

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 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.

ROLL CALL:

Directors Present: Arredondo-Carroll, Dax-Conroy, Judd, and Rockenstein
Staff Present: Bellas, Lofthus, 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. –

Joan Komaromi addressed the Advisory Board about off leash dogs at Schweitzer Grove Nature Area. Chairman Rockenstein directed PSM Perry to follow up on the issue.

CONSENT ITEMS:

1. MINUTES

June 1, 2019 – Special Meeting
June 20, 2019 – Regular Meeting
June 20, 2019 – Special Meeting concurrent with the Regular Meeting was cancelled.

2. FINANCIAL STATEMENT

May 2019

3. ACCOUNTS PAYABLE

June 2019

4. ACCOUNTS RECEIVABLE

July 2019

5. POP STAT REPORT

June 2019

Motion 1

M: Carroll S: Judd – The Advisory Board voted to approve the Consent Items, as amended, that the Minutes of June 20, 2019 Regular Meeting reflect additional discussion and comments made during the Retreat item at the meeting. Vote: Unanimous 4/0/0/0/0

NEWSPAPER ARTICLES:

***Carmichael Times* –**

June 14, 2019: *Concerts in the Park*

June 21, 2019: *Time to Twist and Shout; Concerts in the Park*

June 28, 2019: *Bravo Barbara!; All for Bocce!; Dinner in the Park; Concerts in the Park; Carmichael Fourth of July*

July 5, 2019: *Concerts in the Park*

REPORTS:

1.* ADVISORY BOARD MEMBER REPORTS

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

- Director Carroll reported on Concerts in the Park and the CP Playground Project and Opening Event
- Director Conroy commented on the same Events. At the Saturday Concert, she saw 100's of kids and adults climbing up on the new play equipment, laughing and having fun.

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

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

Recreation Division

Alaina Lofthus, Recreation Services Manager – to report on division highlights; presentation brief as quarterly activities were reported under Presentation Items

Events –

- July 4th Fireworks Show –
 - Event drew approx. 5k people.
 - Count Band rocked the stage, playing southern rock hits
 - AmeriCorps Volunteers (12) worked the Kids Zone (inflatables)
 - Staff from Recreation and Parks Divisions worked well together; ran smooth, fun event.
- Carmichael Park New Playground Opening – 7/12
 - Great crowd of children, parents, and community group members
 - Juliann, the District's Intern, secured food and drink donations and set up the event

Activity Guide, Fall/Winter – Staff working on content and design; Guide planned availability: online 8/1; mailed out to District residents, the week of 8/19

Carmichael Parks Foundation –

- The Foundation, with recommendation from the District, has selected Recreation Coordinator/Driver Matt Chronister to speak at the Dinner in Park event before the Fund a Need Auction. Matt has worked with the District for 7 years. He is currently getting his Master's Degree in English at Sacramento State

Maintenance Division

James Perry, Park Services Manager – reported on division highlights

La Sierra Community Center –

- HVAC: Staff recharged and added sealant on the unit in Club M. Staff has identified and ordered the thermostat controls for District Wide HVAC units. Updates will be given as installation occurs.
- Vandalism: Several windows were broken at the KHO, requiring the installation of additional lexan coverings to ensure that they do not get broken again.
- Fourth of July: Staff spent nearly two weeks on overall site clean and painting in preparation for the event. Staff performed clean up from the events at La Sierra and Carmichael Park.

Carmichael Park –

- Playground: Staff prepared for the new playground opening - getting 180 cu. yds. of fall material installed, the temporary fence removed, general site clean-up, irrigation adjustments and tree removal
- Tree Maintenance: Staff completely removed a Pistache tree located east of the Vet's Hall; an Oak tree, south of Ballfield 3; the Redwood from the border of the dog park; 2 Maple trees; and 1 Ash from the entrance of the Picnic Shelter. All of the tree maintenance required the use of a 65' boom lift.
- Irrigation: Staff made adjustments and replaced sprinkler heads to border stations C D E and Fin order to alleviate wasted water on roadways and sidewalks.
- Turf: Staff fertilized ball fields 1 & 2
- Asphalt: Staff continues to patch asphalt throughout the site.

O'Donnell Heritage Park –

- Playground: Staff replaced the climbing wall play component
- Irrigation: Staff replaced 40 sprinklers on the main turf area

Sutter Jensen Community Park –

- Garfield House: Staff continues to work on the improvement project at least once a week.
- Staff installed the Borman Memorial bench. Also, new bricks were installed.

District Wide –

- Fire Extinguishers: annual certification received
- Ice Machines: bi-annual cleaning and service performed

Administration Services Division

Stephanie Young, Administrative Analyst– reported on program area

Carmichael Park Play Equipment Installation and Grand Opening Event –

- Event occurred on 7/12.
- Thanks given to Director Conroy for emceeding the Event; Recreation Supervisors and Parks Division Staff to compliment the hard work on the project; Berliner Representative Bridget Muck and Sam Varner and his construction team who performed above and beyond to ensure a timely opening.

CIP Funding Mechanism – Research continues, including information exchange with IBank. Once Mike Blondino arrives and ready, staff will coordinate a meeting with IBank representatives.

New District Administrator – Staff has scheduled meetings with Advisory Board members, District staff, Lease Tenants, and Community leaders. In the first 30 days he will be introduced to key constituents.

Grant update (SMUD Shine) – Carmichael Parks Foundation partnered with the District in submitting a joint application on 7/15. If awarded, SMUD would match the District's funds to install a new lighting system for the six tennis courts.

