

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

**MINUTES OF THE BOARD OF DIRECTORS
MEETING ON January 17, 2018 at 10:30am**

A Board of Directors meeting was held on January 17, 2018 at 10:30 a.m. at the CAPRI/CARPD Offices in Citrus Heights, CA.

MEMBERS PRESENT: President, Mike Limbaugh, Hesperia
President-Elect Gene Hostetler, Rancho Simi
Secretary, Maryalice Faltings, Livermore Area
Chief Financial Officer, Al McGreehan, Paradise
David Furst, Livermore Area
Rick Sloan, Cordova
Lindsay Woods, Hesperia
Mark Johnson, Rancho Simi
Stephen Fraher, Arcade Creek

MEMBERS ABSENT: Past President, Joe Gibson, Conejo
Rudy Gutierrez, Desert

OTHERS PRESENT: Executive Director, Patrick Cabulagan
Risk Manager, Rick Richards
Administrative Assistant, Carlee Ethridge
Doug Houston, Houston Magnani & Associates
Pat O'Brien

1. CALL TO ORDER

The January 17, 2018 Board of Directors meeting was called to order at 10:22 a.m. by CARPD Board President Mike Limbaugh.

2. ATTENDANCE

Secretary Maryalice Faltings took roll and noted that Past President Joe Gibson and Rudy Gutierrez were absent.

3. AGENDA MODIFICATIONS/APPROVAL

Al McGreehan recommended to modify the agenda by adding item 12E to discuss the term for appointing a CAPRI Representative on CARPD Board.

Chief Financial Officer Al McGreehan made a motion to approve the agenda with the recommended addition. The motion was seconded by President Mike Limbaugh.

Ayes: Mark Johnson, Stephen Fraher, Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods, David Furst, and Gene Hostetler.

Noes: None.

Abstentions: None.

4. PRESIDENT'S REPORT

President Mike Limbaugh shared that January was a busy month for CARPD as there were many committee meetings that took place. Also, a guest speaker, Doug Houston with Houston Magnani & Associates, Governmental Affairs Counseling will be joining us to give an update/report on SB5.

5. BOARD OF DIRECTORS ROSTER/COMMITTEE ASSIGNMENTS

It was suggested by Executive Director, Pat Cabulagan to combine the Legislative Committee and the Legislative Advocacy Committee. President Mike Limbaugh requested to be taken off the Legislative Committees. The updated Legislative Committee is as follows: Fraher, Johnson, and McGreehan.

6. MINUTES

The Board of Directors reviewed the minutes for October 18, 2017 and found a few minor details to be changed.

Chief Financial Officer Al McGreehan made a motion to approve the October 18, 2017 minutes as amended. The motion was seconded by David Furst.

Ayes: Mark Johnson, Stephen Fraher, Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods, David Furst, and Gene Hostetler.

Noes: None.

7. CORRESPONDENCE

Stephen Fraher reported on a quarterly Meeting/Workshop being held at Carmichael offices for General Managers/Administrators.

8. PUBLIC COMMENTS

Nothing to report.

9. FINANCIAL REPORT

Chief Financial Officer Al McGreehan updated the Board on the financial statements for December 2017 and the last two quarters of the 2016 and 2017 calendar years. It was updated that all members' have paid their dues and overall the finances are looking good.

President Mike Limbaugh made a motion to accept and approve the financial report as presented. The motion was seconded by President-Elect Gene Hostetler.

Ayes: Mark Johnson, Stephen Fraher, Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods, David Furst, and Gene Hostetler.

Noes: None.

10. COMMITTEE REPORTS/MEETINGS**A. Nominations Committee**

Nothing to report.

B. Finance Committee

Nothing to report.

C. Conference Committee

The Conference Committee met on January 10, 2018 at 1:30 p.m. via teleconference to finalize the 2018 CARPD Conference. Those in attendance were: Gene Hostetler, Mike Limbaugh, Lindsey Woods, Rick Sloan and staff. The Committee reviewed the 2018 conference schedule. As directed, the Roundtables were moved to the first day. It was suggested to have conference registration start at 4:00 p.m. right before the President's reception. The Committee discussed moving the Sponsor's reception 30 minutes to 1 hour earlier so that people can get to dinner earlier etc. It was suggested Conference Registration begin at 8 a.m. on Friday June 1st. The possibility of shortening the afternoon break on Friday was discussed and moving the Awards Banquet 30 minutes earlier was suggested.

