



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

## Board of Directors

**Jan Palajac**  
Director

**David Furst**  
Vice Chair

**James E. Boswell**  
Chair

**Marylalice Faltings**  
Director

**Philip Pierpont**  
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 based on race, color, religion, national origin, ancestry, sex, disability, age, or sexual orientation in the provision of any services, programs, or activities. To arrange accommodation 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.

### **NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS**

**WEDNESDAY, DECEMBER 13, 2023  
5:00 P.M.**

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

### **AGENDA**

**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 up for consideration by the Board and before any action is taken.*

**3. CONSENT ITEMS (Motion)**

- 3.1 Approval of the Minutes of the Special Board Meeting on November 6, 2023;
- 3.2 Approval of the Minutes of the Regular Board Meeting on November 8, 2023
- 3.3 Approval of the Minutes of the Special Board Meeting on November 15, 2023
- 3.4 Approval of the Minutes of the Special Board Meeting on November 16, 2023
- 3.5 Approval of the Minutes of the Special Board Meeting on December 6, 2023
- 3.6 General Manager’s Monthly Update to the Board on Issues and Projects – December 2023
- 3.7 Board Meeting Schedule for 2024

**4. DISCUSSION AND ACTION ITEMS**

The LARPD Board of Directors will review and discuss taking appropriate action or inaction with respect to the following matters:

- 4.1 **SELECTION OF FIRM TO PROVIDE PROFESSIONAL LEGAL SERVICES TO THE DISTRICT**  
The Board will make its selection of a firm to provide professional legal services to the District. (Motion)
- 4.2 **CAYETANO PARK ARTIFICIAL TURF PROJECT**  
The Board will receive a verbal report on the Cayetano Park Artificial Turf project relating to the scope and the cost of the project. (Discussion)
- 4.3 **ANNUAL BOARD POLICY MANUAL REVIEW**  
The Board will discuss whether it wishes to make any revisions to the Board Policy Manual. (Discussion and Direction)
- 4.4 **ELECTION OF BOARD OFFICERS FOR 2024**  
The Board will elect a Chair and Vice Chair of the Board of Directors for calendar year 2024. (Motion)

**5. COMMITTEE REPORTS**

**6. FUTURE AGENDA ITEMS/MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**

**7. FUTURE AGENDA ITEMS/MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER**

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

**9. CLOSED SESSION**

**9.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957

Title: General Manager

**9.2 CONFERENCE WITH LEGAL COUNSEL – LITIGATION**

(California Government Code section 54956.9(d)(1): (2 Cases)

**10. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 54957.1**

**11. ADJOURNMENT**



Livermore Area  
Recreation and Park District  
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**LIVERMORE AREA RECREATION AND PARK DISTRICT  
SPECIAL MEETING of the BOARD OF DIRECTORS**

**DRAFT MINUTES**

**MONDAY, NOVEMBER 6, 2023**

**5:00 p.m.**

**ROBERT LIVERMORE COMMUNITY CENTER  
4444 East Avenue, Livermore, California  
West Conference Room**

**DIRECTORS PRESENT:** Directors Maryalice Faltings, Jan Palajac, Philip Pierpont  
Vice Chair David Furst, Chair James Boswell

**DIRECTORS ABSENT:** None

**STAFF MEMBERS PRESENT:** Mathew Fuzie

**OTHERS PRESENT:** None

- 1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:**  
Chair Boswell called the meeting to order at 5:00 p.m. All Directors were present. Chair Boswell led the Pledge of Allegiance.
- 2. PUBLIC COMMENT:** None.
- 3. OPEN SESSION DISCLOSURE REGARDING CLOSED SESSION ITEM PURSUANT TO GOVERNMENT CODE SECTION 54957.7**  
Chair Boswell announced that the LARPD Board of Directors would be convening into Closed Session to discuss the item listed at 4.1 on the agenda. Open Session was adjourned at 5:02 p.m.
- 4. CLOSED SESSION**
  - 4.1 PUBLIC EMPLOYMENT/PUBLIC EMPLOYEE APPOINTMENT**  
Title: General Counsel

**5. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 54957.1**

The Board came out of Closed Session at 6:03 p.m. Chair Boswell announced that no reportable action had been taken in Closed Session.

**6. ADJOURNMENT:** Chair Boswell adjourned the meeting at 6:03 p.m.

APPROVED,

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James E. Boswell  
Chair, Board of Directors

ATTEST:

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

/lvb



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## REGULAR MEETING of the BOARD OF DIRECTORS

### DRAFT MINUTES

WEDNESDAY, NOVEMBER 8, 2023

5:00 P.M.

DIRECTORS PRESENT: Directors Maryalice Faltings, Jan Palajac, Philip Pierpont, Vice Chair David Furst, Chair James Boswell

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mathew Fuzie, Linda VanBuskirk

DISTRICT COUNSEL: Gary Bell, Esq. with Colantuono, Highsmith & Whatley, PC

OTHERS PRESENT: None

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

Chair Boswell called the meeting to order at 5:00 p.m. All Directors were present. Chair Boswell led the Pledge of Allegiance.

#### 2. PUBLIC COMMENT: None.

#### 3. CONSENT AGENDA:

##### 3.1 BOARD MINUTES

3.1.1 Approval of the Minutes of the Regular Board Meeting on September 27, 2023.

3.1.2 Approval of the Minutes of the Regular Board Meeting on October 25, 2023.

##### 3.2 COMMUNICATIONS

3.2.1 General Manager's Monthly Update to the Board on Issues and Projects – November 2023

#### MOTION:

Moved by Director Furst, seconded by Director Palajac, approved the Consent Agenda items, by the following roll call vote:

AYES: *Directors Faltings, Pierpont, Palajac, Furst, and Chair Boswell (5)*  
NOES: *None (0)*  
ABSTENTIONS: *None (0)*  
ABSENT: *None (0)*

#### 4. CONSENT AGENDA RESOLUTIONS

- 4.1 Moved by Director Pierpont, seconded by Director Faltings, adopted Resolution No. 2801, approving revisions to Board Policy 5020: Board Meeting Agenda, by the following roll call vote:

AYES: *Directors Palajac, Furst, Faltings, Pierpont, and Chair Boswell (5)*  
NOES: *None (0)*  
ABSTENTIONS: *None (0)*  
ABSENT: *None (0)*

- 4.2 Moved by Director Pierpont, seconded by Director Faltings, adopted Resolution No. 2802, approving a District Values Statement, by the following roll call vote:

AYES: *Directors Palajac, Furst, Faltings, Pierpont, and Chair Boswell (5)*  
NOES: *None (0)*  
ABSTENTIONS: *None (0)*  
ABSENT: *None (0)*

#### 5. DISCUSSION AND ACTION ITEMS

##### 5.1 BOARD MEETING SCHEDULE

The Board reviewed and discussed the draft 2024 Board Meeting Schedule, offering insights and direction for potential revisions.

General Manager (GM) Fuzie suggested two proposed changes:

**No meetings in July:**

- Aligning with the City of Livermore (COL) and the Livermore Valley Joint Unified School District (LVJUSD) by going "dark" in July.
- Director Furst sought clarification on committee meetings and Public Meetings in the Park during July. GM Fuzie emphasized the need for the Board and/or committee chairs to decide whether to hold those meetings in July.
- Director Pierpont disagreed with going dark, emphasizing public convenience and the potential preference for July meetings.

**Employee-Dedicated Board Meeting:**

- GM Fuzie proposed holding a meeting during the day dedicated to employees, providing them a platform to share ideas and foster participation.
- Director Boswell supported recognizing employees in a less intimidating setting, suggesting a change in the formula to encourage employee engagement.

**Board Comments/Questions:**

- Director Furst questioned the uncertainty in February's Special Board Meetings and Board Retreat dates. Fuzie clarified that the "?" indicates a decision yet to be made by the Board.
- Director Furst recommended not going dark in July, but canceling meetings as needed. He also raised the possibility of changing the meeting time from 5:00 p.m. to 6:00 p.m. or 7:00 p.m.
- Director Pierpont opposed going dark, emphasizing the importance of scheduled meetings for public engagement. He supported an earlier meeting time to accommodate staff and community members.

- Director Faltings shared the sentiment of maintaining the regular schedule to fulfill the Board's obligations.
- Director Palajac agreed with Pierpont and Faltings, advocating for the ease of canceling unnecessary meetings rather than reducing commitments.
- Boswell suggested maintaining the schedule while incorporating employee-focused meetings twice a year. He supported the idea of a Board Retreat and emphasized enhancing communication about Public Meetings in the Park.
- Director Fuzie withdrew the suggestion to go dark in July based on the Board's feedback. He acknowledged the challenges of evening meetings for staff and expressed a preference for the 5:00 p.m. start time.

**Consensus:**

- The Board unanimously agreed to maintain the regular meeting schedule with meetings to begin at 5:00 p.m. without going dark in July.
- The Board supported having a Board Retreat early in the year and 1-2 employee-focused meetings, recognizing the value of early meeting times for staff.
- GM Fuzie outlined changes to the Budget Workshops, proposing a mid-year update in January, a Budget Workshop in March, and a follow-up in May to review the proposed budget, which the Board accepted.

In conclusion, the Board emphasized the importance of consistent public engagement, employee recognition, and efficient budget planning, reflecting a commitment to fulfilling their responsibilities and enhancing community involvement.

**ACTION:**

The Board directed Staff to make the discussed revisions to the draft schedule and bring the final version back to the Board at its Annual Organizational Meeting on December 13, 2023 under the Consent Agenda items.

**5.2 CHANGE TO AGENDA ITEM TOPIC**

The Board discussed the topic of renaming the standing agenda item "Matters Initiated/Announcements by the Directors." GM Fuzie highlighted some confusion from the last meeting, with discussions revolving around the purpose of this agenda item and considerations for future ones. General Counsel Gary Bell clarified that the Board consensus leaned towards establishing a process for proposing future agenda items. The proposed mechanism involves presenting an item, gaining majority support, directing it to staff, and subsequently placing it on a future agenda. To align with this, Counsel Bell recommended changing "Matters Initiated" to "Future Agenda Items" to clearly signal to the public that discussions are limited to whether an item should be on the agenda, not its substance.

**Board Comments/Questions:**

- Director Pierpont emphasized the need for a mechanism to get items on the agenda even if the Chair or GM is hesitant. He supported the term change to "Future Agenda Items" to match the substance of the Board's actions.
- Director Faltings expressed the view that neither the Chair nor GM should suppress a Board member, but acknowledged potential disruptions caused by persistent topics in the past.



- Director Palajac proposed a combined title: "Future Agenda Items/Matters Initiated/Announcements by the Directors."

**Consensus:**

- The consensus among Board members was to support changing the title to "Future Agenda Items," aligning with the proposed procedural shift.

**MOTION:**

Moved by Director Furst, seconded by Director Pierpont, agreeing to add "Future Agenda Items" to the already-written title that is Matters Initiated/Announcements by the Directors, (all three to appear), by the following roll call vote:

AYES: *Directors Palajac, Faltings, Pierpont, Furst, and Chair Boswell (5)*  
NOES: *None (0)*  
ABSTENTIONS: *None (0)*  
ABSENT: *None (0)*

**6. COMMITTEE REPORTS**

- a) Director Palajac reported on her attendance, along with Director Furst, at the November 2, 2023 Facilities Committee meeting. The committee's agenda was part of the broader Board agenda packet. Held at Sycamore Grove Park's proposed amphitheater site where the Ledford House once stood, the meeting aimed to visualize the amphitheater's positioning. The committee also deliberated on optimizing LARPD-owned facilities, putting forth recommendations for Board discussion in increments. Additionally, they requested the initiation of a feasibility study for the May Nissen Swim Center. In response to Chair Boswell's inquiry about the pools' lifespan, it was noted that, following recent renovations, the expected duration is 5-10 years, with 2-3 years already elapsed.
- b) Chair Boswell stated that neither he nor Director Furst were able to attend the ACSDA meeting held this morning.
- c) Director Furst reported on his attendance at the November 1, 2023 Livermore Valley Chamber of Commerce Business Alliance meeting. The guest speaker was Andy Ross, Economic Development Manager, City of Livermore (COL). Mr. Ross spoke on the General Plan Update. The next meeting on the General Plan Update will be November 15<sup>th</sup>. For more information on the General Plan Update, visit the COL website at [About the General Plan Update | imaginelivermore2045.org](https://www.livermore.org/About-the-General-Plan-Update-imaginelivermore2045.org)
- d) Director Palajac reported on her attendance at the November 6, 2023 LARPD Foundation Trustees' Meeting. Its agenda was included in the Board agenda packet. During the meeting, Ruby Moppin was welcomed as a new Trustee, and discussions centered around the renewal of board member terms. Trustee Jill Fracisco's resignation, prompted by a new job and scheduling conflicts, was noted. Evan Branning will step down as a Trustee due to other commitments but will continue as an inaugural Champion for the LARPD Foundation. The Foundation addressed funding requests from LARPD for a magician at an upcoming community event/carnival and the Senior Holiday Luncheon. There was also a fund matching discussion regarding Park Communication Boards. GM Fuzie added that Rotary selected Park Communication Boards as their community grant for the year, pledging close to \$14,000 for these alternative communication tools. Rotary offered their grants, and LARPD committed to matching the funds, potentially allowing for the installation of these boards in all parks. Furthermore, it

was announced that the 2024 Wine Down In The Grove event is scheduled for Friday, June 21, 2024, from 5:30-8 pm at Ravenswood Historic Site.

