

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

Directors: Arredondo-Carroll, Borman, 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, Borman, Dax-Conroy, Judd, and Rockenstein
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**
May 17, 2018 – Regular Meeting
2. **FINANCIAL STATEMENT**
January 2018 and February 2018
April 2018
3. **ACCOUNTS PAYABLE**
May 2018
4. **ACCOUNTS RECEIVABLE**
June 2018

Motion 1

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

Vote: Unanimous. 5/0/0/0

NEWSPAPER ARTICLES:

***Carmichael Times* –**

May 18, 2018: *Summer Day Camp – July 11th – August 14th, Ages 5-14 La Sierra Community Center*

May 25, 2018: *Summer Day Camp – July 11th – August 14th, Ages 5-14 La Sierra Community Center*

June 4, 2018: *Carmichael Park Community Band Festival; Park, Rec, & Eat It, TH, June 7, Carmichael Park*

June 8, 2018: *Best of Carmichael Professionals Honored; Concerts in the Park*

June 15, 2018: *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 a recent Concert in the Park; Jan Park neighborhood had a BBQ – many neighbors were complimentary of the District Landscape Contractor and District Staff.

Director Conroy reported on the Foundation’s planning and promotional activities for Dinner in Park – 9/8/18.

Chairman Rockenstein reported on the Carmichael Kiwanis Club event, Taste of Carmichael held at the John Smith Community Hall.

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

Best of Carmichael Award – District was awarded the Best Community Center at the recent Carmichael Chamber event.

Free Little Library – District received the donation by St. Ignatius Elementary School

- Located in the Tiny Tot Playground area
- Ms. Victoria, our Preschool Teacher is monitoring the library.

Summer Concert Series started out great!

- The Mumbo Gumbo concert had a record attendance of 2,000 people
- Fried Brothers are this Saturday and should have great attendance as well

July Fireworks show and float submission for the parade – Ongoing planning

Youth Development –

Summer Day Camps

- 2 out of 3 camps have been full since week 1
 - Didn't fill Voyager until week 3 last summer
 - Didn't fill Explorer any weeks last summer
- Voyager: Average of 68 each week
- Explorer: Average of 75 each week
- Teen: Average of 25 each week
- Total Number comparisons for first 2 weeks of camp:
 - 2018: 335
 - 2017: 304
 - 2016: 244
 - 2015: 197
- At the maximum for the two younger camps but still have room to grow in the Teen Camp

Adult Sports –

- Summer Leagues starting or preparing to start
 - Volleyball – 42 team
 - Basketball and Softball leagues are finishing their summer league registration

Maintenance Division

Keith Maddison, Park Services Manager – reported on division highlights

La Sierra Community Center –

- 800 Wing Roof Coating Project: Contract portion of the project completed - passed inspection by the product manufacturer; received a 20 year warranty
- Facilities Inspection: Staff completed the quarterly facilities inspection.
- HVAC Repairs: Staff repaired refrigeration systems on HVAC units in Suites 330, 405 and 440. Staff also replaced a condenser fan motor in an HVAC unit in the 700 Wing.
- Johnson Gymnasium: Staff replaced four light fixture ballasts.
- Play Equipment Repair: Staff replaced four swings in the play area.
- Equipment Repair: Staff replaced a ruptured hydraulic seal on the Toro 4000D mower.
- Herbicides: Staff performed herbicide applications throughout the park in preparation for the July 4th event.

Carmichael Park –

- Irrigation: Staff repaired three lateral lines and made numerous adjustments throughout the park.
- Herbicides: Staff performed herbicide applications throughout the park.
- Softball Support Building: Staff replaced a missing light fixture.

Glancy Oaks Park –

- Irrigation: Staff traced and repaired communication wiring. Staff also replaced a valve and made other adjustments throughout the park.

