

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
APRIL 18, 2019 REGULAR MEETING**

Directors: Arredondo-Carroll, Dax-Conroy, Judd, and Rockenstein

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. Due to lack of quorum Consent Items and New Business were continued to the next Regular Meeting; only non-action items were presented and discussed.

ROLL CALL:

Directors Present: Dax-Conroy and Rockenstein
Directors Absent: Arredondo-Carroll and Judd - excused
Staff Present: Bellas, Lal, Penney, Perry, 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 ON THIS AGENDA ONLY. – None

CONSENT ITEMS: *Continued to next Regular Meeting*

1. MINUTES

February 2, 2019 – Special Meeting
February 13, 2019 – Special Meeting
February 21, 2019 – Regular Meeting
March 11, 2019 – Special Meeting

2. FINANCIAL STATEMENT

January 2019
February 2019

3. ACCOUNTS PAYABLE

February 2019
March 2019

4. ACCOUNTS RECEIVABLE

March 2019
April 2019

5. POP STAT REPORT

March 2019

NEWSPAPER ARTICLES:

***Carmichael Times* –**

February 15, 2019: *Park, Rec & Eat It – March 7*

February 22, 2019: *Park, Rec & Eat It – March 7*

March 1, 2019: *Adult League Play!*

March 8, 2019: *Hanging Up His Hammer; Kids Night Out – March 15*

March 15, 2019: *Kids Night Out-March 15*

March 22, 2019: *Adult Volleyball –Registration Open*

March 29, 2019: *Annual Creek Week Has Volunteer Opportunities; County Supervisor Susan Peters-Carmichael Community Update; Annual Egg Hunt –April 20*

April 5, 2019: *Annual Egg Hunt – April 20*

REPORTS:

1.* ADVISORY BOARD MEMBER REPORTS

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

- Chairman Rockenstein announced that Director Harrison submitted his resignation on April 10, 2019. The District entered into a personnel service agreement for the day-to-day operations.
- Director Conroy reported on activities of the Carmichael Parks Foundation; planning for upcoming Dinner in the Park 2019, on September 7, 5:30-8:30 PM. She also conveyed that the CID has been working on a Branding Campaign.

2.* STAFF REPORT (Bellas, Lal, Penney, Perry and Young)

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

Jack Harrison- Consultant Report

District Administrator Position Recruitment – Making calls and cultivating applicants for the position; coordinating services with CPS HR Consulting to avoid duplication. Timeline: Application deadline: 5/10/19; Advisory Board Members to interview potential candidates early June and target the selection of 2-3 candidates for interview with Supervisor Peters.

District CIP for FY2019-20 – Working with staff to review the CIP list in the recommended budget.

Recreation Division

Sharlene Lal, Recreation Supervisor filled in for Alaina Lofthus, Recreation Services Manager – to report on division highlights; presentation brief as quarterly activities were reported under Presentation Items

Events –

- Annual Egg Hunt (April 20) – 7,000 filled eggs and 100 golden eggs with special prizes are ready for the hunt; event starts at 10AM. Supervisor Peters available to meet with the public at the event.

Miscellaneous –

- The Carmichael Seniors Club celebrated their 50th Anniversary on April 11th.
 - For the past five decades, club members have gathered at the Clubhouse in Carmichael Park for potlucks, entertainment and community activities. Club President, Valerie Hobin invited staff to attend the event and club member Toni Klch baked a homemade Neapolitan cake! Toni used to own a bakery in New York and now bakes treats for her fellow club members. Valerie does a wonderful job organizing the club events and welcoming new members.
- Carmichael Girls Softball celebrating their 50th year anniversary on Saturday, May 11th from 3pm – 8pm at Carmichael Park near Ball Field 2. Bill Fletcher, the Carmichael Girls Softball President, along with his fellow board members have been working on this event for several months and are excited to celebrate with their players and families.
- The Carmichael Rotary Club agreed to support a room improvement project at the Kid's Hangout After-School Program facility. The local club has approved \$3,000 and we will know in July if there is a matching grant provided by their larger chapter. This project includes providing supplies like paint, storage shelves, bookcases, wall cabinets/lockers, and play rugs/mats. Their club will have volunteers that help assemble some of the purchased items and paint the walls and floor. The District will have some maintenance staff help with the larger items and wall mounting. The District appreciates the continued support of the Carmichael Rotary Club.

