



BOARD OF DIRECTORS ANNUAL RETREAT and SPECIAL CALLED MEETING (if needed)
FEBRUARY 24, 2018 AT 9:00 A.M.
MARGI HERZOG COMMUNITY CENTER LARGE ROOM
4855 HAMILTON STREET SACRAMENTO, CA 95841

AGENDA

1. **Call to Order and perform Roll Call** (Chair Rosales)
2. **Announcements** (Administrator Fraher)
3. **Public Comment** – this is the opportunity for members of the public to address the Board on any topic within the Board’s jurisdiction NOT listed on the agenda. The Board will take comments only, but cannot act upon any item not listed on the Agenda. **Each speaker will be limited to five minutes of time.**

The Board will not receive comments relating to District Personnel during this time. These comments must be made in writing to the District Administrator and in the case of the District Administrator made in writing to the Chairperson of the Board. **Questions about the daily operation of the park district should be directed to the Administrator during normal working hours when possible.**

Comments related to a specific item on the agenda will be received by the Board at that time during the meeting.

Members of the public may gain recognition by registering with the Secretary to the Board prior to the start of the meeting or by raising their hand to be recognized by the Chairperson of the Board at the time they wish to speak, and public comment is welcomed. **Public Comments will not be received once the Board Chair close the Public Comment period.**

4. **Called Meeting Items**
 - a. Consider awarding contracts for fencing and Phase I concrete work as part of the Arcade Creek Improvement Project
 - b. Discuss replacement process for Board member resignation(s).
5. **Discussion** (an opportunity for Board members to request items to be placed on future agendas)
6. **Adjournment of the meeting.** The next Board meeting will be held on March 15, 2018 at Hamilton Street Park - 4855 Hamilton Street, Sacramento, CA 95841.

RETREAT DISCUSSION TOPICS

*Topics are for Discussion only, to provide direction to staff, no Board Action will be taken

- 1** Discussion and creation of an ADA Transition Plan
 - a.** Consider developing an RFQ for an ADA Contractor to develop and manage a multi-year contract (length to TBD) for the creation and implementation of the projects identified in the contract years.
- 2** Discuss the Arcade Creek Recreation and Park District general operations
 - a.** ACP Fund raising campaign plan of action
 - b.** Report on the Jo Smith Nature Trail Pedestrian Bridge Project
 - c.** Create a list of projects that the District will complete with the Park Bond (Prop. 68) if approved by the voters in June
- 3** Create a FY 2018-19 Budget Priorities Outline giving direction to staff
- 4** Prioritize on the deferred maintenance list, and develop a timeline for addressing these items
- 5** At approximately 1:30 p.m. the Board will begin a walk-through Park facilities tour, beginning in Hamilton Street Park, then proceeding to Oakdale Park and on to Arcade Creek Park.
- 6** Adjournment

NOTICE

Where proper or considered necessary, the Board may act on any item listed on the Agenda; including items listed as information items. Public documents relating to any open session item(s) listed on this agenda that are distributed to a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the District's Office at 4855 Hamilton Street, Sacramento, CA 95841.

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a related modification or accommodation to participate in this meeting, please contact the Arcade Creek Recreation and Park District office at (916) 482-8377. Requests must be made as early as possible, and at least one full business day (24-hours) before the start of the meeting.

The Agenda is posted on the District's website (www.acrpd.com), are electronically mailed to residents whom have requested an electronic version, and are posted for public inspection on the bulletin board just outside the District Office's front door. A full hard copy is available at the front desk a minimum

MEETING DATE: February 24, 2018

ITEM # 4 a

SUBJECT: Consider awarding separate contracts;
1. For fencing for the off-leash dog park and
2. Concrete work and an accessible path of travel for the Arcade Creek Park Improvement Project

Initiated or requested by

Report coordinated or prepared by:

- Board
- Staff
- Other



Stephen Fraher, District Administrator

Attachment Yes No Information Direction Action

Objective:

Receive a list of quotes for fencing and concrete work and consider the staff recommendation to award construction contracts for each item.

Recommended Action:

Award a contract to Rio Linda Fence Company to erect the new off-leash dog park fence at Arcade Creek Park.
Award a contract to BRW Concrete for concrete work for new pathways at Arcade Creek Park.

Background

- These are the second and third items of development for the Arcade Creek "SPARKLE" Improvement Project
- Planning for this project has been discussed and considered since October 2015
- Fund raising from the community and from Park District Funds totals \$55,000.00 to date

Analysis

- Through community input and investigation having an enclosed area where responsible pet owners can let their dogs play freely was found to be a need for the District. Fund raising continues for the overall effort. It is hoped that positive first steps will generate more community interest and financial commitments to fund the entire project to completion.
- Making sidewalk improvements and new pathways will improve the accessibility of the park and meet several of the goals named in the accessibility study completed in June 2016.

