

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

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<b>DATE</b>	October 1, 2024
<b>TITLE</b>	Adoption of the 2025 Board Calendar
<b>DIVISION</b>	General Manager's Office
<b>FROM</b>	Dr. Ana M Alvarez, Deputy General Manager Sabriana Landreth, General Manager
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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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.

**BACKGROUND**

On November 7, 2023, the Board of Directors ("Board") of the East Bay Regional Park District ("Park District") adopted a Board calendar for the 2024 calendar year, which served as a fully integrated and comprehensive annual calendar that frames the public meetings of Park District's elected officials. The new practice of adopting an annual calendar is responsive to Board feedback received at the Board's annual retreat on April 14, 2023, which included the following areas of interests:

- Engage in a collaborative process in the formulation of an annual calendar of public meetings of Park District's elected officials.
- Enhance transparency by memorializing calendaring practices as well as posting an annual Board Calendar in the Park District's website.
- Communicate well in advance the Board Committees' standing meeting schedule for the incoming year for Board members' consideration when requesting appointments to those committees.
- Minimize the rescheduling of meetings by proactively resolving potential scheduling conflicts for prioritized events and meetings.

At the request of General Manager Sabrina Landreth and under the leadership of Board President Elizabeth Echols, staff engaged in an early process to develop a Board calendar for the incoming year designed through a strategic planning framework, as described below. On June 05, 2024, the planning framework and timelines for the development of the 2025 Board Calendar were discussed by the Board Executive Committee, inclusive of key principles; shared goals formulated from past and contemporaneous discussions with Board Members and staff on two primary topical areas: (1) improving Board meeting management and (2) feedback on the existing 2024 Board Calendar; collaborative decision-making; and meaningful engagement.

On June 10, 2024, an informational memorandum on the same was issued to the Board.

The proposed 2025 Board Calendar (Attachment A) was developed with feedback from Board Members, in consultation with Board President Echols and the Executive Team. On September 04, 2024, the Board Executive Committee made revisions and unanimously recommended the proposed 2025 Calendar.

## **Planning Framework**

- **Key Principles**

The following key principles guided the planning process in support of shared goals, which are reflective of the hallmarks of good government:

1. Engage in a collaborate and inclusive process with key stakeholders.
2. Responsive to feedback in alignment with [Park District values](#).
3. Enhance public access to information at public meetings.
4. Embrace continuous improvement to gain efficiencies in the management of public resources.

- **Goals**

The following four goals describe the intended outcomes from this year's planning process, which embrace best practices in the public sector:

1. Formulation of a calendar of public meetings conducted by Park District's elected officials through a public process in collaboration with key stakeholders.
2. Establishment of a decision-making process to prioritize Park District business in calendaring of meetings and events that require the participation of Park District elected officials and staff.
3. Memorialize through Board action the adoption of a public-facing calendar of elected officials serving the Park District
4. Publication of an adopted calendar as a foundational base for planning of other Park District events that require the participation of its elected officials (e.g. service awards)

- **Collective Decision-Making**

In alignment with key principles and shared goals, the following five-step process shepherds collaborative decision-making to ensure that decision points are not attributed to any single individual but rather considers the collective:

1. Framing the decision through clarifying questions in a survey format to define the problem or need.
2. Gathering relevant information from stakeholders from the survey and discussions
3. Generating alternatives by evaluating the options or alternatives based on key principles and shared goals.
4. Formulating a recommendation with the participation of the Executive Team and Board Executive Committee for consideration and adoption by the full Board of Directors
5. Conducting a review of the intended outcomes (evaluation on effectiveness)

- **Meaningful Engagement**

The planning process was designed to engage Board Members and members of the Executive Team in a meaningful way by listening to their perspectives early and at various stages of the process and through four different consultation channels, as noted below. This process leans into the [Park District values](#) of (1) relationships – recognizing that our greatest strengths lies in the trust, accountability, and teamwork we cultivate with one another; (2) responsiveness – committing to communicate openly, honestly, and reliably; and (3) transparency – acknowledging that we hold the public's trust through meaningful stakeholder engagement and access to timely and reliable information on decisions and performance.

1. *2025 Board Calendar Survey* - An online survey (Survey) was launched on May 31, 2024, to solicit direct feedback from Board members and members of the Executive Team, intended to gather additional insights and data representative of the groups. It was designed in a collaborative process with Executive Team members around three major areas where potential decision points lie:
  - a. soliciting availability for Special Meetings of the Board of Directors (Study Sessions and Board Site Visits – aka Board Tours)
  - b. exploring legacy interests (evening meetings, summer recess, etc.)
  - c. exploring new pathways to reach shared goals in two areas - Board Standing Committees and annual conferences – by prompting to reimagine the Board Committees’ standing schedule to gain efficiency in Board meeting management.
2. *Informational Memos* – Three informational memos were issued as part of this process to the Board and the Executive Team, and as noted below:
  - May 30, 2025 – 2025 Board Calendar Survey
  - June 10, 2025 – 2025 Board Calendar Planning Process & Timelines
  - August 15, 2024 – 2025 Board Calendar Survey ResultsInformational memos served as a reference resource at specific points in the process. They reported on progress made to ensure that stakeholders were informed and up to date. These memos included contextual information, framing of issue(s), and provided analysis that feed into larger key decision-point(s). They also provided a consultation opportunity for stakeholders in key stages of the planning process by welcoming questions and discussion on interests and/or concerns.
3. *Executive Team Meetings* – At key points in the planning and decision-making process, this item was discussed for consultation with members of the Executive Team. On August 28, 2024, the proposed 2025 Calendar was reviewed by the Executive Team in advance of the September 04, 2024 Board Executive Committee meeting.
4. *Public Meetings* – The public has an opportunity to provide feedback as part of public comment at public meetings of the Board of Directors where this item is discussed, including on June 05 and September 04, 2024.

