



## LIVERMORE AREA RECREATION AND PARK DISTRICT

### DRAFT MINUTES

WEDNESDAY, JANUARY 9, 2019

ROBERT LIVERMORE COMMUNITY CENTER  
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

### REGULAR MEETING

7:00 P.M.

DIRECTORS PRESENT: Directors Faltings, Palajac, Pierpont, Wilson and Chair Furst

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Patricia Lord, Bruce Aizawa, Alexandra Ikeda, Jill Kirk,  
Linda Van Buskirk, Jeffrey Schneider, Bruce Aizawa, Rod Attebery

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#### 1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

Chair Furst called the meeting to order at 7:00 p.m. All Directors were present.

#### 2. PUBLIC COMMENTS None.

#### 3. PRESENTATION

##### 3.1 FOSTERING DIVERSITY

Chair Furst stated the Board will receive a presentation on LARPD's efforts on Fostering Diversity. AGM Lord acknowledged the team effort that went into providing information on each department's services programs. She introduced Alexandra Ikeda, Department Manager for Recreation who provided a detailed presentation which described how fostering diversity is a daily part of the District's organizational culture through its diverse workforce and accommodating programs offered.

- Ms. Ikeda discussed the Open Space Parks, Programs and Services, including the Open Space Nature Programs, which serve a variety of schools throughout the tri-valley and local Livermore libraries by offering educational nature programs to children who may not have the opportunity to visit open space parks.
- LARPD'S Youth Services Division serves over 1400 students a day within its preschool, ESS and PAL programs.
- Through LARPD's Senior Services Programs, the District provides social services, resources and referrals throughout the community like transportation, housing, legal services and so much more.

- A very popular program is a partnership with Open Heart Kitchen, run completely by volunteers, which provides a fresh, nutritious daily lunch and socialization with other seniors.

Ms. Ikeda further reported on socioeconomical support. As part of the District's efforts to strengthen its community image and increase cultural unity, LARPD provides a wide variety of community special events for all ages and abilities at little to no cost.

- The LARPD Foundation, which provides \$6,000 per year to our community support program, allowing participants to become eligible for classes, camps and programs at a reduced rate.
- Jr. Giants is a free, non-competitive, co-ed baseball program, which serves 120 participants annually with no registration fee.
- Promoting and educating the community on water safety is realized through the Kaiser Grant Aquatic Program which allows LARPD to offer low cost swim lessons and reduced entrance fees to its recreation program. This past year, LARPD taught 592 children how to swim through this program and served over 6,756 participants at the May Nissen Swim Center, where entrants paid 50 cents to enter recreation swim.
- In the Youth Service Programs, by collaborating with the Livermore Valley Joint Unified School District, LARPD provides staff for the BELIEVES Program, a part of the State of California Education and Safety Program.
- Two of LARPD'S signature events, include Dogtoberfest and the Children's Fair.
- Beginning this year, LARPD now offers its Activity Guide in both English and Spanish. The Spanish version is available on the website at <https://www.larpd.org/>

Diversity is more than ethnicity. It is also about socioeconomics, inclusion, accessibility, gender and age. LARPD's organizational culture encompasses all those things. By understanding our community's needs, we continue to offer high-quality recreation programs and services and experiences that are impactful and meaningful to our ever-changing and diverse community.

Board members commended Ms. Ikeda and staff for the presentation and commented about how exciting it is to see how the District is embracing diversity across all these programs and the efforts staff has put into awareness and making this such a priority.

#### **4. CONSENT ITEMS**

- 4.1 Minutes of the Regular Board Meeting of December 12, 2018
- 4.2 General Manager's Monthly Report (#72-06)
- 4.3 Resolution No. 2652, accepting the Arroyo Del Valle Trail Renovation Project at Sycamore Grove Park, Project No. 603 as complete, and authorizing the General Manager to file a Notice of Completion with Alameda County.

Director Palajac asked to pull Item 4.3 for discussion.

