

**CALIFORNIA ASSOCIATION OF RECREATION AND PARK DISTRICTS  
(CARPD)**

**MINUTES OF THE BOARD OF DIRECTORS  
MEETING ON MARCH 20, 2013**

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A meeting of the Board of Directors was held on March 20, 2013 at the CAPRI Office in Citrus Heights, California at 9:30 a.m.

**MEMBERS PRESENT:** Mike Limbaugh, President, Hesperia  
Gene Hostetler, President Elect, Rancho Simi  
Joe Gibson, Past President, Conejo (Present via phone)  
Maryalice Faltings, Secretary, Livermore Area  
Rick Sloan, Cordova  
Al McGreehan, Paradise  
Manuel “Manie” Meraz, Orangevale  
Tarry Smith, Ambrose  
Stephen Fraher, Arcade Creek

**MEMBERS ABSENT:**  
Carol Severin, East Bay

**OTHERS PRESENT:** Patrick Cabulagan, Administrator  
Bob Miller, Risk Manager  
Tara Tappan, Administrative Assistant  
Nick Schouten, Valley-Wide

**1. CALL TO ORDER**

The March 20, 2013 Board of Directors meeting was called to order at 9:57 a.m. by Board President Mike Limbaugh.

**2. ATTENDANCE**

Secretary Faltings took roll and noted that Carol Severin and Joe Gibson were absent from the meeting.

**3. AGENDA MODIFICATIONS/APPROVAL**

Al McGreehan suggested adding two items under old business: item E. Fiscal Year 2013-14 State Budget; and item F. Strategy for Contacting and Educating New State Legislators. These items would remain a constant on future agendas whether or not any discussion is needed.

*Al McGreehan made a motion to approve the agenda as modified. Manie Meraz seconded the motion. The motion passed unanimously.*

**4. PRESIDENT'S REPORT**

President Limbaugh asked the Board members if they had any questions about committee assignments or if anyone would like to change their committee assignments. Rick Sloan said that he could no longer be the CSDA Representative because the meetings are held at a time that he cannot attend. Manie Meraz volunteered to become the new CSDA Representative. Manie was appointed to the CSDA Representative position.

**5. MINUTES**

Al McGreehan and Maryalice Faltings suggested several corrections to the January 16, 2013 meeting minutes, including correcting the date of the Conference Committee Report under agenda item 10A, Board member title errors under agenda items 10C and 10B, minor grammatical errors, and indicating that no action was taken under agenda items 11F and 12F.

*Gene Hostetler made a motion to adopt the meeting minutes as amended. Maryalice Faltings seconded the motion. The motion passed unanimously.*

**6. CORRESPONDENCE**

None

Joe Gibson joined the meeting via phone at 10:08 a.m.

**7. PUBLIC COMMENTS**

Nick Schouten complimented CAPRI for their Liability and Workers Compensation programs.

**8. FINANCIAL REPORT**

**A. Financial Statement**

CAPRI has taken over the financials for CARPD and Executive Director Cabulagan presented the new financial statement to the Board. All of the financial information given to CAPRI from the previous CFO has been entered into QuickBooks and is now under the supervision of CAPRI's accountant. The Board indicated that they were pleased with the new financial report. CFO McGreehan pointed out to the Board that on page 18 of the agenda is a reflection of the budget as of the end of February and that as of the morning of the meeting CARPD had

paid the Board Strategic Planning expenditure, but that it was not reflected in the report. CAPRI had originally paid for this expenditure and CARPD reimbursed CAPRI.

CFO McGreehan noted that some of the conference expenses might go over budget, but that according to Executive Director Cabulagan this would be offset through sponsorship. Stephen Fraher asked whether it would be possible at future conferences if conference attendees and sponsors could pay by credit card. The Executive Director said that several conference attendees have also requested this and that the possibility would be investigated for future conferences.

*Maryalice Faltings made a motion to accept the Financial Statement as submitted. This motion was seconded by Gene Hostetler. The motion passed unanimously.*

## **9. COMMITTEE REPORTS/MEETINGS**

### **A. Nominations**

Board President Limbaugh presented the Board with the Nominations Committee's recommended slate of officers for the upcoming election. Committee Chair Joe Gibson discussed with the Board the positions set to expire in 2013 which include President Elect, Secretary, Director (Board Position-Rick Sloan), Director (Board Position-Vacant), and Director (Administrator Position-Tarry Smith). The Nominations Committee recommends the following individuals for the upcoming election: Rick Sloan-President Elect; Maryalice Faltings-Secretary; Director (Board Position)-Joe Gibson; Director (Board Position)-Frank Gorman; and Director (Administrator Position)-Tarry Smith.

