



## REGULAR MEETING OF THE BOARD OF DIRECTORS

### DRAFT MINUTES

WEDNESDAY, JANUARY 29, 2025

5:00 P.M.

Robert Livermore Community Center  
4444 East Avenue, Livermore, California  
Sycamore Room

DIRECTORS PRESENT: Director David Furst, Vice Chair Philip Pierpont, Chair Jan Palajac

DIRECTORS ABSENT: Directors Maryalice Faltings and James Boswell

STAFF MEMBERS PRESENT: Mathew Fuzie, General Manager (GM)  
Jill Kirk, Community Services Manager (CSM)  
Michelle Kleman, Human Resources Manager (HRM)  
Julie Dreher, Finance Officer (FO)  
Kendahl Hettick, Finance Analyst (FA)  
Linda VanBuskirk, Executive Assistant  
Rene Venus Dalusong, Executive Assistant

DISTRICT COUNSEL: Andrew Shen, Esq. with Renne Public Law Group (DC)

OTHERS PRESENT: None.

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

Chair Palajac called the meeting to order at 5:00 p.m. All Directors were present except Directors Maryalice Faltings and James Boswell. Chair Palajac led the Pledge of Allegiance.

#### 2. PUBLIC COMMENT: Chair Palajac opened the public comment period. There were no speakers, and the public comment period was closed.

#### 3. PRESENTATION:

FA Hettick provided a brief overview of the District's previous budget process and introduced Vena, a new budget tool aimed at enhancing efficiency and facilitating better collaboration. See Supplemental Item 3.1. The key features of Vena include:

- Web-based FP&A Software and Excel Add-in
- Trackable workflow and File Sharing
- HRIS and GL Data Uploads
- Budget Templates
- Audit Trail
- GDPR, PIPEDA, and CCPA Complaint

Board Questions/Comments:

- a) What is an example of a unit level? *[The District has 20 units (e.g., Aquatics). In each unit, there is budgeting for every account including categories like travel.]*
- b) What do the acronyms GDPR, PIPEDA, and CCPA stand for? *[They are leaders in the privacy and security acts and Vena complies with all three.]*
- c) It was noted that Vena was presented at the committee level.
- d) Is the software accessible on different platforms? *[The software is accessible on any device with Microsoft Excel, though screen size may affect usability.]*
- e) Can you only view and not make edits? *[There are different levels of licenses – power users, contributors, and view-only. Only the administrators have editing rights.]*
- f) What is the current stage of the implementation and when do you anticipate full use by staff? *[Implementation phase is complete, with staff training scheduled to conclude by the end of the week.]*
- g) The Board and GM Fuzie expressed their appreciation and thanked all the staff involved in the software transition. GM Fuzie also noted that the Mid-Year Budget will be presented to the Board at the March 26<sup>th</sup> Budget Workshop and the FY25-26 Budget will be presented to the Board for approval by the end of May.

**4. CONSENT ITEMS:**

- 4.1 Approval of the Minutes of the Regular Board Meeting on December 11, 2024.
- 4.2 Approval of the Minutes of the Regular Board Meeting on January 8, 2025.

**MOTION:**

Moved by Director Pierpont, seconded by Director Furst, approved the Consent Agenda Items 4.1 and 4.2, by the following voice vote:

AYES: *Directors Furst, Pierpont, and Chair Palajac (3)*  
NOES: *None (0)*  
ABSTENTIONS: *None (0)*  
ABSENT: *Directors Faltings and Boswell (2)*

**5. DISCUSSION AND ACTION ITEMS:**

**5.1 Presentation of Employee Handbook**

GM Fuzie introduced the item, outlining past Human Resources (HR) practices, ordinances, resolutions, as well as the need to develop an Employee Handbook to consolidate outdated HR ordinances, District notices, and policies.

HRM Kleman expanded on the history, past practices, and the handbook distribution timeline. She emphasized the importance of the Employee Handbook to reflect current employment laws, best practices, and organizational compliance standards.

