



Livermore Area
Recreation and Park District
An independent special district

Board of Directors

James E. Boswell
Director

Maryalice Faltings
Director

David Furst
Chair

Jan Palajac
Vice Chair

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 by noon on the day before the meeting.

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

**WEDNESDAY, JANUARY 10, 2024
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 Regular Board Meeting on December 13, 2023;
- 3.2 General Manager’s Monthly Update to the Board on Issues and Projects – January 2024
- 3.3 Revisions to Board Policy No. 2000 – Personnel

4. DISCUSSION AND ACTION ITEMS

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

4.1 DIRECTOR ATTENDANCE AT 2024 CONFERENCES

The Board will review a list of 2024 conferences and discuss their desire to attend.
(Discussion and Direction)

4.2 2024 COMMITTEE APPOINTMENTS

Chair Furst will make committee appointments for 2024. (Information)

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 – ANTICIPATED LITIGATION

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

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

11. ADJOURNMENT



Livermore Area
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REGULAR MEETING of the BOARD OF DIRECTORS

DRAFT MINUTES

WEDNESDAY, DECEMBER 13, 2023

5:00 P.M.

Robert Livermore Community Center
4444 East Avenue, Livermore, California
Sycamore Room

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

DIRECTORS ABSENT: Philip Pierpont

STAFF MEMBERS PRESENT: Mathew Fuzie, Fred Haldeman, Jill Kirk, Kendyl Hettick,
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, except Director Pierpont. Chair Boswell led the Pledge of Allegiance.

2. PUBLIC COMMENT: None.

3. CONSENT ITEMS:

- 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

General Manager (GM) Fuzie asked if the Board would pull item 3.7 Board Meeting Schedule for 2024 for further discussion.

MOTION:

Moved by Director Furst, seconded by Director Palajac, approved the Consent Agenda items 3.1 through 3.6, by the following roll call vote:

AYES: *Directors Faltings, Palajac, Furst, and Chair Boswell (4)*
NOES: *None (0)*
ABSTENTIONS: *None (0)*
ABSENT: *Director Pierpont (1)*

In clarifying Item 3.7 Board Meeting Schedule for 2024:

GM Fuzie stated that following the Board's directive at the November 8, 2023 meeting, Staff was instructed to make revisions to the draft schedule and present a final version to the Board at its Annual Organizational Meeting on December 13, 2023. During this process, the Board provided guidance to staff with flexibility for decision-making. GM Fuzie highlighted that, as a result of these revisions, two board meetings on April 24th and October 30th will commence earlier at **1:00 p.m.** to encourage LARPD employee attendance. The approach to make this adjustment comfortable for everyone involved was discussed with staff. Consequently, a 1:00 p.m. start time was incorporated into the schedule for these two regular board meetings. Additionally, an employee and Board luncheon will precede the formal Board meeting, fostering social interaction. The proposed setting for the luncheon and Board meeting is the Cresta Blanca Room. During the Board meeting, employees are encouraged to utilize the Public Comment period to address the Board in any manner they prefer. This adjustment represents a significant change in meeting times, aimed at enhancing employee participation. The Board expressed no objections to this proposal.

MOTION:

Moved by Director Palajac, seconded by Director Furst, approved Consent Agenda Item 3.7 Board Meeting Schedule for 2024, by the following roll call vote:

AYES: *Directors Faltings, Furst, Palajac, and Chair Boswell (4)*
NOES: *None (0)*
ABSTENTIONS: *None (0)*
ABSENT: *Director Pierpont (1)*

4. DISCUSSION AND ACTION ITEMS

4.1 SELECTION OF FIRM TO PROVIDE PROFESSIONAL LEGAL SERVICES TO THE DISTRICT

In the selection of a firm to provide professional legal services to the District, Chair Boswell communicated that the Ad Hoc Committee, responsible for overseeing the Request for Proposals, had put forth a recommendation. Director Palajac conveyed that the District received a substantial response to the RFP, with eight firms responding. From this pool, three firms were selected for interviews. Despite facing a challenging decision, a recommendation was made by the Ad Hoc Committee, consisting of Directors Palajac and Pierpont, to propose the hiring of the Renne Public Law Group to the entire Board. The Board was recommended to endorse this selection.

Board Comments/Questions:

- The Renne Public Law Group is a good choice.

MOTION:

Moved by Director Faltings, seconded by Director Furst, approved the selection of the Renne Public Law Group to provide professional legal services to the District, by the following roll call vote:

AYES: *Directors Palajac, Furst, Faltings (3)*

NOES: *Chair Boswell (1)*

ABSTENTIONS: *None (0)*

ABSENT: *Director Pierpont (1)*

4.2 CAYETANO PARK ARTIFICIAL TURF PROJECT

GM Fuzie reported that the Board approved the budget for the Cayetano Park Artificial Turf Project, with work scheduled to commence next year according to the Capital Improvement Program (CIP) schedule. Parks and Facilities Manager (PFM) Fred Haldeman provided insights into price quotes, mentioning that AstroTurf, a CMAS contractor previously used for the turf project at Robertson Park, submitted a quote of \$992,000 for Cayetano Park. PFM Haldeman explained the increase, attributing it to higher costs of raw materials, labor, and the now mandatory recycling of old turf, which has tripled disposal expenses. GM Fuzie noted that although the cost has risen significantly, it remains within the budget and emphasized the project's importance. GM Fuzie highlighted the positive strides in field maintenance and expressed the goal of continuing this forward progress.

Board Comments/Questions:

- Director Furst inquired about the budget discrepancy, noting the original estimate of \$800,000 vs. the received quote of \$992,000, representing a 20% increase, which was confirmed.
- Director Faltings questioned if this would impact other planned projects, receiving assurance that it would not.
- Chair Boswell sought information on the method of disposal and recycling, with the response indicating uncertainty about the specific recycling partner but confirming the mandatory nature of recycling.
- Director Furst inquired about negotiation possibilities, clarified as limited under the CMAS contract.
- Chair Boswell queried the age of the current turf, learning it is the original turf installed just over 10 years ago and is in poorer condition than the product at Robertson Park.
- Chair Boswell summarized the situation, emphasizing the necessity of turf replacement, a \$200,000 increase within the approved budget, and no adverse impact on other projects.
- Director Palajac asked about the timeline, with the response indicating a target completion in July or August '24, with no commitment to payments until the work is completed.

Consensus:

- The consensus among Board members was to support moving ahead with the project.

DIRECTION: The Board directed Staff to move ahead with the turf replacement project at Cayetano Park.

4.3 ANNUAL BOARD POLICY MANUAL REVIEW

The Board reviewed policy changes made throughout 2023 as reflected in the staff report. Additionally, GM Fuzie reported that he took the liberty of making revisions to Board Policy 2000 – “Personnel” and led the group on a review of the redlined version which removed references to the Personnel Commission and the Assistant General Manager.

Board Comments/Questions:

- It was pointed out that on page 8 at paragraph 3 there is still a reference to the Assistant General Manager that needs to be removed. There will be a period after “service” and the rest of the sentence will be removed.
- All policies previously revised in 2023 are included in the Board Policy Manual attached to the staff report.

No further recommended changes were suggested by the Board.

DIRECTION: The Board directed Staff to make the discussed changes to Board Policy 2000 – Personnel and bring it back to the next meeting on the Consent Agenda.

4.4 ELECTION OF BOARD OFFICERS FOR 2024

The Board elected a Chair and Vice Chair of the Board of Directors for calendar year 2024 according to its succession policy -- Board Policy 4040, which stipulates who the incoming Chair and Vice Chair will be according to a set of criteria.

MOTION:

Moved by Director Faltings, seconded by Chair Boswell, accepted the policy rotation so that Vice Chair David Furst will serve as Chair of the Board of Directors for 2024, and that Director Jan Palajac will serve as Vice Chair of the Board of Directors for 2024, by the following roll call vote:

AYES: *Directors Palajac, Furst, Faltings, Chair Boswell (4)*
NOES: *None (0)*
ABSTENTIONS: *None (0)*
ABSENT: *Pierpont (1)*

5. COMMITTEE REPORTS

- a) Chair Boswell stated that the Program Committee meetings on November 14th and December 12th were cancelled so there is nothing to report on those.
- b) Chair Boswell reported on his attendance, along with Director Pierpont, at the November 20, 2023 Finance Committee meeting. Its agenda was included in the Board agenda packet.

- c) Chair Boswell reported on his attendance, along with Director Palajac, at the November 14, 2023 Personnel Committee meeting. Its agenda was included in the Board agenda packet.
- d) Director Faltings asked if there have been any recent Intergovernmental Committee meetings. Director Furst replied that there is one coming up next week on December 19, 2023 to be held at the Livermore Joint Unified School District office.
- e) Director Furst reported on his attendance at the December 6, 2023 Chamber of Commerce Business Alliance meeting. The guest speaker was Kevin Sheridan, Executive Director/CEO of the Tri-Valley San Joaquin Regional Rail Authority. Mr. Sheridan gave an update on the Valley Link Project.
- f) Director Palajac reported on her attendance at the December 4, 2023 meeting of the LARPD Foundation. Its agenda was included in the Board agenda packet. She stated the majority of the meeting was spent discussing its 2024 fundraiser “Wine Down in the Grove” to be held on Friday, June 21, 2024 at Ravenswood Historic Site beginning at 5:30 p.m. As of January 2024, Connie Campbell will take the seat as Chair of the Foundation with Dave Muela as Vice Chair. They plan to prioritize annual memberships at \$100 which will entitle members to four free passes to Open Recreation Swim at the Robert Livermore Aquatics Center or May Nissen Swim Center, a parking pass at Sycamore Grove Park, and free Member-only special events and park tours.
- g) Director Furst reported that he did not attend the December 6, 2023 Livermore Cultural Arts Council meeting because it conflicted with the LARPD Special Board meeting. It was essentially a holiday party without a clear focus on substantive matters.
- h) Director Pierpont was absent from this evening’s meeting and therefore unable to report on the November 21, 2021 Livermore Downtown, Inc. meeting.
- i) Director Palajac reported on her attendance at the November 13, 2023 Alameda County Ag Subcommittee on Trails meeting. Assemblymember Rebecca Bauer-Kahan’s representative attended, and the group spoke with her about what the Subcommittee on Trails is trying to accomplish. Assemblymember Bauer-Kahan is very supportive of trails, especially if they are multi-use. We need to tell her office how she can help write letters of support.

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

- a) Director Furst encouraged his fellow Board members to read up on Rosenberg’s Rules of Order over the holiday break since the Board will be utilizing them for future meetings to ensure everyone is aligned.

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

GM Fuzie made the following announcement:

- a) Donuts with Santa is coming up on Saturday, December 16th. 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!

8. 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. Tonight, there are two different Closed Session items on the agenda. Item 9.1 is a public employee performance evaluation for the General Manager.

Item 9.2 is regarding two separate litigation items. The Brown Act requires an oral report if it is not included on the agenda, so Mr. Bell provided the following: The first case is regarding *Rands vs. Livermore Valley Joint Unified School District and Livermore Area Recreation and Park District*. Those are the parties named and also the case name. The case number is 22CV021324, and is searchable at the Alameda County Superior Court. The second case is based on facts and circumstances that the District believes might result in litigation but are not yet known. Open Session was adjourned at 5:40 p.m.

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

Pursuant to 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

The Board of Directors returned from Closed Session at 6:27 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.