The Committee reviewed the current speakers that have been secured for the conference. Carol Jensen, local speaker from Tahoe was suggested as a potential lunch speaker. Eight out of the 11 speaker slots are filled. Pat will investigate Angelo, Kilday and Kilduff or Cota and Cole as potential speakers on the Wrongful Termination session. Also, Disaster Preparedness as a session topic was suggested. If we cannot get 3 additional sessions, it was suggested that Weed in the Workplace session on the last day would be a standalone session.

The Committee discussed the updated Conference Registration form and talked about increasing registration fees. Pat recommended increasing registration to \$265 for early registration and \$300 for late registration. It was suggested to increase Spouse/Guest lunch prices from \$30 to \$40 and dinner to \$80. The Committee reviewed the Sponsor's forms. The Committee decided to raise Sponsorship contributions. New sponsor levels increased to \$300 for Bronze, Silver - \$600, Gold - \$1,100 and platinum - \$1,600 were discussed.

D. Legislative

The Legislative Committee held a teleconference call hosted by Ralph Heim and Russ Noack of PPL December 7, 2017. It was attended by Jim Friedl, Kevin Kalman, Mike Grace, Bridgette Shearer, Elaine Freeman, Al McGreehan, Tim Berry, Dean Wetter, Brian Danzl, Brian Wilson Pat Cabulagan and Rick Richards. We discussed several bills, our position on the bills and any needed follow up or concern. After the passing and signing of SB5 by the governor, Rick Richards attended a support committee meeting with California Environmental and Energy Consulting (CALEEC) to discuss the Californians for Clean Water and Safe Parks Endorsement Form. Rick Richards attended a SB5 support teleconference hosted by the California Environmental and Energy Consulting (CALEEC). The major subject of discussion was the committee limits and non-profit reporting requirements. This memorandum provides a brief overview of the

contribution limits and reporting obligations of nonprofit organizations that we may be subject to while supporting the SB5.

E. Awards

The Awards Committee met on January 12, 2018 at 9:30 a.m. via teleconference to review the Awards of Distinction application and the Scholarship letter. Those in attendance were: Chair Maryalice Faltings; Gene Hostetler; Lindsay Woods; and staff.

The Committee reviewed the Awards of Distinction Nomination form and description. The Committee made a number of changes including: 1) eliminating Outstanding Large District, Outstanding Small District, Outstanding Technology, Social Media and Marketing, Outstanding Youth and Outstanding Senior; 2) Outstanding Volunteer and Outstanding Community Organization are non-competitive awards; 3) Outstanding Professional was changed to Outstanding Employee; 4) we are only requiring 1 hard copy and 1 electronic copy of the application; and 5) we have condensed the application process to 2 pages.

The Committee reviewed the Scholarship letter. The Committee made a few changes to the letter including adding an expectations section (that they will attend all conference sessions and paring down the letter. There will be a one submission requirement per district for Outstanding Community Organization and Volunteer Awards

F. Bylaws

Nothing to report.

G. CAPRI

Nothing to report.

H. Legislative Advocacy

Nothing to report.

11. OLD BUSINESS

A. State Budget

The Board reviewed the proposed budget update.

B. Legislative Outreach

Nothing to report.

C. CARPD Status/501(c)6

As you are already aware, we finally received our 501(c)6 exempt status for CARPD. Because of this we are working on the following (all of which are on the agenda): 1) revising our Bylaws; 2) consolidating our checking/savings account; and 3) filing a 990-tax form to the IRS and Form 199 with the State.

All the tax forms have been completed by Gilbert Accountancy (our accountants) and will be e-filed within the next week or so.

D. Executive Director 2018 Goals/Objectives

At the last Board of Directors meeting, the Board approved the Executive Director 2018 Goals/Objectives. The Board asked that we keep this item on the agenda to see how we are progressing on the goals/objectives. The Board reviewed the status of the Executive Directors goals and objectives.

E. CARPD Checking/Saving Accounts Update

Staff updated the Board on the closing of the LAIF account and the Wells Fargo Advisory Account.

Our next step to close the LAIF investment account is to draft a letter to send to LAIF asking them to close the CARPD account. The letter MUST be signed by two authorized signatures (Al McGreehan and Pat Cabulagan). The Board directed staff to send the letter to close LAIF and not wait until the end of the quarter.