Board Questions/Comments:

- a) Are there copies of the Employee Handbook available online? *[The handbook will be available to staff on UKG (Kronos), SharePoint, and tentatively on the Intranet.]*
- b) Is the Board able to get a copy of the Employee Handbook? *[HR can provide copies and answer questions.]*
- c) The Board acknowledged the HR team for their efforts in streamlining and ensuring legal compliance with the updated handbook.
- d) Is there an organization or HR newsletter to keep track of what's happening? *[In addition to being part of various HR special districts groups, HR is also a member*

*of CalChamber, which provides labor law updates, and the District regularly receives updates from Anastasia Bondarchuk, a labor and law employment attorney at Renee Public Law Group.]*

**ACTION:** This was a discussion only, no Board action was requested or taken.

**5.2 Discussion and Possible Action Regarding Ordinance Repealing Ordinances Nos. 1,2, and 4 (Establishing and Amending the LARPD Personnel System and Personnel Commission)**

The Board reviewed and discussed adopting Ordinance 10 to repeal Ordinances 1, 2, and 4. DC Shen reminded the Board that two “readings” are required, meaning the adoption will need two separate meetings.

Board Questions/Comments:

- a) What is the reference to Ordinance 10? *[Ordinance 10 repeals Ordinances 1, 2, and 4.]*
- b) How many ordinances are currently in effect? *[There are 10 ordinances in total, but after repealing Ordinances 1, 2, and 4, seven will remain in effect.]*

**MOTION:**

Moved by Director Pierpont, seconded by Director Palajac, approved Ordinance No. 10, on a first reading, by the following roll call vote:

AYES: *Directors Furst, Pierpont, and Chair Palajac (3)*  
NOES: *None (0)*  
ABSTENTIONS: *None (0)*  
ABSENT: *Directors Faltings and Boswell (2)*

**5.3 Discussion and Possible Action Regarding Resolution Repealing Human Resources Related District Notices and Policies**

The Board discussed and reviewed a resolution repealing the district notices and policies listed in Item 5.1.

Board Questions/Comments:

- a) Are all the district notices and policies listed in the handout? *[Yes.]*
- b) DC Shen clarified that this resolution only requires one meeting and one vote to approve.

**RESOLUTION:**

Moved by Director Pierpont, seconded by Director Furst, approved Resolution No. 2821, repealing Human Resources-related District Notices and Policies, by the following roll call vote:

AYES: *Directors Furst, Pierpont, and Chair Palajac (3)*  
NOES: *None (0)*  
ABSTENTIONS: *None (0)*  
ABSENT: *Directors Faltings and Boswell (2)*

**6. COMMITTEE REPORTS:**

Director Boswell arrived at the dais at 5:37 p.m.

- a) Vice Chair Pierpont reported on his attendance at the January 27, 2025 Finance Committee meeting. The committee reviewed the 2024 Finance Committee recap and discussed the results of the Audit Services RFP.
- b) Vice Chair Pierpont reported on his attendance at the January 21, 2025 Livermore Downtown Inc. meeting. There was discussion regarding updates on downtown projects.
- e) Director Boswell reported on his attendance at the January 27, 2025 Alameda County Agricultural Subcommittee on Trails meeting. The committee discussed the Alameda-Tesla Classification Process and General Plan EIR and other park and trail matters. GM Fuzie added that the first draft of the Alameda-Tesla EIR letter will be submitted to request inclusion in the long-term use discussions.

**7. FUTURE AGENDA ITEMS/MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**

- a) Director Boswell asked to add the DEI item to an agenda. The item will be referred to the Personnel Committee for further discussion.
- b) Director Furst suggested that, if time allows, the Alameda-Tesla EIR letter submission should be reviewed by the Facilities Committee or Board. *[GM Fuzie - The letter will be reviewed by the Board members and submitted before February 12<sup>th</sup>. He will also do additional research on the due date and propose a course of action.]*
- c) Chair Palajac attended the California Association of Recreation and Park Districts (CARPD) Legislative Committee meeting but didn't receive a packet. She asked GM Fuzie for a copy. *[GM Fuzie - He will send the packet to Chair Palajac and mentioned the Committee is not clear on what items to discuss.]*
- d) Chair Palajac updated the Board on her involvement in the Park Master Plan Update interviews, explaining the project is on hold until the Board defines a strategic plan for the update. This will result in cancellation of the February 5, 2025 Board Retreat which will be rescheduled.

