



LIVERMORE AREA RECREATION AND PARK DISTRICT

MINUTES

WEDNESDAY, NOVEMBER 8, 2017

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

REGULAR MEETING
7:00 P.M.

DIRECTORS PRESENT: Directors Faltings, Furst, Palajac, Pierpont and Chair Wilson

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Tim Barry, Jill Kirk, Jeffrey Schneider, Gretchen Sommers, Monica Streefer

1. **CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE**
Chair Wilson called the meeting to order at 7:00 p.m. All Directors were present.
2. **PUBLIC COMMENT**
Chair Wilson opened public comment. No public comment. Closed public comment.
3. **CONSENT AGENDA**
 - 3.1 **BOARD MINUTES**
 - 3.1.1 Regular Meeting of October 25, 2017.
 - 3.2 **COMMUNICATIONS**
 - 3.2.1 General Manager's Monthly Report (71/4).

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

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

4. **CONSENT AGENDA RESOLUTIONS**
None.
5. **BIDS AND PUBLIC HEARINGS**
None.

6. OLD BUSINESS

None.

7. NEW BUSINESS

7.1 CONSULTANT AGREEMENT FOR WILLIAM J. PAYNE PARK MASTER PLAN

General Manager Tim Barry described the history of Bill Payne Park, noting that new housing developments in proximity to the park will provide AB1600 fees to help fund improvements. He reported on the Request for Proposal process and asked the Board to authorize him to enter into an agreement with RRM Design Group to prepare a Master Plan; the District was very pleased with RRM's work on the Springtown Open Space Concept Plan. The cost of the project is \$139,900; we have budgeted \$150,000; it is estimated that the project will be a six- month process. GM Barry reviewed the process that will occur to develop the master plan.

Director comments and questions included: discrepancy in park acreage figure on website and in staff report; proposal does not cover all of the costs of the plan—there will be a cost for citizens who provide input about the process on the project Facebook page; likes that RRM will refer to prior plans for the park in developing the MP; good feedback received on RRM's inclusion of the community in the Springtown Open Space Concept Plan process; clarification regarding whether specific features have already been delineated—noted that skate/bike park consultant is listed in project proposal; would like RRM to keep in mind that we (the Board) are also stakeholders; would like the Board to be given the opportunity to provide input early in the process, prior to it going to the Facilities Committee; confirmation that legal counsel has reviewed the agreement and approved it; clarification about necessity and cost of CEQA; and how ongoing maintenance will be funded.

Moved by Director Furst, seconded by Director Palajac, adopted Resolution No. 2599, approving an agreement with RRM Design Group for the William J. Payne Park Master Plan for \$139,900, by the following voice vote:

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

7.2 EXTENSION OF TEMPORARY ASSIGNMENT OF HIGHER DUTIES

GM Barry asked the Board to consider approving a 60-day extension of the Temporary Assignment of Higher Duties for Finance Manager Jeffrey Schneider, who is overseeing the Human Resources function during the vacancy of the Human Resources Manager position. The Board previously approved the temporary assignment, for the period June 15-Dec. 15, 2017. GM Barry said that the compensation study to be conducted for the HR Manager position will not be completed by Dec. 15, and he also would like additional time to consider the possibility of a different structure in the Human Resources function, which will meet the District's needs. The District Personnel Rules & Regulations require a 4/5 vote of the Board to approve the requested 60-day extension.

Directors inquired about the estimated timeline for hiring an HR Mgr.; clarification on the compensation study; whether it is more efficient to have an outside firm perform this work for us, or to have it in-house; clarification on what services RGS is performing; and who will do the analysis to determine what the best structure will be for us.

On motion of Director Faltings, seconded by Director Pierpont, unanimously approved a 60-day extension of the Temporary Assignment of Higher Duties for Finance Manager Jeffrey Schneider, who is overseeing the Human Resources function, by the following voice vote:

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

7.3 HOLDENER PARK TRAIL NAMES

Acting Assistant General Manager Jill Kirk reported that the trails in Holdener Park had been given unofficial names by District Open Space staff and, at the July 20, 2017 Facilities Committee meeting, Chief Ranger Pat Sotelo proposed making the names official, along with the recommendation for re-routing of one of the trails. The Committee asked staff to shorten and reduce the number of trail names. Mr. Sotelo presented the following trail names to the Committee on Oct. 19, 2017: Blue Oak Trail; Blue Oak Overlook Trail; Buttercup Trail; and Wild Oat Trail. The Committee recommended Board approval of the names as well as relocation of the Wild Oat Trail.

