



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

**AGENDA**

**Thursday, February 20, 2025 at 6pm**

Herzog Community Center Oak

4855 Hamilton Street Sacramento, CA 95841

(916) 482-8377

info@arcadecreekrpdc.gov

arcadecreekrpdc.gov

**Board of Directors**

Greg Wilson, Chair

Travis Dworetzky, Vice Chair

Scott Miller, Board Director

Dianna Harris, Board Director

Vacant - 2/10/25, 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 1/16/25

b. Financial Report - FY 24-25 Period 7

**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

b. Policy Committee Report

c. Ad Hoc Committee Report

**7. UNFINISHED BUSINESS**

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

a. VOTE – HSP Tennis Court & Dog Park Conversion

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

a. Vickie Roy ACRPD Board of Director Resignation Letter

b. Application for Appointment to ACRPD Board of Directors (2yr term)

c. CARPD Board of Directors Orientation Slides

d. Sacramento Parks Foundation Empowerment Park 2022 Slide Presentation

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

a. Public Employee Performance Evaluation – Title: General Manager

Pursuant to California Government Code 54957

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

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

***The next regular Board of Directors meeting will be held Thursday March 20, 2025 @ 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.arcadecreekrpd.gov](http://www.arcadecreekrpd.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 1/16/25



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

Thursday, January 16, 2025, 2024 at 6pm

Herzog Community Center Oak

4855 Hamilton Street Sacramento, CA 95841

(916) 482-8377

info@arcadecreekrpdc.gov

arcadecreekrpdc.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**

**CALLED TO ORDER AT:** 6:00pm **by Scott Miller**

**DIRECTORS PRESENT:**  Chair Miller  Vice Chair Dworetzky  Treasurer Wilson  
 Director Harris  Director Roy

**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 Harris  Director Roy

**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.*

**COMMENTS/GUESTS**

**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 12/19/24

b. Financial Report - FY 24-25 Period 6

c. Minutes of Policy Committee on 1/6/2025

**ASK FOR PUBLIC COMMENT**

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

**MOTION:**  Chair-Miller  Vice-Chair Dworetzky  Treasurer Wilson  
 Director Harris  Director Roy

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

**ROLL CALL VOTE:**  Chair-Miller  Vice-Chair Dworetzky  Treasurer Wilson  
 Director Harris  Director Roy **\*\*Chair Miller Abstained**

**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. VOTE – Board of Director Officers for 2025 6:45pm

**Chair Miller Nominated Wilson - Chair**

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

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

Director Harris  Director Roy

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

Director Harris  Director Roy

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

Director Harris  Director Roy

**Director Miller Nominated Dworetzky – Vice-Chair**

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

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

Director Harris  Director Roy

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

Director Harris  Director Roy

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

Director Harris  Director Roy

**Chair Wilson Nominated Roy - Treasurer**

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

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

Director Harris  Director Roy

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

Director Harris  Director Roy

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

Director Harris  Director Roy

- b. Board of Director Committee Assignments

**Chair Wilson Appoints Committee Members**

**Vickie Roy (Chair) and Dianna Harris for the Finance Committee  
Travis Dworetzky (Chair) and Greg Wilson for the Policy Committee**

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

**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. Closed Session (Recess to Closed Session) Began at 7:08pm- 7:27pm**

- a. Public Employee Performance Evaluation – Title: General Manager

Pursuant to California Government Code 54957

**12. Reconvene to Open Session** *(Announce Actions from Closed Session, if any)* **No action Taken**

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

The next regular Board of Directors meeting will be held Thursday February 20, 2025 @ 6PM

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

Treasurer Roy  Director Harris  Director Miller

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

Director Harris  Director Miller

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

Director Harris  Director Miller

**ADJOURNED AT:**           7:28pm          

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## 4. b. Financial Report – FY 24-25 Period 7



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

**STAFF REPORT**

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**DATE:** 02-13-25 Finance Report  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** FINANCE REPORT – Period 7

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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		\$63.00	\$7269.66
339 C – ADA Funds		\$16.00	\$1,849.59
339 I – Park Impact Fees		\$1,053.00	\$127,357.65
339 A – General Fund	(\$76,689.25)	\$468,518.72	\$827,173.70
339 D – CIP Development	(\$32,412.88)	\$1,205.00	\$88,646.89

**ATTACHMENTS**

- Xero Financial Reports



**Income Statement (Profit and Loss)**

Arcade Creek Recreation and Park District  
For the month ended January 31, 2025

Jan 2025

**Income**

INTEREST INCOME	7,352.00
PROP TAX CUR SEC	447,331.52
PROP TAX REDEMPTION	16,172.20
<b>Total Income</b>	<b>470,855.72</b>

**Gross Profit****470,855.72****Operating Expenses**

AGRICULTURE/HORTICULTURE SERVICE	880.00
APPLICATION SOFTWARE MAINT LICENSE	660.00
AUDITOR/CONTROLLER SERVICES	6,800.00
BUILDING MAINTENANCE SERVICE	70.00
CELL PHONES	69.84
CONSTRUCTION EQUIPMENT MAINTENANCE	211.21
CONSTRUCTION EQUIPMENT MAINTENANCE	77.04
CUSTODIAL SUPPLIES	550.88
DATA PROCESSING SERVICES	20.00
FUEL & LUBRICANTS	249.04
GENERAL SERVICES ALARM SERVICES	528.63
GROUP INS - EMPLOYER COST	162.31
GS TELEPHONE SERVICES	388.04
HEALTH CARE - RETIREES	189.60
Insurance Clearing	3,338.70
INTEREST EXPENSE	725.83
LEGAL SERVICES	1,350.00
MEDICAL SUPPLIES	2,431.44
MISCELLANEOUS	(95.97)
NATURAL GAS/LPG/FUEL OIL	452.49
OASDHI - EMPLOYER COST	1,654.15
OFFICE EQUIPMENT MAINTENANCE SER	106.87
OFFICE EQUIPMENT MAINTENANCE Supplies	872.77
OFFICE SUPPLIES	119.78
OVER-TIME WAGES (if needed)	101.10
PRINTING SERVICES	220.70
PUBLIC RELATIONS SERVICES	25.00
REFUSE DISPOSAL	309.90
RETIREMENT - EMPLOYER COST	3,225.89
SALARIES & WAGES - COMMISSION & CO	500.00
SALARIES & WAGES - REGULAR EMPLOYEES	21,022.01
SEWAGE DISP SVC	126.70
SIGNS	2,597.31
SUI INS - EMPLOYER COST	252.27
WATER	1,561.72
WORKERS COMP INS - EMPLOYER COST	2,493.50
WORKPLACE AMENITIES	75.27
<b>Total Operating Expenses</b>	<b>54,324.02</b>

**Operating Income****416,531.70****Net Income****416,531.70**

# 339A FY 2024-2025 Transactions

Arcade Creek Recreation and Park District  
 For the period January 1, 2025 to January 31, 2025

DATE	CONTACT	DESCRIPTION	REFERENCE	GROSS	RELATED ACCOUNT
<b>- 339A FY 2024-2025</b>					
<b>Opening Balance</b>				-	
Jan 6, 2025	Sacramento Control System 1112	Sacramento Control System 1112	25535	(253.63)	291700 - GENERAL SERVICES ALARM SERVICES
Jan 6, 2025	Republic Services 57909	Republic Services 57909	25534	(309.90)	219300 - REFUSE DISPOSAL
Jan 6, 2025	Umpqua CC 71085	Umpqua CC 71085	25537	(5,570.14)	244400 - MEDICAL SUPPLIES, 227504 - MISCELLANEOUS and 9 more
Jan 6, 2025	Rauls Tree Care 69419	Rauls Tree Care 69419	25538	(880.00)	210300 - AGRICULTURE/HORTICULTURE SERVICE
Jan 6, 2025	Cintas 56036	Cintas 56036	25527	(7.70)	244400 - MEDICAL SUPPLIES
Jan 6, 2025	Calpers 521	Calpers 521	25522	(401.00)	121000 - RETIREMENT - EMPLOYER COST
Jan 6, 2025	Cintas 56036	Cintas 56036	25526	(294.89)	203804 - WORKPLACE AMENITIES, 226100 - OFFICE EQUIPMENT MAINTENANCE SER and 1 more
Jan 6, 2025	Calpers 521	Calpers 521	25525	(407.21)	121000 - RETIREMENT - EMPLOYER COST
Jan 6, 2025	Central Control System 23278	Central Control System 23278	25528	(660.00)	281265 - APPLICATION SOFTWARE MAINT LICENSE
Jan 6, 2025	Calpers 521	Calpers 521	25523	(74.33)	121000 - RETIREMENT - EMPLOYER COST
Jan 6, 2025	Fast Break 37998	Fast Break 37998	25531	(195.00)	298700 - GS TELEPHONE SERVICES
Jan 6, 2025	Calpers 521	Calpers 521	25524	(898.87)	121000 - RETIREMENT - EMPLOYER COST
Jan 6, 2025	Orbit Station 33714	Orbit Station 33714	25532	(168.64)	223600 - FUEL & LUBRICANTS
Jan 6, 2025	Umpqua Bank Loan 52152	Umpqua Bank Loan 52152	25536	(3,167.93)	323000 - LEASE OBLIGATION RETIREMENT, 321000 - INTEREST EXPENSE
Jan 6, 2025	PG&E 1383	PG&E 1383	25533	(452.49)	219200 - NATURAL GAS/LPG/FUEL OIL
Jan 6, 2025	Cole Huber 54641	Cole Huber 54641	25529	(1,350.00)	253100 - LEGAL SERVICES
Jan 6, 2025	Encompass 18796	Encompass 18796	25530	(872.77)	226200 - OFFICE EQUIPMENT MAINTENANCE Supplies
Jan 15, 2025	Payroll and Taxes	Payroll and Taxes		(10,853.32)	111000 - SALARIES & WAGES - REGULAR EMPLOYEES, 122000 - OASDHI - EMPLOYER COST and 2 more
Jan 17, 2025	Home Depot 2843	Home Depot 2843	25551	(119.78)	207600 - OFFICE SUPPLIES

DATE	CONTACT	DESCRIPTION	REFERENCE	GROSS	RELATED ACCOUNT
Jan 17, 2025	Sacramento County Utilities 666	Sacramento County Utilities 666	25553	(126.70)	219500 - SEWAGE DISP SVC
Jan 17, 2025	Calpers 521	Calpers 521	25540	(488.64)	121000 - RETIREMENT - EMPLOYER COST
Jan 17, 2025	Crime Alert 41852	Crime Alert 41852	25548	(275.00)	291700 - GENERAL SERVICES ALARM SERVICES
Jan 17, 2025	Cintas 56036	Cintas 56036	25544	(55.28)	227504 - MISCELLANEOUS
Jan 17, 2025	GSRMA 29229	GSRMA 29229	25550	(151.83)	123000 - GROUP INS - EMPLOYER COST
Jan 17, 2025	Calpers 521	Calpers 521	25541	(955.84)	121000 - RETIREMENT - EMPLOYER COST
Jan 17, 2025	Bar Hein Co 1463	Bar Hein Co 1463	77.04	(77.04)	221200 - CONSTRUCTION EQUIPMENT MAINTENANCE
Jan 17, 2025	Larry Bain CPA 26727	Larry Bain CPA 26727	25552	(6,800.00)	291300 - AUDITOR/CONTROLLER SERVICES
Jan 17, 2025	Calpers Health 12733	Calpers Health 12733	25542	(3,538.78)	123000 - GROUP INS - EMPLOYER COST, 128000 - HEALTH CARE - RETIREES and 1 more
Jan 17, 2025	Cintas 56036	Cintas 56036	25545	(132.74)	232200 - CUSTODIAL SUPPLIES
Jan 17, 2025	Comcast 12322	Comcast 12322	25547	(184.84)	298700 - GS TELEPHONE SERVICES
Jan 17, 2025	CAPRI 8761	CAPRI 8761	25546	(2,493.50)	124000 - WORKERS COMP INS - EMPLOYER COST
Jan 17, 2025	Cintas 56036	Cintas 56036	25543	(285.40)	232200 - CUSTODIAL SUPPLIES
Jan 17, 2025	Fast Break 37998	Fast Break 37998	25549	(25.00)	258200 - PUBLIC RELATIONS SERVICES
Jan 27, 2025	Umpqua Bank Loan 52152	Umpqua Bank Loan 52152	25560	(3,157.90)	323000 - LEASE OBLIGATION RETIREMENT, 321000 - INTEREST EXPENSE
Jan 27, 2025	SSWD 26158	SSWD 26158	25559	(600.96)	219800 - WATER
Jan 27, 2025	SSWD 26158	SSWD 26158	25558	(808.65)	219800 - WATER
Jan 27, 2025	SSWD 26158	SSWD 26158	25557	(152.11)	219800 - WATER
Jan 31, 2025	Payroll and Taxes	Payroll and Taxes		(12,676.21)	111000 - SALARIES & WAGES - REGULAR EMPLOYEES, 122000 - OASDHI - EMPLOYER COST and 2 more
Jan 31, 2025	Accrued Interest Receivable	Accrued Interest Receivable		5,015.00	941000 - INTEREST INCOME
Jan 31, 2025	Property Tax Income	Property Tax Income		16,172.20	912000 - PROP TAX REDEMPTION
Jan 31, 2025	Sacramento County Sec Prop Tax 4728	Sacramento County Sec Prop Tax 4728		447,331.52	910100 - PROP TAX CUR SEC
<b>Total - 339A FY 2024-2025</b>				<b>408,594.70</b>	
<b>Closing Balance</b>				-	
<b>Total</b>				<b>408,594.70</b>	

## 5. a. General Manager Report



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

**STAFF REPORT**

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**DATE:** 2-14-2025  
**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:
  - 1/14 – Staff attended Sacramento Sheriff’s Community Meeting and acquired beneficial information for the district.
  - 1/15 – Staff attended a training on assertive communication via Zoom and CARPD.
  - 1/16 – Staff had a meeting with Rich Desmond’s office regarding property lines, historic sites within Sacramento, Arcade Creek erosion and participating organizations, and mobile security trailers.
  - 1/17 – Staff held a verbal meeting with Derek Cole, the District’s counsel regarding closed sessions, claims against the District, and public harassment of staff.
  - 1/17 – Staff had a copier picked up by the rental agency that had been sitting for years in storage.
  - 1/21 – Staff attended CSDA Zoom training on Transparency in Action – Brown Act
  - 1/22 Staff attended CSDA Zoom training on Dealing with Difficult People.
  - 1/22 – Staff and Board Chair Wilson attended a meeting at ACP with Sacramento Water Resources staff in regards to Arcade Creek water flow, property lines, erosion, and tree markings.
  - 1/23 – Staff held a meeting with CAPRI to discuss incident and reporting requirements in regards to injuries, dog attacks, public harassment, police reporting, etc.
  - 1/24 – Staff contracted Precision Concrete Cutting to assess each park’s sidewalks for safety. See the attached document for recommendations.
  - 1/27 – Staff met with Gametime owner’s personal assistant to address ongoing project of the ADA swing bar and merry-go-round.
  - 1/28 – Staff attended a CARPD GM Roundtable Zoom – topics covered included trespassing orders, board training, and ICE responses given current political changes.

