



Livermore Area
Recreation and Park District
An independent special district

**LIVERMORE AREA RECREATION AND PARK DISTRICT
REGULAR MEETING of the BOARD OF DIRECTORS**

DRAFT MINUTES

WEDNESDAY, JULY 28, 2021

2:00 P.M.

NOTICE: Coronavirus COVID-19

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

DIRECTORS PRESENT: Directors James Boswell (arrived at 2:29 p.m.),
David Furst, Jan Palajac,
Vice Chair Maryalice Faltings, and Chair Philip Pierpont

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mathew Fuzie, Allie Ikeda, Fred Haldeman,
Jill Kirk, David Weisgerber, Jessie Masingale, Julie Dreher,
Linda VanBuskirk, Lynn Loucks, Marilyn Youngman,
Michelle Newbould, Nancy Blair, Robert Sanchez

GENERAL COUNSEL: Allison Felkins, Andy Pinasco, Neumiller & Beardslee

OTHERS PRESENT: Tony Kukulich

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

Chair Pierpont called the meeting to order at 2:04 p.m. All Directors were present, via Zoom, except Director Boswell who later joined the meeting at 2:29 p.m. Chair Pierpont led the Pledge of Allegiance.

2. PUBLIC COMMENT: None.

3. CONSENT ITEMS:

3.1 Approval of the Minutes of the Regular Board Meeting of June 30, 2021.

3.2 Approval of the Minutes of the Regular Board Meeting of July 14, 2021

Director Faltings asked to pull Item 3.1 to address three changes:

Item 3.1 Approval of the Minutes of the Regular Board Meeting of June 30, 2021:

- On page 3 of the Draft Minutes at Item 4.2 “Official Assessment Ballot – Trevarno Road Sewer and Water Improvements” at the last paragraph, second line, where it stated, “Board members expressed reluctance to approve. . . “ Director Faltings asked to change this to say “**Some** Board members expressed reluctance to approve. . . “
- On page 5 at Item 7 “Directors’ Announcements” at paragraph (a) four lines down where it stated, “Some of the presentation materials. . . “ Director Faltings asked to strike the words “Some of the” because **all** the presentation materials are available on the CARPD website.

MOTION:

Moved by Director Furst, seconded by Director Faltings, approved the Consent Items, as amended, by the following roll call vote:

AYES: *Directors Palajac, Faltings, Furst, and Chair Pierpont*
NOES: *None*
ABSTENTIONS: *None*
ABSENT: *Director Boswell*

4. DISCUSSION AND ACTION ITEMS: None.

5. INFORMATIONAL ITEMS (No Action Required)

5.1 GENERAL FINANCIAL UPDATE

GM Fuzie reported that the District finances are looking good. Incoming revenue has been steady due to programs. However, we are seeing an increase in water costs due to the drought. Finance Officer Julie Dreher shared her screen and led a discussion on Preliminary Actual Results Year-To-Date through June 2021. (see attached)

This was information only and no action was taken.

5.2 COVID-19 PROGRAM UPDATES

GM Fuzie reported on his attendance at the Emergency Operations Center (EOC) meetings. At these meetings, held each Monday morning, he receives reports on a regular basis and coordinates efforts with the City and school district regarding COVID-19 issues. Current cases have increased to 15 per 100,000 as compared with two weeks ago when the count was 5 per 100,000. As of June 15th, the governor has moved beyond the Blueprint for a Safer Economy tiered system. The new system has been creating some confusion in the public and within our programs, especially regarding mask requirements. LARPD strives to ensure its program participants are getting the desired benefit without associated risks by being consistent with its COVID-19 messaging. Program attendance is up, and we have hired appropriate staff, both temporary and full time, to meet our needs as we are coming out of COVID-19 and our programs are growing.

Director Furst asked if we are getting closer to making any type of decision about meeting in person and canceling the emergency authorization.

➤ He suggested this topic become part of this update each month.

