


**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE	December 17, 2024
TITLE	Approval of Proposed Revisions to Board Operating Guidelines
DIVISION	General Manager's Office
FROM	Amanda Gallo, Assistant to the General Manager Sabrina Landreth, General Manager
APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

The General Manager and the Board Executive Committee recommend the Board of Directors approve proposed revisions to various sections and appendices of the Board Operating Guidelines as proposed and written in Attachment B: Preliminary redline version of Board Operating Guidelines.

BACKGROUND

The East Bay Regional Park District (Park District) Board of Directors adopted the Board Operating Guidelines (“Guidelines”) to assist in the effective operation of the Park District; provide general guidance to the Board, management, and other Park District employees; and to provide information to the public concerning Board procedures. The Guidelines are organized into the following sections:

1. Introduction/Purpose
2. Structure of the Board
3. Board Responsibilities
4. Board Procedures
5. Financial Controls
6. Rules and Provisions for Board Member Compensation and Reimbursement for Expenses While Performing Official District Business
7. Conflict of Interest
8. Claims and Actions Against Directors, Officers, and Agents or Employees of the District
9. Legislative Services
10. Appendices.

The Guidelines are revised from time-to-time to ensure that they conform with current Park District policies and practices, as well as governmental rules and regulations. The Guidelines were last updated in February 2023. These revisions were developed through a simultaneous effort by an Ad Hoc Committee of the Board that was established to review the Guidelines and consider improvements and staff who considered revisions to the Guidelines to conform them to current law and/or practice. Certain sections of the Guidelines merited separate consideration by the Board Executive Committee and were not included in the approved round of 2023 Guidelines revisions.

Throughout 2023 and 2024, staff continued to review the Guidelines for possible improvements to

conform to current law and/or practice, efficiencies of Board procedures and meetings, and by the request of Directors. Revisions proposed for consideration by the full Board are categorized below, and in further detail in Attachment A. Attachment B displays a preliminary redline version of the Board Operating Guidelines document. These proposed revisions were presented at the November 6, 2024, Board Executive Committee, where presiding Executive Committee Directors added a few additional revisions and approved for proposed revisions for review by the full Board of Directors.

ANALYSIS

Significant Changes proposed to the Board Operating Guidelines

1. Updating text throughout document to allow for consistency in referencing terms such as: Park District and Board Directors.
2. Updating language to conform to current practice of Board procedures (Annual Board Calendar, Board Meetings, agenda structure and materials).
3. Updating language to align with Public Resources Code section 5538, which requires that the Board appoint a General Manager and a Controller. Deleting language to clarify that the AGM of Finance/ CFO and Clerk of the Board are not employees of the Board.
4. Updating language to conform with the current practice of the Board's role in managing the Park District's financial controls.
5. Updating language to clarify content included in Board Meeting action minutes, pursuant to Government Code 54953(c)(2).
6. Adding language to propose a fixed rate monthly vehicle allowance of \$350 for the Board of Directors.

It is important to note, that this monthly allowance is considered as reportable income and will be subject to federal and state tax withholdings.

7. Updating language to clarify that the General Counsel has the authority to settle claims up to \$50,000.
8. Deleting language regarding the requirement of the Board Approval of ILUDPs, LUDPs, CEQA Compliance Documents after they are presented to the Board Executive Committee, which does not reflect Staff's current practices and procedures.
9. Updating language to clarify the actions of the Legislative Program and the Board's role in recommending positions for legislative policy initiatives and interacting with partner agencies and elected officials.
10. Deleting language in Appendix A that does not reflect Staff's current procedures for the approval of mitigation proposals and agreements.
11. Updating language in Appendix B to list current standing Board Committees and Local Government Program partners as of October 2024.
12. Updating language in Appendix C to propose changes to the Park Advisory Committee's purpose, term limits, and meeting structure.

13. Updating language in Appendix E to update the General Manager's authority in entering contracts on behalf of the Park District in accordance with current practice and law.

FISCAL IMPACT

There is no fiscal impact with this report.

ATTACHMENTS

Attachment A: Summary of proposed changes, updated as of November 6, 2024

Attachment B: Preliminary redline version of Board Operating Guidelines as of November 6, 2024



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION NO. 2024 – 12 -
DECEMBER 17, 2024**

**APPROVAL OF PROPOSED REVISIONS TO THE BOARD OPERATING
GUIDELINES**

WHEREAS, the East Bay Regional Park District (“Park District”) Board of Directors adopted the Board Operating Guidelines (“Guidelines”) to assist in the effective operation of the Park District; provide general guidance to the Board, management, and other Park District employees; and to provide information to the public concerning Board procedures; and

WHEREAS, the Board Operating Guidelines require periodic updates to align with legal requirements and best practices; and

WHEREAS, the Board Operating Guidelines were most recently revised on February 9, 2023; and

WHEREAS, the Park District staff have proposed certain recommendations for revisions to allow for updates to multiple sections and appendices of the Board Operating Guidelines; and

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the East Bay Regional Park District hereby authorizes staff to revise the Board Operating Guidelines as presented to the Board on December 17, 2024; and

BE IT FURTHER RESOLVED, the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director _____, and seconded by Director _____, and adopted December 17, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: