



Livermore Area
Recreation & Park District
An independent special district

Board of Directors

Beth Wilson
Director

David Furst
Vice Chair

Maryalice Faltings
Chair

Philip Pierpont
Director

Jan Palajac
Director

Welcome to the Board of Directors' Meeting

You are welcome to attend all Board of Directors' meetings. Your interest in the conduct of public business is appreciated. Any citizen desiring to speak on any item not on the agenda may do so under item 3 when the Chair requests comments from the audience.

If you wish to speak on an item listed on the agenda, please wait until the item is up for discussion, the opening staff or committee presentation has been made, and the Board has concluded its initial discussion. Then, upon receiving recognition from the Chair, please state your name, and tell whether you are speaking as an individual or for an organization. Each speaker is limited to three minutes.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District office, 4444 East Avenue, Livermore, during normal business hours.

Pursuant to Title II of the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973, LARPD does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or sexual orientation in the provision of any services, programs or activities. To arrange an accommodation in order to participate in this public meeting, please call (925) 373-5725 or e-mail gsommers@larpd.org at least 72 hours in advance of the meeting.

AGENDA REGULAR MEETING

**WEDNESDAY, MARCH 14, 2018
7:00 P.M.**

**ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA**

1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE
2. INTRODUCTIONS
 - 2.1 DEPARTMENT MANAGER-RECREATION
The Board will be introduced to new Department Manager-Recreation Alexandra Ikeda.
 - 2.2 ASSISTANT TO THE GENERAL MANAGER
The Board will be introduced to new Assistant to the General Manager Linda VanBuskirk.

3. PUBLIC COMMENT
4. CONSENT AGENDA (Motion)
 - 4.1 BOARD MINUTES
 - 4.1.1 Regular Meeting of February 28, 2018.
 - 4.2 COMMUNICATIONS
 - 4.2.1 General Manager's Monthly Report (71/8).
5. CONSENT AGENDA RESOLUTIONS

None.
6. BIDS AND PUBLIC HEARINGS

None.
7. OLD BUSINESS

None.
8. NEW BUSINESS
 - 8.1 REVISIONS TO BOARD POLICY MANUAL

The Board will consider approving revisions to the Board Policy Manual pertaining to the election of Board officers. (Resolution)

Resolution No. _____, approving revisions to Policy No. 4040–Board Chair and Vice Chair and Policy No. 5010–Board Meetings.
 - 8.2 CALIFORNIA SPECIAL DISTRICTS ASSOCIATION CALL FOR NOMINATIONS – BOARD OF DIRECTORS


The Board will consider whether to nominate a fellow LARPD Director or the General Manager for election to the California Special Districts Association (CSDA) Board of Directors–Bay Area Network, Seat A. (Resolution)

Resolution No. _____, nominating _____ for election to the CSDA Board of Directors–Bay Area Network, Seat A, for the 2019-2021 term.
9. COMMITTEE REPORTS
10. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS
11. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER
12. ADJOURNMENT

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Timothy J. Barry, General Manager

DATE: March 14, 2018

SUBJECT: Introduction of New Department Manager- Recreation

RECOMMENDATION: Information only.

BACKGROUND: The Board will receive an introduction to new Department Manager- Recreation Alexandra Ikeda.


FISCAL IMPACT: None.

TB/s

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Timothy J. Barry, General Manager

DATE: March 14, 2018

SUBJECT: Introduction of New Assistant to the General Manager

RECOMMENDATION: Information only.

BACKGROUND: The Board will receive an introduction to new Assistant to the General Manager Linda VanBuskirk.

FISCAL IMPACT: None.

TB/s



LIVERMORE AREA RECREATION AND PARK DISTRICT

DRAFT MINUTES

WEDNESDAY, FEBRUARY 28, 2018

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

REGULAR MEETING
7:00 P.M.

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

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Rod Attebery, Tim Barry, Alexandra Ikeda, Jill Kirk, Patricia Lord, Jeffrey Schneider, Rebecca Sermenio, Gretchen Sommers

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

Chair Faltings called the meeting to order at 7:02 p.m. All Directors were present.

2. RECOGNITION

**2.1 RESOLUTION OF COMMENDATION FOR PARK MAINTENANCE
TECHNICIAN THOMAS RICKETTS**

Moved by Chair Faltings, seconded by Vice Chair Furst, adopted Resolution No. 2606, commending Thomas Ricketts, on the occasion of his retirement from the District, by the following roll call vote:

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

3. PUBLIC COMMENT

Chair Faltings opened public comment. No public comment. Closed public comment.

4. CONSENT AGENDA

4.1 BOARD MINUTES

4.1.1 Regular Meeting of February 14, 2018.

4.2 COMMUNICATIONS

None.

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

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

5. CONSENT AGENDA RESOLUTIONS

None.

6. BIDS AND PUBLIC HEARINGS

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 ARROYO DEL VALLE PEDESTRIAN BRIDGE PROJECT – DRAFT SUPPLEMENTAL INITIAL STUDY

Chair Faltings stated that the Board will consider approving the Draft Supplemental Initial Study for the Arroyo del Valle Pedestrian Bridget Project. Assistant General Manager Patricia Lord introduced Carol Beahan of Wildscape Engineering and Leslie Lazarotti of WRA, consultants to Tri-Valley Conservancy, who gave a presentation on the project, discussing project goals; timeline; sensitive biological resources; project design; and CEQA process.

Board had comments and questions regarding: status of permitting; funding; ADA paved trail; trail composition; proposed new element of a low donor seating wall; stakeholders; various comments on SIS regarding correct names of facilities, etc.; and what it takes to get a no-impact designation.