Moved by Director Faltings, seconded by Director Wilson, approved Items 4.2 and 4.3 of the Consent Agenda, by the following voice vote:

AYES: *Directors Wilson, Palajac, Pierpont, Faltings, and Chair Furst*  
NOES: *None*  
ABSTENTIONS: *None*  
ABSENT: *None*

Item 4.3 Arroyo Del Valle Trail Renovation Project at Sycamore Grove Park, Project No. 603

Director Palajac asked if staff could provide more information about how the project costs came in under budget by \$122,846. ASM Schneider explained that the favorability was largely associated with a lack of a need to use the contingency. Construction costs came in at \$1,013,000, with a budget of \$1,019,000. Although there were a series of change orders that went in both directions, he explained that resulted in \$5,500 worth of favorability on the construction costs. Soft costs ended up being almost \$16,000 favorable to the budget which was \$154,000. The established contingency of almost \$102,000 was not needed, resulting in \$123,000 favorable overall vs. the budget for this project.

Director Palajac commented that it is not very often that you see a project where the end result is a net decrease. She commended O'Dell Engineering for producing a good set of plans and specs, and for good project management.

In response to Director Palajac's question about what then happens to the \$123,000 savings, ASM Schneider explained that, without add alternates to consider in this project, the funds become available to be used, per guidance from the Board, with respect to prioritized project spend. The District could consider putting those funds into a reserve, which can be further discussed with the Finance Committee and then ultimately with the Board.

Chair Furst asked for public comment. No public comments were received.

Moved by Director Wilson, seconded by Director Palajac, accepted the Arroyo Del Valle Trail Renovation Project at Sycamore Grove Park, Project No. 603 as complete, and authorized the General Manager to file a Notice of Completion with Alameda County, by the following roll call vote:

AYES: *Directors Wilson, Palajac, Pierpont, Faltings, and Chair Furst*  
NOES: *None*  
ABSTENTIONS: *None*  
ABSENT: *None*

**5. DISCUSSION AND ACTION ITEMS**

**5.1 NEW JOB CLASSIFICATION – COMMUNITY OUTREACH SUPERVISOR**

Chair Furst stated the Board will consider approving the new job classification and position for full-time Community Outreach Supervisor.

AGM Lord introduced Department Manager, Youth and Senior Services, Jill Kirk, who reported that currently the Youth and Senior Services Department leadership team consists of a Department Manger (Jill Kirk), a Youth Services Supervisor, and a Recreation Supervisor. The Recreation Supervisor currently oversees the Senior Services Center and the recruitments, processing and placement of all District volunteers. If approved by the Board, the Community Outreach Supervisor position would replace the Recreation Supervisor position upon her pending retirement. The new job classification will reflect more community outreach efforts, including the role as the LARPD staff liaison for the Youth Commission. This position will serve to break down some of the barriers for families to participate in our programs, by looking at transportation, working with the Human Service Commission, and working closely with the school district, and by looking at grant opportunities. The Personnel Commission recommended approval on December 11<sup>th</sup>.

Director comments and questions included the following: Is there any change in compensation with the change in title? (No.) This job classification will continue to work with Senior Services and volunteers, adding more emphasis to community outreach. Directors are looking forward to reinvigorating the volunteer appreciation efforts.

Chair Furst asked for public comment. No public comments were received.

Moved by Director Faltings, seconded by Director Palajac, adopted Resolution No. 2653, approving the new job classification and position for full-time Community Outreach Supervisor, by the following roll call vote:

AYES:	<i>Directors Wilson, Palajac, Pierpont, Faltings, and Chair Furst</i>
NOES:	<i>None</i>
ABSTENTIONS:	<i>None</i>
ABSENT:	<i>None</i>

## **5.2 2019 COMMITTEE APPOINTMENTS**

Chair Furst announced that the 2019 board committee appointments were included in the board agenda packet and were made available to the public. He encouraged the committee chairs to be proactive and establish a meeting day and time so that any changes in assignments and/or scheduling could be made.