- 1/29 – Staff have reached out to the cell tower lease at ACP to address sidewalk and pavement issues caused from previous work they performed in the park.
- 1/29 – Staff attended CSDA Zoom Training on Resilient Mindsets.
- 1/29 – Staff had a meeting with CAPRI to address process and procedures of claim filing against the district and documentation requirements
- 1/29 – Staff attended CAPRI and CARPD’s Board of Directors Orientation Training over Zoom.
- 1/29 – Staff attended Sacramento Parks Foundation monthly meeting via Zoom and Ms. Wade was appointed Secretary.
- 1/30 – Staff attended a De-escalation training held by Sacramento Sheriff’s Department organized by CPRS, where staff from seven local districts participated.
- 1/30 – Staff held a meeting with Sergeant Winkle, acting supervisor of the Homeless Outreach Team, in regards to public patron harassment and safety.
- 1/31 – Staff attended First Aid and CPR training and all became certified. This training also was held as our quarterly safety meeting.
- 2/3 – Staff met with Recreation Manager II, Richard Lincoln, of Southgate Recreation and Park District.
- 2/5 – Staff participated in a CSDA Zoom training regarding the new AB 2561 vacancies law that went into effect 1/2025. As a public agency the district will now need to present in a public meeting, prior to finalizing each fiscal year’s budget, any vacancies and the plan of filling said positions and how these vacancies affect current staff.
- 2/6 – Staff held a one on one meeting with Board Chair Wilson
- 2/7 – Staff held a verbal meeting with Derek Cole, the District’s counsel regarding LOA’s and 602 trespassing orders, board member resignations, and
- 2/10 – Staff and Director Chair Wilson attended a Sacramento Parks Foundation meeting regarding the district’s involvement in the non-profit, it’s history, and the current fully funded nine million dollar fully accessible ADA park currently in construction at 940 Bell Street in Sacramento.
- Staff are currently updating timecards forms to start tracking project areas and help address staffing needs.
- ACRPD has joined CPRS, California Parks and Recreation Society, a leading organization in the parks and recreation industry, rallying for public recreation resources, laws, training, networking, and collaboration efforts of 90% of parks and recreation agencies in the state of California.
- Staff have started installing our new park signage.
- Parks:
  - Hamilton Street Park (HSP)
    - Community Center
      - A rolling TV was purchased for District trainings, meetings, rentals, and future recreation programming.
      - Rentals – Staff are continuing to update various rental forms and compiling research for fee adjustments to propose to the Board of Directors.
      - Flag
    - District Office
      - Staff had the building’s electrical wiring reviewed by an electrician with North State Lighting and is currently awaiting the report. Staff also had screws removed from the windows so they now can open.

- Shop
  - Staff had the building's electrical wiring reviewed by an electrician with North State Lighting and is currently awaiting the report.
- Restroom
  - The women's restroom stall partition has been installed and staff have touched up the paint; including both restroom floors.
- Arcade Creek Park (ACP)
  - Restroom – Staples Construction has finalized their project and staff are currently wrapping up Prop 68 compliance documents, including required signage.
  - Staff have painted the existing drop toilet (inside and out) at ACP to match the newly finished bathroom.
  - Staff are currently awaiting to hear from Sacramento Sheriff's Department in regards to utilizing one of their mobile security trailers; we are on their waitlist.
  - ACRPD bridge to ARC has taken significant staff time during the heavy rain. This consumption of staff's time coupled with safety concerns is something the district to look into prior to the next winter season. Staff is still working with several county departments to find the appropriate parties involved in the creek erosion and previous work.
- Oakdale Park
  - Staff requested a new basketball court installation quote for Oakdale Park. This is an amenity that has been requested by patrons and Oakdale Elementary school.
  - It has been brought to the district's attention that the foam rubber padding on the playground has been damaged at Oakdale. Staff will be looking into repair options to address the concern as it is also a potential concern at the other play structures with the same material.
- Dates to Remember:
  - Budget Workshop – 3/1/2025 at 9am to 11am
  - CPRS Conference Expo – 3/19 and/or 3/20
  - Deadline for Early Registration CARPD Conference in San Diego 3/14

## **ATTACHMENTS**

- Photos
- Precision Concrete Cutting Assessment and Contract for both HSP and ACP

### ***ACRPD First Aid, AED, and CPR Training***



## HSP Bathroom paint and ADA stall improvements



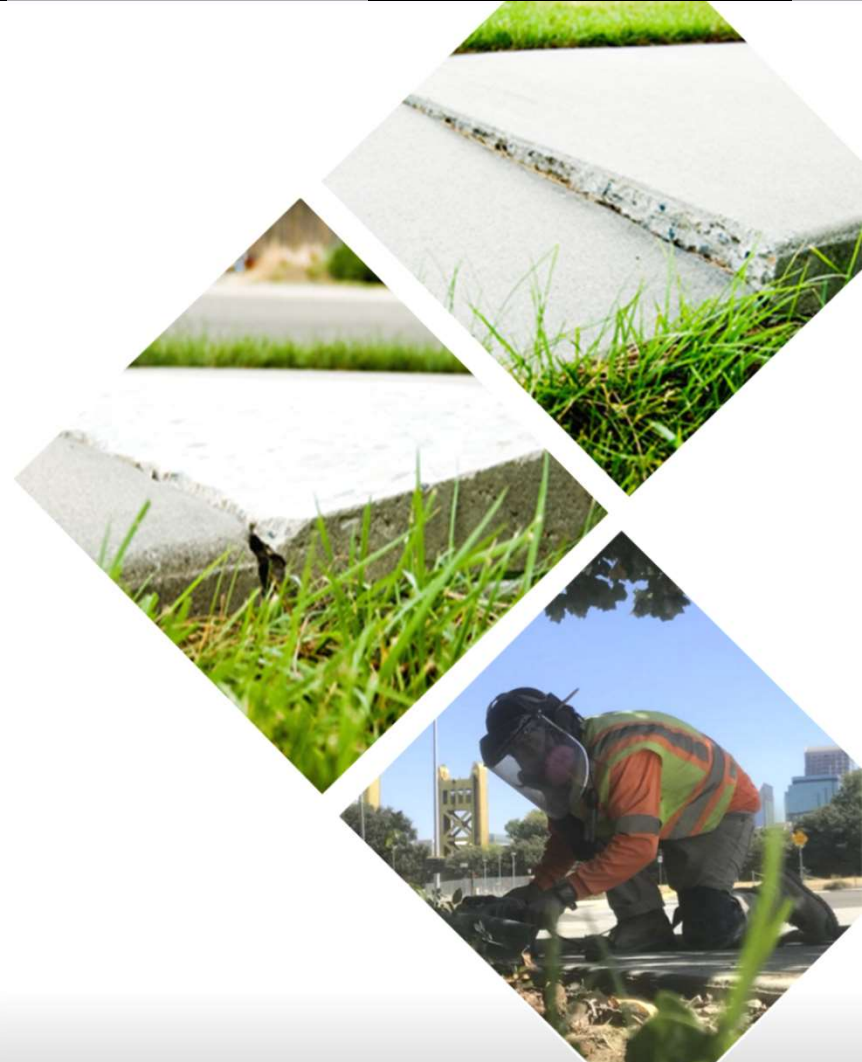
## Installation of new signage has started







ARCADE CREEK RPD-ARCADE CREEK PARK  
SIDEWALK ASSESSMENT & REPAIR 2025



# WHO WE ARE

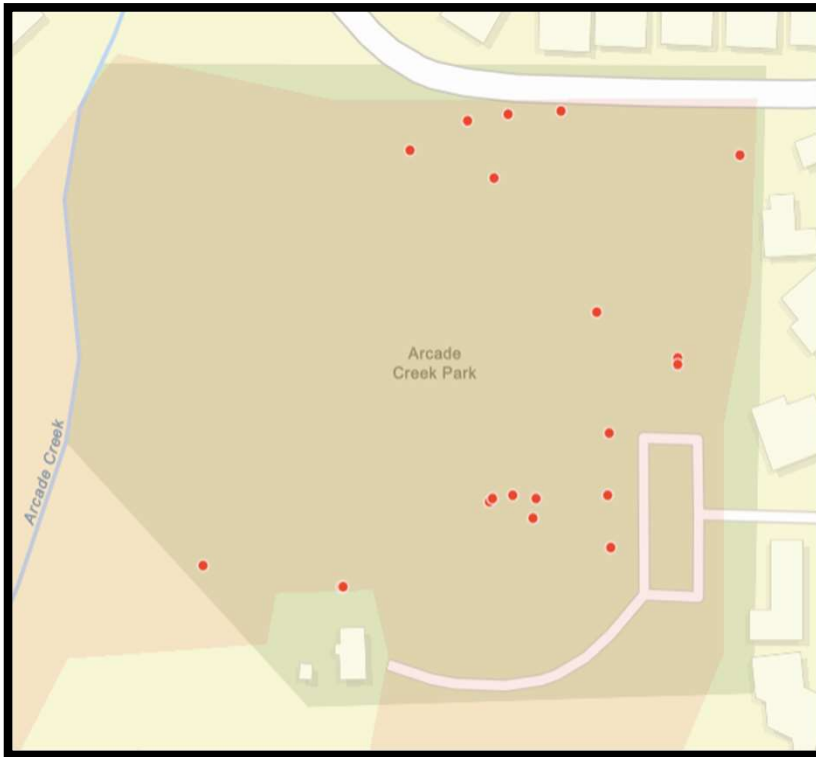
Precision Concrete Cutting is the global leader in Sidewalk Asset Management. We have numerous Franchises across North America and Canada. PCC has been awarded six patents by the US Patent & Trademark Office for our trip hazard removal equipment and unique process. Our company has worked for Municipal Governments in 48 of the 50 US States and all but two Provinces in Canada. PCC assesses hundreds of miles of sidewalk infrastructure every week and we have developed a premier Smartphone Surveying Technology which provides our clients the insight and knowledge they need to make well-informed and knowledgeable decisions about repairing their uneven sidewalk panels.

The Precision Concrete Cutting located in Northern California is independently owned and operated. We are the nation's leader and have been making sidewalks safe since 2003. With two locations throughout the Northern part of the state, we are the largest Franchise out of almost 50 Franchises. We work with numerous municipalities and thousands of Commercial, HOA, Schools, and Apartment properties. The PCC Management team has a combined trade experience of over 35 years in total. Based in Burlingame, California with another office in the Sacramento area, we are the local experts in Sidewalk Asset Management and our specialty is in complex projects with high pedestrian travel areas.