Moved by Director Wilson, seconded by Director Furst, accepted the Draft Supplemental Initial Study for the Arroyo del Valle Pedestrian Bridget Project, and directed staff to work with TVC to conduct the 30-day public review period by the following voice vote:

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

8.2 JOB DESCRIPTION AND SALARY RANGE FOR RECREATION LEADER III

AGM Lord described the need for a new job classification of Recreation Leader III, stating that the Personnel Commission and Personnel Committee both recommend Board approval.

Directors had a question regarding the salary range.

Moved by Director Palajac, seconded by Director Furst, adopted Resolution No. 2607, approving a job description and salary range for Recreation Leader III, by the following roll call vote:

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

8.3 CONVERSION OF PART-TIME AQUATICS COORDINATOR POSITION TO FULL-TIME STATUS

AGM Lord explained the importance of the Aquatics Coordinator position and why it should be converted to full-time, stating that the Personnel Commission and Committee recommend approval.

Director had the following questions: who made request for the change; does this change to full-time status require a recruitment process; and whether the full-time position will be performing Office Specialist duties.

Moved by Director Wilson, seconded by Chair Faltings , adopted Resolution No. 2608, approving the conversion of the part-time benefited Aquatics Coordinator position to full-time status, and approving the recommended salary range, by the following roll call vote:

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

8.4 NEW CLASSIFICATIONS FOR HUMAN RESOURCES AND FINANCE DIVISIONS

General Manager Tim Barry described the proposed reorganization within the Administration Division, which came about as the result of the vacancy in the Human Resources Manager position. The proposed new structure involves the addition of a full-time Human Resources Analyst position, a full-time Financial Analyst position and a full-time Administrative Services Manager position, and the reclassification of Finance Manager Jeffrey Schneider to Administrative Services Manager. The Personnel Commission and Personnel Committee both recommend approval.

Director questions and comments included: importance of being mindful about the amount of time spent reorganizing and time and resources spent recruiting unsuccessfully; will the funds currently being spent on an outside consultant be coming back to the District; will it be difficult to fill the Administrative Services Manager position down the road; and to whom will the Administrative Services Manager report.

Moved by Director Palajac, seconded by Director Pierpont, adopted Resolution No. 2609, approving new classifications and salary ranges for Administrative Services Manager, Human Resources Analyst, and Financial Analyst, and the reclassification of Finance Manager Jeffrey Schneider to Administrative Services Manager, by the following roll call vote:

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

ABSTENTIONS: *None*
ABSENT: *None*

9. COMMITTEE REPORTS

- 1) Chair Faltings reported on the Feb. 22 Facilities Committee meeting.
- 1) Director Palajac reported on the Feb. 20 Finance Committee meeting and the Feb. 20 Livermore Downtown meeting.

10. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- 2) Director Pierpont invited the public to participate in this weekend's Livermore Half Marathon.

11. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

GM Barry made the following announcements:

- 1) LARPD hosted a very success Pickleball Tournament on Saturday and Sunday, Feb. 24 & 25.
- 2) Invited the public to participate in a Ranger-led springtime stroll on Sunday, March 4 in Sycamore Grove Park.
- 3) LARPD staff is working with the City of Livermore on a Mass Care and Shelter Plan. A Regional Exercise is planned for September 6, 2018.

12. OPEN SESSION DISCLOSURE REGARDING CLOSED SESSION ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54957.7

At 8: 12 p.m., District Counsel announced that the meeting will adjourn to Closed Session regarding agenda items 13.1 and 13.2.

13. CLOSED SESSION

13.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957

Title: General Manager

13.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8

Property: The Barn, 3131 Pacific Avenue, Livermore, CA 94550 and Robertson Park Road, between Concannon Blvd. and Arroyo Road, Livermore, CA 94550

Agency Negotiators: Tim Barry / Rod Attebery

Negotiating Party: Livermore Area Recreation and Park District and City of

Livermore Under Negotiation: Price and Terms

14. OPEN SESSION REPORT ON CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1

No action to report.

15. ADJOURNMENT

Meeting adjourned at 9:05 p.m.

APPROVED,

Maryalice Summers Faltings
Chair, Board of Directors

ATTEST:

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

LIVERMORE AREA RECREATION & PARK DISTRICT

4444 East Avenue, Livermore, CA 94550-5053

(925) 373-5700

MONTHLY REPORT FOR FEBRUARY 2018 (#71-8)

TO: BOARD OF DIRECTORS

FROM: TIMOTHY J. BARRY, GENERAL MANAGER

GENERAL SUMMATION: Leadership changes consumed staff time this month, beginning with the retirement of 34-year veteran Park Technician Tommy Rickets. Our Assistant to the General Manager, Gretchen Sommers, announced her retirement April 1st after 20+ years of service to the District. After a recruitment to select her successor, Linda Van Buskirk was hired as our new Asst. to the General Manager, and will start on March 12th. After recruitment was completed, our own Marketing and Operations Supervisor Alexandra Ikeda was selected as our new Department Manager- Recreation. The Board also approved new classifications of Human Resources Analyst, Aquatics Coordinator (full-time), Financial Analyst and Administrative Services Manager, as part of a reorganization of the Finance, Human Resources and Information Technology functions within the District, in addition to bolstering the Aquatics Program. Lastly, after 45 years in parks and recreation, the last 15 of which as LARPD General Manager, Tim Barry announced his retirement, slated for July 5, 2018. The Board will hire a recruiting firm to conduct the search for a new General Manager, and have that person in place by mid-June, to allow time with Tim before his departure. The staff and Board will work together to ensure smooth transitions and manage change in a very thorough and effective way. The District is fortunate to have such dedicated and talented people to carry on the work of the District for the benefit of the community.

