



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

**Thursday, January 16, 2025 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  
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 12/19/24
- b. Financial Report - FY 24-25 Period 6
- c. Minutes of Policy Committee on 1/6/25

**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 – Board of Director Officers for 2025
- b. VOTE – Board of Director Committee Assignments

**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)**

- 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 February 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.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  
12/19/24



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

**Minutes**

**Thursday, December 19, 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

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: 6:05pm by Travis Dworetzky**

**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 No comments made by public.**

**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

**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**

**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

**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**

**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

**MOTION TO ADJOURN:**  **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**

**ADJOURNED AT:**                     6:49pm                    

**ADA Compliance Statement**

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**Release of Board Package Documents**

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## 4. b. Financial Report – FY 24-25 Period 6



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

**STAFF REPORT**

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**DATE:** 01-08-2024  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** FINANCE REPORT – Period 6

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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	(\$109,649.71)	\$11,063.34	\$435,344.23
339 D – CIP Development	(\$5,034.82)		\$119,854.77

**ATTACHMENTS**

- Quicken Report

# 339A FY 2024-2025 Transactions

## Arcade Creek Recreation and Park District

For the period December 1, 2024 to December 31, 2024

DATE	CONTACT	DESCRIPTION	REFERENCE	GROSS	RELATED ACCOUNT
<b>- 339A FY 2024-2025</b>					
<b>Opening Balance</b>				-	
Dec 4, 2024	Cintas 56036	Cintas 56036	25487	(1,212.04)	203600 - EDUCATION & TRAINING SUPPLIES
Dec 4, 2024	Jorgernson Co 48104	Jorgernson Co 48104	25492	(356.06)	289900 - OTHER OPERATING EXPENSE-SERVICE (Yrly Fire Extinguisher Inspection)
Dec 4, 2024	SSWD 36568	SSWD 36568	25500	(156.67)	219800 - WATER
Dec 4, 2024	SSWD 36568	SSWD 36568	25499	(2,660.01)	219800 - WATER
Dec 4, 2024	Fast Break 37998	Fast Break 37998	25490	(195.00)	298700 - GS TELEPHONE SERVICES
Dec 4, 2024	PG&E 1383	PG&E 1383	25494	(279.23)	219200 - NATURAL GAS/LPG/FUEL OIL
Dec 4, 2024	SSWD 36568	SSWD 36568	25498	(1,222.64)	219800 - WATER
Dec 4, 2024	Calpers 521	Calpers 521	25485	(914.28)	121000 - RETIREMENT - EMPLOYER COST
Dec 4, 2024	Rauls Tree Care 69419	Rauls Tree Care 69419	25496	(800.00)	210300 - AGRICULTURE/HORTICULTURE SERVICE
Dec 4, 2024	Rauls Tree Care 69419	Rauls Tree Care 69419	25495	(2,500.00)	210300 - AGRICULTURE/HORTICULTURE SERVICE
Dec 4, 2024	CAPRI 8761	CAPRI	25486	(2,892.00)	124000 - WORKERS COMP INS - EMPLOYER COST
Dec 4, 2024	Orbit Station 33714	Orbit Station 33714	25493	(93.01)	223600 - FUEL & LUBRICANTS
Dec 4, 2024	Sacramento County Utilities 666	Sacramento County Utilities 666	25501	(307.87)	219500 - SEWAGE DISP SVC
Dec 4, 2024	Umpqua CC 71085	Umpqua CC 71085	25504	(3,756.95)	291700 - GENERAL SERVICES ALARM SERVICES, 227504 - MISCELLANEOUS and 6 more
Dec 4, 2024	GSRMA 29229	GSRMA	25491	(147.42)	123000 - GROUP INS - EMPLOYER COST
Dec 4, 2024	SMUD 4025	SMUD 4025	25502	(1,127.01)	219100 - ELECTRICITY
Dec 4, 2024	Cintas 56036	Cintas 56036	25488	(132.74)	232200 - CUSTODIAL SUPPLIES
Dec 4, 2024	Republic Services 57909	Republic Services 57909	25497	(189.90)	219300 - REFUSE DISPOSAL
Dec 4, 2024	Cintas 56036	Cintas 56036	25489	(132.74)	232200 - CUSTODIAL SUPPLIES
Dec 7, 2024	Calpers 521	Calpers 521	25312	(572.63)	121000 - RETIREMENT - EMPLOYER COST
Dec 13, 2024	SSWD 36568	SSWD 36568	25514	(746.02)	219800 - WATER
Dec 13, 2024	SSWD 36568	SSWD 36568	25513	(1,425.77)	219800 - WATER
Dec 13, 2024	SSWD 36568	SSWD 36568	25512	(172.34)	219800 - WATER
Dec 13, 2024	Calpers 521	Calpers 521	25507	(401.00)	121000 - RETIREMENT - EMPLOYER COST