Executive Director Cabulagan informed the Board that, once they had approved the slate of officers, he will send out the slate to the Member Districts. The Member Districts will then have the opportunity to confirm the nominees at the upcoming conference.

*Joe Gibson made a motion to approve the Slate of Officers. This motion was seconded by Gene Hostetler. The motion passed unanimously.*

### **B. Finance**

CFO McGreehan discussed with the Board the notes from the February 26, 2013 Finance Committee meeting. He mentioned that the CFO was listed as having signing authority twice and that one of the CFO entries needed to be changed to Executive Director. The outcome of the meeting was that the Finance Committee

would recommend to the Board that the President, President Elect, CFO, Secretary and Executive Director would have check signing authority with CFO oversight, as approved in the previous Board Meeting.

*No motion was required, but the Board members were in concurrence.*

### **C. Conference**

Committee Chair Hostetler and Executive Director Cabulagan discussed the notes from the March 14, 2013 Conference Committee meeting agenda with the Board. It was noted that the hotel where the conference will take place will change its name from the Embassy Suites to the Lake Tahoe Resort Hotel beginning April 1, 2013. The result of this change will be a few minor changes that will affect CARPD, but not many. One of these changes will be a somewhat reduced Happy Hour; the hotel will now provide only beer or wine and additional drinks will have to be paid for. CARPD will be providing a semi-hosted bar at the President's Reception as well as a hosted bar at the Sponsor's Reception and the Awards Banquet.

Committee Chair Hostetler also went over the conference schedule and provided an update on the number of conference registrants. There are 49 rooms reserved so far as well as 38 registrants (43 including sponsors). As well, CARPD has received \$10,000 in sponsorships thus far.

Executive Director Cabulagan asked the Board about the raffle that is planned for the conference. He wanted to know who provided prizes for previous prizes and what the funds would be used for. Maryalice Faltings and Nick Schouten explained that the funds received from the raffle are going to be awarded to a district that wouldn't normally be able to attend the conference so that they can attend the following year's conference.

Executive Director Cabulagan went over the conference schedule and discussed conference speakers with the Board. The schedule is going to be made available on the CARPD website. The roundtable sessions will be divided into two groups, general managers and board members. Maryalice Faltings discussed the possibility of formatting the roundtable sessions into a "speed coaching" event where attendees would be divided into two groups; one group made up of more experienced individuals and one group made up of new "up and coming" individuals. The groups would then line up and the more experienced group would have the chance to mentor and answer the questions of the "up and coming" group on a one on one basis for a set interval of time and then rotate to the next person. Al McGreehan suggested utilizing this format for the board member roundtable

session, but not for the general manager session. The Board decided to go with his suggestion. As well, it was decided that Maryalice will mediate and organize the board member “speed coaching” roundtable session and that Stephen Fraher and Tarry Smith, with the assistance of General Manager Consultant Joe Donofrio, will mediate and organize the general manager roundtable session.

#### **D. Legislative**

The Legislative Committee met in February and reviewed a series of bills; the three most important being Assembly Bill 5 (the Homeless Bill of Rights), Assembly Bill 265 (dog park bill), and Assembly Bill 741 (reallocation of tax dollars). CARPD anticipates that AB 5 will be shot down. AB 265 will provide liability protections to dog parks. Originally Special Districts were not included in this bill, but moving forward they will be added to the list of those protected. AB 741 proposed to reallocate tax dollars, specifically property tax dollars, from Special Districts and counties to cities. The reason for this is that there are some cities that are not getting an equal amount of tax dollars. The Legislative Committee is going to keep a close eye on this bill.

Tarry Smith proposed to the Legislative Committee that they look in to changing the formal bid process for Special Districts in regard to construction projects. Special Districts has a limit of \$25,000 before a formal bid process is required; cities and counties have a limit of \$175,000 before a formal bid process is required. Tarry would like for Special Districts to be more like cities and counties because of the high costs associated with obtaining a formal bid. The Board discussed this proposal and Al McGreehan suggested authorizing Staff to refer this issue to the Legislative Committee and Ralph Heim where they can get clarity on specific laws due to the fact that there appear to be several conflicting laws and policies. The Board Agreed with Al’s suggestion.

