



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

## LIVERMORE AREA RECREATION AND PARK DISTRICT

### SPECIAL MEETING of the BOARD OF DIRECTORS

#### MINUTES

TUESDAY, APRIL 28, 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: Mathew Fuzie, Patricia Lord, Jeffrey Schneider, Allie Ikeda, Jill Kirk, Fred Haldeman, Linda VanBuskirk, Stacey Kenison, Sandra Kaya, Julie Dreher, Lynn Loucks, Megan Shannon, Robert Sanchez, Jessie Masingale, Joseph Benjamin, Vicki Wiedenfeld, Natalie Kaaiawahia, Patrick Lucky, Nancy Blair, David Weisgerber, Michelle Newbould, Rod Attebery, Monica Streeter

1. **CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:**  
Chair Palajac called the meeting to order at 2:00 p.m. All Directors were present via Zoom.
2. **PUBLIC COMMENT:** There was no public comment.
3. **CONSENT ITEMS:**
  - 3.1 Approval of the Minutes of the Regular Board Meeting of March 11, 2020
  - 3.2 Approval of the Minutes of the Special Board Meeting: Budget Workshop of March 11, 2020
  - 3.3 Approval of the Minutes of the Special Board Meeting of March 25, 2020

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

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

**4. DISCUSSION AND ACTION ITEMS:**

**4.1 BUDGETARY RESPONSE TO THE COVID-19 INCIDENT**

General Manager Fuzie introduced the item by stating that since Day 1 of this unprecedented event, LARPD has taken several actions for the health of the District; the primary action being to ensure the District has sufficient funds for the foreseeable future to make it through a revenue-less environment, and to protect its employees. The following presentation highlights the projection of the work that has been done considering a worst-case scenario by the management team and supervisory staff:

Administrative Services Manager, Jeffrey Schneider, gave the Board a presentation outlining the District's budgetary response to the COVID-19 incident, "Financial Plans and Assumptions in Response to the COVID-19 Pandemic." The presentation highlighted a cash flow forecast with operating result projections under the COVID-19 scenario and District-wide key assumptions through FY20-21. Key to the discussion are certain cash flow balances: as of the end of March 2020, cash schedules reflected the District had \$5.3M in the bank; by April 21, 2020 that figure rose to \$11.8M due to receipt of property tax fees in April; however, the General Fund balance is anticipated to reach its lowest point in November 2020 with current estimates at \$1.4M. Current times dictate more frequent reviews of the financials, at minimum on a quarterly basis. Near future reviews will take place at the Finance Committee meeting in May, and again at the Budget Workshop and Budget Finalization in June.

GM Fuzie spoke on opportunities and potential actions that may be recommended at future budget meetings with the Board, such as: no step increases nor COLA; pursuit of debt financing; a Local Agency Investment Fund (LAIF); prioritize reporting in support of FEMA reimbursements; revision of policies on paid leaves; development of monetized online programs and services; reduction or deferred maintenance on facilities and other structures; extension of current furlough beyond August 17; reduction or caps on vacation; layoffs or pay reductions. GM Fuzie stated he feels more optimistic than this plan represents, but stressed the importance for the District to think worst-case scenarios at this time.

Chair Palajac thanked staff for the presentation. She mentioned she has been meeting with staff daily since the shelter-in-place order began, and had reviewed this presentation at the April 23<sup>rd</sup> Finance Committee meeting. She opened up questions from the Board.

Board members had questions/comments regarding the following: How worried are we about getting down to \$1.4M? Is that within tolerance or does that make us really nervous? [*We are nervous, but have some ideas on how to address*

*this*]; ESS enrollment; how the District plans to manage rental activities in the future [*current plans call for little to no rental activity through September, depending upon updated Executive Orders*]; Opportunities to offer more strictly online classes. Director Furst stated he appreciates all the hard work staff has done to create this budget. Director Wilson said she was incredibly impressed with all that ASM Schneider and his team has been doing, and appreciates getting the information and looking ahead toward different scenarios. Director Faltings commended staff for stepping up to face this pandemic and coming up with scenarios for LARPD's future. She is encouraged that the District has a monetary cushion that is at least there for us. She heartily approves of the suggestions presented for the near future. Director Pierpont expressed appreciation for the level of thoroughness presented at this meeting and the prior Finance Committee meeting.

There was no public comment.

Directors expressed unanimous support for the work that has gone into these financial plans and assumptions in response to the COVID-19 pandemic.

**5. COMMITTEE REPORTS:**

- a) Director Furst reported that the April 1, 2020 Livermore Chamber of Commerce Business Alliance meeting was cancelled.
- b) Director Furst reported that on April 21, 2020 he attended the LARPD Foundation meeting as an alternate on behalf of Director Maryalice Faltings. They received a Treasurer's Report; a status on the various benches, picnic tables and trees planted as part of the Memorial Bench Program; a discussion on the swim lesson grant that did not come through this year; and a number of website updates.
- c) Director Pierpont stated that the minutes from the March and April Finance Committees were published in the Board's agenda packet.
- d) Director Wilson reported on the March 4, 2020 Livermore Cultural Arts Council meeting.
- e) Chair Palajac reported that the Livermore Downtown, Inc. has cancelled its March and April meetings due to the COVID-19 pandemic. She did direct people to the Livermore Downtown, Inc. website for a T-shirt fundraiser and details on a Shop in Place function to be held on Facebook this coming Friday evening. ([www.livermoredowntown.com](http://www.livermoredowntown.com) )

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

- a) Director Wilson encouraged staff to be diligent in letting Board members know if there are any policy changes, such as park closures or other changes.
- b) Director Wilson thanked AGM Lord for the email she sent regarding online opportunities that staff has been creating.
- c) Chair Palajac suggested that each division report on its major initiatives as part of the upcoming General Manager's Monthly Update to the Board of Directors on Issues and Projects to keep the Board updated, as things are changing very rapidly.

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

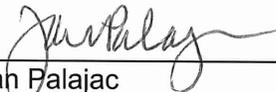
- a) GM Fuzie reported that he has been working with CAPRI and a regional group of general managers and other park professionals to brainstorm guidelines for a national phased re-opening plan for parks and recreation services, to present to the governors for consideration as these services become ready for re-opening.
- b) GM Fuzie asked Department Managers to talk about the initiatives they have been working on with their teams.
  - (1) Jill Kirk, Community Services Manager, reported that her team has been working on the LARPD Essential Worker Childcare Program. We will be serving 50 parent families, being careful not to call it ESS Childcare, as it is only for essential workers. The program has been set up to follow state, county and CDC guidelines.
  - (2) Ms. Kirk also reported on the seniors and outreach programs, providing lunch for 60-90 seniors daily through the Open Heart Kitchen program. Seniors are able to drive to the front of the RLCC to pick up lunches Monday-Friday. After the senior program is done, lunches are provided to the homeless. Staff has also been calling the seniors daily to check-in on them. David Weisgerber, Community Outreach Supervisor, along with his staff, have been working on creative outreach opportunities online – the first one being a Mystery Craft video.
  - (3) Ms. Kirk reported that Open Space remains open and extremely busy. She commended the Rangers for doing a great job keeping people safe. It is mowing season, so a lot of maintenance work has been accomplished. The Rangers have also been putting together some videos on the Open Space page in an effort to keep visitors engaged.
  - (4) Director Furst stated that he received a complaint from a volunteer that LARPD has not been enforcing proper social distancing (more than 6 feet) in Sycamore Grove Park. He asked if this member of the public has been responded to. Chair Palajac stated she replied that LARPD is following all of the state and local guidelines pertaining to social distancing. Director Wilson stated she also responded that she heard him and would forward his concerns to staff.
  - (5) Alexandra Ikeda, Recreation Department Manager, reported that her team has been busy creating a virtual recreational experience. They have been working on basketball clinic videos as a way to keep kids active. The sports team has also been working on a High Intensity Interval Training workout (HIIT) which has a fitness focus. The team has also been working on Arts and Crafts videos, and some dance videos. They are excited to report that they have been working on the creation of a virtual run activity and a type of triathlon. The District has been working with its independent contracted instructors during this time.
  - (6) Ms. Ikeda also reported on Facility Rentals. She stated that LARPD has been receiving many calls for 2020-2021. The District has been working on creation of Virtual Tours for all facilities. Vicki Wiedenfeld, Recreation Supervisor, has been working with her user groups as they try to reserve dates for getting back on the fields as much as possible.
  - (7) AGM Patricia Lord stated that the Marketing Department has been making the switch from crisis mode into future mode with its marketing efforts and public information offerings via signage throughout parks and facilities, social media and the LARPD website. She commended Stacey Kenison and

Megan O'Connor who have built a good website which now includes a COVID-19 button directing readers to information regarding current press releases, County Orders, and a chronological order of news updates from Governor Newsom. New to the website is the Stay & Play Virtual Recreation section.

- (8) Fred Haldeman, Facility Maintenance Supervisor, reported that the Living Arroyos program has not been negatively impacted by the recent pandemic, but has been extended out by another two years. He advised that operations in both Facilities and Parks has been running full steam ahead. They have used this time when facilities have not been fully utilized to catch up on maintenance issues and other essential services.
- (9) Director Furst asked about mowing at Holdener Park and the Harrier Trail in the Sycamore Grove extension. He thanked staff for the good job on the mowing work at Sycamore Grove Park.
- (10) Chair Palajac asked about the goats along the Arroyo Mocho trail. Mr. Haldeman advised about the combined efforts of the Living Arroyos group, the need to mow down areas due to fire hazards, and the benefits the goats play in this popular program to keep weeds down throughout the Arroyo Mocho trail.
- (11) ASM Schneider reported on his staff's efforts in Finance, Payroll, Accounting and Human Resources. They continue to support all the efforts discussed earlier in this meeting about furlough and the implications for unemployment insurance.
- (12) GM Fuzie reported that he continues to work with the City of Livermore in the Emergency Operations Center by attending the calls on Mondays and Thursdays.
- (13) GM Fuzie expressed thanks to Rod Attebery, District Counsel with Neumiller & Beardslee, and his team who have made themselves available to the District during a very difficult time. We appreciate their input!
- (14) Mr. Attebery commended Linda VanBuskirk, Executive Assistant, and ASM Schneider for their efforts in scheduling and hosting numerous Zoom meetings for the District during the pandemic. He advised the Board that this is no easy task!

**8. ADJOURNMENT:** The meeting was adjourned at 3:51 p.m.

APPROVED,

  
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Jan Palajac  
Chair, Board of Directors

ATTEST:

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