DATE	CONTACT	DESCRIPTION	REFERENCE	GROSS	RELATED ACCOUNT
Dec 13, 2024	Calpers 521	Calpers 521	25505	(562.15)	121000 - RETIREMENT - EMPLOYER COST
Dec 13, 2024	SMUD 4025	SMUD 4025	25515	(814.27)	219100 - ELECTRICITY
Dec 13, 2024	Comcast 12322	Comcast 12322	25510	(171.16)	298700 - GS TELEPHONE SERVICES
Dec 13, 2024	Comcast 12322	Comcast 12322	25509	(171.16)	298700 - GS TELEPHONE SERVICES
Dec 13, 2024	Cintas 56036	Cintas 56036	25508	(30.82)	244400 - MEDICAL SUPPLIES
Dec 13, 2024	County of Sac Voter Reg 14912	County of Sac Voter Reg	25511	(2,061.00)	281700 - ELECTION SERVICES
Dec 13, 2024	Calpers 521	Calpers 521	25506	(74.33)	121000 - RETIREMENT - EMPLOYER COST
Dec 15, 2024	Payroll and Taxes	Payroll and Taxes		(10,384.20)	111000 - SALARIES & WAGES - REGULAR EMPLOYEES, 122000 - OASDHI - EMPLOYER COST and 2 more
Dec 19, 2024	CAPRI 8761	CAPRI	25520	(43,900.00)	205100 - INSURANCE - LIABILITY
Dec 19, 2024	PAPE 18032	PAPE 18032	25521	(5,061.57)	221100 - CONSTRUCTION EQUIPMENT MAINTENANCE, 221200 - CONSTRUCTION EQUIPMENT MAINTENANCE
Dec 19, 2024	Calpers 521	Calpers 521	25518	(409.75)	121000 - RETIREMENT - EMPLOYER COST
Dec 19, 2024	Calpers 521	Calpers 521	25517	(858.23)	121000 - RETIREMENT - EMPLOYER COST
Dec 19, 2024	Calpers Health 12733	Calpers Health 12733	25519	(3,538.78)	123000 - GROUP INS - EMPLOYER COST, 128000 - HEALTH CARE - RETIREES and 1 more
<b>Total - 339A FY 2024-2025</b>				<b>(90,430.75)</b>	
<b>Closing Balance</b>				<b>-</b>	
<b>Total</b>				<b>(90,430.75)</b>	

# Income Statement (Profit and Loss)

Arcade Creek Recreation and Park District  
For the month ended December 31, 2024

DEC 2024

## Income

BLDG RENTAL OTHER (Cell Tower 55,325.04 +Rentals)	10,103.34
RECREATION SVC CHGS	240.00
STATE AID OTHER MISC PROGRAMS	720.00
<b>Total Income</b>	<b>11,063.34</b>

## Gross Profit

11,063.34

## Operating Expenses

AGRICULTURE/HORTICULTURE SERVICE	3,300.00
BUILDING MAINTENANCE SERVICE	70.00
CELL PHONES	78.04
CONSTRUCTION EQUIPMENT MAINTENANCE	2,100.00
CONTRUCTION EQUIPMENT MAINTENANCE	2,961.57
CUSTODIAL SUPPLIES	265.48
EDUCATION & TRAINING SUPPLIES	1,212.04
ELECTION SERVICES	2,061.00
ELECTRICITY	1,941.28
EXPENDABLE TOOLS	107.52
FUEL & LUBRICANTS	185.01
GENERAL SERVICES ALARM SERVICES	1,141.00
GROUP INS - EMPLOYER COST	157.90
GS TELEPHONE SERVICES	537.32
HEALTH CARE - RETIREES	189.60
INSURANCE - LIABILITY	43,900.00
Insurance Clearing	3,338.70
MEDICAL SUPPLIES	30.82
MISCELLANEOUS	156.50
NATURAL GAS/LPG/FUEL OIL	279.23
OASDHI - EMPLOYER COST	736.77
OFFICE SUPPLIES	9.69
OTHER OPERATING EXPENSE-SERVICE (Yrly Fire Extinguisher Inspection)	356.06
OVER-TIME WAGES (if needed)	121.32
REFUSE DISPOSAL	189.90
RETIREMENT - EMPLOYER COST	3,792.37
SALARIES & WAGES - REGULAR EMPLOYEES	9,509.91
SEWAGE DISP SVC	307.87
SUI INS - EMPLOYER COST	16.20
WATER	6,383.45