**8. FUTURE AGENDA ITEMS/MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER**

GM Fuzie made the following comments/announcements:

- a) The school district is suspending its participation in the Intergovernmental Committee until further notice. He emphasized that LARPD has a strong relationship with the school district, and staff at all levels will continue to collaborate on various programs.
- b) According to the California State Parks website, the Alameda-Tesla EIR submissions are due Friday, February 14, 2025, which provides time to draft a letter and for the Board to review it. GM Fuzie was also disappointed that this information was not communicated to him and plans to reach out to his contact to follow up.

**9. OPEN SESSION DISCLOSURE REGARDING CLOSED SESSION ITEM 10.1 PURSUANT TO GOVERNMENT CODE SECTION 54957.7**

Chair Palajac announced that the LARPD Board of Directors would be convening into Closed Session to discuss the item listed at 10.1 on the agenda. Open Session was adjourned at 5:53 p.m.

**10. CLOSED SESSION**

- 10.1 Conference with Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of California Government code section 54956.9: one (1) potential case

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

The Board of Directors returned from Closed Session at 6:55 p.m. and Chair Palajac announced that there was no reportable action. Chair Palajac then adjourned the meeting without a vote and by unanimous consent.

**12. ADJOURNMENT:** The meeting was adjourned at 6:55 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

Lvb/rvd

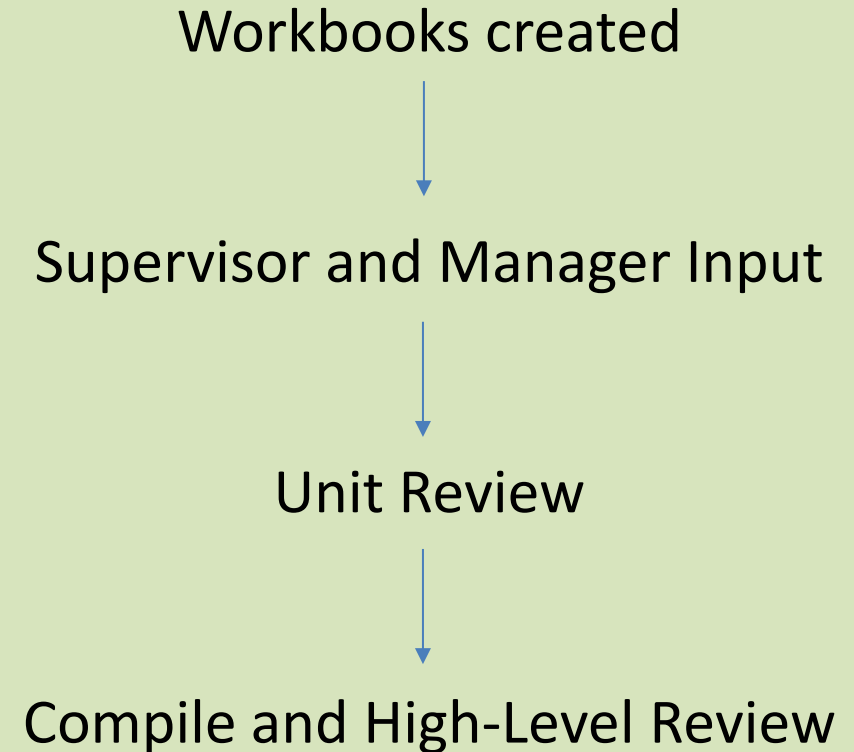


Livermore Area  
Recreation and Park  
District  
Board Meeting  
January 29, 2025

# Past Process

Unit Budget Workbooks included:

- Personnel model and worksheet
- Services and Supplies worksheet
- Revenue worksheet
- 5-year trend report
- Trend summary
- Import sheet





- Web-based FP&A Software and Excel Add-in
- Trackable Workflow and File Sharing
- HRIS and GL data uploads
- Budget Templates
- Audit Trail
- GDPR, PIPEDA and CCPA Compliant



# Financial Variance Report

<b>Income Statement Variance</b>													
LARPD, All Units, All Locations													
Last Closed Month: December, 2024													
	Dec '24	Dec '23	Dec '24	\$ Var	Dec '24	% Var	\$ Var	Dec QTD '24	Dec QTD '23	Dec QTD '24	\$ Var	Dec QTD '24	% Var
	Actual	PY Actual	% Var	PY	FY24-25	FY24-25	FY24-25	Actual	PY Actual	PY	PY	FY24-25	FY24-25
			PY		BUDGET	BUDGET	BUDGET					BUDGET	BUDGET
<b>Revenue</b>													
[+] Revenue	8,240,921	7,860,456	4.8%	380,465	8,228,770		12,151	9,484,615	9,015,398	5.2%	469,217	9,425,521	0.6%
<b>Total Revenue</b>	<b>8,240,921</b>	<b>7,860,456</b>	<b>4.8%</b>	<b>380,465</b>	<b>8,228,770</b>		<b>12,151</b>	<b>9,484,615</b>	<b>9,015,398</b>	<b>5.2%</b>	<b>469,217</b>	<b>9,425,521</b>	<b>0.6%</b>
<b>Salary &amp; Benefits Expense</b>													
[+] Salary & Benefits Expense	1,124,861	1,035,398	8.6%	89,463	1,148,399		(23,538)	3,382,639	3,089,408	9.5%	293,231	3,426,954	(1.3)
<b>Total Salary &amp; Benefits Expense</b>	<b>1,124,861</b>	<b>1,035,398</b>	<b>8.6%</b>	<b>89,463</b>	<b>1,148,399</b>		<b>(23,538)</b>	<b>3,382,639</b>	<b>3,089,408</b>	<b>9.5%</b>	<b>293,231</b>	<b>3,426,954</b>	<b>(1.3)</b>
<b>Services &amp; Supplies Expense</b>													
[+] Services & Supplies Expense	644,634	625,070	3.1%	19,564	644,339		295	1,986,862	1,856,632	7.0%	130,230	1,909,603	4.0
<b>Total Services &amp; Supplies Expense</b>	<b>644,634</b>	<b>625,070</b>	<b>3.1%</b>	<b>19,564</b>	<b>644,339</b>		<b>295</b>	<b>1,986,862</b>	<b>1,856,632</b>	<b>7.0%</b>	<b>130,230</b>	<b>1,909,603</b>	<b>4.0</b>
<b>Operating Capital</b>													
[+] Operating Capital	-	41,548	(100.0%)	(41,548)	-		-	-	108,707	(100.0%)	(108,707)	-	
<b>Total Operating Capital</b>	<b>-</b>	<b>41,548</b>	<b>(100.0%)</b>	<b>(41,548)</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>108,707</b>	<b>(100.0%)</b>	<b>(108,707)</b>	<b>-</b>	
<b>Total Net Operating Results</b>	<b>6,471,426</b>	<b>6,158,440</b>	<b>5.1%</b>	<b>312,986</b>	<b>6,436,032</b>		<b>35,394</b>	<b>4,115,113</b>	<b>3,960,651</b>	<b>3.9%</b>	<b>154,462</b>	<b>4,088,963</b>	<b>0.6%</b>

