



LIVERMORE AREA RECREATION AND PARK DISTRICT

**FACILITIES COMMITTEE**

**AGENDA**

**THURSDAY, JANUARY 6, 2022  
2:30 P.M.**

*NOTICE: Coronavirus COVID-19*

*In accordance with the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), as amended by Assembly Bill 361 (2021), the Livermore Area Recreation and Park District Facilities Committee Members and staff will be participating in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may participate in the meeting by teleconference.*

*We have also provided a call-in number, as identified on this Agenda, and encourage you to attend by telephone.*

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84838835249>

Or Telephone:

+1 253 215 8782

Webinar ID: 848 3883 5249

COMMITTEE CHAIR: FALTINGS  
COMMITTEE MEMBER: PALAJAC

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the Facilities Committee Meeting held on December 2, 2021
4. Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution 2731-a)
5. Joe Mitchell Building Update
6. Pump Track Progress
7. Rodeo Stadium Infrastructure Improvements
8. CIP Budget FY 20/21 – Preliminary Year in Review (Actuals vs. Projected)
9. Directors' Reports or Announcements
10. Adjournment

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## FINANCE COMMITTEE

### DRAFT MEETING NOTES

**MONDAY, DECEMBER 20, 2021**

**1:30 P.M.**

#### *NOTICE: Coronavirus COVID-19*

*In accordance with the Ralph M. Brown Act (Cal. Gov. Code 54950-54963), as amended by Assembly Bill 361 (2021), members of the Livermore Area Recreation and Park District Finance 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: Philip Pierpont, James E. Boswell

LARPD Staff Present: Jeffrey Schneider, Fred Haldeman, Jill Kirk, Julie Dreher, Michelle Newbould, Nancy Blair, Pamela Healy, Lynn Loucks, Patrick Lucky

Public Members Present: None

1. **Call to Order:** Committee Chair Pierpont called the meeting to order at 1:33 p.m.
2. **Public Comment:** None. Public Comments period closed.
3. **Approval of the Minutes of the Finance Committee Meeting held on November 15, 2021:**  
The meeting minutes of November 15, 2021 were approved unanimously.
4. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution):**  
**Action:** Moved by Director Boswell, seconded by Director Pierpont, approved Resolution No. 2729-c determining to conduct meetings of the LARPD Finance Committee using teleconferencing pursuant to Government Code 54953, as amended by AB 361, for the period December 20, 2021 to January 19, 2022.
5. **November Financial Results Review:**  
Business Services Manager Jeffrey Schneider began by thanking the team for their contributions to the presentation. He then shared his screen for a detailed presentation on the November Financial Results that included the following:
  - a) We had a good month overall relative to Budget.
  - b) November revenues are \$8k unfavorable versus Budget. Program-driven revenues exceeded the budget by \$73k, powered by favorable results in ESS (\$44k) and Recreation rentals (\$23k). Tax Revenues are \$80k unfavorable vs Budget however, which is a timing issue related to the County's reporting of "RDA Residual Property Taxes" (redevelopment agency program the state discontinued in 2010-11 but for which balances continue to be "worked down").
  - c) Savings in Salary and Benefits vs Budget of \$140k include \$79k of ACERA contribution reductions related to the Pension Obligation Bond (POB); the balance of the favorable variance vs Budget is largely in spending for part-time casual workers.

- d) Services and Supplies were \$52k below budget, highlighted by Water being \$35k below budget and maintenance of structures and grounds another \$22k. Partially offsetting this was the unbudgeted interest expense of \$22k for our POBs.
- e) Through November, the District's financials remain positive versus budget. Of the \$537k favorable Net Operating result, \$188k is attributable to the net of ACERA cost reductions and incremental debt services expenses. The main story is favorable spending on salary and benefits excluding the impact of the POBs on ACERA contributions. Revenue from Operations is \$83k favorable through November, due to \$86k of grant monies obtained by the ESS group for COVID relief. Water spend is trending in the right direction and now stands at \$133k negative vs budget through November, which was almost entirely offset by savings in maintenance of structures and grounds and equipment (\$129k).
- f) A couple of things to keep in mind: a) a sizable portion of the \$537k favorable year-to-date Net Operating Result (or \$349k excluding the \$188k YTD impact of POBs/ACERA) is offset by the un-budgeted use of general funds for the Trevarno Sewer and Water District capital outlay of \$478k; and b) the \$188k year-to-date contribution to our favorable results related to ACERA vs POB debt service will not continue: In February, the District will make its principal payment of \$660k. For the entire fiscal year, the impact of a full year of POB debt service will almost exactly offset the related reductions to the District's ACERA commitment (10 mos. of savings in FY21-22).

