

Livermore Area Recreation and Park District

Staff Report

TO: Chair Furst and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Linda VanBuskirk, Executive Assistant
Rene Venus A. Dalusong, Executive Assistant

DATE: September 25, 2024

SUBJECT: California Association for Park and Recreation Indemnity (CAPRI)
2024 Board of Directors Election - Call for Nominations

RECOMMENDATION: That the Board of Directors determine whether it wishes to nominate, by resolution, a fellow member of the Board of Directors or a management employee for election to a Director “At Large” seat on the California Association for Park and Recreation Indemnity (CAPRI) Board of Directors for the January 2025-January 2028 term.

BACKGROUND: The California Association for Park & Recreation Indemnity (CAPRI) is holding its Board of Directors Election for 2024 on **November 1, 2024**. Nominations are due October 4, 2024. To be eligible to serve on the CAPRI Board of Directors, you must be a Board Member for a member agency or a management employee of a member agency.

At this time, CAPRI is calling for nominations for two “At-Large” seats on this year’s ballot. All qualified individuals interested and willing to serve should submit a *Letter of Interest* outlining their interest and qualifications for the CAPRI Board of Directors. The Letter of Interest must be received by CAPRI by **October 4, 2024** to be considered for nomination and placement on the Ballot. Those interested in sending in a nomination should send their Letter of Interest to CAPRI via email to Matt Duarte at mduarte@capri-jpa.org or via mail to CAPRI, 1075 Creekside Ridge Drive, Suite 240, Roseville, CA 95678.

ATTACHMENT

September 4, 2024 Letter from Matthew Duarte, Executive Director of CAPRI
re: 2024 CAPRI Board of Directors Election – Call for Nominations

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1075 Creekside Ridge Drive, Suite 240
Roseville, CA 95678

Phone: (916) 722-5550
Fax: (916) 722-5715
Website: capri-jpa.org

September 4, 2024

TO: CAPRI Member Districts
FROM: Matthew Duarte, Executive Director
RE: 2024 CAPRI Board of Directors Election – Call for Nominations

Dear CAPRI Member:

Every even-numbered year, an election is held for select positions on the CAPRI Board of Directors. Of course, that means that 2024 is an election year. The Board of Directors is responsible for governance of CAPRI and its Workers' Compensation and General Liability and Property programs. This includes guidance and oversight over each self-insurance pool including risk control, claims handling, and investment management. Consistent with CAPRI's Bylaws, the CAPRI Board of Directors has called for this year's election to be held on November 1, 2024. The two seats up for election this year are "At Large" representing all of CAPRI's membership.

To be eligible to serve on the CAPRI Board of Directors, you must either be a management employee of a member agency or a Board Member for a member agency, unless appointed to one of two positions as selected by the CARPD Board. The CAPRI Board of Directors meets between 4-6 times per year depending upon the needs of the organization. While Board Members do not receive a stipend for their participation, travel expenses for Board of Directors meetings are reimbursed by CAPRI.

At this time, CAPRI is calling for nominations for the two seats on this year's ballot. All qualified and interested individuals willing to serve should send a *letter of interest* to CAPRI outlining their interest and qualifications for the CAPRI Board of Directors. The nomination and letter of interest must be received by October 4, 2024 to be considered for placement on the ballot. Please send your letter of interest to CAPRI through either of the following means:

Via Mail:
CAPRI
1075 Creekside Ridge Drive
Suite 240
Roseville, CA 95678

or

Via Email:
mduarte@capri-jpa.org

At the close of the nomination period, the ballot will be finalized and sent out to the membership. The timeline for the 2024 election is as follows:

| <u>Action</u> | <u>Date</u> |
|------------------------------|-------------|
| Notice/Call for Nominations | 09/04/24 |
| Nominations must be received | 10/04/24 |
| Ballots mailed to Districts | 10/07/24 |
| ELECTION (Ballot must be in) | 11/01/24 |

If you have any questions or comments on this or anything related to CAPRI, please do not hesitate to contact us at any time. Thank you!