Alternatives:

- Wait until fund raising is complete
- Have the contract for all improvements be performed turn-key which is cost prohibitive to the District
- Don't do anything and leave the park as it is

Coordination and Review

- Project committee, public input meetings, staff time and work, staff obtaining quotes, staff did layout design

Budget/Cost Impact

- \$ 11,113.83 to Rio Linda Fence Company
- \$ \$15,580.00 or \$24,875.00 to BRW Concrete
- Total Option A \$26,693.83 or Option B \$35,988.83

Attachments:

- Copy of the list of quotes
- Staff written recommendation
- Copy of each Contract Agreement

MEETING DATE: February 24, 2018

ITEM # 4 b

SUBJECT: Consider process to name a replacement for the soon to be vacant Board seat

Initiated or requested by

Report coordinated or prepared by:

- Board
- Staff
- Other



Stephen Fraher, District Administrator

Attachment Yes No Information Direction Action

Objective:

To discuss and give direction to staff in finding a replacement for Tim Rosales when he officially resigns because of his upcoming move outside of the District Boundaries. Also, to discuss how to fill the soon to be vacant Board Chair position.

Recommended Action:

Advise staff on how to go ahead in bringing interested individuals to the Board's attention for appointment to fill out the rest of this term of office November 2018.

Background

- Tim has told the Board and staff, that he and his family will soon be moving outside of the District Boundaries
- The Board has sixty (60) days to appoint a replacement from the effective date of the resignation
- This position is up for election in November 2018 (8 months away)
- Staff will report on their investigation into what may be done

Analysis

- Tim joined the Board in 2014 and has served as Chair of the Board since January 2016
- A replacement will serve out the rest of this term (8 months max) and must file for election in July
- Staff will report on if the District is compelled to finding a replacement, or if the District may run with four (4) Board Members until December 2018

Alternatives:

- Recruit and find a replacement
- Allow time to expire (60 days) and have Supervisor Peters appoint a person
- Don't do anything and leave the position vacant until December

Coordination and Review

- Staff has contacted County Elections and is trying to figure out if filling the spot is necessary

Budget/Cost Impact

- No cost to appoint a replacement
- Cost savings of \$50/month in stipend if the position is not replaced total of \$400.00

Attachments:

- None

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- 5. Discussion** (an opportunity for Board members to request items to be placed on future agendas)

RETREAT DISCUSSION TOPICS

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- 1** Discussion and creation of an ADA Transition Plan
 - a.** Consider developing an RFQ for an ADA Contractor to develop and manage a multi-year contract (length to TBD) for the creation and implementation of the projects identified in the contract years.

<u>Item/Project</u>	<u>Projected Cost</u>
Office building ramp & walkway to entry	\$16,000.00
HSP route from office parking to RR bldg	\$20,000.00
Office parking accessible spots/routes	\$12,000.00
HSP RR renovate to accessible standards	\$45,000.00
HSP accessible parking/routes to North ramp	\$18,000.00
HSP accessible parking/routes to West ramp, playground, and restrooms	\$30,000.00
HSP accessible parking/soccer field lot	\$12,000.00
HSP accessible parking/tennis cts. & picnic shelter	\$12,000.00
Accessible route from Ham. St. to office	\$15,000.00
Accessible route from Myrtle to pathways	\$28,000.00
Picnic shelter improvements/new grill	\$12,000.00
ACP entry sidewalk from st. to park ent.	\$18,000.00
Replace and adjust CC doors to ADA std.	\$21,000.00
Sub total	\$259,000.00

RETREAT DISCUSSION TOPICS

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2. Discuss the Arcade Creek Recreation and Park District general operations
 - a. ACP Fund raising campaign plan of action
 - b. Report on the Jo Smith Nature Trail Pedestrian Bridge Project
 - c. Create a list of projects that the District will complete with the Park Bond (Prop. 68) if approved by the voters in June



COMMUNICATOR 2018

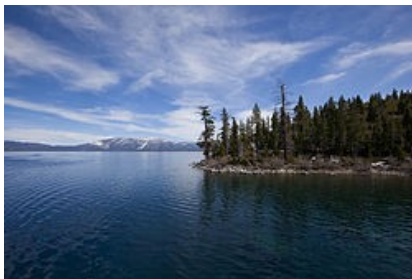
PRESIDENT'S MESSAGE



Happy New Year everyone. This again will be a very interesting year !!! From a bond measure to midterm elections, and a new Governor, it's all up and happening. My advice is to stay active, stay informed and stay involved.