11. ADJOURNMENT: The meeting was adjourned at 6:27 p.m.

APPROVED,

James Boswell
Chair, Board of Directors

ATTEST:

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
JANUARY 2024**

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:

December 2023 proved to be a bustling month for the Board of Directors, with a considerable amount of business to address. Notably, the District welcomed Andrew Shen with the Renne Public Law Group as the new General Counsel, who will join us for our inaugural meeting in January. A resurgence of Covid-19 among employees mirrored the nationwide trend, compounded by holiday-related attendance slowdowns. Despite these challenges, we effectively managed sick leave and weathered the storm. As we resume work in January, our focus is on regaining our business momentum. David Furst assumes the role of Board Chair for 2024, with Jan Palajac serving as Vice Chair. Anticipating a year dominated by policy and projects, we expect the fruition of deferred maintenance initiatives from 2023, marked by numerous ribbon-cutting ceremonies in 2024. Additionally, this year marks an election period for two of our incumbents.

Happy New Year!

BOARD OF DIRECTORS:

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

- LARPD Foundation
- Livermore Downtown, Inc.
- Livermore Chamber of Commerce Business Alliance
- Livermore Cultural Arts Council
- Alameda County Agricultural Subcommittee on Trails

Board actions for the month included:

- A motion was made to select the Renne Public Law Group to provide professional legal services to the District;

- A motion was made to elect David Furst as the 2024 Board Chair and Jan Palajac as Vice Chair.

HUMAN RESOURCES:

On December 15th LARPD held the Holiday Barn Bash. The supervisors and managers worked together to throw this appreciation event for staff. Recreation Supervisor Vicki Wiedenfeld had the idea of holding the event at the pole barn at Robertson Park to highlight this wonderful facility. The event was held from 10:00 a.m. – 1:00 p.m. with a hot chocolate bar, s'mores around the fire pit, gingerbread house decorating, a scavenger hunt and an extremely competitive wreath decorating contest. LARPD staff provided their own entertainment with a little help from a professional line dancing instructor. The many dancing talents of our staff were on display. Santa Claus even made an appearance to get us into the holiday spirit. Thanks to all the staff that pulled together to create this fun event for approximately 95 LARPD employees.

Projects:

The three large HR initiatives that have been underway are taking shape. HR will be developing a more detailed project plan for each of these initiatives:

1. CLEAR (Applicant Tracking and Onboarding) System:
December is a slow month for staffing. HR was able to take advantage of this time and make some inroads in the Clear Company (Application Tracking and Onboarding) system. We have been doing import testing into UKG (our HRIS system); most fields are importing correctly, and we are down to six remaining fields that we are troubleshooting. We have tested the application process from start to finish and are cleaning up a few notifications. This is great progress, and we are hoping to start training managers and supervisors on the new system in February.
2. Cornerstone (Learning Management System): We have completed the implementation of the system and now we are customizing the training paths to meet our needs. In January, we will work with a few test users to do a soft rollout while we continue to create custom training.
3. Total Compensation Study: We have had some great discussions with our project manager at Gallagher and have asked for some revisions to be made. We are awaiting the second draft of the findings from Gallagher, which we hope to have by the beginning of January.

FINANCE:

Preliminary financial results through the month of November 2023 are as follows:

Total revenues through November are 6% better than budget at \$4.024 million. Salary and Benefit expenses are 2% better than budget at \$5.684 million, and Services and Supplies expenses are slightly over budget (2%) at \$3.631 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 (Christensen roof, interior remodeling at two ESS sites). As a result, the bottom line for FY23-24 through November is \$619k better than budget.

The District received its first large semi-annual property tax revenue inflow from the County in mid-December. Total taxes came in at \$7,487,441, which is \$242,441, or 3.6%, better than budget. The second large tax inflow is expected to arrive mid-April.

The District has completed the MD&A for the FY22-23 Audit and is now awaiting a final draft of the audit report from the audit partner, James Marta & Company. We are still on schedule to present the audit to the Finance Committee at the January meeting, and to the overall Board at the January 31, 2024, meeting.

COMMUNITY SERVICES:

Youth Services:

Preschool has been busy celebrating winter in all our programs. We talked about snow, made snowmen and snowflakes, and learned about polar bears, penguins, and igloos. Students are excited about the holidays in December.

Students are progressing very nicely in their number and letter recognition, developing social skills, and creating friendships. Most programs are full, and when there is an opening, we actively enroll to fill those spots. All preschool programs will be closed from December 22nd through January 8th. Classes resume on January 9th. Our preschool programs follow the school district calendar of days off and closures to accommodate families with children in both - the school district and preschool. Having the same days off enables families to take trips and vacations together without the preschoolers missing their school day.

Extended Student Services – ESS programs have been super busy planning for the holidays that occur in December as well. All our ESS programs have had their parent-family events, which occur in the evening after the program closes. Some of the traditional events include gingerbread house making - a Jackson ESS specialty, holiday craft night, and ornament making, which is another solid tradition with the programs.

ESS will be closed the week after the Christmas holiday and will reopen for programming on January 2. Our programs will be open full days for the remainder of that week from 7:00 AM to 6:00 PM. Staff have been busy creating wonderful activities to celebrate winter in the holiday break. Some activities include cookie decorating, pajama day movie day, and a special toy from home day.

Aquatics:

	Purchased		Usage
Lap Swim			
Lap Swim Light	16		90
Lap Swim Senior Light	28		182
Lap Swim Unlimited	8		74
Lap Swim Senior Unlimited	16		183
Adult Drop In	233		233
Senior Drop-in	318		318
Lap Swim Totals	619		1080
Water Exercise			
Water Ex Light	1		2
Water Ex Senior Light	9		52
Water Ex Unlimited	0		0
Water Ex Senior Unlimited	11		105

Water Ex Adult Drop-in	6		6
Water Ex Senior Drop-in	40		40
Water Exercise Total	67		205
Swim Team			
LAC	300		
Masters	50		
Swim Team Total	350		

Community Outreach:

Registration opened on December 6 for Winter/Spring programs using the online activity guide at www.larpd.org/guide for programs from January through May 2024. Three-day revenue totals increased by 9% from 2022 (\$99.6k in 2023 vs. \$91.5k in 2022).