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

- a) Director Palajac reported that in October there was a guided hike on the Patterson Ranch Trail. There is a plan to have another one this coming Friday, November 10<sup>th</sup>. David Lunn has been the guide, and it is his intention to do one guided hike per month. He is getting approval from Zone 7 Water Agency. They want notice two weeks ahead of time and from LARPD. Although she does not know the number of people who attended the hike in October, she heard it was very well-received and the hikers really enjoyed the hike.
- b) Director Palajac proposed exploring opportunities to attend LARPD activities without causing disruptions. The aim is to gain insight into various operations, such as participating in a Zumba class or similar events. The intent is not to divert attention but to observe and understand the valuable work being done. Director Palajac cited a positive experience while attending an ESS staff's gingerbread house making night when she first became a director. She found it enjoyable and insightful, providing a chance to witness their interactions with the public. The idea is to foster a connection with different activities without drawing focus away from the employees.

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

GM Fuzie made the following announcements:

- a) Today you should have received an email, which included General Counsel, on some items that you will see in Closed Session in the future.
- b) Recently, David Lunn led a couple of hikes on the Patterson Ranch Trail, sparking some contention with Zone 7. They assert that LARPD grants the authority for people to participate in hikes there, requesting a two-week advance notice. To address this, we're putting together a program with specific requirements, which will be presented to the Program Committee once approved by Zone 7. The plan is to establish a regular program for organized hikes on the trail, but with limitations and prerequisites. Participants will need advance approvals, and everyone must sign up through Active to maintain an updated participant list. This approach not only ensures compliance but also provides us with the ability to analyze ongoing demand for these hikes.

## **9. OPEN SESSION DISCLOSURE REGARDING CLOSED SESSION ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54957.7**

District Counsel Gary Bell announced that the LARPD Board of Directors would be convening into Closed Session to discuss the item listed at 10.1 on the agenda. Open Session was adjourned at 6:07 p.m.

## **10. CLOSED SESSION**

- 10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Pursuant to Government Code Section 54957  
Title: General Manager

## **11. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 54957.1**

The Board of Directors returned from Closed Session at 6:40 p.m. and Chair Boswell announced that there was no reportable action. Chair Boswell then adjourned the meeting without a vote and by unanimous consent.

**12. ADJOURNMENT:** The meeting was adjourned at 6:40 p.m.

APPROVED,

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James Boswell  
Chair, Board of Directors

ATTEST:

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

/Lvb



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

**DRAFT MINUTES**

**WEDNESDAY, NOVEMBER 15, 2023**

**5:00 p.m.**

**ROBERT LIVERMORE COMMUNITY CENTER  
4444 East Avenue, Livermore, California  
West Conference Room**

**DIRECTORS PRESENT:** Directors Maryalice Faltings, Jan Palajac, Philip Pierpont  
Vice Chair David Furst, Chair James Boswell

**DIRECTORS ABSENT:** None

**STAFF MEMBERS PRESENT:** Pamela Healy

**OTHERS PRESENT:** None

- 1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:**  
Chair Boswell called the meeting to order at 5:00 p.m. All Directors were present, except Director Furst, who arrived at 5:01 p.m. Chair Boswell led the Pledge of Allegiance.
- 2. PUBLIC COMMENT:** None.
- 3. OPEN SESSION DISCLOSURE REGARDING CLOSED SESSION ITEM PURSUANT TO GOVERNMENT CODE SECTION 54957.7**  
Chair Boswell announced that the LARPD Board of Directors would be convening into Closed Session to discuss the item listed at 4.1 on the agenda. Open Session was adjourned at 5:02 p.m.
- 4. CLOSED SESSION**
  - 4.1 PUBLIC EMPLOYMENT/PUBLIC EMPLOYEE APPOINTMENT**  
Title: Legal Counsel

**5. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 54957.1**

The Board came out of Closed Session at 6:02 p.m. Chair Boswell announced that no reportable action had been taken in Closed Session.

**6. ADJOURNMENT:** Chair Boswell adjourned the meeting at 6:02 p.m.

APPROVED,

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James E. Boswell  
Chair, Board of Directors

ATTEST:

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

/ph



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

**DRAFT MINUTES**

**THURSDAY, NOVEMBER 16, 2023**

**5:00 p.m.**

**ROBERT LIVERMORE COMMUNITY CENTER  
4444 East Avenue, Livermore, California  
West Conference Room**

**DIRECTORS PRESENT:** Directors Maryalice Faltings, Jan Palajac, Philip Pierpont  
Vice Chair David Furst, Chair James Boswell

**DIRECTORS ABSENT:** None

**STAFF MEMBERS PRESENT:** Pamela Healy

**OTHERS PRESENT:** None

- 1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:**  
Chair Boswell called the meeting to order at 5:00 p.m. All Directors were present. Chair Boswell led the Pledge of Allegiance.
- 2. PUBLIC COMMENT:** None.
- 3. OPEN SESSION DISCLOSURE REGARDING CLOSED SESSION ITEM PURSUANT TO GOVERNMENT CODE SECTION 54957.7**  
Chair Boswell announced that the LARPD Board of Directors would be convening into Closed Session to discuss the item listed at 4.1 on the agenda. Open Session was adjourned at 5:02 p.m.
- 4. CLOSED SESSION**
  - 4.1 PUBLIC EMPLOYMENT/PUBLIC EMPLOYEE APPOINTMENT**  
Title: Legal Counsel

**5. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 54957.1**

The Board came out of Closed Session at 7:15 p.m. Chair Boswell announced that no reportable action had been taken in Closed Session.

**6. ADJOURNMENT:** Chair Boswell adjourned the meeting at 7:15 p.m.

APPROVED,

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James E. Boswell  
Chair, Board of Directors

ATTEST:

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

/ph



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

**DRAFT MINUTES**

**WEDNESDAY, DECEMBER 6, 2023**

**5:00 p.m.**

**ROBERT LIVERMORE COMMUNITY CENTER  
4444 East Avenue, Livermore, California  
West Conference Room**

**DIRECTORS PRESENT:** Directors Maryalice Faltings, Jan Palajac, Philip Pierpont  
Vice Chair David Furst, Chair James Boswell

**DIRECTORS ABSENT:** None

**STAFF MEMBERS PRESENT:** Mathew Fuzie

**OTHERS PRESENT:** None

- 1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:**  
Chair Boswell called the meeting to order at 5:00 p.m. All Directors were present. Chair Boswell led the Pledge of Allegiance.
- 2. PUBLIC COMMENT:** None.
- 3. OPEN SESSION DISCLOSURE REGARDING CLOSED SESSION ITEM PURSUANT TO GOVERNMENT CODE SECTION 54957.7**  
Chair Boswell announced that the LARPD Board of Directors would be convening into Closed Session to discuss the item listed at 4.1 on the agenda. Open Session was adjourned at 5:02 p.m.
- 4. CLOSED SESSION**
  - 4.1 PUBLIC EMPLOYMENT/PUBLIC EMPLOYEE APPOINTMENT**  
Title: General Counsel



**5. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 54957.1**

The Board came out of Closed Session at 5:20 p.m. Chair Boswell announced that no reportable action had been taken in Closed Session.

**6. ADJOURNMENT:** Chair Boswell adjourned the meeting at 5:20 p.m.

APPROVED,

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James E. Boswell  
Chair, Board of Directors

ATTEST:

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

/lvb



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**DRAFT GENERAL MANAGER'S MONTHLY UPDATE  
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS  
DECEMBER 2023**

**TO: BOARD OF DIRECTORS**

**FROM: MATHEW FUZIE, GENERAL MANAGER**

*The information contained in this report is intended to help keep the Board of Directors informed on current projects and study issues. Reported below is the most current and available information. Since work on these items is ongoing, the information is subject to rapid change. If a project or issue has not changed from the previous month's report, the information provided may be the same as was previously reported. Please note that some projects are not directed or managed by LARPD, but they are included below as informational only.*

**GENERAL SUMMATION:**

Hurting quickly toward the end of 2023, we look both backwards and forward at this time of year. We are busy putting together the end of year reports for the District. The audit is complete. We are waiting for the auditors to return their official findings. When we receive the final document, we will write the management response. With the departure of the Business Services Manager, we have divided up the workload amongst remaining staff. I will complete an evaluation of the components necessary to the District and have a discussion with the BOD regarding future needs. For now, the Accounting, Budget and Finance departments are reporting to me, with IT reporting to David Weisgerber. During the transition, the core team decided to take a fresh look at our IT support contract as it has increased in costs over time to approximately \$32,000 a month.

All the managers are working with Accounting and Budget to put together the budget proposal for next fiscal year. December is otherwise always quiet with staff taking the bulk of their time off over the holidays.

We look forward to the New Year.

**BOARD OF DIRECTORS:**

In November, Board members attended one regular board meeting, three special board meetings, plus three standing committee meetings. Additionally, Directors participated in meetings at the following:

- LARPD Foundation
- Livermore Downtown, Inc.
- Livermore Chamber of Commerce Business Alliance
- Alameda County Special Districts Association (ACSDA) membership meeting
- Alameda County Agricultural Subcommittee on Trails

Board actions for the month included:

- Resolution No. 2801 approving revisions to Board Policy 5020: Board Meeting Agenda;
- Resolution No. 2802 approving a District Values Statement;
- A subcommittee of the Board will evaluate proposals received and interview three firms in response to its Request for Proposals for Professional Legal Services.

**HUMAN RESOURCES:**

**Open Enrollment:**

Open Enrollment takes center stage this month as we get ready for the new benefit year for health and dental which runs February 1, 2024 – January 31, 2025. Human Resources went out to the MSC on November 30, 2023, to provide support to new employees going through open enrollment. Additionally, HR staff offered each department the opportunity for one-on-one support during this open enrollment time frame.

**HR by the Numbers:**

November Headcount:

- (109) benefitted employees/ (160) casual employees
- New hires = (2) Youth Services, (1) Park Ranger, (1) Recreation III
- Terms = (1) benefitted and (1) casual

**Compliance:**

The State and Local Government Information Report also referred to as the EEO-4 report, is a mandatory biennial data collection that requires all state and local governments with 100 or more employees to submit demographic workforce data, including data by race/ethnicity, sex, job category, and salary band. The EEO-4 has been completed and submitted electronically.

**Project Updates:**

**Total Compensation Review:**

Preliminary data from the total compensation survey has been returned. HR is waiting for the details on the benefit breakdown with our comparators. The findings should be returned by the end of December.

**CLEAR – Onboarding Enhancement Tool:**

We are on track to roll out to the supervisor population by the middle of February in preparation for the upcoming hiring season.

**Cornerstone – Learning Management System (LMS):**

We have started user acceptance testing and hope to complete that by the end of the year. Our goal is to then train a few “super users” within various departments before we fully roll out the LMS to all staff.

**Hobbit Walk in Sycamore Grove Park:**

Approximately twenty employees met on Friday November 17<sup>th</sup> to engage in comradery and learn about Sycamore Grove Park including the vegetation and wildlife. We were lucky to have two rangers and our GM providing key insights as we walked to the famous Hobbit Tree. After the walk we enjoyed warm cider and plotted our next outing.

**FINANCE:**

1. Preliminary financial results through the month of October 2023 are as follows:

Total revenues through October are 5% better than budget at \$3.431 million. Salary and benefits expenses are 1% better than budget at \$4.658 million, and services and supplies expenses are right on budget at \$3.052 million. Operating Capital continues to appear very favorable, but this is due to timing on a few projects that were budgeted but have not yet commenced (including Christensen roof, interior remodeling at two ESS sites, Cresta Blanca flooring). As a result, the bottom line for FY23-24 through October is \$611k better than budget.

2. The District received notification back in September from the California Department of Finance that they would be conducting an agreed-upon procedures engagement to audit the information that was submitted for the \$1.223 million in Covid-19 Fiscal Relief funding that the District received in December of 2021. After submitting all the requested documentation, an Exit Conference was held mid-November where the District learned that there were no material findings during the audit process.

**COMMUNITY SERVICES:**

**Youth Services:**

**Preschool** - students and staff in preschool have enjoyed the fall months. All classes have been learning about the leaves on the trees changing colors, the multiple ways corn looks and is used, and where sunflower seeds come from! Students created crazy-looking turkeys to take home the week before Thanksgiving, and many sites enjoyed Friendsgiving celebrations on the last day before the Thanksgiving break. Enrollment remains stable, and the children are making great progress, socially and academically, in all our preschool programs.

**ESS** - all sites have been planning and hosting parent events which brings the parents into our programs to see what we do and to see their children having so much fun. Inviting parents to spend time in the programs really eases their minds about what their children do every day after school. This time of year, we have a lot of full release days where kids are with us from 7:00 AM to 6:00 PM, and staff have planned so many exciting activities for the kids to participate in.