GM Fuzie responded that California's COVID-19 state of emergency order has not been removed by Governor Newsom, and the numbers are going in the wrong direction at this time. As such, more and more agencies are moving back to virtual meetings and away from meetings in person. LARPD has had to increase the safety protocols in the RLCC - All staff are required to wear masks while in the office, especially in common areas. Based on the way the numbers are moving so rapidly in certain areas of the U.S. we may need to prepare for more restrictions, not fewer. We will have to decide about the Public Meeting in the Park scheduled for August.

In response to a question from Chair Pierpont regarding the challenge of multi-scenario planning, Community Services Manager Jill Kirk explained that LARPD has been constantly reevaluating programs while planning very conservatively for the fall. Youth Services Administrator Nancy Blair elaborated on licensing and the strict mandates that LARPD must operate within regarding cleaning protocols, mask wearing, social distancing, and no comingling of staff.

[Director Boswell arrived on the webinar at 2:29 p.m.]

This was information only and no action was taken.

6. COMMITTEE REPORTS:

- a) Director Palajac reported her attendance at the July 15, 2021 Program Committee meeting.
- b) Director Palajac reported her attendance at the July 20, 2021 Livermore Downtown, Inc. meeting.
- c) Director Furst reported his attendance, along with Chair Pierpont, at the July 16, 2021 Ad Hoc Committee meeting regarding the Master Lease Agreement. Chair Pierpont reported that this Ad Hoc Committee has been established to review and revise the Master Lease Agreement with the City and to start this process with the General Manager and City of Livermore. This meeting was held to set general guidelines and prepare for issues we want to raise.

7. DIRECTORS' ANNOUNCEMENTS: None.

8. ANNOUNCEMENTS BY THE GENERAL MANAGER:

GM Fuzie made the following announcements:

- a) Since the Master Lease Agreement expired in September, a meeting will be set up with the City Manager to begin discussions.
- b) An offer has been extended today for an Administrative Assistant who will be working with Executive Assistant Linda VanBuskirk. We were very pleased with the candidate pool. EA VanBuskirk added that the candidate has over 20 years' experience with records management, so we're excited about getting her trained up on our Records Retention and Destruction Program and also the life cycle of all District Board and Committee meetings. She is currently moving through the pre-employment process and is scheduled to begin her career with LARPD in late August. She will be introduced to the Board at that time.

Chair Pierpont opened public comment. No public comments were received. Chair Pierpont closed the public comment period.

9. ADJOURNMENT: The meeting was adjourned at 2:42 p.m.

APPROVED,

Philip Pierpont
Chair, Board of Directors

ATTEST:

Mathew L. Fuzie
General Manager and
Ex-officio Clerk to the Board of Directors

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
PRELIMINARY ACTUAL Results, Year-To-Date through June 2021

