

**LIVERMORE AREA RECREATION AND PARK DISTRICT**

**MINUTES**

**REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

**WEDNESDAY, DECEMBER 9, 2009**

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

**DIRECTORS PRESENT:** Director Furst, Director Goodman, Director Kamena, Director Wilson and President Faltings

**DIRECTORS ABSENT:** None

**STAFF MEMBERS PRESENT:** Tim Barry, Jim Brandenburg, Lora Cohen, Michael Kyle, John Lawrence, Gretchen Sommers

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

President Faltings called the meeting to order at 7:00 p.m. All Directors were present.

**2. PUBLIC FORUM**

President Faltings opened public comment. No public comment. President Faltings closed public comment.

**3. CONSENT AGENDA**

**3.1 BOARD MINUTES**

3.1.1 Meeting of November 18, 2009.

**3.2 COMMUNICATIONS**

3.2.1 General Manager's Monthly Report (63/5).

3.2.2 Letter of commendation regarding a New England and Maritimes Tour offered by the Senior Services Center.

Moved by Vice President Furst, seconded by Director Goodman, approved the Consent Agenda, passing 5-0.

President Faltings asked about practices regarding cancellation of classes that do not meet minimum enrollment requirements. She also commented on the success of the LARPD BMX program.

**4. CONSENT AGENDA RESOLUTIONS**

4.1 Resolution No. 2215, approving updates to the District Driver Evaluation Policy.

Vice President Furst asked for a brief report on this topic. General Manager Barry reported that the District has a Driver Evaluation Policy in place. He said that, at the prompting of the District's risk management agency, LARPD requires employee drivers to provide proof that

they carry a current driving insurance policy. However, this requirement has not been spelled out in the written policy. Mr. Barry said that staff would like to include it so that the policy matches the existing practice. President Faltings asked if LARPD Directors need to provide personal auto insurance information. General Manager Barry said that Directors are required to provide proof of insurance, each time it is renewed. Director Wilson said that it is her understanding that, though Directors must provide proof of insurance, this requirement of Directors is not specified in the Personnel Rules and Regulations because the Rules and Regulations apply to employees. Mr. Barry confirmed this, and noted that the insurance carried by employees is held to be primary and the District's insurance is secondary.

Moved by Vice President Furst, seconded by Director Wilson, adopted Resolution No. 2215, approving updates to the District Driver Evaluation Policy, by the following roll call vote:

<b>AYES:</b>	<i>Furst, Wilson, Goodman, Kamena and President Faltings</i>
<b>NOES:</b>	<i>None</i>
<b>ABSTENTIONS:</b>	<i>None</i>
<b>ABSENT:</b>	<i>None</i>

**5. BIDS AND PUBLIC HEARINGS**  
None.

**6. OLD BUSINESS**  
None.

**7. NEW BUSINESS**

**7.1 CONCEPTUAL DESIGN FOR SYNTHETIC SPORTS FIELDS**

President Faltings stated that the Board will review and approve the conceptual design for the synthetic turf field conversion project at Robertson Park.

General Manager Barry said that Board approval of the conceptual design is one of the steps in the process of this project. Assistant General Manager John Lawrence said that this is the original concept design, developed and given to the District by the Livermore Youth Soccer League (LYSL), which is being included in the design approval process. He noted that not all of the design details are included in it; they will be included in the final conceptual plan, which will be brought to the Board for review and approval, followed by the final construction plans. Mr. Lawrence referred to the project timeline, saying that some people have expressed surprise at the estimated time frame of the project, which shows a completion date of September 2011. Mr. Lawrence said that it is possible, and that staff is hopeful, that it will not take as long as estimated. He said that staff will try to combine some of the steps and will work with the City on the project. He said that the Facilities Committee recommended Board approval at its December 2 meeting.

President Faltings opened public comment.

1) David Best, representing LYSL, thanked staff for moving the concept plans along so quickly. He offered assistance in the process, saying that LYSL is interested in shaving down the schedule as much as possible. He said that the league had hoped that the project would be completed by the fall 2010 soccer season, but realizes that this may not be possible.

President closed public comment.

Moved by Director Wilson, seconded by Director Kamena, to approve the conceptual design for the synthetic turf field conversion project at Robertson Park.

