

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
MAY 17, 2018 REGULAR MEETING**

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

**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: Borman Dax-Conroy, Judd, and Rockenstein,  
Directors Absent: Arredondo-Carroll - excused  
Staff Present: Smith, Lofthus, Maddison, Penney, and Young

**PLEDGE OF ALLEGIANCE** – Chairman Rockenstein led the pledge

**OATH OF OFFICE:** Brooke Judd, new appointment to the Advisory Board.

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED ON THIS AGENDA ONLY.** – None

**CONSENT ITEMS:**

1. **MINUTES**  
April 5, 2018 – Special Meeting  
April 12, 2018 – Special Meeting
2. **FINANCIAL STATEMENT**  
March 2018
3. **ACCOUNTS PAYABLE**  
April 2018
4. **ACCOUNTS RECEIVABLE**  
May 2018

**Motion 1**

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

**Vote: Unanimous of those present. Absent: Director Carroll 4/0/0/1/0**

**NEWSPAPER ARTICLES:**

***Carmichael Times*** –

**April 13, 2018:** *Kids Night Out, Ages 5-14 – 4/20, 5/18; 6-9PM, La Sierra Community Center: Kids Corner*

**April 20, 2018:** *Clean Sweep for Creeks; Park, Rec & Eat It, Thursday, May 3, Carmichael Park*

**April 27, 2018:** *Park, Rec & Eat It, Thursday, May 3, Carmichael Park*

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

**May 11, 2018:** *Kids Night Out, Ages 5-14 – 5/18; 6-9PM, La Sierra Community Center: Kids Corner; Carmichael Parks Foundation Receives Generous Donation*

**REPORTS:**

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

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

Director Borman reported on attendance at the Farmers Market, Mothers' Day in the Park event.

Director Conroy reported on the Foundation's success with Big Day of Giving event and planning and promotional activities for 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 – reported on division highlights

### **Senior Softball Update –**

- District is now running the Wednesday and Thursday Senior Softball Leagues with the help of volunteer liaisons from both leagues.
- Bob Tuttle, Wednesday Senior Softball League representative, and I have been working together since November
- Bob organizes the teams, umpires, and schedules while the park district prepares the fields, provides balls, advertises, and provides insurance.
- District receives a per team fee
- Thursday Senior Softball League is under new leadership, Jack Warren, and that league has decided to join us. Similar arrangements that were made with Bob Tuttle and the Wednesday league are now being applied to the Thursday league.
- Wednesday = 4; Thursday = 8; Total = 12 teams

### **GSSA/USA Softball Grant –**

- Staff applied for a grant to help support new equipment for the Senior Softball league.
- The district was awarded \$1,278 which will go toward purchasing new bases and base anchors
- This will also benefit the Friday Coed League as well as Carmichael Girls Softball

### **Youth Development –**

- Tiny Tot Program –Graduation pictures have been taken and ceremony will be on June 6th
- Parents Night Out – Last one is tomorrow night; Averaging 30 children each month; will continue program after summer

### **Summer Planning and Prep -**

- Concerts in the Park Series schedule is out
  - Mumbo Gumbo kicks off the series on Saturday, June 9<sup>th</sup> at 6:30pm
- Summer Day Camps
  - Hiring and training staff
  - Program starts June 11<sup>th</sup>
- B St. Theatre Partnership
  - Supported through the Foundation
  - Four week class focusing on acting, improvisation, and storytelling.
  - Junior Classes for 6 to 8 year olds
  - Youth Classes for 9 to 13 year olds
  - Finalizing details

## **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 completed. Staff dismantled and removed all remaining boiler supply and returns piping; repaired electrical conduit blocking and completed the gas line modification and elevation adjustments; removed roof sheeting and repaired dry rot damage in several areas. The contract portion of this project has commenced and will be completed by the end of May.
- 300 Wing West Electrical Service Restoration: Staff worked with an electrical contractor to replace the main electrical service cables from the East Boiler Room to the 300 Wing West. The service cables shorted out underground and the wing was without power for an entire week. Restoration was performed on a Saturday to prevent shutting down the majority of the Montessori School campus during the school week. Staff replaced 1,400' of 250MCM electrical cable which is about 1,100 pounds of copper.
- HVAC Repairs: Staff replaced an HVAC condenser fan motor on suite 440 and replaced a valve and re-charged the HVAC unit on suite 405.
- Johnson Gymnasium: Staff replaced a damaged emergency exit light on the Johnson Gym.
- Cypress Room: Staff installed an electric projector screen in the Cypress rental room.

- Irrigation: Staff made numerous repairs and adjustments to irrigation systems throughout the community center.

#### **Carmichael Park –**

- Plumbing: Staff repaired a ruptured water main under a sidewalk and made numerous other repairs and adjustments to irrigation systems throughout the park.
- Herbicides: Staff performed herbicide applications throughout the park.
- Tree Maintenance: Staff removed a large Fruitless Mulberry tree that failed during a recent storm. Staff also removed multiple large limbs that came down from other trees during the same storm.

#### **Glancy Oaks Park –**

- Irrigation: Staff repaired a leaking water main and made numerous other repairs and adjustments to irrigation systems throughout the park. The Carmichael Water District provided a backhoe and operator to assist us with the main repair.

#### **O'Donnell Heritage Park –**

- Plumbing: Staff repaired a water main that ruptured underneath the irrigation booster pump pad. Staff also made other repairs and adjustments to irrigation systems in the park.

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

- Fire Break: Staff mowing a fire break at the nature area

#### **Sutter Jensen Community Park –**

- Irrigation and Sod Installation: Staff has installed the irrigation system in preparation for sod installation on June 19th. There will be 11 weeks of growth in time before the upcoming September 8<sup>th</sup> Dinner in the Park event.
- Herbicides: Staff performed herbicide applications throughout the community park.

