

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
APRIL 12, 2018 SPECIAL MEETING**

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

**CALL TO ORDER:** The special 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 ON THIS AGENDA ONLY.** – None

**CONSENT ITEMS:**

1. **MINUTES**  
March 15, 2018– Regular Meeting
2. **FINANCIAL STATEMENT**  
Deferred to future meeting
3. **ACCOUNTS PAYABLE**  
March 2018
4. **ACCOUNTS RECEIVABLE**  
April 2018

**Motion 1**

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

**Vote: Unanimous of those present. 5/0/0/0/0**

**NEWSPAPER ARTICLES:**

***Carmichael Times* –**

**March 16, 2018:** *Kids Night Out, Ages 5-14 – 3/6, 4/20, 5/18; 6-9PM, La Sierra Community Center: Kids Corner*

**March 23, 2018:** *Annual Egg Hunt, Saturday, March 31, Carmichael Park*

**March 30, 2018:** *Annual Egg Hunt, Saturday, March 31, Carmichael Park; Annual Easter Egg Hunt & Pancake Breakfast*

**April 6, 2018:** *Kids Night Out, Ages 5-14 – 3/6, 4/20, 5/18; 6-9PM, La Sierra Community Center: Kids Corner; Bunniful Easter Fun in Carmichael Park*

**REPORTS:**

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

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

Director Younger reported on the great time he had at Pickleball. The players were friendly and welcoming to beginners.

Director Borman reported that the Egg Hunt was a successful event.

Director Carroll reported on a neighborhood egg hunt held at Jan Park.

Director Conroy reported on the Foundation's planning and promotional activities for Big Day of Giving – 5/3/18, Dinner in Park – 9/8/18.

## **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 Services Manager –skipped reporting due to other Recreation Division items on the agenda.

### **Maintenance Division**

Keith Maddison, Park Services Manager – reported on division highlights

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

- 800 Wing Roof Coating Project: District's portion of the project has started. Staff dismantled and removed approximately 1,200' of old boiler supply and return piping; in process of repairing electrical conduit blocking; will begin gas line modification and elevation adjustments next week. The actual roofing contract portion will begin the first week of May.
- Maintenance Shop Vehicle Lift: Staff installed a new electrical service for the new vehicle lift equipment. The original 1956 vehicle lift was removed from service after it was determined that it did not meet current safety standards.
- Smith Hall Wall Covering: Staff removed thermostats, fire extinguisher enclosures and receptacles prior to the wall covering installation project then replaced them once the wall covering was installed.
- Play Equipment: Staff installed 65 yards of playground fall zone material at the play area.
- Plumbing Repairs: Staff repaired a leaking valve on Ballfield #4.
- Herbicides: Staff applied herbicides throughout the Community Center.

#### **Carmichael Park**

- Plumbing Repairs: Staff repaired a leaking valve, quick coupler and hose bib at the park.
- Herbicides: Staff applied herbicides throughout the park.
- Tennis Courts: Staff replaced the tennis net tension cranking mechanism on court #5.
- Utility Trailer: Lights

#### **Glancy Oaks Park**

- Play Equipment: Staff installed 65 yards of playground fall zone material at the play area.
- Herbicides: Staff applied herbicides throughout the park.

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

- Fire Hazard Mitigation: Staff continues to cut up and remove the dead trees that have been felled under contract with Fallen Leaf Tree Management.

#### **District Wide**

- Sheriffs Work Program: District received the services of 3 buses during this reporting period. Labor was used at the Schweitzer Grove Nature Area to haul wood chips and tree rounds.
- Herbicides: Staff applied herbicides at the following park sites: Bird Track Park, Cardinal Oaks, Cardinal Oaks Park, Del Campo Park, Jan Park, O'Donnell Heritage Park, Patriots Park and Sutter Jensen Community Park.

### **Administration Services Division**

*Stephanie Young, Administrative Analyst*

#### **Grants –**

- Land and Water Conservation Fund - District met the deadline for submitted outstanding documents. All applications will be reviewed over the next four months.
- SMUD Shine Grant –Staff plans to attend orientation. Application period: 5/7 to 6/25. More information to come.

#### **Leases –**

- TR Lease was signed by both parties.
- California Montessori Project, Inc. lease will come to the Advisory Board next month

**LSCC John Smith Hall** – Wall covering was installed by contract during the week of March 26.

**CPRS Conference 2018, Long Beach** – Three staff attended taking advantage of 20 informative and relevant Sessions. Young attended sessions that focused on Park Projects & Development, Engaging the Community, Service Gaps, What's Hot in Sacramento – particularly the upcoming California Park Bond legislation.