Maintenance Division

James Perry, Interim Park Services Manager – reported on division highlights

La Sierra Community Center –

- Roof Repairs: Staff patched numerous leaking roofs throughout the Community Center
- Herbicide: Staff applied herbicide throughout the Community Center.
- Drinking Fountain: Staff replaced a drinking fountain by the Sierra Rooms.
- Lighting: Staff replaced ballasts in the SFAC; replaced 29 light bulbs in the Big gym and 8 in the Small gym; replaced a motion switch in the Recreation Office and key switch in the Big gym.
- Oven: Staff replaced a thermopile on the oven in the JSH Kitchen.
- Kids Hang Out: Staff installed new padding on the poles
- Landscape: Staff removed a damaged brick planter

Carmichael Park –

- Clubhouse Women's Restroom Door: Staff replaced a door lock.
- Roof: Staff sealed exposed rooftop ductwork at the District Office
- District Office Entry: Staff removed the kiosk and planks; replaced the patio with redwood planks
- Reader Board: Staff replaced the cover.

- Drinking Fountain: Staff installed a new drinking fountain at Ballfield 2 and decomposed granite improvement.
- Tree maintenance: Staff removed one Chase Tree from behind the District Office
- Landscape: Staff spread six yards of mulch in the rose beds
- Herbicides: Staff performed herbicide applications throughout the park

Del Campo

- Herbicide/Fertilizer: Staff performed herbicide/fertilizer applications throughout the park
- Soccer Field: Staff completed aeration.

O'Donnell Heritage Park –

- Herbicide/Fertilizer: Staff performed herbicide/fertilizer applications at the park
- Tree maintenance: Staff cut up a downed Oak Tree.

Patriots Park –

- Herbicide/Fertilizer: Staff performed herbicide/fertilizer applications at the park

Schweitzer Grove Nature Area –

- Tree maintenance: Staff removed two Eucalyptus Trees
- Herbicides: Staff performed herbicide applications throughout the park

Sutter Jensen Community Park –

- Garfield House: Staff continues to work on the improvement project; removed a downed Oak Tree at the parking lot
- New lawn: Over seeded the lawn.
- Irrigation: Staff has completed the testing and running of the irrigation system.
- Herbicide/Fertilizer: Staff performed herbicide/fertilizer applications throughout the park

Equipment –

- Tractor Purchase: Staff received the new Kubota tractor and implements.

Administration Services Division

Stephanie Young, Administrative Analyst– reported on program area

Grant update –

On Thursday, May 2, ASM Penney and AA Young plan to attend the Prop 68 Per Capita Procedural Guide public review workshop.

Carmichael Park Play Equipment Replacement –

The equipment was ordered, manufactured, and shipped from Germany. It should arrive in the Port of Oakland about 6 weeks after setting sail. Rarely there will be an issue in customs that could cause a weeklong delay. Once cleared, it will be transported to Sacramento for installation. Staff is communicating regularly with Berliner. The contractor anticipates starting the project during the last week of May.

Clubhouse & Garfield House update –

Interim PSM Perry and AA Young are working together on both projects and tying in the JSH Hallway to get quotes. Once contractor walk-thru is complete, staff can schedule a Facilities Committee meeting to discuss status and make final adjustments. Paint samples will be available next week.

SMUD Lighting Survey for La Sierra Parking Lot –

Staff has repeatedly followed up with the District's SMUD representative and his substitute requesting a lighting survey of the main La Sierra Community Center parking lot and will report back once contact is made.

Carmichael Parks Foundation –

- Foundation met to discuss two projects that could tie into the District's upcoming budget. The LSCC façade improvement project was discussed but the emphasis was towards the Bocce Ball project. A special meeting is scheduled on May 7 to gather information and formulate a plan.

- Dinner in the Park – planning continues; components of the event taking shape; anticipate the event will compete in the “Best of the Year” in the Carmichael Chamber’s 2019 Best of Carmichael Awards held at the end of May.

Carmichael Improvement District –

CID continues recruitment for an Executive Director. The Outreach Committee planning a Business Walk in May to help educate those within CID boundaries.

Ingrid Penney, Administrative Services Manager – reported on program area

Online Registration – Staff updated the database to reflect the Spring/Summer Activity Guide.

Contracts –

- Tenants – Staff prepared the Board Letter, Resolution for the amendments and submitted them to the County. The CMP Second Amendment is scheduled for 4/23 while the Chautauqua and Sacramento Fine Arts Center First Amendments are scheduled for 5/14 to go before the County Board of Supervisors.
- Encroachment Permit – Staff negotiated and prepared an encroachment permit for a construction company that plans to use several parking spaces at LSCC as a staging area. In lieu of cash, the District will receive concrete improvements in the front of the LSCC Office.

CAPRI –

- Annual Workers Compensation Estimated Payroll and CAPRI Rating Questionnaire – completed and submitted.
- Staff met with the CAPRI claims adjuster to evaluate the water damage to the JSH Kitchen from the January 27 storm; discussed covered repairs items

HR – Staff provided support for the Park Services Manager recruitment and interview process; updated the District Administrator position recruitment ad and brochure.

Annual & Five Year Review and Nexus Study Update – Staff performed required preliminary work.

Liz Bellas, Interim District Administrator – Report

Park Services Manager Recruitment – Interviews were held on April 15 with final selection anticipated the following week.

PUBLIC COMMENT – A member of the public arrived during the meeting; inquired on the status of the play equipment in Carmichael Park. Chairman Rockenstein explained that new structures were on order to replace the older equipment.

PRESENTATION ITEMS:

1. RECREATION ACTIVITY REPORTS (Lal)

Recreation Supervisor Lal shared a presentation of recreation activities for the period January to March 2019
Received and filed

2. FY2018-19 BUDGET – CIP AND EQUIPMENT UPDATE

ASM Penney shared a presentation of quarterly update of activities related to capital improvement project and equipment expenditures.
Received and filed

NEW BUSINESS:

1.* ADVISORY BOARD RETREAT – Continued to next Regular Meeting

Planned discussion to schedule a Retreat in June 2019 related to CIP and District Budgets.

UPCOMING PROGRAM AND EVENTS:

Events:

1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park – Mother's Day Tea Party on May 12
2. **Creek Clean-up & Celebration** – Saturday, 4/13, 8-11AM Cleanup and 11AM-2PM Celebration at Carmichael Park
3. **Egg Hunt & Pancake Breakfast** – Saturday, April 20, 10AM SHARP for Egg Hunt; Pancake Breakfast 7-11AM at Carmichael Park
4. **Earth Day Celebration** – Saturday, 4/20, 10AM at Koobs Nature Area
5. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, 5/3, 5 –8PM, at Carmichael Park
6. **Carmichael Girls Softball 50th Anniversary** – Saturday, 5/11, 3 – 8PM at Carmichael Park Ballfield #2
7. **Taste of Carmichael** – Friday, 5/17, 5:30-8:30PM at La Sierra Community Center, JSH
8. **39th Annual Cactus & Succulent Show and Sale** – Saturday, 5/18, 9AM – 4PM; Sunday, 5/19, 9AM – 2PM, at Carmichael Park Clubhouse

Youth Programs:

9. **Kids Hangout Spring Break** – Ages 5-12, Monday through Friday, 4/15-4/19, full time/part time at La Sierra Community Center, Kid's Corner
10. **Kids Night Out** – (Ages 5-12) 4/13 and 5/17; 6-9:30PM at La Sierra Community Center, Kid's Corner
11. **B Street Theatre Spring Break Camp** – Ages 9-13, Monday through Friday, 4/15–4/19, 10-11:30AM, at the La Sierra Community Center, Room 800

Youth and Adult Programs & Sports:

12. **Various Special Interest Classes and Sports** – Spring Season, for more information refer to the District's website and/or the Spring/Summer Activity Guide and/or the District website: www.carmichaelpark.com

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**

Proposed: Thursday, May 16, 2019 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 6:48 p.m.

Respectfully submitted,

Ingrid S. 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