**Aquatics:**

	<b>Purchased</b>		<b>Usage</b>
<b>Lap Swim</b>			
Lap Swim Light	18		93
Lap Swim Senior Light	29		192
Lap Swim Unlimited	8		90
Lap Swim Senior Unlimited	21		276
Adult Drop In	247		247
Senior Drop-in	416		416
<b>Lap Swim Totals</b>	<b>739</b>		<b>1314</b>
<b>Water Exercise</b>			
Water Ex Light	1		5
Water Ex Senior Light	13		97
Water Ex Unlimited	1		14
Water Ex Senior Unlimited	7		104

Water Ex Adult Drop-in	8		8
Water Ex Senior Drop-in	75		75
<b>Water Exercise Total</b>	<b>105</b>		<b>303</b>
<b>Swim Team</b>			
LAC	300		
Masters	50		
<b>Swim Team Total</b>	<b>350</b>		

**Community Outreach:**

This month, the outreach team worked with the program areas to develop the Winter/Spring 2024 Online Activity Guide. This guide includes all activities, camps, classes, and swim lessons from January through May 2024. The guide went live on [www.larpd.org/guide](http://www.larpd.org/guide) on Friday, December 1. For Livermore residents, registration will begin on Wednesday, December 6, and will be open for all on Friday, December 8.

Additionally, email communication, social media, Peach Jar, and [www.larpd.org](http://www.larpd.org) continued to connect the community with our programs. Throughout the month, the team sent 22,699 emails with a 62% open rate (37% industry average). Across our social media accounts, 82 posts were shared, generating 96K impressions. Highlights included images from Halloween events, open space volunteer days, and highlighting the Toys for Tots drive going on at several locations throughout the District. On [www.larpd.org](http://www.larpd.org), November page views were 119k, with the most visited being the District Programs and Events Calendar, Donuts with Santa event page, Activity Guide, Board Meeting Calendar, and Sycamore Grove Park.

**Open Heart Kitchen Meal Program:**

October Meals:

**Senior Meal Program:** 657 meals served to 74 seniors

**Hot Meal Program:** 4,766 meals served

**Information Technology:**

On November 7, we upgraded LARPD’s existing servers as they had ended their useful life. This helps protect these servers from failure, crashes, and overheating.

**Volunteer Program:**

In October, we had 43 volunteers assigned to six volunteer opportunities, including Sycamore Grove Park, Native Garden Workday, Halloween Boo Bash, Sycamore Scares at Ravenswood, Ranger Programs, Pumpkin Splash, and Senior Technology Tutoring for a total of 212 hours. In November, we had 42 volunteers assigned to five different volunteer opportunities including: Thanksgiving Break Camp, Rake up the Fall Camp, Letters to Santa Project, Senior Technology Tutoring for a total of 245 hours.



*(Volunteers in action throughout the District)*

#### Upcoming Key Dates/Events

**Sycamore Grove Field Trip with the Livermore Library:** Saturday, December 2, 11 am. The Rangers and the Livermore Library are teaming up to bring the community to Sycamore Grove. Event will include story time, crafts, ranger-led activities, and refreshments. [MORE INFO](#)

**Winter Constellation Hike:** Sunday, December 3. Join Ranger Mae for a night hike to stargaze and hear mythical tales of the winter constellations. We will learn the historical significance of the starry designs in our sky. [MORE INFO](#)

**Cork Art for the Holidays (Ages 50+):** Tuesday, December 5. Enjoy time with new friends creating festive art made of wine corks for the holidays! All supplies and instructions are included, but if you have special corks to show off in your creation, please bring them! [MORE INFO](#)

**Ho Ho Holiday Carnival:** Saturday, December 9. Join Ranger Seth and some of Santa's helpers for a holiday carnival at Sycamore Grove Park. There will be fun Midway games, face painting, arts & crafts, and holiday treats. [MORE INFO](#)

**Ravenswood Victorian Yuletide:** Sunday, December 10, 12 – 4 pm. Step back in time and embrace the holiday spirit with a Victorian Yuletide celebration at Ravenswood Historic Site. Includes Victorian décor, live music, tri-valley woodcarvers' demo, holiday shopping, food, and beverages for purchase. [MORE INFO](#)

**Senior Holiday Luncheon (Ages 50+):** Tuesday, December 12. The holiday season is just around the corner, and we invite you to embrace the festive spirit by joining us for our annual catered luncheon. Includes live music from The Voice's Ryan Scripps, Letter Writing to Santa, Festive Sweater Contest, and a beautiful lunch. [MORE INFO](#)

**The Great Yule Log Hunt:** Saturday, December 16. Grab your silliest holiday hat and join Ranger Eric for the 29th annual hunt for the fabled Yule Log! We'll prepare for the hunt with games, merriment, and tales of ancient Yule celebrations. Then we'll be off on an old-fashioned hunt for that elusive log. [MORE INFO](#)

**Donuts with Santa:** Saturday, December 16. Join us for a morning of holiday cheer at the Robert Livermore Community Center. Donuts, Games, Santa Letters, Adopt-a-Stuffed Pet, Santa Pictures, and more! [MORE INFO](#)

**Holiday Lights Trolley Tour (Ages 50+):** Tuesday, December 19. Start your evening with hot cocoa and dessert in our Palo Verde Room, then "all aboard!" the Livermore Wine Trolley for an adventure through the festive neighborhoods of Livermore to experience the glow of holiday lights.

[MORE INFO](#)

**Open Space:**

As the days get shorter and the shadows get longer, we march towards the end of the year.

Our programming continued to be rousing and thought-provoking as staff continued several Junior Ranger sessions, completed another rousing season of Sycamore Science Camp, and provided Interesting Valley Wilds weekend programs.

The kids had a blast at the Rangers' team-up event with the Livermore library. They learned a little about nature and heard an exciting story. It was a great time had by all.

Staff fabricated and installed a new donation bench in the park.

Staff continue to work on refurbishing the entrance sign at the Wetmore entrance and replacing previous signs in the park that were damaged.

We are currently working with worldwide signs to have several new signs made.

We are working with the Alameda County Fire Department Hand Crew to have several dead and dying eucalyptus trees dropped.

Rangers cleared foliage from the edges of the trails and cut trees back from the bobcat bridge.

We are preparing for the upcoming holiday season and eagerly await all the engaging offerings lined up for the visitors of Sycamore Grove Park.

<b>October 2023 Open Space Programs</b>	<b># of programs</b>	<b># Participants (TOTAL)</b>
<b>Open Space School Program</b>	13	207
<b>ELOP</b>	4	120
<b>ESS</b>	8	280
<b>Ranger Programs</b>	8	41
<b>Sycamore Science Camp (ages 4-9)</b>	12	75
<b>Jr. Rangers (ages 9-12)</b>	7	41
<b>Ranger Explorers</b>	1	7
<b>Volunteer Programs</b>	1	25
<b>Hoot Owl</b>	4	80
<b>Sprouts</b>	3	15
<b>Special Events</b>	3	60
<b>November Totals</b>	<b>64</b>	<b>951</b>

## **Senior Services:**

### Classes:

November classes showed well with AARP Smart Driver Course with 21 registered, Estate Planning with 16 registered, and 3-D Greeting Cards with 8 registered. Our fitness classes were strong with Zumba leading the way on average with 11 registered per class. Gentle Strength, Balance, and Coordination continues to shine averaging 15 registered per class. Line Dancing with Gary and Yoga for Self-Care both averaged 10 registrants. Rounding out the fitness classes was Tai Chi averaging 7 registrants.

### Trips:

Another sold-out trip on our traditional run to Sciabica's Olive Oil Co. and Duarte's Poinsettia Farm on November 17<sup>th</sup>. Our guests learned about making and tasting high quality olive oil varieties, and shop for their favorites. From there, they boarded the bus to the immense greenhouses of Duarte's Poinsettia Farm, where they shopped for their holiday plants for home and gifts.

After announcing a trip to see Mannheim Steamroller at the Gallo Center for the Arts, our registration of 54 people sold out in only 4 minutes, another new record! November 29<sup>th</sup> started with lunch at Red Lobster before the exhilarating performance by the renowned musical group showcasing their holiday music for the season.

### Activities:

The Mystery Movie at the Vine Theater has "*mysteriously*" been at (or near) the capacity of maximum enrollment each month. The movie "Priscilla" was viewed and critiqued by the November movie-goers who gave this movie a 3.5-star rating after a group discussion over hosted appetizers at the Zephyr Grill.

This month, Movie Madness in our Vintage Lounge included the movie "American Made" and drew a crowd of a dozen guests to enjoy this Tom Cruise selection. Friends continue to tell friends about our Movie Madness shows every 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month.

On Sunday November 5<sup>th</sup>, 20 registered participants met at the Bankhead Theater for a very entertaining live music and comedy matinee featuring "the Riders in the Sky", straight from the Grand Ol' Opry! After the show, a group of folks walked downtown to enjoy a no-host dinner together at Bruno's restaurant.

Our Senior Activity staff Kathy and Gayle were excited to host the November Crafting Social on the 14<sup>th</sup> of the month, showing how to make a tabletop clock for the holidays, complete with clockworks! A full class of 24 guests were pleased with their creations and the feeling of pleasure that personal creativity brings to them.

A few days prior to Thanksgiving, a dozen guests met at Lizzie Fountain to have lunch downtown, share gifting ideas, and shop the downtown merchants checking off their holiday shopping lists. They concluded with a meet-up at Peet's Coffee House for some coffee, dessert, and shared their gift findings.

You can find pictures from our trips and activities on LARPD social media outlets.



**Facility Rentals:**

Facility rentals are held at the Ravenswood Historic Site, the Robert Livermore Community Center. Facility rental information is located on our website at [larpd.org](http://larpd.org).

Facility	Type of Activity	Total Rentals for the Month	Total Monthly Hours
Ravenswood	Facility Rentals	0	0
Ravenswood	Wedding Rehearsals	0	0
Ravenswood/RLCC	Facility Rental Tours	23	23
Ravenswood	Photo Permits	10	20
RLCC	Facility Rentals	11	100
RLCC	On-going Rentals	1	14
<b>Total Facility Rentals for the Month:</b>		<b>60</b>	<b>172</b>

**Facility Operations:**

Facility operations staff are scheduled Monday through Friday from 7:30 am-10:00 pm to support District-wide facility operations, programming, and custodial. Weekend hours vary depending on programming and facility rentals.

- Day-to-Day Operations & District Support:

Operations	Staff	Days	Time	Total Hours Weekly	Total Hours Monthly
Outlying Facility Restroom Cleaning: Ravenswood, Carnegie, & Vets Hall	1	M/Tu	6:30 am-9:30 am	4-6	16-20
RLCC Operations & Custodial	3	M-F	7:30 am-10:00 pm	217.5	870
RLCC Operations & Custodial	2	Saturdays	8:00 am-8:00 pm	24	96
Park Restrooms: Field Rentals	2	Sat	8:00 am-8:00 pm	24	48
Park Restrooms: Field Rentals	2	Sun	7:00 am-3:00 pm	16	32

- Community Services program and service support:

<b>Program</b>	<b>Task</b>	<b>Staff</b>	<b>Days</b>	<b>Total Hours Weekly</b>	<b>Total Hours Monthly</b>
Open Heart Kitchen	Setup & Takedown	2	M-F	10 hours	40 hours
Pet Food Distribution	Setup & Takedown	2	Wednesdays	30 minutes	2 hours
Occasional Events (Seniors; 1-2/mo.)	Setup & Takedown	2	Days vary	30 minutes	1 hour
Livermore Rotary Meetings	Setup & Takedown	2	Wednesdays	1 hour	4 hours
Line Dancing	Setup	1	Tuesdays, Thursdays	30 minutes	4 hours
Golden Circle	Setup & Takedown	2	Mondays	30 minutes	2 hours
Movie Madness	Setup & Takedown	1	Monday	1 hour	2 hours
Maj Jong	Setup & Takedown	1	Wednesday	30 minutes	2 hours
Bridge	Setup & Takedown	1	Tuesday, Friday	1 hour	4 hours
Tai Chi	Setup & Takedown	2	Monday, Thursday, Friday	30 minutes	2 hours
CPR/First Aid Review	Setup & Takedown	1	Friday	30 minutes	1 hour
3-D Greeting Cards	Setup & Takedown	1	Friday	30 minutes	1 hour
Gentle Strength, Balance, and Flexibility	Setup & Takedown	1	Tuesday, Thursday	30 minutes	2 hours
Chair Strength, Balance, and Flexibility	Setup & Takedown	1	Tuesday, Thursday	30 minutes	2 hours
Scam Jam Trivia Challenge	Setup & Takedown	1	Wednesday	30 minutes	30 minutes
AARP Smart Driver Course Refresher	Setup & Takedown	1	Thursday	30 minutes	30 minutes
Estate Planning	Setup & Takedown	1	Thursday	30 minutes	30 minutes
BAPPOA Awards	Setup & Takedown	2	Tuesday	1 hour	1 hour
LARPD Board Meetings	Setup & Takedown	2	Wednesday	30 minutes	30 minutes

LARPD Supervisor Meeting	Setup & Takedown	1	Wednesday	30 minutes	30 minutes
LAYAC Monthly Meeting	Setup & Takedown	2	Monday	30 minutes	30 minutes
Alameda County Ag Trails Meeting	Setup & Takedown	1	Monday	30 minutes	30 minutes
Special Board Meeting	Setup & Takedown	1	Wednesday	30 minutes	1 hour
November Crafting	Setup & Takedown	1	Tuesday	30 minutes	1 hour
LARPD Foundation	Setup & Takedown	1	Monday	30 minutes	30 minutes

- Recreation Classes and Programs (Setup and takedown average 30 minutes/week/program)

<b>Program/Camp</b>	<b>Monthly Registration</b>
Livermore Ballet School – 9 classes	105
Winter Wonderland Theater Class	17
<b>Total Registered:</b>	<b>122</b>

**Sports Facility Rentals:**

Fall youth sports are concluding. Winter sports continue with warm up clinics and scrimmages, Phantom Lacrosse, and Cavaliers Rugby

All grass fields, including baseball/softball fields closed mid-November for winter maintenance

Group picnic sites were closed mid-November for the winter months, will reopen in March 2024

Two basketball tournaments were held in the gymnasium.

