



**GENERAL MANAGER'S MONTHLY UPDATE  
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS  
JANUARY 2021**

**TO: BOARD OF DIRECTORS**

**FROM: MATHEW FUZIE, GENERAL MANAGER**

*Information contained in this report is intended to help keep the Board of Directors informed on current projects and study issues. Reported below is the most current and available information. Since work on these items is ongoing, the information is subject to rapid change. If a project or issue has not changed from the previous month's report, the information provided may be the same as was previously reported. Please note that some projects are not directed or managed by LARPD, but they are included below as informational only. More information and updates on the projects are posted on the District's website at <https://www.larpd.org/departments/cip>*

**GENERAL SUMMATION:** Current case reporting for COVID-19 has Livermore at 2770 with 34.85 per 100,000 7-day rolling average (down from a high of 43 last week.) Last year at this time we would not have even understood the previous sentence. Now it is part of our daily discussions. These numbers have risen dramatically since Thanksgiving and continue to be concerning with the December holiday season just passing. With the vaccine in distribution, there is light at the end of the tunnel, but there is still a very long way to go before we can even consider returning to something that resembles normalcy. The good news, if there can be any, is that we are positioned structurally to weather the long duration of this event. The Board of Directors has been very involved in the directionality of the District and we can report out as strong, responsive and forward thinking. We will not be one of those special districts who have to go into debt to pull through. We will be ready to begin programming and continue the programming we are allowed. For our organization, I am of the opinion that the worst is behind us because we acted quickly, thoughtfully and decisively. Thank you to staff, the Board of Directors and the public for your participation in and support of our processes. December was a very difficult month with many necessary quarantines due to positive COVID-19 tests among staff. Please continue to be vigilant in your safety and awareness using COVID-19 protocols.

**BOARD OF DIRECTORS:**

**Matters Initiated:**

December 9, 2020 Board Meeting –

- Director Furst asked Board Chair Elect Pierpont to consider adding an ad hoc committee to discuss equity and inclusion. – [*The GM will discuss with the Chair and Counsel.*]
- Director Furst stated that he appreciates that the Finance Committee discussed board travel and board stipends at the committee level, and he asked that item be brought to the full board during the first meeting in January so that the Board itself may discuss and give input on Board travel and stipend levels during 2021. – [*The Board has a standing item on the January Agenda for Board Travel to Conferences. On advice of Counsel, this would be the appropriate time for a member to approach the issue.*]

- Director Furst said that he would like to see a presentation at a January board meeting on diversity in the District, similar to the Fostering Diversity presentation given to the Board at its January 9, 2019 meeting by AGM Patricia Lord and staff. – [*Staff will work on a presentation for a future board meeting, but we are not positioned for January.*]

Board Members attended one board meeting, three committee meetings, one LARPD Foundation meeting, and three community outreach/liason meetings in December.

Board actions for the month included:

- Resolution 2705 – Approved District Notice 0001, Personnel Rules and Regulations – Holiday Pay.
- Resolution 2706 – Approved District Notice 0007, Elimination of Administrative Leave for Exempt Employees.

### **ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:**

#### **Finance:**

1. Annual Audit FY19-20: The “unqualified” Internal Auditor’s report for FY19-20 was presented to the Board of Directors on December 9<sup>th</sup>, with a recommendation from the Finance Committee that it be accepted. The Board of Directors unanimously accepted the report after receiving a presentation by our audit partner, James Marta. A successful process thanks to the efforts of the Finance Officer and her Accounting team.
2. November 2020 Financial results: For the month of November, 2020, the District actually improved upon its performance versus November, 2019 in terms of Net Operating Contribution (Revenues less expenses), coming in at \$144k better than the prior year. Expense control overshadowed the significant, COVID-driven loss off operating revenues. November actual results are also better than the 9/22 Forecast (\$30k) and the Approved Budget (\$105k). For the five months ended November 30<sup>th</sup>, the District’s Net Operating Contribution is \$506k better than Forecast and \$408k better than the Approved Budget, driven primarily by better than expected Property Taxes (via adjustments to property values) and lower than projected Salary and Benefit Expenses (leave credit usage did not reach projected levels).
3. The District has engaged consultants who will help the District to assess how to address the growing pension UAAL (unfunded accrued actuarial liability) and related contributions to ACERA, which may result in a recommendation to issue of pension obligation bonds.

#### **Human Resources:**

1. The HR staff completed its administration of the annual Benefits Open Enrollment process, which ended December 11<sup>th</sup>. 100% on-time participation was achieved, a real feat given the need to conduct the process virtually. No material changes were made to our offerings, and only modest increases in employee contributions (none for employee only participants) are involved.
2. COVID-19 contact tracing and related administrative efforts (assisting with FFCRA sick leave, providing guidance to managers and staff) have been a real focus of the HR Officer.
3. Two District Notices (DN) were approved by the Board of Directors on December 9<sup>th</sup>: one updates the District’s observed and floating holiday policy (DN0001), while the other

(DN0007) eliminates the Administrative Leave (semi-annual hours allowance) for 11 exempt employees.

4. Mandatory sexual harassment training was made available, virtually, to all staff, who are to complete it by the end of December.

#### **Information Technology:**

1. Staff analyzed and identified a solution to system connectivity needs at the Rangers office (cross in Sycamore Grove. Gear will be deployed in early January.
2. Work on the upgrade to Office 365, which is important for reasons of security and functionality and which will take us one more step into a cloud-based infrastructure, is awaiting an updated email address clean-up. Once done, we'll kick off the project.

#### **AGREEMENTS AND SPECIAL PROJECTS:**

##### **CAPITAL PROJECTS:**

1. Agreements related to the District's solar project at the RLCC have been adjusted to accommodate the contractor's request to extend the duration of the sub-lease to 34 years, which required similar adjustment to the Master Lease for the RLCC and to the Power Purchasing Agreement (PPA). Pricing for power is now extended to year 34, with relevant escalations beyond year 25 (prices remain fixed through year 25). The amended sublease and PPA are in the approval process with the contractor, and once received will be signed by LARPD. The City is aware of this and now expects to put our project on its first council meeting in February.
2. The Michell School project to replace two portable buildings for the Extended Student Services program in conjunction with Livermore Valley Unified School District continues. Project completion is now projected to be in the fall of 2021, a six month improvement over earlier estimates.

##### **COMMUNITY SERVICES:**

The Community Services Department is looking forward to 2021. This past year has taught us to continue to be creative, open minded, flexible and never give up. All of the staff have worked extremely hard in bringing programs to the community and provide a place for people to connect safely through child care, fitness classes, trails, camps, and zoom classes to name a few.

**Youth Services:** ESS is hard at work with distance learning and has become experts with this process. The parents are very appreciative. Staff and children are looking forward to having a couple weeks off of school and are excited to participate in fun art and craft projects and outdoor play. Most ESS programs will be closed the last week in December. Portola and Sunset will be open with limited program and a few children.

ESS held a mini warm clothing collection for our resource and referral agency, Hively. Hively provides tuition assistance to families in the tri-valley area along with training opportunities for child care staff and parents. This agency also has a diaper pantry and a walk in closet for families to come and select clothing and diapers they need for their families. We collected twenty bags of warm clothes and Hively was very appreciative. Well done staff and parents!

Preschool is moving forward with an opening date of January 19, 2021. We have many families that are eager to enroll and that process will begin on January 4, 2020. We have reactivated two of our previous preschool teachers and have just recruited two more teachers who are starting the onboarding process with HR. We are looking forward to moving forward with programming.

