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 April 15, 2021 at 6:00 p.m.**

**Meeting conducted via Zoom Video Conference**

**Call to Order and Perform Roll Call:** Chairperson A. Vassar called the meeting to order at 6:01 pm

**Board Members Present:** Alex Vassar, Michael Hanson, Amanda Gualderama

**Board Members Absent:** Two Vacant Seats

**Staff Members Present:** Kim Cook, Juanita Petersen

**Legal Counsel Present:** No

**Auditor Present:** No

**Presentation(s):** None

**Visitor(s) That Signed In: Via Zoom –** Travis Dworetzky, Marilyn Clothier

**2. PUBLIC COMMENTS:** Marilyn Clothier requested that the tennis court net be put back up so that the group that plays pickleball may resume playing.

**3. ANNOUNCEMENTS:** None

Chairperson A. Vassar turned the meeting over to Vice-Chair M. Hanson, so that he could assist with someone attempting to join the Zoom meeting.

**4. CONSENT ITEMS:**

* 1. **Meeting Minutes:** Board Retreat 3/13/2021, Board Meeting 3/18/2021, Budget Committee 4/6/2021
	2. FY 20-21 Period 9 **Financial Reports 339A**
	3. FY 20-21 Period 9 **Financial Reports 339D**
	4. FY 20-21 Period 9 **Multi Accounts Revenue Reports**
	5. FY 20-21 Period 9 **Payroll Report**
	6. FY 20-21 Period 9 **Rental & Misc. Revenue Report**
	7. Correspondence **received and sent**
	8. **Patrol Report**
	9. Interim General Manager’s Report

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**4. CONSENT ITEMS: (cont.)**

 **Motion No. 1**: It was moved by Director A. Gualderama and seconded by Director A. Vassar to approve consent items as presented, with the exception of correcting two items on the 4/6/2021 Budget Committee minutes.

 **Motion Carried**: 3 Ayes, 0 Noes, 0 Absent, 0 Abstained, 2 Vacant

 Ayes: A. Gualderama, M. Hanson, A. Vassar

 Absent:

 Abstained:

Vice-Chair M. Hanson returned the meeting over to Chair A. Vassar

Chairperson Vassar moved Old Business 5 b ahead of 5 a

**5. OLD BUSINESS:**

**b.** Appoint qualified applicant(s) to fill the vacant Board member position(s)

**Motion No. 2**: It was moved by Director M. Hanson and seconded by Director A. Gualderama to appoint Travis Dworetzky to fill the vacated seat left by Heather Gonzalez, her term was scheduled to end 11/2024 and appoint Christopher Juell to fill the vacated seat left by Miles Constantine, his term was scheduled to end 11/22. Both appointees will serve until 11/2022.

 **Motion Carried**: 3 Ayes, 0 Noes, 0 Absent, 0 Abstained, 2 Vacant

 Ayes: A. Gualderama, M. Hanson, A. Vassar

 Absent:

 Abstained:

 Until the newly appointed Directors take the Oath of Office and physically sign the documents, they will not vote on agenda items.

**a.** Budget Committee report and proposal for FY 2021 – 2022 Preliminary Budgets

Budget committee Chairperson A. Gualderama presented the proposed Preliminary 21-22 Budget for review and discussion.

Staff was directed to have park maintenance review what hand tools may be needed to replace unsafe items currently being used. This list is to be brought back to the Budget Committee to review and see if the budget line item needs to be increased.

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**NEW BUSINESS:**

**a**. Administer Oath of Office to newly appointed Board Member(s)

The two appointees are to meet at the District Office to have the Oath of Office be Administrated by Chairperson A. Vassar.

**b**. Chairman to appoint members of District Committee assignments (Budget/Finance, District Policies)

i. Finance - Budget Committee

ii. Personnel Committee

iii. Policy Review Committee

 **Motion No. 3**: It was moved by Director A. Gualderama and seconded by Director M. Hanson to ratify the appointment of Travis Dworetzky to a position on the Finance Committee.

 The Finance Committee will consist of A. Gualderama and T. Dworetzky

 **Motion Carried**: 3 Ayes, 0 Noes, 0 Absent, 0 Abstained, 2 Vacant

 Ayes: A. Gualderama, M. Hanson, A. Vassar

 Absent:

 Abstained:

 **Motion No. 4**: It was moved by Director M. Hanson and seconded by Director A. Gualderama to ratify that Chairperson A. Vassar and Vice-Chair M. Hanson will sit on the Personnel Committee.

 **Motion Carried**: 3 Ayes, 0 Noes, 0 Absent, 0 Abstained, 2 Vacant

 Ayes: A. Gualderama, M. Hanson, A. Vassar

 Absent:

 Abstained:

 Positions on the Policy Review Committee tabled.

**c**. General Manager Recruitment

 **Motion No. 5**: It was moved by Director A. Gualderama and seconded by Director M. Hanson approve the duty statement for the General Manager position with discussed changes and begin the process of advertising.

 The Personnel Committee is to begin recruitment with the following timeline:

* Post the job description by the end of April 2021.
* Submission deadline for receipt of applications to be May 28, 2021 by 5 pm.
* Personnel Committee to review the applications.

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**NEW BUSINESS: (cont.)**

* In June 2021, hold a Special Meeting to discuss applicants and keep the Board up to date with the process.

 **Motion Carried**: 3 Ayes, 0 Noes, 0 Absent, 0 Abstained, 2 Vacant

 Ayes: A. Gualderama, M. Hanson, A. Vassar

 Absent:

 Abstained:

d. Schedule a date for a tour of District facilities by Maintenance Lead Juanita Petersen

Staff directed to reach out to the Directors to identify a date to schedule a tour and to place the dated on the Agenda.

**7. BOARD DISCUSSION**

**a.** General discussion on topics for future meetings**.**

Discuss options regarding the bollards on the perimeter of Hamilton Street Park.

Director A. Gualderama requested to have Fulton El Camino Patrol be invited to attend a future Board Meeting to inform the District of what is taking place in and around our parks.

Director A. Gualderama is the District’s representative on the Sacramento Parks Foundation and requested that Board Members promote the new emPOWERment Park Project that is being designed that is all inclusive for those with disabilities. They are currently soliciting donations.

**8. ADJOURNMENT OF THE MEETING.**

Chairperson Vassar adjourned the meeting at 7:17 pm.

The next Board of Directors meeting will be held Thursday May 20, 2021 at 6:00 pm

**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 the members of the Board of Directors less than 72 hours before the meeting is 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 take part 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 three full business days (72-hours) before the start of the meeting.

The Agenda is posted on the District’s website ([www.acrpd.com](http://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 of 72 hours in advance