Matters Initiated:

February 14, 2018 Board Meeting – **If the bond measure passes, the District should pursue grants for capital improvement projects (Palajac).** *Staff will definitely pursue competitive grants if this ballot measure is passed!*

February 28, 2018 Board Meeting - None

BOARD OF DIRECTORS: Board Members attended two regular Board meetings, three committee meetings and three community outreach/liaison meetings in February. Directors also attended an appreciation event for the volunteer members of the LARPD Personnel Commission and LARPD Foundation; an elected women's luncheon, and an open house hosted by Senator Glazer and Assemblywoman Baker.

Board actions for the month included: endorsed state Proposition 68 on the June 5th Primary Election ballot, The Parks, Environment and Water Bond of 2018; presented a resolution of commendation to Thomas Ricketts, on the occasion of his retirement from the District; approved the Draft Supplemental Initial Study for the Arroyo del Valle Pedestrian Bridget Project; approved a job description and salary range for Recreation Leader III; approved the conversion of the part-time benefited Aquatics Coordinator position to full-time status, and approved the recommended salary range; approved new classifications and salary ranges for Administrative Services Manager, Human Resources Analyst, and Financial Analyst, and the reclassification of Finance Manager Jeffrey Schneider to Administrative Services Manager

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Organization: Thanks to General Manager Barry for his support of our proposal to revise our organization, which was approved by the Personnel Commission, Personnel Committee, and Board of Directors in February. We are now, officially, the Administrative Services Department and are prepared to hire a full-time HR Analyst and convert our Financial Technician to a full-time Financial Analyst position. We will do all we can to provide the exceptional support that the District and its staff deserve.

Finance:

Financial Planning: J. Dreher partnered with unit supervisors and managers to establish Mid-Year Budget updates for the District's FY17-18 Operating Budget and the FY17-18 through FY19-20 CIP Budget. Reviews were conducted with the Board's Finance and Facilities Committees, where we received recommendations for the Board's approval of these plans. On March 8th, J. Schneider and J. Dreher will present both budgets to the Board in a Budget Workshop.

Payroll: The team, J. Dreher and L. Ha, worked to incorporate the new tax tables for 2018. Next on our plate, is to scrutinize vacation accrual accounting to ensure that benefited staff is accruing at proper rates.

Audit: Accounting Supervisor L. Loucks continues to focus on our FY16-17 audit, and we are now awaiting word from our Audit Partners, who are digesting a revised trial balance report that was generated in February by Accounting Supervisor L. Loucks.

Human Resources: Comprehensive Compensation Study RFP: After completing the analytical framework for our study, along with validating benchmark positions and relationships of other positions to our benchmarks, we are now in a waiting mode for the data gathering and preliminary analysis to be completed by consultant MRG.

Work continues on updates to our Personnel Rules and Regulations. This effort is spearheaded by RGS consultant Sheri Fleming, with significant support from HR Tech Robert Sanchez.

Recruitment: With the successful conclusion of the recruiting process for the Department Manager – Recreation and Assistant to the General Manager positions (thanks for managing these processes so effectively, J. Masingale), we will now focus on several significant recruiting efforts in March: HR Analyst, Financial Analyst, Aquatics Coordinator and Marketing and Operations Supervisor. In addition, posting will soon be generated for of the new Rec. Leader III position, approved at the February 28th Board meeting,

Information Technology: J. Stevens' work to effect improved Wi-Fi services for the RLCC and Trevarno locations (solutions will be in place in March), and internet bandwidth for the RLCC, to better support tech-heavy events here, will be in place in March following a modest investment in switches and modems. J. Stevens is also focused on completing a review of our security cameras and image storage at RLCC. Efforts to plan for our Intranet project and completing an inventory of software licenses and usage are also in progress.

YOUTH & SENIOR SERVICES/VOLUNTEERS:

Preschool: Preschool activities focused on kindness, heart health, dental care, letters and numbers of the week, and encouraging family reading time. May Nissen Preschool hosted our staff monthly meeting, with a focus on “We’re Going on a Bear Hunt.” May Nissen staff had filled the classroom with wonderful bear hunt adventures, including (use your imagination here) tall grass, winding rivers, icky sticky mud and a cave. So much fun! Preschool staff also completed on-line Mandated Reporter Training.

LARPD 2018-2019 Preschool priority registration began on February 8th. Current program participants have filled 159 spots of our preschool spaces for next school year. Open registration begins March 1st.

ESS/PAL: Youth Services – ESS and PAL have been busy this month with several major trainings. Staff has participated in a three-part series of Desired Results Development Assessment training. An average of 65 staff was in attendance, and we are pleased with their participation and their eagerness to learn. Community Care Licensing issued a new requirement for staff working with children to complete an online Mandated Reporter training by March 1st. All staff has completed this, including PAL staff, which is not licensed. This training will need to be renewed every two years. As always, all sites practice safety drills, and we are busy planning adventurous summer activities for our children.

Seniors – 50+: An in-service by Safe in Home was presented to staff about their new in home monitoring system. Staff had many questions, and found this system to be very good for people with cognitive impairment. This system does not rely on the senior pushing a button. The trip program went to see the play, “Book of Mormon” and to the Jackson Casino. The AARP Tax Assistance program provided services for over seventy two seniors. McGrail winemakers presented Seasons of the Vineyard. Many of our participants enjoyed a variety of day trips this month, including lunch at Garre Vineyards, followed by a tour of LLNL Discovery Center. They also went on a historical walking tour of downtown Livermore with the Heritage Guild Docents.

RECREATION:

Public Information - Marketing/Communication: Press releases went out following the January 31st and February 14th Board of Directors meetings, as well as on March nature programs. LARPD was in *The Independent* following Board meetings, covering topics including Sunset Park plans and endorsing Proposition 68, among other issues. *The Independent* also previewed Open Space programs and upcoming news for the Little League Intermediate World Series held at LARPD’s Max Baer Park. The LLIWS also had a full-page ad in *The Independent*, including thanking LARPD as a Premier Event Sponsor. More than 30 updates were made to the current LARPD website, in addition to providing ongoing support for the new website project. Editing and proofreading was provided for the summer activity guide coming out in March. There were 13 post updates to the LARPD Facebook page, as well as responding to several direct messages, in addition to responding to about 15 emails through the main “info@larpd” account.

Facilities Event Rentals: We continue to foster our partnership with the Livermore Valley Joint Unified School District, by being the home for their annual two-day Kindergarten registration that was held on Wednesday, February 21st and Thursday, February 22nd at the Robert Livermore Community Center in the Cresta Blanca Ballroom, from 3 pm to 7 pm. We had over 400 people in attendance. Also this month, we had numerous celebrations at the Robert Livermore Community Center, Ravenswood, and the Veterans Hall. The Barn is currently closed until May due to the roof repair.

Youth Sports: Registration for Youth Sports programs and classes continues to be on the rise! Each session, our basketball classes are full, we have been adding staff and accepting registration from the

waitlist. Little Sluggers, baseball classes for 3-5 year olds, has seen an increase in registration. Staff has been successful in retaining participants and advancing them to the next level; we've seen an increase in our Advanced Sluggers sessions in this age group, as well. Several families have enjoyed sports-themed birthday parties in the gymnasium.

Adult Sports: A large Pickleball tournament took place, with 100+ participants, several traveling from as far away as Santa Cruz, Eureka, Chico, Ukiah and even from Oregon! Recreation staff did a great job taking the time to learn the game and understand what the Pickleball community would like to see in a well-run tournament. Kudos to staff for a job well done; we will continue to grow this event and put LARPD on the Pickleball map!

Field/Gymnasium Rentals: There were several large events during the month. Robertson Park was the venue for National Ultimate Frisbee team tryouts; Phantom Lacrosse played opening weekend games at Cayetano Park; a travel baseball tournament took place at Max Baer; a basketball tournament was held in the gymnasium; and baseball and softball games began at Ernie Rodrigues. Livermore Little League held their opening day at Robert Livermore for approximately 700 players and their families. This particular ceremony was special, as each player and coach wore number 11 on their hat in honor of one of their players from their Challenger team who passed away this year from the flu.

Adult & Youth Special Interest Classes: Since February was a dry month, the Horse Back Riding 1-on-1 lessons were popular, with twenty-two registered participants. All class lessons were held at the Creek Hill Farms in Livermore.

Special Events:

Daddy Daughter Dance: This popular event was held on Friday, February 10, from 7 pm to 9 pm at the Robert Livermore Community Center in the Cresta Blanca Ballroom, with 200 people in attendance. The event had a DJ, two photo booths and a dessert bar featuring two chocolate fountains. All attending participants received a gift.

Special Needs Resource Fair: Staff attended this informational fair, which was held at Dublin High School on Thursday, February 22, from 6:30 pm to 8:30 pm.

Customer and Business Services: February is the season to renew the annual Community Garden plots. With six plots available for the upcoming year, staff reached out to the waitlist participants and secured all of the Community Garden plots for the year.

Youth Commission: February's monthly meeting was held on the 5th in the Elbow Room, with a guest speaker from the Livermore Valley Performing Arts Center, Kiran Guleria. Kiran is the Education Program Manager and spoke to the Commission about the upcoming Innovation Fair on Saturday, April 14th at the Bankhead Theater.

Aquatics: February was a busy month for water polo and swim teams. On February 10th and 11th, we hosted a large USA Swim Meet, with over 2,000 visitors from all over the Bay Area. From February 9th through February 11th, we sent two teams (one male and one female team) to a Water Polo Tournament in Irvine, CA, where they competed with top-ranked teams from all over the state. On February 24th, we hosted the USA Water Polo Olympic Development Tournament for the boys division. This tournament hosted teams from all over the country in order to be selected for the Junior National Team, as well as college scouts. We look forward to March 10th, when we will be hosting the girls' tournament.

OPEN SPACE:

General: Open space staff patrolled open space facilities and regional trails, as well as other District facilities and parks. Rangers attended law enforcement safety training. Staff attended job fairs at Las Positas College and Granada High School.

Operations & Maintenance: Staff and volunteers performed maintenance on trails and trimmed trees near trails and public areas. Staff began annual mowing project. Staff replaced damaged wood duck boxes. Staff designed and produced a new Sycamore Grove Park map and brochure for public distribution.

Public Safety: Rangers responded to dog off leash complaints in various LARPD parks. Rangers responded to a vehicle break-in at the Wetmore entrance of Sycamore Grove Park. Rangers responded to a report of an injured bobcat in Sycamore Grove and transferred the cat to Lindsay Animal Rescue. Rangers responded to an encampment at Ravenswood Historic Site.

Resource Management: Staff and volunteers maintained native plantings and removed noxious non-native plant species from Sycamore Grove Park.