We will wait to close the Wells Fargo Advisory account once the fraudulent transactions are deposited back into our account.

Mark Johnson motioned to staff to draft a letter immediately to close the LAIF account. The motion was seconded by Lindsay Woods.

Ayes: Mark Johnson, Stephen Fraher, Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods, David Furst, and Gene Hostetler.

Noes: None.

F. Possible Bylaw Revisions

Because of our new 501(c)6 tax exempt status, our tax attorneys revised the CARPD Bylaws which were reviewed and approved by the Board. Those changes need to be approved/ratified by the membership in May 2018. The Board will review the changes and provide comments to staff by February 23, 2018 so that those recommended changes can be brought to the Board for the next meeting.

G. CARPD 2018 Conference

Staff provided the Board with an update on the conference regarding speakers, sponsors, awards and scholarship.

The Board recommended that if we cannot fill all the speaker slots that we leave the last session (Weed in the Workplace) as a stand-alone session. For one of the lunch speakers it was recommended that we look at the TRPA (Tahoe Regional Planning Agency).

H. CAPRI Representative on CARPD Board**12. NEW BUSINESS****A. California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (SB 5)**

After the passing of SB 5, "California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act," CARPD needs to get the information out to

the membership on the benefits of SB5 and what it entails. We also need to educate our membership on what they can and can't do when promoting SB5.

Douglas Houston gave an overview of SB5 and how the bill pertains to our member districts. Pat O'Brien went into detail on how to legally and effectively promote the upcoming Park Bond election as well as options available to CARPD. The Board directed staff to send out a letter via email to all member districts informing them of the benefits of SB5 and how they can support the bill.

Mark Johnson made a motion directing staff to distribute the endorsement form supporting SB5 and contribute \$3,000 to aid in the passing of the bill. The motion was seconded by Secretary Maryalice Faltings.

Ayes: Mark Johnson, Stephen Fraher, Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods, David Furst, and Gene Hostetler.

Noes: None.

B. On Demand Board Training – Brent Ives

Brent Ives of BHI is developing an online/on-demand training series for Public Agency Boards and proposed that CARPD provide this online/on-demand video training series to CARPD members.

The Board expressed an interest in the video training but asked staff to obtain additional information. If there is a sample available, then the Board would like to view that. The Board was interested in offering an accreditation or certificate program for this series.

C. Districts That Are Not In CARPD

At our last Board meeting, when we were discussing the Executive Directors Goals and Objectives (increasing membership), the Board of Directors wanted to see the list of Districts that were not members of CARPD. The Board reviewed the list of non-members Districts and CSDs. The Board directed staff to send nonmember districts Registration Forms to the 2018 CARPD Conference inviting them to the Conference.

D. CARPD Contact with Public Policy Advocates (PPA)

The contract with PPA for the period of January 1, 2018 through December 31, 2018 has not changed from the year prior. All the provisions of this contract are the same as the 2017 contract including the fees.

Mark Johnson made a motion to accept the contract with PPA for the period of January 1, 2018 through December 31, 2018. The motion was seconded by David Furst.

Ayes: Mark Johnson, Stephen Fraher, Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods, David Furst, and Gene Hostetler.

Noes: None.

E. CAPRI Representative on CARPD Board

Secretary Al McGreehan made a motion to reappoint Lindsay Woods for another three-year term representing CARPD on the CAPRI Board of Directors. The motion was seconded by Stephen Fraher.

Ayes: Mark Johnson, Stephen Fraher, Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods, David Furst, and Gene Hostetler.

Noes: None.

13. CARPD CALENDAR OF EVENTS

Nothing to report.

14. EXECUTIVE DIRECTOR'S REPORT

Nothing to report.

15. BUSINESS ITEMS FOR NEXT MEETING

Nothing to report.

16. CLOSING COMMENTS

Stephen Fraher extended a thank you to the Board for all their support during the past few months. He has been back to work since November 2017. Lindsay Woods suggested a voluntary mentorship program for both established and new General Managers. The intention would be for current GM's to help with the new general manager's transition.

13. ADJOURNMENT

The meeting adjourned at 1:26 p.m.

NOTICES:

The next CARPD Board of Directors meeting is scheduled for March 21, 2018 at the CAPRI/CARPD office.