



**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**AGENDA**

**Thursday, December 19, 2024 at 6pm**

Herzog Community Center Oak

4855 Hamilton Street Sacramento, CA 95841

(916) 482-8377

info@arcadecreekrpd.gov

arcadecreekrpd.gov

**Board of Directors**

Scott Miller, Chair

Travis Dworetzky, Vice Chair

Greg Wilson, Treasurer

Dianna Harris, Board Director

Vickie Roy, Board Director

**ACRPD Mission Statement**

*Arcade Creek Recreation and Park District enhances the quality of life for District residents, through the provision of well maintained, safe parks, facilities, natural resources, and by offering meaningful family oriented recreation experiences.*

**1. CALL TO ORDER/ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC COMMENT (Non-Agenda Items)**

*Members of the public may address the Board on topics within the District's jurisdiction that are not listed on this agenda. Comments are limited to three (3) minutes. It is a violation of state law for the Board to discuss or take action on non-agenda items. Board members may only briefly ask clarifying questions or refer the matter to staff. Members of the public desiring a response to a specific question are encouraged to contact the General Manager. If members want to express a public comment about an agenda item, please submit a public comment card and the Chair will call for comments at the appropriate time.*

**4. CONSENT ITEMS (Motion & Roll Call Vote)**

*Consent Agenda items are considered administratively routine and will be acted upon in one motion, unless separate action on a specific item is necessary. The Chairperson will consider any requests for discussion on the items prior to approval of the Consent Agenda.*

a. Minutes of Regular Meeting of the Board of Directors on 11/21/24

b. Financial Report - FY 24-25 Period 5

**5. GENERAL ADMINISTRATION INFORMATION (Non-Agenda Items & No Action Required)**

a. General Manager Report

**6. STANDING COMMITTEE REPORTS (No Action Required)**

*In compliance with Government Code Section §54954.2(a)(3), Board members shall provide brief reports on meetings attended at the expense of the District at the next Regular Board meeting.*

a. Finance Committee Report - (none)

b. Policy Committee Report - (none)

c. Ad Hoc Committee Report - (none)

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS (Motion & Roll Call Vote)**

a. Approve - ACRPD Audit Report by An Accounting Corporation with Larry Bain, CPA

**9. INFORMATION/CORRESPONDENCE/ANNOUNCEMENTS (No Action Required)**

a. Board Director Greg Wilson's CSDA Special District Leadership Academy Certificate

b. Staff Ms. Petersen and Ms. Wade's Public Service Metal & Letter

c. Receipt of ACRPD's Board of Directors Series 4000 Policies

**10. BOARD OF DIRECTORS' COMMENTS (Non-Agenda Items & No Action Required)**

*General discussion on topics for future meetings or comments on items of interest to the Board*

**11. ADJOURNMENT (Motion & Roll Call Vote)**

The next regular Board of Directors meeting will be held Thursday January 16, 2024 @ 6PM

**ADA Compliance Statement**

The District will provide reasonable accommodations for persons with disabilities planning to participate in Board Meetings who contact the main District Office at least 48 hours before the meeting at 916-482-8377.

**Release of Board Package Documents**

Non-confidential Board Package materials will be made available to the public at the same time they are made available to the Board of Directors. Copies of the Board Package are available online at [www.arcadecreekcpd.gov](http://www.arcadecreekcpd.gov) and a hard copy is available 72 hours in advance of the board meeting at the District Office during business hours.

4. a. Minutes of Regular Meeting of  
the Board of Directors on 11/21/24



ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
**MINUTES**

Thursday, November 21, 2024 at 6pm

Herzog Community Center Oak  
4855 Hamilton Street Sacramento, CA 95841

(916) 482-8377 info@arcadecreekcpd.gov arcadecreekcpd.gov

**Board of Directors**

Scott Miller, Chair  
Travis Dworetzky, Vice Chair  
Greg Wilson, Treasurer  
Alex Vassar, Board Director  
Michael Hanson, Board Director

**ACRPD Mission Statement**

*Arcade Creek Recreation and Park District enhances the quality of life for District residents, through the provision of well maintained, safe parks, facilities, natural resources, and by offering meaningful family oriented recreation experiences.*

**1. CALL TO ORDER/ROLL CALL**

**CALLED TO ORDER:** at 6:01pm by Chair Miller

**DIRECTORS PRESENT:**  Chair Miller  Vice Chair Dworetzky  Treasurer Wilson  
 Director Vassar  Director Hanson

**STAFF PRESENT:**  Wade, General Manager  Petersen, Park Supervisor  
 Pattee, Office Supervisor

**2. PLEDGE OF ALLEGIANCE**

**LED BY:**  Chair Miller  Vice Chair Dworetzky  Treasurer Wilson  
 Director Vassar  Director Hanson

**3. PUBLIC COMMENT (Non-Agenda Items)**

*Members of the public may address the Board on topics within the District's jurisdiction that are not listed on this agenda. Comments are limited to three (3) minutes. It is a violation of state law for the Board to discuss or take action on non-agenda items. Board members may only briefly ask clarifying questions or refer the matter to staff. Members of the public desiring a response to a specific question are encouraged to contact the General Manager. If members want to express a public comment about an agendized item, please submit a public comment card and the Chair will call for comments at the appropriate time.*

**NO COMMENTS**

**4. CONSENT ITEMS (Motion & Roll Call Vote)**

*Consent Agenda items are considered administratively routine and will be acted upon in one motion, unless separate action on a specific item is necessary. The Chairperson will consider any requests for discussion on the items prior to approval of the Consent Agenda.*

a. Minutes of Regular Meeting of the Board of Directors on 10/17/24

b. Financial Report - FY 24-25 Period 4

**ASK FOR PUBLIC COMMENT**

**ACTION:**  Approved (As Presented / As Amended)  Not Approved  Continued

**MOTION:**  Chair-Miller  Vice-Chair Dworetzky  Treasurer Wilson  
 Director Vassar  Director Hanson

**2<sup>ND</sup>:**  Chair-Miller  Vice-Chair Dworetzky  Treasurer Wilson  
 Director Vassar  Director Hanson

**ROLL CALL VOTE:**  Chair-Miller  Vice-Chair Dworetzky  Treasurer Wilson  
 Director Vassar  Director Hanson

**5. GENERAL ADMINISTRATION INFORMATION (Non-Agenda Items & No Action Required)**

*(ACRPD DRAFT MINUTES)*

a. General Manager Report

**6. STANDING COMMITTEE REPORTS (No Action Required)**

*In compliance with Government Code Section §54954.2(a)(3), Board members shall provide brief reports on meetings attended at the expense of the District at the next Regular Board meeting.*

- a. Finance/Budget Committee Report - (none)
- b. Policy/Personnel Committee Report - (none)
- c. Ad Hoc Committee Report - (none)

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS (Motion & Roll Call Vote)**

a. Approve – Resolution 2024-08

**ASK FOR PUBLIC COMMENT**

**ACTION:**  **Approved (As Presented / As Amended)**  **Not Approved**  **Continued**

**MOTION:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**  
 **Director Vassar**  **Director Hanson**

**2<sup>ND</sup>:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**  
 **Director Vassar**  **Director Hanson**

**ROLL CALL VOTE:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**  
 **Director Vassar**  **Director Hanson**

b. Approve – Resolution 2024-09

**ASK FOR PUBLIC COMMENT**

**ACTION:**  **Approved (As Presented / As Amended)**  **Not Approved**  **Continued**

**MOTION:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**  
 **Director Vassar**  **Director Hanson**

**2<sup>ND</sup>:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**  
 **Director Vassar**  **Director Hanson**

**ROLL CALL VOTE:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**  
 **Director Vassar**  **Director Hanson**

c. Approve – Additional Compliance Work for Arcade Creek Park Restroom

**ASK FOR PUBLIC COMMENT**

**ACTION:**  **Approved (As Presented / As Amended)**  **Not Approved**  **Continued**

**MOTION:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**  
 **Director Vassar**  **Director Hanson**

**2<sup>ND</sup>:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**  
 **Director Vassar**  **Director Hanson**

**ROLL CALL VOTE:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**  
 **Director Vassar**  **Director Hanson**

d. Approve – 2025 Golden State Risk Management Authority MOU

**ASK FOR PUBLIC COMMENT**

**ACTION:**  **Approved (As Presented / As Amended)**  **Not Approved**  **Continued**

**MOTION:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**

**Director Vassar**  **Director Hanson**

**2<sup>ND</sup>:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**

**Director Vassar**  **Director Hanson**

**ROLL CALL VOTE:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**

**Director Vassar**  **Director Hanson**

**9. INFORMATION/CORRESPONDENCE/ANNOUNCEMENTS** *(No Action Required)*

a. ADA Compliance

b. Sacramento County Office of the Assessor 2024 Annual Report

c. Encampment Email Correspondence

**10. BOARD OF DIRECTORS' COMMENTS** *(Non-Agenda Items & No Action Required)*

*General discussion on topics for future meetings or comments on items of interest to the Board*

a. Chair Wilson's attendance of California Special District Association conference

**11. CLOSED SESSION** *(Recess to Closed Session)*

a. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Unemployment Insurance Appeals Board Case No. 10347484

**12. RECONVENE TO OPEN SESSION** *(Announce Actions from Closed Session, if any)*

**REPORT RECEIVED FROM COUNSEL - NO ACTION TAKEN**

**13. ADJOURNMENT** *(Motion & Roll Call Vote)*

The next regular Board of Directors meeting will be held Thursday November 21, 2024 @ 6PM

**MOTION TO ADJOURN:**  **Chair-Miller**  **Vice-Chair Dworetzky**

**Treasurer Wilson**  **Director Vassar**  **Director Hanson**

**2<sup>ND</sup>:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**

**Director Vassar**  **Director Hanson**

**ROLL CALL VOTE:**  **Chair-Miller**  **Vice-Chair Dworetzky**  **Treasurer Wilson**

**Director Vassar**  **Director Hanson**

**ADJOURNED AT: 7:18pm**

**ADA Compliance Statement**

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**Release of Board Package Documents**

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## 4. b. Financial Report – FY 24-25 Period 5



**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**STAFF REPORT**

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**DATE:** 12-13-2024  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** FINANCE REPORT – Period 5

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**OBJECTIVE**

To provide an update of the ACRPD's current financial status.

**BACKGROUND**

This report is developed in conjunction with ACRPD Staff.

**SUMMARY**

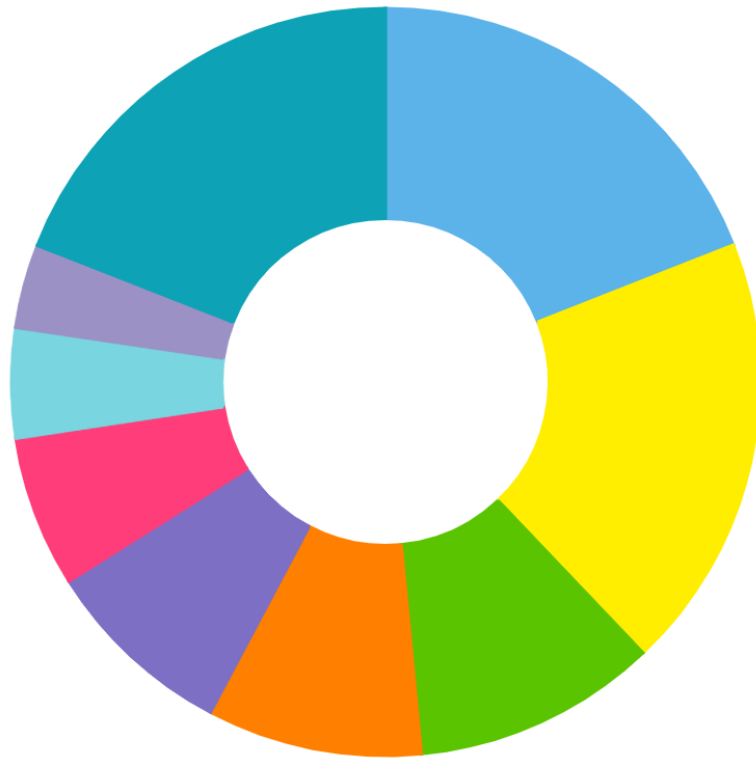
<b>Fund</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Current Balance</b>
339 B – Grant Trust			
088 H – Park Dedication			\$7,206.66
339 C – ADA Funds			\$1,833.59
339 I – Park Impact Fees			\$126,304.65
339 A – General Fund	(\$85,691.60)	\$5,370.54	\$562,111.76
339 D – CIP Development			\$124,889.59

**ATTACHMENTS**

- Quicken Report



**Spending by Category - Last month**  
 11/01/2024 through 11/30/2024  
 All Accounts, All Categories, All Tags, All Payees