## **6 INFORMATION ITEMS ONLY**

### **6.1 UPDATE ON WILLIAM (BILL) J. PAYNE SPORTS PARK MASTER PLAN**

The Board received an update on the William (Bill) J. Payne Sports Park Master Plan in the board packet.

Chair Furst asked for public comment. No public comments were received.

**7 COMMITTEE REPORTS**

- 1) Director Palajac reported on the December 20, 2018 Finance Committee meeting. In response to Director Faltings' question about the Board members receiving a copy of the financial statements, ASM Schneider stated that financial statements will be reviewed monthly by the Finance Committee and can be sent to the remaining Directors as well.
- 2) Director Pierpont reported on the December 20, 2018 Program Committee meeting. He commended staff for the steps taken to include diversity efforts throughout LARPD's programs, including the new Spanish version of the Activity Guide.
- 3) Director Wilson reported on the January 2, 2019 Livermore Cultural Arts Council meeting.
- 4) Director Faltings reported on the January 9, 2019 Alameda County Special Districts Association held at ACWD in Fremont. ASM Schneider also attended the meeting. Dates to remember for upcoming ACSDA events include: May 21-22 will be the annual Special Districts Legislative Days to be held in Sacramento; the CARPD Annual Conference in South Lake Tahoe immediately follows that on May 22-24; September 25-28 will be the CSDA Annual Conference and Exhibitor Showcase in Anaheim; and the next ACSDA Annual Dinner Meeting will be held on March 28<sup>th</sup> in Castro Valley.
- 5) Chair Furst reported on the January 9, 2019 Livermore Chamber of Commerce Business Alliance meeting.

**8. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**

- 1) Director Faltings announced that today is National Law Enforcement Appreciation Day, and she expressed her appreciation to LARPD's rangers, who go through law enforcement training, and also to the Alameda County Sheriffs and City of Livermore Police Department officers.
- 2) Director Pierpont asked for an official Board discussion on the possibility of moving the Board meeting start times to an earlier time. Chair Furst suggested that Directors send their comments regarding whether or not they would like to see a change in the meeting time, to the General Manager [or the Assistant General Manager, during the GM's vacation] so that the consensus can be gathered then brought back to the Board for discussion.
- 3) Director Palajac stated that an article was posted in The Independent on December 27, 2018 on the topic of playground surfacing. The LVJUSD has decided to do all of its playgrounds with rubber safety surfacing because it provides the best accessibility for all children. She suggested that the Facilities Committee discuss this at its next meeting to see if the LARPD wants to develop a standard of having the rubber safety surfacing for its parks as well.

**9. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER**

AGM Lord made the following announcements:

- 1) Several projects have been completed in December:
  - a) Installation of the shade structures at Bothwell Park, including two cantilever style structures over the bocce ball court, and a sail style over the tot lot;
  - b) Installation of synthetic turf at Robertson Park between Fields 1 and 2.
  - c) A new online newsletter has been launched. It is accessible from the main home page of the LARPD website. This will be a monthly publication distributed to anyone who wants to opt in to receive the newsletter via email. The January issue will include a survey to gather feedback from the community on LARPD and a preferred logo design as well as additional outreach to let the public know what LARPD is all about. The survey will be open for a couple of weeks.

- 2) One of our most popular events is coming up: The Daddy/Daughter Dance will be held on February 8<sup>th</sup>. Tickets sell out quickly, so people are encouraged to purchase their tickets in advance.
- 3) Legal Counsel Attebery reminded the Board that at the last Board meeting, before the holiday break, a discussion on the Board policy manual took place. Board members were further reminded to provide any comments to Mr. Attebery immediately so that he may make those revisions and provide them to the Board for consideration at the next Board meeting.

**10. ADJOURNMENT**

Chair Furst adjourned the meeting at 7:35 p.m.

APPROVED,

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David Furst  
Chair, Board of Directors

ATTEST:

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Mathew Fuzie  
General Manager and  
Ex-officio Clerk to the Board of Directors