

LIVERMORE AREA RECREATION AND PARK DISTRICT

MINUTES

REGULAR MEETING

WEDNESDAY, DECEMBER 8, 2010

**ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA
7:00 P.M.
CRESTA BLANCA BALLROOM**

DIRECTORS PRESENT: Director Faltings, Director Goodman, Director Hutchinson, Director Turner and Director Wilson

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Tim Barry, Michael Kyle, John Lawrence, Gretchen Sommers

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

Director Faltings called the meeting to order at 7: 04 p.m. p.m. All Directors were present.

2. PUBLIC FORUM

Director Faltings opened public comment. No public comment. Director Faltings closed public comment.

3. CONSENT AGENDA

3.1 BOARD MINUTES

3.1.1 Meeting of November 17, 2010.

3.2 COMMUNICATIONS

3.2.1 General Manager's Monthly Report (64/5).

Moved by Director Wilson, seconded by Director Goodman, approved the Consent Agenda, passing 5-0.

4. CONSENT AGENDA RESOLUTIONS

None.

5. BIDS AND PUBLIC HEARINGS

5.1 RANGER STATION IN SYCAMORE GROVE PARK

Director Faltings stated that the Board will review the preliminary bid summary for the Ranger Station Project in Sycamore Grove Park.

General Manager Barry said that preliminary bids were received today on this project; 11 bids were received. Mr. Barry reviewed the bids; the lowest bid was for \$615,000 and the highest was for \$1,308,991. He said that the District has \$560,000 remaining in the budget. Mr. Barry noted that, if we repay the District for staff inspection and project management costs, the remainder would be even less. He listed several options that the Board has tonight in response to these preliminary results.

Directors had the following inquiries: is there a rough estimate of how much the staff costs would be? (AGM John Lawrence: roughly \$60,000); clarification on whether even the lowest bid is too high; clarification on what has already been spent on the project; staff explanation of additional fees and contingencies that might arise; request for clarification on what had been decided about this at the final budget meeting; concern about the difference between the low and high bids; not in favor of spending more money than the District has in the budget; would not hurt to see if the low bid is even qualified--if it is not, no support would be given for spending roughly \$200,000+ over what is in the budget--if it is a qualified bid, how much are we short, and what does staff recommend?; experience is that projects always end up costing more than estimated; does not think District can afford this; would not support increasing the project budget; explanation from staff of the options for rejecting all bids; if we reject the bids, can we readdress the whole project and see what we would like to build?

District Legal Counsel Michael Kyle recommended that the Board take no action at all and continue this topic to a January meeting. Since the bid opening was postponed a week, he said, enough time has not elapsed for bid protests to be filed, and doing anything at this point would be premature. Mr. Lawrence said that, even if this project is not undertaken, the District must do something with the building. Can we build something else, he asked; the District has gone to the effort to get underground utility connections, etc. Director Faltings asked if it would be useful to bring this matter to the Facilities Committee again before coming back to the Board; would the bids still be good? Mr. Kyle said that, as far as he knows, the first meeting in January will not postpone the process. Mr. Lawrence confirmed this.

6. OLD BUSINESS

None.

7. NEW BUSINESS

7.1 CAMP SHELLY SEASON REPORT

Director Faltings stated that the Board will receive a report on the 2010 Camp Shelly season.

Assistant General Manager Lawrence said that this is fun because of the success of the volunteer group, whose effort and follow-through has been amazing. Mr. Lawrence said that there are several representatives of the group here tonight to report on their progress, including Carolyn Siegfried and Keith Barlow.

Carolyn Siegfried said that she was Chair of the Camp Shelly marking committee. She that this has been a collaborative effort between the volunteer committee and District staff, and that the committee felt its efforts were very supported by staff. She said that the group felt that the camp's low attendance was due to a lack of awareness, rather than a lack of interest. They found this to be true, Ms. Siegfried reported. She said that their marketing efforts had the following results: though there was an increase in camping fees, there was a still a 41% increase in camp reservations, which resulted in an 83% decrease in LARPD's subsidy of the camp. She said that the primary goal of the committee was to increase public awareness so that Camp Shelly could be self sustaining, and she feels that we are well on our way to reaching that aim.