**U.S. Pat. No. 6,827,074**  
**U.S. Pat. No. 7,000,606**  
**U.S. Pat. No. 6,896,604**  
**U.S. Pat. No. 7,201,644**  
**U.S. Pat. No. 7,402,095**

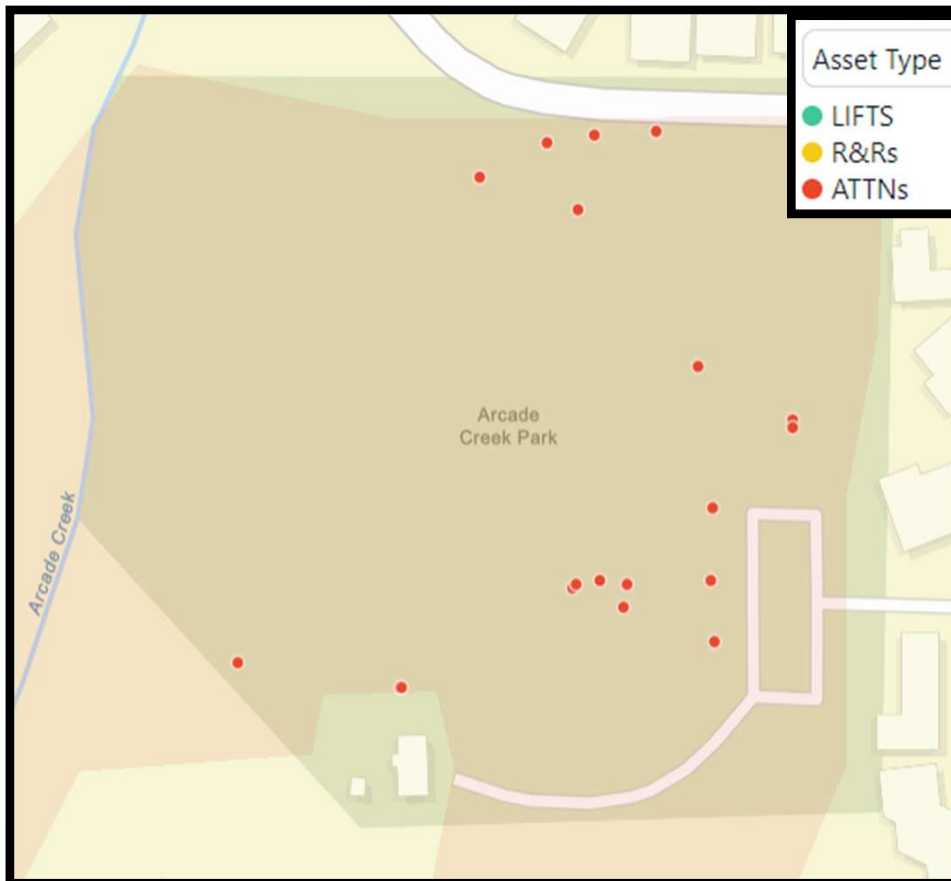
# PROJECT SCOPE & AREA



## Scope and Specifications:

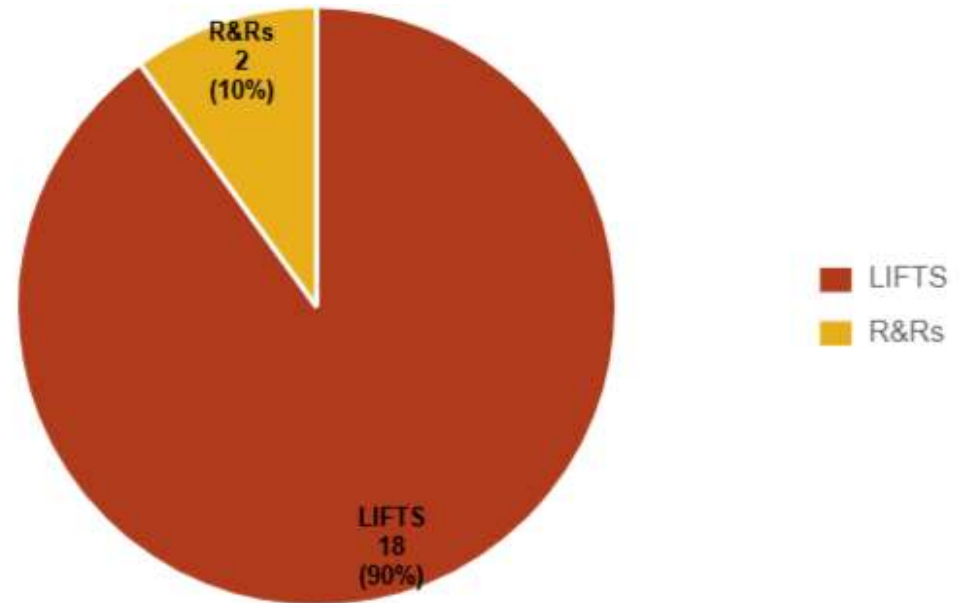
- Perform assessment of interior concrete walkways
- Identify locations for PCC saw-cutting repair  
(lifted sidewalks .25- 2" )
- Identify locations for concrete removal and replacement
- Photographs of each location
- Provide GIS and Excel report
- Repair recommendations and quantities

# ASSESSMENT FINDING

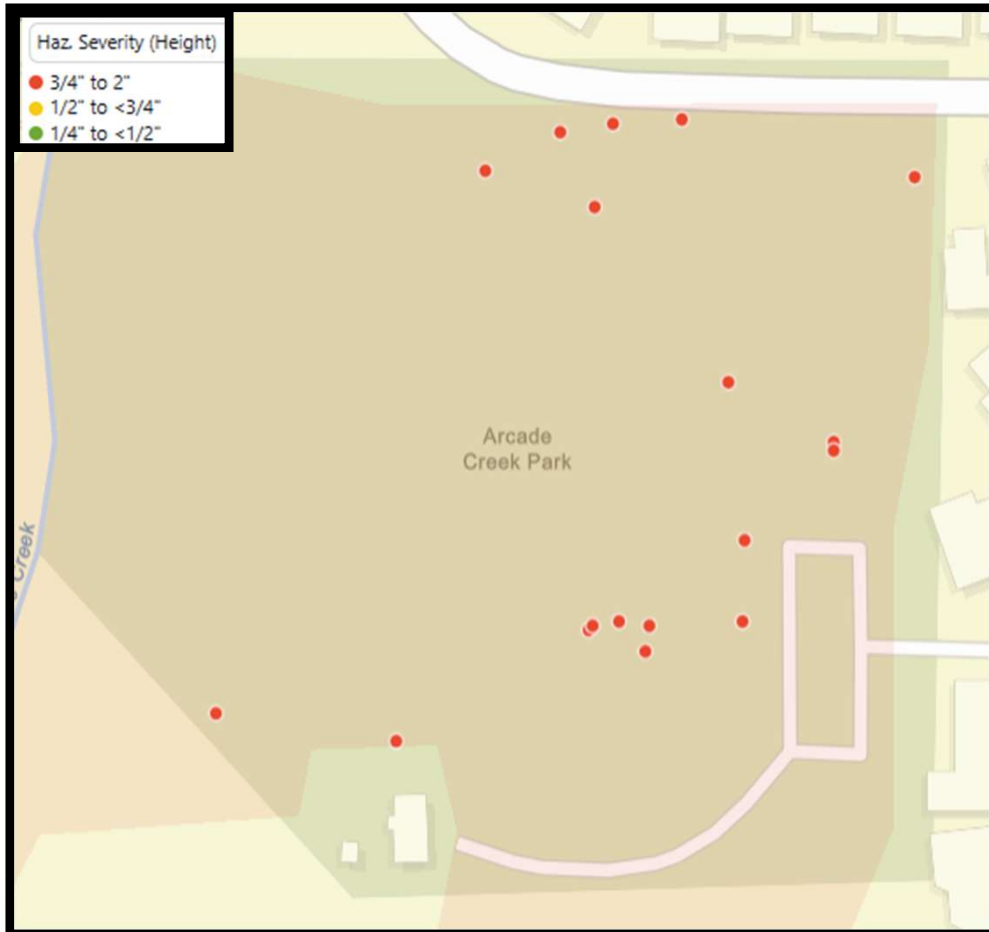


**This sidewalk assessment identified the following :**

- Lifted sidewalk panels to be repaired by saw-cutting: **18**
- Removal & Replacement (R&R) : **2** locations, **325** SQFT



# LIFTED SIDEWALKS



## Metrics

- Sidewalk Miles **0.19** miles
- Number of addresses **1**
- Number of Assets **18** lifts
- **24.53** InFt
- Repair Cost: **\$1,471.80**
- Cost per Sidewalk Mile **\$7,746.32**
- Cost per Repair **\$81.77**
- Cost per InFt **\$60.00**

# REMOVAL AND REPLACEMENT

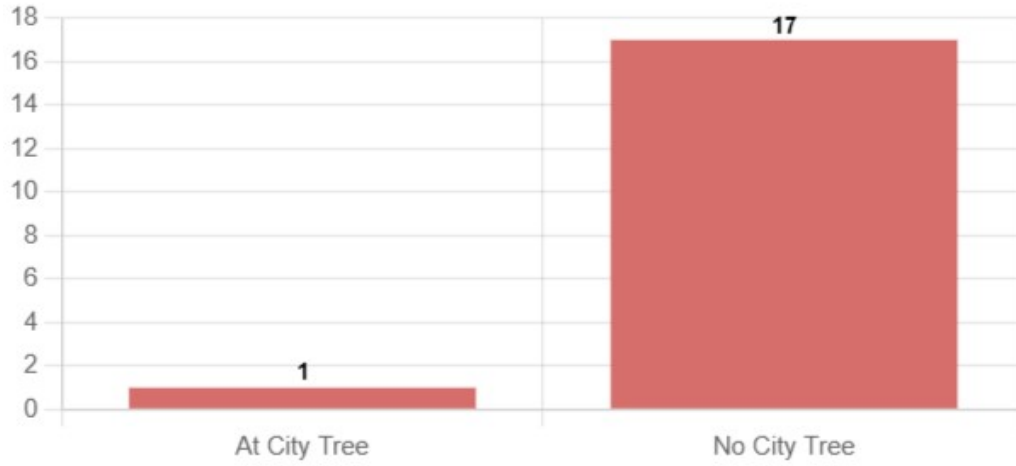


## Metrics

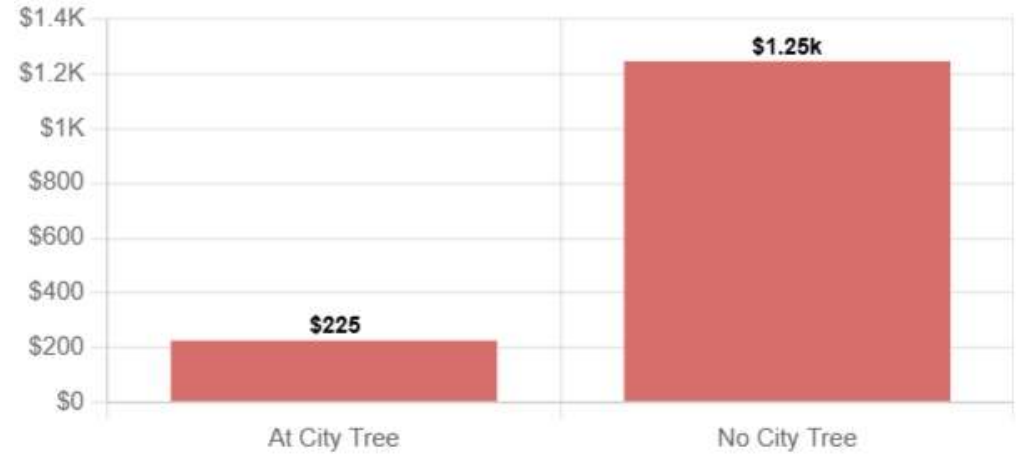
- Sidewalk Miles **0.19**
- **1** addresses
- **2** R&Rs
- **325** SqFt
- Repair Cost: **\$6,500.00**
- Cost per Sidewalk Mile **\$34,210.53**
- Cost per R&R **\$3,250.00**
- Cost per SqFt **\$20.00**

# Lifts- Per City Tree

## Number of Lifts



## Total Est. Repair Cost

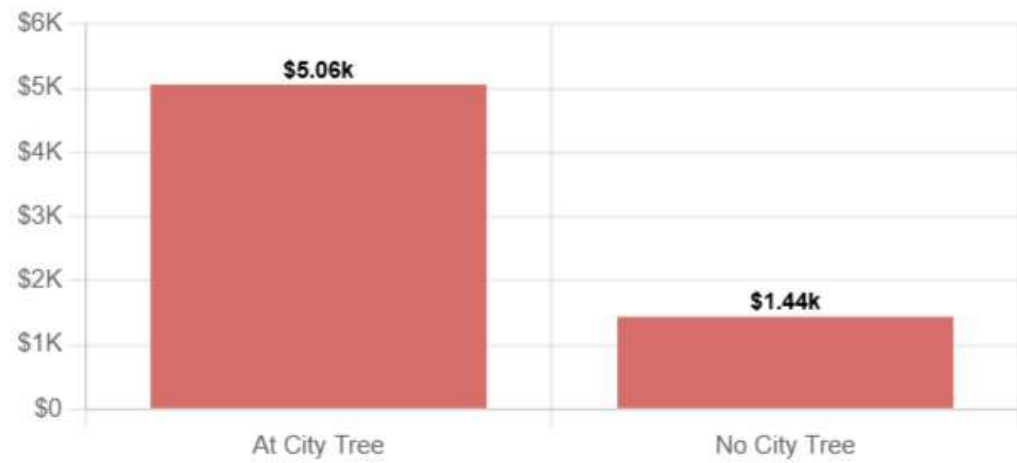


# R&R- Per City Tree

## Number of R&Rs



## Total Est. Repair Cost



# ARCADE CREEK PARK SITE PHOTOS (LIFT)



Arcade Creek Park

Repair Status

- Open or Not Requested
- Scheduled or In Progress
- Completed | Not needed

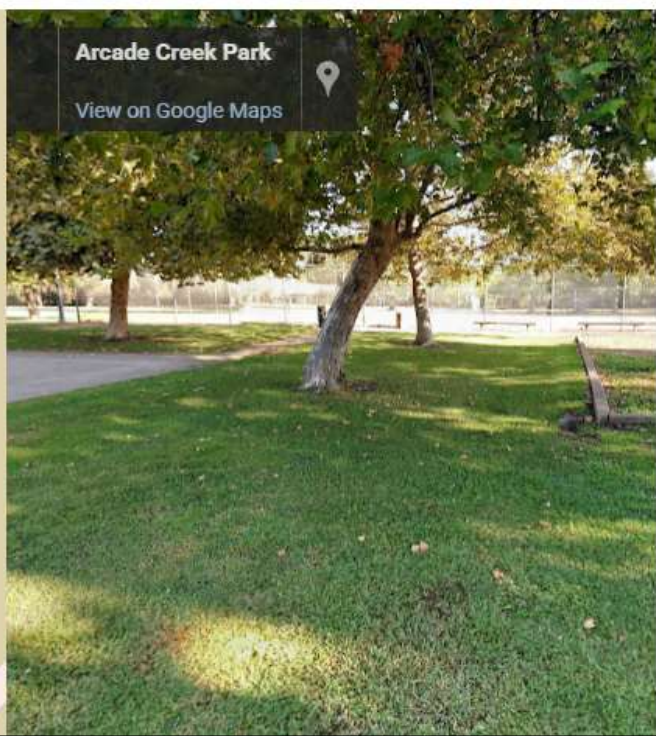
+

-

**Arcade Creek Park**

View on Google Maps



**LIFT #3536-00003**

Zoom To

5615 Omni Dr  
Sacramento, CA 95841

<b>Sidewalk Type</b>	WW
<b>Situation</b>	Path of Travel
<b>Max Height</b>	11/8"
<b>Min Height</b>	9/8"
<b>Length</b>	4ft
<b>Unit</b>	5.00 InFt
<b>Repair:</b>	
<b>Cost</b>	\$300.00
<b>Priority</b>	-
<b>Status</b>	-

