



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

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

**DRAFT MINUTES**

**WEDNESDAY, OCTOBER 12, 2022**

7:00 P.M.

*NOTICE: Coronavirus COVID-19*

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

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

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mathew Fuzie, Fred Haldeman, Jeffrey Schneider, Jill Kirk,  
Michelle Kleman, Amber Maugeri, Chelynn Watkins, Linda  
VanBuskirk, Lynn Loucks, Pamela Healy

DISTRICT COUNSEL: Rod Attebery and Tom Terpstra, Jr. with Neumiller &  
Beardslee

OTHERS PRESENT: None

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

Chair Faltings called the meeting to order at 7:00 p.m. All Directors were present via Zoom. Chair Faltings led the Pledge of Allegiance.

**2. PUBLIC COMMENT:** None.

### 3. CONSENT ITEMS

- 3.1 Resolution No. 2764 determining to conduct meetings of the LARPD Board of Directors using teleconferencing pursuant to Government Code 54953 as amended by AB 361;
- 3.2 Approval of the Revised Minutes of the Regular Board Meeting of September 28, 2022;
- 3.3 General Manager's Monthly Update to the Board of Directors on Issues and Projects – October 2022.

#### **MOTION:**

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

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

### 4. INTRODUCTIONS

#### 4.1 HUMAN RESOURCES ANALYSTS

Human Resources Officer (HRO) Michelle Kleman shared a presentation on what the Human Resources Department does, which highlighted their focus on customer service, continuous learning, and being trusted advisors to the District. The Board was then introduced to new Human Resources Analysts Amber Maugeri and Chelynn Watkins.

#### **Director Questions/Comments:**

- Board members welcomed the new HR Analysts and thanked the HR Team for all their energy and efforts provided to the organization.
  - The Board asked to have a copy of the presentation included with the meeting minutes

The Board of Directors had no further comments or questions. This was information only and no Board action was taken.

### 5. DISCUSSION AND ACTION ITEMS

#### 5.1 LETTER TO THE BOARD FROM THE LIVERMORE STOCKMEN'S RODEO ASSOCIATION

The Board reviewed and discussed the September 27, 2022 letter addressed to the LARPD Board of Directors from Colby Staysa, Secretary of the Livermore Stockmen's Rodeo Association (LSRA).

#### **Director Questions/Comments:**

- Director Palajac clarified that she had initially sent a newspaper article out that said that the County Board of Supervisors had banned wild cow milking in Alameda County, but that was not completely correct. The ban applies to the *unincorporated areas of Alameda County* which is why the Livermore Rodeo is

not affected by the ban, and she believes it is probably the reason the Board received this letter from the LSRA.

The Board had no further comments or questions.

**ACTION:**

The Board of Directors accepted the letter from the LSRA.

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

**6.1 GENERAL FINANCIAL UPDATE**

General Manager (GM) Fuzie reported that the District continues to do well regarding cash and employee management, staying within budget .

Business Services Manager Jeffrey Schneider reported on the District's investment activity. We just placed a sizable number of reserves in two places – one is with CAMP (\$1.0 million), a Joint Powers Authority (JPA) that is very liquid and safe. The earnings here will be modest, but at a better interest rate than we currently earn with the County. The larger share of the funds (\$3.5 million) is now placed in 3-month CDs with expected earnings of approximately \$30,000 within the next 90 days.

In response to Director Palajac's question during the last Board meeting about how far along Staff is in the fixed asset audit process, BSM Schneider reported that staff has essentially completed its effort to validate property ownership and our methods have been favorably reviewed with our audit partner. We have also engaged District Counsel Tom Terpstra, Jr. with Neumiller & Beardslee, to do some research for us to locate agreements and/or county documentation that staff have not been able to locate to date. Neumiller & Beardslee has also been asked to partner with staff and a third party (title company or assessor) to complete property value assessments, both current and as of our property acquisition dates.

September's preliminary numbers will be discussed at the next Finance Committee on Monday, October 17<sup>th</sup> and will then be shared with the full Board.