Volunteers: Open Space volunteers worked 70.25 hours performing maintenance on the native gardens, resource monitoring and documentation, performing visitor services, training, and trail surveys.

Environmental/Outdoor Recreation Programs: Staff conducted educational programs for thirty-two school classes. Healthy Parks Healthy People programs are being held monthly. Jr. Rangers and Ranger Explorers met twice.

Interpretive Programs: Staff conducted seven weekend nature and recreational programs for the general public.

Monthly Totals

Sycamore Grove	8,955
Daily Average Attendance	320
Horse Trailer Parking Use	71
Parking Fee Revenue	\$7,893
Nature Program Attendance	833

PARK MAINTENANCE:

Event preparations: Intent to use: 1 on going 1-hour park use at Pleasure Island/Hagemann, Picnics: 0, Special Event: Cover arena; Gymkhana and Disc Golf.

Graffiti/vandalism clean-up: February Volunteer graffiti clean-up 19 ½ hours and Park staff 2 ½ hours.

Irrigation: Repairs: 20 sprinklers repaired and 10 valves repaired, 2 valve box lids replaced, 1 valve box raised, 1 new backflow installed, 1 new drinking fountain installed and 1 drinking fountain repaired.

Mechanical work: Service and repairs to 10 vehicles, 5 large pieces of equip. (mowers and tractor), 1 piece of small equipment. Transported new Ranger vehicle to and from Pittsburg for lighting system,

shop maint, meetings, new truck (shopped, purchased and picked up), inventories; Capital, Non capital and small equip.

Miscellaneous repairs and tasks

- Mocho Park - continuing with turf reduction project, planted 23 trees
- Christensen Park - installed playground bridge and installed new slide at Independence Park
- Vista Meadows - replaced dog park sign
- Robert Livermore - installed new bark in new planting area
- Top dressed and seeded areas of Livermore Downs, Altamont Creek, Bill Payne and Robertson
- Bill Payne backstops were repaired, pressure washed and painted

Tree work:

- Les Knott - major trimming/pruning
- Shrub removal in 4 parks, removed broken limbs in 3 parks, raised low limbs in 4 parks, trimmed hedges in 4 parks, and installed mulch in planter beds at Bill Clark park
- Contracted Tree Services - Sunset Park (four trees removed and one pruned for safety)

Weed control: Post & Pre-emergent spraying - 22 parks, 4 trails, rodeo grounds and BMX course (2,621 gallons of mix sprayed). Weeding – 10 parks and 2 trails

Zone 7 Weed Spraying: February 2018 sprayed one day 125 gallons of Post & Pre-emergent

Living Arroyos Program:

- Removed 1,500 plus gals of invasive weeds from project sites to promote growth of native species.
- Conducted biomonitoring of six project sites to assess plant vigor and survival rates
- Harvested 137 Willow stakes & installed 2 Willow fascines to stabilize eroded banks on the Arroyos
- Used 1,700 gallons of water on various sites per contract to keep native vegetation alive during periods of winter drought
- Hosted two volunteer events:
 - February 3rd on the Arroyo Mocho at the Stanley Reach, where 28 volunteers removed 500 plus gallons of invasive weeds to promote growth of native vegetation.
 - February 17th on the Arroyo Mocho at the Stanley Reach, where 29 volunteers removed 800 gallons of invasive weeds to promote growth of native vegetation .

For more information regarding the 2017-2018 Volunteer Season please visit:
livingarroyos.org/get-involved/


Respectfully submitted,


Timothy J. Barry
General Manager

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Gretchen Sommers, Assistant to the General Manager 

DATE: March 14, 2018

SUBJECT: Revisions to Board Policy Manual – Election of Officers

COMMITTEE: Recommended by Personnel Committee on February 12, 2018

RECOMMENDATION: That the Board of Directors adopt Resolution No. ____, approving revisions to Board Policies No. 4040 - Board Chair and Vice Chair and No. 5010 – Board Meetings.

BACKGROUND: Director Furst had expressed interest in having the Board consider moving the annual election of Board Officers from the December meeting to a January meeting, in order to allow newly elected Directors to get to know their fellow Directors prior to voting for officers. This matter was addressed by the Personnel Committee at its May 3, 2017 meeting, during which discussion ensued regarding different options for addressing this. The Committee asked staff to investigate a possible scenario/procedure for moving the election of officers to January. A new process would need to address how such a change would affect annual committee assignments and January committee meetings, as well as situations in which a Director does not get re-elected or chooses not to run for office again. Staff presented proposed revisions to the Personnel Committee at its February 12, 2018 meeting.

General Manager Barry obtained a copy of the Dublin San Ramon Services District's (DSRSD) policy establishing procedures for election and rotation of board officers. As DSRD's policy seems to address LARPD's concerns nicely, staff has prepared proposed revisions to Board Policy No. 4040 - Board Chair and Vice Chair, using DSRD's policy as a model. The nature of the revisions is such that there would be no necessity to change the timing of annual election of officers, committee assignments or January committee meetings. In addition, the provisions of revised Policy No. 4040 address situations when there are new Directors or vacancies in Board Officer positions. The revision to Policy No. 5010 is minor, necessary only because it contains a reference to Policy No. 4040.

If approved, the revisions will be incorporated into the LARPD Board Policy Manual.