111000 Salaries & Wages	\$18,895.05	19.03%
221200 Ground Equip ...	\$18,753.19	18.88%
211200 Building Main...	\$10,485.76	10.56%
211100 Building Main...	\$9,217.54	9.28%
257100 Security Services	\$8,250.00	8.31%
121000 Retirement ER Cost	\$6,481.21	6.53%
281100 Data Processi...	\$4,717.04	4.75%
206100 Membership Dues	\$3,603.00	3.63%
Everything else	\$18,909.91	19.04%
<b>Total</b>	<b>\$99,312.70</b>	

**Spending by Category - Last month**  
 11/01/2024 through 11/30/2024  
 All Accounts, All Categories, All Tags, All Payees

<b>Category</b>	<b>Date</b>	<b>Account</b>	<b>Payee</b>	<b>Amount</b>
<b>Expenses</b>				<b>-\$99,312.70</b>
<b>111000 Salaries &amp; Wages</b>				<b>-\$18,895.05</b>
	11/30/2024	FY 2024-25 339A	Payroll And Taxes	-\$8,878.65
	11/15/2024	FY 2024-25 339A	Payroll And Taxes	-\$10,016.40
<b>221200 Ground Equip Maint. Supplies</b>				<b>-\$18,753.19</b>
	11/08/2024	FY 2024-25 339A	John Deere	-\$18,753.19
<b>211200 Building Maint. Supplies</b>				<b>-\$10,485.76</b>
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$337.17
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$337.17
	11/18/2024	FY 2024-25 339A	West Standard 641545	-\$2,816.00
	11/08/2024	FY 2024-25 339A	West Standard 641545	-\$4,455.00
<b>211100 Building Maint. Service</b>				<b>-\$9,217.54</b>
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$142.00
	11/08/2024	FY 2024-25 339A	West Standard 641545	-\$1,137.35
	11/01/2024	FY 2024-25 339A	Restoration Landscape - 71858	-\$6,513.19
	11/01/2024	FY 2024-25 339A	Restoration Landscape - 71858	-\$1,425.00
<b>257100 Security Services</b>				<b>-\$8,250.00</b>
	11/26/2024	FY 2024-25 339A	Crime Alert Security - 41852	-\$4,125.00
	11/18/2024	FY 2024-25 339A	Crime Alert Security - 41852	-\$4,125.00
<b>121000 Retirement ER Cost</b>				<b>-\$6,481.21</b>

## Spending by Category - Last month

11/01/2024 through 11/30/2024

All Accounts, All Categories, All Tags, All Payees

Category	Date	Account	Payee	Amount
	11/26/2024	FY 2024-25 339A	CalPERS- 521	-\$943.23
	11/26/2024	FY 2024-25 339A	CalPERS- 521	-\$516.64
	11/18/2024	FY 2024-25 339A	CalPERS - 19732	-\$401.00
	11/18/2024	FY 2024-25 339A	CalPERS - 19732	-\$74.33
	11/08/2024	FY 2024-25 339A	CalPERS- 521	-\$468.28
	11/08/2024	FY 2024-25 339A	CalPERS- 521	-\$1,496.02
	11/08/2024	FY 2024-25 339A	CalPERS- 521	-\$919.89
	11/01/2024	FY 2024-25 339A	CalPERS- 521	-\$764.36
	11/01/2024	FY 2024-25 339A	CalPERS- 521	-\$445.28
	11/01/2024	FY 2024-25 339A	CalPERS- 521	-\$445.28
<b>281100 Data Processing -Computer Service</b>				<b>-\$4,717.04</b>
	11/26/2024	FY 2024-25 339A	Fast Break -37998	-\$180.00
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$1,937.04
	11/08/2024	FY 2024-25 339A	Fast Break -37998	-\$2,600.00
<b>206100 Membership Dues</b>				<b>-\$3,603.00</b>
	11/01/2024	FY 2024-25 339A	CSDA - 8529	-\$3,603.00
<b>Everything else</b>				<b>-\$18,909.91</b>
<b>5420516 Insurance (Clearing Acct)</b>				<b>-\$3,064.23</b>
	11/26/2024	FY 2024-25 339A	CalPERS Health - 12733	-\$3,064.23
<b>323000 Lease Oblig Retirement Side</b>				<b>-\$2,800.00</b>

**Spending by Category - Last month**  
 11/01/2024 through 11/30/2024  
 All Accounts, All Categories, All Tags, All Payees

Category	Date	Account	Payee	Amount
Fund				
	11/26/2024	FY 2024-25 339A	Umpqua Bank - 52152	-\$2,800.00
244400 Medical Supplies (First Aid)				-\$2,171.66
	11/26/2024	FY 2024-25 339A	Cintas - 56036	-\$2,171.66
214100 Land Improvement Maint. Services				-\$2,107.85
	11/08/2024	FY 2024-25 339A	West Standard 641545	-\$1,137.35
	11/01/2024	FY 2024-25 339A	Rio Linda Fence - 57446	-\$970.50
253100 Legal Services				-\$1,650.00
	11/01/2024	FY 2024-25 339A	Cole Huber - 54641	-\$1,650.00
122000 OASDHI				-\$1,472.37
	11/30/2024	FY 2024-25 339A	Payroll And Taxes	-\$706.11
	11/15/2024	FY 2024-25 339A	Payroll And Taxes	-\$766.26
219100 Electricity				-\$1,403.41
	11/01/2024	FY 2024-25 339A	SMUD - 4025	-\$1,403.41
231400 Clothing - Personal Supplies				-\$958.62
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$842.66
	11/18/2024	FY 2024-25 339A	Cintas - 56036	-\$115.96
220500 Automotive Maint. Service				-\$441.84
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$441.84

**Spending by Category - Last month**  
 11/01/2024 through 11/30/2024  
 All Accounts, All Categories, All Tags, All Payees

<b>Category</b>	<b>Date</b>	<b>Account</b>	<b>Payee</b>	<b>Amount</b>
223600 Fuel & Lubricant Supplies				-\$409.35
	11/18/2024	FY 2024-25 339A	Orbit Station - 33714	-\$207.47
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$201.88
232200 Custodial Supplies				-\$391.84
	11/08/2024	FY 2024-25 339A	Cintas - 56036	-\$132.74
	11/01/2024	FY 2024-25 339A	Cintas - 56036	-\$259.10
298700 Telephone Services				-\$390.00
	11/01/2024	FY 2024-25 339A	Fast Break - 37998	-\$195.00
	11/01/2024	FY 2024-25 339A	Fast Break - 37998	-\$195.00
321000 Interest Expense				-\$377.92
	11/26/2024	FY 2024-25 339A	Umpqua Bank - 52152	-\$377.92
216700 Plumbing Maint. Service				-\$375.00
	11/18/2024	FY 2024-25 339A	Restoration Landscape - 71858	-\$375.00
112400 Stipend Commission & Board				-\$250.00
	11/30/2024	FY 2024-25 339A	Payroll And Taxes	-\$250.00
219300 Refuse Collection-Disposal				-\$208.90
	11/08/2024	FY 2024-25 339A	Republic Services - 57909	-\$208.90
123000 Health Insurance(s)				-\$172.70
	11/26/2024	FY 2024-25 339A	CalPERS Health - 12733	-\$172.70

**Spending by Category - Last month**  
 11/01/2024 through 11/30/2024  
 All Accounts, All Categories, All Tags, All Payees

<b>Category</b>	<b>Date</b>	<b>Account</b>	<b>Payee</b>	<b>Amount</b>
291700 Alarm Services				-\$150.00
	11/26/2024	FY 2024-25 339A	Crime Alert Security - 41852	-\$75.00
	11/01/2024	FY 2024-25 339A	Crime Alert Security - 41852	-\$75.00
250700 Assessment - Collection Services				-\$118.00
	11/18/2024	FY 2024-25 339A	LAFCo - 2263	-\$118.00
227504 Misc (Bottled Water for Staff)				-\$111.99
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$111.99
113200 OT & Straight Time				-\$101.10
	11/30/2024	FY 2024-25 339A	Payroll And Taxes	-\$101.10
226200 Office Equip Maint Supplies				-\$90.49
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$90.49
222600 Hand - Expendable Tools				-\$76.89
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$76.89
210400 Agricultural-Hort. Supplies				-\$52.79
	11/26/2024	FY 2024-25 339A	Juanita Petersen -910220	-\$52.79
125000 SUI Insurance (ER Cost)				-\$19.26
	11/30/2024	FY 2024-25 339A	Payroll And Taxes	-\$7.63

**Spending by Category - Last month**  
 11/01/2024 through 11/30/2024  
 All Accounts, All Categories, All Tags, All Payees

Category	Date	Account	Payee	Amount
	11/15/2024	FY 2024-25 339A	Payroll And Taxes	-\$11.63
219200 Natural Gas Service				-\$16.84
	11/08/2024	FY 2024-25 339A	PG&E - 1383	-\$16.84
298701 Cell Phones				-\$14.08
	11/18/2024	FY 2024-25 339A	Umpqua CC - 71085	-\$14.08
128000 Retiree Health Benefits				-\$9.69
	11/26/2024	FY 2024-25 339A	CalPERS Health - 12733	-\$9.69
Uncategorized				\$496.91
	11/01/2024	FY 2024-25 339A	CalPERS- 521	\$496.91
Everything else (Others)				\$437.04
Everything else (Others)				-\$436.92
Everything else (Others)				-\$3,281.77
<b>OVERALL TOTAL</b>				<b>-\$99,312.70</b>

## 5. a. General Manager's Report





**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**STAFF REPORT**

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**DATE:** 12-19-2024  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** GENERAL MANAGER STAFF REPORT  
**ITEM TYPE:** INFORMATIONAL

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**OBJECTIVE**

To provide an update as to the current operational status. The information included in this report are non-agendized items.

**BACKGROUND**

This report is developed in conjunction with ACRPD Staff.

**SUMMARY**

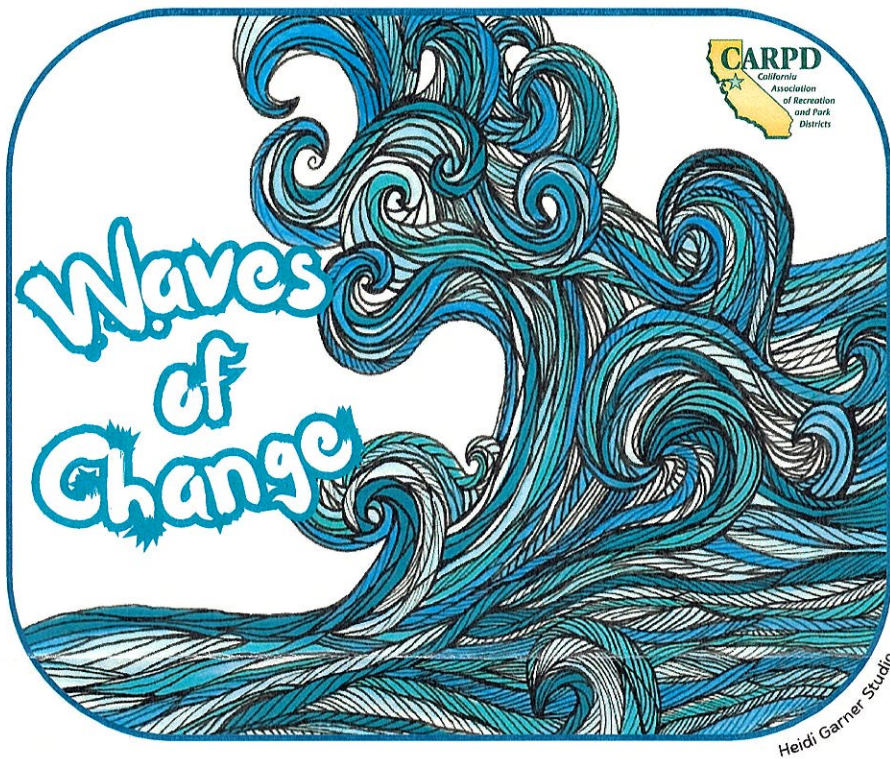
- Administrative:
  - 11/19 – Staff met with Staples Construction staff to assess the ADA sidewalk work required to open the ACP restroom.
  - 11/21 – Staff held another Friends of Arcade Creek meeting. The meeting consisted of volunteers and residents interested in improving our parks.
  - 12/3 - Staff met with Vickie Roy, incoming Board Member
  - 12/04 – Staff held a Zoom meeting with Streamline (website provider) to discuss new California regulations regarding ADA website compliance. Beginning January 2025, ACRPD’s website, along with other government agencies, will have a number of new requirements, including updating all 400+ PDF documents already uploaded to our site.
  - 12/4 – Staff met with incoming Board Member Dianna Harris
  - 12/5 - After successfully completing her American River College unpaid internship, staff hired Gina Valles as a part-time maintenance and building rental monitor.
  - 12/06 – Staff made a trip to Pape Machinery to have the new mower deck adjusted and install mulching blades.
  - 12/11 – Staff worked with Fastbreak to identify and correct email issues and our new .gov address.
  - 12/11 – CPR and First aid training was rescheduled due to employee illnesses
  - 12/12 – Staff participated in the California Association of Recreation and Park Districts General Manager roundtable Zoom meeting. Topics covered included upcoming Board of Directors orientation, tree maintenance with regards to CAPRI, and future meetings.
  - Staff have created a ACRPD Instagram page and
  - Staff have reclassified Ms. Pattee and Ms. Petersen’s titles to Park Supervisor and Office Supervisor; this does not include any salary adjustments. These title changes take into account current responsibilities, education, and experience. Staff are working to update 2025 salary scale in the hopes to be presented at the next finance committee meeting, ideally in January 2025.
  - Staff have started the process of converting our financial software to Xero, a more in-depth system that will also allow credit card payments, more detailed reports, as well as several other useful features.
- Parks:
  - Hamilton Street Park (HSP)

- Maintenance Shop/Yard
      - Crime Alert came to address shop alarming issues and the problem has been fixed.
      - Staff have reported that the shop is much warmer and less animals are getting into the shop since the siding has been completed. Members of the public have also added several kind comments regarding the improvement.
    - Community Center
      - The large rental room is in desperate need of siding replacement due to dry rot and woodpeckers living in the walls. Staff is still collecting quotes and discussing available options for repair.
      - Staff have started the tedious task of updating ACRPD's entire rental processes and forms.
    - District Office
      - Staff have received one quote for handrails for our front office ramp. Staff will continue to obtain others as the quote was over seven thousand.
      - Staff is still awaiting SMUD contact to respond regarding HSP and ACP lighting assessments.
    - Restroom
      - The women's restroom stall partition is being delivered on 12/16 and shall be installed that week.
    - General
      - Crime Alert is currently looking into alternative solutions, given the solar Pickleball court cameras are not consistently working.
  - Arcade Creek Park (ACP)
    - Restroom –Staples Construction has started the ADA compliance sidewalk work. This work includes replacing several areas of sidewalks at ACP and Staples is confident they can complete the work by the end of the year.
    - North State Lighting – has ordered solar lighting, picnic tables, benches, and trashcans for ACP. Staff greatly appreciate Lori and Matt with North State Lighting for helping make ACP a more inviting park. Thank you!
    - Staples Construction installed 4 bollards next to the ACP restroom to block off-road vehicles in the park.
    - 12/10 – Staples Construction staff found trash and a small extinguished fire within one of the restrooms of the new restroom at ACP. Staff discussed ensuring that the restroom is continually locked at open and close of ACP.
    - Staff spoke with Prop 68 contact for ACP RR project and confirmed we have \$9,952 remaining. Our contact will check with other projects to see if there are unspent funds they could funnel ACRPD's way, however there is no guarantee.
  - Oakdale Park
    - Staff have a meeting scheduled for 12/20 with the Principal and Vice Principal of Oakdale Elementary School.
- Recreation:
  - 12/11 - Staff met with MCR & GameTime and verified the merry-go-round area is still acceptable for installation, awaiting installation quote to submit to CAPRI.
  - 12/12 - Met with Kya representatives regarding asphalt, tennis, pickleball, basketball, and potential ADA compliance work. Awaiting to receive quotes.
- Rentals:
  - 2024 November Rentals
- General Information:
  - Request
    - Board of Directors to schedule both a Finance and Policy Committee meeting between now and 1/16/2025 meeting.
  - Notices for 1/16/2025 Board Meeting
    - Board of Directors will be voting on officer positions

- Board of Directors will be appointing two committee members to both the Finance and Policy Committees
- Board of Directors will be setting on a date for 2025 Board Retreat
- Board of Directors will be voting on any changes to monthly meetings

**ATTACHMENTS**

- CARPD, California Association of Recreation and Park Districts, Conference Registration Flyer
- CARPD Board Member Orientation Flyer for 1/29/25



Registration  
is  
Open!

## 2025 CARPD CONFERENCE

### Scholarship Opportunity

CARPD is now accepting Scholarship applications for the 2025 Conference. Scholarship includes full conference attendance and hotel accommodations. Deadline to apply is March 14, 2025 @ 5 p.m.

### Awards Nominations

The nomination window is OPEN!  
Fill out or print the form from the CARPD website.  
Nominations due by April 4, 2025

#### EVENT HIGHLIGHTS

- Educational Sessions
- Interactive Discussions
- Networking
- Exhibit Hall

#### EVENT DETAILS

**MAY 21, 2025-  
MAY 24, 2025**

#### LOCATION

PARADISE POINT  
SAN DIEGO, CA



EARLY BIRD PRICE **\$300** THROUGH MARCH 14, 2025

FOR MORE INFORMATION & REGISTRATION  
[www.caparkdistricts.org](http://www.caparkdistricts.org)

See you in San Diego!





# BOARD MEMBER

*Orientation*

**Navigating Your New Role:  
A Guide to Effective  
Board Service**



**You're Invited!**

Wednesday, January 29, 2025

5:30pm - 6:30pm via Zoom

FREE to CARPD Members

Register today at [caparkdistricts.org](https://caparkdistricts.org)

8. a. Approve – ACRPD Audit Report by An  
Accounting Corporation



**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**STAFF REPORT**

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**DATE:** 12-19-2024  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** APPROVE – An Accounting Corporation 2023-24 Audit Report  
**ITEM TYPE:** ACTION

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**RECOMMENDATION**

Staff recommends that the Board of Directors approve the 2023-24 audit report completed by An Accounting Corporation, Larry Bain, CPA.

**SUMMARY**

Larry Bain and team completed the District's 2023-24 audit report with no major issues necessitating a response. Staff do have four items to address, three of which were communicated in previous audits by Mr. Bain and his team.

**FISCAL IMPACT**

There is no fiscal impact other than Mr. Bain's fee, which in years past was \$6,500 to \$7,000.

**ATTACHMENTS**

- Management Report
- DRAFT Audit - Financial Statements Fiscal Year Ended June 30, 2024
- Management Representation Letter
  - o Board signatures needed

**Arcade Creek Recreation and Park District**  
**Management Report**  
**June 30, 2024**



# LARRY BAIN, CPA

## AN ACCOUNTING CORPORATION

---

2148 Frascati Drive, El Dorado Hills, CA / 916.601-8894  
[lpbain@sbcglobal.net](mailto:lpbain@sbcglobal.net)

### COMMUNICATION OF SIGNIFICANT DEFICIENCIES

To: Board of Directors  
Arcade Creek Recreation and Park District

We have audited the financial statements of Arcade Creek Recreation and Park District as of and for the fiscal year ended June 30, 2024, and have issued our report thereon dated November 15, 2024. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

In planning and performing our audit, we considered Arcade Creek Recreation and Park District's (District) internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not detect deficiencies in internal control that we consider to be a material weakness.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider findings 2024-001, 2024-002, 2024-003 and 2024-004 in the following schedule of findings to be significant deficiencies in the District's internal control.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal controls over financial reporting and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control. This report is an integral part of an audit performed in accordance with auditing standards generally accepted in the United States of America in considering the District's internal control over financial reporting, accordingly this report is not suitable for any other purpose.

This report is intended solely for the information and use of the board of directors and management of Arcade Creek Recreation and Park District.

*Larry Bain, CPA,*  
*An Accounting Corporation*  
November 15, 2024

**ARCADE CREEK RECREATION AND PARK DISTRICT**  
**SCHEDULE OF FINDINGS**  
**June 30, 2024**

**INTERNAL CONTROL FINDINGS**

**Significant Deficiencies not Deemed Material Weaknesses**

**Finding 2024-001**

We noted the District had a lack of segregation of duties, as one person is capable of handling all aspects of processing certain transactions from beginning to end. A lack of segregation of duties increases the risk of potential errors or irregularities; however, due to a limited number of personnel an adequate segregation of duties is not possible without incurring additional costs. This is a common condition for entities of this size. We have noted this comment in previous audits.

**Finding 2024-002**

The District relies on the external auditor to ensure its financial statements are in accordance with GAAP. In addition, the District relies on the external auditor to ensure that all necessary disclosures are included in the notes to the financial statements. The District does not employ a staff member with the necessary knowledge and training to prepare governmental financial statements. In accordance with Statement of Auditing Standards No. 122c external auditors cannot be part of an entity's internal controls over preparation of the financial statements and are prohibited from auditing their own work, which would impair their independence. We have noted these conditions in the prior audit.

**Recommendation:** The District should consider training staff in preparing GAAP financial statements or hire an external qualified accountant to prepare the GAAP financial statements. The District could opt to take no action if it considers the cost will outweigh the benefit.

**Finding 2024-003:** During our review of other post-employment benefits (OPEB) we did not observe the District having an actuarial prepare a report in compliance with Government Accounting Standards Board Statement 75 (GASB 75). GASB 75 applies to OPEB benefits governed by CalPERS health PEHMCA rules, which the District is a participant. Per review it does not appear that the OPEB liability will be material to the financial statements. We have noted this condition in prior audits.

**Recommendation:** We recommend the District have the GASB 75 report prepared by an actuary and record the footnote disclosure and OPEB liability in the financial statements in accordance with GASB 75.

**Finding 2024-004:** During our review of the accrued payroll taxes and benefits liability account we noted the balance was a debit balance of \$3,032 which is not normal for this account type. The debit balance appears to be growing larger with each pay date.

**Recommendation:** The payroll tax and benefits liability account should be a clearing account that would zero out after the liabilities are paid. The District should review why the account is not zeroing out and take action to recode transactions in order to properly balance the account.

# LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

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2148 Frascati Drive, El Dorado Hills, CA / 916.601-8894  
[lpbain@sbcglobal.net](mailto:lpbain@sbcglobal.net)

November 15, 2024

To the Board of Directors  
Arcade Creek Recreation and Park District

We have audited the financial statements of the business-type activities of Arcade Creek Recreation and Park District for the year ended June 30, 2024, and have issued our report thereon dated November 15, 2024. Professional standards require that we provide you with the following information related to our audit.

### **Our responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated May 29, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

### **Planned Scope and Timing of the Audit**

We performed the audit beginning October 29, 2024 and issued our report in accordance with the planned scope and timing previously communicated.

### **Significant Audit Findings**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Arcade Creek Recreation and Park District are described in Note 1 to the financial statements. During the current fiscal year the District adopted the accounting policies for the implementation of GASB 87-Leases. The application of all other existing policies were not changed during the 2023-24 fiscal year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. We noted no transactions recognized as prior period adjustments.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements was (were):

Management's estimate of the useful lives of assets for calculating depreciation expense is based on GFOA recommended useful lives. We evaluated the key factors and assumptions used to develop the useful life estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

**Difficulties Encountered in performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

**Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We posted all adjusting journal entries discovered during the audit and made the required journal entries to convert from the fund financial statement presentation to the full accrual government wide financial statement presentation.

**Disagreements with Management**

For purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significance to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit.

**Management Representations**

We have requested certain representations from management that are included in the management representation letter dated November 15, 2024.

**Management Consultation with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

**Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of Arcade Creek Recreation and Park District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Larry Bain, CPA,  
An Accounting Corporation

**ARCADE CREEK RECREATION  
AND PARK DISTRICT**

**FINANCIAL STATEMENTS**

**FISCAL YEAR ENDED JUNE 30, 2024**

DRAFT

# ARCADE CREEK RECREATION AND PARK DISTRICT

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# LARRY BAIN, CPA

An Accounting Corporation

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2148 Frascati Drive, El Dorado Hills, CA / 916.601-8894  
[lpbain@sbcglobal.net](mailto:lpbain@sbcglobal.net)

DRAFT

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Arcade Creek Recreation and Park District  
Sacramento, California

### **Opinion**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Arcade Creek Recreation and Park District as of and for the fiscal year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Arcade Creek Recreation and Park District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Arcade Creek Recreation and Park District as of June 30, 2024, and the changes in financial position of those activities and funds for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Arcade Creek Recreation and Park District and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Arcade Creek Recreation and Park District's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Arcade Creek Recreation and Park District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Arcade Creek Recreation and Park District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### **Other Matters**

#### *Required Supplementary Information*

The Arcade Creek Recreation and Park District has not presented the Management Discussion and Analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

### **Other Information**

The required supplementary information other than MD&A, as listed in the table of contents as the budgetary comparison schedule for the General fund on page 24, the District's Employees' Retirement System Schedule of the District's Proportionate Share of the Net Pension Liability and the Retirement System Schedule of the District's Contributions on pages 25 and 26, is presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

