

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JANUARY 21, 2016 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 6:04 p.m. by Chairman Rockenstein.

ROLL CALL:

Directors Present: Arredondo-Carroll, Borman, Dax-Conroy, Rockenstein and Younger
Directors Absent: None
Staff Present: Smith, Maddison, and Penney

PLEDGE OF ALLEGIANCE – Boy Scout Troop #55 led the Pledge of Allegiance

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA –

Mike Guerrero – addressed the Advisory Board about disc golf in Carmichael Park. Having assisted with the layout and design, requested minor modifications to the course. He shared about a recent incident witnessed and reported to 9-1-1 by disc golfers, which has raised safety concerns for park users. – Issues referred to staff for follow-up.

Penny Hanscom – inquiry made on status of the audit.

CONSENT ITEMS:

1. **MINUTES**
November 19, 2015 – Regular Meeting
December 8, 2015 – Special Meeting
2. **FINANCIAL STATEMENT**
October 2015
November 2015
3. **ACCOUNTS PAYABLE**
November 2015
December 2015
4. **ACCOUNTS RECEIVABLE**
December 2015
January 2016

Motion 1

M: Younger S: Carroll – The Advisory Board voted unanimously to approve Consent Items #1-4, as presented by staff.

Vote: Unanimous 5/0/0/0

CORRESPONDENCE: Gordon Carleton sent an email regarding the Cardinal Oaks Park.

NEWSPAPER ARTICLES:

Carmichael Times –

November 20, 2015: Newspaper Article: Nature Area Ceremony Honors Fallen Heroes
Announcements & Events: Annual Tree Lighting and Girls and Boys Basketball League

- November 27, 2015:** Announcements & Events: Annual Tree Lighting and Girls and Boys Basketball League
- December 4, 2015:** Announcements & Events: Annual Tree Lighting and Girls and Boys Basketball League
- December 11, 2015:** Newspaper Article: Happy Trails to You; Pathway Links Sutter and Jensen Reserves; Tree Lighting Festival A Holiday Hit
Announcements & Events: Pickleball and First Aid and Adult Child & Infant CPR
- December 18, 2015:** Announcements & Events: Pickleball and First Aid and Adult Child & Infant CPR
- December 25, 2015:** Announcements & Events: Pickleball and First Aid and Adult Child & Infant CPR
- January 1, 2016:** Announcements & Events: Pickleball and First Aid and Adult Child & Infant CPR
- January 8, 2016:** Announcements & Events: Pickleball and Spanish Exposure Workshops
- January 15, 2016:** Newspaper Article: Carmichael Community Update by Supervisor Peters
Announcement & Events: Pickleball and Spanish Exposure Workshops

SPECIAL PRESENTATIONS: None

REPORTS:

1. ADVISORY BOARD MEMBERS REPORT

Director Carroll reported on the Tree Lighting/Food Truck event in December; how the weather broke, people were bundled up and enjoyed the festivities. Director Conroy reported on the same – great fun; the tree is getting bigger and bigger. Director Borman reported on a fundraiser planned by the Carmichael RPD Foundation to include antique appraisals; May 1, 2016, to be held at the new Milagro Centre. Chairman Rockenstein made inquiry about any new information on security. Staff will follow up with park ranger patrol reports.

2. STAFF REPORT

Staff reported on current District operations, projects and events.

Park & Facility Services Division

Keith Maddison, Park Services Manager – provided division highlights on park and facility maintenance services performed during the reporting period.

La Sierra Community Center

Sewer Line Renovation Project: construction drawings 90% complete

John Smith Hall, Commercial freezer: Staff replaced the compressor

Golf Cart: repaired by Staff

Roof leaks: Staff patched leaking roofs on Kids Hangout, MCS and Johnson Gym

Johnson Gym: door hinges and closures repaired by Staff

Equipment trailer donated by Sunrise RPD: refurbished by Staff

Carmichael Park

Veterans Hall Fascia and Painting Project: Staff has replaced portions of the fascia that have dry rot, completed painting of all the eaves, and in process of painting the exterior as weather allows.

Tree Lighting/Holiday Display: Staff assisted the Recreation Division with installation and removal of the annual holiday display.

Tennis Court/Bandshell parking lot Lighting: Staff replaced multiple burned out lights.

Maintenance Shop: Staff has taken advantage of the rainy weather to perform thorough clean-up and reorganization.

Cardinal Oaks Park

Signage – Staff installed additional signage as promised.

Jan Park

Commemorative Bricks: Staff installed 36 commemorative bricks sold by the Barret Hills Neighborhood Association. Net proceeds of approx. \$3,500 from the fundraiser will be used for more improvements at the park.

