



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, JANUARY 27, 2021

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 Boswell, Faltings, Furst, Palajac, and Chair Pierpont

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mat Fuzie, Alexandra Ikeda, Fred Haldeman, Jeffrey Schneider, Jill Kirk, David Weisgerber, Jessie Masingale, Joseph Benjamin, Julie Dreher, Kevin Brown, Leslie Shaw, Linda VanBuskirk, Megan Shannon, Nancy Blair, Patrick Lucky, Vicki Wiedenfeld, Rod Attebery

OTHERS PRESENT: David Chircop, Stacey Swanson

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

Chair Pierpont called the meeting to order at 2:02 p.m. All Directors were present, via Zoom. Chair Pierpont 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 January 13, 2021

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

AYES: *Directors Faltings, Palajac, Furst, Boswell, and Chair Pierpont*

NOES: *None*

ABSTENTIONS: *None*
ABSENT: *None*

4. DISCUSSION AND ACTION ITEMS

Chair Pierpont prefaced the policy manual review workshop by stating that the District has done a good job of addressing its budget and capital expenditure program, and organizational structure last year. The next area the District would like to address is a review of its policies and procedures. This workshop will be a starting point. Chair Pierpont combined the discussions on both Items 4.1 and 4.2 together.

4.1 LARPD ADMINISTRATIVE POLICY MANUAL REVIEW

Board members and staff discussed the District's Administrative Policy Manual encompassing administrative aspects of the District and the desire to keep policies up-to-date, reviewed periodically, and made available to staff and the public, where appropriate. The Board took no action and suggested the following action items:

Action Items:

- GM Fuzie to work with core managers to solicit feedback regarding a review of the Administrative Policy Manual as it pertains to their respective areas of responsibility, bring discussions through the committee level, and then to the full Board regarding areas deemed to be a priority.
- Determine definitions for policy vs. procedure and clarify operational vs. board level.
- Research examples from other park districts and associations such as NRPA and CARPD in addition to CSDA.
- Determine website posting requirements, and ensure pdf copies are searchable.

4.2 LARPD BOARD POLICY MANUAL REVIEW

This item was discussed with Item 4.1 above. The Board took no action and suggested the following action items:

Action Items:

- Add Board Policy 4025 Term of Office to manual.
- Consider revisions to Policy Nos. 4040 Board Chair and Vice Chair, and 4060 Committees of the Board of Directors.

5. INFORMATIONAL ITEMS (No Action Required)

5.1 GENERAL FINANCIAL UPDATE

GM Fuzie reported that the District is trending in the right direction. Administrative Services Manager Jeffrey Schneider added that the Finance Committee reviewed the financials on Monday (January 25th).

- ASM Schneider will provide the handouts to the rest of the Board members.

Year to date figures are remarkable with revenues of \$8.5M vs. last year's actuals, when the District was operating under normal circumstances, of \$11.1M. Although these figures are down by \$2.6M in revenue, in terms of net contribution revenue less operating expenses, the District is actually better than this time last year. The District is \$159k better in terms of contributions to the bottom line this year vs. last; and better than Forecast and Budget by approximately \$500k. Year-to-date results reflect tough decisions made by the Board in 2020 and strong expense control on the part of the Management Team. December was another month in which we had impressive results vs. Forecast budgeting and prior year actuals. The District realized an influx of property and parcel taxes in December. As a result, the cash balance is approximately \$7.6M.

The Board of Directors had no comments or questions on this item, other than kudos to the team for doing a great job managing expenses.

5.2 COVID-19 PROGRAM UPDATES

GM Fuzie announced that as of Thursday, January 21, the COVID-19 numbers in Livermore were 41 cases per 100,000; this Monday, January 25 the number dropped to 25 cases per 100,000 which was a significant change. With the Regional Stay at Home Order rescinded statewide as of January 25, all counties are now under the rules and framework of the [Blueprint for a Safer Economy](#) and color-coded tiers that indicate which activities and businesses are open based on local case rates and test positivity. Alameda County is currently in the purple tier, and must drop to 7 cases per 100,000 before dropping into the red tier. GM Fuzie reported that LARPD may not likely be fully open until the vaccine is widespread, and after that we may remain under certain restrictions regarding social distancing and precautions. In regard to programs, as of Monday, February 1, LARPD may begin booking up to 100 people per wedding, memorial event, etc. with certain requirements in place. We are looking to see if our indoor gym use is going to be brought back as an option for us. All other programs will continue, albeit outside. GM Fuzie reported that LARPD is receiving a lot of requests for rentals of the pool for swim teams and events, even from the school district. We are looking at positive revenue from the Aquatics program coming in the next year. This has been a positive outcome in terms of reviewing our business models. Staff will be working with all committees and subcommittees to plan how we proceed to reopen safely for the community. In response to Director Faltings' question about weddings, Recreation Supervisor Joseph Benjamin confirmed that currently Ravenswood is the only location where weddings are taking place.

6. COMMITTEE REPORTS

- a) Director Furst reported his attendance at the January 26, 2021 joint meeting of the Livermore Dublin and Pleasanton Chambers of Commerce with Dr. Moss who is the Public Health Officer for Alameda County.
- b) Director Palajac reported her attendance at the January 20, 2021 Program Committee meeting.
- c) Director Palajac reported her attendance at the January 19, 2021 Livermore Downtown, Inc. meeting.
- d) Director Palajac also reported her attendance at the January 26, 2021 joint meeting of the Livermore Dublin and Pleasanton Chambers of Commerce with Dr. Moss.

- e) Director Boswell reported his attendance at the January 25, 2021 Finance Committee meeting.

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- a) Director Faltings announced that the LARPD Foundation distributed cookies to all LARPD Staff who have helped with the Foundation. The feedback received from that was that the Staff was thrilled and appreciated the acknowledgement.

8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

The General Manager made the following announcements:

- a) The City has completed its work on the \$600,000 trails grant. LARPD will now assess their assessment, prioritize, and start planning out those projects using the \$580,000 that remains. The grant itself says we will do multiple projects on multiple trails in order to repair, improve or modify.
- b) Because of the activity surrounding the swim teams, the desire to have some recreational swim but also swim lessons, we have an opportunity to use May Nissen Pool to extend our programs and offerings. We will invest just under \$200K into the replastering of the pool. The issue of inadequate lighting has come up, and we will look at this as a separate project to allow us to use this pool as more than just a seasonal pool.
- c) The use of the RLCC as a vaccination point of distribution (POD) is being discussed within the EOC (Emergency Operations Center) as a local opportunity. If this happens, we will notify the Board. The Police Department and possibly the LARPD Rangers may be up for vaccination this week. Phase 1B, in which many of you will be eligible for the vaccine, is anticipated to come very soon, possibly next week.

9. ADJOURNMENT: The meeting was adjourned at 3:55 p.m.

APPROVED,

Philip Pierpont
Chair, Board of Directors

ATTEST:

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