1 of 1

Assessment: 1/28/25, 7:36 AM  
Elija Chandler

**Activities**

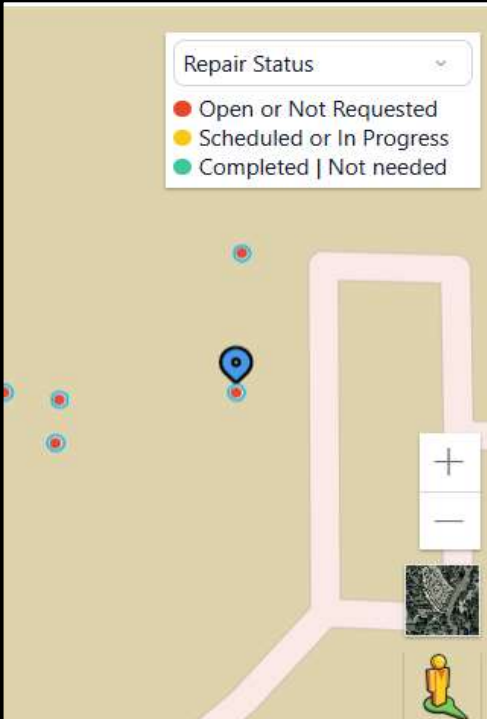
> Assessment	Completed	1/28/2025
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# ARCADE CREEK PARK SITE PHOTOS (LIFT)

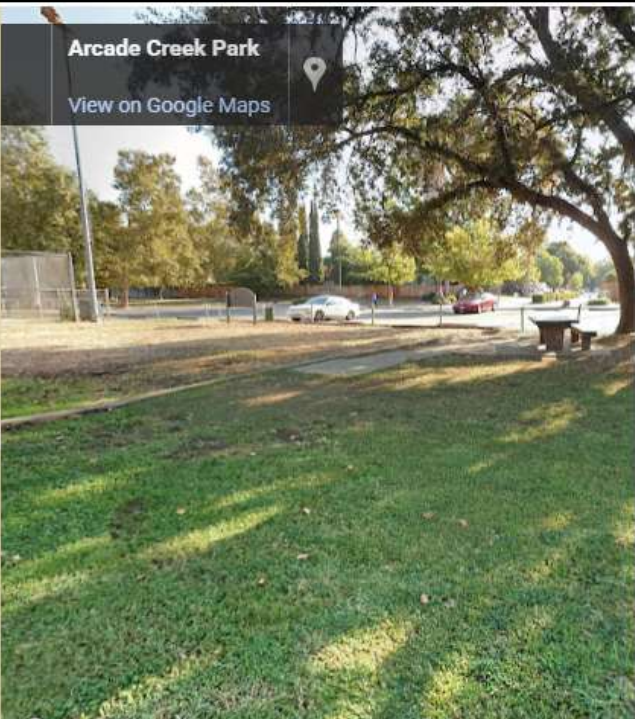
Repair Status

- Open or Not Requested
- Scheduled or In Progress
- Completed | Not needed



**Arcade Creek Park**

View on Google Maps



**LIFT #3536-00007**

Zoom To

5615 Omni Dr  
Sacramento, CA 95841

<b>Sidewalk Type</b>	WW
<b>Situation</b>	Path of Travel
<b>Max Height</b>	2/8"
<b>Min Height</b>	0
<b>Length</b>	2ft
<b>Unit</b>	0.25 InFt
<b>Repair:</b>	
<b>Cost</b>	\$15.00
<b>Priority</b>	-
<b>Status</b>	-

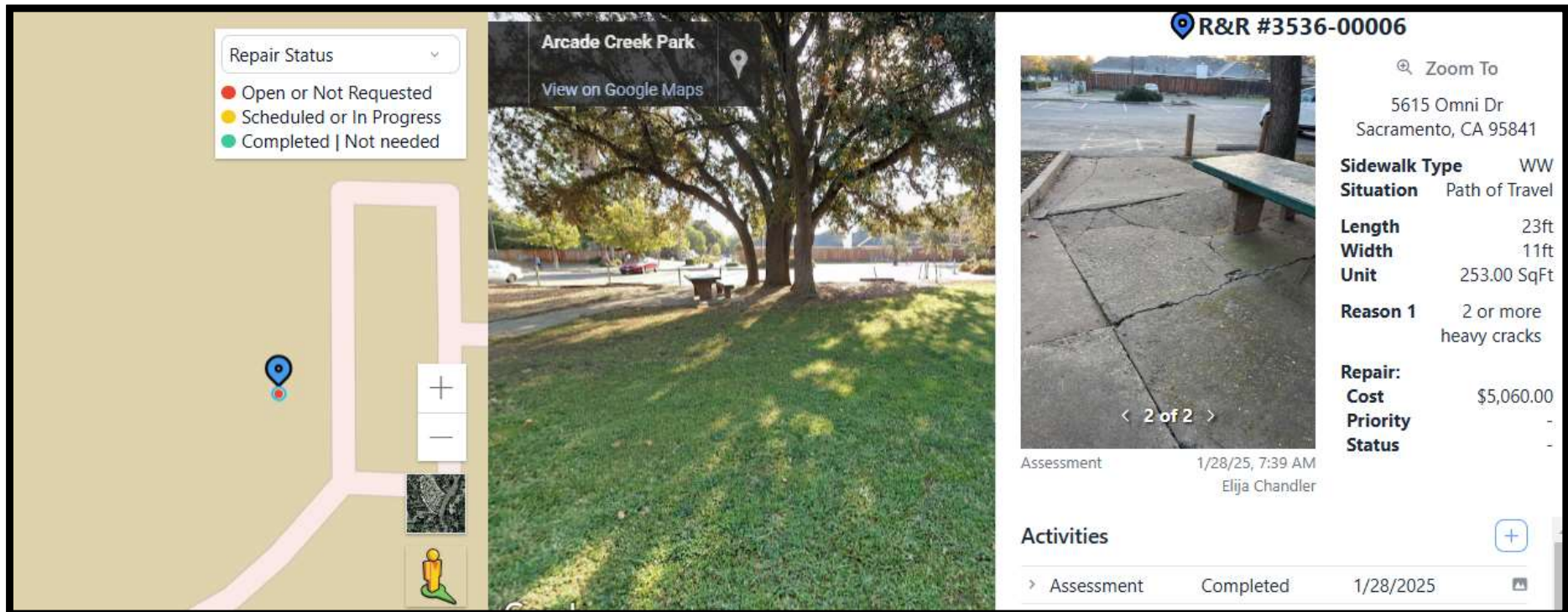
1 of 1

Assessment 1/28/25, 7:40 AM  
Elija Chandler

**Activities**

> Assessment	Completed	1/28/2025
--------------	-----------	-----------

# ARCADE CREEK PARK SITE PHOTOS (REMOVAL & REPLACEMENT)



**Repair Status**

- Open or Not Requested
- Scheduled or In Progress
- Completed | Not needed

**Arcade Creek Park**  
View on Google Maps

**R&R #3536-00006**  
Zoom To  
5615 Omni Dr  
Sacramento, CA 95841

**Sidewalk Type** WW  
**Situation** Path of Travel  
**Length** 23ft  
**Width** 11ft  
**Unit** 253.00 SqFt  
**Reason 1** 2 or more heavy cracks

**Repair:**  
**Cost** \$5,060.00  
**Priority** -  
**Status** -

Assessment 1/28/25, 7:39 AM  
Eliza Chandler

**Activities**


> Assessment	Completed	1/28/2025
--------------	-----------	-----------

# ARCADE CREEK PARK SITE PHOTOS (REMOVAL & REPLACEMENT)

Repair Status

- Open or Not Requested
- Scheduled or In Progress
- Completed | Not needed

**4958 Garfield Ave**  
Carmichael, California  
[View on Google Maps](#)



**R&R #3536-00014**

[Zoom To](#)

5615 Omni Dr  
Sacramento, CA 95841

<b>Sidewalk Type</b>	WW
<b>Situation</b>	Path of Travel
<b>Length</b>	12ft
<b>Width</b>	6ft
<b>Unit</b>	72.00 SqFt
<b>Reason 1</b>	2 or more heavy cracks
<b>Repair:</b>	
<b>Cost</b>	\$1,440.00
<b>Priority</b>	-
<b>Status</b>	-

Assessment 1/28/25, 7:52 AM  
Elija Chandler

**Activities**

> Assessment	Completed	1/28/2025
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# SAVING METRICS

## Estimated Savings





# OUR PROMISE TO YOU...

**Precision Concrete Cutting uses Proprietary and Patented Cutting Technology to repair trip hazards.**

**Our work is GUARANTEED to offer the following benefits:**

- **Cost Savings** – Remove trip hazards at a fraction of the cost of other methods.
- **ADA Compliance** – Approved and compliant with ADA standards.
- **Mapping Services** - GPS mapping integrated with Google maps.
- **Clean** – No mess left behind. Reduced resident complaints.
- **Safety** – Decrease liability on your pedestrian walkways and increase safety.
- **Detailed Reporting** – Invoices show measurements, locations, and cost for each hazard.
- **Low Impact** – Average removal time is less than 20 minutes, no sidewalk closures or incidental costs.
- **Full-Service Contractor** – Sidewalk Maintenance Program consulting services.



**ARCADE CREEK RECREATION AND PARK DISTRICT-HAMILTON STREET  
PARK  
SIDEWALK ASSESSMENT & REPAIR 2025**



# WHO WE ARE

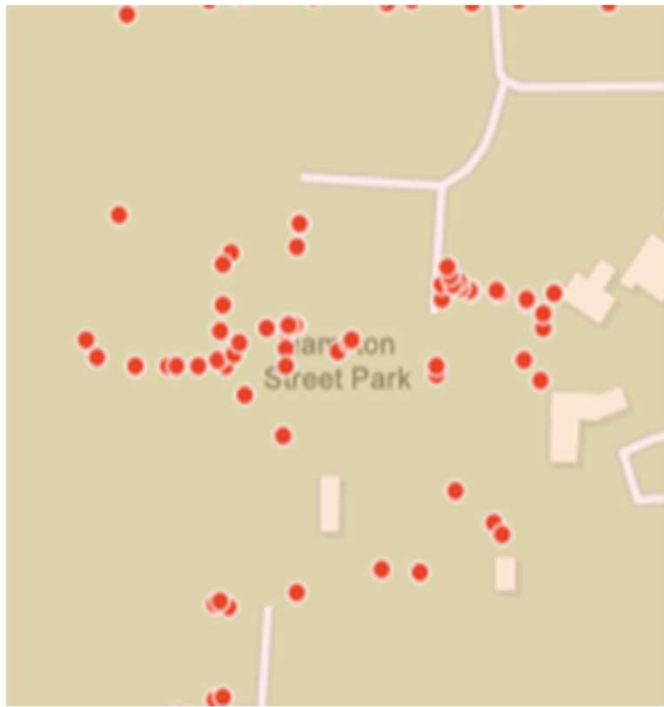
Precision Concrete Cutting is the global leader in Sidewalk Asset Management. We have numerous Franchises across North America and Canada. PCC has been awarded six patents by the US Patent & Trademark Office for our trip hazard removal equipment and unique process. Our company has worked for Municipal Governments in 48 of the 50 US States and all but two Provinces in Canada. PCC assesses hundreds of miles of sidewalk infrastructure every week and we have developed a premier Smartphone Surveying Technology which provides our clients the insight and knowledge they need to make well-informed and knowledgeable decisions about repairing their uneven sidewalk panels.

The Precision Concrete Cutting located in Northern California is independently owned and operated. We are the nation's leader and have been making sidewalks safe since 2003. With two locations throughout the Northern part of the state, we are the largest Franchise out of almost 50 Franchises. We work with numerous municipalities and thousands of Commercial, HOA, Schools, and Apartment properties. The PCC Management team has a combined trade experience of over 35 years in total. Based in Burlingame, California with another office in the Sacramento area, we are the local experts in Sidewalk Asset Management and our specialty is in complex projects with high pedestrian travel areas.



