

# LIVERMORE AREA RECREATION AND PARK DISTRICT ASSOCIATION BOARD POLICY MANUAL

**POLICY TITLE: Minutes of Board Meetings**  
**POLICY NUMBER: 5060**

1. The Clerk of the Board of Directors shall keep **summary minutes** of all regular and special meetings of the Board.
  - a. Copies of said minutes shall be distributed to Directors with the agenda for the next regular Board meeting.
  - b. The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.
2. A video and/or audio tape recording of any meeting of the Board of Directors may be made at the request of the General Manager or any Director when such request is approved by a majority of the whole Board. Although recordings or videos of meetings may be made, the written, approved minutes of meetings of the Board of Directors are to be considered the official records of said meetings.
3. Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.
  - a. All resolutions and ordinances adopted by the Board shall be numbered consecutively.
4. The minutes of Board meetings shall be maintained as hereinafter outlined.
  - a. Procedure:
    - 1) Date, place and type of each meeting
    - 2) Directors present and absent by name
    - 3) Call to order
    - 4) Arrival of tardy Directors by name
    - 5) Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon

- 6) Adjournment of the meeting
  - 7) Record of written notice of special meetings
  - 8) Record of items to be considered at special meetings
- b. Board Actions:
- 1) Approval or amended approval of the minutes of preceding meetings
  - 2) **Complete information** as to each subject of the Board's deliberation
  - 3) **Complete information** as to each subject including the roll call record of the vote on a motion if not unanimous
  - 4) All Board resolutions and ordinances in complete context, numbered serially
  - 5) A record of all contracts entered into
  - 6) A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
  - 7) A record by number of all warrants approved for payment
  - 8) Adoption of the annual budget
  - 9) Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month
  - 10) A record of correspondence addressed to the Board of Directors
  - 11) A record of the General Manager's report to the Board
  - 12) Approval of all policies and Board-adopted regulations
  - 13) A record of all visitors and delegations appearing before the Board

## ATTACHMENTS TO ITEM 4.2

### BOARD POLICY #5060 – “MINUTES OF BOARD MEETINGS”

- A) SAMPLE MINUTES FROM CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY (CAPRI)
- B) SAMPLE MINUTES FROM EAST BAY REGIONAL PARK DISTRICT
- C) SAMPLE MINUTES FROM HAYWARD AREA RECREATION AND PARK DISTRICT



**BOARD OF DIRECTORS REGULAR MEETING**

Via Zoom Webinar

November 20, 2020

## MINUTES

---

**1. CALL TO ORDER:**

Due to the stay-at-home order by the Governor of California the regular meeting of the Board of Directors was held on November 20, 2020 via Zoom Webinar. The Meeting was called to order by President Wetter at 10:05 a.m.

Members Present via Zoom: President Dean Wetter, Vice President Larry Mazzuca, Secretary Colin Miller, Director Lorena Cervantes, Director Jim Friedl, Director Mathew Fuzie, and Director Lindsay Woods. Note: Director Friedl joined the meeting at 10:32 a.m. during Closed Session.

CAPRI Staff Present via Zoom: Executive Director Mr. Matthew Duarte, Safety Analyst Kirk Andre, Administrative Analyst Monica Breck, and Administrative Assistant Jordan Coyle.

Others Present via Zoom: Mr. Byrne Conley (Gibbons & Conley), Mr. Doug Wozniak (Alliant Insurance), Mr. Charles Torretta (George Hills), Ms. Dori Zumwalt (Sedgwick), Ms. Amber Abella (Sedgwick), and Ms. Allison Kaune (PFM).

**2. INTRODUCTIONS:**

None.

**3. PUBLIC COMMENTS:**

None.

**4. CLOSED SESSION:**

The Board convened to Closed Session at 10:10 a.m. regarding the following matters:

- 4.1 Liability & Property – Existing Litigation Pursuant to Government Code § 54956.9(d)(1)

- Alward v. Greater Vallejo Recreation & Park District
- Beliso v. Arcade Creek Recreation & Park District
- Duran v. Fair Oaks Recreation & Park District
- Keener v. Rancho Simi Recreation & Park District
- Watson v. Orangevale Recreation & Park District
- Williams v. Hayward Area Recreation & Park District
- Carmichael Property Claims
- CAPRI \$5K Summary

#### 4.2 Workers' Compensation – Existing Litigation Pursuant to Government Code § 54956.9(d)(1)

- Krieg v. Tuolumne Recreation & Park District
- Martinez v. Livermore Recreation & Park District
- Moss v. North of the River Recreation & Park District
- Vasquez v. Livermore Recreation & Park District
- 2020 CAPRI Settlements

#### 4.3 Public Employee Evaluation – Performance Review Pursuant to Government Code § 54957

- Executive Director

### 5. **REPORT FROM CLOSED SESSION:**

Pursuant to Government Code Section 54957.1, the Board must report in open session any action taken, or lack thereof, taken in closed session.