Sincerely,



Matthew Duarte
Executive Director

Agenda Item 9.5**DISCUSSION/ACTION ITEMS****SUBJECT: CAPRI Board of Directors Election 2024**

BACKGROUND AND STATUS:

Under Article II of the CAPRI Bylaws, regarding elections of the Board of Directors, it reads:

"(2) Election and/or Appointment of Directors:

The Board of Directors shall consist of two directors appointed by the Board of Directors of the California Association of Recreation and Park Districts (CARPD) and five directors selected by the participating member districts. The CARPD-appointed Directors will serve indefinite terms at the pleasure of CARPD. The remaining five directors shall be elected to office for four-year terms; **two as "at large" Directors elected by the entire CAPRI membership**, and three by category from the upper, middle and lower thirds of CAPRI membership, as measured in tiers by total contributions paid in the year *before* the election....The candidates receiving the highest number of votes for available positions on the Board shall be elected in each category. All Directors (other than the CARPD-appointed directors) must be either a member of the Board of Directors or a management employee of a participating member district...

The Board shall set the time and manner of elections, to be conducted in even-numbered years; two "at large" directors to be elected in one election, and three directors from contribution tiers to be elected in the following election two years later, in a repeating process. In election years, the Board shall provide notice to the membership of election deadlines, including the deadline for receipt of nominations; shall determine which nominees meet the appropriate qualifications set forth in these Bylaws; shall thereafter publish a list of nominees to the participating member districts, and shall provide for the process of receipt and tallying of ballots. The Board may conduct elections either by an in-person membership meeting, or by mailed/mailed ballots. Ballots shall be public records of CAPRI."

The following outlines the current terms for each current Board Member:

| <u>Director</u> | <u>Position</u> | <u>Term Expiration</u> |
|-------------------------------------|------------------------|-------------------------------|
| Lorena Cervantes, Bear Mountain RPD | Middle 1/3 | 2026 |
| Colin Miller, Arden Park RPD | Lower 1/3 | 2026 |
| Jim Friedl, Conejo RPD | Upper 1/3 | 2026 |
| Jill Nunes, Cordova RPD | At-Large | 2024 |
| Mathew Fuzie, Livermore Area RPD | At-Large | 2024 |
| Michelle Lacy, Pleasant Hill RPD | CARPD | CARPD appt. |
| Dean Wetter, Valley-Wide RPD | CARPD | CARPD appt. |

At this time, the "At-Large" positions currently held by incumbents Director Jill Nunes, and Director Mathew Fuzie are up for election. Per the CAPRI Bylaws, the Board of Directors shall set the time and manner of elections. Staff recommends an election timeline as follows:

| <u>Action</u> | <u>Date</u> |
|--|--------------------|
| Notice/Call for Nominations (via mail and email) | 09/04/24 |
| Nominations must be received | 10/04/24 |
| Ballots sent to Districts (via mail and email) | 10/07/24 |
| ELECTION (Ballot must be in) | 11/01/24 |

Staff also recommends that any tie be resolved by majority vote of the CAPRI Board of Directors.

RECOMMENDATION:

Approve Staff's proposal for the time and manner of the 2024 CAPRI Board of Directors Election.

FISCAL IMPACT:

None.

REFERENCE MATERIALS ATTACHED:

- None.

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

RESOLUTION NO. 28XX

**A RESOLUTION NOMINATING _____
FOR ELECTION TO THE
CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY
BOARD OF DIRECTORS “AT LARGE” SEAT
FOR THE JANUARY 2025 – JANUARY 2028 TERM**

BE IT RESOLVED, that the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, hereby endorses and approves the nomination of _____ to the Board of Directors of the California Association for Park and Recreation Indemnity (CAPRI) for the January 2025-January 2028 term.

ON MOTION of _____, seconded by _____, the foregoing resolution was passed and adopted this 25th day of September, 2024, by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Approved this 25th day of September, 2024,

David Furst
Chair, Board of Directors

ATTEST:

Mathew L. Fuzie
General Manager and ex-officio Clerk
to the Board of Directors