Additionally, email communication, social media, Peach Jar, and www.larpd.org continued to connect the community with our programs. Throughout the month, the team sent 20,043 emails with a 66% open rate (37% industry average). Across our social media accounts, 97 posts were shared, generating 105K impressions. Highlights included images from recent holiday events like Donuts with Santa, Yulelog Hunt, Ravenswood Victorian Yuletide, and the Ho Ho Holiday Carnival at Sycamore Grove. On www.larpd.org, December page views were 125k, with the most visited pages being the District Programs and Events Calendar, Activity Guide, Combined Meeting Calendar, and Sports Winter/Spring Classes.

Open Heart Kitchen Meal Program:

November Meals:

Senior Meal Program: 524 meals served to 59 seniors

Hot Meal Program: 4,043 meals served

Volunteer Program:

In December, we had 81 volunteers assigned to 8 volunteer opportunities, including the Letters to Santa project that had 32 volunteers volunteer 183 hours to help mail 807 letters “from Santa” to the community. Other volunteer opportunities included assisting with holiday events like Donuts with Santa, Ravenswood Victorian Yuletide, Ho Ho Holiday Carnival, Yule Log Hunt, and the Ho Ho Holiday Carnival. Volunteers also helped with the Field Trip to Sycamore Grove with the Livermore Library, Open Space Monthly Work Day, plus Senior Services Events and Technology Tutoring. In total, LARPD volunteers assisted for 398.75 hours in December.



(Volunteers in action throughout the District)

Upcoming Key Dates/Events:

Bird Walk at Sycamore Grove: Saturday, January 6 at 9 am. Meet Ranger Vickie for a short, easy stroll through Sycamore Grove to look for birds. [MORE INFO](#)

Mystery Movie at the Vine (50+): Wednesday, January 10 at 1 pm. We'll be surprised at what movie we see. After the show, join us for appetizers and no-host drinks at Zephyr Grill and Bar to discuss the movie and our "review" of it. [MORE INFO](#)

The Search for Garfunkel: Saturday, January 13 at 12:30 pm. Something has been scurrying around Sycamore Grove Park, causing mild mischief and leaving visitors with little gifts. We only know that it is small but speedy and goes by the name Garfunkel. Please help Ranger Seth by joining him in trying to solve this mystery. [MORE INFO](#)

Pop-Up Trip: Red Hawk Casino (50+): Thursday, January 18. Red Hawk Casino is located in Placerville, California's historic gold rush territory! Board our luxury motorcoach at RLCC on January 18th and let Whitecastle drive for you! [MORE INFO](#)

Ravenswood Docent Tours: 2nd and 4th Sundays, 12 – 4 pm. Ravenswood Historical House will be open to the public on the 2nd and 4th Sunday of each month from 12:00 p.m. to 4:00 p.m. for docent-led tours. [MORE INFO](#)

Kids Night Out – Pajama Party: January 20 at 6 pm. Are you looking for a night out to see a movie, catch up with friends, or have dinner out? Look no further; we'll provide your child a fun night of board games, trivia, and camp games in the gymnasium, all while being comfy in their PJs! Best of all - pizza dinner and popcorn are included! [MORE INFO](#)

Board and Brush On The Go (50+): Thursday, January 25. The experts from Livermore's "Board and Brush Creative Studio" will come to you today with their DIY workshop of wood, tools, paints, stains, and stencils! [MORE INFO](#)

How To Age In Place: Hiring and Working with a Caregiver: Thursday, January 25 at 1 pm. This free presentation by Legal Assistance for Seniors will provide an overview of working with a Caregiver. [MORE INFO](#)

LLNL Discovery Tour and Lunch at Poppy Ridge (50+): Tuesday, January 30 at 11:30 am. Join us for a FREE self-guided tour, an overview of LLNL, and lunch at the Poppy Ridge Grill. [MORE INFO](#)

Open Space:

This month has been exciting out at Open Space for the visitors and our jolly staff. Staff continued to do in-class programming for school children as well as entertain and educate groups for ESS. Junior Rangers and Sprouts went great this month, providing kids of different ages an immersive outdoor educational experience.

We did another amazing Yule Log program this year. This tradition goes back further than any of us can remember out here in Open Space. The people have come to love this festive and silly event. It has really become an event for all generations as people who once enjoyed it as children now bring their kids.

The Christmas bird count brings out bird lovers from the area who spend time counting all the bird species they can find in Sycamore Grove Park.

This month, we held our annual Ho Ho Ho Holiday Carnival. We had pastries, cookies, hot chocolate, and popcorn for everyone to nibble on as they played putt-putt, football toss and tried their hand at Santa's evasion course. The highlight of the event for the kids was a chance to have their photo taken with Santa himself. All the kids had a great time, and the staff and volunteers had a blast putting it on. This year, we saw the highest turnout ever, so we are very excited about next year.

Staff have diligently been removing downed branches from the trails and repairing broken signs. The split rail has been removed from the upper property. Water bars have been carved into the earth to limit damage from the rainfall we will see next year. We have opened Creek Trail and are currently repairing the Walnut Trail.

We look forward to 2024 and are eager to provide Livermore with more outstanding community-based programming.

Senior Services:

Classes:

December typically slows down as most of the fitness classes start up in November and end in December before the holidays hit. However, we did have a few starts in December like Line Dancing with Dolores which saw 15 registered, and Line Dancing with Gary which averaged 10 registrants. Yoga for Self-Care increased to 7 total registered. Our drop-in programs of Billiards, Bridge, Mah Jong, and Walking with Purpose continued with slight decreases.