Keith Barlow said that four generations of his family have camped at Camp Shelly. He summarized the active outreach marketing efforts of the committee, including: the development of a color brochure, paid for by local sponsorship, which was distributed at farmers' market and the rodeo, as well as to businesses. The committee also approached outdoor organizations, such as the Boy Scouts Girls Scouts, to encourage use of the camp. Mr. Barlow said that staff got fax-in reservations going as well. The committee reinforced online presence of the camp via a Happy Shelly Campers Facebook page, linked to the LARPD Facebook page. The committee saw that

Camp Shelly got listed on the U.S. Forest Service web page, and developed a Camp Shelly channel on You Tube. The camp now has an e-mail address, and reservations are posted online weekly, which campers can access.

Ms. Siegfried said that the committee will continue its efforts. She said that they would like to establish greater web presence, and talked about efforts the committee will make in preparation for the next camping season. She thanked staff for working with the committee, saying that it has been a good example of cooperation.

Director Faltings thanked the committee for having done a sensational job turning this around, noting that it is community interaction that keeps the District going. Director Goodman said that he has never seen a group act so quickly and do so well so soon. He recommended that staff nominate the committee and the relationship with staff for a CPRS award.

7.2 BOARD MEETING SCHEDULE FOR 2011

Director Faltings stated that the Board will set the time and place for Board meetings and adopt a meeting schedule for 2011. She said that the meetings normally occur on the second and last Wednesday of the month; sometimes the meetings have to move around because of conferences and the annual Rodeo Mixer.

Director Wilson said that she has a conflict with the September 28 meeting, as it is Rosh Hashanah eve, a high holy day. She said that she would not be able to attend a meeting on that date, nor would some constituents. Discussion ensued about the possibility of changing that meeting date to another Wednesday or possibly to Tuesday, September 27.

Moved by Director Goodman, seconded by Director Wilson, that the Board approve the proposed 2011 meeting schedule, with the exception of September 28, and have staff bring alternative options for the Board to discuss at the next meeting. The motion passed 5-0.

7.3 ANNUAL BOARD POLICY MANUAL REVIEW

Director Faltings stated that the Board will discuss suggested changes to the Board Policy Manual.

Director Goodman suggested formalizing something that the Board has talked about before; for Policy No. 5020.10 (Board Meeting Agenda), recommends adding the words, “and approved” to the last sentence, after the word “review.”

Director Goodman stated that he would like to ask staff to research what other cities and government agencies have in place regarding a code of ethics, with an eye toward enhancing LARPD’s Board Policy No. 4010 (Code of Ethics). He said that he would like to see it be a little more in depth.

Director Wilson said that she agrees with the recommendation regarding Policy No. 5020.10.

Director Faltings referred to Policy No. 4040.91 (Board President and Vice President). She recommended specifying that “the most recent past president,” shall chair a meeting in the absence of the President and Vice President.

General Manager Barry said that staff will prepare information in response to the Board’s recommendations and bring it to the next Board meeting.

7.4 ELECTION OF BOARD OFFICERS FOR 2011

Director Faltings stated that the Board will elect a President and Vice President of the Board of Directors for calendar year 2011. Director Faltings explained the nomination and election procedure. Director Faltings opened the floor for nominations for President of the Board. Director Faltings nominated Director Goodman. No other nominations were made. Director Faltings closed nominations and called for a vote. The vote was 5-0 in favor of Director Goodman. Director Goodman will serve as President of the Board in 2011.

Director Faltings opened floor for nominations for Vice President. Director Goodman nominated Director Wilson. Director Hutchinson nominated himself. Director Faltings closed nominations and called for a vote. The vote was 4-1 for Director Wilson, with Director Hutchinson dissenting. The vote for Director Hutchinson was 1-4, with Director Hutchinson in favor. Beth Wilson will serve as Vice President of the Board in 2011.