## **ANALYSIS**

The proposed 2025 Board Calendar integrates Board of Directors feedback, communicates well in advance the time commitments required from elected officials to fulfill their roles in conducting 86 proposed public meetings and proactively resolves potential scheduling conflicts for three (3) Park District advocacy events consisting of additional meetings over seven (7) days. It adheres to the Board Operating Guidelines and maintains preferred scheduling practices.

Attachment B provides the 2025 Board Calendar At-A-Glance to visually illustrate the level of Board activity required in 2025, which in total amounts to close to 40% of the entire year – not including fourteen (14) Ward Site Visits with individual Board Members, ten (10) interagency meetings with elected officials; and fifty (50) Local Government meetings with up to two Board Members planned for the coming year.

Additionally, the proposed 2025 Board Calendar does not include professional industry events in 2025 that may be available at the discretion of individual Board Members in support of their role as the legislative body of the East Bay Regional Park District. These events are considered secondary or optional in nature 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. Attachment C provides a listing of these types of non-Park District optional events and identifies scheduling conflicts with the

Park District’s legislative calendar, which takes priority.

Per the Board Operating Guidelines, scheduling conflicts arising from individual Board Members will be resolved through quorum for meetings of the full Board of Directors; and scheduling conflicts for Board standing committee meetings will be resolved either through the appointed Board Committee Alternate or Board Committee quorum with the participation of two Board Committee members.

In the formulation of the proposed 2025 Board Calendar, Survey findings were incorporated as noted in Table I below. Also, in response to feedback received outside the Survey, the Board Executive Committee and Board Finance Committee standing schedule was swapped. Lastly, per the Board Executive Committee, an additional Regular Meeting of the Full Board of Directors was added in the month of June.

Table I

No.	Survey Finding	Proposed 2025 Calendar
1	A majority of the Board and the Executive Team favor keeping Regular Board Meetings at the standing time (11:00 a.m. Closed Session + 1:00 p.m. Open Session)	Standing times were kept. No changes.
2	The Board and the Executive Team favor keeping budget meetings at the designated times.	Standing times were kept. No changes.
3	Moving the Board’s summer recess to the month of July was strongly favored by the Board and the Executive Team.	Board’s summer recess shifted to the month of July.
4	Scheduling conflicts exist in 43% of Board Study Sessions and 60% of Board Tours.	New dates have been identified to resolve scheduling conflicts.
5	While the Executive Team strongly favors moving the Board Committee meetings to Tuesdays at 9:00 a.m. – 12:30 p.m. and 1:00 p.m. – 4:30 p.m., the majority of the Board members desires the status quo.	The standing schedule for Board Committees were kept.
6	Three additional opportunities were identified for park industry professionals and elected officials.	These opportunities have been considered and included in Attachment C.

Based on the Survey findings and on September 04, 2024, the Board Executive Committee further explored the following two issues resulting in revisions, as noted below in Table 2:

Table 2

No.	Issue	Revision
1	Starting times for Board Committee Meetings in relation to travel distance and traffic congestion by the majority of Board Members	Shifted starting time from 10:30 a.m. to 11:00 a.m. that mirrors the starting time for Closed Sessions of the Regular Meeting of the Full Board of Directors
2	Increase rotating locations to conduct Board Meetings offsite - in addition to the proposed six (6) meetings in 2025	Three (3) Board Study Sessions will take place offsite in addition to the Annual Retreat.

**FISCAL IMPACT**

There is no fiscal impact associated with this action.

**ATTACHMENTS**

- Attachment A - 2025 Board Calendar
- Attachment B – 2025 Board Calendar At-A-Glance
- Attachment C – Non-Park District Optional Conferences



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2024 – 10 -  
OCTOBER 1, 2024**

**ADOPTION OF 2025 BOARD CALENDAR**

**WHEREAS**, the East Bay Regional Park District (“Park District”) is a Special District created and operating under Division 5, Chapter 3, Article 3 of the California Public Resources Code Section 5500-5595 (“Code”) and governed by an elected Board of Directors; and

**WHEREAS**, the Code defines in part the role of the Park District’s elected officials as serving as the legislative body of the Park District in determining all questions of policy; and

**WHEREAS**, pursuant to the Board’s Operating Guidelines, the Board of Directors meets regularly to conduct the public’s business for mission delivery, including standing Board Committee meetings, Special Meetings in the form of site visits and Study Sessions; and

**WHEREAS**, Board President Elizabeth Echols partnered with staff for the development of the 2025 Board Calendar that embraces the hallmarks of good government through a planning framework with Key Principles, Shared Goals, and Pathways for Meaningful Engagement of key stakeholders, including enhancing transparency in decision-making process in the management of public meetings; and

**WHEREAS**, the Board of Directors and the Park District’s Executive Team provided feedback through an online survey and other consultation channels to develop the 2025 Board Calendar; and

**WHEREAS**, the 2025 Board Calendar frames the Park District’s legislative process to align agenda planning for necessary policy actions by the Board of Directors to advance the business of the Park District; and

**WHEREAS**, the Board Executive Committee reviewed the planning framework on June 05, 2024, and unanimously voted at its September 04, 2024 meeting to recommend to the full Board of Directors to adopt the 2025 Board Calendar;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby adopt the 2025 Board Calendar as presented to the Board on October 1, 2024; and

**BE IT FURTHER RESOLVED**, that 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 October 1, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: