

LIVERMORE AREA RECREATION AND PARK DISTRICT

FACILITIES COMMITTEE

MEETING NOTES

**Thursday, September 2, 2021
2:30 P.M.**

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Orders, members of the Livermore Area Recreation and Park District Facilities Committee and staff participated in this meeting via Zoom teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in this meeting electronically.

Committee Members Present: Maryalice Faltings, Jan Palajac

LARPD Staff Present: Mathew Fuzie, Jeffrey Schneider, David Weisgerber, Lynn Loucks, Jessie Masingale, Julie Dreher, Joseph Benjamin, Michelle Newbould, Nancy Blair, Robert Sanchez, Patrick Lucky, Alexandra Ikeda, Linda VanBuskirk, Vicki Wiedenfeld

Others Present: None

1. **Call to Order**
Committee Chair Faltings called the meeting to order at 2:30 p.m.
2. **Public Comment**
No public comment.
3. **Approval of the Minutes of the Facilities Committee Meeting held on August 5, 2021**
The minutes of August 5, 2021 were approved unanimously, with minor edits.
4. **Fire Management Plan**
General Manager Fuzie noted the existing plan is fairly simple, however, it is not currently contained in one document. Member Faltings requested to include such things as mowing, closures, agencies we work with, etc. GM Fuzie noted that plans will include those items, as well as contacts, description of how we do prescribed burns, neighbors, location, relationship to plan. He also indicated that Ranger Doug Souza will write the update. Upon completion it will be brought

back to the Facilities Committee for more instruction before bringing the final draft to a subsequent Board meeting.

Member Faltings asked if there was any special provision for Camp Shelly. GM Fuzie responded that yes, there will be. Member Faltings then asked if there would also be a Forest Service provision? GM Fuzie explained that part of the plan requirement is to incorporate Forest Service. Further discussion ensued regarding development of the plan, including forest management. Member Palajac asked when the Board would get a draft. GM Fuzie indicated a draft would be ready at the next meeting. He added that Board Member Boswell asked as well.

The recommendation from the Committee was for staff to bring updated draft to the next meeting.

5. Revisions to Board Policy 4060: Committees of the Board of Directors

GM Fuzie explained that this item was to go to all committees for input; this is the last committee. He remarked that he didn't believe the Facilities Committee should be involved in fiscal policies. He added that there was nothing glaring in the policy that needs to be changed. Member Palajac agreed that the finance piece can be removed from Facilities Committee input. Member Faltings then discussed changing the name of the Personnel Committee to the Human Resources Committee. Several agreed that the term "Personnel" is outdated. GM Fuzie note that the next step is to bring it to the full Board, adding this can be included for discussion at that time.

The recommendation from the Committee was for staff to bring Committee recommendations to the full Board.

6. District Notice 8 (Delegation of Authority)

GM Fuzie explained this item can be best described as an attempt to address need. He then turned the item over to Business Services Manager Schneider for further discussion.

BSM Schneider began by stating the document needs to explain "Who needs to approve what?" Member Palajac asked for some clarification on the introduction in the Staff Report. She also gave some input on additions to the matrix. BSM Schneider thanked Member Palajac for her feedback, stating he felt the information provided was very helpful. He then added that some of the items need to be pushed out (i.e., the procurement piece). Member Faltings then asked if we are getting a procurement officer. BSM Schneider responded that we interviewed several candidates but did not consider any strong enough to bring on board. He went on to add that we have a Plan B that we feel is effective. He

concluded by stating that the version incorporating the requested changes would be presented to the Personnel Committee meeting on September 14th, subsequently targeting the Board Meeting on September 29th for the full presentation.

GM Fuzie added that while some of the policy language has been cleaned up, content has not changed. He discussed the technical review section and elaborated on the approval process. He asked if the Board Members had any questions.

Member Palajac commented on the RFP/RFQ section, stating there may be times when we want legal counsel to review amounts. She then commented on the Delegation of Authority Matrix on Page 5, CIP. She explained that for all change orders for a given project, Department Manager approval should be required any time the change order is over by the stated amount or exceeds the maximum number of days.

BSM Schneider agreed, noting changes would be made to give more detail on change orders. Further discussion ensued. GM Fuzie spoke about delegation specifics, term discussion and updates to authority. Member Palajac asked if the Purchasing Policy/Procedure (Exhibit B) was included for reference only. BSM Schneider replied that it was included to show the Committee what else needs to be updated. The discussion concluded.

The recommendation from the Committee is to bring suggested changes to the Personnel Committee to review, then to the full Board.

7. **CIP Updates-Current and Future Projects**

The Committee received a status update from General Manager Fuzie covering each of the projects listed on the Project Evaluation Form (PEF) attachment included in the agenda packet.

He began by reporting that the Committee were provided PEF's to see workflow. He reported that PEF's would not be used for all active/inactive projects every time, instead they will use summary sheets.

Member Faltings indicated her recollection that completed projects seemed to linger on lists and asked if there was a way to flag them.

GM Fuzie explained that the process will be as follows: project taken to full board, reported on, then removed from list. He then proceeded to discuss each project on the list:

Futsal Courts: GM Fuzie stated this project could be beneficial to the District in many ways but there needs to be further discussion. Recreation Department Manager Allie Ikeda stated the idea is to be able to offer a year-round facility for inclement weather. Member Faltings stated that the idea for futsal courts came

up through community discussion. Supervisor Vicki Wiedenfield explained that futsal was a spin-off of soccer. She explained the idea for the courts came out of futsal groups that have been asking for this. Member Palajac asked that this project be put on hold. Member Faltings asked if this project could be a cooperative thing where interested groups help pay for it. GM Fuzie indicated there was some discussion about donations.

Fitness Stations in Parks: GM Fuzie reported that this item was moved through at the last meeting for Parks and Facilities Manager Haldeman to start working on. Discussion ensued as to how many there would be and where. GM Fuzie indicated that Mr. Haldeman would bring back this information to the next meeting. Member Faltings requested that there be some on the other side of the freeway.

Walking Path Marlin Park: GM Fuzie stated this project was underway. He reported that Mr. Haldeman was to do a preliminary investigation and would bring back resulting information.

Walking Path Altamont Creek: GM Fuzie stated this project was also underway. He reported that Mr. Haldeman was to do a preliminary investigation and would bring back resulting information.

GM Fuzie concluded the review of projects. Member Palajac requested that in the future we update the PEF with any changes highlighted. GM Fuzie responded that we will do so. There were no further comments.

8. **Directors' Reports and Announcements**

Member Faltings had no comments or announcements.

Member Palajac asked about port-a-potty in Sunset Park. She asked if the soccer players put it there. Supervisor Vicki Wiedenfield responded that they had received a request for it from Fusion soccer. She stated that we placed the order and built it for them. There were no further comments or announcements and the discussion concluded.

9. **Adjournment**

Meeting adjourned at 3:38 p.m.

/ph