One girls’ softball tournament was held at Ernie Rodrigues. A College Coaches Skills camp was held at Ernie Rodrigues.

Livermore/Pleasanton Firefighters Foundation held an adult soccer tournament at Robertson Park  
College Soccer Academy Camp was held at Robertson Park

Northern California Pickleball Association held a one-day tournament on all eight May Nissen courts.

Additional potential picnic sites are being identified for 2024.

<b>Park Location</b>	<b>Total Rentals</b>	<b>Total Rental Hours</b>
Robertson Park	78	353
Cayetano	43	111
Ernie Rodrigues	10	78
Robert Livermore	17	88
Christensen	7	15
Max Baer	6	10
Independence	7	33
Altamont Creek	0	0
Bill Payne	6	49
Hagemann	2	4

May Nissen Pickleball Courts	15	108
Gymnasium	118	316
<b>Total:</b>	<b>544</b>	<b>1982</b>

<b>Picnic Locations</b>	<b>Total Number of Rentals</b>	<b>Total Number of Attendees</b>
May Nissen (main site)	2	235
May Nissen (tennis court)	3	165
May Nissen (library)	0	0
Big Trees	1	30
Hagemann	0	0
Independence	0	0
Robertson Park Pole Barn	0	0
Cayetano	0	0
Robert Livermore	0	0
<b>Total:</b>	<b>6</b>	<b>430</b>

Sports & Fitness Programs and Classes:

LARPD-led basketball league concluded with championship games and LARPD cheerleaders performing a half-time routine and sideline cheers.

Sports staff led a one-day No-School camp when LVJUSD was closed for a teacher workday on November 1<sup>st</sup> a 3-day Thanksgiving camp and 3-day Fall Craft camp.

Sports staff added cooking classes and cheer programming to the after-school PE program at Junction and Marylin and incorporated Croce this winter.

<b>Program</b>	<b>Total Registered Participants</b>
LARPD Basketball League	131
LARPD Pee Wee Classes	70
LARPD Kids Night Out	16
LARPD Cheerleading	22
LARPD One-Day Halloween Camp	13
LARPD Thanksgiving Camp	17
LARPD Thanksgiving Craft Camp	10
Arora Tennis	98
Skyhawks Sports	30
Wee Hoops Basketball	10
Youth/Adult Karate	23
Youth/Adult Hip Hop	20
Adult Yoga	35
Pickleball Introduction (adult)	24
Drop In Pickleball	272
Club VIP Volleyball	39
<b>Total Participants Served:</b>	<b>830</b>

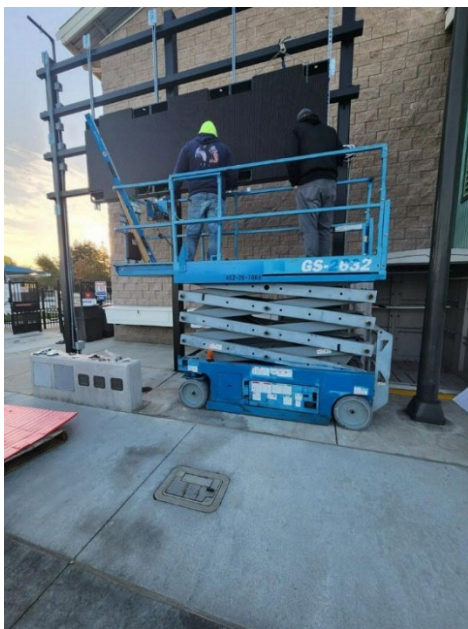
**FACILITIES AND PARK MAINTENANCE:**

November saw the completion of large projects for the Facilities team, as well as some frustrating challenges.

In Sycamore Grove, we received a passing inspection on the firefighting water tank installation, as related to the planned new restroom installation. This water tank was required to meet the necessary fire codes for the new restroom.



At the Robert Livermore Community Center, we completed the final installation of the new Aquatics scoreboard. In October, staff removed the old scoreboard and modified the existing support structure to accept the new scoreboard. This month, we installed the new board, the gratifying end of a project several months in the making.



Sadly, not all projects end on such a positive note. Twice in November, May Nissen Park and Sunken Gardens Park were aggressively tagged and vandalized by two local competing gangs. Staff spent days removing or painting over graffiti on buildings and equipment, only to have to repeat the process two weeks later. Police reports were filed in each instance.



On a positive note, Livermore Police were able to capture video footage of suspects tagging a downtown parking structure. These suspects are believed to be some of the same individuals connected to the May Nissen incidents. It is hoped this may alleviate, or at least diminish, this recent rash of vandalism.

In addition to these larger projects, the Facilities Team completed a host of other projects including, but not limited to:

- Plumbing repairs at multiple locations.
- Fire monitoring inspections.
- Playground equipment repair/installation.
- Water heater installations.
- HVAC repairs at multiple locations.
- Synthetic field grooming at Cayetano and Robertson Parks.

- Elevator repair at Carnegie Park.
- Flooring replacement at Jackson ESS.
- Signage installation at May Nissen Park.
- Camera Installation at the RLCC (continued).
- And much, much more...

**Parks Maintenance:**

In November, the Parks Department undertook several maintenance and improvement initiatives. At May Nissen, a new valve and lateral were installed to enhance the dry areas surrounding the dog park.

Pruning at Hagemann park is complete, Vista Meadows Park is now in progress.

Sports field maintenance activities included aerating and pruning around Sunset turf and identifying old infrastructure for upgrades. Safety pruning of trees was conducted, along with small area aerating, overseeding, top dressing, and light pruning at sports fields.

The watering schedule is set to OFF for the season as of the second week of November, with minor exceptions.

Ongoing herbicide pre-emergent and post-spraying applications were carried out at neighborhood and sports parks, along with leaf cleanup efforts. Additionally, replacement units for failing equipment were located, and their details were provided to the Parks and Facilities Manager, addressing issues with the Jacobson Sports turf mower, leaf vac, and rake-o-vacs.

*LIGHT FIELD MAINTENANCE				
PRUNING	TREES SAFETY PRUNED	MULCH	AERATING/SEEDING	HERBICIDE
Vista Meadows	Max Baer- 2	Hagemann	Robertson Park Field 3	Maitland Henry
May Nissen	Pleasure Island- 2		Sunset	Robertson
Robertson	Ravenswood Historic-1			Ida Holm
				May Nissen
				Pleasure Island
				Livermore Downs
				Bill Payne
				Hagemann
				Les Knott
				Wattenburger
				Sunset
				Christensen

**HERBICIDE TOTALS:** 580 gallons

**GRAFFITI/VANDALISM:** 48 hours of clean-up

**IRRIGATION REPAIRS:**

HEADS	VALVES	LATERALS	MAINLINE	SHUTOFF
12	2	1	2	2



*Leaf Clean Up at Bothwell Park*



**Mechanic's Shop:**

Vehicle Service and Repairs:

- V09 - Exhaust regeneration
- V38 - Brake noise, replaced front brakes
- V40 - Mounted and balanced 4 tires
- V36 - Coolant leak replaced radiator
- V26 - Mounted and balanced 4 tires
- V34 - Mounted and balanced 4 tires
- V37 - Pre-Smog inspections
- V29 - Pre-Smog inspections
- V34 - Service/ Inspections
- V34 - Mounted and balanced 4 tires

Mower and Tractor Services and Repairs:

- E038-Choke Inop. Repaired choke cable. Installed new tailgate lifts on mow trailer
- E074- Replaced (2) wheels/ tires flat repair on mow trailer.
- E087- Safety Inspection

Additional Tasks Performed:

- Shop maint
- Part ordering
- Parts



**Trails Update:**

There are no new updates.

Respectfully submitted,



Mathew Fuzie  
General Manager

MF/lvb/ph



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

## Livermore Area Recreation and Park District

### **DRAFT 2024 Board Meeting Schedule** (to be adopted December 13, 2023)

The Board meets the second and last **Wednesday** of each month, except in November and December. Meetings are held at the Robert Livermore Community Center, 4444 East Ave., Livermore (\*exceptions are noted).

<u>Regular Board Meetings</u>	<u>2024</u>
Jan. 10. . . . . 5:00 p.m.	July 10. . . . . 5:00 p.m.
Jan. 31. . . . . 5:00 p.m.	July 31 . . . . . 5:00 p.m.
Feb. 14. . . . . 5:00 p.m.	Aug 14. . . . . 5:00 p.m.
Feb. 28. . . . . 5:00 p.m.	Aug. 28. . . . . 5:00 p.m.
March 13. . . . . 5:00 p.m.	Sept. 11. . . . . 5:00 p.m.
March 27. . . . . 5:00 p.m.	Sept. 25. . . . . 5:00 p.m.
April 10 . . . . . 5:00 p.m.	Oct. 9. . . . . 5:00 p.m.
April 24. . . . . 1:00 p.m.	Oct. 30. . . . . 1:00 p.m.
May 8. . . . . 5:00 p.m.	Nov. 13. . . . . 5:00 p.m.
May 29. . . . . 5:00 p.m.	Dec. 11 . . . . . 5:00 p.m.
June 12. . . . . 5:00 p.m.	
June 26. . . . . 5:00 p.m.	

#### Special Board Meetings

February 7, 2024	Board Retreat	9:00 a.m.
March 13, 2024	Budget Workshop	3:00 p.m.

#### Public Meetings in Parks

Wed., June 19, 2024	6:00 p.m.	TBD
Wed., July 17, 2024	6:00 p.m.	TBD
Wed., August 21, 2024	6:00 p.m.	TBD


# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Boswell and Board of Directors

FROM: Mathew Fuzie, General Manager 

PREPARED BY: Linda VanBuskirk, Executive Assistant to the General Manager

DATE: December 13, 2023

SUBJECT: Annual Board Policy Manual Review

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**RECOMMENDATION:** That the Board of Directors review the “Policy Manual of the Board of Directors” and discuss any revisions it may wish to implement. Staff will incorporate any revisions directed by the Board, to be formally adopted at a future meeting.

**BACKGROUND:** Board Policy No. 5010-Board Meetings, paragraph 4d states:

“At this meeting the Board shall conduct a review of the Board Policy Manual.”

**ATTACHMENTS:**

- List of Board Actions on Board Policy, Including District Notices – 2023
- Policy Manual of the Board of Directors

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## Board Actions on Board Policy, Including District Notices – 2023

Date	Meeting / Action
12/13/2023	Annual Board Policy Manual Review
11/08/2023	<p><b>CONSENT AGENDA RESOLUTION:</b>            Moved by Director Pierpont, seconded by Director Faltings, adopted Resolution No. 2801, approving revisions to <b>Board Policy 5020: Board Meeting Agenda</b>, by the following roll call vote:</p> <p><i>AYES: Directors Palajac, Furst, Faltings, Pierpont, and Chair Boswell (5)</i></p>
10/25/2023	<p><b>AMENDMENT TO BOARD POLICY NO 5030: BOARD MEETING PROCEDURE</b>            The Board reviewed and approved revisions to Board Policy 5030: Board Meeting Procedure.</p> <p>Director Furst asked legal counsel for clarification of item 3b. Legal Counsel Gary Bell confirmed the item is okay as written, however, after further discussion, Board Member consensus was to change the word “boisterous” in item 3b to “disruptive” and the policy revision was approved with this change.</p> <p><b>RESOLUTION:</b> Moved by Director Furst, seconded by Director Pierpont, approved, and adopted Resolution No. <u>2800</u>, approving revisions as amended to Board Policy 5030: Board Meeting Procedure.</p>
10/25/2023	<p><b>AMENDMENT TO BOARD POLICY NO 5070: RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS</b>            The Board reviewed and approved revisions to Board Policy 5070: Rules of Order for Board and Committee Meetings.</p> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>• Will a change to Rosenberg’s Rules of Order affect any of our existing policies? Legal Counsel <i>Gary Bell commented, no, a change to Rosenberg’s Rules of Order should not affect other policies.</i></li> <li>• Director Furst commented, Board members need to follow the “Sequence When Considering an Agenda Item”, as outlined in #2 in this policy.</li> <li>• Board Members requested to remove item 5 “Secondary Motions” (blue highlighted section in the draft) from the policy. The draft policy was approved with this change.</li> </ul> <p><b>RESOLUTION:</b> Moved by Director Palajac, seconded by Director Pierpont, approved, and adopted Resolution No. <u>2799</u>, approving revisions as amended to Board Policy 5070: Rules of Order for Board and Committee Meetings.</p>
10/25/2023	<p><b>AMENDMENT TO BOARD POLICY NO 5020: BOARD MEETING AGENDA</b>            The Board reviewed and considered approving revisions to Board Policy 5020: Board Meeting Agenda.</p> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>• Director Palajac asked legal counsel for clarification on his comments as shown on the revised policy.</li> <li>• Director Boswell commented, the policy as written was already fine, except there is a need to allow Directors to add to the agenda in a timely fashion.</li> </ul>

