



# Hayward Area Recreation and Park District

1099 "E" Street, Hayward, CA 94541

(510) 881-6700

## MINUTES

August 9, 2010

### **MEETING**

The Regular Meeting of the Board of Directors of the Hayward Area Recreation and Park District was called to order by President Paul W. Hodges, Jr. at 6:30 p.m. on Monday, August 9, 2010 in the Board Room of the Administration Building at 1099 'E' Street, Hayward, California.

### **BOARD OF DIRECTORS' CLOSED SESSION**

President Hodges announced that the Board of Directors would adjourn the meeting to hold a Closed Session scheduled at 6:30 p.m. to meet with designated Staff representatives to discuss real property located at 2071 Manchester Road, San Leandro.

### **RECONVENE TO REGULAR SESSION**

The Board Meeting reconvened at 7:00 p.m. and was followed by the Pledge of Allegiance and Roll Call.

### **PLEDGE TO FLAG**

The Pledge of Allegiance was followed by Roll Call.

### **PRESENT**

Directors: Andrade (Absent), Hodges, Jameson, Pereira, Waespi

Staff: Shue, Gouveia, Lepore, Ely, Giammona, Maharaj

### **CLOSED SESSION ANNOUNCEMENT**

President Hodges reported that there was no announcement to make from the Closed Session to discuss real property held at 6:30 p.m. on this date.

### **PUBLIC COMMENTS**

Mr. Rich Essi,  
General Manager,  
Hayward Zucchini  
Festival

Presentation to the  
B.O.D. and Report  
On Preparation  
For 2010 Zucchini  
Festival

Mr. Richard Essi, General Manager of the Hayward Zucchini Festival, distributed informational flyers and the 2010 Zucchini Festival souvenir t/shirts to the Board, and a check in the amount of \$5,000, which represented one-half of the balance owed to the Hayward Area Recreation and Park District for use of Kennedy Park and personnel costs associated with the 2009 Zucchini Festival. Mr. Essi stated that he hoped to pay the remaining \$5,000 prior to, or on Tuesday, August 24<sup>th</sup>. For information of the Board he reported that the number of vendors so far are down by 30 in comparison to 138 vendors in 2009, but hoped that the number would increase closer to the date of the Festival as he continues to receive calls from prospective vendors. Moreover, he pointed out that the economy continues to greatly impact the Festival, along with a decline in community service vendors due to cutbacks; however, he said that B.A.R.T. being a major sponsor of this year's Zucchini Festival, is a

**PUBLIC COMMENTS**

(Continued)

good thing. Mr. Essi said that the attendees at the two-day Festival is anticipated to be the same as last year, which was approximately 14,800.

Zucchini Festival's  
Financial  
Statement

As requested by Director Andrade, Mr. Essi said that a copy of the Zucchini Festival's financial statement was mailed to Director Andrade for his review, and to share with the rest of the Board, should they be interested.

President Hodges  
Extended Best  
Wishes to the  
2010 Festival

President Hodges thanked Mr. Essi for his attendance and for the information and update on the forthcoming Zucchini Festival and wished the Zucchini Festival much success in 2010.

Ms. Betty Moose -  
History of the San  
Lorenzo Library -  
1910-2010 Shared  
With the B.O.D.

Ms. Betty Moose, 1328 Via El Monte, San Lorenzo, referred to the history of the San Lorenzo Library/Alameda County Library System – 1910-2010, written by the Historians of the San Lorenzo Heritage Society, a copy of which she gave to the Board and Staff for their information. Ms. Moose announced that the Friends of the San Lorenzo Area Library will hold a Summer Casino Night on Saturday, August 28<sup>th</sup>, at 5:30 p.m. at the San Lorenzo Village Homes Association, 377 Paseo Grande, San Lorenzo, with proceeds from the event to benefit the San Lorenzo Area Library's 100<sup>th</sup> Community Celebration. She requested Board Members and staff to contact her for more information and for raffle tickets and would appreciate everyone's help and support.

Summer Casino  
Night Fundraiser -  
August 28, 2010

**CONSENT CALENDAR**

It was moved by Director Pereira, second by Director Waespi to accept the Consent Calendar as set forth below. (Absent: Director Andrade.)

Minutes

The Minutes of the Regular Meeting of the Board of Directors on Monday, July 26, 2010 at 7:00 p.m.

Finance

The Invoices payable and Warrants paying the Invoices were prepared and presented for Board of Directors' approval.

R-1011-8  
Personnel

Adoption of Resolution No. R-1011-8, authorizing appointments and the separation of Hourly Employees.

**GOLF DEPARTMENT**

Purchase of  
Vantage V-7050  
Mini Utility Vehicle

Staff recommended that a mini-utility vehicle be purchased to add to the fleet of vehicles in the Golf Department that are used to serve a variety of operational and maintenance needs at the three golf facilities in the District. Staff solicited informal bids and received a low bid in the amount \$19,302.83 from Golf Ventures West of Hayward. Staff estimate for purchase of a Vantage mini-utility vehicle was \$25,000. Funds are available from the 2010/2011 Fixed Asset Equipment Account of the Golf Department.

Staff Estimate  
And Funding

**GOLF DEPARTMENT**  
(Continued)

Staff requested authorization to expend funds not to exceed \$19,302.83 for the purchase of a Vantage mini-utility vehicle for the Golf Department.

It was moved by Director Pereira, second by Director Jameson, and unanimously carried to adopt the following:

Authorization  
To Expend  
Funds -  
\$19,302.83

Authorization to expend funds not to exceed \$19,302.83 for the purchase of a Vantage mini-utility vehicle for the Golf Department, in accordance with Article V, Section 4 of the District Bylaws, governing services by informal bids. (Absent: Director Andrade.)

**DISTRICT-WIDE**

Enterprise Fleet  
Services Vehicle  
Lease Program  
  
Five-Year Vehicle  
Lease Program  
Authorized on  
September 8, 2010  
  
Lease of an  
Additional Thirteen  
Vehicles

Staff reported that on September 8, 2008 the Board of Directors authorized Staff to enter into a five-year lease agreement with Enterprise Fleet Services of San Leandro for lease of a District-wide Vehicle Fleet, which allows for the lease of additional vehicles on an as-needed basis. Staff said that the fiscal year 2010/2011 Capital Outlay Budget identifies the lease of thirteen additional (13) vehicles that will replace non-operable and older vehicles in the Fleet. The additional vehicles will be assigned to the Maintenance, Grounds, Aquatics and the Park Ranger division. The monthly cost of the thirteen vehicles is \$6,621.17. Staff requested authorization to lease thirteen (13) additional vehicles in accordance with the terms of the Hayward Area Recreation and Park District's Lease Agreement with Enterprise Fleet Services of San Leandro, which expires in September 2013.

Presentation of  
Staff Report -  
Original Vehicle Fleet  
Consisted of Sixteen  
Vehicles and  
Increased to  
Eighteen (18)  
Currently  
  
Vehicle Fleet Program  
Efficient and a Cost-  
Savings

For information of the Board Staff said that three (3) Ford Rangers that allow more miles will be leased to the Park Ranger Division to help solve the problem of the Ranger Unit exceeding the maximum number of miles allowed under the lease program, which is limited to 50,000 miles during the five-year period. Staff reported that the vehicle lease originally executed on September 9, 2008 consisted of a total of 16 vehicles, which has now increased to 18, following the addition of a cargo van to the Custodial Division in January 2009 and addition of a truck to the Park Ranger Unit in May 2009. Staff said that the vehicle fleet program has not only been efficient so far, but has realized a fuel and maintenance cost-saving to the District that conducts regular inspections and is responsible for routine maintenance, tires and brakes as everything else is covered under the manufacturer's warranty. Staff said that they would be happy to include a list of the Leased vehicles, and a list of the vehicles being ordered for the Board of Directors' review.

**DISTRICT-WIDE**  
(Continued)

Following comments and brief discussion, it was moved by Director Jameson, second by Director Waespi, and unanimously carried to adopt the following:

R-1011-9  
Lease of  
Additional Thirteen  
Vehicles from  
Enterprise Fleet  
Management,  
San Leandro

Resolution No. R-1011-9, authorizing the General Manager to lease thirteen (13) additional vehicles for use District-wide, for \$6,621.17 per month, utilizing the District's current five-year Vehicle Fleet Lease Agreement with Enterprise Fleet Management of San Leandro, originally executed on September 8, 2008.  
(Absent: Director Andrade).

**MEEK ESTATE PARK**

West Terrace  
Area – Background  
Information and  
Community Meetings  
Conducted to Review  
Design

Staff reported that on November 2, 2009, District Staff held a community meeting to review plans for development of the Meek Estate West Terrace Area and to receive input on the community's priorities. Staff said that the District developed final plans and specifications for the improvements but, as the priorities of the community changed over the years, especially in relation to the proposed Cherryland Community Center project, it was determined that a new design be developed for the West Terrace Area.

