



Livermore Area  
Recreation and Park District  
*An independent special district*

## Board of Directors

**Maryalice Faltings**  
Director

**David Furst**  
Director

**Jan Palajac**  
Chair

**Philip Pierpont**  
Vice Chair

**Beth Wilson**  
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 2 "Public Comment" 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 [Lvanbuskirk@larpd.org](mailto:Lvanbuskirk@larpd.org) by noon on the day before the meeting.

### **AGENDA REGULAR MEETING**

**WEDNESDAY, OCTOBER 28, 2020, 2:00 P.M.**

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

***In accordance with Governor Newsom's Executive Orders, the Livermore Area Recreation and Park District Board of Directors 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 electronically, and shall have the right to observe and offer public comment at the appropriate time during this Board meeting.***

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

#### **PARTICIPATION:**

Please click the link below to join the webinar:

<https://zoom.us/j/97453402162?pwd=TW1xUFFNNkduQXB4d0ovVzZXT1ZWdz09>

Webinar ID: 974 5340 2162      Passcode: 4444

Or Telephone: Dial 1 669 900 9128

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

**2. PUBLIC COMMENT**

During this comment period, any person is invited to speak on any topic that is not listed on this agenda. Action may not be taken on any matter raised during this public comment period until the matter is specifically listed on a future agenda. Those who wish to comment on an item that has been listed on this agenda may comment when that item has been opened for consideration by the Board and before any action is taken.

**3. CONSENT ITEMS (Motion)**

3.1 Approval of the Minutes of the Regular Board Meeting of October 14, 2020

**4. DISCUSSION AND ACTION ITEMS**

**4.1 BOARD TERM OF OFFICE**

The Board will review and discuss Board Policy No. 4020: "Attendance at Meetings"  
(Discussion)

**4.2 GENERAL FINANCIAL UPDATE**

This is a standing item while the District operates under an emergency declaration. The General Manager and Administrative Services Manager will provide a financial update on current financial matters. (Discussion)

**5. INFORMATIONAL ITEMS (No Action Required)**

**5.1 PROGRAM UPDATES**

The General Manager and Staff will report on programs in their respective departments.

**6. COMMITTEE REPORTS**

**7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**

**8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER**

**9. ADJOURNMENT**



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, OCTOBER 14, 2020**

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 Faltings, Furst, Pierpont, \*Wilson and Chair Palajac

**DIRECTORS ABSENT:** None

**STAFF MEMBERS PRESENT:** Mat Fuzie, Alexandra Ikeda, Fred Haldeman, Jeffrey Schneider, Jill Kirk, David Weisgerber, Jessie Masingale, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Lynn Loucks, Megan Shannon, Michelle Newbould, Nancy Blair, Natalie Kaaiawahia, Patrick Lucky, Robert Sanchez, Vicki Wiedenfeld, Rod Attebery

**OTHERS PRESENT:** Richard and Terry Clinnick, Steve Goodman, Stacey Kenison, Stacey Swanson

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

Chair Palajac called the meeting to order at 2:04 p.m. All Directors were present, via Zoom. Chair Palajac led the Pledge of Allegiance.

**2. PUBLIC COMMENT:** There were no public comments.

**3. PROCLAMATIONS AND PRESENTATIONS**

**3.1 LARPD FOUNDATION ANNUAL REPORT**

The Board received an update on the LARPD Foundation by Foundation President Steve Goodman. [His presentation is attached to these minutes.]

Chair Palajac opened public comment. Stacey Swanson expressed support for the Foundation and its efforts to provide more visibility to the public and good work. Public comment was closed.

Board members and General Manager Mathew Fuzie thanked Mr. Goodman and commended the Foundation for its ongoing efforts.