Trips:

No trips in December!

Activities:

Movie Madness in our Vintage Lounge continues to bring entertainment and camaraderie to our movie buffs two Mondays out of each month.

24 Seniors were delighted to partake in the "Holiday Cork Art" craft making session on December 5th. Each guest created a holiday mantle tree, a snowflake ornament and reindeer using glue guns, twigs, mini ornaments, and lots of corks donated by local wineries.

Our annual Holiday Luncheon has finally been put back in the December lineup this year! We were pleased to offer a delicious catered buffet lunch with a delectable menu to enjoy, along with live music by Ryan Scripps, two festive sweater contests, holiday décor, dessert, and outstanding guidance by our in-house MC, David Weisgerber. All 107 guests had a good time, thanks to the many helping hands that volunteered to help make the day special!

A sell-out crowd gathered for dessert and hot cocoa before boarding the Livermore Wine Trolley for another annual tour of the local holiday lights. Guests were treated to a musical trip, singing along to well-known tunes while traversing around the highlights of Livermore.

You can find pictures from our trips and activities on LARPD's 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.

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	12	12
Ravenswood	Photo Permits	0	0
RLCC	Facility Rentals	13	130
RLCC	On-going Rentals	1	14
Total Facility Rentals for the Month:		26	156

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:

Program	Task	Staff	Days	Total Hours Weekly	Total Hours Monthly

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	Thursday, 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
Clockworks Workshop	Setup & Takedown	1	Thursday	15 minutes	30 minutes
Cork Art for the Holidays	Setup & Takedown	1	Tuesday	30 minutes	30 minutes

Gingerbread House Decorating	Setup & Takedown	1	Friday	30 minutes	30 minutes
Holiday Lights Trolley Tour	Setup & Takedown	2	Tuesday	30 minutes	30 minutes
Protecting your Home Equity	Setup & Takedown	2	Thursday	30 minutes	30 minutes
Alameda County Social Services	Setup & Takedown	1	Thursday	30 minutes	30 minutes
LARPD Board Meeting	Setup & Takedown	1	Wednesday	30 minutes	30 minutes

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

Program/Camp	Monthly Registration
All programs started in November and ended in December. NO new classes starting in December	

Sports Facility Rentals:

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.

The gymnasium was closed for a week in December to have the floor resurfaced. Two basketball tournaments were held in the gymnasium. The West Coast Jamboree is one of the largest girls' high school tournaments, with 96 teams competing across 12 divisions; the LARPD gymnasium was a host site for this 3-day holiday event. Four Sports Birthday Parties were held utilizing the gymnasium for sports/games and the Fiesta Room for food/cake/presents.

Park Location	Total Rentals	Total Rental Hours
Robertson Park	40	149
Cayetano	29	66
Ernie Rodrigues	0	0
Robert Livermore	0	0
Christensen	0	0
Max Baer	0	0
Independence	0	0
Altamont Creek	0	0
Bill Payne	0	0
Hagemann	0	0
May Nissen Pickleball Courts	0	0
Gymnasium	66	210
Total:	135	425

Picnic Locations	Total Number of Rentals	Total Number of Attendees
May Nissen (main site)	0	0
May Nissen (tennis court)	0	0
May Nissen (library)	0	0
Big Trees	0	0
Hagemann	0	0
Independence	0	0
Robertson Park Pole Barn	0	0
Cayetano	0	0
Robert Livermore	0	0
Total:	0	0

Holiday Magic was the theme for December within the Recreation Department.

Collaborating with Toys for Tots, collection bins were placed in the Community building, Recreation building and Aquatics building. We kept Toys for Tots busy, over a 4-week period, 27 overflowing bins were collected from the generous community and LARPD staff! They were so grateful and could not believe the number of wonderful toys that were collected. One day, eight boxes of handmade quilts were dropped off for donation. Unfortunately, Toys for Tots only takes new unused toys, and we did not know the kind person that left these at LARPD. Nancy, with the Recreation team, contacted Project Linus which is a non-profit that provides new/homemade blankets to seriously ill or traumatized children 0-18 years old. They were elated to receive this gift of 8 boxes of handmade quilts.

Letters to Santa were a HUGE hit again this year. There were two options to request a letter, a personalized letter to Santa could be dropped in the very festive mailbox in the Recreation Building or parents could sign up to have a letter sent to their home. This year an astonishing 807 letters from Santa were mailed to children within the community! This is an increase in 200+ letters from last year.

Donuts with Santa saw a record number of attendees. Three sessions were held on December 16th with 461 registered participants and 167 people on the waitlist. Next year we will look at how we can increase the number of participants. It was a magical day of photos with Santa, donuts, games, and crafts, and all children had the opportunity to adopt a “stuffed” pet with an adoption certificate. In keeping with the “pet” theme, we invited Tri-Valley Animal Rescue to be on-site accepting holiday donations for the many animals in their shelter. They were overwhelmed by the generosity of their cause from our event participants.

The LARPD gymnasium is at capacity during prime times for rentals and programming. To have the ability to expand and continue to increase LARPD sports offerings, a partnership has been formed with the Club at Livermore for space. In the last 4 weeks, we have added a Hot Shots basketball program and began a new Small Group Basketball Training program. 30 kids enrolled in Hot Shots at the Club, and 10 enrolled for Small Group Training. This was in addition to the highest numbers we’ve seen enrolled in the Hot Shots class held on-site at LARPD.

The gymnasium was closed for a week in December to have the floor resurfaced.

