

LIVERMORE AREA RECREATION AND PARK DISTRICT

FACILITIES COMMITTEE

**DRAFT MINUTES**

**THURSDAY, AUGUST 6, 2020**

**2:00 P.M.**

*NOTICE: Coronavirus COVID-19*

*In accordance with Governor Newsom's Executive Orders, members of the Livermore Area Recreation and Park District Committee Members and staff participated in this meeting via Zoom teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in this meeting electronically.*

Committee Members Present: David Furst, Jan Palajac

LARPD Staff Present: Mat Fuzie, Patricia Lord, Allie Ikeda, Jeffrey Schneider, Jill Kirk, Fred Haldeman, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Megan Eddings, Michelle Newbould, Nancy Blair, Natalie Kaaiawahia, Patrick Lucky, Sandra Kaya, Stacey Kenison, Vicki Wiedenfeld

Others Present: None

**1. Call to Order:**

Chair Furst called the meeting to order at 2:02 p.m.

**2. Public Comment:**

There were no comments from the public.

**3. Approval of the Minutes of the Facilities Committee Meeting held on July 2, 2020:**

Chair Furst asked for clarification on two items:

- On page 2, Item 5 Trail T6 Update: Please confirm if the townhome project is an "86" or "186"-townhome project. [*Executive Assistant Linda Van Buskirk later confirmed 186 is correct.*]
- Under the same heading where it states ". . . Trail T6 which will connect the Springtown area to a crossing over Interstate 580." Please specify that as the "Las Colinas Road overpass".

The minutes of July 2, 2020 were approved, with revision.

**4. Trevarno Road Sewer Assessment District: (Discussion)**

The Committee received a report from GM Fuzie that LARPD recently met with the City and they have identified the work that will need to happen plus the associated costs to repair the sewer issues on Trevarno Road. The City will advise all affected

parties (homeowners association, etc.) of the extent of work to be done, and then discussions will go from there as to whether or not the City moves forward with the creation of an assessment district. GM Fuzie believes the Board will have to weigh in as to whether or not LARPD will join that assessment district. LARPD will then supply half of the funds, approximately \$75,000, which will be reimbursed through the assessment district, if one is created. Staff will keep the Facilities Committee informed with updates as they occur.

No Committee action was taken.

**5. CIP Updates – Current and Future Projects:** (Discussion)

The Committee received a status update from Michelle Newbould, Administrative Assistant, on current CIP Project Updates included in the agenda packet.

Administrative Services Manager Jeffrey Schneider reported on the Solar Energy implementation project. Once original signatures are obtained on the Sublease and Non-Disturbance Agreement, it will go before the City Council for approval. Once approved, the District may proceed with the project.

Parks and Facilities Manager Fred Haldeman reported on Bill Clark Park. Staff is preparing to remove the compacted sand in the playground area, and replace it with engineered wood chips. Work is scheduled to begin in the fall. The playground area will then be safe and usable for the next few years until ready to replace it with new.

Member Palajac asked about the completion date for the Sunset Park Playground. Mr. Haldeman reported that the contractor is expected to have punch list items completed by August 19<sup>th</sup>. Additional fencing will be placed around the playground area. ASM Schneider reported that the District is approximately \$80K favorable on the project spend.

No Committee action was taken. The following action items were suggested:

- Chair Furst asked if staff could add a column to the CIP Project Updates report at the column labeled “Funding Source” to add the budgeted amount for each project.
  - Ms. Newbould and ASM Schneider to enhance the schedule. ASM Schneider concurred that ideally this column could show not only project to date spend, but a projection forward regarding if the project will finish under budget or not.

**6. Bicycles on the Sycamore Trail in Sycamore Grove:** (Discussion)

Chair Furst brought this item to the attention of staff after walking the trail when a bicyclist came up from behind. A nearby sign currently states “no bikes”, but it is unclear why. The Committee and staff discussed the history of the path and the potential to redesignate it once the connector trail is completed.

Community Services Manager Jill Kirk reported that this section of the park had been set aside as a quiet, contemplative slow use area of the park in terms of recreation. Historically, it had been restricted to only foot traffic, and then equestrians were allowed on the trail based upon acquisition of property by the Taylor Family from East Bay Regional Park District.