Attachments:

- A: Board Policy No. 4040 in Track Changes format and with proposed revisions incorporated
- B: Board Policy No. 5010 in Track Changes format and with proposed revisions incorporated

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Chair and Vice Chair
POLICY NUMBER: 4040

1. The officers of the Board of Directors shall be the Chair of the Board and the Vice Chair of the Board.
2. Officers of the Board of Directors shall be elected at the annual December organizational meeting, according to section No. 5, below. (see also Policy No. 5010-4-a).
3. Terms of office for the Chair and Vice Chair shall be for one year and on a calendar year basis.
- ~~4. The Chair of the Board and Vice Chair of the Board shall each be elected to office upon majority vote of the Board of Directors.~~
- ~~5. The Board of Directors establishes nomination voting procedures, as follows:~~
 - ~~4. The Chair of the Board will open the floor for nominations. Any member of the Board may nominate any other member, including him/herself for an office. Nominations do not require a second. When no further nominations are forthcoming, the Chair shall close nomination for the office under consideration. The Board Chair shall call for a voice vote for each nominated candidate in turn, until one candidate receives a majority vote.~~ Eligibility for the office of Chair and Vice Chair occurs twelve (12) months following first election/appointment to the Board of Directors (assuming continuous service since first election).
5. The Board of Directors establishes Board Officer rotation procedures, as follows:
 - a. Chair
 - i. The Vice Chair is the Chair-elect under normal rotation.
 - ii. The Director who has served the longest on the Board (in continuous service) without ever serving as Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Chair.
 - iii. If all Directors of the Board have been Chair, the Director who has served the longest on the Board (in continuous service) since last being Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Chair.

b. Vice Chair

- i. When the position of the Chair is filled, the Director next in line shall rotate to the position of Vice Chair in accordance with the criteria of sections 5(ii) and 5(iii).
- ii. The Director who has served longest on the Board (in continuous service) without ever serving as Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Vice Chair.
- iii. If all Directors of the Board have been Chair, the Director who has served the longest on the Board (in continuous service) since last being Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Vice Chair.

c. If no Director meets the criteria of section Nos. 4 or 5, above, or if there are Directors whose eligibility criteria are the same, then succession shall be determined by which Director has served longest on the Board (in continuous service). If a tie still exists, the Director who received the greatest number of votes at their last election shall be given preference in the rotation.

6. The Chair of the Board shall have the duties and responsibilities, powers and authority as hereinafter outlined.

- a. Presides and provides leadership at meetings of the Board in a way which: encourages openness, participation and motivation of members; maintains order and respects appropriate rules of procedures; ensures that Board activities/deliberations are effective and properly focused on policy, planning and accountability issues; advances the Board's annual and longer-term objectives.
- b. Calls special meetings if necessary.
- c. Determines committees outside of standing committees and appoints all committee chairs, members and alternates.
- d. Assists the General Manager in preparing agendas for Board meetings and has final approval of the agenda.
- e. Works in partnership with the General Manager to make sure Board policy is carried out and that the organization's mission is achieved.
- f. Represents and acts as a spokesperson for the Board; serves as advocate and ambassador for the District.

- g. May assist the General Manager in conducting new Board member orientations.
 - h. Oversees searches for a new General Manager; coordinates the General Manager's and other Board employees' performance evaluations; coordinates periodic Board assessment with the General Manager.
7. The Chair shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
8. The Vice Chair of the Board shall have the duties and responsibilities, powers and authority as hereinafter outlined.
- a. In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as Chair over all meetings of the Board. If the Chair and Vice Chair of the Board are both absent, the remaining members present shall select one of themselves to act as Chair of the meeting.
 - b. Carry out special assignments as requested by the Board Chair.
 - c. Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence.
 - d. Participate as a vital part of the Board leadership.
 - e. Participates with the Chair to develop and implement officer transition plans.
 - f. In the event of a vacancy in the office of Chair, the Vice Chair will automatically assume the office of Chair for the remainder of the term.
 - g. In the event of a vacancy in the office of Vice Chair, the ~~Board will elect a~~ new rotation procedure established by Policy Nos. 4040-5-b and 4040-5-c shall be followed, and the new Vice Chair will ~~to~~ serve for the remainder of the term, ~~according to the procedures established by Policy No. 4040-5-a.~~

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Chair and Vice Chair

POLICY NUMBER: 4040

1. The officers of the Board of Directors shall be the Chair of the Board and the Vice Chair of the Board.
2. Officers of the Board of Directors shall be elected at the annual December organizational meeting, according to section No. 5, below. (see also Policy No. 5010-4-a).
3. Terms of office for the Chair and Vice Chair shall be for one year and on a calendar year basis.
4. Eligibility for the office of Chair and Vice Chair occurs twelve (12) months following first election/appointment to the Board of Directors (assuming continuous service since first election).
5. The Board of Directors establishes Board Officer rotation procedures, as follows:
 - a. Chair
 - i. The Vice Chair is the Chair-elect under normal rotation.
 - ii. The Director who has served the longest on the Board (in continuous service) without ever serving as Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Chair.
 - iii. If all Directors of the Board have been Chair, the Director who has served the longest on the Board (in continuous service) since last being Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Chair.
 - b. Vice Chair
 - i. When the position of the Chair is filled, the Director next in line shall rotate to the position of Vice Chair in accordance with the criteria of sections 5(ii) and 5(iii).
 - ii. The Director who has served longest on the Board (in continuous service) without ever serving as Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Vice Chair.