Director Boswell commented on a noticeable improvement in managing the numbers, with better control and awareness over certain line items.

Chair Pierpont commented that the timing issue for booking revenue and expenses from program registrations is very common. Finance Officer Julie Dreher added that with Independent contractor invoicing, we must leave invoicing up to each contractor to distinguish between employees and those who are self-employed. Thus, while we defer revenues to align with class timing, often contractor expense will lag.

#### **6. Virtual Vendor Payment Process Overview:**

Finance Officer Julie Dreher provided an overview of the Virtual Vendor Payment process. The District is looking to move many of its paper payments to virtual card payments. In this process, the vendor will submit an invoice, and we would send an electronic payment rather than mailing a paper check. The vendor will get an email with a one-time secure link to accept the payment. The many benefits of this process include significant reduction of fraud risk, a 0.35% rebate plus an additional 0.01% for each day that the managing account statement is paid early, a reduction of paper processes, and automated reconciliation. Vendors will benefit as well, as they will receive payments quicker, experience a reduction in their paper processes, and will have access to 24/7 support for the payments that they receive.

This item was discussion only and no committee action was taken.

- 7. Review Cash Flow Model (discussed as item 8):** Business Services Manager Schneider explained that this model is a work in progress that contains current assumptions for operations and project spending. When the mid-year budget is proposed to the Board in March, staff will include a multi-year view of cash flows for the Board's review. Committee members then had a lengthy discussion that included formulating the right strategic approach to address how the District will fund deferred maintenance, what should be the targeted mix of tax versus program-driven revenue, and other concerns, including looking at lifecycle costs when assessing a potential project's financial impact.

**8. Review Reserve Policy Draft (discussed as item 7):**

BSM Schneider opened the discussion, sharing that the staff report was reviewed with our audit partners last week and that the auditors are comfortable we are moving in the right direction. BSM Schneider's presentation included a review of the current reserve policy and related balances, highlighting a key reason for re-assessing the existing policy: The reality is that the District has not established a Reserve Policy that is consistent with minimum cash balances that the District experiences each year, typically in November. Cash balances vary considerably throughout the year, and only following the large April tax receipts can cash balances accommodate total reserves, at their current levels.

BSM Schneider then outlined opportunities to enhance the District's Reserve Policy and agreed to meet with Director Boswell, who had specific suggestions that would be incorporated in the next version of the staff report and related policy, including consideration of a related investment policy.

**Action:** Committee members were asked to review the draft policy and provide their feedback to BSM Jeff Schneider. An updated policy draft will be reviewed with our audit partners and brought back to the first 2022 Finance Committee Meeting for further discussion.

**9. Directors' Reports and Announcements:** Chair Pierpont briefly noted that the big announcement is that our share of the State's \$100 million of budgeted Covid Relief funds was announced and will be received in January (\$1.2 million). Thanks to Finance Officer Dreher for driving the District's submission to the State that resulted in the award.

**Action:** Staff will prepare a Press Release.

**10. Adjournment:** Chair Pierpont adjourned the meeting at 3:21 p.m.

/ph

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PERSONNEL COMMITTEE**

**DRAFT MINUTES**

**TUESDAY, DECEMBER 14, 2021  
2:00 P.M.**

*NOTICE: Coronavirus COVID-19*

*In accordance with the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), as amended by Assembly Bill 361 (2021), the Livermore Area Recreation and Park District Personnel Committee Members and staff will be participating in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may participate in the meeting by teleconference.*

**Committee Members Present:** David Furst, James Boswell

**LARPD Staff Present:** Mathew Fuzie, Allie Ikeda, Jeffrey Schneider, Fred Haldeman, Julie Dreher, Linda VanBuskirk, Nancy Blair, Jessie Masingale, Pamela Healy, Megan Shannon

**Others Present:** None

**COMMITTEE CHAIR:** FURST  
**COMMITTEE MEMBER:** BOSWELL

1. **Call to Order:** The meeting was called to order at 2:04 by Director Furst.
2. **Public Comment:** None, Director Furst closed the public comment period.
3. **Approval of the Minutes of the Personnel Committee Meeting held on November 9, 2021:** The minutes were approved unanimously as written.
4. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution 2729-b):** Resolution 2729-b was approved unanimously.
5. **Peace Officer Authority:** GM Fuzie opened the discussion, sharing that since the LARPD was a voter approved District, we can decide to what level we want enforcement. He added that Ordinance 8, Section 103(f), as written, is problematic because if a person is put in position to act on all laws of state, there is an expectation to act. A related concern is asking Park Rangers to do more than they are equipped to do. Discussion ensued regarding the level of responsibility assigned to the position versus degree of training, and a need to narrow the scope of responsibility. Rangers can now communicate with local police and sheriff if there is something that occurs outside their scope. Along with the language change to the job description, there is also the intent to modify the uniform so that Rangers are perceived as stewards instead of law enforcement.

**Action Item:** The recommendation from the Committee was to bring suggested language change to Ordinance No. 8 to the full Board to begin the process of amending the Ordinance

6. **Personnel Commission Letters of Interest:** GM Fuzie commented that the existing appointment process is very clear: the Board selects and appoints the Personnel Commission. Staff suggested that the existing process is missing the ability to review commission members' performance once appointed. Committee members discussed the Letters of Interest submitted by each candidate and

agreed that Candidate Nuddelman’s qualifications appeared to be superior to the other two candidates.

**Action Item:** Committee Members requested that at the first meeting in 2022, the new Personnel Committee conduct a review of all Personnel Commissioners and determine how their respective term ends if they are not meeting their commitment to the District. The Committee also recommended that this item be placed on the Board agenda for January 2022, to include a copy of all candidate bios and a recommendation in support of Mr. Nuddleman.

7. **Directors’ Reports or Announcements:** Director Furst asked that a 2021 recap of Personnel Committee agenda items be placed on the first 2022 Personnel Committee meeting agenda, for new members.  
Director Boswell asked if we have a compilation of updated job descriptions. Staff will discuss and report back.  
GM Fuzie shared that the indoor mask mandate is back, with more to follow on what it means for the District. He also mentioned that a vacation sale program as an employee benefit is an item that will be on the January Board meeting agenda.  
Business Services Manager Jeff Schneider shared that there was a significant ransomware attack on UKG this past week, however, it did not affect the District.  
Director Furst requested that a reminder be put out to staff regarding need to be careful with internet and email use, as there is a constant potential for a similar attack.
8. **Adjournment:** The meeting was adjourned at 2:32 p.m. .

/ph

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PROGRAM COMMITTEE**  
**DRAFT MINUTES**

**THURSDAY, December 16, 2021**  
**2:00 PM**

*NOTICE: Coronavirus COVID-19*

*In accordance with the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), as amended by Assembly Bill 361 (2021), the Livermore Area Recreation and Park District Program Committee Members and staff participated in this meeting via Zoom teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated electronically.*

**Committee Members Present:** Jan Palajac, David Furst

**Staff Present:** Mat Fuzie, Linda VanBuskirk, Jeffrey Schneider, Pamela Healy, David Weisgerber, Nancy Blair, Vicki Wiedenfeld