One way to stay connected and keep current is to visit our website. Following CARPD's new status as a 501(c)6 the website is back up and running. You can find everything Conference related from the Awards of Distinction Application process to Electronic Registration forms at

www.carpd.net/Conference.



Below are a few highlights and reminders to come.

All hard copy forms regarding the upcoming conference have been sent out to the membership. The conference is set to take place in Lake Tahoe starting Wednesday, May 30th to Friday June 1st at the Lake Tahoe Resort Hotel. Due to our status change, members will be asked to adopt the updated/revised bylaws during our General Mem-

bership Meeting which will be held Thursday, May 31st at 9:00AM.

This year our Keynote speaker will be Mike Madrid from GrassrootsLab. There will be many interesting breakout sessions, including one on the new Marijuana Law which went into effect the first of the year and an ADA Americans with Disabilities Act session and how it relates to Park and Recreation Districts.



Well, SB5 is going to the voters this June. Although it is not the Park bill we might have all envisioned there will be a percentage of money allocated to all of our member districts. There are also some possibilities for additional grant funds. Even with the title of the Bond, "California drought, water, parks, climate, coastal protection, and outdoor access act" the target of the bond was not parks. I guess we'll take the 5 % and keep on moving forward.

Hope to see every member district in Tahoe this year.

Stay involved!!!

President, Michael Limbaugh

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BOARD OF DIRECTORS:

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Maryalice Faltings

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Al McGreehan

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Lindsay Woods
Mark Johnson
Rick Sloan
Rudy Gutierrez
Stephen Fraher

LEGISLATIVE UPDATE

On January 3rd, the California Legislature reconvened the second half of the two-year Session under a dark cloud. Allegations of a pervasive atmosphere of sexual harassment in the workplace at the Capitol led to the hiring of a special counsel and scheduling multiple hearings early in the month. Two Assembly members under investigation, Raul Bocanegra and Matthew Dababneh have resigned and a third legislator, Senator Tony Mendoza, has been voluntarily suspended. The speculation is that more Members may be implicated. A fourth member, Sebastian Ridley-Thomas, resigned from the Assembly for health reasons. The end result is the temporary loss of a 2/3 majority in both Houses for the Democrats and, perhaps, the beginning of a new enlightened era of behavior under the Dome. We shall see.

Within this altered environment the Senate selected, Toni Atkins of San Diego, to be their next leader effective on March 21st. The former Speaker of the Assembly will replace Kevin de León, co-author of [Senate Bill 5](#), the comprehensive water and park bond bill we labored so hard to enact last year.

SB 5 was signed on October 15, 2017, and now has been designated **Proposition 68** on the June 2018 Ballot. Known as the California Clean Water and Safe Parks Act, if it meets with the approval of the electorate, the measure will provide \$4 Billion to address various significant water, parks and natural resource needs of the State. Of particular note to CARPD members, Proposition 68 would provide \$285 Million for local parks with \$200 Million allocated for per capita grants for local park rehabilitation and improvement grants. Additionally, \$40 Million would be allocat-

ed to districts that have approved local park revenue measures; \$30 Million in competitive grants to regional districts and counties to enhance parks and \$15 Million in grants to cities serving a population of less than 200,000 and to counties serving less than 500,000. The bond includes many other potential sources of revenue for districts and should be analyzed in depth. For example, \$725 Million is allocated to “park poor neighborhoods.”



The Prop. 68 Campaign is already underway. We have been actively participating in Prop. 68 Coalition meetings. The Coalition has retained Rally Communications, a seasoned firm with a strong natural resource resume to manage the campaign. The Coalition has organized regional support committees to carry the message to the targeted public – those with a propensity to vote and those that traditionally support parks and green space. Endorsements are being added daily; the Coalition is producing promotional materials and will be conducting polling and focus groups soon. The overall campaign has a budget and a solid plan to win on the Ballot in June.

The other developments of note in Sacramento were the release of the Governor’s final State Budget early in the month and his Cap-and-Trade Expenditure Program last week. The Governor’s Climate Change Plan is designed to further reduce greenhouse gas emissions in several ways, including promoting zero emission vehicles, healthy and resil-

ient forests, climate smart agriculture and encouraging greater use of climate change technology solutions.