*No reportable action.*

The Board concluded Closed Session at 11:10 a.m.

### 6. **CONSENT AGENDA:**

- 6.1 Approval of CAPRI Board Minutes
  - August 19, 2020
- 6.2 LAIF Regular Monthly Statement – October 2020
- 6.3 Warrant Listings for the 3 Months of July 2020 – September 2020
- 6.4 Statement of Net Position
- 6.5 Statement of Revenue and Expenses Budget to Actual
- 6.6 Statement of Revenue, Expenses, and Change in Net Position

**MOTION:**

*Director, Lindsay Woods, made a motion to approve consent items #6.1 – #6.6. Secretary, Colin Miller, seconded the motion.*

*Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Fuzie, and Woods*

*Nays: None*

*Abstain: None*

**7. PULLED CONSENT ITEMS:**

None.

**8. SPECIAL REPORTS:**

**8.1 WC Program Status Report – Sedgwick**

Ms. Dori Zumwalt and Ms. Amber Abella with Sedgwick reviewed and discussed the status of the Workers’ Compensation Program. Ms. Zumwalt noted, compared to prior years, that the average number of days to close a file has been greatly reduced. As of this meeting there were no COVID-19 claims from the District members. We are also seeing lower claim frequency this year due to COVID-19’s effect on District staffing and operations.

**8.2 General Liability Program Status Report**

Executive Director Duarte reviewed and discussed the status of the General Liability Program, noting that claim frequency is down approximately 45% for fiscal year 2019/2020. Additionally, since the start of the 2020/2021 fiscal year, CAPRI has received only five claims. With the casualty market in flux and defense costs on the rise, it will be beneficial to continue to strive for a low frequency of claims and a low number of total open cases.

**8.3 Property Program Status Report**

Executive Director Duarte and Mr. Doug Wozniak reviewed and discussed the status of the Property Program. Regarding the November 2018 wildfires and February 2019 floods, over \$4M in excess funds have been distributed to date and our adjuster, McLaren’s continues to adjust several open claims. Mr. Wozniak addressed the topic of business interruption, stating that the business interruption coverage has a shared limit of \$10M annual aggregate in the Property Program. There are over 300 claims made for business interruption due to the pandemic, which means the recovery amount per claim will not cover the cost of the losses.

#### **8.4 Insurance Market Update – Doug Wazniak, Alliant Insurance Services**

Mr. Doug Wozniak with Alliant Insurance Services provided an update regarding the current insurance market and outlook for 2021. Unfortunately, the market is worse now than it was going into the 2020/2021 policy year renewal, which is largely attributed to the frequency and severity of losses. As of this meeting, based on Mr. Wozniak's analysis, we can expect to see double-digit percentage premium increases for Property and Casualty for 2021/2022. The Board was also provided with the PRISM premium budget estimates for the 2021/2022 renewal.

#### **8.5 Investment Stats Report – Allison Kaune, PFM**

Ms. Allison Kaune with PFM provided a report on the status of CAPRI's investment holdings. Ms. Kaune noted that the investment portfolio remains consistent with CAPRI policy.

### **9. DISCUSSION/ACTION ITEMS:**

#### **9.1 Investment Policy Review**

Ms. Allison Kaune with PFM reviewed and discussed the investment policy. Ms. Kaune recommended revisions to the policy to address Senate Bill 998 (SB998) and Assembly Bill 857 (AB857). None of the changes related to SB998 will have a material impact on CAPRI's investment portfolio; the goal is for the policy language aligned with the California Government Code language. Regarding AB857, the recommended change does not change the policy, but will update language related to an investment type related to JPAs.

#### **MOTION:**

*Director Jim Friedl made a motion to approve the proposed revisions to CAPRI's investment policy. Vice President Larry Mazzuca seconded the motion.*

*Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Fuzie, and Woods*

*Nays: None*

*Abstain: None*

#### **9.2 Approval of 2019/2020 WC Final Payroll**

Executive Director Duarte reviewed and discussed the outcome of the 2019/2020 Final Payroll figures and calculation of final premiums. With prior approval from the Board, Staff expedited the issuing of invoices and refunds after calculations were complete.

