



Livermore Area
Recreation and Park District
An independent special district

**LIVERMORE AREA RECREATION AND PARK DISTRICT
REGULAR MEETING of the BOARD OF DIRECTORS**

DRAFT MINUTES

WEDNESDAY, AUGUST 12, 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 Board of Directors and staff participated in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in this meeting electronically.

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

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mat Fuzie, Patricia Lord, Alexandra Ikeda, Fred Haldeman, Jeffrey Schneider, Jill Kirk, David Weisgerber, Joseph Benjamin, Julie Dreher, Jessie Masingale, Leslie Shaw, Linda VanBuskirk, Megan Eddy, Megan Shannon, Michelle Newbould, Nancy Blair, Natalie Kaaiawahia, Patrick Lucky, Robert Sanchez, Sandra Kaya, Stacey Kenison, Rod Attebery

OTHERS PRESENT: Stacey Swanson

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

Chair Palajac called the meeting to order at 2:02 p.m. All Directors were present, via Zoom. Chair Palajac led the Pledge of Allegiance.

2. PUBLIC COMMENT: There were no public comments.

3. CONSENT ITEMS (Motion)

- 3.1 Approval of the Minutes of the Regular Board Meeting of July 8, 2020
- 3.2 General Manager's Monthly Update to the Board – August 2020

Moved by Director Wilson, seconded by Director Faltings, approved the Consent Agenda, by the following roll call vote:

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

4. DISCUSSION AND ACTION ITEMS

4.1 DISTRICT NOTICE 005 – REDUCTION IN FORCE

General Manager Mat Fuzie introduced the item. He reported that once it became evident that COVID-19 would become a protracted event, the District immediately began looking at its policies, procedures and budget. After reviewing current reduction in force policies with legal counsel and the California Association of Parks and Recreation Indemnity (CAPRI), a District Notice was established for implementing and managing temporary furloughs and permanent layoffs, ensuring the fair and equitable treatment of all District staff in the event a reduction in force is deemed necessary.

Administrative Services Manager Jeffrey Schneider highlighted principal changes to existing Personnel Rules and Regulations which included such areas as consideration of furloughs, the elimination of the “bump process” and elimination of unique processes for “competitive service” employees, specific criteria regarding furloughs vs. layoffs, and explicit mention that furlough and layoff decisions are not subject to District appeal. District Notice 0005 – Reduction in Force supersedes Section XV, “Abolition of Position”, and Section XVI, “Reduction in Force – Competitive Service Employees” of the District’s Personnel Rules and Regulations. District Notice 0005 was reviewed and recommended for approval by both the Personnel Commission on July 7, 2020 and the Personnel Committee on July 14, 2020.

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Wilson, seconded by Director Pierpont, adopted Resolution No. 2700, approving District Notice 0005, Reduction in Force, and approving revisions to the process for reduction in force of the District, by the following roll call vote:

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

5. INFORMATIONAL ITEMS (No Action Required)

5.1 PROGRAM UPDATES

Chair Palajac stated that the Board would receive updates from the General Manager and Staff on programs currently offered in their respective departments within the limits of the Alameda County Health Officer guidelines.

- a) Aquatics Supervisor Patrick Lucky reported on the Aquatics Department including water polo camp and youth swim groups.
- b) Recreation Department Manager Allie Ikeda reported on efforts to work with the Alameda County Health Department regarding adult fitness classes at the Aquatics Center. She also reported on front counter operations and recreational summer camps.
- c) Recreation Supervisor Joseph Benjamin reported on Facility Rentals and Operations.
- d) GM Fuzie announced that the District was called into action to support and assist the City of Livermore and Alameda County Emergency Operations Center (EOC). The Facility Operations team has been working with the City of Livermore this past month by opening the Robert Livermore Community Center as a Cooling Center during times of excessive heat.
- e) Youth Services Supervisor Nancy Blair reported on ESS programs and plans for the new school year. The first day of school will be August 25th. Preschool has been postponed until January.
- f) Community Outreach Supervisor David Weisgerber reported on Community Outreach and Senior Services – health and wellness via virtual classes and outdoor fitness classes; partnering with Open Hearth Kitchen to provide senior and hot meals Monday-Friday; providing educational resources to seniors; and technology tutoring and home repairs for seniors.
- g) Community Services Manager Jill Kirk reported on Open Space parks and trails, including Camp Sycamore. Planning for fall includes science camps throughout the school year.
- h) GM Fuzie announced that LARPD received another much-appreciated grant this year from the Cohen Foundation.
- i) Parks and Facilities Manager Fred Haldeman reported that his team continues to support Recreation, Parks and Open Space teams through maintaining sports fields, and realizing cost savings through water conservation efforts and preventive maintenance on air handling units.
- j) Administrative Services Manager Jeffrey Schneider reported on IT's successful connectivity efforts at the Sycamore Grove Park Ranger station; execution of three agreements regarding the District's solar project at the RLCC; the Finance team's work on year-end closing and the procurement process.
- k) Assistant General Manager Patricia Lord acknowledged Administrative Assistant Sandra Kaya's work on claims management.
- l) Marketing and Public Information Officer Stacey Kenison reported on virtual marketing and social media activities for community engagement and District unit support.

Board members expressed appreciation to staff for development of unique and creative ways in which the District can continue to serve the community while meeting the health guidelines through these programs.

6. COMMITTEE REPORTS

- a) Director Furst reported on the August 6, 2020 Facilities Committee meeting.
- b) Director Furst reported on the July 16, 2020 Program Committee meeting.
- c) Director Furst reported on the July 13, 2020 Alameda County chapter of the California Special Districts Association (ACSDA) meeting.

- d) Director Furst reported on the July 15, 2020 Livermore Chamber of Commerce Business Alliance meeting.
- e) Director Furst reported on the July 21, 2020 LARPD Foundation meeting.
- f) Director Pierpont reported on the July 20, 2020 Finance Committee meeting.
- g) Director Pierpont reported on the July 21, 2020 and August 3-4, 2020 Ad Hoc Budget Committee meetings. Chair Palajac added that staff have been helpful in looking at different ways of economizing so that the District may be protected yet still offer classes and activities to the public.
- h) Director Wilson reported on the July 14, 2020 Personnel Committee meeting.
- i) Director Wilson reported on the August 5, 2020 Livermore Cultural Arts Council (LCAC) meeting.
- j) Chair Palajac stated that the July meeting of the Livermore Downtown, Inc. was only a closed session meeting, so she was not in attendance.

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- a) Chair Palajac announced that LARPD has been requested to send a letter to the governor to permanently designate Tesla Park as a non-motorized preserve. Since this board has written six letters to elected officials regarding Tesla Park between April 2018-March 2020, she simplified the template letter provided. EA Linda VanBuskirk will provide the board members with a copy of the letter and will accept any revisions provided by the board before sending out the finalized version.

8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

None.

9. OPEN SESSION DISCLOSURE REGARDING CLOSED SESSION ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54957.7

Chair Palajac announced the Board would adjourn to Closed Session pursuant to Item 10 listed below. Open Session was adjourned at 3:12 p.m.

10. CLOSED SESSION

10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: General Manager

11. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 54957.1

The Board came out of Closed Session at 3:41 p.m. and Chair Palajac announced that no reportable action had been taken in Closed Session.

12. ADJOURNMENT: The meeting was adjourned at 3:42 p.m.

APPROVED,

Jan Palajac
Chair, Board of Directors

ATTEST:

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