Program	Total Registered Participants
LARPD Pee Wee Classes	31
LARPD Hot Shots Basketball LARPD	93
LARPD Hot Shots Basketball Club	30
LARPD Small Group Training Club	10
Arora Tennis	104
Youth/Adult Karate	26
Youth/Adult Hip Hop	20
Adult Yoga	42
Pickleball Introduction (adult)	24
Drop-In Pickleball	186
Club VIP Volleyball	39
Total Participants Served:	605

FACILITIES AND PARK MAINTENANCE:

Big things are happening in Facilities this December. At the end of the year, we experience less traffic in our facilities. This allows staff to complete projects that would otherwise negatively impact operations.

At the Ravenswood Historic site, Senior Maintenance Technicians Mike Loder and Ryan Voissem sanded and refinished the hardwood floor in the main house.



Ravenswood Floor

At the Robert Livermore Community Center, contractors replaced the lobby carpet in the Community building and the carpet in the Cresta Blanca ballroom. In addition, the basketball court was also sanded and refinished in preparation for the new year.



Hallway Carpet



Gym Floor

While this work was going on, new challenges continued to arise. At the May Nissen Swim Center, a water leak under the deck was discovered. Staff removed portions of the concrete deck to get to the leak and make the repairs.

At Jackson ESS, a catastrophic water heater failure caused significant damage to the floor and walls. The maintenance team removed the damaged surfaces and replaced them with new drywall and flooring.



Jackson Floor



Jackson Floor Damage

December is also when the team steps up roof inspections. Not only are they checking for leaks, but roof gutters and drains are cleared of any debris. Clogged drains and/or gutters are the most common cause of roof leaks and roof failures. As the leaves continue to fall, some roofs need to be checked several times per week.

In addition to these projects, the Facilities team also completed a host of regular maintenance needs throughout the District, including, but not limited to:

- Drinking fountain repairs.
- Playground equipment repairs/replacement.
- Elevator lift repairs.
- Sports field grooming.
- Plumbing repairs.
- HVAC maintenance and repairs.
- Graffiti removal.
- Quarterly building inspections.
- And much, much more...

Parks Maintenance:

In December, the Parks Department's ongoing maintenance efforts are enhancing the overall health and safety of the District's parks and trails:

Dead tree removal and safety pruning are in progress district-wide, including completed pruning at Vista Meadows and ongoing work at Jack Williams. Safety pruning measures have been implemented with 3 trees at Al Caffodio and 1 tree at Almond. A proactive Tree Health Improvement Plan involves mulching tree wells using soil amendments for all trees. Leaf cleanup operations are underway at multiple neighborhood and sports parks.

Irrigation controllers are strategically in Pause Mode for the winter season.

Sports Field Maintenance includes continuous solid core aerating, overseeding, top dressing, and light pruning along sports park perimeters and adjacent areas.

Training and maintenance programs for tractors and heavy equipment are being conducted for Parks and sports field personnel.

Winter pre-emergent herbicide applications are being executed at various sports and neighborhood parks, with plans extending through mid to late January. Successful cleanup at the Rodeo Pole Barn has been completed for the LARPD Holiday Party.

Future enhancements include the research and purchase of a new Rake-O-Vac implement and the successful renegotiation and signing of a new outsourced maintenance contract with Terracare.

HERBICIDE TOTALS: 1450 gallons

GRAFFITI/VANDALISM: 15 hours of graffiti and vandalism have been reported.

IRRIGATION REPAIRS:

HEADS	VALVES	LATERALS	MAINLINE	SHUTOFF
2	6	1	7	3

PRUNING	TREES SAFETY PRUNED	MULCH	*LIGHT FIELD MAINTENANCE AERATING/SEEDING	HERBICIDE
Independence	Max Baer- 2		Robertson Park Field 3	Ida Holm
Rodeo (Pole Barn)	Pleasure Island- 2		Bill Payne	Jack Williams
Christensen	Ravenswood Historic-1		Ernie Rodriguez	Bill Payne
			Independence (1)	Pleasure Is
			Max Baer (2)	MSC
				Robertson
				Ravenswood Historic + N.
				Bothwell
				Big Trees + Extension
				Ernie Rodriguez
				May Nissen
				Max Baer
				Vista Meadows
				Karl Wente
				Almond
				Mocho
				El Padro
				Vets Bldg.
				Tex Spruiel
				Les Knott
				Hagemann + Ext
				R.E. Merrit/ Trevarno
				Sunken Gardens
				Bill Clark



Turf Renovation (Top Dressing)



Tree Pruning

Mechanic's Shop

Vehicle service and repairs:

- 238FFW- TPMS light on, check for codes- ok, set tire pressure, reset TPMS system
- New vehicle prep 273JC7
- Stickers, running boards, backup alarm. license plates and GeoTab wiring
- V49- service – tires rear brakes- wipes
- V27- Pre-smog inspection
- V32- Mounter any balance
- V29- Pre-Smog inspections
- V34-Service/ Inspections
- V34- Mounted and balanced 4 tires
- V29- Mounted and balanced 4 tires and front brakes

Mower and tractor services and repairs:

- E074- Replaced (2) wheels/ tires flat repair on mow trailer.
- E087- Replaced shoot snout- replaced yoke brake and hyd. Cylinder
- E086, E083, E053-Service an Inspection
- E053- Hyd Lead, replaced main line from right hyd. block

Additional tasks performed:

- Shop maintenance
- Part ordering
- Parts inventory
- KnowB4 Training

Trails Update:

No new information.

Respectfully submitted,



Mathew Fuzie
General Manager

MF/lvb/ph

Livermore Area Recreation and Park District

Staff Report

TO: Chair Furst and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Mathew Fuzie, General Manager
Linda Van Buskirk, Executive Assistant to the General Manager
Pamela Healy, Administrative Assistant

DATE: January 10, 2024

SUBJECT: Amendment to Board Policy No 2000: Personnel

RECOMMENDATION: That the Board of Directors review and consider approving revisions to Board Policy 2000: Personnel.

