



## HAYWARD AREA RECREATION AND PARK DISTRICT

### **AGENDA** **BOARD OF DIRECTORS** **Monday, February 27, 2017**

**STUDY SESSION – 5:30 p.m.**  
**REGULAR MEETING – 6:30 p.m.**

**District Offices, 1099 'E' Street, Hayward, CA 94541**  
**(510) 881-6700**

#### **Public Comments on Items on the Agenda**

If you wish to speak on an item under discussion by the Board of Directors which appears on this Agenda, you may do so upon receiving recognition from the President of the Board. Please state your name and address and whether you are speaking as an individual, or are speaking for an organization, in which case, please state the name of the organization.

#### **Public Comments on Items Not Appearing on the Agenda**

Any citizen desiring to speak on a matter not appearing on this Agenda may do so under Public Comments at such time the President of the Board will request remarks from the audience. Those comments, by State Law, are limited to items of interest to the public that are within the subject jurisdiction of the Board of Directors. You should be aware that the law prohibits the Board from discussing or taking action at this meeting on items not on the Agenda except for very limited situations. Those situations are:

1. If an emergency exists. This generally requires the existence of work stoppage or a crippling disaster, which impairs the public health or safety. This requires the affirmative vote of three members of the Board; or
2. The Board finds that the need to take action arose after the Agenda was posted. If five Board Members are present, this action will require a 2/3 Vote or four votes. If only three or four Board Members are present, this action will require a unanimous vote of all Board Members present; or
3. This matter had been placed on Agenda and posted previously at prior meeting within the last five-days and was continued until this meeting.

In order to provide an opportunity for all members of the public who wish to address the Board, a time allocation of 5 minutes for each individual speaker and 30-minutes total time for public testimony on a particular item has been established by the Board of Directors.

#### **Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can be obtained by contacting the General Manager's Office at (510) 881-6711. A 48-hour notification will enable the District to make reasonable accommodations to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

***Louis M. Andrade, President***  
***Board of Directors***

**5:30 P.M. STUDY SESSION OF THE BOARD OF DIRECTORS**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG**

**2. STUDY SESSION**

**A. Bond Financing Study Session with Consulting Team**

The Board of Directors will meet with designated representatives from the Consulting Team.

**6:30 P.M. REGULAR MEETING OF THE BOARD OF DIRECTORS**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG**

**2. ROLL CALL**

**3. ORAL COMMUNICATIONS**

**3.1 Annual Board of Directors' Awards and 2016 Volunteer of the Year**

**Executive Summary:** The Board of Directors will announce the 2016 recipients for each award category.

**Staff Recommendation:** Receive presentation.

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**3.2 Presentation of the Monthly Volunteer Recognition Award**

**Executive Summary:** Recreation Superintendent, Ms. Kerrilyn Ely will make an oral presentation to the Board introducing the February 2017 Volunteer of the Month.

**Staff Recommendation:** Receive presentation.

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**3.3 President's Report-Appointment to the Citizen's Advisory Committee**

**Executive Summary:** The Board of Directors' will consider the appointment of these members to the District Citizen's Advisory Committee (C.A.C.).

**Staff Recommendation:** Staff recommends the Board of Directors' receive the Staff Report and approve appointments to the Citizen's Advisory Committee.

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**3.4 PUBLIC COMMENTS**

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to Board of Directors' Committee(s) and/or Staff.) In order to provide an opportunity for all members of the public who wish to address the Board, a time allocation of 5-minutes for each individual speaker and 30-minutes total time for public testimony on a particular item has been established by the Board of Directors.

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**4. CONSENT CALENDAR**

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**4.1 Approval of the DRAFT Minutes of the February 13, 2017 Regular Board of Directors' Meeting**

**Executive Summary:** The Board of Directors' will consider approval of the DRAFT Minutes for the meeting.

**Staff Recommendation:** Approve Minutes of the February 13, 2017 Regular Board Meeting.

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**4.2 Approval of Invoices Payable and Warrants Paying those Invoices**

**Executive Summary:** The Board of Directors will consider approval of the invoices payable and warrants paying those invoices.