### **Senior Services / Community Outreach:**

**Senior Services:** This holiday season has been quite different with the current shelter-in-place order but we have adjusted to continue serving our Seniors. Recreation Coordinator Kathy Lake and Volunteer Gayle Thorsen-McCune filmed a new [Holiday Flower Arranging Tutorial](#) on 12/16 to share in the holiday spirit. In lieu of our normal Holiday Luncheon, staff offered a Hot Coco To-Go Drive Thru event for 100 seniors during the RLCC Senior Lunch Program. Bags were filled with hot coco fixings and a few sweet treats. The drive-thru was sponsored by local realtor, Jeff Katz. We also partnered with the Livermore Heritage Guild and City Historian, Richard Finn, to provide a virtual walking tour of Livermore's historic homes in the south Downtown area. We had 62 participants watch live and another 200+ watch the [video posted to the LARPD YouTube channel](#). Finally, we sent a [holiday message](#) sharing a few photos and letters to Santa from past Holiday Luncheons.

**Community Outreach/LARPD Foundation:** The LARPD Foundation approved two big projects this holiday season. The first being 22 air purifiers for the ESS classrooms to help keep the students and staff safe throughout the winter months. The second project was to fund several large pop-up tents for the Open Space Science Camp to continue throughout the rainy season and provide ample shade during the summer months. LARPD staff has continued to support our local nonprofit service providers during the COVID-19 response including Tri-Valley Haven Mobile Food Pantry, Open Heart Kitchen, and Safe Parking Program along with referrals to Senior Support of the Tri-Valley and Spectrum Meals on Wheels.

**Volunteers:** Volunteer Coordinator, Andrea McGovern, recruited 50 volunteers to produce 300 holiday cards that were distributed to Livermore seniors and community members through the Tri-Valley Haven Mobile Food Pantry, Open Heart Kitchen Senior Lunch Program, and the Hot Meal Program at the RLCC. In-person volunteer activities are on hold during the shelter-in-place order but we hope to bring back our volunteers as soon as it is safe to do so.

**Open Space:** We continue to see record number of people coming out to our Open Space parks. Science Camp has completed for 2020, and will start up again in late January. Due to the new Shelter in Place order, we have had to cancel most of our weekend programs through January, and hope to start back up in February.

Sycamore Grove and Holdener were closed for four days in December due to COVID-19 and the inability to staff appropriately. We followed all State and County protocols and re-opened on the 27<sup>th</sup> of December. We appreciate the community's support and understanding on the closure.

### **RECREATION:**

On December 10, 2020, Alameda County Public Health Department reopened playgrounds in response to the State of California's updated Health Order. Per the County, playgrounds pose a risk of spreading COVID-19 due to their high-touch surfaces, and encourage group gatherings and mixes households. To ensure the health and safety of our community, and to limit the transmission of COVID-19, District playgrounds are a use at your own risk park amenity. We are encouraging playground users to follow the State of California's health and safety guidelines while utilizing our playgrounds. These guidelines have been posted at each District playground as well as on our District website.

Our outdoor sports facilities, excluding the synthetic turf fields are currently closed through February due to inclement weather and to allow them to rest as we gear up for the spring sports

season. We continue to work with the County to ensure that our sports facility rentals are compliant with the Health Order guidelines and restrictions. We are currently following the California Interscholastic Federation and are working with our youth sports organizations and the Livermore Valley Joint Unified School District in anticipation for the upcoming field rentals and allocations. It is our goal to be fair and consistent with our rental process and practices as we try to meet the diverse and unique needs of our sports field renters.

We continue to support District-wide custodial during operating hours Monday through Friday from 8:00am-5:00pm, and the cleaning of the park restrooms Sunday through Saturday. Front Counter Operations continues to support program registration and operations Monday through Friday from 10am-2pm at the Robert Livermore Community Center. Facility operations staff continues to support the Community Services Department with the setup and takedown, including the deep cleaning of the commercial kitchen for the Open Heart Kitchen and Lending Library Monday through Friday from 11am-2:30pm. The Robert Livermore Community Center, Robert Livermore Aquatics Center, and Recreation Building is currently closed to the outside public and visitors; only registered program participants and essential workers will be permitted into these facilities. The Robert Livermore Community Center was closed on Thursday, December 24<sup>th</sup> and Friday, December 25<sup>th</sup>, and Thursday, December 31<sup>st</sup> and Friday, January 1<sup>st</sup>. The Robert Livermore Recreation Building was closed from December 21<sup>st</sup> and will reopen on January 4<sup>th</sup>.

### **PARK MAINTENANCE and FACILITIES:**

Winter is coming! (Insert ominous music here). The Facilities team is gearing up for rainy weather.

- Many District buildings have basements that can flood in winter. Inspections are made on the sump pumps prior to the rain to ensure proper operation.
- Diverters are put in place to route water away from sensitive areas.
- Gutters and roofs are inspected and cleaned multiple times to prevent clogs and possible roof damage until all of the leaves are down.
- The facilities team has been aiding the Parks team with leaf pick-ups at the RLCC and May Nissen.

Other non-weather related District needs included:

- Graffiti clean-up/removal at May Nissen Park.
- Installed new blinds and light fixtures in the kitchen at the Veteran's building.
- Dispersed closure signage for the playgrounds. (And subsequently removed them 3 days later☺)
- Re-built/replaced the gate on the Mocho trail.
- Repaired picnic tables at Independence Park.
- Pulled Cat-6 cables for computers and phones at the ranger office.
- More painting at the RLCC.
- Cleaned the supply and return HVAC covers in Cresta Blanca.
- More HVAC repairs
- Helped to off-load 33 pallets of solar panels at the Barn.
- And all other regularly scheduled preventive maintenance throughout the District.

Quarterly aeration of Sports Fields has been completed. The next quarterly aeration is scheduled for February. Currently, we are assessing parks for any areas that need to be reseeded. So far, areas at Marlin Pound, Bill Payne, Max Baer and Jack Williams have been addressed. Leaf clean-

up has been ongoing through the month of December and should wrap up in the next couple weeks. Winter pruning has begun and will continue into spring.

Pre-emergent spraying has been in progress since November and should be completed sometime in January. Over 1000 gallons of pre-emergent have been put down in December. Gophers have been especially bad this year; trapping and gassing will continue over the next several weeks. We recently received two owl boxes which were built and donated by a resident. We hope to install them soon at Marlin Pound Park, and possibly Ernie Rodrigues Sports Complex, to aid with rodent control.

Park inspections/tot lot inspections and minor repairs completed for December. Clean up vandalism/graffiti -2 hours, and homeless removal of storage items, and bicycles. Safety meetings: Non due to inclement weather and COVID-19.

**December Irrigation Repairs:**

- 31 Sprinkler repairs
- 6 Irrigation valve repairs
- 1 Lateral line repairs
- 3 Mainline repairs

**Year to Date Irrigation Repairs:**

- Main line repairs - 35
- Sprinkler repairs - 710
- Irrigation Valve repairs - 140
- Lateral line repairs - 26
- Controller repairs - 9
- Controller installation - 10
- Backflows tested – 60
- Backflows repaired - 7

**Mechanic's Shop:**

Vehicles: Perform LOF and inspection on V50 and V41. Checked engine light and replaced filler neck/ evap. valve on v30 and replaced tires on V37.

Mowers and Trailers: Stalls replaced fuel filter on E016 and E050. Inspected and replaced 10 deck wheels on E053. Water wagon will not pump water, rebuilt pump on E056. Install new jack in trailer.

Small Equipment: Blower replaced (1) shoulder strap on S179. Edge belt on s213 and s214. No start on blower, changed carb filter on s095.

**Living Arroyo Program:**

During the month of December 2020, Living Arroyos planted 244 acorns at two mitigation sites in Springtown, Living Arroyos harvested and installed 54 willow stakes and propagated 80 native plants from seedlings.

Respectfully submitted,

  
Mathew Fuzie  
General Manager