Architectural Services  
Of RRM Design Group  
  
Master Plan Approved  
By the Board on  
July 26, 2010

On February 8, 2010, the Board of Directors authorized Staff to enter into a contract with RRM Design Group of San Luis Obispo, who have designed projects similar to the West Terrace Area. RRM Design Group initially developed two alternative plans, sketches and a final draft plan with sketches. On July 26, 2010, the Board of Directors approved the final Master Plan. Staff said that it is timely to prepare plans and specifications and advertise for bids for construction of the West Terrace Area.

Entry Into Architectural  
Services Agreement  
With RRM Design  
Group to Prepare  
Plans and  
Specifications for  
The West Terrace  
Area - \$60,000

Staff reported that RRM Design Group has submitted a proposal for architectural services in the amount of \$60,000. Funds are available from the Proposition 40 Grant, Measure WW Funds, and the District's 2010/2011 Capital Outlay Account. Staff requested authorization for the General Manager to enter into an Architectural Services Agreement with RRM Design Group, San Luis Obispo, to prepare plans and specifications for the Meek Estate West Terrace Area for an amount not to exceed \$60,000. Staff noted that RRM Design Group has been involved in the various conceptual plans for the West Terrace Area, including the Master Plan, and have done an excellent job and Staff looks forward to working with them on the next phase. Director Jameson added that RRM Design Group has been nice to work with, and referred to their professionalism and collaboration thus far on the West Terrace Area project.

**MEEK ESTATE PARK**

Ms. Betty Moose -  
Renovation and  
Upgrades to Arroyo  
Swim Center -  
Restroom Project to  
Be Prioritized

Ms. Betty Moose, 1328 Via El Monte, San Lorenzo, speaking on the Capital Outlay projects before the Board on this date, Item No. VI. and VII, expressed her concerns for much needed renovation and upgrades to the restrooms at Arroyo Swim Center, which were first constructed in the 1950's and not only outdated, but a health and safety hazard. She requested the Board to consider prioritizing and placing the restrooms at the Arroyo Swim Center on a future agenda for Board action.

Item Referred  
To Staff

President Hodges thanked Ms. Moose for her comments and referred the item to Staff for an inspection and a report.

With no further discussion, it was moved by Director Pereira, second by Director Jameson, and unanimously carried to adopt the following:

R-1011-10  
Entry into  
Architectural  
Services  
Agreement

Resolution No. R-1011-10, authorizing the General Manager to enter into an Architectural Services Agreement with RRM Design Group of San Luis Obispo, for the development of plans and specifications for the West Terrace Area at Meek Estate Park, for an amount not to Exceed \$60,000. (Absent: Director Andrade).

**SOUTHGATE COMM.  
CENTER**

ADA Upgrades  
To the Restrooms  
And Construction  
Of a New Pathway

The restrooms at the Southgate Community Center, which were originally constructed in 1975, are in need of renovations and upgrades to comply with the Americans with Disabilities Act (ADA) standards. The renovation will include automatic doors to the restrooms and the main entrance, and construction of a new pathway from the community center building to the existing play area. Staff estimate for the project is \$22,000. Funds are available from the City of Hayward Community Development Block Grant and Park Dedication In-Lieu fees. Staff requested authorization for the General Manager to enter into an Architectural Services Agreement with Gutierrez & Associates of Oakland.

Staff Estimate  
And Funding

Staff Report On  
Services Provided  
By Gutierrez &  
Associates for  
ADA Upgrades  
District-Wide

Staff was pleased to add that they have successfully worked with Gutierrez & Associates on similar ADA upgrade projects at San Felipe Community Center, Sorensdale Recreation Center, Weekes Community Center, Ashland Community Center, Castro Valley Community Center and the Hayward Senior Center. Staff requested authorization for the General Manager to enter into an Architectural Services Agreement with Gutierrez & Associates to prepare two sets of plans and specifications, one for the ADA upgrades to the restrooms, and a second one for construction of a pathway at the Southgate Community Center, both for an amount not to exceed

**SOUTHGATE COMM. CENTER (Continued)**

Preparation of Two Sets of Plans and Specifications - Restroom ADA Upgrades and Construction of Pathway

\$22,000. With reference to separating the pathway and the restroom ADA upgrades, Staff said that was determined to avoid issues recently encountered by Staff on a similar project at Weekes Community Center.

Director Pereira - Completion of ADA Compliant Projects District-Wide

Director Jameson referred to the investment in a new pathway and requested Staff to consider planting trees to enhance the new pathway and the Southgate Community Park that she said is a popular neighborhood facility.

Director Pereira referred to the priorities established by the District, and the successful completion of ADA upgrades and renovations at many of the District's community centers, which have not only included restrooms, but kitchens and play area upgrades also, all made possible with City of Hayward and Alameda County Community Block Grant Funds.

It was moved by Director Pereira, second by Director Jameson, and unanimously carried to adopt the following:

R-1011-11  
Entry into Architectural Services Agreement

Resolution No. R-1011-11, authorizing the General Manager to enter into an Architectural Services Agreement with Gutierrez and Associates for the development of plans and specifications for the ADA upgrades to the restrooms and pathway construction, at Southgate Community Center for an amount not to exceed \$22,000. (Absent: Director Andrade.)

**BOARD OF DIRECTORS' COMMITTEE REPORTS**

Renewal of Lease Agreement With Hayward Area Forum of the Arts/ Sun Gallery for Use Of Facility Located At 1015 'E' Street, Hayward - Original 10-Year Lease Agreement - August 1, 1993 to July 31, 2003

Program, Policy and Public Relations Committee: Staff reported that a ten-year Lease Agreement (August 1, 1993 through July 31, 2003) between the District and Hayward Area Forum of the Arts for use of the former District Administration Building located at 1015 E Street for the purpose of conducting art instruction, workshops, displays and exhibits for the benefit of the public, was first executed in 1993, conducted under the "Sun Gallery" name. Staff said that the original lease included automatic renewals for additional three (3) year terms unless either party gave written notice of its intent to terminate the lease. The Lease was renewed in this manner in 2003 and 2006, with terms of the Lease stipulating that the monthly rent, which began at twenty-five dollars (\$25) per month, increase by \$15 on August 1 of each year.

For background information of the Board, Staff reported that a representative of the Sun Gallery approached the District in April 2008 regarding the rent and asked for a waiver of the rent until July 2008 to help the Sun Gallery stabilize their finances, which the Board

**BOARD OF DIRECTORS’  
COMMITTEE REPORTS**  
(Continued)

Waiver of Rent  
Granted and Renewal  
For One (1) Year -  
August 1, 2009 to  
July 31, 2010 at  
\$235/Month

Three-Year Lease  
Renewal Requested  
By Sun Gallery

Staff Recommended  
Three-Year Lease  
Renewal

of Directors kindly waived through December 31, 2008, with another waiver granted by the General Manager through the end of the Lease Agreement, July 31, 2009, after review of the Sun Gallery's financial situation, followed by another renewal for one year only, beginning August 1, 2009 through July 31, 2010, at the 2007 rate of \$235 per month by the Board.

Staff reported that in April 2010, Ms. Valerie Caveglia, Executive Director of Sun Gallery, contacted the District about renewing the lease for a three-year term. The District extended an offer to do so at an annual monthly rate of \$250, \$265 and \$280 per month, respectively, which was accepted by the Sun Gallery Board of Directors, with the Sun Gallery providing the District with a thirty-day notice to terminate the lease during the three-year period. Staff recommended that the Board of Directors approve a three-year Lease renewal with the Hayward Area Forum of the Arts, Sun Gallery, for the period beginning August 1, 2010 through July 31, 2013, as outlined above.

It was moved by Director Pereira, second by Director Waespi, and unanimously carried to adopt the following:

R-1011-12  
Approval of  
Lease Renewal  
With Hayward  
Area Forum of the  
Arts, Sun Gallery

Resolution No. R-1011-12, authorizing the General Manager to approve a three-year lease renewal with the Hayward Area Forum of the Arts, Sun Gallery, located at 1015 'E' Street, Hayward, beginning August 1, 2010 through July 31, 2013, at an annual monthly rate of \$250, \$265 and \$280, with the Sun Gallery providing the Hayward Area Recreation and Park District with a thirty-day notice of its intent to terminate the lease.  
(Absent: Director Andrade.)

The Board of Directors said that the Sun Gallery provides a nice service to the community and, while the new rent is a fair and a generous one, the 30-day notice to terminate the lease is also a good clause for both the Sun Gallery and the District.

**REPORT ON BOARD  
MEMBER ACTIVITIES**

Director Hodges -  
Hayward S.C. Luncheon

Ms. Robin Toussaint's  
Retirement Celebration

President Hodges reported that on Thursday, July 29<sup>th</sup>, the Hayward Senior Center celebrated everyone's birthday and he enjoyed serving, at the lunch, along with other celebrity waiters.

