

Livermore Area Recreation and Park District

Staff Report

TO: Chair Palajac and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Linda VanBuskirk, Executive Assistant
Rene Dalusong, Executive Assistant

DATE: January 8, 2025

SUBJECT: Director Attendance at 2025 Conferences

RECOMMENDATION: That the Board review and discuss their interest in attending any of the listed 2025 Trainings/Conferences or propose additional training opportunities not included in the list.

ATTACHMENTS:

- a) List of 2025 Conferences
- b) Board Policy No. 4090 – Training, Education, Conferences, Association Memberships

2025 CONFERENCES

Date	Conference Information
<p>California Park & Recreation Society CPRS Conference & Expo March 18 – 21, 2025 SAFE Credit Union Convention Center Sacramento</p>	<ul style="list-style-type: none"> • Early Bird Discount • Full Regist. prior to 11/13/24: Members - \$495 • Full Regist. prior to 1/22/25: Members - \$585 • https://www.cprs.org/education/connections
<p>Special District Risk Management Authority SDRMA Spring Education Day March 2025 California Trails & Greenways Annual CA Trails & Greenways Conference April 22 – 25, 2025 Sheraton Fairplex Hotel in Pomona</p>	<ul style="list-style-type: none"> • Event Information/Registration: TBA • www.sdrma.org/events • Registration: TBA • https://www.parks.ca.gov/?page_id=24151
<p>California Association of Recreation and Park Districts 2025 CARPD Conference May 21 – 24, 2025 San Diego Paradise Point Resort & Spa</p>	<ul style="list-style-type: none"> • Early Bird Registration <i>on/before March 14, 2025</i> - \$300 • Member Attendee Registration <i>after March 14, 2025</i> - \$325 • Additional Guest Registration (price includes all meals Awards Banquet) - \$150 • Additional Guest Registration (Awards Banquet only) - \$50 • One Day Attendee (Member & Non-Member) - \$200

2025 CONFERENCES

Date	Conference Information
<p>California Special Districts Association CSDA Legislative Days May 20 – 21, 2025 Sacramento, CA</p>	<ul style="list-style-type: none"> • https://www.caparkdistricts.org/2025-carpd-conference-hub • Registration: TBA • Home - Special Districts Legislative Days • www.csda.net
<p>California Special Districts Association CSDA Annual Conference August 25 – 28, 2025 Monterey, CA</p>	<ul style="list-style-type: none"> • Registration – TBA • Home - 2024 Annual Conference • www.csda.net
<p>California Special Districts Alliance CSDA Leadership Academy November 16 – 19, 2025 Embassy Suites by Hilton Monterey Bay Seaside, CA</p>	<ul style="list-style-type: none"> • Early Bird Registration on or before October 16, 2025: \$825 CSDA Member • Regular Registration after October 16, 2025: \$890 CSDA Member • Home - Special Districts Leadership Academy • www.csda.net

LIVERMORE AREA RECREATION AND PARK DISTRICT

BOARD POLICY MANUAL

POLICY TITLE: Training, Education, Conferences, Association Memberships
POLICY NUMBER: 4090

1. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.
2. Members of the Board of Directors may hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training and as an opportunity to promote the goals and objectives of the District.
3. It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for registration, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. (Public Resources Code 5786.29)
 - a. An amount to cover Board training, education and conference expenses, shall be designated for the Board each Fiscal Year in the District's annual budget.
 - b. Members of the Board shall not make any expenditures for training, education and/or conference expenses in excess of the amount designated in the Fiscal Year Budget.
 - c. Expenditure for training, education and/or conference expenses in excess of the budgeted amount may occur only if approved by majority action of the Board of Directors.
 - d. When away from the District while attending conferences, conventions, and meetings on official business, members of the Board shall receive per diem or reimbursement for actual expenses, as established by the Board of Directors in the District's Personnel Rules and Regulations. When reimbursement for expenses is made to a Director by another organization because of the Director's participation with that organization, the District will compensate the Director at the same rate as for a special meeting, for each day spent at the meeting or activity, provided that the organization/activity is associated with the interests of the District.
 - e. The General Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. All expenses for which reimbursement is requested by Directors, or which are billed to the District by

Directors, shall be submitted to the General Manager, together with validated receipts.

- f. Directors are encouraged and expected to practice economy for expenditures related to training, education and conferences.
4. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
5. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors are required to provide a brief report to other Board members and/or staff at a Regular Meeting of the Board of Directors.
6. All Directors and any Board-designated employees are required to comply with the provisions of Assembly Bill 1234 and complete the required ethics training and receive a certificate of completion. New Directors must complete the training within the time frame required by AB 1234. The District must keep records for five years indicating when Directors completed the training and who provided the training. (Policy 4010)
7. All Directors and any Board-designated employees are required to comply with the provisions of Assembly Bill 1661 and complete the required sexual harassment prevention training and education and receive a certificate of completion. New Directors must complete the training within the time frame required by AB 1661. The District must keep records for five years indicating when Directors completed the training and who provided the training. (Policy 4010)