**U.S. Pat. No. 6,827,074**  
**U.S. Pat. No. 7,000,606**  
**U.S. Pat. No. 6,896,604**  
**U.S. Pat. No. 7,201,644**  
**U.S. Pat. No. 7,402,095**

# PROJECT SCOPE & AREA



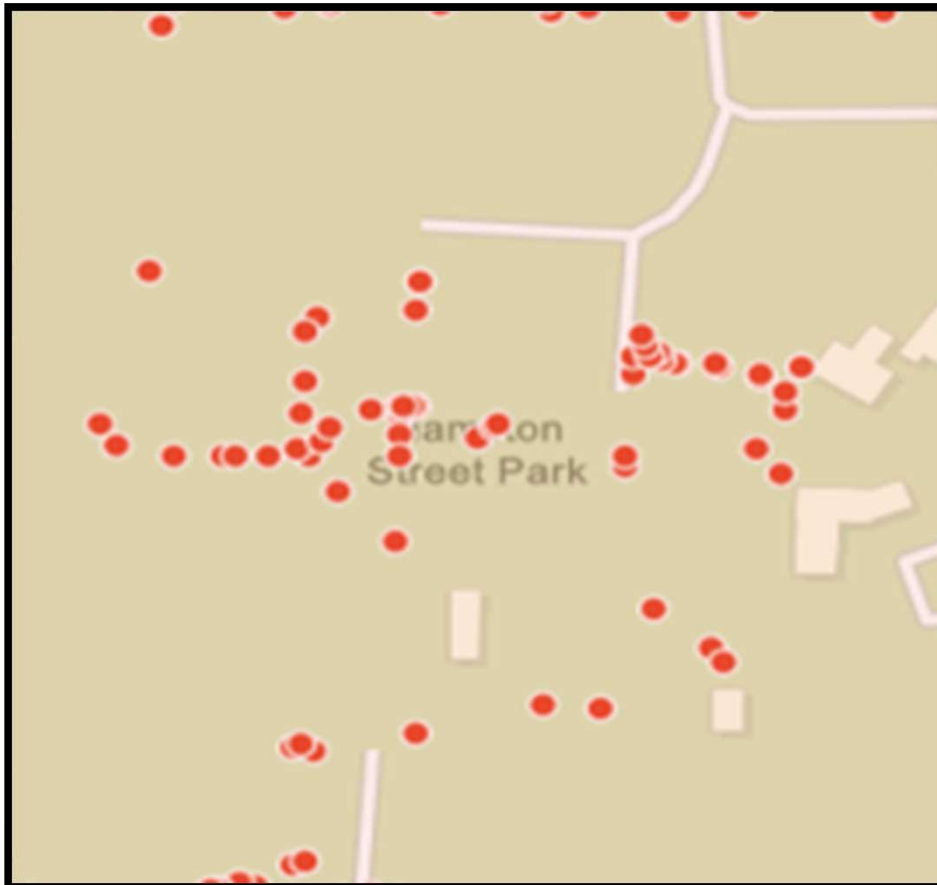
# of sidewalk miles \$ cost of miles

## Scope and Specifications:

- Perform assessment of sidewalks in 2025
- Identify locations for PCC saw-cutting repair  
(lifted sidewalks .25- 2" )
- Identify locations for concrete removal and replacement
- Photographs of each location
- Provide GIS and Excel report
- Repair recommendations and quantities

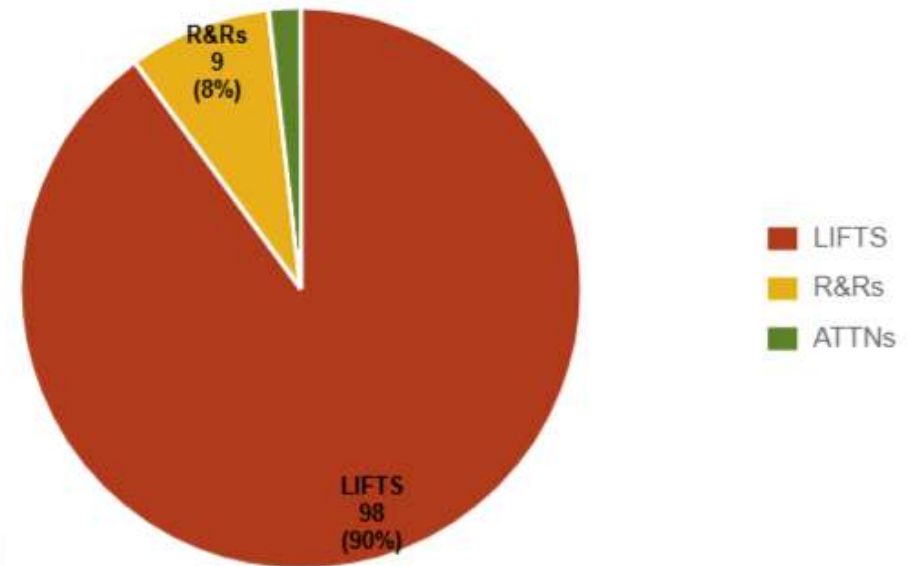


# ASSESSMENT FINDING

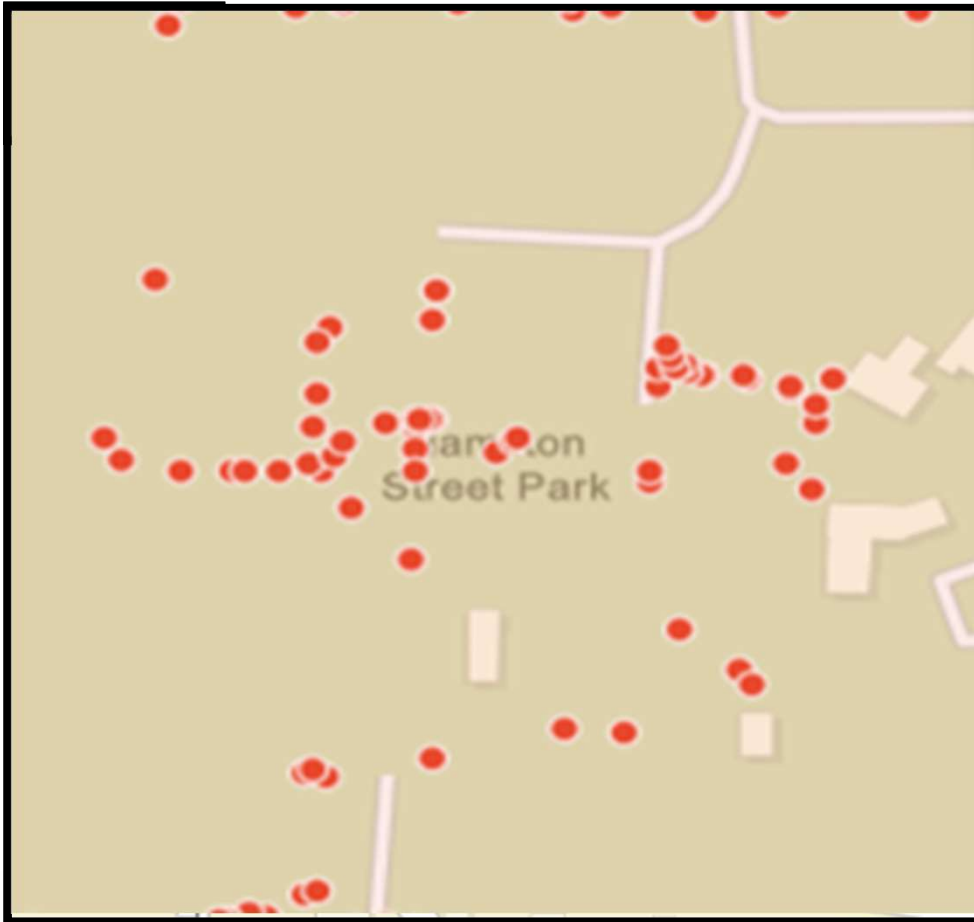


This sidewalk assessment identified the following :

- Lifted sidewalk panels to be repaired by saw-cutting: **98**
- Removal & Replacement (R&R) : **9** locations, **1,561.25** SQFT
- Miscellaneous Repairs (ATTN): **2**



# LIFTED SIDEWALKS



## Metrics

- Sidewalk Miles **1.12 miles**
- Number of addresses **1**
- Number of Assets **62 lifts**
- **83.77 InFt**
- Repair Cost: **\$5,026.20**
- Cost per Repair **\$81.06**

# REMOVAL AND REPLACEMENT



## Metrics

- Sidewalk Miles **1.12**
- **1** addresses
- **9** R&Rs
- **1,561.25** SqFt
- Repair Cost: **\$31,225.00**
- Cost per Sidewalk Mile **\$27,879.46**
- Cost per R&R **\$3,469.44**
- Cost per SqFt **\$20.00**

# MISCELLANEOUS REPAIRS (ATTN)



## Metrics

- Sidewalk Miles **1.12**
- **1** addresses
- **2** ATTNs

# Lifts- Per City Tree



# R&R- Per City Tree



# HAMILTON STREET PARK SITE PHOTOS (LIFT)



Repair Status

- Open or Not Requested
- Scheduled or In Progress
- Completed | Not needed



Hamilton Street Park, Arcade Creek Recreation and Park

[View on Google Maps](#)

 **LIFT #3536-00034**

Zoom To

4855 Hamilton St  
Sacramento, CA 95841

<b>Sidewalk Type</b>	WW
<b>Situation</b>	Path of Travel
<b>Max Height</b>	13/8"
<b>Min Height</b>	0
<b>Length</b>	2ft
<b>Unit</b>	1.63 InFt
<b>Repair:</b>	
<b>Cost</b>	\$97.80
<b>Priority</b>	-
<b>Status</b>	-

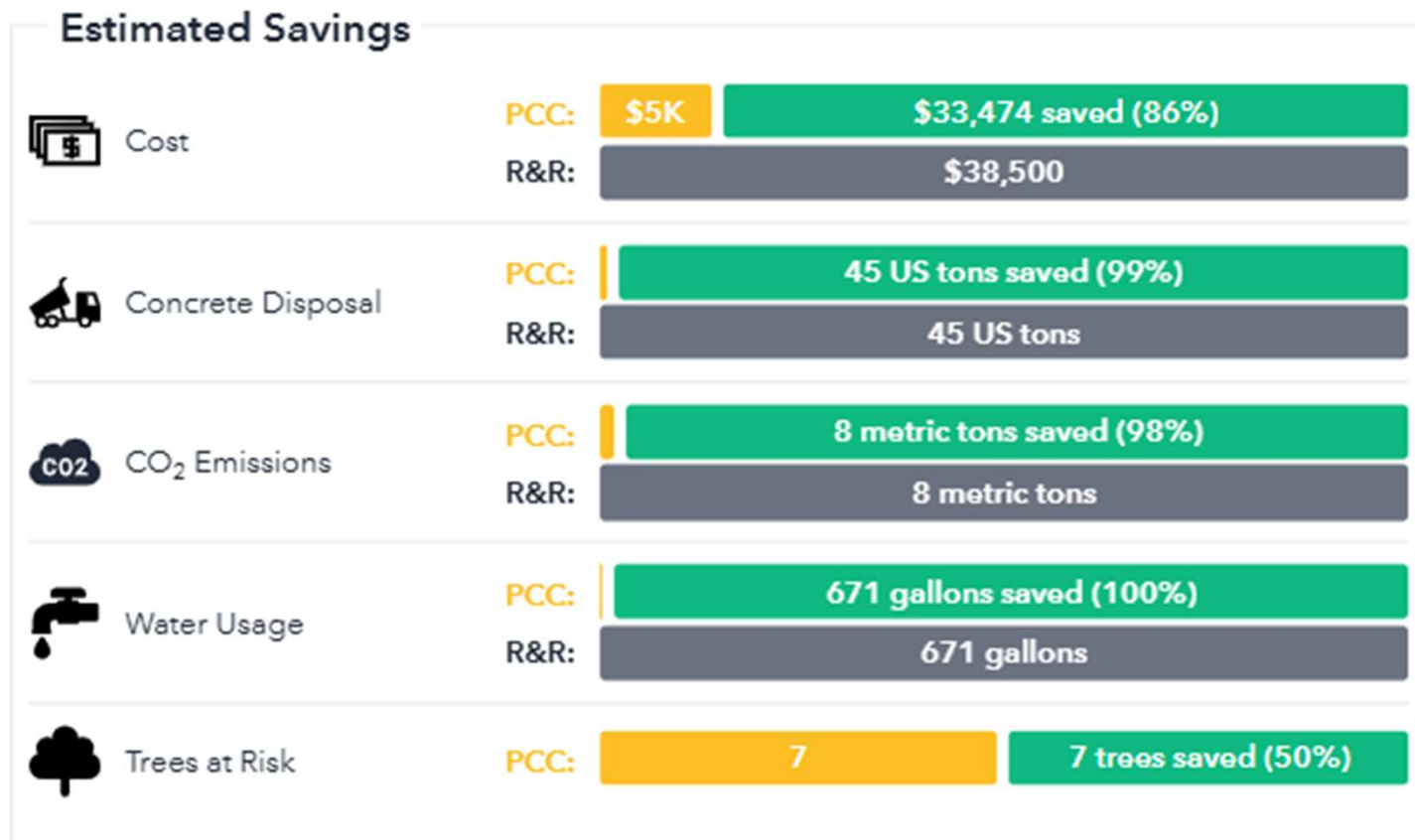
Assessment 1/28/25, 9:08 AM

Elija Chandler

**Activities** +

<span style="font-size: 0.8em;">&gt;</span> Assessment	Completed	1/28/2025	<span style="font-size: 0.8em;">📄</span>
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# SAVING METRICS





# OUR PROMISE TO YOU...

Precision Concrete Cutting uses Proprietary and Patented Cutting Technology to repair trip hazards.