DRAFT

**Larry Bain, CPA**  
**An Accounting Corporation**

November 15, 2024



**ARCADE CREEK RECREATION AND PARK DISTRICT**

**STATEMENT OF NET POSITION  
JUNE 30, 2024**

	<u>Governmental Activities</u>
Assets	
Cash and investments	\$ 982,680
Interest receivable	26,793
Grant receivable	9,952
Lease receivable	43,916
Restricted cash and investments	116,612
Total Current Assets	<u>1,179,953</u>
Noncurrent assets	
Lease receivable	356,345
Capital assets:	
Land	264,541
Construction in progress	344,023
Buildings and improvements	8,071,970
Equipment	177,539
Less: accumulated depreciation	(4,832,661)
Total noncurrent capital assets	<u>4,025,412</u>
Total noncurrent assets	<u>4,381,757</u>
Total assets	<u>5,561,710</u>
Deferred Outflows of Resources	
Deferred outflows-pensions	<u>220,844</u>
Liabilities	
Current liabilities:	
Claims payable	10,180
Accrued payroll	7,502
Total Current liabilities	<u>17,682</u>
Noncurrent liabilities:	
Due within one year	42,406
Due in more than one year	175,285
Total noncurrent liabilities	<u>217,690</u>
Total liabilities	<u>235,372</u>
Deferred Inflows of Resources	
Deferred inflows-pension	
Deferred inflows-leases	384,488
Total deferred inflows of resources	<u>384,488</u>
Net Position	
Net investment in capital assets	4,381,757
Restricted for other	120,864
Unrestricted net position	660,073
Total net position	<u>\$ 5,162,694</u>

The notes to the financial statements are an integral part of this statement

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**STATEMENT OF ACTIVITIES  
JUNE 30, 2024**

	Program Revenues			
Expenses	Charges for Services	Capital Grants and Contributions	Operating Grants and Contributions	Total
Governmental Activities:				
Recreation services	\$ 1,024,485	\$ 54,592	\$ 153,879	\$ 11,131
Interest on long-term debt	5,776			(804,883)
				(5,776)
Total governmental activities	\$ 1,030,261	\$ 54,592	\$ 153,879	\$ 11,131

General Revenues:

Property tax, levied for general purposes	806,572
Investment income	67,563
Other	41,939
Total general revenues	916,074
Change in net position	105,415
Net position - beginning	5,057,279
Net position - ending	\$ 5,162,694

The notes to the financial statements are an integral part of this statement

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2024**

	General Fund	Major Capital Project Funds		Non-Major Special Revenue Fund	Total Governmental Funds
		Developer Deposits	District Projects	ADA Fund	
<b>Assets</b>					
Cash and investments	\$ 841,974	\$ -	\$ 140,706	\$ -	\$ 982,680
Interest receivable	16,557	4,215	5,984	37	26,793
Grant receivable			9,952		9,952
Due from other funds	130,001				130,001
Restricted cash and investments		114,816		1,796	116,612
<b>Total assets</b>	<b>\$ 988,532</b>	<b>\$ 119,031</b>	<b>\$ 156,642</b>	<b>\$ 1,833</b>	<b>\$ 1,266,038</b>
<b>Liabilities and Fund Balances</b>					
<b>Liabilities</b>					
Claims payable	\$ 10,323	\$ -	\$ (143)	\$ -	\$ 10,180
Accrued payroll	7,502				7,502
Due to other funds			130,001		130,001
<b>Total liabilities</b>	<b>17,825</b>		<b>129,858</b>		<b>147,683</b>
<b>Fund Balances</b>					
Restricted		119,031		1,833	120,864
Assigned	838,214				838,214
Unassigned	132,493		26,784		159,277
<b>Total fund balances</b>	<b>970,707</b>	<b>119,031</b>	<b>26,784</b>	<b>1,833</b>	<b>1,118,355</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 988,532</b>	<b>\$ 119,031</b>	<b>\$ 156,642</b>	<b>\$ 1,833</b>	<b>\$ 1,266,038</b>

The notes to the financial statements are an integral part of this statement

**ARCADE CREEK RECREATION AND PARK DISTRICT**  
**RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
**JUNE 30, 2024**

Fund balances of governmental funds	\$ 1,118,355
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets, net of accumulated depreciation, are not current financial resources and are not included in the governmental funds.	4,025,412
Leases receivable under GASB 87 are not due and receivable in the current period and therefore are not reported in the funds.	400,261
Deferred outflows of resources are not due and receivable in the current period and therefore are not reported in the funds.	220,844
Deferred inflows of resources are not due and payable in the current period and therefore are not reported in the funds.	(384,488)
Some liabilities, including long-term debt, net pension liability and compensated absences are not due and payable in the current period and therefore are not reported in the funds.	<u>(217,690)</u>
Net position of governmental activities	<u><u>\$ 5,162,694</u></u>

The notes to the financial statements are an integral part of this statement

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
JUNE 30, 2024**

	General Fund	Major Capital Project Funds		Non-Major Special Revenue Fund	Total Governmental Funds
		Developer Deposits	District Projects	Non-major ADA Fund	
<b>Revenues</b>					
Property taxes	\$ 801,390	\$ -	\$ -	\$ -	\$ 801,390
Intergovernmental revenues	16,313		128,408		144,721
Use of money and property	97,765	9,117	10,847	68	117,797
Other revenues	41,531	25,471		340	67,342
<b>Total revenues</b>	<b>956,999</b>	<b>34,588</b>	<b>139,255</b>	<b>408</b>	<b>1,131,250</b>
<b>Expenditures</b>					
<b>Current:</b>					
Recreation and park services	741,496	4,294			745,790
<b>Debt service</b>					
Principal	31,800				31,800
Interest	5,776				5,776
Capital outlay	53,017		443,262		496,279
<b>Total expenditures</b>	<b>832,089</b>	<b>4,294</b>	<b>443,262</b>		<b>1,279,645</b>
Excess (deficiency) of revenues over expenditures before other financing sources (uses)	124,910	30,294	(304,007)	408	(148,395)
<b>Other Financing Sources (Uses)</b>					
Operating transfers in			300,000		300,000
Operating transfers out		(300,000)			(300,000)
<b>Total other financing sources (uses)</b>		<b>(300,000)</b>	<b>300,000</b>		<b>-</b>
<b>Net change in fund balances</b>	<b>124,910</b>	<b>(269,706)</b>	<b>(4,007)</b>	<b>408</b>	<b>(148,395)</b>
Fund balances, beginning of fiscal year	845,797	388,737	30,791	1,425	1,266,750
<b>Fund balances, end of fiscal year</b>	<b>\$ 970,707</b>	<b>\$ 119,031</b>	<b>\$ 26,784</b>	<b>\$ 1,833</b>	<b>\$ 1,118,355</b>

The notes to the financial statements are an integral part of this statement

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN NET POSITION  
TO THE STATEMENT OF ACTIVITIES  
JUNE 30, 2024**

Net change in fund balances - total governmental funds	\$ (148,395)
Amounts reported for governmental activities in the Statement of Activities differs from the amounts reported in the Statement of Revenues, Expenditures and Changes in Fund Balances because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities. The costs of those assets is allocated over their estimated useful lives as depreciation expense or are allocated to the appropriate functional expense when the cost is below the capitalization threshold. This activity is reconciled as follows:	
Cost of assets capitalized	496,279
Depreciation expense	(250,527)
Receipts of lease revenue are recognized as revenue in the funds and as an adjustment to leases receivable in the statement of net position	4,426
Changes in proportions from the pension do not effect expenditures in the governmental funds, but the change is adjusted through expense in the government-wide statement.	(38,965)
Payments of long-term debt are recognized as expense in the funds and as a reduction to debt in the statement of net position	31,800
Compensated absences reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported in governmental funds.	<u>10,797</u>
Change in net position of governmental activities	<u>\$ 105,415</u>

# ARCADE CREEK RECREATION AND PARK DISTRICT

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2024

### Note 1: Summary of Significant Accounting Policies

The District was organized in 1959 by a vote of the public. It is operated under the advisement of a five member Board of Directors duly elected and empowered by the electorate with sole authority over the District's operations. Although the District is now independent from the Sacramento County's Board of Supervisors, its financial activities are still processed through the Sacramento County Auditor-Controller's Office.

In addition to providing recreational programs and services to the community, the District maintains three park sites and areas along Koehler Creek and Arcade Creek. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governments. The following is a summary of the more significant accounting policies:

#### A. Reporting Entity

The District has defined its reporting entity in accordance with accounting principles generally accepted in the United States of America, which provides guidance for determining which governmental activities, organizations and functions should be included in the reporting entity. In evaluating how to define the District for financial reporting purposes, management has considered all potential component units. The primary criterion for including a potential component unit within the reporting entity is the governing body's financial accountability. A primary governmental entity is financially accountable if it appoints a voting majority of a component unit's governing body and it is able to impose its will on the component unit, or if there is a potential for the component unit to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable if a component unit is fiscally dependent on the primary governmental entity regardless of whether the component unit has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board. Based on the aforementioned oversight criteria, there are no component units in accordance with Governmental Accounting Standards Board Statement No. 61.

#### B. Basis of Accounting

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned or, for property tax revenues, in the period for which levied. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Resources not available to finance expenditures and commitments of the current period are recognized as deferred revenue or as a reservation of fund balance. The District considers property taxes available if they are collected within sixty-days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt, as well as compensated absences and claims and judgments are recorded only when payment is due. General capital acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and capital leases are reported as other financial sources.

# ARCADE CREEK RECREATION AND PARK DISTRICT

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2024

### Note 1: Summary of Significant Accounting Policies (Continued)

#### C. Non-Current Governmental Assets/Liabilities

GASB Statement 34 eliminates the presentation of account groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide statement of net position.

#### D. Basis of Presentation

The accounts of the District are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The District's resources are accounted for in these individual funds based on the purposes for which they are to be spent and the means by which spending activity is controlled. For financial reporting, these funds have been grouped into the fund types discussed below.

##### Governmental Fund Types

Governmental funds are used to account for the District's expendable financial resources and related liabilities (except those accounted for in proprietary and similar trust funds). The measurement focus is based upon determination of changes in financial position. The following are the District's governmental funds:

General Fund - This fund accounts for all the financial resources not required to be accounted for in another fund. This fund consists primarily of general government type activities.

Special Revenue Funds - This fund accounts for the activity impact fees and other resources that are legally restricted to expenditures for specific purposes.

Capital Project Fund- was established to account for developer fees restricted for park improvements.

#### E. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

#### F. Restricted Assets

Restricted assets are financial resources generated for a specific purpose such as construction of improvements from developer in lieu deposits. These amounts are restricted, as their use is limited by external requirements.



**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

Note 1: Summary of Significant Accounting Policies (Continued)

G. Compensated Absences

Compensated absences represent the vested portion of accumulated vacation and sick leave. In accordance with GASB 16, the liability for accumulated leave includes all salary - related payments that are directly and incrementally connected with leave payments to employees, such as Medicare taxes. A current liability is recorded in the governmental fund type to account for these vested leave accruals, which are expected to be used within the next fiscal year. The non-current (the amount estimated to be used in subsequent fiscal years) for governmental funds is maintained separately and represents a reconciling item between the fund and government-wide financial statement presentation.

H. Capital Assets

Capital assets, recorded at historical cost or estimated historical cost if actual historical cost is not available, are reported in governmental activities column of the government-wide financial statements. Contributed fixed assets are valued at their estimated fair market value. Capital assets include land, buildings and building improvements and equipment. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Depreciation is recorded in the government-wide financial statements on the straight-line bases over the useful life of the assets as follows:

<u>Assets</u>	<u>Useful Life</u>
Buildings	50 years
Building improvements	20 years
Improvements other than buildings	35 years
Equipment and machinery	5 to 20 years

I. Property Tax

The District receives property taxes from the County of Sacramento, which has been assigned the responsibility for assessment, collections, and apportionment of property taxes for all taxing jurisdictions within the County. Secured property taxes are levied on January 1 for the following fiscal year and on which date it becomes a lien on real property. Secured property taxes are due in two installments on November 1 and February 1 and are delinquent after December 10 and April 10, respectively, for the secured roll. Based on a policy by the County called the Teeter Plan, 100% of the allocated taxes are transmitted by the County to the District, eliminating the need for an allowance for uncollectible. The County, in return, receives all penalties and interest on delinquent taxes. Property taxes on the unsecured roll are due on the January 1 lien date and become delinquent if unpaid by August 31. Property tax revenues are recognized in the fiscal year they are received.

## ARCADE CREEK RECREATION AND PARK DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2024

#### Note 1: Summary of Significant Accounting Policies (Continued)

##### J. Interfund Transactions

Operating transfers are transactions to allocate resources from one fund to another fund not contingent on the incurrance of specific expenditures in the receiving fund. Interfund transfers are generally recorded as operating transfers in and operating transfers out in the same accounting period. Transfers between governmental funds are netted as part of the reconciliation to the government-wide presentation.

##### K. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position should be determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) should be recognized when due and payable in accordance with the benefit terms. Investments should reported at fair value.

##### L. GASB Statement No. 87

In June 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87, *Leases* (GASB Statement No. 87), to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It also establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset.

###### ***Lessor***

The District acts as the lessor for land used for two cell towers. The District recognizes leases receivable and deferred inflows of resources in the financial statements. Variable payments based on future performance of the lessee or usage of the underlying asset are not included in the measurement of the lease receivable.

At the commencement of the lease, the District initially measured the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflows of resources are initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflows of resources are recognized as revenue over the life of the lease term in a systematic and rational method.

Key estimates and judgments include how the District determines (1) the discount rate it uses to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts.

- The District uses an estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.

The District monitors changes in circumstances that would require a remeasurement of its leases and will remeasure the leases receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the leases receivable.

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

Note 2: Cash and Investments

Cash and investments at June 30, 2024, consisted of the following:

Checking account	\$ 43,032
Imprest cash	1,000
Cash and investment in the County Treasurer	<u>1,055,260</u>
Total cash and investments	<u><u>\$ 1,099,292</u></u>

A. Investments Authorized by the California Government Code and the Entity’s Investment Policy

The table below identifies the **investment types** that are authorized for Arcade Creek Recreation and Park District by the California Government Code (or the District’s investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District’s investment policy, where more restrictive) that address **interest rate risk, credit risk and concentration of credit risk**. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District investment policy.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Percentage of Portfolio</u>	<u>Investment in One Issuer</u>
Investment pools authorized under CA			
Statutes governed by Government Code	N/A	None	\$40 million
U.S. Treasury Obligations	5 years	None	None
Bank Savings Accounts	N/A	25%	None
Federal Agencies	5 years	75%	None
Commercial Paper	180 days	20%	None
Negotiable Certificates of Deposit	180 days	20%	None
Re-Purchase Agreements	180 days	20%	None
Corporate Debt	5 years	25%	None

B. Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of and investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the District’s investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District’s investment maturity:

Investment Type	Totals	Remaining Maturity (in Months)	
		12 Months or Less	13-48 Months
Sacramento County*	\$ 1,055,260	\$ 1,055,260	\$ -
Totals	<u>\$ 1,055,260</u>	<u>\$ 1,055,260</u>	<u>\$ -</u>

\*Not subject to categorization

Investments made by the District are summarized below. The investments that are represented by specific identifiable investment securities are classified as to three levels of custodial credit risk within the following categories:

## ARCADE CREEK RECREATION AND PARK DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2024

Note 2: Cash and Investments (Continued)

#### C. Concentrations of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in any one issuer. There are no investments to one issuer exceeding those limits.

#### D. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposit or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment of collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits; The California Government Code requires that a financial institution secured deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first deed mortgage notes having a value of 150% of the secured public deposits.

At June 30, 2024, the District's deposits balance was \$3,000 and the carrying amount was \$44,032. The difference between the bank balance and the carrying amount was due to normal outstanding checks and deposits in transit. Of the bank balance, all was covered by the Federal Depository Insurance and none was covered by collateral held in the pledging bank's trust department in the District's name.

#### E. Investment in Government Pool

The District maintains certain cash and investments with the Sacramento County Treasurer in an investment pool. The District's funds are managed in accordance with the investment policy of the County Treasury. On a quarterly basis the Treasurer allocates interest to participants based upon their average daily balances. Required disclosure information regarding the categorization of investments and investment risk can be found in the County's financial statements. The Sacramento County's financial statements may be obtained online at the following link: [finance.saccounty.net/AuditorController/Pages/](https://finance.saccounty.net/AuditorController/Pages/).

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

Note 3: Property Plant and Equipment

Activity for general fixed assets capitalized by the District is summarized below:

	Balance July 1, 2023	Additions	Retirement/ Adjustments	Balance June 30, 2024
Capital assets, not being depreciated:				
Land	\$ 264,541	\$ -	\$ -	\$ 264,541
Construction in progress	173,597	170,426		344,023
Capital assets, being depreciated:				
Structures and improvements	7,746,117	325,853		8,071,970
Equipment	177,539			177,539
Total capital assets, being depreciated	7,923,656	325,853		8,249,509
Less accumulated depreciation	(4,582,134)	(250,527)		(4,832,661)
Total capital assets, being depreciated, net	3,341,522	75,326		3,416,848
Governmental activities, capital assets, net	\$ 3,779,660	\$ 245,752	\$ -	\$ 4,025,412

Note 4: Long-Term Liabilities

The following is a summary of changes in the Districts long-term debt for the fiscal year ended June 30, 2024:

	Balance July 1, 2023	Additions	Retirements	Balance June 30, 2024	Due within One Year
Compensated absences	\$ 20,239	\$ 7,814	\$ (18,611)	\$ 9,442	\$ 9,306
Net pension liability	45,985		43,063	89,048	
Pension side fund loan	151,000		(31,800)	119,200	33,100
Totals	\$ 217,224	\$ 7,814	\$ (7,348)	\$ 217,690	\$ 42,406

Long-term liability obligations consist of the following:

A. Compensated Absences

The District recognizes the accumulated unpaid employee vacation and vested sick leave benefits as a liability and the long-term portion is recorded as compensated absences payable in the government-wide statement of net position. The current portion is recorded in both the fund financial statement and the government-wide financial statement.

B. Pension Side Fund Loan

On November 1, 2017 the District took out a \$305,400 loan from UMPQUA Bank. \$247,784 of the loan proceeds were used to pay off the CalPERS Side Fund liability and the cost of issuance was \$57,616. The 10 year term of the loan is from November 1, 2017 to November 1, 2027. Payments ranging from \$3,085 to \$3,178 are due monthly and the interest rate is 4.29%. The District collateralized two HSP buildings as security for the loan. There was an economic loss to the District associated with refinancing the side fund liability whereas the payments of the new loan exceeded the estimated side fund payments by \$9,233.

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

Note 4: Long-Term Liabilities (Continued)

The pension side fund debt will be amortized over the remaining years as follows:

Fiscal Year			
End June 30,	Principal	Interest	Total
2025	\$ 33,100	\$ 4,469	\$ 37,569
2026	34,500	3,069	37,569
2027	36,100	1,509	37,609
2028	15,500	167	15,667
Totals	<u>\$ 119,200</u>	<u>\$ 9,214</u>	<u>\$ 128,414</u>

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan

**A. General Information about the Pension Plan**

**Plan Descriptions** – All qualified permanent and probationary employees are eligible to participate in the District’s Miscellaneous Employee Pension Plan, cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees’ Retirement System (CalPERS). Benefit provisions under the Plan is established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension Plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

**Benefits Provided** – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to Plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for the Plan is applied as specified by the Public Employees’ Retirement Law.

The Plan provisions and benefits in effect at June 30, 2024, are summarized as follows:

	<b>Miscellaneous</b>	
	Prior to	On or after
	January 1, 2013	January 1, 2013
Hire date		
Benefit formula	2.00% @ 55	2.00% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-55	52 - 67
Monthly benefits , % of eligible compensation	2.20% to 2.70%	1.00% to 2.00%
Required employee contribution rates	7%	7.75%
Required employer contribution rates	11.88%	7.75%

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

**Contributions** – Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2024, the contributions recognized as part of pension expense for the miscellaneous Plan was as follows:

Contributions-employer	\$	25,222
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***B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions***

As of June 30, 2024, the District reported net pension liabilities for its proportionate shares of the net pension liability of the Plan as follows:

	<b>Proportionate share of Net pension liability</b>	
	\$	89,047
Miscellaneous Plan		

The District’s net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2023, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022 rolled forward to June 30, 2023 using standard update procedures. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension Plan relative to the projected contributions of all participating employers, actuarially determined.

The District’s proportionate share of the net pension liability as of reporting dates June 30, 2023 and 2024 were as follows:

Proportion - June 30, 2023	0.00098%
Proportion - June 30, 2024	0.00178%
Change - Increase (Decrease)	0.00080%

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

For the year ended June 30, 2024, the District recognized pension expense of \$64,187. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 3,843	\$ -
Changes of assumptions	5,376	
Net difference between projected and actual earnings on pension plan investments	14,417	
Changes in proportion	69,776	
Difference in contributions and the proportionate share of contributions	102,209	
District contributions subsequent to the measurement date	25,222	
Total	<u>\$ 220,843</u>	<u>\$ -</u>

\$25,222 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

**Measurement Period**

Ended June 30:

2025	\$ (62,446)
2026	(115,048)
2027	(17,714)
2028	(413)

**Actuarial Assumptions** – The total pension liabilities in the June 30, 2022 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2022
Measurement Date	June 30, 2023
Actuarial Cost Method	Entry-Age Normal
Actuarial Assumptions:	
Discount Rate	6.90%
Inflation	2.30%
Projected Salary Increase	Varies
Investment Rate of Return	6.90%

**Discount Rate** – The discount rate used to measure the total pension liability was 6.90% for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 6.90 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 6.90 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.



**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

CalPERS reviews all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations. CalPERS will continue to check the materiality of the difference in calculation until such time as they change the methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>Allocation</u>	<u>Years 1-10 (1)(2)</u>
Global equity-cap weighted	30.0%	4.45%
Global equity non-cap weighted	12.0%	3.84%
Private equity	13.0%	7.28%
Treasury	5.0%	27.00%
Mortgage backed securities	5.0%	50.00%
Investment grade corporates	10.0%	1.56%
High yield	5.0%	2.27%
Emerging market debt	5.0%	2.48%
Private debt	5.0%	3.57%

*Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate* – The following presents the District's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Discount Rate -1%</u> <u>(5.90%)</u>	<u>Current Discount</u> <u>Rate (6.90%)</u>	<u>Discount Rate +1%</u> <u>(7.90%)</u>
Misc Tier I	\$ 143,702	\$ 89,047	\$ 44,061

## ARCADE CREEK RECREATION AND PARK DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2024

#### Note 6: Developer Impact Fees

The County maintains a restricted account for the benefit of the Arcade Creek Recreation and Park District. The corpus of the trust consists of impact fees paid by developers of subdivisions within the boundaries of the District. The use of these funds by the District is restricted for the purpose of providing park and recreation facilities to serve the population. The District maintains the activity of these funds in a special revenue fund.

#### Note 7: Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District together with other districts in the State carry California Association For Park And Recreation Insurance (CAPRI), a public entity risk pool currently operating as a common risk management and insurance program for member districts. The District pays an annual premium to CAPRI for its general insurance coverage. Furthermore the District carries workers compensation coverage with other districts in the State through the CAPRI. Membership in the California Association of Recreation and Park Districts is required when applying for CAPRI.

The Agreement for Formation provides that CAPRI will be self-sustaining through member premiums. CAPRI reinsures through commercial companies for general and automobile liability and all risk property insurance, including boiler and machinery coverage, is subject to a \$2,000 deductible per occurrence payable by the District. Financial statements for CAPRI are available at the District's office for fiscal year ending June 30, 2024.

The District carries commercial insurance for other risks of loss, including employees' health insurance.

#### Note 8: Net Position/Fund Balances

The government-wide activities fund financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted and unrestricted.

- *Net Investment in Capital Assets* – This category groups all capital assets, into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.
- *Restricted Net Position* – This category presents external restrictions imposed by creditors, grantors, contributors or laws and regulations of other governments and restrictions imposed by law though constitutional provisions or enabling legislation.
- *Unrestricted Net Position* – This category represents net position the District, not restricted for any project or other purpose.

#### Fund Balances – Governmental Funds

The District adopted a policy for GASB Statement No. 54, Fund Balance Reporting, in the current fiscal year. GASB 54 establishes fund balance classifications that comprise a hierarchy based on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. While the classifications of fund balance in the District's various governmental funds were revised, the implementation of this standard had no effect on total fund balance.

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

Note 8: Net Position/Fund Balances (Continued)

Detailed information on governmental fund-type, fund balances are as follows:

	General Fund	Developer Fees	ADA Fees	Capital Projects
Restricted for Developer Deposits	\$ -	\$ 119,031	\$ 1,833	\$ -
Assigned for next years budget	838,214			
Assigned for capital projects				156,642
Unassigned	132,493			
<b>Total fund balance</b>	<b>\$ 970,707</b>	<b>\$ 119,031</b>	<b>\$ 1,833</b>	<b>\$ 156,642</b>

Note 9: Leases Receivable

The District entered into an agreement with AT&T whereby the District leased property to AT&T for a communications transmission tower. The lease is a term of five years with rights to extend the term for five additional terms of five years each. Payments are due and payable quarterly.

During the fiscal year ending June 30, 2004 the District entered into a site lease agreement with Metro PCS, whereby Metro PCS agreed to lease a site for a cellular tower and pay the District \$2,500 up front plus \$1,200 per month adjusted every renewal term by 15%. The initial term is five years then four additional five year options.

During the fiscal year ending June 30, 2006 the District entered into a site lease agreement with T Mobile, whereby T-Mobile agreed to lease a site for a cellular tower and pay the District \$7,500 up front plus \$2,000 per month adjusted annually by up to 3%. The initial term is five years then five additional five year options. Additionally T-Mobile will pay \$400 annually for the lease options.

On August 20, 2012, the District approved by resolution the sale of the District cell tower lease agreements noted above and assigned management of the cell tower sites to Crown Castle, Inc. The purchase price was \$574,500 for site one and \$596,000 for site two. The amount collected in advance by the District was approximately \$54,000 and then 240 monthly payments will be made for approximately \$4,600 per month. Crown Castle, Inc., was granted a 60 year (720 month) easement term and has the unilateral right to terminate the lease for any reason.

Because the District derives a portion of its revenue from the rental of real property based on a fixed lease amount above, the leases are treated as an finance lease for accounting purposes under Governmental Accounting Board Statement No. 87.