Resolution No. ____, approving revisions to the Board Policy No. 2000: Personnel

BACKGROUND: At its December 13, 2023 meeting, the Board performed its Annual Board Policy Manual Review. General Manager Fuzie had provided a redlined version of Board Policy No. 2000: Personnel to remove references to the Personnel Commission or the former Assistant General Manager position. The Board directed Staff to make the discussed changes to the policy and bring it back to the next meeting for review and approval.

ATTACHMENTS:

Draft Board Policy 2000 redlined version with suggested revisions from 12/13/23
Draft Board Policy 2000 clean version
Draft Board Resolution

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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.

323176.1

LARPD BOARD POLICY MANUAL

Policy #2000 – "Personnel"

- 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: Personnel **Clean Version (Revisions Accepted)**
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. 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. 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.
3. 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.
4. 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.

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

DRAFT RESOLUTION NO. 28xx

**A RESOLUTION APPROVING REVISIONS TO
BOARD POLICY 2000: PERSONNEL**

BE IT RESOLVED, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that revisions to Board Policy 2000: Personnel are hereby approved (see attached).

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 10th day of January, 2024 by the following roll call vote:

AYES: *Directors ()*

NOES:

ABSTENTIONS:

ABSENT:

Approved this 10th day of January 2024,

David Furst
Chair, Board of Directors

ATTEST:

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

Livermore Area Recreation and Park District

Staff Report

TO: Chair Furst and Board of Directors

FROM: Mathew Fuzie, General Manager

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

DATE: January 10, 2024

SUBJECT: Director Attendance at 2024 Conferences

RECOMMENDATION: That the Board review and discuss their desire to attend the listed 2024 Trainings/Conferences:

CPRS Annual Conference & Expo Feb 27 – Mar 1, 2024 Palm Springs Convention Center Host Hotel – Renaissance Palm Springs Additional Hotels Available	Online Link to more info	CPRS Member rate automatically applied for members, log in with credentials to view rate
CSDA Special District Leadership Academy – Coastal Location **February 4 – 7, 2024 New Attendee Sessions only Embassy Suites by Hilton San Luis Obispo (All 4 Modules) Module “Governance Foundations” Module “Setting Direction/Community Leadership” Module “Board’s Role in Human Resources” Module “Board’s Role in Finance and Fiscal Accountability”	Online Link to more info	Early Bird Registration on or before January 19, 2024: \$720 CSDA Member \$1,080 Non-member Regular Registration after January 19, 2024: \$775 CSDA Member \$1,160 Non-member <small>**New Attendee sessions only (no returning attendee sessions on these dates)</small>
CSDA Special District Leadership Academy – Southern Location April 14-17, 2024 Embassy Suites by Hilton San Diego Bay Downtown	Online Link to more info	Early Bird Registration on or before March 19, 2024: \$720 CSDA Member \$1,080 Non-member Regular Registration after March 19, 2024: \$775 CSDA Member

		\$1,160 Non-member
CSDA Special District Leadership Academy – Northern Location November 3-6, 2024 Embassy Suites San Rafael, Marin County (All 4 Modules)	Online Link to more info	Early Bird Registration on or before October 13, 2024: \$720 CSDA Member \$1,080 Non-member Regular Registration after October 13, 2024: \$775 CSDA Member \$1,160 Non-member
CA Trails & Greenways April 30 – May 3, 2024 Everline Resort Olympic Valley	Online Link to more info	No info released yet
CARPD Annual Conference May 22- May 25, 2024 Hyatt Regency Sonoma Wine Country	Online Link to more info	No info released yet
SDRMA Spring Education Day Mar 25-26, 2024 Hilton Sacramento Arden West Sacramento, CA	Online Link to more info	
CSDA Legislative Days May 21-24, 2024 Sacramento, CA	Online Link to more info	No info released yet
CSDA Annual Conference September 9-12, 2024 Renaissance Esmeralda Resort and Spa Indian Wells, CA	Online Link to more info	\$775 Early / \$860 after 8/21/24 CSDA Member \$1,160 Early / \$1,290 after 8/21/24 Non-member Early bird registration is available through August 21, 2024.

ATTACHMENT:

Board Policy No. 4090 – Training, Education, Conferences, Association Memberships

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
An independent special district

2024 Committee Assignments

(to be) Adopted January 10, 2024

Standing Committees

Facilities

Chair – Boswell Alternate – Furst
Member – Faltings

Finance

Chair – Pierpont Alternate – Boswell
Member – Palajac

Intergovernmental:

LARPD/City/LVJUSD

Chair – Furst
Vice Chair – Palajac

LARPD/EBRPD

Chair – Furst
Vice Chair – Palajac

Personnel

Chair – Palajac Alternate – Pierpont
Member – Furst

Program

Chair – Pierpont Alternate – Palajac
Member – Boswell

Ad Hoc Committees

None

Community Outreach Liaison

Alameda Co. Ag Subcommittee on Trails – Palajac	Alternate – Furst
Alameda Co. Special Districts Association – Furst	Alternate – Faltings
Chamber of Commerce Business Alliance – Furst	Alternate – Palajac
Community Gardens – Faltings	Alternate – Boswell
ESS/Parent Advisory Committee – Faltings	Alternate – Boswell
LARPD Foundation – Palajac	Alternate – Faltings
Livermore Cultural Arts Council – Boswell	Alternate – Pierpont
Livermore Downtown, Inc. – Pierpont	Alternate – Palajac