Chair Wilson opened public comment. No public comment. Closed public comment.

Director comments and questions included: the goal of the Facilities Committee was to simplify trail names and also to combine two trails into one name, where possible, primarily in order to make it easy for first responders to locate trail users in emergency situations; whether trails are currently marked; whether trail names and map will be given to emergency dispatch; comment that the names “Wild Oat” and “Blue Oak” are very similar sounding—should there be any concern over this?; how do we keep people from going on the old trail once Wild Oat is redirected?; and how often are trail maps updated?

Moved by Director Palajac, seconded by Director Faltings, approved names for trails in Holdener Park, and approved the re-routing of one of the trails, by the following voice vote:

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

7.4 REAPPOINTMENT TO PERSONNEL COMMISSION

GM Barry reported that Jack Roach’s four-year term on the Personnel Commission is expiring in January. Mr. Roach would like to continue serving on the Commission. As required, the District invited applications for the position. No

applications were received. Mr. Roach has been doing a very fine job, and GM Barry said that he would like to recommend reappointment.

Directors had the following questions/comments: what the function of the Personnel Commission is, and how often they meet; would the Commission be involved in the decision regarding the possible restructuring of the HR function; excellent job that our Commission does reviewing and helping to write job descriptions and in ensuring that the District meets legal requirements; the Commissioners are HR professionals.

Chair Wilson opened public comment. No public comment. Closed public comment.

Moved by Director Faltings, seconded by Director Furst, adopted Resolution No. 2600, reappointing Jack Roach to the Personnel Commission for the January 2018-January 2022 term, by the following roll call vote:

AYES:	<i>Faltings, Palajac, Furst, Pierpont and Chair Wilson</i>
NOES:	<i>None</i>
ABSTENTIONS:	<i>None</i>
ABSENT:	<i>None</i>

8. COMMITTEE REPORTS

Director Furst reported on the Nov. 1 Chamber of Commerce Business Alliance meeting.

Director Faltings reported on the Nov. 6 Finance Committee meeting and this morning's Alameda County Special Districts Association chapter meeting.

Chair Wilson reported on the Nov. 1 Livermore Cultural Arts Council meeting.

9. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

No matters initiated.

10. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

GM Barry made the following announcements:

- 1) District Open Space staff are planning a Turkey Time hike and Thanksgiving Hills hike.
- 2) The Sycamore Grove Park calendar for 2018 has been published and is now available for sale at the RLCC. It is a beautiful calendar featuring photos taken by our Rangers.
- 3) The Arroyo Mocho Trail through Robertson Park and beyond has been repaired by the City of Livermore, with the cost being shared by the District and FEMA funds. We are very pleased with the City's efforts to get the storm damage repairs done quickly. The trail is open now. The Frisbee golf course will be open again next week.
- 4) The 50+ plus group just returned from a Danube/Czechoslovakia trip. Our 50+ staff is already planning a trip for next year.
- 5) We are in the recruitment process to fill the vacancy in the Assistant General Manager position. Final interviews will take place on Dec. 1.

Director Palajac asked for an update on Sunset Park. GM Barry replied that the District has a funded project to build a new playground next year. Our contracted staff is surveying right now. We applied for, and received, a grant for this project. It has a short

time frame for completion, so surveying being done to prepare the plans for what the grant is going to fund. Chair Wilson asked that the Facilities Committee receive an update on this. GM Barry noted that the Board will receive updates in the monthly project report, also.

11. ADJOURNMENT

Meeting adjourned at 7:55 p.m.

APPROVED,



Beth Wilson
Chair, Board of Directors

ATTEST:



Timothy J. Barry
General Manager and
Ex-officio Clerk to the Board of Directors