#### **MOTION:**

*Director Lindsay Woods made a motion to approve the final payroll and ratify Staff's calculation of final premiums. Secretary Colin Miller seconded the motion.*



**Ayes:** *Wetter, Mazzuca, Miller, Cervantes, Friedl, Fuzie, and Woods*  
**Nays:** *None*  
**Abstain:** *None*

### **9.3 Workers' Compensation Premium Review**

Executive Director Duarte reviewed and discussed the proposal to revise and reduce invoiced premiums for Quarter Three 2020-2021 Workers' Compensation Premiums in light of continued projections of payroll decreases flowing from COVID-19.

#### **MOTION:**

*Vice President Larry Mazzuca made a motion to authorize Staff to revise and reduce invoiced premium for Q3 by 10%. Director Lindsay Woods seconded the motion.*

**Ayes:** *Wetter, Mazzuca, Miller, Cervantes, Friedl, Fuzie, and Woods*  
**Nays:** *None*  
**Abstain:** *None*

### **9.4 CAPRI WC Volunteer Reporting Policy**

Staff reviewed and discussed the proposed CAPRI WC Volunteer Reporting Policy. From a risk management standpoint treating volunteers as employees for workers' compensation purposes is ideal in controlling potential claim costs, and under Labor Code 3363.5 this can be accomplished by adopting a resolution to cover volunteers in this manner. In addition, as a benefit to the members, Staff proposed that there be no charge for volunteers in the WC Program. Staff also prepared a Volunteer Toolkit as a resource to assist members in working responsibly with their volunteers. Upon approval of this policy, Staff will request a resolution from each member.

#### **MOTION:**

*Director Lindsay Woods made a motion to authorize Staff to formalize a policy regarding volunteers for purposes of claims handling and Workers' Compensation payroll reporting. Director Mathew Fuzie seconded the motion.*

**Ayes:** *Wetter, Mazzuca, Miller, Cervantes, Friedl, Fuzie, and Woods*  
**Nays:** *None*  
**Abstain:** *None*

## 9.5 Resolution No. 4-2020 – WC Coverage to Volunteers

In line with the previous agenda item, Staff also reviewed CAPRI's policy regarding volunteers. CAPRI's excess workers' compensation insurer, PRISM, provides coverage for volunteers if the Board has adopted a resolution. Staff was unable to locate any such resolution addressing volunteers. Staff prepare resolution 4-2020 declaring volunteer workers of CAPRI and its member agencies to be employees for purposes of the Workers' Compensation Act.

### **MOTION:**

*Secretary Colin Miller made a motion to adopt Resolution No. 4-2020 declaring volunteer workers of CAPRI and its member agencies to be employees for purposes of the Workers' Compensation Act. Director Mathew Fuzie seconded the motion.*

**Ayes:** *Wetter, Mazzuca, Miller, Cervantes, Friedl, Fuzie, and Woods*  
**Nays:** *None*  
**Abstain:** *None*

## 9.6 Law Enforcement Liability Review

Executive Director Duarte and Mr. Doug Wozniak reviewed and discussed law enforcement as it relates to recreation and park districts, as well as the cost for this added coverage. Three CAPRI Member Districts provide such a program to serve and protect their communities. With law enforcement comes added liability exposure and potentially high-dollar claims that may impact the pool. The current premium charged for this coverage is not in line with the exposure and generous insurance limits provided.

### **MOTION:**

*Director Jim Friedl made a motion to replace the flat fee with an FTE based fee at the 75% confidence level, maintain \$25M limits, and establish a \$25k deductible threshold. Additionally, Staff was given direction to further examine the rate calculation for the FTE based fee. Director Mathew Fuzie seconded the motion.*

**Ayes:** *Wetter, Mazzuca, Miller, Cervantes, Friedl, and Fuzie*  
**Nays:** *None*  
**Abstain:** *Woods*

## 9.7 WC MOC Review

Executive Director Duarte and Mr. Byrne Conley reviewed and discussed the proposed revisions to CAPRI's Workers' Compensation Program Memorandum of Coverage in advance of the 2021-2022 fiscal year.

### MOTION:

*Secretary Colin Miller made a motion to direct Staff to revise the 2021-2022 Workers' Compensation Memorandum of Coverage as proposed, with the following amendment:*

*Under Premium, No. 3. Remuneration part D, the last sentence should read, "... solely on items 3.A. through 3.C. above."*

*Director Lorena Cervantes seconded the motion.*

**Ayes:** *Wetter, Mazzuca, Miller, Cervantes, Friedl, Fuzie, and Woods*

**Nays:** *None*

**Abstain:** *None*

## 9.8 CAPRI BOD Meeting Calendar 2021

Executive Director Duarte reviewed the CAPRI Board Meeting Calendar for the upcoming calendar year.

