

Arcade Creek Recreation & Park District  
4855 Hamilton Street  
Sacramento, California 95841

## **MINUTES**

Of

The Arcade Creek Recreation & Park District

Meeting of the Board of Directors

Held on

**Thursday November 19, 2020 at 6:00 p.m.**

Meeting conducted via Zoom Video Conference

Chairperson S. Gonzalez called the meeting to order at 6:02 pm

Board Members Present: Senica Gonzalez, Miles Constantine, Heather Gonzalez, A. Vassar

Board Members Absent: Michael Hanson

Staff Members Present: Stephen Fraher, Kim Cook

Legal Counsel Present: No

Auditor Present: Larry Bain

Presentation: Yes – FY 19-20 Annual Audit

Visitors That Signed In: Via Zoom – Amanda Gualderama, Kim Tucker with Impact Foundry, Julie Leber, Daniel Curtin, Laura Cunningham

Visitors That Did Not Sign: None

### **2. PUBLIC COMMENTS:**

Daniel Curtin and Laura Cunningham, neighbors of the Arcade Creek Park whose property runs along the existing flood wall located along the creek, expressed a desire to obtain the area of property that is located behind their back fence and the flood wall. They requested that the District provide information on how to proceed with this request.

### **3. ANNOUNCEMENTS:**

The Park District Office and parking lot gates will be CLOSED on Thursday November 26, 2020 for Observance of the Thanksgiving Holiday. The Park District Office will be CLOSED on Friday November 27, 2020 as part of the Thanksgiving Holiday Weekend

### **4. PRESENTATION(S)**

a. Report from Larry Bain, C.P.A. of the FY 19-20 Annual Audit

Information was provided to the Board.

Director A. Vassar requested info regarding the materiality level for the government-wide statements and the funds.

Request for info was to be provided per the request.

## Minutes of Board of Directors Meeting

November 19, 2020

Page 2 of 3

### 5. CONSENT AGENDA:

- a. October 15, 2020 Meeting Minutes
- b. FY 20-21 Period 4 Financial Reports 339A
- c. FY 20-21 Period 4 Financial Reports 339D
- d. FY 20-21 Period 4 Multi Accounts Revenue Reports
- e. FY 20-21 Period 4 Payroll Report
- f. FY 20-21 Period 4 Facility Rental Reports
- g. Correspondence received and sent
- h. General Manager's Report and project update report
  - i. Staff report items
  - ii. Police Report

**Motion No. 1:** It was moved by Director M. Constantine and seconded by Director H. Gonzalez to approve consent items as presented.

**Motion Carried:** 4 Ayes, 0 Noes, 1 Absent, 0 Abstained  
**Ayes:** M. Constantine, H. Gonzalez, S. Gonzalez, A. Vassar  
**Absent:** M. Hanson

### 6. OLD BUSINESS:

- a. Receive report on the results of the Request for Proposals for Facilitation Services for development of Core Values, Mission, and Goals for the District Board. Authorize staff to execute a contract with the selected firm/agency.

It was discovered during the meeting that the Staff report did not reflect this item to be an Action item.

Item tabled, to be brought back as an action item.

- b. Set a closing date for the 2020 Community Needs Assessment Survey.

Directed to keep open until end of year.

### 7. NEW BUSINESS:

- a. Approve annual audit report for FY 2019-20 from Larry Bain, C.P.A.

**Motion No. 2:** It was moved by Director A. Vassar and seconded by Director H. Gonzalez to accept and approve FY 2019-20 Audit as presented.

**Motion Carried:** 4 Ayes, 0 Noes, 1 Absent, 0 Abstained  
**Ayes:** M. Constantine, H. Gonzalez, S. Gonzalez, A. Vassar  
**Absent:** M. Hanson

- b. Set date for administration of the Oath of Office for three Board Members elected for the 2020-2024 Term.

It was decided by the Board to administer the Oath of Office on Thursday, December 3, 2020 at 6:00 pm

A Special Called meeting will be held on Tuesday November 24, 2020 at 6 pm to re-address New Business item #6 the RFP for Facilitation Services.

And discuss if the District should increase the funds for the current survey.

## Minutes of Board of Directors Meeting

November 19, 2020

Page 3 of 3

### 7. NEW BUSINESS: (cont.)

- c. Preparation for reopening from COVID-19 Restrictions, and new practices moving forward.

Board received information.

At 7:41 pm, Chairperson S. Gonzalez turned the meeting over to Vice-Chair A. Vassar

- d. Adopt Board Resolution 2020-12 honoring Senica Gonzalez for his service to Arcade Creek Recreation and Park District.

**Motion No. 3:** It was moved by Director M. Constantine and seconded by Director H. Gonzalez to adopt Resolution 2020-12, declaring November 20,2020 Senica Gonzalez Day, in appreciation of his services to the Arcade Creek Recreation and Park District Board of Directors

**Motion Carried:** 3 Ayes, 0 Noes, 1 Absent, 1 Abstained

**Ayes:** M. Constantine, H. Gonzalez, A. Vassar

**Absent:** M. Hanson

**Abstained:** S. Gonzalez

At 7:46 pm, Vice-Chair A. Vassar returned to meeting back to Chairperson S. Gonzalez

### 8. BOARD DISCUSSION:

Staff informed the Board that the County was making changes with regards to payroll advices and suggested that members that currently receive an actual check, consider changing to auto deposit.