Patriots Park –

- Restroom Enclosure: Staff welded new hinges on the damaged restroom enclosure gate.
- Tree Maintenance: Staff removed a large dead Almond tree

Sutter Jensen Community Park –

- Event Area Improvements: Staff completed the installation of the new irrigation system including 400' of bender board. Staff also installed new electrical conduits and pull boxes in three additional locations to help support the event area. Staff completed all site preparations and the new sod was installed on June 19th. Staff also applied a fungicide to the new sod to help prevent any fungus related diseases due to the hot weather conditions. This will give us eleven weeks of grow in time before the September 8th Dinner in the Park event.
- Dedication Preparation: Staff installed two large boulders for the park dedication and major donor plaques. Staff contracted the installation of two concrete pads for a bench and drinking fountain. Staff installed the drinking

District Wide –

- Sheriffs Work Program: District received the services of 1 bus during this reporting period. Labor was used for clean up at Carmichael Park.
- Weed Abatement for Fire Control: Staff completed the Park District's annual weed abatement program for fire control measures. Work was performed at Del Campo Park, Jan Park, O'Donnell Heritage Park, Schweitzer Grove Nature Area and Sutter Jensen Community Park.

Administration Services Division

Stephanie Young, Administrative Analyst

- **Grant updates**

Land and Water Conservation Fund Grant – District received notice from the Office of Grants and Local Services that our application was not recommended for funding at this time. However, the project application will be retained in the event one of the recommended projects withdraws or the Federal Fiscal Year 2019 funding becomes available.

SMUD Shine Award Grant – As previously reported, staff is working closely with the CRPD Foundation to submit an application for the SMUD Shine Award Grant. The application is due Monday, June 25th. If awarded, information will be provided to the Board as to the next step.

Community Development Block Grant (CDBG) – Staff attended the Sacramento Housing & Redevelopment Agency's (SHRA) Community Development Block Grant (CDBG) Sub-recipient Workshop. Staff is working to identify whether we have a viable project to submit.

Cal Fire – Staff submitted a grant application to Cal Fire specifically for Schweitzer Grove Nature Area. The funds would be used to install fire gates, clear dead trees, and laddering fuel.

Ingrid Penney, Administrative Services Manager – reported on program area

- **FY2018-19 Budgets** – Approved by the County Board of Supervisors in June.
- **FY2017-18 Year End Closing** – District staff preparing for the year end work to close FY 2017-18. This process will be completed by July 13 with intermediary deadlines along the way. Final stats will be available by end of July.

Tarry Smith, District Administrator – reported on current issues

- **FY2018-19 Budget Amendments** – Recommended a special meeting for August 2 to meet the 8/10 deadline for submitting revisions to the Final Budgets for FY2018-19.
- **Ted Winslow Safety Award** – District received the Cycle XV Safety Award at the recent Annual CARPD Conference. CAPRI awarded the District in recognition of the District’s commitment to Safety and Loss Control.

ACTION ITEMS:

1. DISTRICT AUDIT OF FINANCIAL STATEMENTS

Administrative Services Manager Penney provided background on the process and introduced Craig Fechter, with Fechter and Company, Inc., which performed the field work and draft report for the Independent Audit Report of the District financial statements for years ending June 30, 2015 and June 30, 2014. Craig Fechter made a presentation of the report.

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 accept and approve the District Audit Report for the Financial Statements for FY2014-15 and 2013-14, as presented. Unanimous.

Vote:

Ayes: Directors: Borman, Conroy, Judd, Carroll, and Rockenstein
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 5/0/0/0/0

2. SOCIAL MEDIA POLICY

Recreation Services Manager Lofthus made a recommendation to approve the proposed Social Media Policy for the District. Policy addressed general information, role and responsibilities of staff, content guidelines, and treatment of comments from third parties on various social media sites/outlets.