Our work is GUARANTEED to offer the following benefits:

- **Cost Savings** – Remove trip hazards at a fraction of the cost of other methods.
- **ADA Compliance** – Approved and compliant with ADA standards.
- **Mapping Services** - GPS mapping integrated with Google maps.
- **Clean** – No mess left behind. Reduced resident complaints.
- **Safety** – Decrease liability on your pedestrian walkways and increase safety.
- **Detailed Reporting** – Invoices show measurements, locations, and cost for each hazard.
- **Low Impact** – Average removal time is less than 20 minutes, no sidewalk closures or incidental costs.
- **Full-Service Contractor** – Sidewalk Maintenance Program consulting services.





Date: 2/14/2025

## **PROPOSAL FOR “NOT TO EXCEED” AGREEMENT BETWEEN THE ARCADE CREEK RPD AND PRECISION CONCRETE CUTTING (PCC)**

### **OVERVIEW**

Uneven sidewalks caused by ground settling and tree roots cause a potential hazard to pedestrians. Displaced sidewalks cause problems for both public and private entities in the form of trip and fall liability exposure.

It is proposed that the Arcade Creek RPD and PCC enter into an agreement whereby PCC will assess, and repair sidewalks (horizontal concrete saw cutting) as identified and requested by City staff. The price for these services shall not exceed the dollar amount and quantity defined in the “Proposal Detail” section below.

### **BACKGROUND INFORMATION ON PRECISION CONCRETE CUTTING**

PCC has been assessing and repairing sidewalks since 1990. The company performs work throughout the United States and with dozens of cities in California.

PCC is the leader in sidewalk asset management. We specialize in assessing sidewalk infrastructure and repairing uneven sidewalks. Our unique saw-cutting method for correcting off-set sidewalk panels leaves behind ADA compliant results for a fraction of the cost of new concrete. Our clients benefit from detailed GIS maps that allow them to create a GIS database to cost effectively manage their sidewalk infrastructure.

### **ASSESSMENT SERVICES**

PCC technicians will walk every panel in the project area and visually assess potential tripping hazards and damage. PCC will provide a GIS compatible report that list each location identified including a photo, exact location, off-set height and square foot amount for replacement locations.

### **PROPRIETARY MOBILE PHONE SOFTWARE**

PCC has developed proprietary mobile software usable across multiple platforms (Android, iPhone, iPad, Smart Phone, etc.)

- Provides GPS Coordinates – Integrates with GIS systems
- Mapping – Provides detailed location data plotted with Google Maps
- Detailed Reporting – Provides specific and detailed data on measurements for every trip hazard
- Addresses – The software gives the address and longitude / latitude of each trip hazard location
- Additional Data - Records other data, e.g. spalling, cracks, replacements or other data you need
- Sidewalk Asset Management – PCC offers complete sidewalk asset management

### **PROPRIETARY AND PATENTED REPAIR METHOD**

To Date, PCC has been awarded 8 patents by the US Patent and Trademark Office on our trip hazard removal equipment and process. The following is each patent description and number where they can be reviewed on the US Patent office web site – [www.uspto.gov](http://www.uspto.gov)





- 6,827,074 - Hub and blade combination patent
- 6,896,604 - Dust hood patent
- 7,000,606 - Cutting apparatus and broadening patent
- 7,143,760 - Method patent
- 7,201,644 - Variations and broadening patent
- 7,402,095 - Extended methods patent
- 9,759,559 - Stand up measuring gauge digitized readout
- 9,494,407 - Stand up measuring gauge
- 116,285,96 - Concrete cutting dust abatement systems and methods

**PROPOSAL DETAILS**

**Contract amount:** Total charge for services rendered shall not exceed \$6,498

**Billing Units:** Services are billed in "Inch Feet". An inch foot is calculated by measuring the average height of the sidewalk off-set and multiplying this average by the length of the cut. Example: A sidewalk off-set on a 4-foot-wide sidewalk that consists of a 0.5" rise on one side, and tapers down to a zero rise on the other is calculated as follows:

$$\frac{0.5" + 0"}{2} \times 4\text{ft} = 1 \text{ inch-foot}$$

**Streets with Sidewalks to be repaired: interior concrete walkways at Hamilton Street and Arcade Creek parks**

**LIMITATIONS**

PCC removes only those trip hazards specifically requested or approved by customers, and therefore makes no guarantee or representation that areas are free of trip hazards after the work is completed. In addition, PCC only performs certain trip hazard repairs. Among other things, PCC does not remove and replace sidewalk slabs (R&Rs) and does not repair certain ATTNs (e.g. utility boxes). Furthermore, to preserve clients' budget, PCC typically does not perform any repair at and around any sidewalk slabs that require to be replaced. It is our customers' responsibility to provide proper access and PCC assumes no liability for trip hazards that cannot be repaired due to parked vehicles or other obstacles preventing safe and practical access. In such cases, PCC returns once to attempt completion of repairs that could not be completed the first time. Additionally, it is recognized that after completion of the work, the concrete trip hazards may and frequently do continue to move naturally over time due to roots, water, freezing, pipes, and other natural or man-made causes. PCC is not responsible for movement or changes in the sidewalk and is not liable for any related claims, losses, damages or liabilities thereto pertaining.

Precision Concrete Cutting is committed to providing the highest quality service to our customers. Should you have any questions or comments, please do not hesitate to contact us.

**PCC REPRESENTATIVE:**

[Ernesto Martinez](#)

**YOUR REPRESENTATIVE:**

X



8. a. HSP Tennis Court & Dog Park  
Conversion



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

**STAFF REPORT**

---

**DATE:** 2-20-2025  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** HSP TENNIS COURT & DOG PARK CONVERSION  
**ITEM TYPE:** DISCUSSION & VOTE ON DIRECTION

---

**RECOMMENDATION**

Staff recommends that the Board of Directors set a direction to address the precedented use of Hamilton Street Park's tennis court as a dog park. Given the compiled information and research, staff recommend converting the HSP tennis court into a dog park.

**SUMMARY**

ACRPD Board of Directors are responsible for setting the direction of the District, including amenities. Currently, and for several years, the tennis court at HSP has been used as a dog park, not tennis. The District has also allowed dog classes to be taught in the area. The absence of nets and an open fenced area have allowed park residents to utilize the space as an off-leash dog park. Given the tennis court is not being utilized for it's intended purpose, it has been recommended by CAPRI that the Board of Directors decide to move forward with a tennis court resurfacing project or officially transition the amenity to the currently utilized dog park. ACRPD's 24/25 budget does have funds available for a small scale renovation project. Staff's current research has projected approximately \$9,000 for dog park conversion and \$90,000 for tennis court renovation.

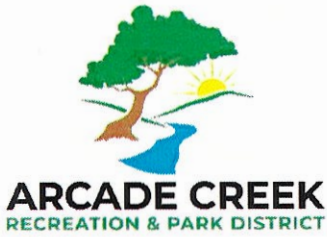
**ANALYSIS**

- HSP currently does not have a fenced-in dog park area and due to this lack of an amenity off-leash dogs are a public concern and staff receive complaints weekly. There have also been reported dog fights and safety concerns in playground areas.
- Having a designated space to refer off-leash dogs to will help address the current need and concern among residents, however, this would remove a potential future tennis area. To staff's knowledge, we have not received any requests for tennis, nor have witnessed an interest in tennis from our participating park patrons.

## **RESULT OF RECOMMENDATION**

There could be some tennis enthusiasts who may be displeased with the transition of the court area however given it's current use as a dog park on a daily basis, added fencing and additional gated entrances will help keep patrons and their dogs safe while they recreate. While the conversation will remove a tennis amenity it will also add an amenity to HSP, is a low-cost renovation, and solves both a current need and a safety concern.

9. a. Vickie Roy ACRPD Board of Director  
Resignation Letter



**Board of Directors:**

*Greg Wilson  
Travis Dworetzky  
Vickie Roy  
Dianna Harris  
Scott Miller*

**Staff:**

*Brandy Wade  
Bonnie Pattee  
Juanita Peterson*

**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.*

**TO: ACRPD**  
**FROM: Victoria Roy**  
**SUBJECT:**  
**DATE: February 10, 2025**

February 10, 2025

To whom it may concern,

I, Victoria Roy am resigning my position as Board member / Treasurer from Arcade Creek Recreation & Park District effective immediately, 2/10/2025. Please fill my position with another available applicant as soon as possible.

Thank you for the opportunity to be a part of your Board.

Sincerely,

Vickie Roy

9. b. Application for Appointment to ACRPD  
Board of Directors - 2yr term





# ARCADE CREEK RECREATION & PARK DISTRICT

4855 Hamilton Street  
Sacramento CA 95841  
(916) 482-8377

## Application for Appointment to the Arcade Creek Recreation and Park District Board of Directors

### APPLICANT INFORMATION

PLEASE PRINT OR TYPE CLEARLY

Name \_\_\_\_\_ Time of Residency in Arcade Creek \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Registered California Voter?  Yes  No

(Please feel free to provide additional information for the following questions)

**Educational Background** (Briefly Describe):

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**Occupational Experience** (Briefly Describe):

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**Professional or Technical Organization Memberships (Briefly Describe):**

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**Civic or Community Experience, Membership, or Previous Public Service Appointments (Briefly Describe):**

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**Experience or Special Knowledge Pertaining to Recreation, Parks, or Special Districts (Briefly Describe):**

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**Briefly Explain Your Reasons For Wanting to Serve on the Board of Directors:**

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**ACKNOWLEDGEMENT: I understand that the appointment is for voluntary, uncompensated service. If appointed, I agree to faithfully and fully perform the duties of my office, will make every effort to serve my term, and will comply with the laws and ordinances of Sacramento County and the State of California, particularly those pertaining to conduct of public officials and the financial disclosure / economic interests requirements of the position.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **THANK YOU FOR YOUR INTEREST IN SERVING**

Please submit this application to:  
Brandy Wade General Manager, Arcade Creek Recreation and Park District  
4855 Hamilton Street, Sacramento, CA 95841 or [brandy@arcadecreekrpd.gov](mailto:brandy@arcadecreekrpd.gov)

Deadline for Receipt is 5 pm, March 19, 2025

9. c. CARPD Board of Directors Orientation  
Slides



# BOARD MEMBER

## *Orientation*

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



**PRESENTED BY:  
MATTHEW DUARTE, ESQ.  
CARPD & CAPRI  
EXECUTIVE DIRECTOR**

## Housekeeping

- Please mute your microphones during the presentation.
- Don't be shy! You are encouraged to keep your camera on.
- Please rename your display name to reflect your name and District. (i.e. John Smith, CARPD)
- Powerpoint will be provided as a PDF to attendees later this week.
- Q&A and/or open discussion at the end of the presentation
  - Put your questions in the chat or save them for the end



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## Objectives

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TRANSITIONING INTO THE ROLE

---

YOUR MISSION

---

SETTING THE COURSE AS POLICYMAKER

---

LEARNING THE RULES OF THE ROAD



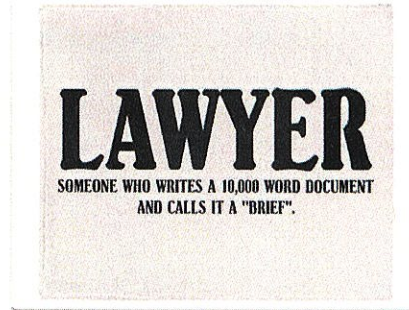
**Who is  
this guy?**

# Introduction

---

Matthew Duarte

- Licensed CA Attorney
- Board/Commission Experience
  - Former Recreation & Park District Board Member
  - Former School Board Member
  - Current City of Rocklin Parks and Recreation Commissioner
- Executive Director for CAPRI
- Executive Director for CARPD
- Every side of the dais!



---

So...what does that mean?

---

## What is CAPRI?

---

“CAPRI” = California Association for Park & Recreation Indemnity

### Joint Powers Authority

- JPA = Partnership of at least two public entities for some specific enterprise
- In the 1980s, public entities struggled to find private insurance options. Not an attractive customer given our unique risks.
- Self-Insurance is the answer. Member-owned, member driven.

CAPRI administers two self-insurance pools

- General Liability & Property
- Workers' Compensation



## What is CARPD?

---



“CARPD” = California Association of Recreation & Park Districts

11 Board Members from across the State

501(c)(6) not-for-profit

- Recognize and support the needs of member districts
- Promote and support new and established partnerships amongst district community groups, state and local governments.
- Monitor, promote, and support legislation that positively affects recreation and park districts.
- Advocate and support stable service funding sources for park and recreation districts.
- Hosts Annual CARPD Conference
- Association is managed by CAPRI



# Transitioning into the Role

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## Ch-Ch-Changes!

