



2025 Board Calendar

**Regular Meeting of the Full Board of Directors
October 01, 2024**

Background – Hallmarks of Good Government



- The Board Calendar frames the Park District’s legislative process to align agenda planning for necessary policy actions by the Board of Directors to advance mission delivery
- 2023 - interim practice
- June 05, 2024 Board Executive Committee + June 10, 2024 Informational Memo introduced proposed planning framework to “*Build a 2025 Board Calendar Together*”
- Planning Framework encapsulates **Key Principles, Shared Goals, Collective Decision-Making Process, and Pathways for Meaningful Engagement** by key stakeholders – Public + Board of Directors + Executive Team



Building the 2025 Board Calendar Together

Board Executive Committee Meeting of June 05, 2024



Board Calendar



2025

- Proposes a total of **86 public meetings** of the Board of Directors, inclusive of regular meetings, standing committees meetings, and special meetings
- Consists of 40% of the entire 2025 year
- Prioritizes and resolves scheduling conflicts for Park District advocacy events consisting of additional meetings over seven days
- Incorporates Park District observed Holidays
- Incorporates a summer recess in the month of July

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Board Calendar



2025

- Board Calendar serves as a base to build the second tier of **74 Park District meetings** + special events proposed for 2025 requiring the participation of Board Members:
- 14 Ward Site Visits with individual Board Members
- 10 Interagency Meetings with elected officials
- 50 Local Government Meeting with up to two Board Members

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Regular Meetings of the Full Board



- Responsive to 2025 Board Calendar Survey – standing schedule remains as 1st and 3rd Tuesdays of the month
- One meeting in the month of January
- One meeting in East Contra Costa County in the month of June
- Responsive to Board Executive Committee - one additional meeting on June 24 (as a placeholder)
- Responsive to 2025 Board Calendar Survey – shifts back the Board’s summer recess from August to July
- Responsive to 2025 Board Calendar Survey – budget hearings schedule remains with one evening public hearing in the month of December

REGULAR FULL BOARD MEETING
(1ST and 3RD Tuesday*)

11:00 am Closed Session + 1:00 pm* Open Session

January 14*	July – Summer Recess
February 4, 18	August 5, 19
March 4, 18	September 2, 16
April 1, 15	October 7, 21
May 6, 20	November 4, 18
June 3, 17 @BBVC, 24*	December 2 @6pm*, 16

**Unless otherwise noted*

Standing Board Committee Meetings



- Adheres to Board Operating Guidelines
- Responsive to 2025 Board Calendar Survey – the standing schedule remains as favored by the Board
- Responsive to feedback – the Board Executive Committee schedule was swapped with the Board Finance Committee
- Responsive to 2025 Board Calendar Survey – starting times shifted from 10:30 to 11:00 a.m.
- Responsive to 2025 Board Calendar Survey - shifts the Board’s summer recess back from August to July
- Resolves for Park District observed holidays

BOARD EXECUTIVE COMMITTEE (11:00 am, 4 th Wednesday of the month*)	
January 22	July – Summer Recess
February 26	August 27
March 26	September 24
April 30*	October 22
May 28	November 13*
June 25	December 9*

**Unless otherwise noted*

BOARD LEGISLATIVE COMMITTEE (11:00 am, 2 nd Wednesday of the month*)	
January 8	July – Summer Recess
February 11*	August 13
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10

**Unless otherwise noted*

BOARD NATURAL & CULTURAL RESOURCES COMMITTEE (11:00 am, 4 th Quarterly Tuesday*)	
February 25	
May 27	
August 26	
October 28	

**Unless otherwise noted*

BOARD FINANCE COMMITTEE (11:00 am, 1 st Wednesday of the month*)	
January 13*	July – Summer Recess
February 5	August 6
March 5	September 3
April 2	October 1
May 7	November 5
June 4	December 3

**Unless otherwise noted*

BOARD OPERATIONS COMMITTEE (11:00 am, 3 rd Wednesday of the month*)	
January 15	July – Summer Recess
February 19	August 20
March 19	September 17
April 16	October 15
May 21	November 19
June 18	December 17

**Unless otherwise noted*

Special Meetings of the Full Board



- Adheres to Board Operating Guidelines
- Responsive to 2025 Board Calendar Survey – availability was confirmed for these meetings on second attempt
- Annual Board Retreat on Jan 24, 2025
- 5 Board Study Sessions on land acquisition, trails, capital projects and Board priorities as part of budget planning
- Responsive to Board Executive Committee – three (3) Study Sessions will take place offsite
- 5 Board Site Visits (aka “Board Tours”) starting in the month of May through October
- Resolves for Park District observed holidays

BOARD SPECIAL MEETINGS: STUDY SESSIONS

(Designated Fridays)

Board Annual Retreat – January 24
Study Session on Land Acquisition – February 7
Study Session on Trails– March 7
Study Session on Capital Projects– March 28
Board Priorities Pt. 1 – April 11
Board Priorities Pt. 2 – May 2