#### **District Wide –**

- Sheriffs Work Program: District received the services of 4 busses during this reporting period. Labor was utilized for tree removal and hauling wood chips at Carmichael Park and Schweitzer Grove Nature Area; brush removal, landscape clean-up and trench backfill at Sutter Jensen Community Park.
- Play Equipment Fall Zone Material: Staff added play equipment fall zone material to the equipment at Bird Track Park, Del Campo Park and Jan Park.

#### **Training –**

- Certified Playground Safety Inspector: Staff member, Phillip Hurt, has successfully completed the Certified Playground Safety Inspector course and examination.

#### **Administration Services Division**

*Stephanie Young, Administrative Analyst*

- **Grant updates**

**Land and Water Conservation Fund Grant** – still waiting to hear whether awarded to the District.

**SMUD Shine Award Grant** – attended a workshop; have identified a possible project meeting the match requirement and finalizing cost estimates with various vendors. Applications accepted: May 7 – June 25. Plan to report back on joint application with the Foundation submission status.

**Community Development Block Grant (CDBG)** – Attended the Sacramento Housing & Redevelopment Agency's (SHRA) workshop. The Community Development Block Grant is a federal grant program run by the U.S. Department of Housing and Urban Development (HUD) that provides communities with funds for infrastructure, neighborhood improvements, and other community planning and development programs. The grant helps fund needed services in the community, including programs for seniors and disadvantaged youth towards the development of viable urban communities, by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income.

- **Park Dedication**  
District planning and preparing for the Sutter-Jensen Community Park Trail Project dedication. The dedication will be held the morning of Saturday, August 25<sup>th</sup>.
- **Tenant Lease update**  
In addition to the California Montessori Project lease, staff has been working closely with CMP in areas of campus safety, a potential playground renovation, and improved signage. Further discussion on these matters will take place later this month at a Facility Committee meeting.

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

- **FY2018-19 Budgets** – Submitted to the County; Board of Supervisors will hold public hearings in June.
- **FY2017-18 Property Tax Revenue** – District received the second large allocation of property taxes. The amounts received exceeded projections by \$14K. District will continue to receive through the end of June/1<sup>st</sup> week of July.
- **County Finance** – Staff attended a County Finance users meeting – covered upcoming changes for FY 2018-19.
- **Audit Report Status** – Report will be presented at the June meeting (FY2013-14 and 2014-15).

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

- **Advisory Board Elections & Committee Assignments for FY2018-19** – Reported that elections will be held at the June 21 Regular Meeting.

#### **ACTION ITEMS:**

##### **1. LA SIERRA COMMUNITY CENTER LEASE**

Administrative Analyst Young made a recommendation to approve the First Amendment to the tenant lease with California Montessori Project, Inc.; for an extended term of five (5) years, July 1, 2018 to June 30, 2023; including two additional options to extend the term, each another five (5) years, upon the same terms and conditions contained in the Lease; Current monthly rental lease amount of \$80,093.51; authorize the District Administrator to sign and forward the First Amendment for execution by the 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 proposed First Amendment of the Lease Agreement between the Carmichael Recreation and Park District and California Montessori Project; to authorize the District Administrator to sign and forward the First Amendment to the County for execution by the Board of Supervisors, as follows:  
Unanimous of those present.**

#### **Vote:**

**Ayes: Directors: Conroy, Judd, Borman, and Rockenstein**  
**Noes: Directors: None**  
**Abstain: Directors: None**  
**Absent: Directors: Carroll**  
**Recused: Directors: None**  
**Vote: 4/0/0/1/0**

##### **2. DEL CAMPO PARK SOCCER FIELD**

Recreation Services Manager Lofthus made a recommendation to approve a Facility Use Agreement (FUA) with the American River Futbol Club for use of the Del Campo Park soccer field for practice and games; May 17, 2018 through November 30, 2020; \$70 per week for 2018 with a 3% annual increase and a per player fee added; authorize the District Administrator to sign the FUA.

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 terms and conditions of a Facility Use Agreement (FUA) between the American Futbol Club and the District for the use of the soccer fields at Del Campo Park effective May 17, 2018 to November 30, 2020; authorize the District Administrator to sign the FUA on behalf of the District, as presented; as follows: Unanimous of those present.**

**Vote:**

**Ayes: Directors: Borman, Judd, Conroy, and Rockenstein**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Carroll**

**Recused: Directors: None**

**Vote: 4/0/0/1/0**

**UPCOMING EVENTS:**

***Events:***

1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park – Mother’s Day Tea Party on May 13
2. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, 6/7, 5 –8PM, at Carmichael Park
3. **Taste of Carmichael** – Friday, 5/18, 5:30-8:30PM at La Sierra Community Center, JSH
4. **Concerts in the Park start** – Saturdays, 6:30-8:30PM, 6/9-Mumbo Gumbo 6/16-Groove Thang; Sunday, 5-7PM, 6/10-Swing Masters

***Youth Programs***

5. **Kids Night Out** – Ages 5-14 on 5/18; 6-9PM at La Sierra Community Center, Kid’s Corner
6. **Summer Day Camp starts** – 6/11, Ages 5-14, full/part time, at the La Sierra Community Center
7. **Youth Volleyball Camps** – 9AM-12PM: Ages 10-12, 6/11-6/15; Ages 13-15, 6/18-6/22 at Villareal (Small) Gym, La Sierra Community Center

***Adult Sports:***

8. **Pickleball Camp** – 5/21-5/25 from 9AM – 12PM at the Johnson (Big) Gym, La Sierra Community Center
9. **Summer League Registration**

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

Proposed for Thursday, June 21, 2018 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**ADJOURNMENT** – The meeting was adjourned at 6:45 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