DEC 2024

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WORKERS COMP INS - EMPLOYER COST	2,892.00
<b>Total Operating Expenses</b>	<b>88,328.55</b>
<hr/>	
<b>Operating Income</b>	<b>(77,265.21)</b>
<hr/>	
<b>Net Income</b>	<b>(77,265.21)</b>

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



**ARCADE CREEK RECREATION & PARK DISTRICT  
POLICY COMMITTEE MEETING  
MINUTES**

**Monday, January 6, 2025 at 5:45pm**

ACRPD District Office Conference Room  
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**

**CALLED TO ORDER AT: 6:25pm by Travis Dworetzky**

**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. PUBLIC COMMENT (Agenda Items Only)**

*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. Any person may address the committee; however, any matter that requires action will be referred to staff and/or committee/Board of Directors for a report and action at a subsequent meeting.*

**COMMENTS/GUESTS: No comments made by the public.**

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

a. Discussion and recommendation on proposed ACRPD Board of Directors Policy updates

b. Discussion and recommendation on the proposed 2025 Policy Committee calendar

**5. BOARD OF DIRECTORS AND STAFF'S COMMENTS**

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

**6. ITEMS FOR NEXT MEETING**

**Set February 2025 meeting with new committee members and establish plan and calendar of 2025 meetings.**

**7. ADJOURNMENT**

**MOTION TO ADJOURN:  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**

**ADJOURNED AT: 8:05pm**

**DRAFT**

**ADA Compliance Statement**

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**Release of Board Package Documents**

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## 5. a. General Manager's Report



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

**STAFF REPORT**

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**DATE:** 1-16-2025  
**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:
  - 12/18 – Staff attended CALPERS onsite training session.
  - 12/23 – Staff held a team building game day and meeting. Staff also took a few group photos (see attached), shared District ideas for the upcoming year, and enjoyed bagels.
  - 1/6 – Policy Committee met and discussed options moving forward with regards to updating the Districts Policies.
  - 1/7 – Staff spoke with legal regarding property lines, down trees and residents, as well as full-time staff evaluations.
  - 1/8 - Met with Kya representatives regarding asphalt, tennis, pickleball, basketball, and potential ADA compliance work. Awaiting to receive quotes.
  - 1/9 – Staff met with the General Manager of Cordova Recreation and Park District for bi-monthly mentee/mentor support.
  - Staff have started updating ACRPD’s website and linking new emails, Board of Directors, county resources, social media accounts, and other pertinent information. Please note that at February’s meeting, staff would like to take photos of Board members for our website, as well as a short bio online.
  - Staff are continuing to convert and enter our financial software to Xero. The process has been relatively simplistic however time consuming. Staff are very pleased with the system so far and the wide range of additional features.
  - New park signs have been finalized and ordered. Staff will start installing the new signage at all parks in the upcoming weeks.
- Parks:
  - Hamilton Street Park (HSP)
    - Community Center
      - The large rental room is in desperate need of siding replacement due to dry rot and woodpeckers living in the walls. Staff are collecting quotes and discussing available options for repair.
      - Rentals – Staff are continuing to update various rental forms and compiling research for fee adjustments to propose to the Board of Directors.
    - District Office
      - Staff is still awaiting SMUD contact to respond regarding HSP and ACP



- lighting assessments.
- Restroom
  - The women's restroom stall partition has been delivered and will be installed by ACRPD staff by the end of the month.
- General
  - Crime Alert has offered to add an electrical connection, at no charge to the District, for the pickleball court cameras given the inadequate solar available.
- Arcade Creek Park (ACP)
  - Restroom –Staples Construction is finalizing the restroom project with electrical being the only remaining item needing county approval.
  - North State Lighting – has installed solar lighting at the tennis court however the lighting is not as bright as anticipated therefore the company will be looking into options to correct this. The picnic tables, benches, and trashcans ordered by North State Lighting were delivered over the holidays. Staff greatly appreciate Lori and Matt with North State Lighting for helping make ACP a more inviting park. Staff will be planning a community service day to help put these items together.
  - Staff have acquired a couple of quotes for a mobile solar security trailer to be temporarily parked next to the ACP restroom, when first open. Staff are still discussing security options to ensure the park's new asset will be protected.
- Oakdale Park
  - 12/19/24 - Staff and Board Director Harris met with the Principal and Vice Principal of Oakdale Elementary School. Topics discussed included Oakdale Elementary School needs/requests, concerns/problems, security, amenities, irrigation, and community outreach.
- General Information:
  - Requests
    - Board of Directors to schedule both a Finance and Policy Committee meeting between now and 2/20/2025 meeting.
  - Reminders
    - 1/29/25 - CARPD Board Member Orientation via Zoom
    - Form 700 – DUE by 1/17/2025 – late fees will be incurred after 1/17



