

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
JANUARY 19, 2017 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 6:00 p.m. by Chairman Rockenstein.

**ROLL CALL:**

Directors Present: Borman, Dax-Conroy, Rockenstein and Younger  
Directors Absent: Arredondo-Carroll  
Staff Present: Smith, Lofthus, and Penney

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

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA.** – Taylor Magaziner with the Fulton-El Camino Park Police (park rangers) introduced himself as the new Pop Officer serving Carmichael RPD.

**CONSENT ITEMS:**

1. **MINUTES**  
December 15, 2016– Regular Meeting
2. **FINANCIAL STATEMENT**  
November 2016
3. **ACCOUNTS PAYABLE**  
December 2016
4. **ACCOUNTS RECEIVABLE**  
January 2017

**Motion 1**

**M: Conroy S: Younger** – 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*** –

**December 9, 2016:** *Festival a Holiday; New Fitness Classes at La Sierra Community Center*  
**December 16, 2016:** *Winter Break Kid's Hangout Camps*  
**December 23, 2016:** *Winter Break Kid's Hangout Camps*  
**December 30, 2016:** *Park, Rec & Eat It*  
**January 6, 2017:** *New Fitness Classes at La Sierra Community Center*  
**January 13, 2017:** *Pickleball Camp – March 6 -10*

**REPORTS:**

**1. ADVISORY BOARD MEMBERS REPORTS**

Director Conroy reported on the Carmichael RPD Foundation's upcoming events – Antiques, Bubbles and Brunch on 4/23 at La Sierra Community Center; Dinner in the Park: A Carmichael Gourmet Affair on 9/30 at Sutter-Jensen.

Director Borman reported on compliments she overheard about the District's Pickleball program while attending an activity in the Pocket area.

**2. STAFF REPORTS**

Staff reported on a few current District operations, projects and events.

### **Recreation Division**

Alaina Lofthus, Recreation Supervisor – reported on division highlights

#### **Email Marketing Campaign:**

- Carmichael Connects, District's new official bi-monthly e-newsletter launched to 3300 recipients. Response has been positive.

#### **Sports:**

- Youth Recreation- sports – Basketball in high gear
- Adult Sports – Winter leagues started – volleyball and Pickleball numbers are up

#### **Classes:**

New classes for Spring/Summer – Mommy & Me Play, Mommy & Me Yoga, Kids Yoga, Healthy Kids Cooking Classes, Senior Tap and more. Creative Dance returns again in February.

#### **Kid's Hang Out::**

- Numbers are soaring - 40 more children during winter break camp this year (20 each week); Enrollment reached 50 kids in the after-school program, represents an increase of 15 kids over last year.

#### **Miscellaneous:**

Two 15 passenger vans – new graphic on both sides and back

### **Maintenance Division**

Keith Maddison, Park Services Manager – reported that in general, staff has been very busy dealing with storm related issues, in particular:

- La Sierra Community Center, Roof leaks – Staff has been patching and repairing roofs throughout the Center.
- District wide, Tree removal – Staff removed fallen and storm damaged trees at Carmichael Park, Garfield House, Glancy Oaks Park, and Jensen Botanical Garden.

### **Administration Services Division**

Stephanie Young, Administrative Analyst – reported on the following project and grant activity:

- Veteran's Hall Playground Resurfacing Project – completed under budget; new surface has an approximate 10 year service life.
- Prop 1, CA Urban Rivers Grant Update – additional information requested from the awarding agency regarding the LSCC Sustainability Project to address water and energy use efficiencies. Final funding decisions will be made in July.
- Greening Grant – Funds green infrastructure projects that reduce greenhouse gas emissions. Staff researching potential projects. Grant guidelines will be released in March.
- Prop 40, Outdoor Environmental Education Facilities Grant – Funds projects that serve the public through outdoor education. Staff exploring possible site options. Grant guidelines will be released this spring with applications due in the summer. Maximum award: \$500k

Ingrid Penney, Administrative Services Manager – reported on division highlights.

- Resolution affecting the governance and operation of the dependent recreation and park districts – adopted by the Board of Supervisors on January 10. Provisions will have an impact on our budget process for FY2017-18.
- FY2017-18 Budget – initial budget deadlines released, working with County staff on to meet requirements.
- FY2016-17 Mid-Year Budget Status – presentation planned for the February meeting; first step in the budget preparation process

**ACTION ITEMS:**

**PUBLIC HEARING – TIMED MATTER - 6:15 PM**

**1. ADA TRANSITION PLAN – Continued from December 15, 2016 (Smith)**

Administrator Smith provided an overview and recommendation to close the public comment period for ADA Transition Plan and to adopt the Plan for the Carmichael Recreation and Park District.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment period. After discussion, questions, and comments, the following motion was made

**Motion 2**

**M: Younger S: Borman – The Advisory Board voted to close the public comment period for the ADA Transition Plan and to adopt the Plan for the Carmichael Recreation and Park District, as presented. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Carroll**

**Recused: Directors: None**

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

**2. CARMICHAEL PROPERTY BUSINESS IMPROVEMENT DISTRICT (P-BID) (Smith)**

Administrator Smith recommended that the Advisory Board to appoint a member to serve on the Carmichael P-BID Board of Directors. Director Conroy volunteered to serve.

**Motion 3**

**M: Borman S: Younger – The Advisory Board voted to appoint Director Conroy to serve on the Carmichael PBID Board of Directors. Unanimous of those present.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Carroll**

**Recused: Directors: None**

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

**PRESENTATION ITEMS:**

**1. RECREATION ACTIVITY REPORT (Lofthus)**

Lofthus made a presentation of recreation activities for the months of September through December 2016.

**2. LSCC JOHN SMITH COMMUNITY HALL DESIGN UPDATE (Smith)**

Administrator Smith provided an update on the status of design services for the John Smith Community Hall at LSCC. Administrator Smith –

- Working with a new designer – recommended by County
- Design, Budget, and Bid Package – proposal planned for the February meeting.

**NEW BUSINESS: None**

**UPCOMING EVENTS:**

- 1. Weekly Farmers Market** – Sundays from 9 AM-2PM at Carmichael Park.
- 2. Park Rec & Eat It Monthly Food Truck Event** – Thursday, February 2, 5-8PM, Carmichael Park.

**TIME AND PLACE OF NEXT MEETING:**

**1. Regular Meeting**

Proposed: Thursday, February 16, 2017 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

**RECESS TO CLOSED SESSION**

**1. PUBLIC EMPLOYMENT**

Interim Recreation Services Manager  
Pursuant to California Government Code §54957

**RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT**

The Advisory Board approved the appointment of Alaina Lofthus to the Interim Recreation Services Manager position, effective January 23, 2017; consistent with District Personnel Policy.

**ADJOURNMENT** – The meeting was adjourned at 7:02 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