Carmichael Improvement District – CID Outreach Committee participated in the 4th of July parade event - passed out American Flags, rolled out their newly released brand logo and provided website information to spectators.

Project Board/Communications – Staff continues to update the dry erase board in the conference room weekly following staff meeting. Because the information changes frequently it will not be included the board packet. Staff can supply a hard copy at board meetings, reflecting current information.

Ingrid Penney, Administrative Services Manager – reported on program area

Year End Closing –

- Staff met all deadlines to close the year end work to close FY2018-19.
- Closed out projects completed under Assets Under Construction.
- Reports will be available after 7/25; likely 7/29
- Based on revenue and expenditures transactions already posted, the District General Fund carry-over fund balance will exceed projections by \$490k for a total of \$1.3M; \$134,541 is reserved for the LSCC Play Area Asphalt Improvement Project, leaving at least \$344k+ add'l to work with to cover any allocation shortfalls or provide for new opportunities.
- Annual reports - Over the next two months, Staff will be working on a number of fiscal year end reports for the County and other agencies.

FY2019-20 Adopted Budgets –

- Proposal due to the County by 8/9.
- Completed review of year end costs for CIP re-budget allocations
- Met with Division Managers to review year end expenditures and the Recommended budgets to determine whether updates are advised for the Adopted Budgets' proposal.

New District Administrator –

- Staff prepared an overview about the Administrative Services Division; goals and priorities.
- Logistics – Set up email, desktop login information; ordered cell phone, business cards, name plate, etc.

All About Bocce – Staff provided support for the fundraiser. Donations continue to be received.

Contracts – Staff working in concert with County Counsel and County Risk Management on several contracts (FEC Park Patrol, Bennett Engineering Services, Inc. for the Garfield Access and SJ Jensen lower parking, reviewed the SJUSD MOU for the Bridges Program)

Recruitment – Staff provided support for the Park Maintenance Supervisor job notice/recruitment.

Liz Bellas, Interim District Administrator – Report

Thanked the Advisory Board for being welcoming. Likewise, the Advisory Board expressed appreciation for Ms. Bellas guidance, efforts and support.

Jack Harrison, Consultant – Report

Reported that the County had nominated Byron Borman to the open seat on the Advisory Board. His appointment should follow within 2-3 weeks. Thanked the Advisory Board for the opportunity to work with District Staff; progress has been made in several areas. Thanked staff for culling information to share with the new District Administrator. Jack plans to meet with Mike Blondino on Monday and Tuesday to provide orientation. The Advisory Board thanked Jack for his willingness to come and share his expertise; with a modest set of goals, Jack accomplished much more.

ACTION ITEM:

1. DISTRICT THREE YEAR MYCOP

Consultant Harrison made a presentation on a Three (3) Year Capital Outlay Program to adopt as a list of priorities, potential funding strategies to implement the program, and project updates to incorporate into the CIP Budget for FY2019-20. The list of projects was not made in a vacuum but reviewed and discussed with the Budget Committee and the Advisory Board. He emphasized that support for the recommendation would not constitute a commitment to a loan.

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: Judd – The Advisory Board voted to support the Three Year Capital Outlay Program, as presented; direct Staff to incorporate the projects into the Adopted Budgets for FY2019-20. Motion carried.

Vote:

Ayes: Directors: Carroll, Judd, and Rockenstein

Noes: Directors: Conroy

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 3/1/0/0/0

PRESENTATION ITEM:

1. RECREATION ACTIVITY REPORT

RSM Lofthus made a presentation of recreation activities for the period April to June 2019 – Reports were received and filed.

UPCOMING PROGRAM AND EVENTS:

For more information about these and other program and events, please visit the District Website:

www.carmichaelpark.com.

Events:

1. Weekly Farmers Market—Sundays 9AM–2PM at Carmichael Park

2. Concerts in the Park – Saturdays, 6:30-8:30PM, at Carmichael Park on 7/20 (Ray “Catfish” Copeland Band); 7/27 (Latin Touch); 8/3 (Fryed Brothers Band); 8/10 (Grove Thang); 8/17 (John Skinner Band); 8/24 (Mumbo Gumbo)

3. Park Rec & Eat It Monthly Food Truck Event – Thursday, 8/1, 5 –8PM, at Carmichael Park

Youth Programs:

4. **Summer Day Camps** – 6/17-8/13, M-F, 7AM-6PM; part time sessions available; at La Sierra Community Center
5. **Summer Reading Program** – Levels 00-03; Sundays beginning 7/21 at various times, held in La Sierra Community Center, Rm 800
6. **Summer Day Trips: Six Flags Discovery Kingdom**, Wednesday, 7/24, 8:15AM–6:00PM
7. **Kids Hang Out Afterschool Program** – Weekly sessions begin 8/15, Ages 5-12, full/part time, at the La Sierra Community Center

Youth and Adult Programs & Sports:

8. **Jr. NFL Flag Football League** – Ages 5-14, 8/10 – 11/9; games held at Fair Oaks Park; visit the District website for more information.
9. **Various Special Interest Classes, Fitness, and Sports** – Summer Season, for more information refer to the District's website and/or the Spring/Summer Activity Guide.

TIME AND PLACE OF NEXT MEETING:

1. **Special Meeting**

Proposed: Thursday, August 1, 2019 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

2. **Regular Meeting**

Proposed: Thursday, August 15, 2019 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned 8:25PM.

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