- iii. If all Directors of the Board have been Chair, the Director who has served the longest on the Board (in continuous service) since last being Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Vice Chair.
 - c. If no Director meets the criteria of section Nos. 4 or 5, above, or if there are Directors whose eligibility criteria are the same, then succession shall be determined by which Director has served longest on the Board (in continuous service). If a tie still exists, the Director who received the greatest number of votes at their last election shall be given preference in the rotation,
6. The Chair of the Board shall have the duties and responsibilities, powers and authority as hereinafter outlined.
- a. Presides and provides leadership at meetings of the Board in a way which: encourages openness, participation and motivation of members; maintains order and respects appropriate rules of procedures; ensures that Board activities/deliberations are effective and properly focused on policy, planning and accountability issues; advances the Board's annual and longer-term objectives.
 - b. Calls special meetings if necessary.
 - c. Determines committees outside of standing committees and appoints all committee chairs, members and alternates.
 - d. Assists the General Manager in preparing agendas for Board meetings and has final approval of the agenda.
 - e. Works in partnership with the General Manager to make sure Board policy is carried out and that the organization's mission is achieved.
 - f. Represents and acts as a spokesperson for the Board; serves as advocate and ambassador for the District.
 - g. May assist the General Manager in conducting new Board member orientations.
 - h. Oversees searches for a new General Manager; coordinates the General Manager's and other Board employees' performance evaluations; coordinates periodic Board assessment with the General Manager.
7. The Chair shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
8. The Vice Chair of the Board shall have the duties and responsibilities, powers and authority as hereinafter outlined.

- a. In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as Chair over all meetings of the Board. If the Chair and Vice Chair of the Board are both absent, the remaining members present shall select one of themselves to act as Chair of the meeting.
- b. Carry out special assignments as requested by the Board Chair.
- c. Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence.
- d. Participate as a vital part of the Board leadership.
- e. Participates with the Chair to develop and implement officer transition plans.
- f. In the event of a vacancy in the office of Chair, the Vice Chair will automatically assume the office of Chair for the remainder of the term.
- g. In the event of a vacancy in the office of Vice Chair, the rotation procedure established by Policy Nos. 4040-5-b and 4040-5-c shall be followed, and the new Vice Chair will serve for the remainder of the term.

LIVERMORE AREA RECREATION AND PARK DISTRICT

BOARD POLICY MANUAL

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

1. All meetings of the Board of Directors shall be held in compliance with the Ralph M. Brown Act, California Government Code §54950 through §54963. (Appendix C)
2. Regular meetings of the Board of Directors will be held twice monthly.
3. Special meetings of the Board of Directors will be held as necessary and may be called by the Board Chair, by a majority of the members of the Board of Directors, or by the General Manager.
4. Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at the first regular meeting in December.
 - a. At this meeting the Board will elect a Chair and Vice Chair from among its members (according to Policy No. 4040-5) to serve during the coming calendar year. ~~(Policy 4040)~~
 - b. At this meeting the day, time and place of regular Board meetings shall be set by the Board.
 - c. The meeting calendar for the Board of Directors for the upcoming year shall be adopted at the annual December organizational meeting.
 - d. At this meeting the Board shall conduct a review of the Board Policy Manual.
5. The Chair of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.
6. The Chair and the General Manager shall ensure that adequate and appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.
 - a. Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity (based on normal audience attendance) of such documents shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting

copies of such documents prior to the Board meeting will be charged an administrative fee as determined by the General Manager.

7. Directors are expected to thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged among Directors before meetings, by routing such requests and information through the General Manager to ensure that all Directors receive the same information.
8. Directors shall defer to the Chair for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
9. During a meeting, Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting at which that item is discussed (including, if desired, a position on abstention or dissenting vote).
10. Unless a conflict of interest exists, Directors should not abstain from the Board's decision- making responsibilities.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

1. All meetings of the Board of Directors shall be held in compliance with the Ralph M. Brown Act, California Government Code §54950 through §54963. (Appendix C)
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3. Special meetings of the Board of Directors will be held as necessary and may be called by the Board Chair, by a majority of the members of the Board of Directors, or by the General Manager.
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 - a. At this meeting the Board will elect a Chair and Vice Chair from among its members (according to Policy No. 4040-5) to serve during the coming calendar year.
 - b. At this meeting the day, time and place of regular Board meetings shall be set by the Board.
 - c. The meeting calendar for the Board of Directors for the upcoming year shall be adopted at the annual December organizational meeting.
 - d. At this meeting the Board shall conduct a review of the Board Policy Manual.
5. The Chair of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.
6. The Chair and the General Manager shall ensure that adequate and appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.
 - a. Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity (based on normal audience attendance) of such documents shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting


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9. During a meeting, Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting at which that item is discussed (including, if desired, a position on abstention or dissenting vote).
10. Unless a conflict of interest exists, Directors should not abstain from the Board's decision- making responsibilities.

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Gretchen Sommers, Assistant to the General Manager 

DATE: March 14, 2018

SUBJECT: California Special Districts Association Board of Directors Call for Nominations – Seat A

RECOMMENDATION: That the Board of Directors consider whether to nominate, by resolution, a fellow LARPD Director or the General Manager for election to the California Special Districts Association (CSDA) Board of Directors –Seat A, Bay Area Network, for the 2019-2021 term.

BACKGROUND: CSDA has an opening on its state Board of Directors for a representative from LARPD's area (Bay Area Network). The attached memorandum from CSDA calls for nominations and describes the responsibilities of serving on the CSDA Board, as well as the nomination procedures. Director Pierpont is unable to attend the March 14 Board meeting, due to his attendance at the CPRS Conference. Therefore, we asked if he had an interest in running for this CSDA seat. He stated that he was not interested.

The deadline for receiving nominations is April 18, 2018. Staff will send the nomination form and supporting documentation if the Board nominates a candidate.

Attachment: CSDA Memorandum of February 16, 2018



**California Special
Districts Association**
Districts Stronger Together

Approved

100-000000

100-000000

DATE: February 16, 2018

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2019 - 2021 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

(over)

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors.

- **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination.**
- **Deadline for receiving nominations is April 18, 2018. Nominations and supporting documentation may be mailed or emailed to Beth Hummel.**
No faxes please.

Mail: CSDA Attention: Beth Hummel
1112 I Street, Suite 200, Sacramento, CA 95814
E-mail: bethh@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat A-Ralph Emerson, GM, Garberville Sanitary District*
Sierra Network Seat A-Noelle Mattock, Director, El Dorado Hills CSD*
Bay Area Network Seat A-Robert Silano, Director, Menlo Park Fire Protection District*
Central Network Seat A-Joel Bauer, GM, West Side Cemetery District*
Coastal Network Seat A-Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network Seat A-Jo MacKenzie, Director, Vista Irrigation District*
(* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or bethh@csda.net.

NEW THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 18, 2018. All votes must be received through the system no later than 5:00 p.m. August 10, 2018.*

*Districts can opt to cast a paper ballot instead; but you must contact Beth by e-mail Bethh@csda.net, by **April 18, 2018** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 10, 2018.

The successful candidates will be notified no later than August 14, 2018. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2018.



**California Special
Districts Association**
Districts Stronger Together

2018 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate
and Candidate Information Sheet by mail, or email to:

CSDA
Attn: Beth Hummel
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

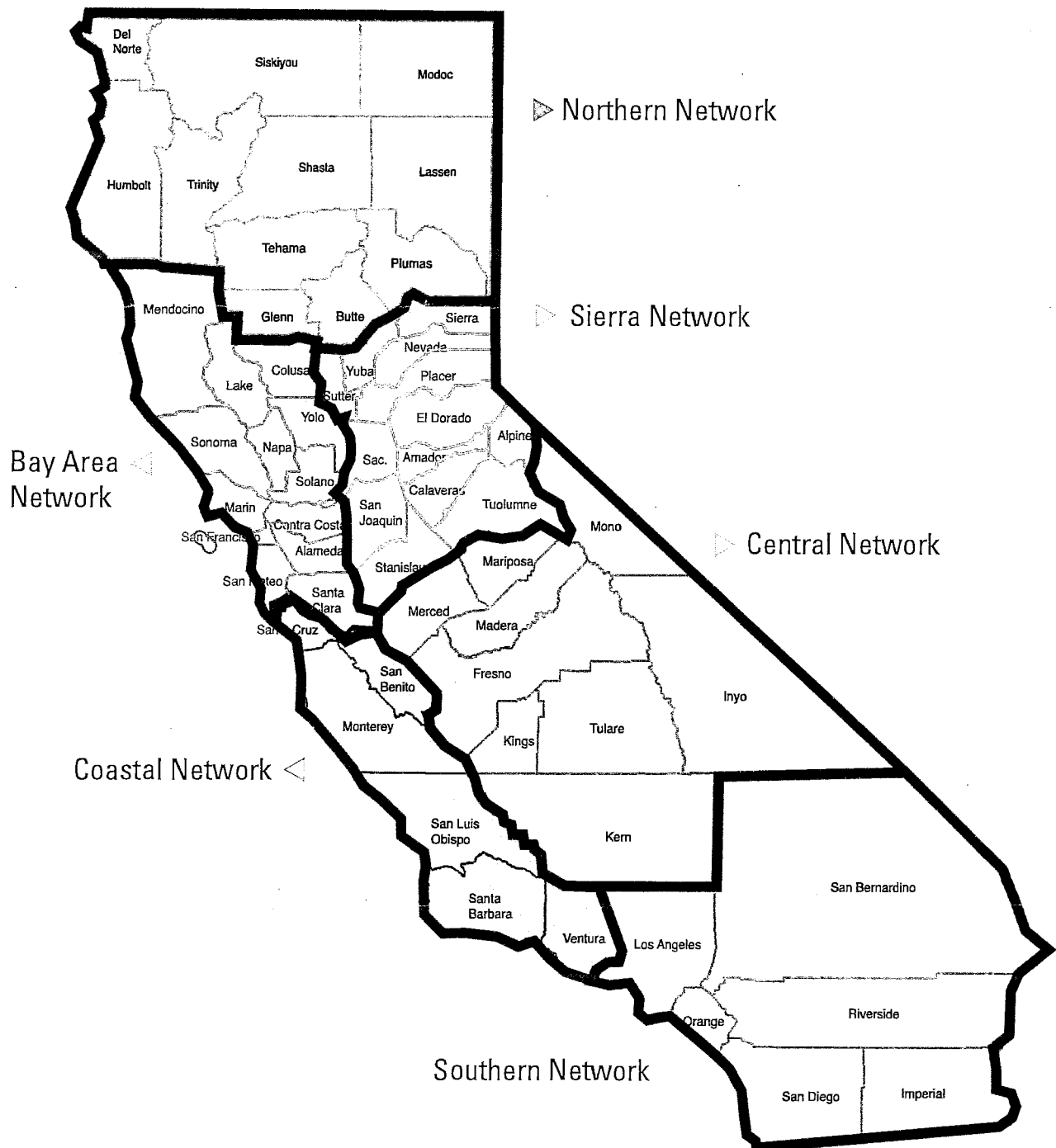
bethh@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 18, 2018



California Special Districts Association

DISTRICT NETWORKS





California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**