	<ul style="list-style-type: none"> <li>• Director Furst expressed that he strongly disagreed with the verbiage “if the General Manager approves” and would like to strike that language. He added, he would like the Chair to have final approval of the agenda and can discuss it with the GM.</li> <li>• Director Pierpont indicated he appreciated the GM providing this to legal counsel without the background, for an unbiased analysis. The existing policy has functioned based on respect and deference towards others. He agreed, the Chair should be able to review and have final approval. He suggested it would be better to have a mechanism for Board Members to add an agenda item.</li> <li>• Chair Boswell agreed with Director Furst and Director Pierpont.</li> <li>• GM Fuzie commented that he agreed as well but needs direction from the Board in order to direct staff.</li> </ul> <p><b>Action:</b> This draft will be further revised and reviewed with legal counsel and this item will be brought back to the next meeting as a consent item.</p>
10/25/2023	<p><b>AMENDMENT TO BOARD POLICY NO 4025: TERM OF OFFICE: MEMBER, BOARD OF DIRECTORS</b></p> <p>Board Member discussion ensued as to whether or not there should be some kind of term limit placed on the next election ballot, and if doing so would result in additional costs. GM Fuzie will confirm cost information.</p> <p>Legal Counsel Gary Bell informed the Board that tonight, the policy, and what it will include, may be discussed and revised, but it will require further action at a later date to put this item on the ballot. He noted, term limits take at least two different forms: an overall cap on the total number of terms, or a cap on the number of successive terms. He added, 114 days prior to the election, the District needs to be ready if we want to add this to next year’s ballot.</p> <p>Board Members agreed on the need to gather more data as to what the public wants (including sharing this idea on social media to gather public feedback), to approve the revisions to the policy tonight and at a future meeting, determine any further action desired.</p> <p><b>RESOLUTION:</b> Moved by Director Palajac, seconded by Director Furst, approved, and <b>adopted Resolution No. 2798</b>, approving revisions to Board Policy 4025: Term of Office: Member, Board of Directors.</p>
8/09/2023	<p><b>MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS</b></p> <p>Director Palajac asked about the Board Policy Manual. She stated the Board used to receive updates each year. Hard copy revisions have not been included in the binders since 2019. She requested to get a hard copy update to the Board Policy Manuals as there have been recent questions having to do with some of the policies that have been updated. Executive Assistant Linda VanBuskirk will check on current revisions and Board actions and will send out a complete hard copy revised version of the Board Policy Manual.</p>
2/22/2023	<p><b>SAMPLE BOARD MEMBER TELECONFERENCING POLICY</b></p> <p>Chair Boswell stated the Board would review a sample policy created by the California Special Districts Association (CSDA) regarding Board Member Teleconferencing and consider establishing such a policy for LARPD.</p> <p>Board policy number 5010 on Board Meetings directs that “All meetings of the Board of Directors shall be held in compliance with the Ralph M. Brown Act, California Government Code §54950 through §54963.” The District does not have a policy regarding teleconferencing.</p>

	<p><b>Action:</b> Legal Counsel was asked to recommend whether or not LARPD must draft a new policy or if the current policy is sufficient to comply with all California laws.</p>
2/22/2023	<p>Board (Participated Electronically)  <b>DISTRICT NOTICE 0010 – EMPLOYEE DISCOUNTS</b></p> <p>The current policy offers employee activity discounts to all current full-time employees, part-time benefited employees, current Board members who served a minimum of three terms, and retired LARPD employees who are 50 years old or older who worked a minimum of five years. The proposed policy only applies to current staff. The employee discount benefit information will be incorporated into new-hire or reinstated orientations as well as discussed during employee evaluations. This is timely as LARPD is going into hiring season, and we are building Employee Total Compensation Packets. <b>A separate policy will be needed for retired LARPD employees and Board members.</b> The Board will set the benefit level for current and future retirees.</p> <p><b>Legal counsel is working with staff on the definition of “employee” as it relates to Board Members for the purpose of the policy.</b></p> <p>Recommendation: Staff recommended the Board adopt a resolution approving the attached District Notice 0010 Employee Discounts Policy which will offer all current staff to receive some benefit for eligible programs and services, whether full-time, part-time benefited, or part-time.</p> <p><b>RESOLUTION:</b> Moved by Director Furst, seconded by Director Faltings, adopted Resolution No. 2776, approving District Notice 0010 - Employee Discounts policy.</p>
2/8/2023	<p>Board (Participated Electronically)  <b>MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER</b></p> <p>GM Fuzie made the following announcements: c) <b>Neumiller &amp; Beardslee will be working on the revisions needed to Board Policy 5020 Board Meeting Agenda.</b> Once completed, the revisions will come back to the full Board for review.</p>
1/25/2023	<p>Board (Participated Electronically)</p> <p><b>REVISIONS TO BOARD POLICIES 5030 “BOARD MEETING PROCEDURE” AND 5070 “RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS”</b></p> <p>GM Fuzie reported that at its January 11, 2023 regular Board meeting, Director Palajac reported that the LARPD Foundation recently revised its Bylaws to reflect the way it conducts its meetings using Rosenberg’s Rules of Order instead of Robert’s Rules of Order, as Rosenberg’s Rules of Order is a much more simplified version. She recommended that the LARPD Board also consider making the change. If approved, revisions to Board Policy numbers 5030 “Board Meeting Procedure” and 5070 “Rules of Order for Board and Committee Meeting” would be necessary.</p> <p>District Counsel Rod Attebery concurred and recommended the Board consider making the change.</p> <p>Staff recommended that the Board of Directors review and discuss the initial reading of revisions made to Board Policies 5030 “Board Meeting Procedure” and 5070 “Rules of Order for Board and Committee Meetings” to incorporate a change in the guiding principles from Robert’s Rules of Order to Rosenberg’s Rules of Order</p> <p><b>Director Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>o Director Palajac commented that she wanted the Board to take a look at the possibility of using Rosenberg’s Rules of Order instead of Robert’s Rules of Order, as it seems to be an easier, more simplified set of rules and that a lot of the smaller public agencies use Rosenberg’s instead of Robert’s. She expressed favor of moving to Rosenberg’s.</li> </ul>

	<ul style="list-style-type: none"> <li>o In favor of using Rosenberg’s after spending many an hour in sessions at conferences trying to be conversant with Robert’s. Favors a move to Rosenberg’s as it is simplified, easier to use, and will prove to be a smart thing for the Board to do.</li> <li>o Some board members commented that Attachment C “Robert’s Rules – Cheat Sheet (for comparison)” was confusing and was not written as gender-neutral. Members wondered if there were updated versions of the Rules of Order for review.</li> <li>o Although willing to follow District Counsel’s guidance on this regarding custom in the world of special districts and size of agency, requested to have a hard copy of both Rules of Order to refer to for comparison.</li> <li>o What is the impetus behind this change? Would like to review the value and advantages/disadvantages of both, including an example of specific items as the Board goes through the process so it may compare what is faster, simpler, cleaner using one versus another and what potential legal issues, if any, might come up in that process. GM Fuzie recommended that since this is a Board preference question, it is difficult for staff to try to suggest the board move in either one direction. He recommended that the Board create an ad hoc committee for this matter and take it out of the hands of staff to try to guess what the Board wants.</li> </ul> <p>District Counsel Rod Attebery commented that his firm, Neumiller &amp; Beardslee (N&amp;B), highly recommends that their public agency clients utilize Rosenberg’s. He described some of the nuances between the two Rules of Order. He reported that there are no recent amendments, that he is aware of, to either Robert’s or Rosenberg’s, but that the legislature has said generically that any context of any piece of legislation that represents gender-specific shall be considered gender-neutral. He added that the Rosenberg’s provided as Attachment A in the Board packet is the full version. (The full version of Robert’s was not included as it was over 180 pages.) One of the reasons N&amp;B likes Rosenberg’s is because it is straightforward, and it deals with the things that you deal with as a small special district. By comparison, as a local entity, you never get to half or three-quarters of what is in Robert’s, not having a Parliamentary function such as the Legislature or Congress does.</p> <p><b>DIRECTION:</b> □ Chair Boswell opted not to create an ad hoc committee. Instead, this item will be sent back to GM Fuzie who will work with District Counsel to further clarify the scope, what the impact of making the change from Robert’s to Rosenberg’s will be, and how this may impact our policies and procedures. The item will then be brought back to the table at a future Board meeting. □ Counsel’s review of Board Policies 5030 and 5070 was suggested to ensure that revisions incorporate additional changes that might need to happen should the Board decide to switch from Robert’s to Rosenberg’s.</p>
1/11/2023	<p>Board (Participated Electronically)</p> <p><b>DISCUSSION AND ACTION ITEMS</b>  <b>BOARD POLICY 5020 BOARD MEETING AGENDA</b></p> <p>General Manager (GM) Mathew Fuzie reported that this item stems out of the Board’s request at its meeting on January 11, 2023 to revise <b>Board Policy 5020</b> to clarify ambiguity as to when a Board member’s requested item will be placed on an agenda, and who has final responsibility for ensuring that it is heard by all members of the Board. This is the first reading of suggested revisions to the policy for discussion and word smithing. The policy will then be refined pursuant to Board direction and will come back for a second reading. This is designed to give the public an opportunity, when policy is going to be finalized, to be at the meeting. This also allows staff the expectation that the first reading will not always be perfect, and that staff will obtain direction from the board on policy changes. The Board reviewed and discussed the substantive changes to paragraph 1 of Board Policy No. 5020 as follows:</p> <ol style="list-style-type: none"> <li>1. The General Manager shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to</li> </ol>



	<p>be placed on the agenda no later than 5:00 P.M. one week prior to the meeting date. <b>The General Manager and the requesting Director shall discuss the timing of the item and when it will be placed on an agenda and who will have ownership of that item.</b> The Chair and the General Manager must reviews and agree to the agenda <del>has final review of the agenda</del> prior to circulation.</p> <p>Director Questions/Comments:</p> <ul style="list-style-type: none"> <li>o Do we want that much detail in the policy?</li> <li>o Run-on sentence needs commas added: “The General Manager and the requesting Director shall discuss the timing of the item, <b>when it will be placed on an agenda, and who will have ownership of that item.</b>”</li> <li>o At, “The Chair and the GM must review <b>and approve</b> the agenda prior to circulation. “ (Use “<b>approve</b>”, not just “<b>agree</b>”) I think <b>approve</b> is the right word.</li> <li>o There is a little <b>red s</b> that got put in and shouldn’t be there. (Discussion ensued all agreed that the s is struck. The sentence should read, “The Chair and the General Manager shall <b>review. . .</b> “ (<b>not reviews</b>).</li> <li>o What if the Chair and the GM do not agree? Is there some provision here for handling that? We all know the assumption is the Chair has the final decision ultimately. Maybe it ought to say that. Need to flesh this out. Members agreed about adding something specific about who has final approval to resolve any type of disagreement. A suggestion was made to say, “The Chair and the General Manager <b>SHALL</b> (rather than must) review the agenda, <b>with the Chair having the final approval prior to circulation.</b>”</li> </ul> <p>District Counsel Rod Attebery agreed with many of the changes suggested by the Board. As to ownership of that item, Mr. Attebery suggested using the word “<b>presentation</b>”- who will make the “<b>presentation</b>” of that item, because that is a concern. If there is a lengthy agenda item that staff may not have sufficient time to prepare on, we would be asking the director who is making the request of the item to assist in the presentation. He also agreed in terms of the Chair and GM review and <b>approve</b>. The word <b>approve</b> makes more sense. As to language, if you should disagree: This would be handled under the Rules of Order you are guided by. The item would be placed on the agenda for consideration to add to the agenda, and a member could make a motion, and then there could be debate in Open Session over whether that item should be on or off the agenda.</p> <p><b>DIRECTION:</b> <input type="checkbox"/> GM Fuzie will work with Legal Counsel to incorporate the suggested revisions discussed by the Board above and bring the revised policy back to the Board for a second review. <input type="checkbox"/> Chair Boswell suggested that in the future, should the Board want to word-smith documents that need to be modified, that Board members take those comments, write them up, and send those suggested revisions to the appropriate individual(s) so the points are not belabored during a meeting.</p>
1/11/23	<p><b>MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS</b></p> <p>c) Director Palajac initiated a matter as a result of Monday’s LARPD Foundation meeting. The Foundation changed the way they conduct their meetings. Their Bylaws had stated that they were using Robert’s Rules of Order, which they changed to Rosenberg’s Rules of Order. According the LARPD’s Board Policies 5030 ad 5070, we are supposed to be following Robert’s Rules of Order, and so Director Palajac asked to have an item placed on the Board agenda to have the Directors discuss whether they want to change to Rosenberg’s Rules of Order, a much more simplified version. District Counsel Attebery concurred and recommended that change.</p>
1/11/2023	<p>Board (Participated Electronically)</p> <p><b>DISCUSSION AND ACTION ITEMS</b>  <b>BOARD POLICY 5020 BOARD MEETING AGENDA</b></p>

At the request of Director Furst, the Board reviewed and discussed whether to make any additions or revisions to the policy regarding placing an item on the Board Meeting Agenda. Director Furst read the 1st paragraph of Policy Number 5020, “. . . Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 P.M. one week prior to the meeting date.” Discussion ensued and consensus was that the policy, as written, is ambiguous regarding WHEN the requested item will be placed on an agenda, and the requesting Director has no recourse if the item is not placed on an agenda, based on the current policy. Director Questions/Comments:

- o Within this policy it says that the Chair reviews and has final review of the agenda prior to it being circulated.
- o There is a whiteboard in the GM’s office that tracks agenda items that have been requested by a board member or future items that staff are working on. There is then a discussion about when that item will be ripe for placement on an agenda.
- o If by chance the agenda for the following meeting is full, and/or an item requires additional research or analysis, one would assume that either the Chair or the GM would provide feedback directly to the Director that wanted the item on the agenda that additional work has to be done before we can get it on, but certainly within a certain timeframe.
- o The policy must be modified so that Directors can get requested items on the agenda and reviewed and discussed at some point. The question might be there is a timing issue to it relevant to whether there is staff work or other extenuating circumstances related to an item; but we certainly can get that in the policy and get it modified to everybody’s needs and make sure that something doesn’t fall off our radar.