BOARD SPECIAL MEETINGS: SITE VISITS*

(Designated Fridays)

May 9
June 27
August 22
September 19
October 17

**aka “Board Tours”*

Parks Advisory Committee



- Adherence with Board Operating Guidelines
- Responsive to 2025 Board Calendar Survey – individual Board Member’s availability will be considered for designation of Alternating Board Assignments
- Responsive to 2025 Board Calendar Survey – shifts the Board’s summer recess from August to July
- Fall field trip in the month of September
- PAC recognition event in the month of December

PARK ADVISORY COMMITTEE	
(4:00 pm, 4th Monday of the month*) <i>Alternating Attending Board Members</i>	
January 27 - Mercurio	August 25 - Ward 2
February 24 - Sanwong	September 12* Field Trip
March 24 - Coffey	September 29* - Coffey
April 28 - Echols	October 27 - Sanwong
May 19* - Waespi	November 24 - Mercurio
June 23 - Ward 4	December 8* Recognition Event
July No Meeting	

*Unless otherwise noted

Park District Annual Advocacy Events



- 2025 Board Calendar prioritizes the Park District's advocacy events
- Proactively integrates annual Advocacy Conferences in Washington and Sacramento in alignment with legislative sessions
- Proactively resolves for scheduling conflicts

2025 PARK DISTRICT ADVOCACY CONFERENCES & EVENTS	
Jan 28-29	Park District's State Advocacy Conference – Sacramento, CA
May 12 – 15 (<i>tentative</i>)	Park District's Federal Advocacy Conference – Washington, D.C.
September 26, 2024	Park District's Legislative Appreciation Luncheon – Sacramento, CA

Resolving for Scheduling Conflicts



- Flexibility exists within each individual Board Member’s choices and by operationalizing the Board Operating Guidelines in resolving for scheduling conflicts:
 1. Quorum (4/7 Full Board + 2/3 Board Committees)
 2. Board Committee Alternate
- If professional industry events may be available in 2025 at the discretion of individual Board Members in support of their role in the Park District’s legislative body (Attachment C)
- These events are considered optional in context of the Board’s primary and overall responsibility to conduct the public’s business for mission delivery through public meetings of the Board of Directors

OPTIONAL CONFERENCES		
Date	Event	Conflict w/ Board Legislative Calendar
March 18-21	CPRS Conference & Expo – Sacramento, CA*	<ul style="list-style-type: none"> ● March 18 Regular Board Meeting
April 21 - 25	CA Trails & Greenways – Pomona, CA	- no conflict
tbd	Together Bay Area Conference*	- tbd
tbd	State of the Alameda Creek Watershed Conference	- tbd
tbd	State of the San Francisco Estuary	- tbd
May 20 – 21	CSDA Special District Legislative Days – Sacramento, CA	<ul style="list-style-type: none"> ● May 20 Regular Meeting of the Full Board ● May 21 Board Operations Committee
May 21 -24	CARPD Conference – San Diego, CA	<ul style="list-style-type: none"> ● May 21 Board Operations Committee
June 9 – 12	Special Park Districts Forum – Detroit, MI	- no conflict
August 25 – 28	CSDA Annual Conference – Monterey, CA	<ul style="list-style-type: none"> ● August 26 Board Natural and Cultural Resources Committee ● August 27 Board Executive Committee
September 16 - 18	NRPA Annual Conference – Orlando, Florida*	<ul style="list-style-type: none"> ● September 16 Regular Board Meeting ● September 17 Board Operations Committee
tbd	Contra Costa County Creek and Watershed Symposium	- tbd

*Industry staff professional development event

Board Calendar



2025

- Frames agenda planning for Board policy action to advance mission delivery
- Adheres to Board Operating Guidelines Section 2 Structure of the Board; and Section 3 Board Responsibilities
- Prioritizes Park District's advocacy annual conferences
- In consultation with Board of Directors & Executive Team
- In Partnership with Board President Echols
- Reviewed by Board Executive Committee at public meetings on June 05 and Sept 04

MEETING LEGEND:	
HOLIDAYS	
FULL BOARD:	
BOARD MEETING	
BOARD SITE VISIT	
BOARD STUDY SESSION	
COMMITTEES:	
BOARD EXECUTIVE COMMITTEE	
BOARD FINANCE COMMITTEE	
BOARD LEGISLATIVE COMMITTEE	
BOARD OPERATIONS COMMITTEE	
BOARD NATURAL/CULTURAL RESOURCES CMTE	
PARK ADVISORY COMMITTEE	
PARK DISTRICT ADVOCACY DAYS:	
1/28 - 29 Park District's State Advocacy Conference Sacramento, CA	
5/12-15 Park District's Federal Advocacy Conference Washington, D.C. (tentative)	
9/26 Park District's Legislative Appreciation Luncheon Sacramento, CA (tentative)	

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Recommendation: The General Manager recommends the adoption of the 2025 Board Calendar to frame the Park District's legislative process and align agenda planning for necessary policy actions by the Board of Directors for mission delivery.

Slide 12