### MOTION:

*Director Lindsay Woods made a motion to approve the proposed meeting schedule for the CAPRI Board of Directors for 2021. Secretary Colin Miller seconded the motion.*

**Ayes:** *Wetter, Mazzuca, Miller, Cervantes, Friedl, Fuzie, and Woods*

**Nays:** *None*

**Abstain:** *None*

## 9.9 Executive Director Contract Review

The Board reviewed and discussed the Executive Director Contract under Closed Session item 4.3. From that discussion the Board made amendments in two separate motions and authorized the President of the Board to execute an amendment consistent with Board direction.

### MOTION 1:

*Secretary Colin Miller made a motion to approve the renewal of the Executive Director contract. Director Lindsay Woods seconded the motion.*

**Ayes:** Wetter, Mazzuca, Miller, Cervantes, Friedl, Fuzie, and Woods  
**Nays:** None  
**Abstain:** None

**MOTION 2:**

*Director Lindsay Woods made a motion to approve the addition of one year to the contract with a 5% merit increase and \$100 monthly stipend for electronics. Director Lorena Cervantes seconded the motion.*

**Ayes:** Wetter, Mazzuca, Miller, Cervantes, Friedl, Fuzie, and Woods  
**Nays:** None  
**Abstain:** None

**10. EXECUTIVE DIRECTOR/STAFF REPORTS:**

*The Executive Director and Staff will report on the following topics:*

**10.1 District Visit Update**

The Board of Directors had no comments or questions on this writeup.

**10.2 CARPD Update**

The Board of Directors had no comments or questions on this writeup.

**10.3 CAPRI Staff Update**

The Board of Directors had no comments or questions on this writeup.

**10.4 BOD Election Update**

The Board of Directors had no comments or questions on this writeup.

**10.5 ADA Compliance Program & Trainings Update**

The Board of Directors had no comments or questions on this writeup.

**10.6 CAPRI Website Update**

The Board of Directors had no comments or questions on this writeup.

**10.7 News of Note**

The Board of Directors had no comments or questions on this writeup.

## **11. BOARD MEMBER REPORTS:**

### **11.1 Board Member Comments**

The members of the Board and Staff thanked Director Mathew Fuzie for his guidance, contributions, and service on the Board.

## **12. FUTURE AGENDA ITEMS:**

The Board of Directors had no comments or questions on this item.

## **13. ANNOUNCEMENTS:**

The next CAPRI Board of Directors meeting will be held on February 24, 2021 at 10:00 a.m. at the CAPRI Office in Roseville, CA or again via Zoom.

## **14. ADJOURNMENT:**

The Board adjourned the meeting at 3:22 p.m.

---

Colin Miller,  
Secretary for the CAPRI Board of Directors



The Board Meeting, which was held August 10, 2021, at East Bay Regional Park District, 2950 Peralta Oaks Court, Oakland, CA 94605 called its **Closed Session** to order at 11:02 a.m. by Board President Dee Rosario.

## ROLL CALL

Directors Present: Dee Rosario, President  
Colin Coffey, Vice President  
Dennis Waespi, Secretary  
Beverly Lane, Treasurer  
Ayn Wieskamp  
Elizabeth Echols  
Ellen Corbett

Directors Absent: None.

The **Open Session** of the Board Meeting was called to order at 1:47 p.m. by President Rosario.

Staff Present: Sabrina Landreth, Carol Victor, Ana Alvarez, Debra Auken, Anthony Ciaburro, Kristina Kelchner, Steve Castile, Carol Johnson, Lisa Goorjian, Erich Pfuehler, Aileen Thiele, Sean Dougan, Michelle Strawson O'Hara, Deborah Spaulding, Lance Brede, Jeff Rasmussen, Ren Bates, Lisa Goorjian, Katy Hornbeck, Matt Graul, Robert Kennedy, Khari Helae, Allyson Cook, Toby Perry, Mary Mattingly, Jim Tallerico, Matthew James, Sarah Kennedy (PrimeGov)

Guests: None.

## PLEDGE OF ALLEGIANCE

President Rosario asked Director Corbett to lead the Board in the Pledge of Allegiance. President Rosario recognized that yesterday was Indigenous People's Day and was recognized on the District's website. Rosario read the statement on the website and expressed gratitude to the many native folks who have contributed to and continue to contribute their perspectives, voices, and culture to our programs.

President Rosario opened the meeting and stated that consistent with Governor Gavin Newsom's Executive Order N-25-20 issued on March 12, 2020 in response to the threat of COVID-19 and the Alameda County Health Department's Order dated March 16, 2020, the Board of Directors may utilize teleconferencing to remotely participate in meetings. Clerk of the Board announced the three ways in which the public could participate in the meeting. President Rosario asked if the Board members had any questions about the meeting process. There were none.

### A. APPROVAL OF THE AGENDA

By motion of Director Wieskamp, and seconded by Director Corbett, the Board voted unanimously to approve the agenda.

Directors Remote: Colin Coffey, Ellen Corbett, Elizabeth Echols, Beverly Lane, Dee Rosario, Dennis Waespi, Ayn Wieskamp.

Directors Against: None.

Directors Absent: None.

B. PUBLIC COMMENTS

There were 48 speakers. Several spoke on improving bicycle access, redistricting and the remaining spoke on fair wages for AFSCME employees. The public comment period ended at 3:23 pm.

President Rosario thanked the speakers for their comments. President Rosario called for a 10-minute break. The board meeting resumed at 3:46 pm.

C. BUSINESS BEFORE THE BOARD

I. CONSENT CALENDAR

By motion of Director Corbett, and seconded by Director Waespi, the consent calendar was unanimously approved.

Directors For: Colin Coffey, Ellen Corbett, Elizabeth Echols, Beverly Lane, Dee Rosario,  
Dennis Waespi, Ayn Wieskamp.  
Directors Against: None.  
Directors Abstain: None.

- a. Approval of District Check Listing for the Period of June 7, 2021 Through June 27, 2021  
Resolution No. 2021 – 08 - 217 (attached)
- b. Approval of the Minutes for the Board Meeting of July 20, 2021
- c. Resolution Affirming the Park District's Commitment to Being a Pollinator -Friendly Park System – Supporting Conservation of Pollinators and Providing Public Education on the Importance of Pollinators: District-wide  
Resolution No. 2021 – 08 - 218 (attached)

Public Comment: Taylor Rein, a student at UC Berkeley with the pollinator conservation group spoke in support of this item. Director Lane commented that she was supportive.

- d. Authorization to Add 1.0 FTE Fuels Reduction Coordinator Position in the Fire Department: Public Safety Division  
Resolution No. 2021 – 08 - 219 (attached)
- e. Authorization to Appoint Mr. Justin Barker as the Human Resources Analyst at Step F of the Management Pay Range MG00 in the Executive and Legislative Division, Human Resources Department  
Resolution No. 2021 – 08 - 220 (attached)
- f. Authorization to Modify the Personnel Administrative Manual Extending Compensatory Time Off for Represented Employees in an Acting Management Capacity: Human Resources Department  
Resolution No. 2021 – 08 - 221 (attached)
- g. Authorization to Approve and Adopt an Amendment to the East Bay Regional Park District Salary Schedule and Classification Plan to Add New Classifications and Implement Reclassification, Compensation and Reallocation Changes of Identified Budgeted 2021 Positions as of August 14, 2021  
Resolution No. 2021 – 08 - 222 (attached)



- h. Authorization to Award Construction Contract to E.E. Gilbert Construction Inc. to Install Arched Culvert: Briones Regional Preserve  
Resolution No. 2021 – 08 - 223 (attached)
- i. Authorization to Execute a Contract with BKF Engineers for Consulting Services and Transfer and Appropriate Funds for the Replace Sewer Project: Anthony Chabot Regional Park  
Resolution No. 2021 – 08 - 224 (attached)
- j. Authorization to Amend a Contract with Ware Associates for Architectural Consulting Services to the Build Interpretive Pavilion Project: Shadow Cliffs Regional Recreation Area  
Resolution No. 2021 – 08 - 225 (attached)
- k. Authorization to Amend a Contract with LCC Engineering & Surveying, Inc. for Final Design and Environmental Permitting for the Nejedly Staging Area to Berrellesa Street Trail Segment: San Francisco Bay Trail  
Resolution No. 2021 – 08 - 226 (attached)
- L. Authorization to Purchase Three Green Climber Slope Mowers from Green Climber of North America as Additions to the Fleet  
Resolution No. 2021 – 08 - 227 (attached)
- m. Authorization to Accept the Final Insurance Payment on the 2021 Miller/Knox Regional Shoreline Ferry Point Partial Pier Collapse and to Execute the Final Proof of Loss Statement  
Resolution No. 2021 – 08 - 228 (attached)
- n. Approval of 2021 Risk-based Internal Audit Work Plan, and Confirmation of the Organizational Independence, with Qualification, of the Internal Audit Function  
Resolution No. 2021 – 08 - 229 (attached)

## 2. EXECUTIVE AND LEGISLATIVE DIVISION

By motion of Director Lane, and seconded by Director Wieskamp, the Board voted unanimously to approve **Item 2.a.**

Directors for: Colin Coffey, Ellen Corbett, Elizabeth Echols, Beverly Lane, Dee Rosario, Dennis Waespi, Ayn Wieskamp.  
Directors absent: None.  
Director recused: None.

- a. Authorize the 2021/2022 Tax Rate to be Levied by Alameda and Contra Costa Counties for the Payment of East Bay Regional Park District Measure WW General Obligation Bonds  
Resolution No. 2021 – 08 - 230 (attached)

Deborah Spaulding, Assistant Finance Officer, gave the presentation. Spaulding explained the 4 ways the District receives revenue from a parcel. Spaulding discussed how the debt levy is determined, how the assessed value is determined and additional information about the next issuance of WW bonds. Spaulding explained this resolution authorizes staff to proceed with the rate calculation once the required information is received from the counties, and to file the tax rate information with the counties by the deadline. AGM Aufer restated that these are for capital bonds approved by the voters in 2008 that has a very detailed

expenditure plan. Directors Corbett and Lane thanked staff for the presentation and the importance of this issue.

### 3. GENERAL MANAGER'S COMMENTS

#### a. STAFF PRESENTATION

Fire Chief Aileen Theile and Acting Assistant Fire Chief Khari Helae will provide an overview of the current challenges facing the Fire department today, including drought stress and wildfire prevention, as well as progress and plans to address these challenges.

Chief Aileen Theile, Fire Chief, co-presented with Khari Helae, Assistant Fire Chief on the challenges facing the Fire Department. Chief Theile gave a recap of the 2020 challenges and expounded on the 2021 challenges touching on tree mortality acreage increase, defensible space, and redirection of sources. Helae's presentation detailed tree mortality. Foresters and elected officials attended site tours conducted by the District of the infected trees. Helae explained the treatment that consists of thinning and spacing of trees. The Fire Department worked with Government Affairs to obtain a Federal Grant which includes \$10 million for tree mortality and \$3.5 million for fire suppression equipment. State Grants (awarded): \$290,600: CA Coastal Conservancy; vegetation management. Helae clarified there are additional federal and state grants pending.

Director Corbett thanked the Chief and the Assistant Fire Chief on their hard work. Director Lane asked for additional detail on how the \$3.5 million will be spent. Captain's Love and Brede explained that the helicopter can be modified to allow more gallons of water dropped. Director Waespi asked if this qualifies the District for CalFire. Brede answered not quite. Director Lane inquired about other fires the District participated in. Theile explained there was 14 days at the Dixie Fire for the strike time, and an additional 14 days for the engine at the Dixie Fire. Waespi asked how many days was the park closed because of fire. Theile replied approximately 6 or 7 days. Director Wieskamp asked how tree mortality is affecting their strategy. Chief Theile said staff triage to determine what area is affected most and create a defensible space. President Rosario asked if there is a significant die-off in parks outside of the Wildland Urban Interface (WUI) area. Theile replied District staff are monitoring it.

Public Comments: Kelly Abreu discussed several topics: solar panels at Shadow Cliffs, the 24 hour shifts of doctors and firefighters, tree mortality, fire inspectors and structure of the fire commission. Amy Coulter spoke on contracts pending as it relates to tree mortality. She said this desk is in triage and we need your support to spend the money wisely. She touched on soil biology in the park which is her passion.

### 4. BOARD COMMITTEE REPORTS

- a. Executive Committee (7/13/2021) (Rosario)
- b. Executive Committee (6/08/2021) (Rosario)

### 5. ANNOUNCEMENTS FROM CLOSED SESSION

District Counsel Carol Victor stated there were no announcements from closed session.

### 6. BOARD COMMENTS

Director Rosario reported on meetings attended. Director Rosario

- Attended the Oakland Commission for the Aging Stakeholders meeting on 7/22;
- Attended the Board Field Trip on 7/23;
- Attended the John Sutter Memorial service on 7/24;
- Attended an AAPI Employee Collective meeting on 7/26;

- Attended the Capitol Series Talks Asm. Wicks speaker on 7/27;
- Attended the Executive Committee meeting on 7/29;
- Attended the Alameda County Asian American Pacific Islander Group on 7/29;
- Attended the Lake Merritt Business Club meeting on 7/29;
- Attended the Regional Parks Foundation meeting on 7/29;
- Attended the East Oakland Collective Event at MLK shoreline on 7/31;
- Attended the Board Closed Session meeting on 8/2;
- Attended a walk with GM I-on-I at Lake Temescal on 8/4;
- Attended the Lafayette Moraga Trails 45<sup>th</sup> Anniversary.

Director Lane reported on meetings attended. Director Lane

- Attended the Board Field Trip on 7/23;
- Attended the John Sutter Memorial service on 7/24;
- Attended the Black Diamond Mine naturalist program on Chupcan people on 7/29;
- Attended the Finance Committee on 7/30;

Lane vacationed in the gold country and hiked in Las Trampas. Lane thanked Government Affairs on the success of the \$13.5 million. Lane commented on how dangerous it is for firefighters to work 24 hour shifts.

Director Waespi reported on meetings attended. Director Waespi

- Attended the Board Field Trip on 7/23;
- Attended the John Sutter Memorial service on 7/24;
- Attended the Castro Valley Fire Prevention Group meeting with Chief Theile and GM Landreth on 7/26;
- Attended the Anthony Chabot meeting with Government Affairs on 7/30;
- Attended the Board Closed Session meeting on 8/2;
- Attended the Ecology meeting on 8/3;
- Attended the Lafayette Moraga Trail 45<sup>th</sup> Anniversary on 8/5.

Wieskamp reported on meetings attended. Director Wieskamp

- Attended the Board Field Trip on 7/23;
- Attended the John Sutter Memorial service on 7/24;
- Attended the Operations Committee meeting on 7/27;
- Attended the Board Closed Session meeting on 8/2;
- Attended and was alternate for Finance Committee meeting on 7/30;

Wieskamp visited and met with Wayne Gilfillan at Pleasanton Ridge commenting on the tragic search of the hiker. Two oak trees had fallen at the ridge.

Director Coffey reported on meetings attended. Director Coffey

- Attended with Dir. Echols the Pt. Molate Working Group meeting on 7/22;
- Attended a meeting at Supervisor Glovers office meeting on 7/22;
- Attended a Cohoot trivia game at Black Diamond Mines on 7/22;
- Attended the Board Field Trip on 7/23;
- Attended the John Sutter Memorial service on 7/24;
- Attended the PAC meeting on 7/26;
- Attended with Dir. Echols and GM Landreth meeting with Supv. Goia on 7/26;
- Attended the I-on-I meeting with GM Landreth and hiked Empire Mine Road;
- Attended the Black Diamond Mine naturalist program on Chupcan people on 7/29;
- Attended the Executive Committee meeting on 7/29;
- Attended the Board Closed Session meeting on 8/2;
- Attended the Lafayette Moraga Trail 45<sup>th</sup> Anniversary on 8/5;

- Attended with Dir. Echols Pt Molate working group on 8/6;
- Attended pre-board meeting prep session with GM on 8/9.

Coffey watched the Finance Committee meeting on YouTube. Went to the EBRPD Night at the A's game.

Director Echols reported on meetings attended. Director Echols

- Attended the Pt. Molate Working Group meeting with Dir. Coffey on 7/22;
- Attended the Board Field Trip on 7/23;
- Attended with Dir. Coffey and GM Landreth meeting with Supv. Goia on 7/26;
- Attended the Operations Committee meeting on 7/27;
- Attended and met with Rashi Kesarwan, Berkeley City Councilmember on 7/28;
- Attended the Board Closed Session meeting on 8/2;
- Attended a meeting with Terry Taplin, Berkeley City Councilmember on 8/3;
- Attended with Dir. Echols Pt Molate working group on 8/6.

Director Corbett left the board meeting before Board Comments due to a prior commitment.

#### E. ADJOURNMENT

President Rosario adjourned the meeting at 5:04 pm. He thanked the employees for coming and sharing their stories and welcomed them to reach out and share their concerns.

Acknowledged Philip Kreycik who passed away in Pleasanton Ridge.



# HAYWARD AREA RECREATION & PARK DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

Thursday, September 2, 2021

5:30 PM Closed Session

6:30 PM Regular Meeting

Join Zoom Meeting: <https://us02web.zoom.us/j/88909079336> or Join by Phone: +1 669 900 6833

Webinar ID: 889 0907 9336

(510) 881-6710

### 5:30 PM BOARD OF DIRECTORS - CLOSED SESSION

#### 1. CLOSED SESSION

##### 1.1 Call to Order

The meeting was called to order at 5:35 PM. Directors Andrade, Hatcher, Hodges, Pereira and Rosen were present via Zoom.

##### 1.2 Open Session Identification of Closed Session Matters

Conference with Labor Negotiators – Management, Supervisors, Seniors, SEIU Full-Time, Rangers - Under the provisions of Government Code §54957.6

Agency Designated Representatives: James Wheeler, General Manager; Janelle Cameron, Administrative Services Director; Cepideh Roufougar, Legal Counsel; and Doug Johnson, Ralph Anderson Consulting

Represented and Unrepresented Bargaining Units: Management, Supervisors, Seniors, SEIU Full-Time, and Rangers

##### 1.3 Public Comments on Closed Session Items

None.