**3.2 RESOLUTION PROCLAIMING OCTOBER 2020 AS BULLYING PREVENTION MONTH AND OCTOBER 21, 2020 AS UNITY DAY**

Chair Palajac recited the Anti-Bullying Proclamation for the Month of October. The City of Livermore, Livermore Valley Joint Unified School District (LVJUSD), and Livermore Area Recreation and Park District (LARPD) will recognize Unity Day on Wednesday, October 21, 2020. Unity Day is an annual event with participants joining together nationwide to unite in the commitment to stop bullying and to promote healthier communities through kindness, acceptance, and inclusion. Unity Day is celebrated throughout the month of October, which is National Bullying Prevention and Awareness Month.

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Wilson, seconded by Director Faltings, adopted Resolution No. 2702, proclaiming October 2020 as Bullying Prevention Month and October 21, 2020 as Unity Day, by the following roll call vote:

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

**4. CONSENT ITEMS (Motion)**

- 4.1 Approval of the Minutes of the Regular Board Meeting of September 9, 2020
- 4.2 Approval of the Minutes of the Special Board Meeting of September 22, 2020
- 4.3 General Manager's Monthly Update to the Board – October 2020

Director Furst pulled item 4.2 for clarification on "Others Present" listed on page one of the minutes. In response to Director Furst's question asking if "Barb" has a last name and who "Owner" is, Executive Assistant to the General Manager Linda VanBuskirk explained that all "Others Present" were listed exactly as their screen names were represented by the public members and appeared on the Zoom webinar.

Moved by Director Furst, seconded by Director Pierpont, approved the Consent Agenda Items, by the following roll call vote:

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

## 5. DISCUSSION AND ACTION ITEMS

### 5.1 DISTRICT NOTICE 0006 – DISTRICT FLAG POLICY

General Manager Mat Fuzie reported that this item came to his attention due to the many social awareness movements taking place this year. The District's Flag Policy was reviewed and shown to be both out of date and provided a great deal of latitude to the General Manager for discretion regarding procedures which were not necessarily in keeping with statute. A revised policy was drafted, based on guidance from the California Special Districts Association (CSDA). District Notice (DN) 0006 supersedes Policy No. FAC-09-51309, and clarifies the responsibilities and processes regarding the display of flags at designated District facilities in compliance with Federal and State law, while maintaining consistency and ensuring proper respect for the National and State of California flags.

Board member comments/questions included: How many places within the District do we fly flags? [*At the RLCC, the Merrit Building, Veteran's Hall, and Ravenswood.*] Appreciates that flags flown outdoors shall be all-weather flags. Are the flags taken down during the rain? [*The purpose of the all-weather flag is that it may fly at all times.*] Are there national standards? [*Yes, flags should be displayed in conformance with Federal and State law, 4 U.S.C.A. §1 et seq. and the State of California Government Code §430-439.*] Director Faltings stated the flag flown at Ravenswood is a replica antique flag showing the number of stars and stripes that were on the flag in the 1890s and may not meet the above requirements. Is a District facility something we operate or a facility we own? At the Veteran's Building, an MIA flag is also flown. [*The Board of Directors will designate which buildings the flags will be flown at.*] Do we have other facilities owned by the City, not by the District, besides the Carnegie Building? [*Not where we are flying flags.*] Is there a way to delineate that the County-owned Veteran's Building is different or exempt from this District Notice? [*Yes.*] Has the District consulted with the Veterans of Foreign Wars? [*We have contact information to do so.*]

Chair Palajac suggested that since some revisions need to be made, and Board members expressed agreement that they would like to see a revised District Notice before approving a resolution on the matter, the Board took no action, but asked the General Manager to address the comments/questions above in District Notice 0006.

### 5.2 SEPTEMBER 2020 PRELIMINARY FINANCIAL OVERVIEW

Chair Palajac announced that a standing item will be placed on future agendas throughout the pandemic so the Board may receive a report on financial matters as they arise. GM Fuzie added that these will be a summarized check-in on the budget.

Administrative Services Manager Jeffrey Schneider provided a presentation comparing actual results with both the Approved Budget [approved in June 2020] as well as with the Forecast that was generated in relation to the organizational changes that the Board approved on September 22, 2020. After receiving input from the Ad Hoc Budget Committee, it was suggested that these two gauges be used to compare Actuals with Forecast and Approved Budget when summarizing District financial results. ASM Schneider explained that the District's preliminary results through September 2020 are \$139k better than Budget and \$335k better than Forecast to a large extent because the District had a favorable variance in property taxes that typically flow in during the month of September. The District also spent

less money than projected on salary and benefit expenses. Services, Supplies, and capital were slightly poorer than Budget (\$28k) and Forecast (\$13k) due to weather conditions driving water usage in the parks group and modest overruns in utility expenses. The bottom line year-to-date Net Operating Results through the end of September are \$492k better than the Forecast.

Board member comments/questions included: Are we putting money into the reserve accounts? [Faltings] [*We are holding funds in the general bank account.*]

- Director Furst asked that the Board have a discussion to consider not taking any travel money during 2021, and to discuss whether or not the Board should continue to receive its full monthly stipend. Other board members concurred. Chair Palajac stated this will be a topic at a future board meeting.

GM Fuzie stated the Ad Hoc Budget Committee will continue to look into the District's Budget in detail as the District operates under the emergency declaration. He also reminded the Board that the approved Budget was presented as a "worst-case scenario" budget, so it should not be surprising that many of the projections presented are better than expected.

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

The Board took no action.

## **6. INFORMATIONAL ITEMS (No Action Required)**

### **6.1 PROGRAM UPDATES**

GM Fuzie stated the County is currently operating in the Red Tier of the color-coded four-tier Blueprint for a Safer Economy and is expecting to move to the Orange Tier next week which allows for further opening of restaurants, etc. LARPD playgrounds will be opening up as of Friday, October 16<sup>th</sup> with a "Use at your own risk" notification. The expectation is that the public will be responsible for themselves.

The Board of Directors received reports from Department Managers on their specific programs.

Recreation Department Manager Alexandra Ikeda reported the following:

- a) Although there are a lot of restrictions now within the health order, LARPD is working with the Alameda County Public Health Department to be able to offer unique camps and programs. A large part of that is helping/supporting local organizations with renting various facilities, either on the sports fields or within the gymnasium. An example is the PE afterschool camp which is an opportunity for distance learning individuals to be able to participate in camp outside and play. She also highlighted tennis camp and upcoming holiday camps.
- b) Trunk and Boo will provide an opportunity for families to celebrate Halloween festivities on October 24<sup>th</sup> from 3-5 pm at the RLCC Loyola parking lot. There are currently 20 vehicles registered, with the maximum set at 40.
- c) The Aquatics facility is being utilized Monday-Friday from 5:30 a.m. to 8:30 p.m. for various programs. LARPD has submitted a proposal to the Public

- Health Officer to see if we can get some form of swimming lessons back. In the beginning, this will be a parent/child class. We are awaiting a response.
- d) With the re-opening of playgrounds, the Recreation team is anticipating other opportunities that will pose for picnic reservations.
  - e) Minimonies continue at Ravenswood with two time slots available - either 9am–1pm or 3pm-7pm. The majority of these take place Friday – Sunday. The maximum capacity is 24 people plus one LARPD staff person onsite at all times during the rental.

Director Faltings asked if there been any discussions about the historic program at Ravenswood. *GM Fuzie responded there have been preliminary discussions with President of the Ravenswood Progress League Conni Naylor. The RPL will need to decide how they'd like to move forward, and then coordinate with LARPD.*

GM Fuzie announced that a time trial was allowed at the RLCC Aquatics Center over the last weekend. All reports are that it was very successful.

Community Services Manager Jill Kirk reported the following:

- a) Community Outreach began a new curbside lending library for seniors. Seniors may come by to pick up and return books on Tuesdays from 12pm-1pm during the senior lunch program.
- b) Virtual classes are continuing.
- c) Legal Assistance for Seniors and a free presentation reviewing Medicare and open enrollment will happen this Thursday.
- d) Outdoor classes are continuing.
- e) Social opportunities are expanding. i.e., in addition to the fitness classes, a flower arranging class is scheduled at Ravenswood.
- f) In September, the Community Outreach Department distributed 1,920 meals to seniors. The Hot Meal Program distributed over 3,200 meals. The Safe Parking Program had 24 cars in September. The Tri-Valley Haven Senior Mobile food pantry/grocery delivery totaled approximately 160.

Ms. Kirk reported the following regarding Youth Services:

- a) As of September 30<sup>th</sup>, we've had 262 kids attending Extended Student Services (ESS.) The major focus is keeping them safe, healthy and able to be with other kids, moving/playing around and not being in front of computer/tv screens. Support for distance learning takes a big portion of the day.
- b) LARPD will be ready to adjust once the schools go to a hybrid learning platform.
- c) Plans are underway to bring Preschool back in January. The current plan is to have three classes to reach both north and south Livermore, beginning with 4-5 year olds, and later expanding to 3-4 year olds.
- d) There are plans to bring PAL back to at least two sites in January along with the BELIEVES program.

Ms. Kirk reported the following regarding Open Space:

- a) Both Sycamore Grove Park and Holdener Park are closed due to PG&E work. Some individual trails may be affected. During closures, there will be an opportunity for ranger staff to perform fire damage cleanup.
- b) Weekend Ranger programs continue and all have a wait list.
- c) The Junior Ranger program began last Saturday.



- d) Wednesday Science Camp has been a hit. A new session begins next week.
- e) Staff continues work on bringing the watershed grant program to the schools while we are still distance learning.

Parks and Facilities Manager Fred Haldeman reported the following:

- a) On Friday, October 16<sup>th</sup>, LARPD will be opening up all the playgrounds and replacing all the COVID-19-related signage in the parks.
- b) The Parks Department has been performing a major turf replacement at Marlin Pound Park.
- c) The Pack It In/Pack It Out campaign: Trash receptacles have been removed from 20 neighborhood parks. LARPD is trying to reduce the total number of cans in the parks by 50% of the original amount. This should be completed by the end of this week.
  - a. Is there any way for LARPD to monitor the amount of trash and figure out whether the condition of the parks is suffering? [Faltings]
    - i. Mr. Haldeman responded that yes, through regular park inspections we are making note of this. This is a pilot program, and the idea is to try to reduce the amount of trash coming into the parks and that we are taking out. If the program doesn't work, we will need to know. GM Fuzie added that we are not removing trash cans altogether, we are simply reducing the number. We are also tracking the number of workers' compensation cases associated with this activity as well, since this issue came up through the Safety Committee.

Administrative Services Manager Jeffrey Schneider reported the following:

- a) The IT team is transitioning to vendor All Covered. They've been doing a good job.
- b) IT is working with Extended Student Services (ESS) on connectivity challenges.
- c) HR is gearing up for Open Enrollment.
- d) Finance continues to work on organizational changes administratively in KRONOS to make sure that all changes are approved and properly reflected in the system.
- e) The District is on track with the audit. Audit results will be presented to the full Board in December.
- f) In response to a question from GM Fuzie, ASM Schneider reported that, after the organizational actions recently taken, the number of pensions the District currently has is at 43, down from 56 (when GM Fuzie joined the District). This will be an important aspect in future discussions regarding the District's pension obligation.

\*Director Wilson left the meeting at 3:23 p.m.

## 7. COMMITTEE REPORTS

- a) Director Faltings reported her attendance at the September 21, 2020 Finance Committee meeting.
- b) Director Furst reported his attendance at the October 8, 2020 Facilities Committee meeting.



- c) Director Furst reported his attendance at the September 17, 2020 Program Committee meeting.
- d) Director Furst reported his attendance at the September 15, 2020 LARPD Foundation committee meeting.
- e) Director Furst reported his attendance at October 7, 2020 Livermore Chamber of Commerce Business Alliance meeting.
- f) Director Pierpont reported his attendance at the September 21, 2020 Finance Committee meeting.
- g) Director Pierpont reported his attendance at the September 29, 2020 Intergovernmental Liaison Committee meeting between East Bay Regional Park District (EBRPD) and Livermore Area Recreation and Park District (LARPD). Chair Palajac also attended this meeting.
- h) Chair Palajac reported on her attendance at the September 29, 2020 Intergovernmental Liaison Committee meeting between EBRPD and LARPD.
- i) Chair Palajac reported that the Ad Hoc Budget Committee is continuing its work and will be meeting again soon.
- j) Chair Palajac reported her attendance at the September 15, 2020 Livermore Downtown, Inc. meeting.
- k) Director Faltings reported her attendance at the October 13, 2020 Personnel Committee meeting.

#### **8. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**

- a) Director Furst mentioned that last month he pointed out a dangerous condition on the connector trail from the Edward R. Campbell Bridge going in the direction of the Arroyo Road staging area for Del Valle as it crosses the blacktop road. He complimented Mr. Haldeman and Ms. Kirk for facilitating the appropriate changes. He stated the equestrian community is very appreciative of the new, safer crossing.
  - The equestrians have requested signage on each side directing the equestrians where to safely cross the DG portion rather than going across the blacktop road itself without realizing there is now a safer portion just below the normal crossing.
  - They also have asked to have gravel put down at the Wetmore entrance to Sycamore Grove in the equestrian parking area before the winter to avoid extreme muddy areas and for better footing.
- b) On behalf of the Ravenswood Progress League (RPL), Director Furst stated that the RPL has lost its 501(c)(3) status. He asked if the District can help them retain/retrieve their non-profit status.

#### **9. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER**

GM Fuzie made the following announcements:

- a) He reiterated that Alameda County Public Health announced that the County has moved into the Orange Tier of the State's Four-Tier Blueprint for a Safer Economy. LARPD now has permission to open playgrounds as of Friday, October 16, 2020.
- b) He sat on the community panel for the City of Livermore Police Chief interviews, and was very impressed with the caliber of the seven candidates who were interviewed.

**10. ADJOURNMENT:** The meeting was adjourned at 3:40 p.m.

APPROVED,

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Jan Palajac  
Chair, Board of Directors

ATTEST:

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

# LARPD Foundation Report 2019

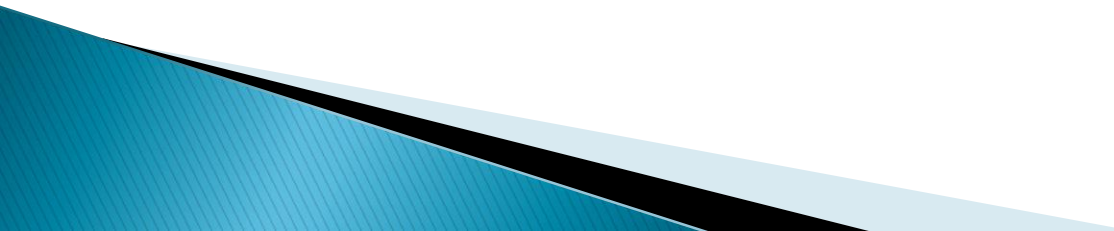
Presented to LARPD Board of Directors  
October 14, 2020  
Steve Goodman  
Foundation President

# Update on Trustees

- ▶ Changes in Foundation Trustees
  - 1 Trustee stepped down in August 2019
  - Recruited 3 new trustees
    - Jill Fracisco
    - Kim Stange–Herlihy
    - Bill Whalen
  - Election of officers
    - President – Steve Goodman
    - Vice President – David Wetherell
    - Treasurer – Jill Fracisco
    - Secretary – Kim Stange–Herlihy

# Updated Mission Statement

“To improve the quality of life throughout the Livermore Area Recreation and Park District through advocacy, collaboration and financial assistance, primarily focused on providing recreation opportunities for the underserved, and enhancing parks and open space.”