**Staff Recommendation:** Approve the invoices payable and warrants paying those invoices.

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**5. WRITTEN COMMUNICATIONS – NONE**

**6. PUBLIC HEARINGS – NONE**

**7. UNFINISHED BUSINESS – NONE**

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**8. NEW BUSINESS**

**8.1 Appointment of Capital Planning and Development Director Resolution No. R-1617-57**

**Executive Summary:** The Board of Directors' will appointment of a full-time Capital Planning and Development Director to manage the Measure F1 Bond Program.

**Staff Recommendation:** With the passage of Measure F1 the District established a new job classification for a Capital Planning and Development Director. This is an at-will management position that is exempt from Civil Service rules. The position is also a limited term position that will run the life of the bond program, estimated at eight years.

The District conducted a nationwide recruitment for the position advertising the position with the National Recreation and Park Association, California Special Districts Association, California Park and Recreation Society, the League of California Cities, and on LinkedIn. Staff retained the services of an outside Human Resources consultant from Management Partners to coordinate the screening and interview process.

In addition, independent professionals in the area of capital and budget were included on the interview panel that met with the top five candidates. The General Manager conducted follow-up interviews with the top two candidates. Ms. Meghan Tiernan was unanimously selected as the top candidate by all involved in the screening and interview process. Therefore, the General Manager has selected Ms. Tiernan for appointment to the position effective April 1, 2017.

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**8.2 Hayward Community Gardens Master Plan Resolution No. R-1617-58**

**Executive Summary:** The Board of Directors will consider approval of entering into a Professional Services Agreement with RRM Design Group for the Master Plan Development of the Hayward Community Gardens.

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**Staff Recommendation:** Staff recommends the Board of Directors receive the Staff presentation and adopt the Resolution authorizing the General Manager to execute a Professional Services Agreement with RRM Design Group for the Master Plan Development of the Hayward Community Gardens.

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### **8.3 Earl Warren Park – Emergency Tree Work Post-Authorization to Expend Funds**

**Executive Summary:** The Board of Directors will consider approval of the Emergency Tree Work at Earl Warren Park.

**Staff Recommendation:** Staff recommends the Board of Directors receive the staff presentation and Approve the Post-Authorization to Expend Funds for the Emergency Tree Work.

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### **8.4 Modifications to Policy 7190-Screening and Background Check Resolution No. R-1617-59**

**Executive Summary:** The Board of Directors will consider modifying the age at which the District's fingerprinting and background-check policy applies to employees and volunteers.

**Staff Recommendation:** Staff recommends the Board of Directors receive the Staff presentation and adopt the Resolution approving a new Screening and Background Check policy.

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### **8.5 Agreement for Professional Auditing Services Resolution No. R1617-60**

**Executive Summary:** The Board of Directors will consider adopting a Resolution authorizing the General Manager to enter into a Professional Services Agreement with Badawi & Associates for professional auditing services.

**Staff Recommendation:** Staff recommends the Board of Directors receive the Staff presentation and adopt the Resolution authorizing the General Manager to execute an Agreement with Badawi & Associates.

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## **9. OTHER BUSINESS**

Brief informational-only reports from the Board of Directors and/or Staff, including Board Member activities, Committee Reports and Reports by the Board of Directors related to meetings attended on behalf of the District or at the District's expense (AB1234).

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## **10. ADJOURNMENT**

The next Board of Directors' Meeting will be held on Monday, March 13, 2017, Regular Meeting at 6:30 p.m., at the District Office (1099 'E' Street, Hayward, CA 94541).

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**This AGENDA is posted in accordance with Government Code Section 54954.2(a)**

NOTICE: DISCLOSABLE PUBLIC RECORDS RELATING TO THE OPEN SESSION AGENDA ITEMS:

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b)(1) and (2) are available to the public for inspection at no charge during business hours at our Administrative Offices located at 1099 'E' Street, Hayward, California.