**Members of the Public Present:** There were no members of the public present.

1. **Call to Order:** Chair Palajac called the meeting to order at 2:01 p.m.
2. **Public Comment:** There were no members
3. **Approval of the Minutes of the Program Committee held on November 18, 2021:** The minutes were approved unanimously.
4. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution No. 2729-d):** Resolution 2729-d was approved unanimously.
5. **Living Arroyos:** LARPD is currently the managing partner of Living Arroyos. The contract with all partners will expire in June 2022. The partnership currently includes the City of Livermore, the City of Pleasanton, the City of Dublin, Livermore Area Recreation and Park District and Zone 7 Water Agency. All partners provide funding, LARPD houses the Arroyos. It is unclear if staff/interns are District employees. There has been a difficulty with keeping the program staffed because it was set up as an internship. It was noted that Living Arroyos is a Zone 7 program; as a partner we provide equipment, vehicles and house everything. The Committee discussed giving Zone 7 notice that we do not intend to renew the contract. No Committee action was taken; however, the following Action Item was suggested: GM Fuzie will give them notice of our intent and will report on this item at the next Program Committee meeting.
6. **Brainstorm Plans for Increasing Outdoor Programming/Activities:** GM Fuzie shared that Core staff met to discuss potential ideas for increasing outdoor programming. Ideas have included outdoor yoga pavilions, additional outdoor facilities, etc. They also identified a clear need for more programs for seniors. Recreation Supervisor Vicki Wiedenfeld added that we are doing more outdoor programming, to include yoga, ultimate frisbee, football camps, athlete development classes, after school programming at May Nissen and outdoor fitness classes here at RLCC. Providing regular programming at May Nissen is also being explored.



We will be hosting a March 2022 pre-school track meet. Youth Services Administrator (YSA) Nancy Blair commented that Youth Services will be offering a Mommy and Me class next year. The committee discussed using independent contractors, part-time staff and existing staff to support new programs. The Ravenswood space has been used extensively for outdoor programming. The committee discussed the idea of adding an outdoor pavilion at Ravenswood and shared some of the history behind the idea. Ravenswood is actually owned by the City of Livermore (COL), LARPD maintains it and provides programming there. COL would then have to approve of building a structure there, however, years ago COL was not amenable to the idea. With new people at COL now, it may be fruitful to suggest it all over again & see what happens. Director Palajac commented that Livermore Downtown requested that LARPD become more involved in activities, such as the booth at the Thursday/Sunday farmer's market, holiday parade, etc. GM Fuzie announced that there are plans underway for a January 26, 2022 Board Retreat (in lieu of the regular meeting).

Other topics discussed included looking at ways to reduce our water usage, adding facilities in strategic locations to increase outdoor programs and various ideas for possible programming out at the Springtown Golf Course. GM Fuzie commented that recent changes at open space have resulted in more programming than we have done previously, and programs are paying for themselves.

Director Furst asked if we have any policies on public art at our facilities. Executive Assistant Linda VanBuskirk responded with the applicable policy number, FAC-02-1758; a copy will be provided to the committee members.

**Action Items:**

- The committee suggested that staff follow up with the City of Livermore to re-open the discussion on adding an outdoor pavilion at Ravenswood.
- The committee requested that a liaison be assigned to work with Livermore Downtown regarding LARPD involvement in activities and to update the Program Committee on this topic in 2022.

7. **COVID-19 Program Updates:** There is a new Alameda County health order specific to K-8 sports: players on the court actively playing do not have to wear mask. For indoor adult fitness, a mask is required even while exercising. There are no changes for YS, all students and parents are required to wear masks, except for children actively exercising. Open Heart kitchen still providing a large number of meals, over 200/day. Staff were asked what the protocol is if a child tests positive for Covid. YSA Nancy Blair indicated that if a student in school tests positive, quarantine procedures go into effect. There has not been a positive case in our programs for many months.

GM Fuzie gave an update on Covid testing for employees: we have applied to a company for PCR tests and would proctor any employee giving themselves the test. If insured, the employee's insurance pays, if not, the state will pay with no cost to the employee or District. The Committee discussed the Omicron variant, that it is fast spreading. While cases are not as severe, the variant should still be taken seriously.

8. **Directors' Reports and Announcements:** Director Furst expressed his thanks and appreciation to staff for their help with the Program Committee throughout 2021. Director Palajac added her thanks. GM Fuzie shared that outgoing Livermore City Manager Marc Roberts will be finishing his term out with many projects.

9. **Adjournment:** The meeting was adjourned at 2:55 p.m.