Lease receivables consist of the agreement with the cell tower operator for their right-to-use of a portion of land at the parks owned by the District. The calculated interest rate used is based on an assumed 3% borrowing rate. For the fiscal year ended June 30, 2024, the District recognized \$47,012 in lease revenue and \$12,739 in interest revenue.

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

Note 9: Leases Receivable (Continued)

A summary of changes in lease receivable for the fiscal year ended June 30, 2024 is as follows:

	Balance 7/1/2023	Additions	Retirements/ Adjustments	Balance 6/30/2024	Due within One Year	Due in More Than One Year
Lease receivable	\$ 442,842	\$ -	\$ (42,581)	\$ 400,261	\$ 43,916	\$ 356,345

Lease receivables are due in the upcoming years as follows:

Year Ending June 30,	Principal	Interest	Total
2025	\$ 43,916	\$ 11,409	\$ 55,325
2026	45,252	10,074	55,325
2027	46,628	8,697	55,325
2028	48,027	7,298	55,325
2029	49,806	5,519	55,325
2030-2033	166,633	8,789	175,422
Total	\$ 400,261	\$ 51,786	\$ 452,047

Note 10: Revenue Limitations Imposed by California Proposition 218

Proposition 218, which was approved by the voters in November 1996, regulates the District's ability to impose, increase, and extend taxes and assessments. Any new increase or extended taxes and assessments subject to the provisions of Proposition 218, requires voter approval before they can be implemented. Additionally, Proposition 218 provides that these taxes and assessments are subject to voter initiative and may be rescinded in the future years by the voters.

Note 11: Gann Limit

Total tax and interest revenue 2023-24	\$ 887,559
Amount of limit for 2023-24	<u>1,810,625</u>
Amount (under)/over limit	<u>\$ (923,066)</u>

**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

Note 12: Commitments and Contingencies

**Grants**

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the District expects such amounts, if any, to be immaterial.

Note 13: Subsequent Event

Subsequent events were evaluated through November 15, 2024, the date these financial statements were made available for public inspection.

**ARCADE CREEK RECREATION AND PARK DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
JUNE 30, 2024**

	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable)
<b>Revenues</b>				
Property taxes	\$ 762,600	\$ 762,600	\$ 801,390	\$ 38,790
Intergovernmental revenues	12,000	12,000	16,313	4,313
Use of money and property	62,000	62,000	97,765	35,765
Other revenues	23,000	23,000	41,531	18,531
<b>Total Revenues</b>	<b>859,600</b>	<b>859,600</b>	<b>956,999</b>	<b>97,399</b>
<b>Expenditures</b>				
Salaries and benefits	397,801	432,801	398,076	34,725
Services and supplies	396,925	396,925	343,420	53,505
Debt service				
Principal expense	31,800	31,800	31,800	-
Interest expense	5,860	5,860	5,776	84
Capital outlay	480,000	480,000	53,017	426,983
Contingency	382,969	347,969		347,969
<b>Total Expenditures</b>	<b>1,695,355</b>	<b>1,695,355</b>	<b>832,089</b>	<b>863,266</b>
Net change in fund balances	<u>\$ (835,755)</u>	<u>\$ (835,755)</u>	<u>124,910</u>	<u>\$ 960,665</u>
Fund balance, beginning of fiscal year			<u>845,797</u>	
Fund balance, end of fiscal year			<u>\$ 970,707</u>	

**ARCADE CREEK RECREATION AND PARK DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF THE DISTRICT'S PROPORTIONATE  
SHARE OF THE NET PENSION LIABILITY  
JUNE 30, 2024**

<u>Reporting date</u>	<u>District's proportionate share of the net pension liability (asset)</u>	<u>District's proportionate share of the net pension liability (asset)</u>	<u>District's covered-employee payroll</u>	<u>District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
6/30/2016	0.01978%	\$542,794	\$261,230	207.78%	56.49%
6/30/2017	0.01623%	\$563,916	\$240,210	234.76%	59.43%
6/30/2018	0.01523%	\$600,257	\$250,080	240.03%	58.40%
6/30/2019	0.01458%	\$549,407	\$252,216	217.83%	80.01%
6/30/2020	0.00658%	\$263,394	\$213,295	123.49%	80.78%
6/30/2021	0.00741%	\$312,635	\$225,017	138.94%	79.58%
6/30/2022	-0.01256%	-\$238,569	\$176,150	-135.44%	96.33%
6/30/2023	0.00098%	\$45,985	\$102,303	44.95%	108.29%
6/30/2024	0.00178%	\$89,047	\$189,109	47.09%	93.56%

The schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, only information for those years for which information is available is presented.

**ARCADE CREEK RECREATION AND PARK DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF THE DISTRICT'S PENSION CONTRIBUTIONS  
JUNE 30, 2024**

<u>Reporting date</u>	<u>Contractually required contribution</u>	<u>Contributions in relation to the contractually required contribution</u>	<u>Contribution deficiency (excess)</u>	<u>District's covered employees payroll</u>	<u>Contribution as a percentage of covered-employee payroll</u>
6/30/2016	\$78,383	(\$78,383)	\$0	\$261,230	30.01%
6/30/2017	\$81,976	(\$81,976)	\$0	\$240,210	34.13%
6/30/2018	\$83,284	(\$83,284)	\$0	\$250,080	33.30%
6/30/2019	\$31,744	(\$31,744)	\$0	\$252,216	12.59%
6/30/2020	\$36,036	(\$64,036)	\$ (28,000)	\$213,295	30.02%
6/30/2021	\$35,350	(\$35,350)	\$0	\$225,017	15.71%
6/30/2022	\$38,106	(\$38,106)	\$0	\$176,150	21.63%
6/30/2023	\$19,104	(\$19,104)	\$0	\$102,303	18.67%
6/30/2024	\$25,222	(\$25,222)	\$0	\$189,109	13.34%

The schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, only information for those years for which information is available is presented.



**ARCADE CREEK RECREATION AND PARK DISTRICT**

**NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2024**

Note 1: Budgets and Budgetary Accounting

As required by State law the District prepares and legally adopts a final operating budget. Public hearings were conducted on the proposed and final budget to review all appropriations and the source of financing.

The budget for the general fund is adopted on the modified accrual basis of accounting. The budget for the general fund and special revenue fund are the only legally adopted budget. Budgets for the capital project funds are used for management and control purposes only.

At the object level, actual expenditures cannot exceed budgeted appropriations. Management can transfer budgeted amounts between expenditure accounts within an object without the approval of the Board of Directors. Significant amendments and appropriation transfers between objects or funds must be approved by the Board of Directors. Appropriations lapse at fiscal year-end.

The budgetary data presented in the final budgeted amount in the accompanying financial statements includes all revisions approved by the Board of Director.

**ARCADE CREEK RECREATION AND PARK DISTRICT**

Larry Bain, CPA,  
An Accounting Corporation  
2148 Frascati Drive  
El Dorado Hills, CA 95762

This representation letter is provided in connection with your audit(s) of the financial statements of Arcade Creek Recreation and Park District, which comprise the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2024, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date this letter is signed, the following representations made to you during your audit.

**Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 29, 2024, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements [or in the schedule of findings and questioned costs].
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter (if any).
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

**Information Provided**

- 11) We have provided you with:
- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters [and all audit or relevant monitoring reports, if any, received from funding sources].
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements [and the schedule of expenditures of federal awards].
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
- a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

**Government—specific**

- 19) We have made available to you all financial records and related data [and all audit or relevant monitoring reports, if any, received from funding sources].
- 20) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 21) We have taken timely and appropriate steps to remedy violations of regulations, contracts, or grant agreements that you have reported to us.
- 22) We have a process to track the status of audit findings and recommendations.
- 23) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 24) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 25) The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

- 26) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- 27) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 28) As part of your audit, you assisted with preparation of the financial statements and related notes and fixed asset schedule. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and fixed asset depreciation schedule.
- 29) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor have assets been pledged as collateral, except for two HSP buildings as collateral for the UMPQUA loan.
- 30) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 31) We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- 32) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 33) The financial statements properly classify all funds and activities. We acknowledge the omission of the provisions of GASB 68 and 71 and the resulting effect on the statement of net position and statement of activities and your responsibility to modify your auditor's report.
- 34) All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 35) Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- 36) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 37) Provisions for uncollectible receivables have been properly identified and recorded.
- 38) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis. We acknowledge that the effect on the statement of activities resulting from not implementing the provisions of GASB 68 and 71 resulted in a U.S. GAAP departure and your responsibility to modify your opinion on our financial statements.
- 39) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 40) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 41) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 42) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 43) We acknowledge our responsibility for the required supplementary information (RSI) and we acknowledge the omission of the management discussion and analysis required by GASB 34 and your responsibility to add an explanatory paragraph describing the omissions.
- 44) With respect to the supplementary information

- a) We acknowledge our responsibility for presenting the budget to actual schedule and pension schedules required by GASB 68 in accordance with accounting principles generally accepted in the United States of America, and we believe the budget to actual schedule and GASB 68 RSI schedules, including the form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the budget to actual schedule and GASB 68 schedules have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## 9. Information/Correspondence/Announcements

# Certificate of Completion



*2024 Special District Leadership Academy San Rafael*  
San Rafael, CA - 11/3/2024

**Greg Wilson**

Arcade Creek Recreation and Park District

A handwritten signature in black ink, reading "Neil C. McCormick", is written over a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

California Special Districts Association

## Special District Leadership Academy: November 3-6, 2024 in San Rafael

A curriculum-based training built around the essential partnership between board members and general managers. Equips attendees with the knowledge and skills necessary to lead effectively and uphold vital governance responsibilities; fosters collaborative leadership; and sets a foundation for achieving shared goals.

### Classes:

#### 1. Building a Foundation for Good Governance

Why good governance is important to the overall wellbeing of the district; traits of effective board members; what is good governance and how to put it into practice; move from “I” to “we,” how to become an effective team and essential conditions for team building

#### 2. Defining Board/Staff Roles and Relationships

How to determine the HR health of a district and what areas the board should focus on including: the board’s role in HR, HR red flags and positive indicators, developing and maintaining HR policies, confidentiality and legal liabilities, Evaluating the GM.

#### 3. Fulfilling Your District’s Mission: Charting the Course

Setting direction for your district. Critical components of direction setting and how to avoid planning pitfalls. Establishing and fulfilling your district’s mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

#### 4. Get the Word Out! Best Practices for Communication and Outreach

Communication breakdowns and areas for improvement in public communication. Proper and effective communication methods including: Identifying audiences, Responding to public input, Media relations, Legislative outreach and advocacy.

#### 5. Show Me the Money! What Do Board Members Need to Know about District Finances?

Financial concepts, reports, and policies specific to special districts. Linking the finance process to the mission and goals, the budget process and communicating to the public, develop and analyze capital improvement plans and reserve guidelines.

### Upcoming dates

- April 21 - 24, 2025: La Quinta (Palm Springs), Embassy Suites by Hilton
- October 5 - 8, 2025: Redding, Sheraton Redding Hotel at the Sundial Bridge
- November 16 – 19, 2025: Monterey, Embassy Suites by Hilton Monterey Bay Seaside



# Foundations for Effective Governance

## Values and Culture

Identify and appeal to shared values and perspectives

Obtain board consensus by starting with high level issues and working down through the details to merge various director perspectives for best overall solution

Ensure the process for gathering information and options for presentation to the board is complete and represents all perspectives

Focus on representing the entire district rather than "your" group, agenda or program: "I" to "WE"

## The DIRECTOR'S Individual Attitudes and Approach Affects Their Effectiveness

### EFFECTIVE DIRECTORS

- Have a clear understanding of the district
- Develop dialogue and deliberation
- Recognize & respect different perspectives & styles
- Are prepared
- Govern with dignity & understand the implications of demeanor and behavior

### CIVILITY

- Be respectful in what you do (actions)
- Be respectful in what you show (visual)
- Be respectful in what you say (verbal)

## The BOARD'S Responsibilities are as Follows

Hire and evaluate the CEO

Retain legal counsel

Set the district's future direction

Provide resources

Engage with the wider community

Institutionalize effective governance through policies, etc.

Monitor, evaluate and revise for accountability

# Kennedy Provided Policy Direction (CONTINUED)

## STRATEGY

- Use Gemini program to practice
- Step-by-step: orbit the moon first

## TIMELINE

- End of 1960s

## WHO IS RESPONSIBLE

- Congress, public, President, NASA

### Policy - *plásiés - noun*

A policy is a deliberate system of principles to guide decisions and achieve outcomes. A policy is a statement of intent. Policies are adopted by governing boards.