- a. General discussion on topics for future meetings

Director M. Constantine brought up an article that he read regarding CalPERS health insurance increases being considered and wondered if it might impact the current FY budget.

Director H. Gonzalez stated that she wants to make sure the Board Members are receiving the proper training that is required by law. She also requested that each Director receives copies of District policies.

### ITEMS TO BE PLACED ON AGENDA FOR FUTURE DISCUSSION:

**ADJOURNMENT:** The Chair adjourned the meeting at 8:07 pm.

**The next regular meeting will be:**

**Thursday December 16, 2020**

**Via Zoom at:**

**<https://zoom.us/j/750518431?pwd=Um1xMExPb0pqb2xyYysyb3NRN0MzQT09>**

Arcade Creek Recreation & Park District  
4855 Hamilton Street  
Sacramento, California 95841

**MINUTES**

Of

The Arcade Creek Recreation & Park District

Meeting of the Board of Directors

Held on

**Thursday November 24, 2020 at 6:00 p.m.**

The Special Called meeting of the Arcade Creek Recreation and Park District Board of Directors for Tuesday November 24, 2020 at 6:00 p.m. via Zoom Conference call was cancelled at 6:20 p.m. due to lack of accessibility to the Public to log on to the meeting.

The meeting was rescheduled for Thursday December 3, 2020 at 5:45 p.m. via Zoom Conference call.

Arcade Creek Recreation & Park District  
4855 Hamilton Street  
Sacramento, California 95841

**MINUTES**  
Of  
The Arcade Creek Recreation & Park District  
Meeting of the Board of Directors  
Held on  
**Thursday December 3, 2020 at 5:45 p.m.**

Meeting conducted via Zoom Video Conference

Oath of Office administered to Director Heather Gonzalez by Incumbent Board Secretary Michael Hanson

The following Oaths of Office took place on 12/1/2020:

Director Alex Vassar by Incumbent Board Secretary Michael Hanson

Amanda Gualderama by Director Alex Vassar

Vice-Chairperson A. Vassar called the meeting to order at 5:52 pm

Board Members Present: Michael Hanson, Senica Gonzalez, Heather Gonzalez, Alex Vassar

Board Members Absent: Miles Constantine (joined at 6:06 pm)

Staff Members Present: Stephen Fraher, Kim Cook

Legal Counsel Present: No

Auditor Present: No

Presentation: None

Visitors That Signed In: Via Zoom – Amanda Gualderama

Visitors That Did Not Sign: None

**3. Selection of Board Officers for the next year December 3, 2020-December 31, 2021.**

Tabled until next regular scheduled Board meeting.

**4. PUBLIC COMMENTS:**

None

**5. ANNOUNCEMENTS:**

None

**6. CONSENT AGENDA:**

None

**Minutes of Board of Directors Meeting**

December 3, 2020

Page 2 of 2

**7. OLD BUSINESS:**

- a. Authorize staff to execute a contract, in the amount of five-thousand (\$5,000.00) dollars with The Impact Foundry to provide Facilitation Services to the District for planning purposes.

**Motion No. 1:** It was moved by Director M. Hanson and seconded by Director S. Gonzalez to authorize staff to inter into the contract with The Impact Foundry to provide facilitation services to the District for planning purposes.

**Motion Carried:** 4 Ayes, 0 Noes, 1 Absent, 0 Abstained

**Ayes:** M. Hanson, H. Gonzalez, S. Gonzalez, A. Vassar

**Absent:** M. Constantine

Director M. Constantine joined the Zoom meeting at 6:06 pm

- b. Authorize the expenditure of up to three hundred (\$300.00) dollars for continued promotion of the 2020 Community Needs Assessment Survey.

**Motion No. 2:** It was moved by Director S. Gonzalez and seconded by Director H. Gonzalez to authorize staff to spend no more than three-hundred dollars for the purpose to continue the promotion of the 2020 Community Needs Assessment Survey.

**Motion Carried:** 5 Ayes, 0 Noes, 0 Absent, 0 Abstained

**Ayes:** M. Hanson, H. Gonzalez, S. Gonzalez, A. Vassar, M. Constantine

**8. NEW BUSINESS:**

None

**9. BOARD DISCUSSION:**

Staff requested that if there were any topics that the Board would like added to the next Board meeting scheduled for Thursday December 17, 2020, to please submit the topic to Staff by no later than Tuesday December 8<sup>th</sup>, 2020.

**ADJOURNMENT:** The Vice-Chair adjourned the meeting at 6:11 pm.

**The next regular meeting will be:**

**Thursday December 17, 2020**

**Via Zoom at:**

**<https://us02web.zoom.us/j/750518431?pwd=Um1xMExPb0pqB2xyYvsyb3NRN0MzQT09>**

**Meeting ID: 750 518 431 Passcode: 7RNGiH**