##### 1.4 Adjourn to Closed Session

##### 1.5 Conference with Labor Negotiators – Management, Supervisors, Seniors, SEIU Full-Time, Rangers - Under the provisions of Government Code §54957.6

**Agency Designated Representatives:** James Wheeler, General Manager; Janelle Cameron, Administrative Services Director; Cepideh Roufougar, Legal Counsel; and Doug Johnson, Ralph Anderson Consulting

**Represented and Unrepresented Bargaining Units:** Management, Supervisors, Seniors, SEIU Full-Time and Rangers

## **1.6 Adjourn to Special Meeting**

The meeting was adjourned at 6:30 PM.

### **6:30 PM BOARD OF DIRECTORS - SPECIAL MEETING**

#### **1. CALL TO ORDER, PLEDGE OF ALLEGIANCE TO THE FLAG AND ROLL CALL**

The Board of Directors Special Meeting was called to order at 6:38 PM. Directors Andrade, Hatcher, Hodges, Pereira and Rosen were present via Zoom.

#### **2. REPORT OF CLOSED SESSION**

President Andrade announced no reportable actions were taken in the closed session held earlier this evening.

#### **3. ORAL COMMUNICATIONS - NONE**

#### **4. CONSENT CALENDAR**

##### **4.1 Approval of Draft Minutes of the August 16, 2021 Board of Directors Regular Meeting**

On a motion by Director Hatcher and second by Director Hodges, the Board of Directors voted unanimously 5-0-0 to approve the Draft Minutes of the Board of Directors Regular Meeting on Monday, August 16, 2021.

##### **4.2 New Hourly Job Descriptions**

On a motion by Director Hatcher and second by Director Hodges, the Board of Directors voted unanimously 5-0-0 to approve the new hourly job descriptions that were previously approved in the SEIU MOU: Master Electrician, Douglas Morrisson Theatre; Head Counselor; Credentialed Teacher; Recreation Specialist II & III; Sports Official; Senior Center Programs Specialist; Director of Camps; Special Needs Program Instructor; Out of School Program Aide; and Mobile Recreation Lead.

#### **5. PUBLIC COMMENTS**

None.

**6. WRITTEN COMMUNICATIONS - NONE**

**7. PUBLIC HEARINGS - NONE**

**8. UNFINISHED BUSINESS**

**8.1 Approval of the Extension of the HASPA JPA (RESOLUTION NO. R-2122-04)**

On a motion by Director Hodges and second by Director Rosen, the Board of Directors adopted **Resolution No. R-2122-04**, approving an extension of the Joint Powers Authority (JPA) to the Hayward Area Shoreline Planning Agency (HASPA) for an additional six months.

**9. NEW BUSINESS**

**9.1 Approval of Amendment 2 with the Trust for Public Land**

On a motion by Director Pereira and second by Director Hatcher, the Board of Directors voted unanimously 5-0-0 to approve Amendment 2 to the Agreement with the Trust for Public Land for the D & Clay Street and 1350 E Street project.

**9.2 Approval of a Change Order for the Picnic Area Upgrades Project**

On a motion by Director Hodges and second by Director Pereira, the Board of Directors voted unanimously 5-0-0 to authorize the General Manager to approve the change order for \$54,300 for stair replacement at Castro Valley Community Park as part of the Picnic Area Upgrades Project.

**9.3 Consulting Services Agreement with Atkinson, Andelson, Loya, Rudd & Romo (AALRR)**

On a motion by Director Hatcher and second by Director Pereira, the Board of Directors voted unanimously 5-0-0 to authorize the General Manager to execute a two year consultant services agreement between the Hayward Area Recreation and Park District and AALRR for the provision of Human Resources Consulting and Support Services for an amount not to exceed \$75,000.





## **10. OTHER BUSINESS**

Board Members made brief, informational-only reports, including Board Member activities, Committee reports and reports related to meetings attended on behalf of the District or at the District's expense (in compliance with AB1234).

## **11. ADJOURNMENT**

The Board President, Director Andrade, adjourned the Board of Directors meeting at 7:37 PM.

The next Regular Meeting of the Board of Directors will be held on Monday, September 20, 2021 at 6:30 PM; Join Zoom Meeting: <https://us02web.zoom.us/j/88909079336> or Join by Phone: +1 669 900 6833 Webinar ID: 889 0907 9336