

LIVERMORE AREA RECREATION AND PARK DISTRICT

**FACILITIES COMMITTEE**

**DRAFT MEETING NOTES**

**THURSDAY, MARCH 4, 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: Mat Fuzie, Allie Ikeda, Fred Haldeman, Jeffrey Schneider, Jill Kirk, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Lynn Loucks, Megan Shannon, Michelle Newbould, Nancy Blair, Natalie Kaaiawahia, Patrick Lucky, Vicki Wiedenfeld

Others Present: None

**1. Call to Order:**

Committee Chair Faltings called the meeting to order at 2:31p.m.

**2. Public Comment:**

There were no comments from the public.

**3. Approval of the Minutes of the Facilities Committee Meeting held on February 4, 2021:**

The meeting minutes of February 4, 2021 were approved unanimously as submitted.

**4. Pump Track:**

GM Fuzie updated the Committee on the status of the bike pump track project at Sunken Gardens. The District requested O'Dell Engineering to provide a proposal for landscape design services for a proposed pump track that is focused more on local/community needs and is less of a regional/national draw. The Engineer's Estimate came in at approximately \$300-350k. In response to a question from Director Palajac, GM Fuzie confirmed that the pump track project will be AB1600 funded. He asked the Committee if they would like to move forward with the project and submit the concept proposal to the full board at its CIP Workshop, or put the project on hold.

The Committee confirmed staff recommendation to move forward on this project.

**5. May Nissen Pool:**

GM Fuzie updated the Committee on the May Nissen Pool Upgrades project. He stated a contract has been executed with Burkett's Pool Plastering to resurface the two pools. The work will begin in May and is scheduled for completion in mid-July. Lighting improvements are being considered to enable year-round operation. Recreation Department Manager Allie Ikeda reported that the plan is to utilize the Robert Livermore Aquatic Center (RLAC) as a comp pool for high performance swim teams and lap swim, and utilize the May Nissen Pools as a swim lesson facility and overflow for additional swim team rentals. Although there are no plans for rec swim this summer, once May Nissen opens in May 2022, swim lessons will transition to that location and LARPD will be able to serve more participants due to spacing as of June 2022. Rec swim will then be offered at both locations and at generally the same times.

No Committee action was taken.

**6. May Nissen Tennis Courts:**

GM Fuzie reiterated that the resurfacing/restriping of the tennis courts is an AB 1600 proposed project. The goal of this project is to resurface the tennis courts, install a new fence around them, and restripe them for both tennis and pickleball. Parks and Facilities Manager Fred Haldeman updated the Committee on estimated budget costs (as shown on the CIP Project Updates form included in the agenda packet.) In response to a question from Director Palajac, Mr. Haldeman clarified that the \$80,000k fence replacement cost is for the perimeter of the entire aquatics facility. This piece has not yet gone through the concept proposal process.

No Committee action was taken.

**7. CIP Updates – Current and Future Projects:**

The Committee received a status update from Administrative Services Manager Jeffrey Schneider on current CIP Project Updates included in the agenda packet.

GM Fuzie shared his screen to show the Minor Capital Improvement Project Flow Chart (under \$250k) for process review with the group. For Major projects (above \$250k), concepts will go back to the full Board several times with new budget estimates and new approvals required. These concepts will be discussed in detail at the March 31<sup>st</sup> CIP Workshop.

No Committee action was taken.

**8. CIP Financial Plan for FY 20-21 through FY22-23:**

The Committee reviewed a detailed presentation from ASM Schneider entitled "Review of: Capital Improvement Program (CIP) FY20-21 through FY22-23." He advised that the District is subject to meeting the City's planning requirements as well when it comes to AB1600 project plans. The City asks for the current year, next year

and a FY22-23 plan. GM Fuzie announced that there will be a CIP Workshop prior to the Regular Board meeting on March 31, 2021. This workshop will be for the Board and staff to begin the process of evaluating the CIP concept proposals coming in.

The Committee recommended presenting the mid-year update to the CIP Plan for FY20-21 through FY22-23 to the full Board for its approval.

## **9. Property Matrix: List of Properties and Ownership/Maintenance Responsibilities**

GM Fuzie informed the Committee that the idea behind the Property Matrix is to have a document that shows, all in one place, all properties, what the ownership is and what the responsibilities are, under what type of agreement, and a ballpark of financials that will give the District an idea of whether each facility/park is being utilized to the best of its ability, or not, or if it is something the District needs to re-examine. This came about primarily because of properties such as The Barn, the Carnegie Building and LARPD'S relationship at the Veteran's Building – locations the District had taken on at a time when it was necessary to have places to program, but which may or may not still be valid under the original agreements that were made and the intent within those agreements. This spreadsheet will show what our commitments are and what our rights are. This will be an amazing tool for the District to assess the financials of its agreements as well.

Administrative Services Manager Jeffrey Schneider shared his screen and the Committee reviewed and discussed the draft matrix entitled "PROPERTIES and Ownership/Maintenance Responsibilities" – a comprehensive view of revenue and costs to support the District's various locations. He led the group through a discussion on tracking Ownership: land or building/fixtures – Maintenance Funding Source(s) – Agreement Name – Execution Date/Expiration Date/Renewal Term/Renewal Requirement – and Financials (per Month).

No Committee action was taken. However, the following action items were suggested:

- Continue to populate the matrix to help us determine what the District's role is in the local economy, within the City and for the people in our service area
- Work will continue to populate the matrix with a focus on the buildings and then the addition of parks.
- This item will be a standing monthly item on the Facilities Committee agenda with the understanding that this form is a living document and is still in the making.

## **10. Community Gardens**

Chair Faltings inquired about the status of the Community Gardens, especially since she is the Board liaison for this committee. Due to the pandemic, the committee has not met for some time. Parks and Facilities Manager Fred Haldeman provided an update to the Committee. The Community Garden is open, and LARPD has recently

assigned three new plots. General maintenance is being kept up. Meetings will resume after the pandemic is resolved, hopefully by next year.

No Committee action was taken. However, the following action items were suggested:

- Chair Faltings to meet with Mr. Haldeman on this topic.
- Discuss the possibility of creating additional community gardens within current park facilities at the upcoming CIP Workshop. (i.e. Springtown area, or smaller plots around town.)

### **11. Matters Initiated**

- a) Chair Faltings asked for an update on behalf of the volunteers at Ravenswood regarding when the historic tours program may be reactivated. GM Fuzie explained that these are not open yet due to the tier that the County is currently in. The District will be moving into the Red Tier as of next Wednesday. Once we are cleared to open, the issue will be compliance with the number of group members allowed for either indoor or outdoor tours. The Ravenswood Progress League has been asked to write up their plan for giving tours, whether or not they would like to continue as a 501(c)(3) or become a part of the LARPD Foundation, and give that plan to GM Fuzie to discuss next steps.
- b) GM Fuzie announced Alameda County will be moving into the Red Tier next week which means the District will be very busy as teams work on plans to move through the different tiers and what this means. Facility use will increase, hiring may commence and employee hours will be changed appropriately.
- c) GM Fuzie announced that LARPD has been contacted to open a Point of Distribution (POD) for COVID-19 vaccinations next week on March 11th. In partnership with the school district (LVJUSD), the City of Livermore, and Walgreens, LARPD will open the Recreation Center for the vaccination clinic for a targeted audience per California protocols.

**12. Adjournment:** The meeting was adjourned at 3:45 p.m.