COMMITTEES SINCE BOARD MEETING OF DECEMBER 13, 2023		
STANDING COMMITTEES		
Date	Committee	Chair & Member
	Program	Pierpont/Boswell
12/18 Canceled'	Finance	Pierpont/Palajac
12/14	Facilities	Palajac/Furst (2023)
12/19	Intergovernmental-LARPD/City/LVJUSD	Boswell/Furst (2023)
1/8/24	Personnel	Palajac/Furst (2024)
AD HOC COMMITTEES		
Date	Committee	Chair & Member
Date	COMMUNITY OUTREACH LIAISON Committee	Member
	Ala. Co. Special Districts Assn.	Furst/Faltings
1/10/24	Chamber of Commerce Business Alliance	Furst
	Community Gardens	Faltings
1/08/24	LARPD Foundation	Palajac
	Livermore Cultural Arts Council	Boswell
12/19	Livermore Downtown, Inc.	Pierpont
	Ala. Co. Agricultural SubComm. for Trails	Palajac
OTHER		
		AGENDA ITEM NO. 5

LIVERMORE AREA RECREATION AND PARK DISTRICT

FACILITIES COMMITTEE

AGENDA

**Thursday, December 14, 2023
2:30 P.M.**

**Robert Livermore Community Center
4444 East Avenue, Livermore, California 94550
West Conference Room**

COMMITTEE CHAIR: PALAJAC
COMMITTEE MEMBER: FURST

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the Facilities Committee Meeting held on November 2, 2023
4. Plans for Camp Shelly
5. Procedures for Guided Hikes (Patterson Ranch Trail)
6. Planning for Future Trails and Trail Connectors (Standing Item)
7. CIP Update/List of all CIP Projects (Standing Item)
8. Directors' and/or General Manager's Reports or Announcements
9. Adjournment

INTERGOVERNMENTAL COMMITTEE MEETING

City of Livermore ▪ Livermore Area Recreation and Park District ▪ Livermore Valley Joint Unified School District

The purpose of this meeting is to provide information on topics of shared interests. The meeting is a work session between two city, board and district elected officials and staff. Action items may be identified to assist with further discussion. The meeting is not recorded nor are any minutes taken as this is a work session and the Committee has no decision-making authority.

**Tuesday, December 19, 2023
3:30 PM**

**Livermore Valley Joint Unified School District
685 E. Jack London Blvd.
Conference Room C**

AGENDA

1. Public Comments
An opportunity for members of the audience to speak on an item not listed on the agenda. Matters raised under Public Comments need to be placed on the agenda by a committee member for discussion at a future meeting.
2. Master Property Agreement (City/LVJUSD)
3. Airport Development (City)
4. Playground Replacement (LARPD)
5. Park Fee Update (City/LARPD)
6. Volunteer Program (City)

The next Intergovernmental Committee Meeting is set for Thursday, February 22, 2024.

Committee Members:

Ben Barrientos, Council Member
Evan Branning, Council Member

James E. Boswell, LARPD Board Chair
David Furst, LARPD Board Vice Chair

Craig Bueno, LVJUSD Board President
Kristie Wang, LVJUSD Board Trustee

Agency Staff Liaisons:

Marianna Marysheva, City Manager
Jason Alcalá, City Attorney

Mathew Fuzie, LARPD General Manager

Chris Van Schaack, LVJUSD Superintendent

Guests / Agenda Distribution:

Dr. Dyrell Foster, President
Las Positas College

THE PUBLIC IS WELCOME TO ATTEND

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (CODIFIED AT 42 UNITED STATES CODE SECTION 12101 AND 28 CODE OF FEDERAL REGULATIONS PART 35), AND SECTION 504 OF THE REHABILITATION ACT OF 1973, THE CITY OF LIVERMORE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY, AGE OR SEXUAL ORIENTATION IN THE PROVISION OF ANY SERVICES, PROGRAMS, OR ACTIVITIES. TO ARRANGE AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CONTACT THE ADA COORDINATOR AT ADACoordinator@LivermoreCA.gov OR CALL (925) 960-4170 (VOICE) OR (925) 960-4104 (TDD) AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING.

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

AGENDA

**Monday, January 8, 2024
2:00 P.M.**

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

COMMITTEE CHAIR: PALAJAC
COMMITTEE MEMBER: FURST

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the Personnel Committee Meeting held on November 14, 2023
4. Turnover
5. New Sick Leave
6. COVID
7. ACA/Benefits
8. HR Schedule for the Next Six Months
9. Future Agenda Topics (Discussion)
10. Development of Compensation Philosophy
11. Holiday Party Recap
12. Directors' and/or General Manager's Reports or Announcements
13. Adjournment

LARPD FOUNDATION Trustees Meeting
Monday, January 8, 2024 at 7:00 pm
Robert Livermore Community Center
4444 East Ave

AGENDA

1. CALL TO ORDER BY PRESIDENT ROBERTS
2. APPROVAL OF MINUTES – December 4, 2023
3. Election of Officers
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
4. REPORTS / PRESENTATIONS
 - a. Treasurer's Report and Foundation Accounts, Treasurer Stevulak (Informational)
 - i. Tax Update
 - b. LARPD Board Report, Board Liaison Palajac (Informational)
5. DISCUSSION/ACTION ITEMS
 - a. Post-Election Procedure
 - b. Rotary Grant Application
 - c. 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. Wine/Beer: Muela, Moppin
 5. Facilities: Weisgerber
 6. Event Layout: Weisgerber
 7. Volunteers: Weisgerber
 8. Sponsorship Recruitment: Ralph, Campbell, Muela, and Stevulak
 9. Auction Item procurement: Ralph, Campbell, Muela, and Stevulak
 10. Advertising and Social Media: Kenison
 11. Tickets/Eventbrite: Kenison
 12. Permitting/ABC: Whalen and Roberts
 13. Live Auction: Roberts
 - ii. Determine Event Timeline

- d. Three Valleys Community Foundation (Discussion/Action)
 - i. Discuss risks/benefits of depositing a small amount of funds with Three Valleys Community Foundation

6. MATTERS INITIATED

7. FUTURE AGENDA ITEMS

- a. LARPD Foundation Champion Program

8. ADJOURNMENT

Next Meeting: Monday, February 5, 2024