# Effective Directors

## DEVELOP DIALOGUE AND DELIBERATION

Debate	Dialogue and Deliberation
Assuming that there is a right answer and you have it	Assuming others have pieces of the answer & together you can craft solutions
Competing, searching for a single "correct" answer (i.e. "winning" vs. "losing")	Collaborating, seeking to understand, "lower" (or) "high" and "best" ways
About winning	About exploring common ground
Searching to find flaws and make counter arguments	Searching to understand, find areas that are helpful
Defending assumptions as truth	Revealing assumptions for reevaluation
Claiming the "right" position	Assessing all positions
Defending one's own views against those of others	Admitting that others' thinking can improve on one's own
Searching for flaws and weaknesses in other positions	Searching for strengths and value in others' positions
Seeking a conclusion or vote that ratifies your position	Discovering new options, not seeking closure

from "The Magic of Dialogue, Transforming Conflict Into Cooperation" - Daniel Vanebovich

# What is Setting Direction?

## Setting Direction - *phrase*

Recognizing a challenge or opportunity and providing guidance on end results, schedule, affordability, etc. to the people who will carry it out.

## What is the Board's Role in HR?

### HYPOTHETICAL

#### **Problem Area – Personnel Matters**

- The board should not interfere with administrative matters such as...
  - Discipline
  - Grievances
  - Re-classifications
  - Evaluations (except if the board is responsible)
- The board must avoid micro-management

## What is the Board's Role in HR? (CONTINUED)

- To ensure HR policies are consistent with the district philosophy and mission statement
- To ensure HR policies are updated
- To ensure the adoption of new HR policies

## What is the Board's Role in HR? (CONTINUED)

### To know district HR philosophy and to be able to talk about it.

- Learn HR policies from:
  - *District policy manual*
  - *Job descriptions*
  - *Employee handbook*
  - *New Hire employee packet*

## What is the Board's Role in HR? (CONTINUED)

- To set clear expectations so the GM and staff can implement HR policies according to legal and district goals
- To ensure your district has appropriate systems of due process in place
- To approve a compensation policy and review it regularly

## Criteria of the Evaluation Document

- The board and general manager should agree on the criteria
- There should be a specific timeline for the evaluation process



## Principles of the Evaluation Process

- There should be no surprises
- The process should be objective, not subjective, and outcomes-based
- The entire board should be present
- The process should be held at least annually
- Discuss and agree upon format and evaluation standards ahead of time
- The evaluation should be conducted in closed session – the process is public, but the evaluation content is private

## Who Should Evaluate the General Manager?

### The board of directors and the general manager in a three-step process:

- Step #1: As individual board members
- Step #2: As the entire board of directors
- Step #3: As a team the board and general manager

## Principles of the Evaluation Process (CONTINUED)

- The process must be geared to measure the general manager's activities.
- The evaluation document should be approved by both the board and general manager.
  - Board reviews evaluation format and procedures in advance to prepare



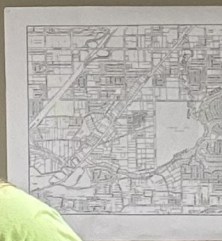
ARCADE CREEK RECREATION + PARK

JULY							SEPT						
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

JAN						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SMALL BUT

NOV						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					





**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS**

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**DATE:** November 22, 2024

**FROM:** Alexander C. Vassar, Board Member

**TO:** Brandy Wade, General Manager

**RE:** Public Service Medal - Petersen

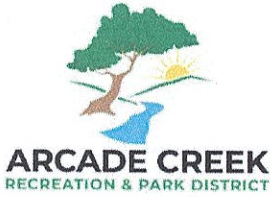
Dear General Manager Wade,

The primary role of an elected board for a park district is to provide fiscal and policy oversight on the General Manager and his or her administration of the district. The second role of the board is to represent the residents of the district and ensure that the district delivers the services for which they've paid their taxes.

For the past eight years, I have served as an elected representative of the more than 20,000 residents of the Arcade Creek Recreation and Park District. It is as their representative that I am requesting that you present Juanita Petersen with a Public Service Medal in recognition of her years of dedicated work on their behalf. The park district is a better place because of Juanita Petersen.

Lastly, although this medal is awarded exclusively in my role as a board member and does not constitute an action, I would like to respectfully request that a copy of this letter be placed in Juanita Petersen's district personnel file.





**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS**

---

**DATE:** November 22, 2024

**FROM:** Alexander C. Vassar, Board Member

**TO:** Brandy Wade, General Manager

**RE:** Public Service Medal - Wade

Dear General Manager Wade,

The primary role of an elected board for a park district is to provide fiscal and policy oversight on the General Manager and his or her administration of the district. The second role of the board is to represent the residents of the district and ensure that the district delivers the services for which they've paid their taxes.

For the past eight years, I have served as an elected representative of the more than 20,000 residents of the Arcade Creek Recreation and Park District. It is as their representative that I am presenting you with a Public Service Medal in recognition of your hard work and long hours on their behalf. I would like you to know that the thoughtfulness with which you approach your work has been seen and is appreciated. This park district is a better place because of you are here.

Lastly, although this medal is awarded exclusively in my role as a board member and does not constitute an action, I would like to respectfully request that a copy of this letter be placed in Brandy Wade's district personnel file.

# Arcade Creek Recreation & Park District

## SERIES 4000: BOARD OF DIRECTORS

### Policy # POLICY TITLE

**Denotes Not in our current policies**

4005	Operating Principles of the Board (Norms)
4010	Code of Ethics
4015	Voluntary Candidate Expenditure Ceiling
4020	Attendance at Meetings
4025	Expenditure Reimbursement
4030	Remuneration
4037	Board Members and Supporting Roles
4068	Directors Health Insurance
4040	Duties of Board President
4040A	Duties of Board President - Addendum (Procedure)
4045	Board Secretary
4047	Clerk of the Board
4048	Legal Counsel and Auditor
4050	Members of the Board of Directors
4060	Committees of the Board of Directors
4070	Basis of Authority
4080	Membership in Associations
4090	Training, Education and Conferences
4095	Ethics Training
4097	Filling of Vacancy(s) on Board of Directors (Trustees)

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# Arcade Creek Recreation and Park District

## **POLICY HANDBOOK**

**POLICY TITLE:** Operating Principles of the Board (Norms)  
**POLICY NUMBER:** 4005

### **4005.1 IMPLEMENTATION**

- The Arcade Creek Recreation and Park District is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.
- Upon the occasion of the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. Because we value learning and improvement, we are committed to debriefing each of these at each of our Board meetings.

### **4005.2 COMMUNICATION NORMS**

- All communication will be accurate and brief.

### **4005.3 PROCESS NORMS**

- The Board needs to address and resolve policy issues and set priorities. The Board and staff of the district are committed to doing this by practicing the building of consensus and orderly implementation.
- The Board is committed to Arcade Creek Recreation and Park District's mission (Appendix B) and to work as a team.
- The Board needs to monitor and respond to changes in the market and environment.
- Staff needs to make available all information and analysis of alternatives so that the Board can make "reasoned decisions."
- The Board will jointly discuss and identify its interest(s) prior to establishing a position and negotiating with external organizations.
- All requests from the Board for information/agenda items will be funneled through the General Manager and distributed to all Board members.



#### 4005.4 RELATIONSHIP NORMS

All parties shall;

- Work to create an environment that promotes respect and appreciation between the Board, Staff, Consultants, and Constituents.
- Agree that the focus of Arcade Creek Recreation and Park District's mission is its accomplishments and future vision that meets the needs of its constituents.
- Establish, accept and support common purpose and vision.

#### 4005.5 CAPACITY NORMS

- Continue the process of hiring qualified personnel.
- Expand education for the Board, Staff and Consultants.
- Expect creative decision-making.
- Maintain competitive advantage by adhering to a policy of updating technology and resources.
- Ensure a cooperative and open work environment.

#### 4005.5 DIRECTOR LIMITATIONS

**4005.5.1 Board's Role.** The role of a Board of Directors is to oversee operations and set policy. Just as Boards have limited authority, so do individual directors.

**4005.5.2 Vendors.** Directors do not have the right to individually contact vendors or give vendors instructions or sign contracts without board authorization. Allowing directors to interact with vendors will result in higher costs to the district, conflicting instructions to vendors and potential loss of vendors. It also creates the potential for ultra vires acts by directors. The proper procedure is to direct matters through the board to the General Manager. Directors who violate these procedures and disrupt operations may be censured by the board and may be subject to personal liability for their acts.

**4005.5.3 Personnel.** Directors are similarly restricted in their ability to interact with employees. Individual directors do not have the right to direct or discipline employees. The board as a whole is to provide direction, guidance, and discipline direction as needed to the General Manager. To allow individual directors to take such actions is to invite potential liability via Labor Code violations, harassment issues, and constructive termination actions.

**4005.5.4 Records.** Directors have a right to review books and records of the district operations. Directors' access to personnel records is restricted by California employment laws.

**4005.5.5 Board Review.** The entire board may review an employee's file related to a pending disciplinary action or appeal, maintenance issue, etc. The entire board or approved sub-committee may review the District Manager's personnel file at any time.

#### **4005.6 ULTRA VIRES ACT**

An "ultra vires" act is one performed without legal authority; something done which is beyond the scope of the board's or an individual director's authority.

**4005.6.1 Director Liability.** Individual directors who act without authority may become personally liable for those actions. For example, when the board decides against hiring a particular landscape company and the board chairperson signs the contract anyway, the chairperson has committed an ultra vires act. When that happens, the chairperson may not be covered by the district's insurance and may be personally liable for his acts. Although the contract may be voidable by the district, the chairperson may be personally liable for any damages suffered by the district.

**4005.6.2 Board Actions.** Boards who act outside their authority may have their actions reversed by the courts. Where the board exceeds its scope of authority, any rule or decision resulting from such an ultra vires act is invalid whether or not it is a "reasonable" response to a particular circumstance.

#### **4005.7 CENSURE**

Censure is defined as an official condemnation, reprimand, or expression of adverse criticism, usually by a legislative or other formal body, of the conduct of one of its members or of someone whose behavior it monitors. *Webster's New World Law Dictionary, Wiley Publishing, Inc., Hoboken, New Jersey.*

**4005.7.1 Purpose of Censure.** A censure is a formal reprimand of a director. Conduct worthy of censure may include but is not limited to:

- Disruption of a meeting (shout, use profanity, engage in personal attacks against fellow directors, etc.),
- Breach of confidences,
- Interference with district operations,
- Breach of fiduciary duties,
- Improper behavior toward district vendors or employees, and
- An undisclosed conflict of interest.

**4005.7.2 Potential Liability.** A Director who commits *ultra vires* actions may create a liability for the district and/or other directors. It is the responsibility of the Board to actively provide correction in cases where a Director commits *ultra vires* acts. In addition to possibly correcting the errant Director's behavior, a censure may minimize or eliminate the District's potential liability created by the Director's inappropriate actions.

**4005.7.3 Approval of Censure.** A censure is accomplished by a motion approved by a majority of Directors, in a duly called meeting where a quorum has been established. The censure shall be recorded in the minutes and

the minutes shall reflect the reason for the censure. A copy of the censure shall be provided to the censured Director.

**4005.7.4 Removal from Office.** If the censured Director holds an office on the board (Chair, Vice-Chair, Secretary/Treasurer, etc.), that Director may be removed from office through a vote of the board at a duly called meeting. However, he/she cannot be removed from the board.

**4005.7.5 Powers Unaffected.** While expressing strong disapproval of a Director's behavior, a censure does not remove a Director from the board nor does it impair the Director's ability to attend meetings, make and second motions or vote on motions, unless there is reason for the Director to recuse themselves from a particular vote.

**4005.7.6 Request for Resignation.** In addition to censure, the Board may request a Director's resignation through a motion at a Board meeting.

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Code of Ethics  
**POLICY NUMBER:** 4010

**4010.1** The Board of Directors of Arcade Creek Recreation and Park District is committed to providing excellence in policy leadership that result in the provision of the highest quality services to its constituents and to comply with State laws including AB 1234 (Salinas) approved in 2006.

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed.

**4010.1.1** The dignity, style, values and opinions of each Director shall be respected.

**4010.1.2** Responsiveness and attentive listening in communication is expected.

**4010.1.3** The needs of the District's constituents should be the priority of the Board of Directors. When a Director has a conflict of interest on an agenda item, he/she may recuse themselves from discussion and shall not make or second a motion or vote on a motion related to that item. If the Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not.

**4010.1.4** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**4010.1.5** Directors should commit themselves to honest and open discussion of proposed board policies.

**4010.1.6** Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided. When interacting with other Directors, staff, or constituents, Directors shall treat other parties with respect and integrity.

**4010.1.7** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, individual Directors should not interfere with the implementation of said action.

**4010.1.8** Directors should practice the following procedures:

**4010.1.8.1** In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve policy decision-making.

**4010.1.8.2** When receiving complaints from residents and property owners of the District, these complaints should be referred directly to the General Manager for evaluation and resolution.

**4010.1.8.3** In handling items related to public health and safety, concerns should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4010.1.8.4** In presenting items for discussion at Board meetings, See Policy #5020.

**4010.1.8.5** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

**4010.1.9** If approached by District personnel with questions regarding specific District policy, Directors should direct inquiries to the appropriate staff supervisor or General Manager.

**4010.2** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**4010.2.1** When responding to constituent requests and concerns, Directors should endeavor to be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels to responsible management personnel.