DIRECTION:  GM Fuzie and his team will review the existing policy and make recommended changes to clarify the ambiguity as to when a Board member’s requested item will be placed on an agenda, and who has final responsibility for ensuring that it is heard by all members of the Board.

- The estimated time for completion will be by the next Board meeting for an initial reading, then a final version shown at the first meeting in February.
- Board members were encouraged to provide any recommendations on clarifying language to GM Fuzie.



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

# POLICY MANUAL

## OF THE

# BOARD OF DIRECTORS

Adopted: Resolution No. 1773 April 24, 2002  
Revised: Resolution No. 1805 January 29, 2003  
Revised: Resolution No. 1948 February 9, 2005  
Revised: Resolution No. 2015 June 14, 2006  
Revised: Resolution No. 2057 June 13, 2007  
Revised: Resolution No. 2068 July 11, 2007  
Revised: Resolution No. 2156 January 14, 2009  
Revised: Board Motion January 13, 2010  
Revised: Resolution No. 2271 January 12, 2011  
Revised: Resolution No. 2363 December 12, 2012  
Revised: Resolution No. 2370 February 13, 2013  
Revised: Board Motion January 14, 2015  
Revised: Board Motion January 13, 2016  
Revised: Resolution No. 2570 January 25, 2017  
Revised: Resolution No. 2601 January 17, 2018  
Revised: Resolution No. 2611 March 14, 2018  
Revised: Resolution No. 2657 March 13, 2019  
Revised: Resolution No. 2663 June 12, 2019  
Revised: Resolution No. 2707 January 13, 2021  
Revised: Resolution No. 2727 November 10, 2021  
Revised: Resolution No. 2728 November 10, 2021  
Revised: Resolution No. 2798 October 25, 2023  
Revised: Resolution No. 2799 October 25, 2023  
Revised: Resolution No 2800 October 25, 2023  
Revised: Resolution No 2801 November 8, 2023

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# Livermore Area Recreation and Park District Board Policy Manual

## INTRODUCTION

### **PURPOSE**

It is the intent of the Board of Directors of the Livermore Area Recreation and Park District to maintain a Board Policy Manual. The manual is comprised of the Board's current policies, being the rules and regulations enacted by the Board describing how the Board of Directors shall govern itself as a legislative body and conduct the business of the District.

The Board Policy Manual has been developed in order to provide information and guidance to Board members, employees, and members of the public on Board processes and procedures.

Establishment of these policies is intended to assist in the efficient and effective operation of the District. By following consistent Board operational policies, the Board is better able to focus on the business of the District.

If any policy or portion of a policy contained within the Board Policy Manual is in conflict with rules, regulations, State law or legislation having authority over the Livermore Area Recreation and Park District, said rules, regulations, State law or legislation shall prevail. This Policy incorporates by reference the State's Ralph M. Brown Act, Assembly Bill 1234, LARPD's Conflict of Interest Code (incorporating the California Political Reform Act, CA Government Code § 81000, et. seq.) and LARPD's Personnel Rules and Regulations.

### **LEGAL AUTHORITY, HISTORY AND ORGANIZATION OF THE DISTRICT**

The Livermore Area Recreation and Park District is an independent special district organized under the provision of Chapter 4, Division 5, Public Resources Code, State of California (5700 series). As such, it is a political subdivision of the State of California – a completely independent governmental agency.

The District was originally organized as the Livermore Area Park, Recreation and Parkway District. In a special election on Tuesday, June 10, 1947, Livermore voters ratified a resolution of the Alameda County Board of Supervisors to form the Livermore Area Park, Recreation and Parkway District. This vote expressed a desire of the local citizens for an adequate park and recreation system within the District for the purposes of 1) organizing, promoting and conducting community recreation programs;

2) establishing an operational system of recreation and facilities; and 3) acquiring land and facilities for recreation usage.

By January 12, 1948, the District was authorized to levy and collect taxes based on assessed property values within the District. For nearly 10 years thereafter, the affairs of the District were administered by a nine-member recreation board acting in an advisory capacity to the governing body of the District – the Alameda County Board of Supervisors.

County resolution No. 85820 provided for a special election to be held in the Livermore Area Park, Recreation and Parkway District in Alameda County on Tuesday, January 21, 1958 for the purpose of submitting to the electorate of the District the question of whether or not the District should be governed by its own Board of Directors and providing for the first Board of Directors of the District. In this election, five Directors were elected: William A. Clark, John S. Foster, Jr., Lester J. Knott, Leonard G. Lind, and M.W. "Tex" Spruiell.

On December 8, 1959, by Resolution No. 41, the Board of Directors changed the name of the District to the Livermore Area Recreation and Park District.

## **POWERS AND DUTIES**

The District continues to be governed by an elected five-member Board of Directors directly responsible to the electorate. The Board of Directors is the legislative body of the District and establishes policy and provides broad guidance and general direction for District operation. The state statutes, California Public Resources Code, Division 5, Chapter 4, give the Board wide power and latitude in District operation.

Under the statutes (Article 7, Section 5786), the District is authorized to:

- (a) Organize, promote, conduct, and advertise programs of community recreation, including but not limited to parks and open space, parking, transportation, and other services that improve the community's quality of life.
- (b) Establish systems of recreation and recreation facilities, including but not limited to parks and open space.
- (c) Acquire, construct, improve, maintain, and operate recreation facilities, including but not limited to parks and open space, both inside and beyond the District's boundaries.

In order to carry out the functions of the District, the statutes (Article 7, Section 5786.1) give the District the following rights and powers:

- (a) To sue and be sued.

- (b) To acquire any real or personal property within or outside the District, to hold, manage, occupy, dispose of, convey and encumber the property, and to create a leasehold interest in the property for the benefit of the District.
- (c) To acquire any real or personal property by eminent domain within the boundaries of the District.
- (d) To hire necessary employees, to define their qualifications and duties, and to provide a schedule of compensation for performance of their duties.
- (e) To engage counsel and other professional services.
- (f) To enter into and perform all necessary contracts.
- (g) To borrow money, give security therefore, and purchase on contract.
- (h) To adopt a seal and alter it at pleasure.
- (i) To adopt ordinances.
- (j) To adopt and enforce rules and regulations for the administration, operation, use and maintenance of the recreation facilities, programs and services listed in Section 5786.
- (k) To enter into joint powers agreements.
- (l) To provide insurance.
- (m) To perform any acts necessary to carry out the provisions of this chapter.



# Livermore Area Recreation and Park District Board Policy Manual

## STATEMENT OF BOARD STANDARDS

It is recognized that:

1. The Board of Directors is the unit of authority within the District. Apart from their normal function as part of this entity, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
2. Each member of the Board of Directors is vested with an equal sharing of authority.
3. The responsibility of the Board of Directors is to govern the Livermore Area Recreation and Park District. In doing so, the Board of Directors formulates and evaluates policy for the District. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission. The Board commits itself and its members to ethical, businesslike and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Board members.
4. Members of the Board of Directors come from diverse backgrounds and bring different experiences, perspectives and skill sets to the deliberations they undertake in exercising their responsibilities as Directors of the Livermore Area Recreation and Park District. It is expected that Board debate and decision making will be conducted with respect for differences of opinion and in a constructive fashion. Every Board member has a responsibility to voice his or her viewpoint and to contribute to the debate on issues that come before the Board. In any decision taken, a member of the Board has the responsibility to vote on the matter according to what he or she believes is in the best interests of the District as a whole. Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.
5. Once action is taken by the Board of Directors, that action becomes the position of the District.
6. Board members must avoid conflicts of interest and the appearance of conflicts of interest with respect to their responsibilities.

7. Board members will respect the confidentiality appropriate to issues of a sensitive nature, act honestly and openly at all times, and keep the confidentiality of privileged and closed session information.
8. The work of the Board is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Adoption/Amendment of Policies  
**POLICY NUMBER:** 1010

1. Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate noticed meeting of the Board of Directors.
2. Adoption of a new policy or amendment of an existing policy shall be accomplished at a noticed meeting of the Board of Directors and shall require a majority affirmative vote of the entire Board of Directors.
3. Before considering whether to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Public Complaints  
**POLICY NUMBER:** 1020

1. The Board of Directors desires that public complaints be resolved at the appropriate administrative level, and that the method for resolution of complaints be logical and systematic.
2. The method of resolving complaints shall be as follows:
  - a. The individual with a complaint shall first discuss the matter with the appropriate responsible employee with the objective of resolving the matter informally.
  - b. If the individual registering the complaint is not satisfied with the disposition of the complaint by the responsible employee, the complaint may be filed with the General Manager. Within a reasonable time, the General Manager shall contact the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager may be requested by the individual filing the complaint.
  - c. If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Chair of the Board of Directors within ten (10) days of receiving the General Manager's decision. The Chair may direct consideration of the matter at the next regular meeting, or call a special meeting, or refer the matter to a committee for review and recommendation. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. A written decision from the Chair may be requested by the individual filing the complaint.
3. This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs or services, or impending considerations of the Board.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Personnel **Suggested revisions**  
**POLICY NUMBER:** 2000

1. The Board of Directors shall establish a uniform policy for personnel matters through adoption of a Personnel Ordinance and Personnel Rules and Regulations.
- ~~2. The Board of Directors shall establish a Personnel Commission to advise the Board of Directors on the District's personnel system and policies.~~
  - ~~a. The Board of Directors shall establish the procedure for determining candidates to serve on the Personnel Commission.~~
  - ~~b. The Board's standing Personnel Committee shall develop a recommendation to the Board of Directors for appointment of candidates to the Personnel Commission.~~
  - ~~c. Appointment to the Personnel Commission will be by a majority vote of the Board of Directors.~~
3. With the exception of the hiring of the General Manager and Legal Counsel, members of the Board of Directors shall not participate in the selection process for any District employee. ~~However, a representative of the Board shall participate in the final interviews to fill the position of Assistant General Manager, which reports to the General Manager.~~ The Board of Directors shall recognize that the General Manager is the ex-officio Personnel Officer and appointing authority for all positions in the competitive service, the Assistant General Manager position, persons employed under contract to supply expert professional or technical service, volunteers, and part time, temporary and seasonal positions.
4. The General Manager shall be the Executive Officer and ex-officio Clerk to the Board of Directors of the Livermore Area Recreation and Park District.
5. The terms and conditions of the employment of the General Manager and Legal Counsel may be specified in an Agreement of Employment established between them and the Board of Directors. The Agreement of Employment shall be for the period of time as specified therein.

- a. Performance reviews for employees of the Board of Directors shall be conducted on an annual basis, as specified in an Agreement of Employment, or as needed for cause.
- b. Whenever the Agreement of Employment established between the General Manager or Legal Counsel and the Board of Directors is in conflict with any District policy, said Agreement of Employment shall prevail.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Ethics  
**POLICY NUMBER:** 4010

1. The Board of Directors is committed to providing excellence in legislative leadership and the highest quality of services to its constituents. In addition to the State's Ralph M. Brown Act, Assembly Bill 1234 (Ethics Training), Assembly Bill 1661 (Sexual Harassment Prevention Training and Education), LARPD's Conflict of Interest Code (incorporating the California Political Reform Act, CA Government Code § 81000, et. seq.) and LARPD's Personnel Rules and Regulations, this policy is intended to provide guidance on ethical issues and questions. The core of this policy is to support the Board's commitment to create public trust, respect and accountability and to demonstrate transparency as a local government agency. To that end, Board members should endeavor at all times to:
  - a. Comply with both the letter and intent of the laws and policies affecting the operations of government;
  - b. Be independent, impartial and fair in their judgment and actions and avoid any actions that create undue influence on District staff;
  - c. Use the office of Director and resources of the District solely for the benefit of the District and not for personal gain;
  - d. Avoid conflicts of interest and abide by the District's Conflict of Interest Code;
  - e. Maintain the confidentiality of information by neither disclosing confidential information without proper legal authorization, nor disclosing the content of any Closed Session.
2. **PROCESS**

This policy is intended to be self-enforcing and, as such, Board members should point out to other Board members their infractions of the Ethics Policy. If the infractions continue, then the matter should be referred to the Chair in private. If the Chair is the individual whose actions are being challenged, then the matter should be referred to the Vice Chair. It is the responsibility of the Chair to initiate action if a Board member's behavior may warrant sanction. If no action is taken by the Chair or Vice Chair, the alleged violation(s) can be brought up with the full Board in a public meeting.