No Committee action was taken. The following action items were suggested:

- GM Fuzie to work further with the Rangers and Ms. Kirk on long term planning for the connector trail.
- Chair Furst suggested his preference would be to open it up, but he will bow to the Rangers' superior knowledge of that section of the trail and the needs of the park.

**7. Asset Management Plan: (Discussion)**

Chair Furst brought this item to the attention of staff. He expressed concern that when the AMP was originally created, it was a potentially very valuable tool and would like to know that it is being used, not shelved. He asked when the District makes changes to its assets (such as adding wood boards to the Bobcat Bridge or removing garbage cans from the parks) are these details being updated in the Asset Management Plan (AMP)?

The Committee and Staff discussed to what level of detail the AMP should be kept and the types of information that are most helpful to maintain, such as:

- When the item was installed
- Who is the manufacturer
- When will the item need to be replaced
- When was a safety inspection conducted
- Generally: How is the facility maintained

Parks and Facilities Manager Fred Haldeman responded that his staff continues to update the AMP, especially the addition of large-ticket impactful items. The AMP was intended to be a living document, and continues to be a useful operational tool.

No Committee action was taken.

**8. Update on Ordinance No. 8: (Discussion)**

Assistant General Manager Patricia Lord followed up with a brief report since this item was approved by the full Board at its June 24, 2020 meeting regarding amended park hours of operation. She thanked Chair Furst for his specific feedback, providing input on other specific entries where the District should clarify language to include "without a permit". These areas include:

- Section 702(d): This section prohibits signage in our parks - but we allow it, for example, during the Intermediate Little League tournament, so the policy should state "without a permit".

- Section 703(a): This section prohibits 'unauthorized storage' – which should be changed to simply “storage”. Since there are instances where equipment is allowed to be stored, this should state "without a permit".
- Section 1001(a): This policy states that grazing is illegal, but we have allowed it (goats in creeks, Crohare's horses in the Sycamore Grove extension, etc.) and the District even has a grazing policy. This section should be revised to state "without a permit".

The Committee recommended Staff formalize and present tracked changes to Ordinance No. 8 to the full Board for review and approval prior to the booklets being printed.

**9. Discussion/review of Facilities (i.e. The Barn, Bothwell Park and Arts Center, Veterans Memorial Building, Ravenswood, etc.) Do they meet our current and future programming/operational needs? (Discussion)**

Chair Furst stated that with COVID-19 and many District projects on hold, he would like to begin a review of the District's facilities that we own to determine if they meet our future programming needs, especially with the aftermath of COVID-19.

No Committee action was taken. The following action items were suggested:

- Over the next 4-6 months, discuss one or more of these facilities at each Facilities Committee meeting. Staff will come up with recommendations for discussion.
- Staff to develop a basic chart/matrix for each LARPD maintained building showing:
  - Who owns it? (LARPD / City / County)
  - That LARPD operates and maintains it
  - When was it acquired?
  - What are LARPD's contractual/financial obligations, agreements?
  - What is LARPD doing with current tenants who are leasing space in these facilities?
  - Please include The Merritt Building, Little House, and the RLCC.
  - ASM Schneider stated Finance should have a role in the creation of the matrix so that the numbers, acquisition dates, etc. will be consistent with what Finance shows in the Fixed Asset Data.
- Consensus was that a discussion on The Barn should come first, followed by the Carnegie Building.

**10. Matters Initiated:**

Member Palajac stated that the District was going to look at a fire management plan for Sycamore Grove Park. It is fire season. GM Fuzie reported that he and Supervising Ranger Dawn Soles met with father and son Crohare about this. Ranger Dawn will be taking the lead in updating both the fire management and grazing plans and considering where to either contract or find a partner to do the

research, i.e. a Fire Ecology Department at a college or university or another contractor.

- Community Services Manager Jill Kirk will follow up on this with Ranger Dawn. Ms. Kirk reported that she is aware that Ranger Dawn has been in contact with the Livermore-Pleasanton Fire Department to get some information.
- Chair Furst asked if this item could come back to Facilities Committee either in September/October once staff is ready. Ms. Kirk stated that we can plan for October.

**11. Adjournment:** The meeting was adjourned at 2:55 p.m.