8. COMMITTEE REPORTS

Director Wilson reported on her attendance at the December 1 Livermore Cultural Arts Council (LCAC) meeting. Topics included: awarded two scholarships to local groups; an upcoming marketing seminar; voted to discontinue the Sommerfest and will look at other ways to raise funds; majority voted in favor of supporting the future regional theater.

9. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- 1) Director Goodman welcomed the two new Directors, David Hutchinson and Laureen Turner. He said that he is looking forward to working with them and having their perspectives on the Board.
- 2) Director Goodman talked about the committee assignment request forms that the Directors had been given to complete and said that he will try to honor Directors' requests, along with balancing the committee assignments with Director's expertise.
- 3) Director Turner said that she wished to officially thank staff and her fellow Directors for the warm welcome they have given her and for their help in getting her up to speed. She said that she looks forward to serving the District for the next four years.
- 4) Director Wilson announced that there is now art hanging at the RLCC. She said that the Livermore Art Association has chosen the paintings, collages and photographic art now on display. Director Wilson said that the public can visit the LARPD website to find out about displaying work.
- 5) Director Wilson said that she has served on the Trails Committee for last couple of years. One of the goals of the Committee and staff is to connect the trail pieces in this area. She said that Trails Segment H-2 & F, along Marina and Wente, has recently been constructed and, though not officially accepted as complete, is usable. General Manager Barry said that this section was mostly funded by a federal grant.
- 6) Director Hutchinson said that he thinks he will enjoy the next four years. He said that everyone has been great and it has been fun meeting people. He said that he concurs with trying to address the missing portions of trails, especially the ones that go through downtown. This issue helped motivate him to get more involved with LARPD, he said.
- 7) Director Hutchinson referred to the previous discussion regarding the Board Policy Manual review and setting of the annual meeting calendar. He recommended that, when there are two new Directors, the annual organization meeting be moved to January. He said this would allow reasonable continuity and give new members of the Board a chance to become familiar with District matters.

8) Director Hutchinson said that he loves what is happening with Camp Shelly. He said, also, that one of the things that motivated him to get involved with LARPD was Sycamore Grove Park. He did not know that LARPD manages the park and thinks the District can work on the marketing of this.

9) Director Faltings stated that, displaying art on the walls of the RLCC goes back to the planning stages of the community center; one of the goals for the public spaces was to showcase local art and artists.

10) Director Faltings invited the public to attend the annual Victorian Yuletide event on Sunday, December 12 from noon to 4:00 p.m.; there will be many activities for all ages.

11) Director Faltings said that she attended the Hope Hospice Lights of the Valley tree lighting ceremony last week at the RLCC. She said that she appreciates Hope Hospice having chosen the community center for this event.

12) Director Faltings said that two bull elks were recently sighted in Sycamore Grove Park, and there were photographs of the elks in the newspaper.

10. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

1) General Manager Barry welcomed the new Directors on behalf of staff, and said that he looks forward to working with them.

2) Mr. Barry announced the LARPD holiday closures.

3) Mr. Barry announced that two LARPD park employees have studied and received their certified arborist certificates, which strengthens our staffing.

4) Mr. Barry reported that the District is currently testing for the Mechanic position, and is recruiting for Parks and Facilities Manager position, which will replace that of recently retired Senior Park Supervisor Jim Brandenburg.

Director Goodman offered condolences to General Manager Barry and his wife on the recent passing of Mr. Barry's mother-in-law.

Director Faltings welcomed the new Directors.

11. ADJOURNMENT

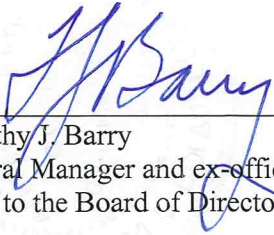
Meeting adjourned at 8:07 p.m.

APPROVED,



Steve Goodman
President, Board of Directors

ATTEST:



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