### 3. REMEDIES

Board members who repeatedly do not follow proper conduct may be reprimanded or formally censured by the Board, lose seniority or committee assignments or have official travel restricted. Serious infractions of the Ethics Policy could lead to other remedies as prescribed by law.



# 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:** Term of Office: Member, Board of Directors  
**POLICY NUMBER:** 4025

1. The term of office for Board Members is determined by strict adherence to Public Resources Code Section 5784.3(a).
2. In accordance with Government Code Section 53077, the Board of Directors may adopt a proposal to limit or repeal a limit on the number of terms a Director may serve on the Board. Any proposal to limit the number of terms a Director may serve on the Board shall apply prospectively and shall not become operative unless it is submitted to the electors of the District at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Remuneration and Reimbursement  
**POLICY NUMBER:** 4030

1. Members of the Board of Directors may receive monthly compensation, the amount of which shall be established by the Board in the Annual Resolution Designating the Compensation for Board Members.
  - a. Any monthly compensation shall be established in accordance with the limits and conditions set forth in Section 5784.15 of the Public Resources Code.
  - b. Compensation guidelines for the members of the Board of Directors are set forth in Appendix A.
2. Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090.
  - a. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.
3. The Board of Directors may, at its discretion, establish health and welfare benefits for members of the Board.

# 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, to be applied in order, 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 annual 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:** Members of the Board of Directors  
**POLICY NUMBER:** 4050

## DUTY STATEMENT

### BOARD OF DIRECTORS

The Board of Directors acts as the legislative body of the District and determines all questions of policy. The Board may organize, promote, conduct, and advertise programs of community recreation; establish systems of recreation and recreation centers, including parks and parkways; acquire, construct, improve, maintain and operate recreation centers within and without the territorial limits of the District. The Board may enter into joint agreements and take cooperative action with other governmental units. The Board exercises all rights and powers needed to carry out the purpose and intent of a recreation and park district to include the powers:

1. To sue and be sued;
2. To take or acquire real or personal property within and without the District, by grant, purchase, gift, devise or lease, and to hold, manage, occupy, dispose of, convey and encumber and create leasehold interests for benefit of the District;
3. To exercise the right of eminent domain within District boundaries;
4. To appoint and employ persons necessary for operation of the District and to establish a merit system, retirement privileges and other employment practices;
5. To employ counsel;
6. To enter into and perform all necessary contracts;
7. To borrow money, purchase on contract and to perform all acts necessary to carry out the provisions of the statutes under which the District is organized;
8. To contract with any public entity or persons for the construction, financing, maintenance or operation of recreational facilities and activities within the District.

## **LIVERMORE AREA RECREATION AND PARK DISTRICT**

### **JOB DESCRIPTION**

#### **JOB TITLE: MEMBER, BOARD OF DIRECTORS**

#### **CLASSIFICATION CODE: 0005**

#### **DESCRIPTION**

Serves as a member on a five-person, non-partisan, legislative body known collectively as the LARPD Board of Directors. Works cooperatively with other Board Members in determining Board policy for the District and in implementing policy by insuring that appropriate Board direction and guidance is given to the General Manager. Attends and participates in public meetings of the Board. Studies issues outside of Board meetings so as to be able to address them in a knowledgeable manner during meetings. Works with staff and others in Committee to develop policy recommendations for consideration by the full Board (See also Policy 4060). Participates in Board action designed to ensure the smooth, efficient operation of the District within legal guidelines. Attends conferences, seminars, and other meetings away from the District, as a representative of the District. Keeps abreast of pending legislation that would affect District policies and operation. Makes verbal presentations to other legislative bodies and committees.

#### **EXAMPLES OF DUTIES**

1. Attends regular Board meetings, and special Board meetings when called, to conduct District business.
2. Assists in setting compensation for, and participates in hiring of the General Manager and District Legal Counsel.
3. Serves as a Committee member when so appointed by the Chair of the Board.
4. Attends Committee meetings as required.
5. Participates in Board activities and meetings, discusses the issues under consideration and assists in making Board decisions.
6. Prepares for Board meetings by studying informational material provided by staff prior to meeting.
7. Outside of meetings, receives calls from and listens to opinions voiced by District residents.
8. Renders verbal and written reports and recommendations to the Board.
9. Discusses issues in Committee and formulates recommendations for Board consideration.
10. Votes on issues during meetings.



11. May be required to address other legislative bodies such as City Council, School Board Trustees, County Board of Supervisors and State Legislative Committees while presenting the District's position and recommendation on issues.
12. Discusses and explains District policies with District residents, as required.
13. Attends the annual conferences conducted by State and National professional associations as a District representative.
14. Analyzes budget proposals, salary survey, rules and regulations, personnel policies, staff reports and other materials in preparation for discussion during Board meetings.
15. Other duties as required.

#### **MANDATORY REQUIREMENTS**

- Must be at least 18 years of age, reside within the LARPD boundaries, and be registered to vote; and
- Be elected by the voters of the District during a duly called District election to fill a vacancy on the Board created by the routine termination of a four year term; or
- Under certain conditions as specified by State Statutes, be appointed or elected to fill a vacancy created by other than routine termination of a four year term.

#### **DESIRABLE QUALIFICATIONS**

- Possess an interest in, a desire, and time to serve on a park and recreation district board of directors.
- Prior involvement in community activities on a volunteer basis, preferably in the area of recreation.
- Ability to comprehend complex social, cultural and economic issues at the local community level.
- Ability to express ideas and concepts in a clear, concise manner, both orally and in writing during public meetings.
- Possess a sound understanding of the relationship between various governmental levels.
- Knowledge of the operation and function of a park and recreation district.
- Knowledge of critical issues at the local community level.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Committees of the Board of Directors  
**POLICY NUMBER:** 4060

1. The Board may establish committees to help carry out its responsibilities.
  - a. Committees will assist the Board chiefly by conducting a more intensive and thorough analysis of items, preparing policy alternatives and developing recommendations for Board deliberation.
  - b. All matters requiring further study will be assigned to the appropriate committee for review, report and recommendation to the Board as a whole. Any determination resulting from committee review should be submitted to the Board via oral or written report.
2. Board committees are not to be created by the Board to advise staff and cannot exercise authority over staff. Further, the Board will not impede its direct delegation to the General Manager by requiring the approval of a Board committee before an executive action. The General Manager works for the Board, never for a Board committee.
3. Board committees may not speak or act for the Board, except when delegated said authority. The delegated authority shall be for a specific period of time. Such authority will be carefully stated so as not to conflict with the authority delegated to the General Manager.
  - a. Upon approval from the Board of Directors, specific Board committees may be granted authority to authorize expenditures related to that committee's function.
4. Authority to create ad hoc committees shall rest with the Chair of the Board. The Board Chair shall appoint all members to ad hoc committees of the Board of Directors. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.
  - a. Any ad hoc committee of the Board of Directors shall contain at least one Board member.

5. The following shall be standing committees of the Board:
  - a. Facilities
  - b. Finance
  - c. Intergovernmental
  - d. Personnel
  - e. Program
6. The Board Chair shall appoint and publicly announce the members of the standing committees and any ad hoc committees deemed necessary for the ensuing year at the January meeting.
7. The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated areas of concern, as specified below. Said assignments may be made by the Board Chair or a majority vote of the Board.
  - a. All meetings of standing committees shall conform to all applicable statutes and regulations currently enacted pertaining to Special Districts in the County of Alameda and the State of California.
  - b. The Board's standing Facilities Committee shall be concerned with the acquisition, development, maintenance, and operation of District facilities, including review and recommendation for fee schedules, policies and regulations governing District facility use, and naming of facilities.
  - c. The Board's standing Finance Committee shall be concerned with reviewing and recommending to the Board items relating to the following areas: budget process; review audit; fiscal policies; financial performance review/financial reporting; financial leadership; and fiscal goals and planning.
  - d. The primary function of the Board's standing Intergovernmental Committee shall be to act as a conduit to share information between leaders in which the leaders of the community's local government agencies can share information on various matters of common interest and concern.

- e. The Board's standing Personnel Committee shall be responsible for: hiring direct employees of the Board of Directors; recommendations for appointment of candidates to the Personnel Commission; recommendations by the Personnel Commission to the Board of Directors; personnel actions in the areas of employee programs, benefits, and wage/salary adjustments; rules, regulations and policies governing District personnel.
  - f. The functions of the Board's standing Program Committee shall be to maintain a high level review of the program delivery in keeping with the mission of the Livermore Area Recreation and Park District. The Program Committee is primarily concerned with keeping the offerings of LARPD programs relevant to the desires of the community.
8. In the event the District desires to hire a contracted consultant to work directly with the Board of Directors on development of a work product, facilitate meetings involving the Board of Directors, Board training, or project specifically involving Directors, the Board shall direct the Personnel Committee of the Board to join the General Manager in interviewing and selecting a consultant for consideration (as a recommendation) for the Board's approval. The process will be that the General Manager will meet with the Committee, determine desirable attributes and background of potential candidates, be responsible for soliciting potential consultants, and facilitate the selection process. By contrast, the General Manager is responsible to select consultants, without Board participation, to carry out the District's day to day business in executing the Board-authorized annual budget and projects.
9. Should the Board find it necessary to create an advisory committee to develop recommendations on issues affecting District policy, the Board of Directors shall determine the number of committee members, the qualifications of committee members, the method of candidate screening, and shall ratify, by majority vote, the individuals appointed to the advisory committee.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:**                    **Communications To or From the Board**  
**POLICY NUMBER:**               **4065**

1. Written communications to the Board shall be routed through the General Manager, who will ensure dissemination of the information to all Board members.
2. Communications from the Board to the press and the public should, whenever possible, be transmitted by and through the Chair of the Board. Inquiries in regard to matters upon which the Board has taken, or probably will take a position, should be referred to the General Manager.
3. There will be cases when an individual member of the Board will feel obligated to answer inquiries. In the case where a Board member is expressing an opinion on a topic where there is no official position taken by the Board of Directors, or is contrary to the position taken by the Board, the Board member should make it clear that he or she is expressing an individual opinion which is not the position of the District.
4. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel
5. In handling complaints from residents and property owners of the District, said complaints should be referred to the General Manager. (see also Policy 1020)
6. In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
7. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
8. In seeking clarification for policy related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred to the General Manager.

9. In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision making.

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## BOARD POLICY MANUAL

**POLICY TITLE: Training, Education, Conferences, Association Memberships**  
**POLICY NUMBER: 4090**

1. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.
2. Members of the Board of Directors may hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training and as an opportunity to promote the goals and objectives of the District.
3. It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for registration, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. (Public Resources Code 5786.29)
  - a. An amount to cover Board training, education and conference expenses, shall be designated for the Board each Fiscal Year in the District's annual budget.
  - b. Members of the Board shall not make any expenditures for training, education and/or conference expenses in excess of the amount designated in the Fiscal Year Budget.
  - c. Expenditure for training, education and/or conference expenses in excess of the budgeted amount may occur only if approved by majority action of the Board of Directors.
  - d. When away from the District while attending conferences, conventions, and meetings on official business, members of the Board shall receive per diem or reimbursement for actual expenses, as established by the Board of Directors in the District's Personnel Rules and Regulations. When reimbursement for expenses is made to a Director by another organization because of the Director's participation with that organization, the District will compensate the Director at

the same rate as for a special meeting, for each day spent at the meeting or activity, provided that the organization/activity is associated with the interests of the District.

- e. The General Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts.
  - f. Directors are encouraged and expected to practice economy for expenditures related to training, education and conferences.
4. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
  5. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors are required to provide a brief report to other Board members and/or staff at a Regular Meeting of the Board of Directors.
  6. All Directors and any Board-designated employees are required to comply with the provisions of Assembly Bill 1234 and complete the required ethics training and receive a certificate of completion. New Directors must complete the training within the time frame required by AB 1234. The District must keep records for five years indicating when Directors completed the training and who provided the training. (Policy 4010)
  7. All Directors and any Board-designated employees are required to comply with the provisions of Assembly Bill 1661 and complete the required sexual harassment prevention training and education and receive a certificate of completion. New Directors must complete the training within the time frame required by AB 1661. The District must keep records for five years indicating when Directors completed the training and who provided the training. (Policy 4010)



# 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.
  - 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 Meeting Agenda  
**POLICY NUMBER:** 5020

1. The General Manager shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 P.M. one week prior to the meeting date. The Chair reviews and has final approval of the Agenda prior to circulation.
  - a. The agenda information packets shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.
2. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
  - a. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least one week prior to the date of the meeting.
  - b. The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
  - c. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
  - d. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
3. This policy does not prevent the Board from taking testimony at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.
4. This policy does not prevent a Director from requesting at a regular meeting that an item within the District's jurisdiction be added to a future agenda. However, pursuant to Government Code section 54954.2, subdivision (a)(2), the substance

of the matter cannot be discussed at the time it is first raised. Discussion is limited solely to whether to add the item to a future agenda.

5. An agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office in accordance with the provisions of the Ralph M. Brown Act.