Directors discussed the following: the project schedule and its impact on future potential renters; other groups and users, besides soccer groups, who can use the field; and the need to make sure that water is accessible to the fields.

General Manager Barry asked that the Board include in the motion approval of the \$2.3 million budget. Director Wilson confirmed approval of the budget in her motion, seconded by Director Kamena.

Further discussion ensued regarding concern about the heat and the need to provide infrastructure to cool the fields and/or players. President Faltings directed staff to document the project as it goes along and to submit the project for an industry award. She said that LYSL's participation in the project is unique, noting that Livermore has a history of cooperation among different agencies. The Robert Livermore Community Center came about because of such interagency cooperation.

The motion to approve the conceptual design and \$2.3 million budget for the synthetic turf field conversion at Robertson Park was approved, passing 5-0.

## **7.2 BOARD MEETING SCHEDULE FOR 2010**

President Faltings stated that the Board will set the time and place for Board meetings and adopt a Meeting Schedule for 2010.

General Manager Barry reported that staff had suggested a meeting schedule, noting potential conflicts, which the Board may wish to accommodate.

Moved by Director Kamena, seconded by President Faltings, approved the 2010 Board meeting schedule, passing 5-0.

## **7.3 ANNUAL BOARD POLICY MANUAL REVIEW**

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

General Manager Barry referred to the staff report, which contained suggested changes to Board Policy No. 1010, Adoption/Amendment of Policies, as well as the inclusion of an existing policy pertaining to costs for candidates running for election to the LARPD Board.

Directors had questions and comments on the following Policies: No. 1010; 4050.20; 4090.31; and 5040.30. General Manager Barry said that staff will research areas needing clarification and report back to the Board at a future meeting.

## **7.4 JOB DESCRIPTION AND SALARY RANGE FOR FINANCE MANAGER**

President Faltings stated that the Board will consider approving the new job description and salary range for the position of Finance Manager. She said that this item comes to the Board

with recommendation for approval by staff, the Personnel Commission and the Personnel Committee.

General Manager Barry reported that Fiscal Supervisor Lora Cohen has given the District notification that she plans to retire in March 2010. Mr. Barry said that Ms. Cohen and he have discussed this eventuality and what the job should be in the future, and what is best for the District. Staff has developed a new job description and a new job title of Finance Manager. Mr. Barry referred to the job description, listing the duties and areas of responsibility that will be added to the current set of duties of the Fiscal Supervisor position, including: information technology management; payroll/benefits; revenue management; debt service management; and property tax analysis. Mr. Barry addressed each of the functions, explaining which positions have been performing them and how staff time would be redirected, with some of the duties being transferred to the Finance Manager position. He spoke about the title of the position and the results of the salary survey that had been conducted, and how he had arrived at the position's recommended salary range and location in the District organization chart.

Directors inquired about the following: why the position of Fiscal Supervisor is not on the organization chart if the classification is being retained (organization chart shows funded positions only, while the District salary resolution shows funded and unfunded positions); and concern about whether the new person would be able to fulfill all of the job duties when it appears that the current Fiscal Supervisor, Ms. Cohen, has been working more than full-time (Ms. Cohen provided details on recent and upcoming program and staffing changes that will allow the new person enough time perform the duties of the position, albeit working very hard to do so).

Moved by Director Wilson, seconded by Vice President Furst, adopted Resolution No. 2216, approving the new job description and salary range for the position of Finance Manager, by the following roll call vote:

<b>AYES:</b>	<i>Goodman, Kamena, Furst, Wilson and President Faltings</i>
<b>NOES:</b>	<i>None</i>
<b>ABSTENTIONS:</b>	<i>None</i>
<b>ABSENT:</b>	<i>None</i>

#### **7.5 ELECTION OF BOARD OFFICERS FOR 2010**

President Faltings stated that the Board will elect a President and Vice President of the Board of Directors for calendar year 2010.

President Faltings opened the floor for nominations for 2010 Board President. President Faltings nominated Vice President Furst to serve as Board President in 2010. Vice President Furst accepted the nomination. No other nominations made. President Faltings closed the nominations for President and called for a vote. The Board voted unanimously to elect Vice President Furst to serve as 2010 President.