Joe Gibson informed the Board that he recently met with Jim Friedl, the chair of the Legislative Committee, to discuss the recommendation for Legislator of the Year. The Legislative Committee would like to nominate Senator Fran Pavley for Legislator of the year. She is a two term Senator from Southern California, she heads the Senate committee that oversees recreation and park issues, and she sits on the Senate committee for the environment. Joe describes her as being very much in tune with preserving open spaces and recreation and park districts. She also received a 100% rating with CPRS for her attitude toward parks. The Board authorized Executive Director to contact Jim Friedl to further discuss this recommendation.

*No motion was required.*

**E. Awards**

Maryalice Faltings, Chair of the Awards Committee, informed the Board that the Awards Committee has received their packets of award nomination submissions. The Committee will review the nominees, vote, and Maryalice will inform Staff who the 2013 winners are. Staff will prepare the PowerPoint presentation for the Awards Banquet.

**F. CAPRI**

Executive Director Cabulagan informed the Board that things are going well for CAPRI and that the Districts are currently going through the renewal process. The outlook for insurance renewals is that Workers' Compensation is projected to increase by 10-15% due to increased medical costs and excess insurance costs, Liability is projected to increase from 0-5%, and Property is projected to increase from 0-5%.

**10. OLD BUSINESS****A. Annual Membership Dues**

Executive Director Cabulagan reported that the Finance Committee met and presented the Board with their recommendation for the annual membership dues. The Finance Committee recommends that the dues be based on District's annual budget less capital expenses. A list of proposed dues amounts was made available in the agenda. Al McGreehan, Chair of the Finance Committee, suggested that the Board approve the recommendations as presented. If these recommendations are adopted, Staff will send out a notice of the change to the Member Districts and the official change will take place at the start of the coming fiscal year on July 1, 2013.

*Gene Hostetler made a motion that changes to the dues be approved. This motion was seconded by Rick Sloan. Mike Limbaugh, Joe Gibson, Gene Hostetler, Maryalice Faltings, Rick Sloan, Tarry Smith, Manie Meraz, and Al McGreehan voted for approval and Stephen Fraher voted against approval. The motion passed.*

**B. Website**

Executive Director Cabulagan presented the website created by Staff to the Board. The only thing that is not on the website that is planned is a members only section, containing information only accessible to CARPD members. The Board was very happy with the website. The Board approved the website and Staff will proceed with publishing the website.

**C. CARPD Logo**

Executive Director Cabulagan presented the Board with mockups of letterhead with new logo options and the Board decided on a new logo. The Logo will change over on July 1, 2013.

**D. CARPD Vacancy**

This agenda item was already discussed under 9A. No one had anything else to add.

**E. Fiscal Year 2013-14 State Budget**

Nothing was discussed, but CARPD will keep an eye on this issue over the coming months for future Board meetings.

**F. Strategy for Contacting and Education New State Legislators**

There is a large number of new legislators that need to be compiled into a list and then contacted by CARPD. The Legislative Committee will work with Staff between now and the Conference to strategize on how best to reach out to new legislators. Staff will create a sample letter that districts can send out to their legislators; as well, districts will be notified as to who the legislators in their districts are.

**11. NEW BUSINESS****A. CSDA Legislative Days**

Executive Director Cabulagan reported that CARPD is a supporter of the CSDA Legislative Days that is going to be held on May 14<sup>th</sup> and 15<sup>th</sup>, 2013. He asked the Board what kind of support CARPD usually provides for this event other than attending. The Board directed Staff to put the event information on to the CARPD website and in an email blast.

**12. CARPD CALENDAR OF EVENTS**

Executive Director Cabulagan went over the calendar of events with the Board. Staff will be working on preparing for the conference over the next couple of months, as well as getting a *Communicator* out and getting the website published. Staff will also be sending out to Member Districts letters regarding the update to the bylaws, the new slate of officers, and conference registration.

**13. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Cabulagan reported that Staff is working on preparing for the conference. He also provided an update on the General Manager Consultant, Joe Donofrio. Joe has contacted new general managers that have started in the last

year, with the exception of four, which will be contacted shortly. As well, he has worked with Staff to set up a general manager broadcast email that provides opportunities for general managers to send out questions to other district general managers and ask their advice. He will also be attending the conference so that he can take part in the New General Manager Orientation.

**14. BUSINESS ITEMS FOR NEXT MEETING**

None.

**15. CLOSING COMMENTS**

The Board would like a General Manager Consultant update to be added to the next meeting agenda.

**16. ADJOURNMENT**

The meeting adjourned at 12:00 p.m.