- a. The agenda for a special meeting shall be posted within the District Office in accordance with the provisions of the Ralph M. Brown Act.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Board Meeting Procedure  
**POLICY NUMBER:** 5030

1. Meetings of the Board of Directors shall be conducted by the Chair in a manner consistent with the policies of the District. Rosenberg's Rules of Order as contained in Policy 5070 shall be used as a general guideline for meeting protocol, in accordance with the Brown Act.
2. All Board meetings shall commence at the time stated on the agenda and shall be guided by same.
  - a. At the discretion of the Chair of the Board, the order in which agenda items are addressed by the Board of Directors during a meeting may be rearranged.
3. Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:
  - a. The Chair of the Board may set the amount of time to be allotted to each speaker and for any subject matter.
  - b. No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chair, of that person's privilege of address.
4. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chair finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.
  - a. In such an event, only matters appearing on the agenda may be considered in such a session.
  - b. After clearing the room, the Chair may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

- c. Duly accredited representatives of the news media, whom the Chair finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Board Actions and Decisions  
**POLICY NUMBER:** 5040

1. Actions by the Board of Directors include but are not limited to the following:
  - a. Adoption or rejection of regulations or policies
  - b. Adoption or rejection of a resolution
  - c. Adoption or rejection of an ordinance
  - d. Approval or rejection of any contract or expenditure
  - e. Approval or rejection of any proposal which commits District funds or facilities
  - f. Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide services.
2. Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).
  - a. A member abstaining in a vote is considered as absent for that vote.
    - 1) Example: If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, the action is not approved because a "majority of the Board" did not vote in favor of the action.
    - 2) Example: If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action is not approved because 4 of the 5 Directors need to vote in favor of the action.



3. The Board may give directions which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.
  - a. The Chair shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chair, a voice vote may be requested.
  - b. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Review of Administrative Decisions  
**POLICY NUMBER:** 5050

1. The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.
2. This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.
3. The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

# LIVERMORE AREA RECREATION AND PARK DISTRICT ASSOCIATION BOARD POLICY MANUAL

**POLICY TITLE:** Minutes of Board Meetings  
**POLICY NUMBER:** 5060

1. The Clerk of the Board of Directors shall keep minutes of all regular and special meetings of the Board.
  - a. Copies of said minutes shall be distributed to Directors with the agenda for the next regular Board meeting.
  - b. The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.
2. A video and/or audio tape recording of any meeting of the Board of Directors may be made at the request of the General Manager or any Director when such request is approved by a majority of the whole Board. Although recordings or videos of meetings may be made, the written, approved minutes of meetings of the Board of Directors are to be considered the official records of said meetings.
3. Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.
  - a. All resolutions and ordinances adopted by the Board shall be numbered consecutively.
4. The minutes of Board meetings shall be maintained as hereinafter outlined.
  - a. Procedure:
    - 1) Date, place and type of each meeting
    - 2) Directors present and absent by name
    - 3) Call to order
    - 4) Arrival of tardy Directors by name
    - 5) Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon

- 6) Adjournment of the meeting
  - 7) Record of written notice of special meetings
  - 8) Record of items to be considered at special meetings
- b. Board Actions:
- 1) Approval or amended approval of the minutes of preceding meetings
  - 2) Complete information as to each subject of the Board's deliberation
  - 3) Complete information as to each subject including the roll call record of the vote on a motion if not unanimous
  - 4) All Board resolutions and ordinances in complete context, numbered serially
  - 5) A record of all contracts entered into
  - 6) A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
  - 7) A record by number of all warrants approved for payment
  - 8) Adoption of the annual budget
  - 9) Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month
  - 10) A record of correspondence addressed to the Board of Directors
  - 11) A record of the General Manager's report to the Board
  - 12) Approval of all policies and Board-adopted regulations
  - 13) A record of all visitors and delegations appearing before the Board

# LIVERMORE AREA RECREATION AND PARK DISTRICT ASSOCIATION BOARD POLICY MANUAL

**POLICY TITLE:** Rules of Order for Board and Committee Meetings  
**POLICY NUMBER:** 5070

## 1. General.

- a. Action items shall be brought before and considered by the Board in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting; therefore, deviations from the formalized Rosenberg's Rules of Order may occur.
- b. If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order – not requiring a second – to the Chair. If the ruling of the Chair is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

## 2. Sequence When Considering An Agenda Item. The following sequence will be observed when considering an agenda item during meetings of the Board of Directors:

Introduction of topic by Chair.  
Staff and/or consultant presentation.  
Directors question staff and/or consultant.  
Public Comment taken on agenda item.  
Chair calls for a motion.  
Motion is made and seconded.  
Chair clarifies motion if necessary.  
Board discussion and debate.  
Chair restates motion, calls for a vote, and announces outcome.

## 3. Obtaining the Floor.

- a. Any Director desiring to speak should first address the Chair and, upon recognition by the Chair, may address the subject under discussion.
- b. Once a Director has been recognized, he/she has been granted the floor and another Director may not interrupt him or her.

#### 4. Motions.

- a. Any Director, including the Chair, may make or second a motion.
  - 1) A Director is required to obtain the floor before making motions.
  - 2) No motion is in order that does not directly relate to the question under consideration.
  - 3) The maker of a motion has the first right to speak to it, and may speak again only after other speakers are finished, unless called upon by the Chair.
  - 4) Debate must be directed to motions and not motives, principles or personalities. Personal remarks will be ruled out of order by the Chair of the Board.

#### 5. Decorum.

- a. The Chair shall maintain the orderly conduct of Board meetings, taking such action as allowed under the Brown Act.

#### 6. Amendment of Rules of Order.

- a. By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

# APPENDIX A

**APPENDIX A**  
**COMPENSATION GUIDELINES**  
**FOR THE**  
**BOARD OF DIRECTORS**  
**OF THE**  
**LIVERMORE AREA RECREATION AND PARK DISTRICT**

**QUALIFIES FOR MEETING COMPENSATION:**

1. Regular Board meetings.
2. Special meetings.
3. Closed session meetings.
4. Emergency meetings.
5. Board field trips.
6. District public hearings.
7. Meetings of a committee of the board.
8. Attendance at meetings at which the Directors are officially representing LARPD.
9. Attendance at special or social events at which the Directors are officially representing LARPD, such as: accepting or presenting an award on behalf of the District, making a speech or giving a presentation while representing LARPD
10. Representing the District and serving on the Board/Commission of other organizations associated with the interests of the District (e.g., CARPD, CAPRI, CSDA, etc.).
11. Regular meetings with General Manager on District business.

**DOES NOT QUALIFY FOR MEETING COMPENSATION:**

1. Attendance at conferences (when receiving District per diem).
2. Individual meetings with staff members.
3. Meetings with individuals or groups who want to discuss something with which they are concerned, prior to it being assigned to a Board committee.
4. Unofficial attendance at groundbreaking/dedications for organizations other than LARPD.
5. Unofficial attendance at social events (when receiving District compensation, e.g. meal, or ticket to event).



# APPENDIX B

## **APPENDIX B**

### **LIVERMORE AREA RECREATION AND PARK DISTRICT**

#### **POLICY FOR COLLECTION OF COSTS OF HANDLING CANDIDATE STATEMENTS PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 13307 AND 13309**

1. As a condition of having their statements included in the voters' pamphlet, upon filing nomination papers, candidates shall pay to the Livermore Area Recreation and Park District (District) \$500, to help defray the costs of printing, handling, translating and mailing their statements (California Elections Code Section 13307).

The maximum amount that a candidate shall be required to pay is \$500. Upon receipt of the final invoice from the Registrar of Voters, should the cost of handling candidate statements be more than \$500 per candidate statement, the District will pay the balance. Should the cost be less than \$500 per candidate statement, the District will refund any overpaid amount on a pro rata basis.

At the time candidates pick up their nomination papers, the Registrar of Voters shall distribute a copy of this policy to all candidates.

If a candidate alleges to be indigent or unable to pay in advance the requisite fee for submitting a candidate statement, the District shall determine indigence according to the procedures outlined in California Elections Code Section 13309.

# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Boswell and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Linda VanBuskirk, Executive Assistant to the General Manager  
Pamela Healy, Administrative Assistant

DATE: December 13, 2023

SUBJECT: Election of Board Officers for 2024

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RECOMMENDATION: That the Board of Directors elect a Chair and Vice Chair for 2024.

BACKGROUND: LARPD Board Policy No. 4040 “Board Chair and Vice Chair” #2 states: “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).”

Section 4 states: “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).”

Section 5 states: “The Board of Directors establishes Board Officer rotation procedures, **to be applied in order**, 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.”

LARPD Board Policy No. 5010 “Board Meetings”, Section 4 states:

- a. Annual Organization Meeting. The Board of Directors shall hold an annual organization meeting at the first regular meeting in December.
  - i. 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 year.

ATTACHMENTS:

- A) Policy Number 4040 Board Chair and Vice Chair
- B) Policy Number 5010 Board Meetings

# 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.

# 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.
  - 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.

<b>COMMITTEES SINCE BOARD MEETING</b>		
<b>OF NOVEMBER 8, 2023</b>		
<b>STANDING COMMITTEES</b>		
<b>Date</b>	<b>Committee</b>	<b>Chair &amp; Member</b>
11/14 & 12/12 (Canceled)	Program	Faltings/Furst
11/20	Finance	Pierpont/Boswell
	Facilities	Palajac/Furst
	Intergovernmental-LARPD/City/LVJUSD	Boswell/Furst
11/14; 12/12 (Canceled)	Personnel	Boswell/Palajac
<b>AD HOC COMMITTEES</b>		
<b>Date</b>	<b>Committee</b>	<b>Chair &amp; Member</b>
<b>Date</b>	<b>COMMUNITY OUTREACH LIAISON</b>	<b>Member</b>
	<b>Committee</b>	
	Ala. Co. Special Districts Assn.	Boswell/Furst
12/6	Chamber of Commerce Business Alliance	Furst
	Community Gardens	Faltings
12/4	LARPD Foundation	Palajac
12/6	Livermore Cultural Arts Council	Furst
11/21	Livermore Downtown, Inc.	Pierpont
11/13	Ala. Co. Agricultural SubComm. for Trails	Palajac
<b>OTHER</b>		
		AGENDA ITEM NO. 5

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PERSONNEL COMMITTEE**

**AGENDA**

**Tuesday, November 14, 2023  
3:00 P.M.**

Robert Livermore Community Center  
4444 East Avenue, Livermore, CA 94550-5053  
West Wing Conference Room

COMMITTEE CHAIR: BOSWELL  
COMMITTEE MEMBER: PALAJAC

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the Personnel Committee Meeting held on October 10, 2023
4. Hiring Update – End of Year
5. Application Demos:
  - CLEAR – Competency – Tool Overview
  - Cornerstone – Orientation
6. All Hands Meeting - Halloween Edition
  - Presentation
  - Intranet pictures
7. Policy Update: Where We Are and Next Steps
  - Reasonable Suspicion
  - Substance Abuse
  - Performance Management
  - Discipline
8. Directors' and/or General Manager's Reports or Announcements
9. Adjournment

LIVERMORE AREA RECREATION AND PARK DISTRICT

**FINANCE COMMITTEE**

**AGENDA**

**MONDAY, November 20, 2023  
1:00 PM**

Robert Livermore Community Center  
4444 East Avenue, Livermore, CA 94550-5053  
West Wing Conference Room

COMMITTEE CHAIR: PIERPONT

COMMITTEE MEMBER: BOSWELL

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the Finance Committee Meeting held on September 18, 2023
4. Preliminary Financials for October 2023
5. Audit Status Update
6. Directors'/General Manager's Reports and Announcements
7. Adjournment

LARPD FOUNDATION Trustees Meeting  
Monday, December 4, 2023 at 7:00 pm  
Robert Livermore Community Center  
4444 East Ave

AGENDA

1. CALL TO ORDER BY PRESIDENT ROBERTS
2. APPROVAL OF MINUTES – November 6, 2023
3. REPORTS / PRESENTATIONS
  - a. Treasurer’s Report and Foundation Accounts, Treasurer Stevulak (Informational)
  - b. LARPD Board Report, Board Liaison Pierpont (Informational)
4. DISCUSSION/ACTION ITEMS
  - a. 2024 Wine Down In The Grove:
    - i. Committee Assignments
      1. Event Chair: Campbell
      2. Silent / Live Auction Setup and Display: Dawn Whalen
      3. Food: Roberts
      4. Facilities: Weisgerber
      5. Event Layout: Weisgerber
      6. Volunteers: Weisgerber
      7. Sponsorship Recruitment: Ralph, Campbell, Muela, and Stevulak
      8. Auction Item procurement: Ralph, Campbell, Muela, and Stevulak
      9. Advertising and Social Media: Kenison
      10. Tickets/Eventbrite: Kenison
      11. Permitting/ABC: Whalen and Roberts
      12. Live Auction: Roberts
    - ii. Determine Event Timeline
      1. Prioritize sponsor recruitment before end of 2023.
  - b. Discuss 3-Month CD Maturation Decision
    - i. CD Renewal Date is December 1, 2023
  - c. LARPD Foundation Champion Program
  - d. Three Valleys Community Foundation (Discussion/Action)
    - i. Discuss risks/benefits of depositing a small amount of funds with Three Valleys Community Foundation
  - e. January Meeting Date Moved to January 8 due to New Year’s falling on a Monday

f. Bylaw Update (Roberts and Whalen)

5. MATTERS INITIATED

6. FUTURE AGENDA ITEMS

7. ADJOURNMENT

Next Meeting: Monday, January 8, 2024