Drinking Fountain: Staff repaired

Sutter Park

Trail and Walkway Project: Staff completed site preparation for the dedication on Saturday, November 21, 2015. A few more improvements will be made to the entryway and installation of bollards.

District Wide

Sheriffs Work Program: District received the services of 16 buses during this reporting period, used for leaf removal and park cleanup at LSCC, Carmichael Park, Jensen Gardens, Glancy Oaks, Bird Track, and Schweitzer.

Training

Staff conducted the annual Pesticide Application and Label Training, accredited by the State Department of Pesticide Regulations. All staff members that use pesticides and hold a Qualified Applicators Certificate are required to complete 10 hours of continuing education each year.

Administrative Services Division

Ingrid Penney, Administrative Services Manager provided information on the following:

Audit: We have engaged the services of an auditing firm, scheduled to begin in February and complete before June 30.

Budget: District received its first allocation of property taxes; the amount slightly ahead of projections. Mid-year status report will be provided at the February meeting. Staff completed updates to employee payroll related files, implementation of the new minimum wage and benefit rates effective January 1.

Agreements: MCS Preschool, Inc. has signed a facility use agreement for land and utility use to locate a modular classroom/trailer on the former caretaker site at La Sierra. District maintenance staff will hook up the utilities, time and materials to be paid for by MCS. County Counsel approved the agreement as to form.

Conflict of Interest Form 700: The County has sent a letter to the Advisory Board members regarding the new online 700 program for annual filing. Staff is available to provide support and assistance, as needed.

District Administrator

Administrator Smith – Reported on the following items:

Fair Oaks Blvd. (County Project): Work has started beginning with underground utilities.

Sutter-Jensen Trail and Walkway: He has received numerous reports on the new trail/walkway, being enjoyed by seniors, parents walking their children in strollers, dog owners walking their dogs, etc. It's rewarding to see the project getting great use.

Cardinal Oaks Park: Provided an update – staff has done everything outlined in the report except the gates and fence. Staff directed more park ranger patrol, spending a significant amount of the available security budget to deter problems. Staff is working with SJUSD on signage regarding parking at the school.

Legislative Report: Currently there is a bill in the system to increase the minimum wage again next year to \$11/hour and \$13/hour the following year.

ACTION ITEMS:

1. MATHIOT GROUP HOME, INC.

Penney addressed the Advisory Board regarding the request from Mathiot Group Home, Inc. to exercise their option to renew the lease for another three years. Recommended a

lease amendment, option to renew for the period of February 1, 2016 to January 31, 2019; same terms and conditions, including increased monthly rental with 3% Escalator included in the budget.

Penny Hanscom reported ingress/egress issues at the La Sierra parking lot caused by CMP before and after school student drop-off and pick-up.

After discussion the following action was taken.

Motion 2

M: ~~Conroy~~ Borman S: ~~Berman~~ Conroy – The Advisory Board voted unanimously to approve the lease amendment for Mathiot Group Homes, Inc. for option to renew for the term of February 1, 2016 to January 31, 2019 and recommend final approval by the Board of Supervisors.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

2. MCS PRESCHOOL, INC. (MONTESSORI CHILDREN'S SCHOOL)

Penney reported on the request from the MCS Preschool, Inc. to exercise their option to renew the lease for another four years. Recommended a lease amendment, option to renew for the period of January 1, 2016 to December 31, 2020 with the same terms and conditions, including increased monthly rental with 3% Escalator included in the budget. After discussion the following action was taken.

Motion 3

M: Younger S: Conroy – The Advisory Board voted unanimously to approve the lease amendment for MCS Preschool, Inc. for option to renew for the term of February 1, 2016 to January 31, 2019 and recommend final approval by the Board of Supervisors.

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

3. CERTIFIED ACCESSIBILITY PLAN

Smith presented a proposal to contract with Adaptable Business Solutions, Inc. to obtain an updated comprehensive accessibility plan for the District for a cost of \$29,650. While the amount budgeted is \$25,000, staff is confident that difference can be made up by other savings in operations. After discussion the following action was taken.

Motion 4

M: Conroy S: Borman – The Advisory Board voted unanimously to approve the contract with Adaptable Business Solutions, Inc.; authorized the District Administrator to sign all documents and authorized spending in the amount not to exceed \$29,650.

Vote:

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

Noes: Directors: None

Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 5/0/0/0

PRESENTATION ITEM: None

NEW BUSINESS: None

UPCOMING EVENTS:

1. Park Rec & Eat It Monthly Food Truck Event – Thursday, February 4, 5-8 p.m., Carmichael Park

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, February 18, 2016, at 6:00 p.m., Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:00 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