The Governor’s Budget proposes \$110 million from SB 5/Prop. 68 for multiple departments and conservancies to implement various climate resiliency projects, including \$18.6 million for the Natural Resources Agency to provide grants to local agencies to enhance and expand urban parks, mitigate urban heat islands, and develop non-motorized urban trails, and \$14.6 million for CAL FIRE to provide grants for the planting of trees in urban areas. In addition to these programs, the Cap and Trade Expenditure Plan includes the following program that integrates mitigation actions with resilience benefits:

- Transformative Climate Communities—\$25 million for the Strategic Growth Council to support neighborhood-level transformative projects that reduce GHG emissions, increase resilience, and provide local economic and health benefits to disadvantaged communities. This program provides funding for a combination of community-driven climate projects, such as transit-oriented development, water-energy efficiency installations, and urban greening, in a single neighborhood.

January 31st is the deadline for bills introduced last year to move to out of the house of origin and to the opposite house; February 16th is the bill introduction deadline for 2018. CARPD Legislative Committee members will roll up their sleeves and meet on February 22nd to review and develop positions on all the new bills of interest to the recreation and park community.

By: Russell W. Noack, Public Policy Advocates, LLC

2018 CARPD CONFERENCE



SPEAKERS

<u>Date</u>	<u>Speaker</u>	<u>Topic/Speaker</u>	<u>Time</u>
Thursday, May 31	Mike Madrid, Grassroots Lab	Keynote	10:30-11:30
	Russ Noack, PPA	Lunch: Legislative Update	12:15-1:15
	General Managers	Round Table	1:30-2:45
	Board of Directors	Round Table	1:30-2:45
Friday, June 1	Tim Mahoney, DAC	ADA	3:00-4:15
	Tim Seufert, NBS	Revenue Tool Box	3:00-4:15
	Bob May, Mainstream Unlimited	Crisis Preparedness	9:00-10:15
	Carolee Kilduff & Serena Sanders	Wrongful Termination	9:00-10:15
	Angelo, Kilday, & Kilduff Attorney's		
	Bob May, Mainstream Unlimited	Crisis Response and the Media	10:30-11:45
	Sean De Burgh, Cota Cole & Huber	Employment Law Update	10:30-11:45
	Eduardo Garcia	Lunch: SB 5 & AB18	12:15-1:15
	Kristine Kwong	Weed in the Workplace	1:30-2:45
Sloane Dell'Orto, Streamline	Special District Website Requirements	1:30-2:45	



ADDITIONAL INFORMATION

The 2018 California Association for Recreation and Park Districts (CARPD) conference is scheduled for Wednesday May 30th through Friday June 1st 2018 at the Lake Tahoe Resort Hotel.

The dates of the Conference changed slightly from last year, everything will move a day earlier and occur during the end of May. The Conference will start Wednesday and end on Friday.

Stay up to date by visiting [carpd.net](http://www.carpd.net) for everything Conference related!



CONDENSED SCHEDULE

Wednesday	May 30th	3:00pm	CARPD Board Mtg.
Wednesday	May 30th	4:00pm / 4:30pm / 6:00pm	Registration / Hotel Check In / Presidents Reception
Thursday AM	May 31st	8:00am / 9:00am / 10:30am	Breakfast / General Membership Mtg. / Conference Begins
Thursday PM	May 31st	6:00pm	Sponsors Reception
Friday AM	June 1st	8:00am / Noon / 2:45pm	Breakfast / Lunch / Afternoon Break
Friday PM	June 1st	5:00pm / 5:30pm	Social Hour / Awards Banquet

AB 168 - JOB APPLICANTS SALARY HISTORY

As of January 1, 2018, a new law went into effect prohibiting ALL employers from relying on a job applicants salary history in determining whether to offer employment and what salary to offer an applicant.

The new law creates Labor Code Section 432.3. Again, this law applies to ALL employers regardless of size. The new law prohibits ALL employers from asking about salary history whether orally, on the written application or through an agent.

The new law also requires employers to provide the "salary scale" for the position upon reasonable request by the job applicant.

There are a few exceptions to LC 432.3: 1) A prospective employer can consider an applicants pay history in determining salary to offer the applicant IF the applicant voluntarily offers their salary history without prompting. Even if an applicant voluntarily offers their salary history does not allow the employer to ask additional question

about salary history or benefits; 2) Public employers may use salary history IF the salary history is available under federal or state law

So for Recreation and Park Districts to comply with LC 432.3, they must
1) Remove questions on applications asking for salary history and
2) Train your interviewers, recruiters and others in the hiring process about the law and the requirements.