President Faltings opened the floor for nominations for 2010 Board Vice President. Director Wilson nominated Director Kamena to serve as Board Vice President in 2010. Director Kamena accepted the nomination. No other nominations made. President Faltings closed the nominations for Vice President and called for a vote. The Board voted unanimously to elect Director Kamena to serve as 2010 Vice President.

**8. COMMITTEE REPORTS**

Vice President Furst reported on the December 2 Facilities Committee meeting. Agenda topics included: conceptual design and budget for synthetic sports fields; master property agreement with City of Livermore; and the Committee's efforts to develop a prioritization process and criteria for District capital improvement projects.

Vice President Furst reported on the December 2 Trails Committee meeting. Agenda topics included: status of trails and future trails in Holdener Park, Sycamore Grove Park and the Bobba property.

Director Wilson reported on the December 3 Personnel Committee meeting. Agenda topics included: the District Driver Evaluation Policy and the job description and salary range for the proposed new position of Finance Manager.

Director Wilson reported on the December 8 ESS Parent Advisory Committee meeting. Topics included: completion of Desired Results forms, which are required for state funding; parent surveys; and the School Age Environmental Rating Scales.

President Faltings reported on the December 2 Livermore Cultural Arts Council (LCAC) meeting. Topics included: the possibility of BART coming to town and how it would help attendance at the future large performing arts theater; LCAC is working on an internet calendar of events, to be updated daily.

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

- 1) Director Goodman talked about an Amateur Softball Association event that was recently held at the Community Center. He said that he had received numerous compliments about this facility and the staff.
- 2) Director Goodman thanked President Faltings and Vice President Furst for their hard work and effort over the past year, serving as President and Vice President of the Board.
- 3) Director Wilson said that, while bicycling around town, she happened upon Cyclocross events at Robertson Park on two occasions. She said that this alternative, nontraditional sport is interesting and exciting, and that LARPD is earning revenue from it as well.
- 4) President Faltings talked about the December 1 Hope Hospice Lights of the Valley event at the RLCC. She said it was a wonderful event with an excellent program, followed by a tree lighting ceremony in front of the Community Center.

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

- 1) General Manager Barry announced the completion of the LARPD Gift Catalog, which provides many ways for the public to contribute to LARPD and become involved as a donor. This project was completed in conjunction with the LARPD Foundation. Catalogs may be picked up at the Community Center.
- 2) Mr. Barry announced that the 2<sup>nd</sup> annual Sycamore Grove Calendar is available for sale at the Community Center for \$8 each. The calendar features photos of Sycamore Grove Park that were taken by LARPD Rangers.

3) Mr. Barry said that the District had planned to hold a dedication ceremony for the Annie Quinn Trail Segment on December 12. Because of the weather predictions for that date, the Quinn family has asked to postpone the event until the spring.

President Faltings thanked the Directors for being such a good Board. She praised LARPD as well as the electorate of Livermore, saying that the Directors are proud to serve this community.

**11. ADJOURNMENT TO EXECUTIVE SESSION**

Meeting adjourned to Executive Session at 8:22 p.m.

**12. EXECUTIVE SESSION**

**12.1 REAL ESTATE NEGOTIATIONS**

Pursuant to Section 54956.8 of the Government Code

Property: Various City-owned park, trail and facility properties in Livermore

Agency Negotiator: District Staff and/or Legal Counsel

Negotiating Parties: City of Livermore

Under Negotiation: Master Property Agreement between City of Livermore and LARPD

**13. RECONVENE TO OPEN SESSION**

Meeting reconvened to Open Session at 9:30 p.m.

**14. REPORT ON ACTION TAKEN IN EXECUTIVE SESSION**

No action to report.

**15. ADJOURNMENT**

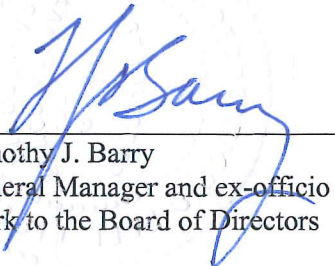
Meeting adjourned at 9:31 p.m.

APPROVED,



Maryalice Summers Faltings  
President, Board of Directors

ATTEST:



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