**Jr. Giants** – Three staff attended the first annual Jr. Giants Symposium in San Francisco. The symposium concentrated on Fair Play, ensuring equality in athletics for girls, as well as best practices and ideas about getting more girls involved in youth sports.

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

**Payroll Training** – Staff attended payroll training two weeks ago.

**State Controller's Government Compensation Report** – Staff submitted District information to the County. It will be included with the County's report and uploaded to the SCO website. The District website has a link to the Report, in compliance with AB2040 (eff 1/1/15). Available District data on the SCO site goes back to 2013.

**New Facility Policy/Fees** – Staff has updated the new fees and policy changes in the registration software and rental procedures.

#### **SPECIAL PRESENTATION:**

##### **1. RECREATION RETREAT REVIEW**

Lofthus shared a PowerPoint presentation of current status and future planning for the Recreation Division.

#### **ACTION ITEMS:**

##### **1. FY2018-19 FINAL BUDGET PROPOSALS**

Smith presented and recommended to approve the FY2018-19 Final Budget proposals for the Carmichael RPD General Fund 337A and Assessment Fund 337B for final approval and adoption by the County Board of Supervisors.

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: Younger S: Carroll – The Advisory Board voted to approve and recommend the FY2018-19 Budgets, as follows:**

***General Fund Fund 337A: Total budget of \$5,200,380***

<u>REVENUE TOTAL:</u>	<u>5,200,380</u>	<u>EXPENDITURES TOTAL:</u>	<u>5,200,380</u>
Carry-over Fund Balance:	831,238	Operations:	4,588,286
Taxes:	1,971,190	Salaries/Benefits:	2,927,843
Use of Money/Property:	1,334,814	Services & Supplies:	1,660,443
Aid-Gov'n't Agencies:	75,500	Interest & Assessments:	33,351
Charges for Service:	925,200	Capital Equip & C-I-P:	111,500
Other Revenue:	62,438	Contingency:	467,243
Total:	<u>5,200,380</u>	Total:	<u>5,200,380</u>

**Carmichael RPD Assessment Fund 337B: Total budget of \$777,951**

Revenues –

Carry Over Fund Balance:	\$773,451
Projected Interest Earnings:	4,500

Expenditures –

Reimburse Payments (Refunds):	\$777,951
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**Unanimous.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

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

**PRESENTATION ITEM:**

**1. RECREATION ACTIVITY REPORT**

Presentation of recreation activities for the period January to March 2018

**UPCOMING EVENTS:**

**Events:**

- 1. Creek Clean-up & Celebration** – Saturday, 4/14, 8-11AM Cleanup and 11AM-2PM Celebration at Carmichael Park
- 2. Earth Day Celebration** – Saturday, 4/21, 10AM at Koobs Nature Area
- 3. Weekly Farmers Market**–Sundays 9AM–2PM at Carmichael Park – Mother’s Day Tea Party on May 13
- 4. Park Rec & Eat It Monthly Food Truck Event** – Thursday, 5/3, 5 –8PM, at Carmichael Park
- 5. Taste of Carmichael** – Friday, 5/18, 5:30-8:30PM at La Sierra Community Center, JSH
- 6. 38<sup>th</sup> Annual Cactus & Succulent Show and Sale** – Saturday, 5/19, 9AM – 4PM; Sunday, 5/20, 9AM – 2PM, at Carmichael Park Clubhouse

**New Programs**

- 7. Kids Night Out** – Ages 5-14 on 3/6, 4/20, 5/18; 6-9PM at La Sierra Community Center, Kid’s Corner
- 8. Free Youth Mobile Recreation Program** (in partnership with Kiwanis Club of Carmichael) – Ages 5-14, Tuesdays, 3:30-4:30PM at Cardinal Oaks Park
- 9. PeeWee Sports Clinic** – Saturday mornings, 4/14-5/12, Grades K-3<sup>rd</sup> grade at Carmichael Park, Whitney Lawn
- 10. Back Strengthening** –Tuesday mornings 11:30am – 12:30pm at the La Sierra Community Center. Started 4/10. Still taking registration
- 11. Karate for Kids/Teens** – Mondays, Wednesdays, and Saturdays from 3:30pm – 5:30pm starting 5/2 at the La Sierra Community Center

**Upcoming Programs:**

- 12. Pickleball** – Now open on Friday evenings from 6pm – 9pm at the Sierra Community Center Big Gym
- 13. KidZLoveSoccer** – Saturday afternoons, Spring sessions begin 4/14 – 6/9 at Carmichael Park; varied levels, Ages 2 to 10
- 14. Beginning Guitar: Part 3** – Monday evenings, beginning 4/16 at La Sierra Community Center

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

Proposed for Thursday, May 17, 2018 April 12, 2018 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 8:30 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