**Patrick Cabulagan,
Administrator, CAPRI**

CAPRI INSURANCE PREMIUM UPDATE

Many of our Recreation and Park District's are starting or are fully into the budgeting process. Here is the conservative outlook on the insurance marketplace and what District's can expect in rate increases for CAPRI.

Workers' Compensation. This appears to be a good year for Workers' Compensation coverage. We are expecting a flat to slight DECREASE in premium from our excess carrier, CSAC Excess Insurance Authority. This is due to the better than expected loss experience at the excess levels. It appears CAPRI's layer of WC coverage (\$0 to \$350,000) will increase slightly - 4-7%. Our past two years of claims have been favorable; however, our prior year claims have developed adversely. **Overall, we are looking at 0-5% increases in WC charges NOT including your Experience Modification Factors or increases in payroll.** If your Ex Mod Factor (losses over the last 3 years) increased from last year, then you might see a higher increase. If you have a decrease in your Ex Mod Factor, then your premium could be less than the projected 0-5% premium increase. Also, if you have an increase in payroll compared to last year then you may see an increase in premiums. For those of you in the State's WC fund, you may want to consider obtaining a quote from CAPRI for your WC coverage. We have been able to save many of our Districts 20-40% savings compared to State WC rates. Give us a call to get your WC Ex Mods.

Liability Coverage. The Excess Coverage, which is currently provided by CSAC Excess Insurance Authority, likely will see a 10-15% increases in premium to CAPRI as result of some catastrophic losses in the excess layers. The CAPRI layer of coverage (\$0 to \$1,000,000) will likely see a 5%-10% increase in premium because of low returns on investment and as a result of a number of large claims from Districts in the \$0 to \$1,000,000 layer. **Overall, CAPRI is expecting 5-15% increase in Liability; however, if you have losses in the last 5 years or your payroll increased compared to last year, you may see a higher increase.**

Property Coverage. This looks as though last year will be one of the worst years in catastrophic losses for the insurance industry. With all the hurricanes, California wildfires, worldwide earthquakes and flooding, excess property insurers are predicting 10-15% increases in property premiums. The CAPRI layer (\$0 - \$150,000) is looking at 0-5% increases in premium due to an increase in losses in our layer. We have had a few bad winters which have resulted in many claims along with a number of fire losses, which will result in a slight increase in premium. **Overall, we are expecting a 10-15% increase in property premiums.** This does not include overall increases in values or additions to your property schedule which should be taken into consideration. These are conservative estimates and will have a more accurate estimate of premium by March or April.

Patrick Cabulagan, Administrator, CAPRI



RETREAT DISCUSSION TOPICS

*Topics are for Discussion only, to provide direction to staff, no Board Action will be taken

3. Create a FY 2018-19 Budget Priorities Outline giving direction to staff

Arcade Creek Recreation and Park District

FY 2018-19

Budget Priorities Discussion Topics

- Wage increases for staff
- Marketing and public outreach
- Deferred maintenance projects
- Capital replacement savings account development

RETREAT DISCUSSION TOPICS

*Topics are for Discussion only, to provide direction to staff, no Board Action will be taken

4. Prioritize on the deferred maintenance list, and develop a timeline for addressing these items

Deferred Maintenance Items

- Exterior siding repair on office and small CC building
- Exterior painting on buildings (office, community center, park restrooms) at Hamilton Street Park.
- Repair/replace siding on Community Center Building and shop building
- Restroom partitions (new sets for HSP with doors and repair to community center)
- Arbor care (pruning and care of trees as identified in the tree survey and by the tree care master plan) create a dedicated dollar amount per fiscal year
- Resurface/stripe tennis courts, add new net systems at HSP & ACP
- Fence repairs to all fencing
- Level maintenance compound yard to increase space
- Electrical system upgrades (office, shop, community center, park festival areas, group picnic areas, etc.)
- Picnic sites, create a grill replacement plan, install non-flammable ash cans,
- Remove chains and metal post bollards at HSP **in progress**
- Install new wooden bollards as needed completed at ACP **2-8-18**
- Install new signage
- Irrigation system repairs and upgrades to ACP. Get the system completely functional in proper working order.
- Improve turf care, by aeration, top-dressing, fertilization, and replacement of sod
- Repair and improve existing amenities (horseshoe area, volleyball courts, restripe basketball courts)
- Vehicle repair and upkeep
- Purchase a stump grinder and log splitter

RETREAT DISCUSSION TOPICS

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5. At approximately 1:30 p.m. the Board will begin a walk-through Park facilities tour, beginning in Hamilton Street Park, then proceeding to Oakdale Park and on to Arcade Creek Park.