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: Carroll S: Judd – The Advisory Board voted to approve the proposed Social Media Policy as amended, as follows:

Under General Information –

- **Page 1 of 4 – A. NewSites/Outlets, last sentence should read, “Any employee...must gain approval from the Recreation Services Manager with final approval from the District Administrator prior to its use.**
- **Page 2 of 4 – C. Designees, item 4. should read, “Violations... may cause disciplinary action to be taken up to and including termination.**

Unanimous.

Vote:

Ayes: Directors: Judd, Borman, Carroll, and Rockenstein
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 5/0/0/0/0

3. ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS

Nominations and votes were cast to elect officers - Chairman, Vice Chairman, and Secretary and new committee assignments for FY 2018-19, as follows:

Chairman -

M: Borman S: Conroy to nominate Chairman Rockenstein to serve as Chairman. Motion carried.
Vote: 4/0/1/0/0 Abstained: Chairman Rockenstein

Vice Chairman -

M: Carroll S: Rockenstein to nominate Director Conroy to serve as Vice Chairman. Motion carried.
Vote: 4/0/1/0/0 Abstained: Director Conroy

Secretary -

M: Carroll S: Judd to nominate Director Borman to serve as Secretary. Motion carried.
Vote: 4/0/1/0/0 Abstained: Director Borman

Committee Assignments:

Facility: Carroll (chair); Conroy
Personnel: Borman (chair); Judd
Budget: Conroy (chair); Carroll
Policy & Program Committee: Judd (chair); Rockenstein
No Ad Hoc Committees.

Advisory Board Liasons:

Carmichael RPD Foundation: Conroy/Borman
Carmichael Improvement District: Conroy

UPCOMING PROGRAM AND EVENTS:

Events:

1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park
2. **Annual July 4th Activities, includes:** Kiwanis Club of Carmichael Pancake Breakfast, 7-11AM, Carmichael Park Clubhouse; 60th Annual Elk's Club Parade, 10:30AM on Fair Oaks Blvd.; Fireworks Show, 7PM at La Sierra Community Center.
3. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, 7/5, 5 –8PM, at Carmichael Park
4. **Concerts in the Park**– Saturdays, 6:30-8:30PM, 6/23-Fryed Brothers Band, 7/7 On Air, 7/14 lola Rose Band, 7/21 Latin Touch; Sunday, 5-7PM, 7/8-Carmichael Kiwanis Swing Band

Youth Programs

5. **Summer Day Camp** – Weekly sessions started 6/11, Ages 5-14, full/part time, at the La Sierra Community Center
6. **Mad Science Summer Camp** – Ages 6-12, Mon-Fri, 9AM-12PM, at La Sierra Community Center, Room 800: NASA –Journey into Outer Space 7/9-7/13; Science Rockstars 7/23-7/27
7. **Lego Camp** – Jedi Master Engineering with Lego, Ages 5-12, Mon/Tue/TH/Fri 9AM-12PM at La Sierra Community Center, Room 800
8. **Summer Day Trips** – Ages 5-14, meeting at La Sierra Community Center; Quarry Park Adventures 6/27 9AM-3PM; Six Flags Discovery Kingdom 7/11 8:15AM-6PM; Sunsplash 7/25 9:30AM-6PM
9. **Summer Reading Program begins** 7/17 various levels, dates, and meeting times at La Sierra Community Center, Room 800
10. **Kids Carnival Night** – All Ages –7/19, 6:15-8:15PM at La Sierra Community Center
11. **Summer Basketball Skills Camps** – Ages 5-7: Mon-Fri, 7/9-7/13, 9-10:30AM, Ages 8-12: Mon-Fri, 7/16-7/20, 9AM-12PM at La Sierra Community Center Gymnasiums

RECESS TO CLOSED SESSION

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Unrepresented Employee - District Administrator
Pursuant to California Government Code §54957

RECONVENED TO OPEN SESSION

Motion 4

M: Conroy S: Judd – The Advisory Board voted to approve a 3% merit pay increase for the District Administrator. Motion carried, as follows: Vote: 5/0/0/0/0

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, July 19, 2018 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 8:31 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