8. a. VOTE - Board of Director Officers 2025



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

**STAFF REPORT**

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**DATE:** 1-16-2025  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** VOTE Board of Director Officers for 2025  
**ITEM TYPE:** ACTION

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**RECOMMENDATION**

Staff recommends that the Board of Directors nominate and elect Officer positions individually, through three (3) separate actions. Board of Directors, while nominated by a fellow Board member, shall only be approved by the Board's majority vote.

**SUMMARY**

ACRPD Board of Directors historically has implemented an election of officer positions at the beginning of a new election term, typically in December or January. Board Officers serve for a period of one (1) year and until the election of their successors.

**ANALYSIS**

Officer Duties

- Chairperson: The Chairperson presides at all meetings of the Board of Directors; appoints committees; calls special meetings when they may be deemed advisable; executes approved documents on behalf of the full Board; and acts as a liaison between the Board and the public when circumstances warrant.
- Vice-Chairperson: In the absence or disability of the Chairperson, the Vice-Chairperson retains all of the Chairperson's authority and performs the duties of the Chairperson.
- Treasurer/Secretary: The Board Treasurer/Secretary primarily attests to actions (signs documents) along with the Chairperson and serves as lead on the Finance Standing Committee.

**RESULT OF RECOMMENDED ACTION**

The outgoing Chairperson may pass the responsibilities to the incoming Chairperson at the conclusion of the elections; the incoming Chairperson will then run the remainder of the January Board meeting.

**MOTION OPTIONS (ROLL CALL VOTE)**

"I nominate Director \_\_\_\_\_ to serve as Chairperson of the Board of Directors for a term of one (1) year and until the election of a successor."

"I nominate Director \_\_\_\_\_ to serve as Vice-Chairperson of the Board of Directors for a term of one (1) year and until the election of a successor."

"I nominate Director \_\_\_\_\_ to serve as Treasurer/Secretary of the Board of Directors for a term of one (1) year and until the election of a successor."

8. b. VOTE - Board of Director  
Committee Assignments



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

**STAFF REPORT**

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**DATE:** 1-16-2025  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** VOTE – Board of Director Committee Assignments  
**ITEM TYPE:** ACTION

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**RECOMMENDATION**

The Board Chair shall appoint Standing and Ad Hoc Committees as deemed necessary or advisable by himself/herself and the Board. Committee members, while nominated by the Chair, shall be approved by the Board's majority vote. The duties of the Ad Hoc Committees shall be outlined at the time of the appointment, and the Ad Hoc Committee shall be considered dissolved when its final report has been made.

**SUMMARY**

All business requiring further study shall be referred to the proper committee for report and recommendations to the entire Board for action. Action recommended by a committee shall not be considered binding or represent the entire Board of Directors' position on the matter in question. All committee meetings shall provide a report to the Board of Directors for full Board review. A Standing Committee is a permanent, ongoing subcommittee established to address specific issues regularly, while an Ad Hoc Committee is a temporary, special-purpose committee established to handle specific tasks. All meetings of Standing Committees shall conform to Government Code 54950 (the Ralph M. Brown Act) and other applicable open meeting laws and will have a posted agenda inviting public attendance and participation. Per Government Code 54952 (b), Ad Hoc Committees are exempt from the Ralph M. Brown Act.

**ANALYSIS**

Committee appointments typically last for a term of one (1) year, or until revised through a majority vote of the Board.

- Finance Committee – Two members of the Board of Directors are appointed to this Standing Committee to review fiscal operating budgets, revenue and expenditures, assessment of District funding, audits, and revenue ballot measures.
- Policy Committee – Two members of the Board of Directors are appointed to this Standing

Committee to review and make recommendations regarding District policies.

**MOTION OPTIONS (ROLL CALL VOTE)**

***Chairperson:***

1) "I nominate Directors \_\_\_\_\_ and \_\_\_\_\_ for the Finance  
Standing Committee for the 2025 term."

2) "I nominate Directors \_\_\_\_\_ and \_\_\_\_\_ for the Policy  
Standing Committee for the 2025 term."