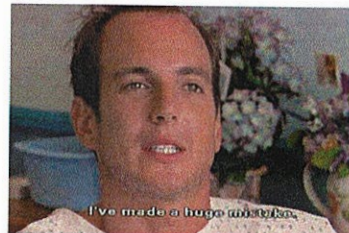
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### New Boards Members

- First and foremost → Congrats & welcome!
- No matter how informed you were about your District, taking your spot on the dais is a new and different experience.
- “New kid in school”

### Typical reactions at first few Board Meetings

- Confusion
- Frustration
- Intimidation
- Excitement!



# Ch-Ch-Changes!

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## Tips for New Board Members

- Meet with your General Manager/Administrator
  - Introduction (District tour, overview of operations, overview of organizational structure)
  - Opportunity to communicate your goals and what you are passionate about
- Review your District's facilities and website
  - Familiarize yourself with District's parks and programs
- Become cognizant of your District's Budget process
  - Fiscal Year runs from July-June for nearly all Districts (means that budgets for 24-25 have already been set)
  - Revenues for Districts vary and most come with legal restrictions
- Start from a place of service
  - Approach your Board service as just that...service. Everything else will follow naturally.
- Remember -- You represent the entire District!
- Find a mentor
  - Parks and Rec is full of "lifers" who have committed themselves to serving their communities and "seen it all"

# Ch-Ch-Changes!

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## Experienced Board Members

- Remember what it was like when you first started
  - We have all been there!
- Empathize & educate (lead by example, model behavior)
- Patience, patience, patience
- Help new Board Members find their niche and develop a role



## Leaders lead...

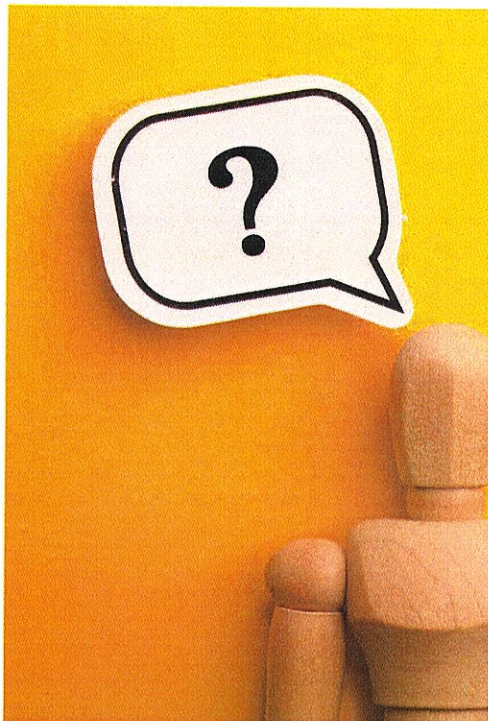
Why is the transition such a challenge? Let's look closer at our officials....

Characteristics that made people successful in their personal life, work life, & their campaign:

- Independent Thinker
- Not afraid to speak their mind
- Decisive & Takes Charge
- Energetic & Passionate
- Creative & Innovative

These qualities, in nearly every field and industry, are a recipe for success.

- Apply the same "recipe" to this new role...



## Here's where it gets tricky...

The confines of the law that define this form of governance can make it difficult for these special qualities and management styles to shine through!

- ~~Independent Thinker~~ – Board action requires majority vote; build consensus
- ~~Not afraid to speak their mind~~ – Limitations on when you can speak
- ~~Decisive & Takes Charge~~ – Limitations on what topics you can address
- ~~Energetic & Passionate~~ – Welcome to the Deliberative process (emphasis on deliberate)
- ~~Creative & innovative~~ – Limitations as to how & when you approach problems

## Transitioning into the Role

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Characteristics that made people successful in their work life, personal life, & their campaigns:

- Independent Thinker
- Not afraid to speak their mind
- Decisive/Takes Charge
- Energetic/Passionate
- Creative & innovative

**These traits have a place in the public process. The key is learning the governance system so that you can successfully deploy them.**


## Your Mission

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# Public Resources Code - RPD Law

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- PRC §§ 5780 -5790.17 – Chapter known as “Recreation and Park District Law”
  - **PRC § 5780 (b)** The Legislature finds and declares that recreation, park, and open-space facilities and services are important to improving and protecting the quality of life for all Californians. The Legislature further finds and declares that the provision of recreation, park, and open-space facilities and services are essential services which are important to the public peace, health, and welfare of California residents. Among the ways in which local communities have provided these facilities and services has been the creation and operation of recreation and park districts. For at least seven decades, state laws have authorized recreation and park districts to provide recreation programs, local parks, and open spaces. Local officials have used this statutory authority to serve the diversity of California’s communities and residents. In enacting this chapter, it is the intent of the Legislature to create and continue a broad statutory authority for a class of special districts that provides community recreation, park, and open-space facilities and recreation services within specified boundaries and under local control. It is also the intent of the Legislature that recreation and park districts cooperate with other public agencies and private organizations to deliver those facilities and services. Further, the Legislature encourages local communities and local officials to adapt the powers and procedures provided by this chapter to meet the diversity of their own local circumstances and responsibilities.
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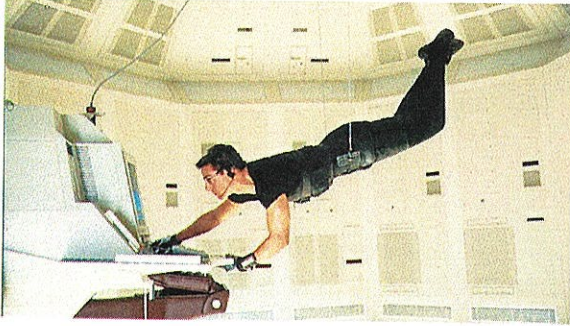
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- 





## Your Mission


- While PRC § 5780 describes the legislative intent behind establishing your District, your District likely has developed its own organizational Mission Statement.
- Mission - Guiding purpose of your organization
  - Defines the scope of services & relationship to your community
  - Check with your GM

## District General Powers

- **How do you accomplish your mission?**
- **PRC § 5786** - A district may:
  - **(a)** Organize, promote, conduct, and advertise programs of community recreation, including, but not limited to, parks and open space, parking, transportation, and other related services that improve the community's quality of life.
  - **(b)** Establish systems of recreation and recreation facilities, including, but not limited to, parks and open space.
  - **(c)** Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, both inside and beyond the district's boundaries.


## District Specific Powers

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- **PRC § 5786.1** - A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this chapter, including, but not limited to, the following powers:
    - **(a)** To sue and be sued.
    - **(b)** To acquire any real or personal property within or outside the district, to hold, manage, occupy, dispose of, convey and encumber the property, and to create a leasehold interest in the property for the benefit of the district.
    - **(c)** To acquire any real or personal property by eminent domain within the boundaries of the district, pursuant to Section 5786.5.
    - **(d)** To appoint necessary employees, to define their qualifications and duties, and to provide a schedule of compensation for performance of their duties.
    - **(e)** To engage counsel and other professional services.
    - **(f)** To enter into and perform all necessary contracts pursuant to Article 53.5 (commencing with Section 20815) of Chapter 1 of Part 3 of the Public Contract Code.
- 

## District Specific Powers - Continued

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- **PRC § 5786.1** - A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this chapter, including, but not limited to, the following powers:
    - **(g)** To borrow money, give security therefor, and purchase on contract, as provided in this chapter.
    - **(h)** To adopt a seal and alter it at pleasure.
    - **(i)** To adopt ordinances following the procedures of Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.
    - **(j)** To adopt and enforce rules and regulations for the administration, operation, use, and maintenance of the recreation facilities, programs, and services listed in Section 5786.
    - **(k)** To enter joint powers agreements pursuant to the Joint Exercise of Powers Act, Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code.
    - **(l)** To provide insurance pursuant to Part 6 (commencing with Section 989) of Division 3.6 of Title 1 of the Government Code.
    - **(m)** To perform any acts necessary to carry out the provisions of this chapter.
- 

# Setting the Course as Policymaker

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## Your Duties as a Board Member

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- **PRC § 5784**
  - **(a)** A legislative body known as the board of directors shall govern every district. The board of directors shall establish policies for the operation of the district. **The board of directors shall provide for the faithful implementation of those policies which is the responsibility of the employees of the district.**
  - **(b)** Except as provided in this article, the board of directors consists of five members.
  - **(c)** No person shall be a candidate for or be appointed to the board of directors unless he or she is a voter of the district or the proposed district.
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# Council-Manager Form of Governance

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Most common form of local government in the United States

Best of both worlds – Combines:

- Strong political leadership of elected officials with
- Strong managerial experience of a professional administrator.

Designed for electeds to set policy direction as the direct representatives of the community with the General Manager/Administrator providing professional expertise to manage the organization and carry out the Board's direction.



## Council-Manager Form of Governance – The Board's Role

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Board's role→ Public Resources Code 5784(a)

- "A legislative body known as the board of directors shall govern every district. The board of directors shall establish policies for the operation of the district. **The board of directors shall provide for the faithful implementation of those policies which is the responsibility of the employees of the district.**"

Policymaker→ Sets budget, focuses on community goals, reviews long-term considerations of the organization, develops strategic plans, etc.

- Manage the manager.
- Identify the "Ends", not the "Means"

Important legal considerations/protections

- Board's Role is established by law. You are the checks and balances on your GM's performance.

**Important to develop and maintain a strong working relationship with your GM**



# Council-Manager Form of Governance – The GM’s Role

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GM/Administrator’s Role→ efficiently manage day to day operations, oversee (hire, fire, discipline) staff, fulfilling the vision and policy direction of the Board

This governmental structure puts professionals in the position to utilize their expertise for the benefit of your organization.

GM has the wheel. Board is an active and engaged passenger.

- Old attorney friend→ “You tell me where you want to go. I will do my best to get you there.”
- As policymaker, you are setting the direction and the destination. The GM’s job is to get you there (or as close as possible given the circumstances).

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## Rec & Park District Summary

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- Your District’s mission is to provide essential recreation and park services to your community. (See PRC § 5780 (b))
- Your District has been vested with certain governmental powers to accomplish this mission. (See PRC §§ 5786 and 5786.1)
- Your Board is charged with developing policies to be implemented by District Staff that utilize the prescribed governmental powers to accomplish the District’s mission. (See PRC § 5784)
  - Matt’s Car analogy -- You are one of five passengers responsible for setting the course.
    - Active & engaged passenger
    - Ultimately, your hand is not on the wheel.
    - You oversee and direct the driver (your District’s GM)

# Learning the Rules of the Road

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## Learning the Rules of the Road

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Understand the laws and the system within which you must work.

# The Brown Act

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What is the purpose of the Brown Act?

Who is subject to the Brown Act?

What is a meeting?

What are the notice and agenda requirements for meetings?

What are the public's rights?

When can we hold a closed session?

What are the penalties & remedies for violating the Act?

**What is the  
purpose of  
the Brown  
Act?**

## The Brown Act

**Government Code § 54950 et seq.**

“...the Legislature finds and declares that public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people’s business. **It is the intent of the law that their actions be taken openly.**”

“The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created...”

## What is the purpose of the Brown Act?

### Bagley-Keene Act - Government Code § 11120 et seq.

“It is the public policy of this state that public agencies exist to aid in the conduct of the people’s business and the proceedings of public agencies be **conducted openly so that the public may remain informed.**”

“The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. **The people insist on remaining informed so that they may retain control over the instruments they have created...**”

## Who is subject to the Brown Act?

### “Legislative bodies” of all “local agencies”

- Very broad

### “Legislative bodies”

- Governing Bodies
- Subsidiary bodies (any board, commission, committee, or other created by charter, ordinance, resolution or formal action)
- Board, commission or committee

### “Local Agencies”

- All cities, counties, school districts, **special districts** and all other local public entities.



## What is a meeting?

### Gov Code § 54952.2

- “Meeting includes any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains...”
  - Majority
  - Same time and place
  - Hear, discuss, or deliberate
  - Subject matter jurisdiction

## What is a meeting?

### Six Exceptions

Individual contacts (not majority)

Conferences & Seminars

Other Community Meetings

Other Legislative Body Meetings

Social or Ceremonial Gatherings

Standing Committee Exception

What is a meeting?

Writings as meetings

Be careful with emails

- Serial meetings → communications engaged for the purpose of developing consensus on a district issue. When viewed together, the communications add up to a majority of the Board.

GMs/Administrators often blind copy (BCC) Board Members to avoid reply all mistakes.

## Social Media Rules – Gov Code section 54952.2(b)(3)

Facebook, X, Instagram, etc. have created unique problems for public meetings. New law tries to balance communication with public officials and prevent serial meetings.

Does not prohibit engaging in separate conversations or communications on an internet-based social media platform to

- Answer questions,
- Provide information to the public,
- or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body

\*A member of the legislative body **shall not** respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body.\*

# Running Your Meetings



## Parliamentary Procedures

Robert's Rules of Order are used to ensure order, efficiency, and fairness



## Tip→ Be mindful of the impact of your words and actions during the meeting.

Your meetings are a reflection of your organization.

- A well-run meeting communicates a well-run district to the public and to staff.
- Staff is watching. Public is watching. Words and actions carry weight. Use it to build up, not tear down.



## Common Situations

Typo in the Agenda or Board Packet?

- Address beforehand with GM/Administrator.

Question about action item?

- Ask your GM/Administrator so they can research and be prepared to address before whole Board.