The Board of Directors had no further comments or questions. This was information only and no Board action was taken.

**6.2 COVID-19 PROGRAM UPDATES**

GM Fuzie announced there are no COVID-19-related program updates to report on.

HRO Kleman reported the District currently has one COVID-19 case.

The Board of Directors had no further comments or questions. This was information only and no Board action was taken.

**7. COMMITTEE REPORTS**

- a) Director Furst reported his attendance, along with Director Palajac, at the October 6, 2022 Facilities Committee meeting. The Facilities meeting Agenda was included in the Board packet. A topic of discussion was the idea of using money from the Altamont Landfill Open Space Committee money to do improvements on the Springtown Open

Space area. Unfortunately, that is not part of their mission. Their mission is to purchase land, not to use the money for improvements on the land.

- b) Director Furst reported his attendance, along with Director Boswell, at the October 11, 2022 Personnel Committee meeting. Topics discussed included the Personnel Commission vacancies, and a recap of the Employee Appreciation Event.
- c) Director Furst reported his attendance at the October 5, 2022 Chamber of Commerce Business Alliance meeting where they spoke about Measure G, Livermore's \$450 million school bond.
- d) Director Palajac reported that the October 5, 2022 meeting of the Livermore Cultural Arts Council was cancelled because they had an emergency meeting in September instead. They will not be meeting again until December.
- e) Chair Faltings reported her attendance at the October 3, 2022 LARPD Foundation meeting. Topics discussed included a sub-committee formed to purchase promotional items with the LARPD Foundation name on them; producing an LARPD Foundation Event Calendar; holding a Membership Drive; reviewing their Mission Statement; amending their Bylaws; and reviewing two trustee applications from Mike Ralph and Marc Roberts.
  - o They have requested a list of LARPD projects that the Foundation could raise money for and put toward.
- f) Director Furst added that invitations were sent to all six candidates for the LARPD Board of Directors seats to join an LARPD Foundation meeting, introduce themselves and learn about the LARPD Foundation. He and Chair Faltings were at the October 3<sup>rd</sup> meeting, while Philip Pierpont and one more candidate will attend the November 7<sup>th</sup> Foundation meeting.

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

- a) Director Furst stated that apropos of Item 7(e) above, the Foundation wanting a list of projects from LARPD, he asked GM Fuzie if it was appropriate that this come before the Facilities/Program Committees or to be dealt with on a Staff level?
  - GM Fuzie responded that this should come from the Board ultimately. There are some programs we would like them to support, but we will start with this request going to Facilities. Staff will bring suggestions to the committees. Director Furst confirmed it should go to Facilities and Program Committees then to the full Board with Staff input.
- b) Director Boswell shared that he had an opportunity to meet with Alameda County Supervisor David Haubert on September 30, 2022. A number of matters were related to LARPD. Some topics of concern included the following:
  - o Supervisor Haubert is in the process of putting together a Municipal Advisory Council (MAC) in Livermore to solve the problem of taxation without representation for thousands of Livermore residents, living on the outskirts of the city limits, who are taxed and pay taxes in Livermore but have no representation.
  - o The Santa Cruz/Lightning Complex fire in 2020 covered 420,000 acres that burned down the back hillside near Sycamore Grove Park plus part of constituent Crohare's olive orchard. The fire came close to many houses nearby. Mr. Haubert supports getting county resources to assist LARPD in making sure the District has an adequate and all-encompassing plan for fire abatement and fire breaks in the unincorporated areas that we have, including Sycamore Grove Park as well as Brushy Peak.
  - o The Rodeo. Mr. Haubert abstained from voting on the banning of wild cow milking in the unincorporated areas of Alameda County. The ban does not include the