Unit	Department	Actual				Mid-Year Budget				Variance Above/(Below) Mid-Year Budget			
		Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense	Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense	Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense
Administration													
01	Administration	13,188,374	2,094,441	1,169,119	9,924,814	13,388,169	2,169,017	1,286,713	9,932,439	(199,795)	(74,576)	(117,594)	(7,625)
17	Marketing & Public Information	1,552	71,491	13,394	(83,333)	1,552	71,487	29,013	(98,948)	0	4	(15,619)	15,615
18	Technology & Communications	0	25,315	445,565	(470,880)	0	25,283	439,428	(464,711)	0	32	6,137	(6,169)
45	Capital Equipment	0	0	8,795	(8,795)	0	0	8,795	(8,795)	0	0	0	0
60	CIP	0	99,003	140	(99,143)	0	98,864	2,315	(101,179)	0	139	(2,175)	2,036
Administration Total:		13,189,926	2,290,250	1,637,013	9,262,663	13,389,721	2,364,651	1,766,264	9,258,806	(199,795)	(74,401)	(129,251)	3,857
Parks and Facility Maintenance													
05	Building Maintenance	0	896,040	502,651	(1,398,691)	0	918,546	515,569	(1,434,115)	0	(22,506)	(12,918)	35,424
07	Park Operations	353,434	2,010,487	2,182,310	(3,839,363)	383,350	1,986,651	2,041,627	(3,644,928)	(29,916)	23,836	140,684	(194,435)
Parks and Facility Maintenance:		353,434	2,906,527	2,684,961	(5,238,054)	383,350	2,905,197	2,557,196	(5,079,043)	(29,916)	1,330	127,766	(159,011)
Community Services													
06	Camp Shelly	4,399	4,482	7,945	(8,028)	65,000	0	13,359	51,641	(60,601)	4,482	(5,414)	(59,669)
09	Extended Student Services	2,373,903	3,230,403	167,639	(1,024,139)	2,373,869	3,139,380	162,551	(928,062)	34	91,023	5,088	(96,077)
10	Senior Services	65,503	116,945	38,216	(89,658)	58,163	118,809	35,832	(96,478)	7,340	(1,864)	2,384	6,820
11	Preschool	41,998	50,599	139	(8,740)	39,673	69,244	2,839	(32,410)	2,325	(18,645)	(2,700)	23,670
16	Open Space	527,481	904,157	90,909	(467,585)	458,190	906,604	94,330	(542,744)	69,291	(2,447)	(3,421)	75,159
32	Community Outreach	0	671,781	2,723	(674,504)	0	662,047	1,306	(663,353)	0	9,734	1,417	(11,151)
40	Believes Program	0	3,676	0	(3,676)	0	3,676	0	(3,676)	0	0	0	0
41	Middle School Program	(296)	49,585	1,493	(51,374)	(148)	49,581	768	(50,497)	(148)	4	725	(877)
Community Services Total:		3,012,988	5,031,628	309,064	(2,327,704)	2,994,747	4,949,341	310,985	(2,265,579)	18,241	82,287	(1,921)	(62,125)
Recreation													
02	Classes, Camps & Events	39,523	0	23,543	15,980	3,098	0	2,411	687	36,425	0	21,132	15,293
03	Adult Sports & Fitness	1,157	11,222	845	(10,910)	3,307	5,963	995	(3,651)	(2,150)	5,259	(150)	(7,259)
20	Customer & Business Services	2,025	149,831	98,899	(246,705)	450	158,510	107,717	(265,777)	1,575	(8,679)	(8,818)	19,072
25	Facility Use & Rentals	44,936	42,256	1,713	967	79,254	77,762	1,443	49	(34,318)	(35,506)	270	918
26	Youth Sports & Fitness	162,163	70,013	43,938	48,212	121,009	95,744	30,045	(4,780)	41,154	(25,731)	13,893	52,992
27	Field & gym Rentals	270,544	131,450	5,786	133,308	258,381	142,072	11,405	104,904	12,163	(10,622)	(5,619)	28,404
31	Recreation Administration	7,218	651,992	24	(644,798)	4,869	648,947	700	(644,778)	2,349	3,045	(676)	(20)
42	Building Operations	0	352,948	13,803	(366,751)	0	365,180	16,190	(381,370)	0	(12,232)	(2,387)	14,619
54	Aquatics (incl unit 04 - MN)	273,658	194,373	39,945	39,340	317,142	208,735	47,000	61,407	(43,484)	(14,362)	(7,055)	(22,067)
57	Concessions	0	0	0	0	0	0	0	0	0	0	0	0
Recreation Total:		801,224	1,604,085	228,496	(1,031,357)	787,510	1,702,913	217,906	(1,133,309)	13,714	(98,828)	10,590	101,952
DISTRICT TOTALS		17,357,572	11,832,490	4,859,534	665,548	17,555,328	11,922,102	4,852,351	780,875	(197,756)	(89,612)	7,183	(115,327)