**4010.2.2** Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

**4010.2.3** Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**4010.2.4** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission (Appendix B).

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Voluntary Candidate Expenditure Ceiling  
**POLICY NUMBER:** 4015

**4015.1** In accordance with *Government Code §85400* (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of Arcade Creek Recreation and Park District, and controlled committees of such candidates, shall be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Directors.

**4015.2** Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

**4015.2.1** If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

**4015.2.2** If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Expenditure Reimbursement  
**POLICY NUMBER:** 4025

**4025.1 Purpose.** The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

**4025.2 Scope.** This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

**4025.3 Implementation.**

Whenever a District employee or director desires to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

**4025.3.1** The General Manager will review and approve reimbursement requests. Reimbursement requests by the General Manager will be reviewed and approved by the Finance Sub-Committee.

**4025.3.2** All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

**4025.3.3** The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

**4025.3.4** Expenditures for food and lodging will be moderate and reasonable as determined by the board using current State or County guidelines.

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Remuneration and Attendance

**POLICY NUMBER:** 4030

- 4030.1** Current stipend will be \$100.00 per month for service as a board member, effective December 2024. The stipend each year will be determined by the Board during the annual Budget process.
- 4030.2** Board members are elected/appointed to office to represent their constituents and should make the effort necessary to attend each regularly scheduled Board of Directors meeting. Members are also expected to fulfill duties and obligations taken on or assigned by the entire Board.
- 4030.3** Members who wish to attend committee meetings, community meetings (subject to the Ralph M. Brown act), or workshops may do so with approval for reimbursement. Members must also report back to the full Board in open session on their activities, discussions and actions taken during those functions. A written report must be presented on these actions and placed on file with the District Office to be included in the minutes of the meeting at which the report was presented. This must be done prior to receiving the reimbursement if funded for that activity.
- 4030.4** The Board of Directors may provide, by ordinance or resolution, that members may receive their actual and necessary traveling and incidental expenses incurred for attendance at an outside meeting, outside of Sacramento County, California. Reimbursement for these expenses is subject to funds available and to Government Code sections 53232.2 and 53232.3.
- 4030.4.1** Eligible expenses include travel/mileage (least expensive option), 3 meals per day (based on an 8 a.m. to 8 p.m. absence from home), and hotel accommodation if needed.
- 4030.5** A Board member should notify the Chair of the Board or the General Manager of their inability to attend a regularly scheduled Board of Directors meeting, a minimum of forty-eight (48) hours' prior notice when possible.
- 4030.6** Absences reported in such a manner will be considered an excused absence. Failure to notify the Chair or General Manager will result in an unexcused absence.
- 4030.7** Board members who accumulate five (5) or more unexcused absences in a twelve (12) month period, or members absent for three (3) or more consecutive times without a viable excuse shall be subject to censure by a majority vote of the remaining members of the Board. Health issues are considered excusable absences and do not pertain to Item 4030.6.



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# Arcade Creek Recreation and Park District

## **POLICY HANDBOOK**

**POLICY TITLE:** Board Member and Supporting Roles  
**POLICY NUMBER:** 4037

**4037.1** Members of the Board of Directors and supporting roles for the board of the Arcade Creek Recreation and Park District are defined as:

1. Chairperson
2. Vice-Chairperson
3. Secretary/Treasurer
4. Clerk
5. Legal and Auditor
6. Directors (also known as Board Members)
7. Committees (Standing and Ad hoc)

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Duties of Board Chairperson  
**POLICY NUMBER:** 4040

**4040.1** The Chairperson of the Board of Directors shall serve at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4040.2** In the absence of the Chairperson, the Vice Chairperson of the Board of Directors shall serve as chairperson over all meetings of the Board. If the Chairperson and Vice Chairperson of the Board are both absent, the remaining member with the greatest tenure on the board shall serve as chairperson of the meeting.

### **4040.3 DUTIES REGARDING MEETINGS OF THE BOARD**

The Chairperson shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolutions and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.

#### 4040.4 RESPONSIBILITIES

The Chairperson shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the Chairperson wishes to move or second a motion he/she must pass the gavel to the Vice- Chairperson and step down as the presiding officer for that particular agenda item. Responsibilities of the Chairperson include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Sign the minutes of the Board meeting following their approval;
3. Appoint and disband all committees, subject to Board ratification;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Coordinate the preparation of meeting agendas with the General Manager;
6. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
7. Be responsible for the orderly conduct of all Board meetings;
8. Be the Spokesperson for the Board; and
9. Perform other duties as authorized by the Board.

# Arcade Creek Recreation and Park District

## Board of Directors District Urgent Correspondence Procedure

POLICY TITLE: Duties of Board Chairperson

POLICY NUMBER: 4040 – Addendum (Procedure)

The Arcade Creek Recreation and Park District Board of Directors may take official public positions on Legislative and Ballot Measures that impact the district. This shall be done by placing an item on the agenda for consideration by the entire Board of Directors at regularly scheduled Board Meeting. The Board of Directors may then consider action to support, support if amended, oppose, or oppose unless amended on the topic. Preparation for this board action will be conducted by board staff in a manner consistent with that for other agenda items. Adoption of an official position on proposed legislation or an upcoming ballot measure requires a majority vote of the Board of Directors.

Matters urgent in nature (action has to be taken prior to the next Board meeting):

A provisional official position may be determined if:

1. The Board Chair, Vice Chair and the General Manager concur on the urgency;
2. The position does not deviate from existing District policy or adopted positions;
3. There is a unanimous agreement in the position by the Board Chair and Vice Chair
4. There is a strong and compelling reason for action to be taken prior to the next scheduled meeting of the Board.

If all three requirements are met; the Arcade Creek Recreation and Park District may take a position and issue a public letter or notice on the Legislation or Ballot Measure, signed by the Board Chair and/or the Vice Chair. The position must be ratified by a majority of the entire Board of Directors at the next meeting. In cases where the Board fails to ratify the position, the General Manager shall communicate to affected parties (including any who were notified about the provisional official position) that the provisional official position has been rescinded.

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

POLICY TITLE: Board Secretary/Treasurer

POLICY NUMBER: 4045

**4045** The position of Secretary/Treasurer of the Board of Directors is required by state law. The Secretary/Treasurer oversees the recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board.

**4045.1** If for any reason the Chairperson or Vice Chairperson resign or are absent or disabled, the Secretary/Treasurer shall perform the Chairperson's duties until the position of Chairperson is filled.

**4045.2** If for any reason the Chairperson and Vice-Chairperson disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Secretary/Treasurer shall perform the duties of the presiding officer.

### **4045.3** DUTIES of the Secretary/Treasurer

The Secretary/Treasurer of the Board shall have the following duties:

1. Certify or attest to actions taken by the Board when required;
2. Oversee the approval of the minutes of the Board meeting;
3. Oversee and review the financial documents of the District;
4. Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Secretary/Treasurer; and
5. Perform the lead role in the Finance Committee.

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Clerk of the Board

**POLICY NUMBER:** 4047

**4047.1** The Clerk of the Board shall be responsible for performing the duties imposed by law or District Resolution. Additionally, the duties of the Clerk of the Board include:

1. May provide input in formulating the budget of the office of the Board and have the authority to expend funds in accordance with the annual budget of the Board.
2. Manage the office of the Board and responsibility for maintaining confidential information and files; prepare the Board agenda, minutes, resolutions, ordinances, notices and other related matters.
3. Attend Regular, Special, Emergency, and Adjourned Board meetings and other meetings as required, taking non-verbatim notes of business transacted and prepare minutes; post/publish all notices and agendas required by law.
4. Prepare reports, memoranda and other documents; act as custodian of the District seal; serve as filing officer or filing official.
5. Be responsible for receiving, forwarding or retaining statements of economic interest or campaign statements in accordance with California Code of Regulations, Title 2, Section 18227;.
6. Maintain resolutions, ordinances, Board approved policies and District agreements; attest to ordinances and resolutions, and accept correspondence on behalf of the Board.

### **4047.2** RESPONSIBILITIES of the Clerk of the Board

It is the responsibility of the Clerk of the Board with assistance of the General Manager to ensure:

1. Minutes of the Board of Directors meetings are recorded and/or documented only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the documents will be destroyed and/or the recording media will be reused;
2. Minutes of each Board meeting are prepared and maintained;
3. Board records and other documents & reports are maintained, as required by law; and
4. Board officers receive the correspondence addressed to them.

**4047.3** The Board may appoint an Assistant to the Clerk of the Board to perform the duties of the Clerk of the Board in the absence of the Clerk.

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Legal Counsel and Auditor  
**POLICY NUMBER:** 4048

**4048** The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

**4048.1** Legal Counsel shall be the legal adviser of the District and shall perform such duties as may be prescribed by the Board of Directors. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board, and shall be compensated for services as determined by the Board.

**4048.1.2** The Legal Counsel reports to the Board as a whole but is available to each director for consultation regarding legal matters particular to that Board members participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the General Manager for consultation on applicable issues and activities.

**4048.2** The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

**4048.2.1** The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. General Manager will install and maintain an accounting system that will completely and at all times show the financial condition of the District.

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Members of the Board of Directors  
**POLICY NUMBER:** 4050

**4050.1** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

**4050.1.1** Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

**4050.1.2** Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

**4050.2** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

**4050.3** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

**4050.4** Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

**4050.5** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

**4050.6** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager or the Board Chairperson.



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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Basis of Authority  
**POLICY NUMBER:** 4070

**4070.1** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

**4070.2** Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the District or the community as a whole.

**4070.3** The District is governed by several government codes. The Board of Directors endeavors to follow these codes in setting its policies. However, the following codes take precedence over any policy adopted by the Board of Directors:

1. California Public Resources Code: Sections 5780-5791.7 (*District Governing Code*)
2. California Government Code: Section 54950 et seq. (*Brown Act*) and Section 26900 et seq. (*County Auditor Authority*)
3. California Labor Code: Sections 1770-1780 (*Prevailing Wage Law*)
4. California Public Contract Code: Division 2 (*Contracting and Construction Code*)
5. Sacramento County Codes: Chapters 9.36 and 9.70 (*Park Ordinances*)

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Training, Education and Conferences  
**POLICY NUMBER:** 4090

**4090.1** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

**4090.1.1** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

**4090.2** It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

**4090.2.1** The General Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts in accordance with State law.

**4090.2.2** Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

**4090.2.3** Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

**4090.2.3.1** Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

**4090.2.3.2** Directors traveling together whenever feasible and economically beneficial.

**4090.2.3.3** Requesting reservations sufficiently in advance, when possible, to obtain

discounted air fares and hotel rates.

**4090.3** A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**4090.4** Upon returning from seminars, workshops, conferences, etc., where expenses are budgeted to be reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Ethics Training  
**POLICY NUMBER:** 4095

**4095** All directors and designated executive staff of Arcade Creek Recreation and Park District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

**4095.1** This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

**4095.2** All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

**4095.3** Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

**4095.3.1** District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

**4095.4** District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

**4095.5** Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

**4095.6** Any director of Arcade Creek Recreation and Parks District that serves on the board of another agency is only required to take the training once every two years.

# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Filling of Vacancy(s) on Board of Directors (Trustees)  
**POLICY NUMBER:** 4097

**4097.1** The District Board of Directors are elected (or appointed) in accordance with the Principal Act of the District. From time to time a vacancy may occur on the Board for a variety of reasons. This policy is established to provide general guidelines and procedures for filling a vacancy on the Board. Under state law, the District has a total of sixty (60) days in which to take action.

**4097.2** The Board of Directors shall be informed immediately of the resignation or death of a member of the Board of Directors. The Board of Directors shall consider whether to act to fill the vacancy, either by appointment or by calling a special election.

**4097.3** The District shall notify the county elections official of the vacancy no later than fifteen (15) days after the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

**4097.4** In cases where the Board determines to appoint a replacement to the Board, the District may publish a public notice of a vacancy and the process for considering candidates in a local newspaper of general circulation. The Board may establish an application and interview process including requiring a resume or application form detailing qualifications and experience of the candidates.

**4097.4.1** The District shall post a notice of vacancy in at least three conspicuous places in the District at least fifteen (15) days before the Board makes an appointment. If the Board makes an appointment, the District shall notify the county elections official within fifteen (15) days of making the appointment.

**4097.5** The Board may review and invite those candidates that a majority of the Board determines are the most qualified or all of the candidates for an interview before the Board at a public noticed meeting. The Board may then consider the interviewed candidates and vote to determine if a majority of the Board can agree on a selected replacement candidate.

**4097.6** If the Board of Directors chooses to call an election, the Board must do so within sixty (60) days of notification of the vacancy or the effective date of the vacancy, whichever is later.

**4097.7** All costs for any election shall be identified for consideration by the Board for the decision of appointment or election.

**4097.8** A selected replacement Director shall serve out the balance of the term of the position and be subject to reelection under the Principal Act of the District.

**4097.9** If the Board fails to take action in the sixty (60) day period, state law provides that the Board of Supervisors may appoint a successor to fill the vacancy.