# Compliance

- ▶ Successfully filed:
  - Taxes
  - Required forms to retain non-profit corporate status
- ▶ Secured insurance necessary for continued operation of the Foundation

# Goal Setting

- ▶ Set goals in 3 areas with a focus on the future:
  - Financial/revenue generation
  - Awareness of the Foundation
  - Impact accomplishments



# Financial Accomplishments

- ▶ LARPD webpage now includes Amazon Smile button
- ▶ Foundation webpage now includes PayPal donation link
- ▶ Worked with local Bike group on fundraising event for bike-related equipment
- ▶ Generated more than \$33K in donations
- ▶ Applied for numerous grants



# Foundation Awareness

- ▶ Launched social media pages on Facebook and Instagram
- ▶ Foundation is now listed on LARPD special event promotions on social media
- ▶ Website updated to include:
  - Goals
  - Foundation impacts
  - Testimonials
- ▶ Presence at Children's Fair and Dogtoberfest
- ▶ Part of Independent newspaper's list of local non-profits

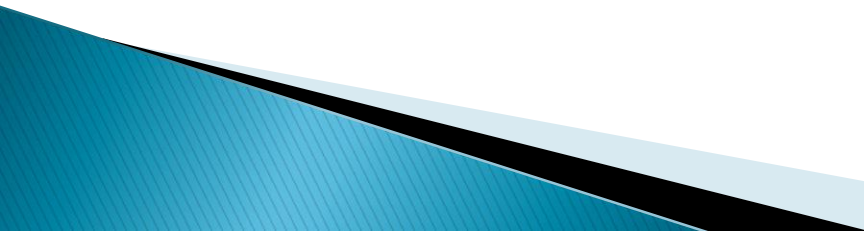


# Impact Accomplishments

- ▶ Received grant from East Bay Community Energy to support virtual programming
- ▶ Supported 2019 Senior Holiday Luncheon
- ▶ Provided \$6K to Community Support Program providing scholarships to low income youth and adults



# Future Focus

- ▶ Continue trustee recruitment program
  - ▶ Re-establish a presence at community events
  - ▶ Continue to work with LARPD staff on project needs
  - ▶ Leverage/expand existing funding mechanisms
    - Community organizations
    - Grants
    - Fundraising
  - ▶ Create a targeted marketing campaign for Amazon Smile
  - ▶ Develop a quarterly newsletter
  - ▶ Facilitate school-age programs of need, e.g., connection during challenges of distance learning
- 

# Questions?

Contact Steve Goodman

[stevepgoodman@gmail.com](mailto:stevepgoodman@gmail.com)

(925) 323-5712

[www.larpd.org](http://www.larpd.org)

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Attendance at Meetings  
**POLICY NUMBER:** 4020

1. Members of the Board of Directors are expected to attend all regular and special meetings of the Board.
  - a. Members of the Board of Directors are expected to notify the Chair of the Board and the General Manager in advance of any absences at meetings of the Board.
  - b. Following the absence of a Board member from three consecutive meetings of the Board of Directors, the Chair of the Board will contact the absent member requesting his or her attendance at the next meeting or notification of special circumstances which prevent the member from attending.
  - c. When a vacancy has occurred on the Board of Directors, such vacancy shall be filled only in accordance with the Public Resources Code Section 5784.3.
2. Members of the Board of Directors are expected to attend all meetings of committees to which they are appointed and any other meeting or event when appointed as representative of the Board or District.
  - a. When a committee member cannot attend a scheduled committee meeting, that member is expected to notify the General Manager in advance, in which case the appointed committee alternate shall attend.
  - b. If a committee member is absent from three consecutive meetings of any committee to which appointed, the Chair of the Board will contact that member requesting attendance at the next meeting or notification of special circumstances which prevent the member from attending. Once four consecutive meetings have been missed, the Chair of the Board may remove that committee member from the committee and appoint a new committee member and/or alternate member.

# 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 review 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. Leads the search for and oversees the evaluation of the General Manager and Legal Counsel; 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.