# Year over Year Financial Report

<b>Year Over Year Financials</b>														
LARPD, All Units, All Locations Last Closed Month: December, 2024														
	Prior Yr Total	Current Year Actual						Plan						Current Yr Total
		Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	
<b>Revenue</b>														
[+] Revenue from Operations	8,612,882	1,128,654	888,016	641,914	624,901	594,885	747,779	603,725	655,861	853,819	600,731	569,998	1,015,942	8,926,225
[+] Revenue from Taxes	15,671,079	-	18,529	596,387	750	23,158	7,493,142	41,000	41,000	171,872	6,556,320	314,000	817,572	16,073,730
<b>Total Revenue</b>	<b>24,283,961</b>	<b>1,128,654</b>	<b>906,545</b>	<b>1,238,302</b>	<b>625,651</b>	<b>618,043</b>	<b>8,240,921</b>	<b>644,725</b>	<b>696,861</b>	<b>1,025,691</b>	<b>7,157,051</b>	<b>883,998</b>	<b>1,833,514</b>	<b>24,999,956</b>
<b>Expenses</b>														
[+] Salary & Benefits Expense	13,881,176	989,849	1,814,124	1,121,098	1,126,345	1,131,432	1,124,861	1,189,383	1,190,159	1,435,986	1,194,210	1,196,562	1,360,190	14,874,200
[+] Services & Supplies Expense	8,599,547	972,960	981,178	780,405	700,561	641,668	644,634	1,099,925	775,296	589,396	678,887	655,058	852,023	9,371,990
[+] Operating Capital	548,336	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>23,029,059</b>	<b>1,962,809</b>	<b>2,795,302</b>	<b>1,901,504</b>	<b>1,826,906</b>	<b>1,773,100</b>	<b>1,769,495</b>	<b>2,289,308</b>	<b>1,965,455</b>	<b>2,025,381</b>	<b>1,873,097</b>	<b>1,851,620</b>	<b>2,212,213</b>	<b>24,246,190</b>
<b>Total Net Operating Results</b>	<b>1,254,902</b>	<b>(834,155)</b>	<b>(1,888,757)</b>	<b>(663,202)</b>	<b>(1,201,255)</b>	<b>(1,155,057)</b>	<b>6,471,426</b>	<b>(1,644,583)</b>	<b>(1,268,594)</b>	<b>(999,690)</b>	<b>5,283,954</b>	<b>(967,622)</b>	<b>(378,699)</b>	<b>753,766</b>
<b>Cumulated Net Operating Results</b>	<b>1,254,902</b>	<b>(834,155)</b>	<b>(2,722,912)</b>	<b>(3,386,114)</b>	<b>(4,587,370)</b>	<b>(5,742,427)</b>	<b>728,999</b>	<b>(915,584)</b>	<b>(2,184,177)</b>	<b>(3,183,867)</b>	<b>2,100,087</b>	<b>1,132,464</b>	<b>753,766</b>	<b>753,766</b>

SUPPLEMENTAL ITEM 3.1

# Monthly Reporting Package

## LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD) Summary View: ACTUAL Results Year-to-Date Dec, 2024

	FY22-23	FY23-24	FY24-25		Variance:	
	Actual	Actual	Actual	Budget	\$	%
<b>Revenue</b>						
Taxes	\$7,526,402	\$7,893,643	\$8,131,966	\$8,161,764	(\$29,798)	(0%)
From Operations	3,914,175	4,018,642	4,626,149	4,371,702	254,447	6%
<b>Total Revenue</b>	<b>\$11,440,577</b>	<b>\$11,912,286</b>	<b>\$12,758,115</b>	<b>\$12,533,466</b>	<b>\$224,649</b>	<b>2%</b>
<b>Salary and Benefits</b>	\$6,036,237	\$6,719,837	\$7,307,710	\$7,402,654	94,944	1%
<b>Services and Supplies</b>	\$3,796,277	\$4,256,445	\$4,721,406	\$4,390,080	(331,326)	(8%)
<b>Operating Capital</b>	\$101,256	\$154,545	\$0	\$68,000	68,000	100%
<b>Sub-total, Expenses</b>	<b>\$9,933,770</b>	<b>\$11,130,828</b>	<b>\$12,029,116</b>	<b>\$11,860,734</b>	<b>(\$168,382)</b>	<b>(1%)</b>
<b>Net Operating Results</b>	<b>\$1,506,807</b>	<b>\$781,458</b>	<b>\$728,999</b>	<b>\$672,732</b>	<b>\$56,267</b>	<b>8%</b>

# Looking Forward

- Enhancing existing reports and expanding available resources
- Accounting Software Transition
- Scenario Planning