## What are the notice and agenda requirements for meetings?

Regular meeting: 72 hr advance notice

Special meeting: 24 hr advance notice

Emergency meeting: 1 hr advance notice

Posted at the place of the meeting(s) AND web site

Notice must:

- Indicate type of meeting
- Include location, date, time
- Be accessible 24 hours a day for the required advance period prior to the meeting
- Include Agenda containing:
  - Brief general description of each item to be discussed or transacted (usually no more than 20 words in length)
  - Items to be discussed in closed session

## Remote Attendance

Due to the posting requirements of the Brown Act, remote participation was historically a rare occurrence. See Government Code section 54953.

- To attend remotely, agenda had to list address of attendee and be publicly accessible.
- This remains an option for remote attendance – but rarely utilized for obvious reasons.

### Post-Pandemic

- Brown Act rules for notice/posting were suspended via Executive Order N-29-20
- Brown Act rules further amended (AB 2449)
  - One or more members (but less than a quorum) have “just cause” for not attending in person OR experience an emergency circumstance.
  - Must provide general description of just cause and Member limited to two remote meetings per calendar year.

## What are the public's rights?

### Attend

- Non-discriminatory facilities
- No requirement to register or give any info as condition of attendance

### Testify

- Broad constitutional right to speak
- Board may establish reasonable time limitations for public comment
- Public may comment on agenda items prior to or during Board's consideration of the item.
- Public may comment on Non-agenda items as well.
  - Board not authorized to comment on non-agenda items.

### Records (Documents)

- Public entitled to copies of all materials given to Board Members

# The Public Commenter

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## Public comments on non-agenda items

- Be careful addressing non-agendized items
- Suggestion → Direct to Staff, acknowledge need for more research/review, acknowledge limitations of Brown Act.

## Public comment time limits

- Be Consistent

## Disruptive speech

- Easier to do now with “Zoom bombing”
- SB 1000 (Gov. Code section 54957.95) – process for removal of disruptive individuals
  - “Disrupting”: engaging in behavior during a meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting

## When can we hold a Closed Session?

Each item in closed session must be briefly described on agenda.

Once closed session is concluded, must report to open session and report votes and actions taken, if any.

Technically 17 exceptions for closed session, but we typically group them into 5 categories

- Litigation
- Real Estate Negotiations
- Labor Negotiations
- Public Safety
- Personnel Exception

## When can we hold a closed session?

### Personnel Exception

Avoid undue publicity or embarrassment

Allow full and candid discussion on sensitive matters

Re: employment, evaluation of performance, discipline, dismissal of an employee

- Only allowed for decisions that rest with Board
- Must involve a particular employee – no staff-wide decisions
- Shall not include direction or action on proposed compensation except from reduction as a result of discipline

Can be very confusing – Board should consult with legal counsel if faced with this situation to consider how best to meet legal obligations.

## What are the penalties & remedies for violating the Act?

Criminal Penalties (DA)

- Misdemeanor

Civil Remedies (DA or “interested persons”)

- Injunctive relief, mandamus, declaratory relief
- Void

Notice & Demand for cure

Attorney Fees (award against agency, not the individual members who violated the Act)

Void Actions



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## Objectives

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TRANSITIONING INTO THE ROLE

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YOUR MISSION

---

SETTING THE COURSE AS POLICYMAKER

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LEARNING THE RULES OF THE ROAD



2025 CARPD Conference



Paradise Point, San Diego  
May 21, 2025 - May 24, 2025

## CARPD Conference 2025

- Registration now open at [caparkdistricts.org](http://caparkdistricts.org)
- Scholarships available!!!!
- Awards of Distinction Nominations due by 4/4
- Legislative Luncheon – get involved!



# BOARD MEMBER

*Orientation*

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



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**THAT'S IT!**

**QUESTIONS?**



9. d. Sacramento Parks Foundation  
Empowerment Park 2022 Slide Presentation



SACRAMENTO PARKS  
FOUNDATION

# EMPOWERMENT PARK

## Foundation Background

- ▶ The Sacramento Parks Foundation, or SPF, a 501c3 non-profit was founded in 1998.
- ▶ A consortium of four park districts: Arcade Creek, Arden Manor, Fulton-El Camino and Mission Oaks.
- ▶ The Foundation Board is composed of three representatives from each district: the administrator, a board member and a community representative; and one member at large.
- ▶ Formed to provide opportunities for each member district to fundraise individually and work together collectively to complete projects and programs for the Greater Community Good.
- ▶ The Foundations' focus is to provide program opportunities and sponsorships for underprivileged youth and for improved park amenities.

# EmPOWERment Park

- ▶ A long-term Foundation Goal will be realized with the construction of EmPOWERment Park "AN INCLUSIVE PLAY-SPACE".
- ▶ Land for this project was not available in any of within any member districts' existing parks.
- ▶ Vacant land was identified on Bell Street and is surplus property owned by SMUD.
- ▶ The SMUD board was willing to enter into a five-year lease agreement with SPF for this project and willing to gift the land to the Foundation through their "Shine Program" if SPF could generate construction funding. The project then became a collaboration of five "Special Districts", SMUD also is a special district.
- ▶ Funding for the project became the next huge step.

# Proposition 68 Grant Funding

- ▶ California voters approved Proposition 68 in November 2018, the California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018.
- ▶ This highly competitive Grant Program administered by the State Department of Parks and Recreation was open to Public Agencies and Non-Profit Organizations.
- ▶ Grant Application Guidelines became available in April 2019 with grant submittals due August 5, 2019.
- ▶ The Foundation is comprised of a volunteer board without staff. SPF used the RFP or request for proposal process to solicit consultants willing to work pro bono to help develop an application that included the community outreach requirements, well defined plan and detailed cost estimates.

# Grant Application Process

- ▶ The SPF board selected O'Dell Engineering, headquartered in Modesto to develop the concepts and designs for EmPOWERment Park on 1.3 acres at the corner of Bell Street and Irma Way - just south of Encina High and Greer Elementary Schools.
- ▶ The application process was daunting due to the complex requirements and community outreach required with a deadline of just over 3 months.
- ▶ The Grant required 5 separate public meetings, but SPF conducted 12, greatly exceeding the requirements.
- ▶ State Parks formally announced successful grants on Feb. 25, 2020. SPF and O'Dell began working immediately.

# Grant Awards

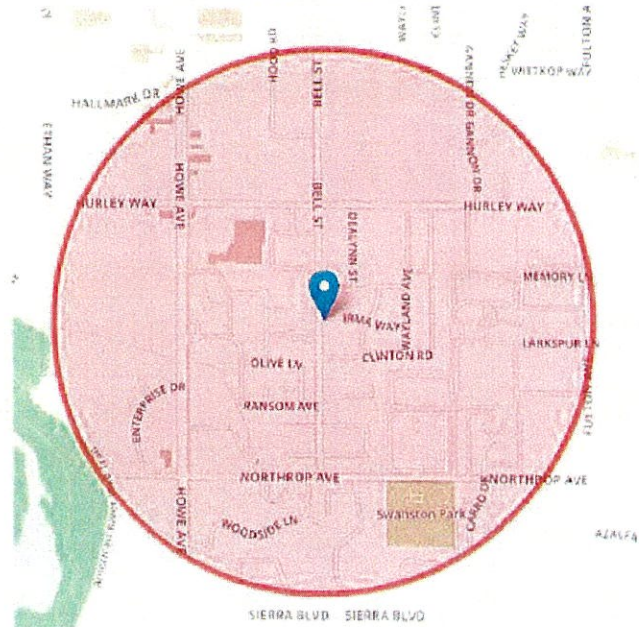
- ▶ State Parks received 478 grant applications totaling \$2.3 billion in requests.
- ▶ 187 Grants totaling \$254 million were awarded statewide.
- ▶ EmPOWERment Park was awarded \$6.2 million. Included in our Grant was a proposal to purchase two adjacent private property easements under the PG&E Powerlines.
- ▶ The Foundation completed three separate appraisals for this private property as required by the State and landowners before lot splitting can occur.
- ▶ Next step will be purchasing this property for off-street parking and a second entrance into the park.

# Project Demographics

## PROJECT AREA STATISTICS

County:	Sacramento
City:	Unincorporated
Total Population:	8,742
Youth Population:	1,383
Senior Population:	900
Households Without Access to a Car:	617
Number of People in Poverty:	2,452
Median Household Income:	\$36,055
Per Capita Income:	\$23,811
Park Acres:	9.98
Park Acres per 1,000 Residents:	1.14

## PROJECT AREA MAP



# Last Community Meeting on site Disabled Community was well represented



# Another Project Partner Emerges



- ▶ Following the last Community Meeting on the project site, the Chair of the Sacramento County Disability Compliance Advisory Committee suggested approaching Sacramento Housing and Redevelopment Agency/SHRA.
- ▶ SPF then met formally with the well attended Disability Compliance Committee.
- ▶ SHRA has since become involved and is contributing \$500,000 toward planning and development of new sidewalks and curb cuts along Bell Street leading to the new park site. Work is now in progress for this street access planning.



Project Site: 940  
Bell Street,  
Sacramento,

between Hurley  
Way & Northrop  
Avenue



- ### CONCEPT PLAN
- A. Parking Lot (11 ADA Spaces)
  - B. Round-a-bout
  - C. Drop-off Zone
  - D. Welcome Signage & Tactile Park Map
  - E. Community Garden
  - F. Storage Shed
  - G. ADA Restroom (2 Family Stalls)
  - H. Main BBQ/Picnic Area
  - I. Water Play
  - J. 2-5 Play
  - K. 5-12 Play
  - L. 5-12 Custom Inclusive Play Structure
  - M. Sensory Wall
  - N. Bankshot Court
  - O. Court Games
  - P. Open Lawn Area
  - Q. Safety Fence Along Irma Way
  - R. 4' Perimeter Fence
  - S. Privacy Wall
  - T. Shade Sails

## Park Project Scope

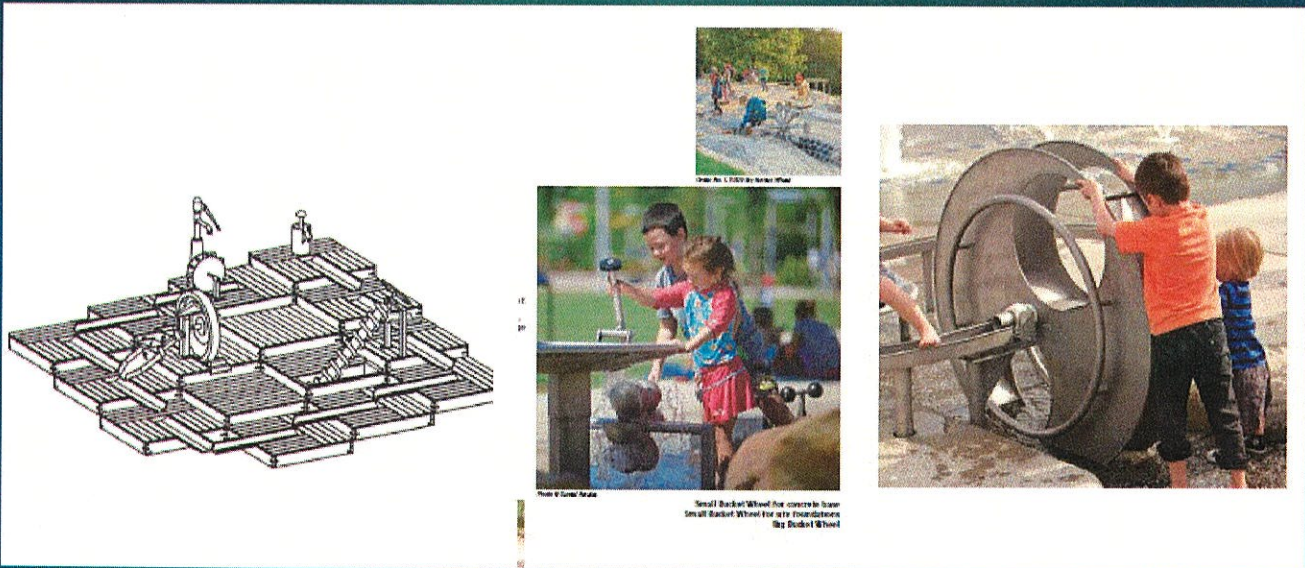
- ▶ This **Socially Inclusive Space** will include POWER themed accessible play equipment for children 2-5 years of age and a separate area for 5-12 year olds.
- ▶ Sensory wall integrated experiences
- ▶ Picnic and BBQ areas
- ▶ A shaded picnic structure with solar panels
- ▶ Raised community garden beds and a tool storage shed
- ▶ A public art display
- ▶ A water play area providing a hydro power experience (not a spray feature)
- ▶ Open space/turf area
- ▶ A court game area
- ▶ A Bankshot court
- ▶ Off-street accessible parking stalls
- ▶ Self-cleaning restrooms, landscaping, safety lighting and perimeter fencing







# Water Play Feature



Please Stay  
Tuned – much  
more to come  
in the next few  
months

- ▶ How you might consider becoming involved.....
- ▶ Assist with the Ground-breaking Ceremony – tentatively Summer 2021
- ▶ Assist with Tree Planting, etc. on site
- ▶ Assist with the Grand Opening Celebration anticipated 2022
- ▶ Help Sponsor Recreation Therapy Students from Sac State who could create programs for children with special needs at the new Park!
- ▶ Updates: [www.Sacparksfoundation.org](http://www.Sacparksfoundation.org)



California Department of  
Parks and Recreation





**Arcade Creek Recreation and Park District**

**MEETING DATE: February 20, 2025**

**AGENDA ITEM: 11 Closed Session**

- a. Public Employee Performance Evaluation - Title: General Manger  
Pursuant to California Government Code 54957**