

3. Approval of Out-of-State Travel for General Manager Sabrina Landreth, Directors John Mercurio, Luana España, and Dennis Waespi to Attend the 2025 Special Parks Districts Forum in Detroit, Michigan from June 9-12, 2025



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

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<b>DATE</b>	June 3, 2025
<b>TITLE</b>	Approval of Out-of-State Travel for General Manager Sabrina Landreth, Directors John Mercurio, Luana España, and Dennis Waespi to Attend the 2025 Special Parks Districts Forum in Detroit, Michigan from June 9-12, 2025
<b>DIVISION</b>	General Manager's Office
<b>FROM</b>	Amanda Gallo, Assistant to the General Manager
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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**RECOMMENDATION**

The General Manager recommends that the East Bay Regional Park District's (Park District) Board of Directors approve out-of-state travel for Directors John Mercurio, Luana España, and Dennis Waespi and General Manager Sabrina Landreth to attend the 2025 Special Parks Districts Forum at Detroit, Michigan from June 9-12, 2025.

**BACKGROUND**

The 2025 Special Park Districts Forum is scheduled for June 9-12, 2025, in Detroit, Michigan. This forum is an important informational gathering of national parks and recreation special districts. Park District Board representatives will be attending various on-site institutes, visits, and informational sessions.

The Park District has been a participant as well as host of the Special Park Districts Forum for over 20 years. The affiliation meets once per year to review the governance, administration, operations, and other aspects of special districts that are established for the purposes of creating and administering public parks, recreation, open space, and interpretive facilities. Board Members meet with Board members and commissioners of like-agencies to learn ideas, solutions, and potential impacts unique to Special Districts. These lessons learned are then returned to the Park District to review opportunities for growth and improvement.

**ANALYSIS**

The Board Operating Guidelines requires Board authorization for out-of-state travel by Board Members and the General Manager:

Section 6.3. *Travel and Incidental Expenses Incurred While Performing Official District Business*, states:

“Out of State Travel. Travel for conferences or seminars beyond the State’s boundaries by the Board of Directors, General Manager, Assistant General Manager Finance Management Services /Chief Financial Officer, and Clerk of the Board requires specific prior authorization by the Board of Directors.”

**FISCAL IMPACT**

There is adequate funding available for this travel in the adopted 2025 Budget in both departmental budgets of the Board of Directors (John Mercurio, Luana España, and Dennis Waespi) and General's Manager's Office (General Manager Sabrina Landreth).

**ATTACHMENTS**

None.



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION 2025 – 06 -  
JUNE 3, 2025**

**APPROVAL OF OUT-OF-STATE TRAVEL FOR GENERAL MANAGER SABRINA  
LANDRETH, DIRECTORS JOHN MERCURIO, LUANA ESPAÑA, AND DENNIS  
WAESPI TO ATTEND THE 2025 SPECIAL PARKS DISTRICTS FORUM IN  
DETROIT, MICHIGAN FROM JUNE 9-12, 2025**

**WHEREAS**, the East Bay Regional Park District (Park District) is a longstanding participant in the Special Park Districts Forum, held annually at different Special Park Districts across the United States and Canada; and

**WHEREAS**, the 2025 Special Park Districts Forum is being held from June 9-12, 2025, in Detroit, Michigan; and

**WHEREAS**, funding for these visits is available through the existing departmental budgets of the Board of Directors and General Manager’s Office; and

**WHEREAS**, the Board Operating Guidelines, Section 6.3 *Travel and Incidental Expenses Incurred While Performing Official District*, requires Board authorization for out-of-state travel by Board Members and the General Manager;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby approve out-of-state travel for General Manager Sabrina Landreth, Directors John Mercurio, Luana España, and Dennis Waespi to attend the Special Park Districts Forum in Detroit, Michigan as presented to the Board on June 3, 2025; 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 June 3, 2025, by the following vote:

FOR:

AGAINST:  
ABSTAIN:  
ABSENT: