



Livermore Area  
Recreation and Park District  
*An independent special district*

**LIVERMORE AREA RECREATION AND PARK DISTRICT**  
**SPECIAL MEETING of the BOARD OF DIRECTORS**  
**CIP PRIORITIZATION WORKSHOP**

**DRAFT MINUTES**

**WEDNESDAY, NOVEMBER 13, 2019**

5:00 P.M.

ROBERT LIVERMORE COMMUNITY CENTER  
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

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

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mathew Fuzie, Bruce Aizawa, Fred Haldeman, Alexandra  
Ikeda, Sandra Kaya, Stacey Kenison, Jill Kirk, Patricia  
Lord, Patrick Lucky, Michelle Newbould, Frankie Rosa,  
Jeffrey Schneider, Vicki Wiedenfeld, Linda VanBuskirk

- 1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:**  
Chair Furst called the meeting to order at 5:06 p.m. All Directors were present. Chair Furst led the Pledge of Allegiance.
- 2. APPROVAL OF THE MINUTES OF THE CIP PRIORITIZATION WORKSHOP of September 11, 2019:**  
Moved by Director Faltings, seconded by Director Palajac, approved the Minutes of the CIP Prioritization Workshop of September 11, 2019 by unanimous vote.
- 3. CIP PRIORITIZATION PROCESS:**  
Chair Furst stated the Board of Directors and General Manager would hold a roundtable discussion about the CIP process from concept to conclusion. Additionally, the Board of Directors would receive updates on current and future funding sources.  
  
GM Fuzie distributed two flowcharts to guide the conversation:
  - Major Capital Improvement Project Flow Chart
  - Minor Capital Improvement Project – Under (250K) Flow Chart

Action Items:

- Project concept submittal can be done at any time.
- CIP Workshops to be held twice a year to discuss concepts and the Board would prioritize those concepts.
- Consensus is that a \$250K threshold is good, although not written in stone. It may be either lowered or raised as needed.
- Committees will be key to reviewing the various projects and built-in decision points. Then to the full Board for approval as needed.
- The Board expressed willingness to move forward with adopting this change in process.
- Next CIP workshop to be in late January/February.
- Work through the CIP Priority A, B and unfunded lists, put those into a format that is concept and include staff recommendations, which the Board can then prioritize.
- Board members would like to receive that information in advance of any workshop or meeting in order to have enough time to review and digest the information and weigh in on the unfunded items.
- Provide Board with the list as it exists today with Staff comments.

ASM Schneider distributed a packet of financial documents for discussion:

- Cash Flow Projections – General Fund and AB 1600 through June 2023
- Reserves (excluding CIP-Specific Funds) – current amounts
- CIP Results for FY 19-20 vs Budget (as of November 13, 2019)

Action Items:

- Add Sunset Park back into the list on the Cash Flow Projections page.
- Watch for Springtown development to be placed on a City Council agenda because that will affect the building of Trail T6.
- Investment management: May want to look into banking RFPs.
- Bring topic of a reserve policy change to the Finance Committee
- Find out if Assemblymember Bauer-Kahan can provide funding for LARPD parks, as she did for the cities of Dublin and Lafayette. Brainstorm at Facilities Committee with Staff. What might we ask for?
- CSDA holds a bus tour annually for staffers of legislators. HARD was on the last bus tour. We need to find out how LARPD can be a part of the next bus tour with these gatekeepers to the legislators.

- Staff to utilize the process, take the prioritization list as it exists today and marry it to the concept process. Staff to present recommendations on those concept projects.

**4. ADJOURNMENT:** The meeting was adjourned at 6:36 p.m.

APPROVED,

---

Jan Palajac  
Chair, Board of Directors

ATTEST:

---

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