- Livermore Rodeo. Mr. Haubert said that he abstained from the vote because he had worked with the other supervisors previously and they were not inclined to eliminate the event, but nonetheless the vote went the way the vote went.
- Establishing a Sports Complex in Livermore: A potential site to be considered is where the current Las Positas Golf Course is located.
  - East Bay Regional Park District (EBRPD) and Livermore Area Recreation and Park District (LARPD) tax sharing agreement. Mr. Haubert is on the Alameda County Local Agency Formation Commission (LAFCO), along with Ayn Wieskamp, EBRPD Board Member. In trying to pursue and obtain some of the documents that we've been looking for regarding LARPD's Fixed Asset Review, Mr. Haubert noted the fact that LAFCO was not involved in that decision except in the execution after it was completed.
  - Mr. Haubert asked what LARPD's intentions are regarding Tesla Park, the 300 acres in the southeast corner of Alameda County in the hills between Livermore and Tracy. His interest was that LARPD should manage it, either under contract or to pursue that direction.

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

GM Fuzie made the following announcements:

- a) In August he met with the Tri-Valley Realtors' Association and gave them a presentation about LARPD. [Thank you for that reference, Chair Faltings.]
- b) He attended the Tri-Valley Hazard Mitigation Team Steering Committee meeting last week on Monday. They are looking at state mandated language that must be in the updated Hazard Mitigation Plan.
- c) He had a meeting with the California Indian Water Commission regarding Brushy Peak. They are currently in a legal skirmish with the Army Corps of Engineers and the windmill company. They are asking that we stay in communication with them and don't take any actions related to any of their litigation.
- d) He has been meeting regularly with the City Manager and the new School District Superintendent to discuss matters of operation and paths forward to sharing facilities.

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

District Counsel Rod Attebery announced the Board would adjourn to Closed Session pursuant to Item 11.1 listed below, and that Item 11.2 would be removed from the agenda. He commented that he did not anticipate any reportable action coming out of Closed Session. Open Session was adjourned at 7:42 p.m.

## 11. CLOSED SESSION

### 11.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: General Manager

### ~~11.2 CONFERENCE WITH LABOR NEGOTIATOR~~

~~Pursuant to Government Code Section 54957.6~~

~~Agency Designated Representative: Rod A. Attebery/Maryalice Faltings~~

~~Unrepresented Employee: General Manager~~

Mr. Attebery announced that Item 11.2 would be removed from the agenda.

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

The Board came out of Closed Session at 8:02 p.m. and General Counsel Attebery announced that no reportable action had been taken in Closed Session.

**13. ADJOURNMENT:** The meeting was adjourned at 8:03 p.m.

APPROVED,

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Maryalice Summers Faltings  
Chair, Board of Directors

ATTEST:

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

/lvb

# HR



What my colleagues think I do



What my parents think I do



What the CEO thinks I do



What Finance thinks I do



What I think I do



What I actually do



Amber: HR projects, Compliance, HRIS/Reporting

Chelynn: Recruiting, Onboarding, Benefits

*\*ALL OTHER DUTIES AS ASSIGNED*

## **LARPD HR Values**

- \*Customer focused**
- \*Continuous learner**
- \*Trusted advisor**



Employee Relations

Training and Development

Compensation

Management Advisor

Policies and Procedures

Orientation and Onboarding

HRIS and Process

Recruitment and selection

Health and Safety

Compliance and Reporting

Leaves of Absence

Employee Benefits

Records and Retention

Job Descriptions

# Human Resources Disciplines

## Key

- All HR
- Chelynn – part time
- Amber – full time
- Michelle – full time

## **Goals for HR Team 2023**

Create a total compensation philosophy that will drive decisions over the next few years as it relates to wage increases, health costs share and other fringe benefits to retain and attract talent. Communicate and market that value internally and externally.

Staff positions in dynamic talent market.

Further build upon the solid LARPD culture.

Document (and as necessary) create HR processes with a focus on automation to ensure compliance and develop insights.

Review and refresh LARPD policies.

Create an HR program and calendar that is sustainable, repeatable and predictable.

Foster a learning environment with informal and formal training opportunities for employees.



ITEM 4.2 ATTACHMENT