the upcoming Park Bond on the CA November Ballot.

## **2.\* STAFF REPORT (Smith, Lofthus, Maddison, Penney and Young)**

Staff reported on current District operations, projects, and events, as follows:

### **Recreation Division**

Alaina Lofthus, Recreation Supervisor – reported on division highlights.

**Grant Opportunity** – Staff has applied for a recycle bins grant through Dr. Pepper/Snapple.

**Activity Guide** – Guide will be mailed out March 1; includes new and returning classes.

**Youth Development** – A President's Day Week Camp being offered through the KHO program.

**Recreation Retreat** – Recreation Division supervisors and coordinators are organizing a planning retreat

### **Maintenance Division**

Keith Maddison, Park Services Manager – reported on division highlights

#### **La Sierra Community Center**

- Suite 820A: Staff built a dividing wall, made repairs and painted the space in preparation of the new tenant, Living Smart.
- Irrigation Controller: Staff installed a new irrigation controller at the Villareal Gymnasium.
- Herbicide Application: Staff applied herbicides throughout the Community Center.
- 800 Wing Roof Coating Project: Staff completed the bid package and advertisement for the 800 Wing Roof Coating Project. The mandatory pre-bid job walkthrough scheduled for February 22<sup>nd</sup> at 10am. The bidding period closes on March 1. We should have a recommendation at the March 15<sup>th</sup> Advisory Board meeting.

#### **Carmichael Park**

- Veterans Hall Water Heater: Staff replaced a 35 year old water heater.
- Veterans Hall Garbage Disposal: Staff replaced the garbage disposal and sink p-trap assembly.
- Herbicide Application: Staff applied herbicides throughout the entire park.

#### **Garfield/Sutter**

- Sewer Installation: Staff completed the electrical portion of the sewer project. The system is now fully operational.
- Herbicide Application: Staff applied herbicides throughout the site. Staff also applied a specialty herbicide growth regulator to the Olive Trees that line the sidewalk. We are hoping to eliminate up to 90% of next year's olive crop and improve the messy conditions associated with olive drop.

#### **Schweitzer Grove Nature Area**

- Fire Hazard Mitigation: The first phase of the Fire Hazard Mitigation project has completed. The large dead and dying Eucalyptus Tree have been dropped and partially removed from the worst location in the south central area of the grove. The large trees were felled under contract by Fallen Leaf Tree Management Co. Staff removed brush, laddering fuel, new eucalyptus growth and some invasive species from this same area of the grove. The second phase will begin in March.

#### **District Wide**

- Sheriffs Work Program: District received the services of 1 bus during this reporting period. Labor was used at the Schweitzer Grove Nature Area to haul brush and tree limbs.

#### **Training**

- Pesticide Application Training: Staff conducted the District's annual Pesticide Application and Label Training. We received accreditation for the training from the State Department of Pesticide Regulations. All staff members that hold a State of CA, Qualified Applicators Certificate are required to complete 10 hours of continuing education each year.

#### **Personnel**

- Promotion & New Staff: Facilities Technician, James Perry has been promoted to fill the vacant Park Maintenance Supervisor, Facilities Division.

Clinton Salas was hired to fill the vacant Park Maintenance Worker, Grounds Division. Introductions of James and Clinton were made.

### **Administration Services Division**

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

**Grant Opportunity** – Staff working with the Foundation to identify possible projects for this year’s SMUD Shine Grant; up to \$100k funding potential.

**Tenant Leases** – Living Smart Foundation received keys to their new space. This tenant lease results in approximately \$7,000 in annual revenue.

**LSCC Smith Hall Wallcovering Update** – Due to unforeseen circumstances with the previous contractor, we were forced to re-schedule. Installation scheduled for the week of March 26.

*Ingrid Penney, Administrative Services Manager – reported on program area*

**Personnel** – Introduced Marianna Panagiotou, the new District Secretary/Receptionist started on January 16; highlighted her background, education and work experience.

**Financial Statement** – Staff meeting with DOF and the District’s Independent Auditor on March 9 to discuss statement adjustments.

**Payroll Reports** – Staff is working with new Payroll System software which does not include standard reports; Staff working with 1000+ lines of data to set up/produce reports for reconciliation and reporting purposes. Payroll software training planned for future

**IT** – District RecPro and County COMPASS software updated in the last couple of weeks.

*Tarry Smith, District Administrator – reported on current issues*

**Bocce Ball Courts Project Update** – Architectural drawings are 80% complete; Cost estimates are short on paper; however, more will be known once bids are received in March.

### **INFORMATION ITEM:**

#### **1.\* FY 2017-18 BUDGET (Penney)**

Penney reported on the Mid-year Status of the FY 2016-17 Budget.

### **ACTION ITEMS:**

#### **1. LAND AND WATER CONSERVATION FUND, RESOLUTION # CP02152018-01**

Young made a recommendation to adopt Resolution # CP02152018-01, approving the District’s application for the Land and Water Conservation Fund for the Carmichael Park - Market Events Pavilion and Grand Park Entry Project.

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: Younger – The Advisory Board voted to adopt Resolution # CP02152018-01, approving the District’s application for the Land and Water Conservation Fund for the Carmichael Park - Market Events Pavilion and Grand Park Entry Project, as presented:  
Unanimous.**

#### **Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**  
**Vote: 5/0/0/0/0**

**2. RECREATION FEES AND CHARGES POLICY UPDATES**

Lofthus highlighted the process and report; made a recommendation to amend policy and update District Facility Rentals fees and charges.

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: Conroy S: Borman – The Advisory Board voted to approve the proposed Facility Rental Policy, Facility Rental Fees, and the Recreation Classes/Activities Refund Policy, effective March 1, 2018; approve the proposed Regular User Group Rates, effective July 1, 2018, as presented: Unanimous.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

**Vote: 5/0/0/0/0**

**UPCOMING EVENTS:**

***Food:***

- 1. Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park,
- 2. Park Rec & Eat It Monthly Food Truck Event** – Thursday, 3/1, 5 –8PM, at Carmichael Park

***Camps:***

- 3. Kids Hangout President’s Week** – Ages 5-12, Tuesday through Friday, 2/20-2/23, full time/part time at La Sierra Community Center, Kid’s Corner

***Sports:***

- 4. Pickleball** – Tuesdays, Wednesdays, and Thursdays, 9AM – 12PM, La Sierra Community Center Big Gym
- 5. Adult Softball League** –Registration starting for the Spring Friday Night Coed D League

**TIME AND PLACE OF NEXT MEETING:**

- 1. Regular Meeting**

Proposed: Thursday, March 15, 2018 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

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

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

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MICHAEL ROCKENSTEIN  
CHAIRMAN OF THE BOARD

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