President Hodges reported that he also enjoyed Ms. Robin Toussaint's retirement celebration at the Rowell Ranch Rodeo Park on Saturday, July 31<sup>st</sup>, joined by fellow Board Members, Staff and District personnel, hosted by the family of Robin Toussaint,

**REPORT ON BOARD  
MEMBER ACTIVITIES**  
(Continued)

Recreation Coordinator in the District's Aquatics Program, who will retire on August 15, 2010 after 33 years of service and will be sorely missed. He said that the District will host a retirement coffee in Robin's honor at the District Office on Friday, August 13, 2010 at 8:30 a.m.

Director Hodges -  
Shakespear in the  
Park – Meek Estate  
Park, Saturday,  
August 7, 2010 and  
English Tea  
Fundraiser

President Hodges reported that he enjoyed an afternoon of Shakespear in the Park -- *A Midsummers Night's Dream*, a free performance by actors of the Chabot College School of Arts, at the Meek Estate Park on Saturday, August 7<sup>th</sup> at 1:00 p.m., followed by English Tea at the Meek Mansion at 3:30 p.m., a fundraising event for the AAUW and the Hayward Arts Council scholarship fund. He complimented the appearance and condition of the Meek Estate Park, which he said was immaculate and a wonderful venue for the August 7<sup>th</sup> event.

Director Waespi -  
Attendance at  
Recent Events

Director Waespi reported that he too had an opportunity to attend and enjoy Shakespear in the Park on Saturday, August 7<sup>th</sup>, which was a great event and well attended. He reported that he had a chance to stop by at Sulphur Creek Nature Center's 3<sup>rd</sup> annual Reptile Rally on Saturday, July 31<sup>st</sup>, and enjoyed Robin Toussaint's retirement celebration as reported by Director Hodges.

Director Pereira -  
Attendance at  
Recent Events

Director Pereira reported that she attended and helped serve at the Kenneth C. Aitken Senior Center's Hawaiian Luau Lunch on Monday, August 2<sup>nd</sup>, and enjoyed Ms. Robin Toussaint's retirement celebration on Saturday, July 31<sup>st</sup>, as reported by her fellow Board Members.

Director Jameson -  
Visit to Greenridge  
Park

Director Jameson reported that she recently had an opportunity to visit Greenridge Park and hoped that the entire site could be re-planted, and trees replaced. She went on to report that her visit to Greenridge Park was to explore the site as a possible spot for the proposed Veterans Memorial, which she felt would be a beautiful and peaceful spot, although remote. She further reported during her visit to the Castro Valley Community Park, below Quail Road, she observed that the picnic area was filled to capacity, which she pointed out, ought to be taken into consideration when reviewing the site as an option for the proposed Veterans Memorial.

Explore Possible Site  
For Proposed  
Veterans Memorial

Staff Comments -  
Work Session to  
Review Perspective/  
Design of Memorial

With reference to the proposed Castro Valley Veterans Memorial, Staff reported that a community meeting and a Board of Directors' Work Session would be scheduled to discuss the perspective/design, along with possible options and locations. The Board of Directors briefly discussed the appearance and impact of the project on the Castro Valley Community Center and Park, which continues to be utilized throughout the year for programs and the park enjoyed by

**REPORT ON BOARD  
MEMBER ACTIVITIES**  
(Continued)

President Hodges -  
Reported on  
Opening Ceremonies  
Of the 18U Class  
"A" Fastpitch Western  
Nationals  
Championship -  
August 4<sup>th</sup> to  
August 8, 2010 at  
Alden E. Oliver Sports  
Park of Hayward

Staff Acknowledged  
B.O.D. Attendance at  
Western Nationals

Next B.O.D. Mtg.;  
August 23<sup>rd</sup>; 7:00 p.m.

**ADJOURNMENT**

In Honor of  
*Rudy Manual Roa*,  
Born on  
August 9, 2010

the community, and the likelihood of the District facility being misconstrued as a Veteran's Hall if the Veterans Memorial is located in front of the Castro Valley Community Center.

President Hodges reported that he was honored to have been asked to throw the first pitch at the Opening Ceremonies of the 18U Class "A" Fastpitch Western Nationals Championship hosted by the Oakland ASA and H.A.R.D., held Wednesday, August 4<sup>th</sup> through Sunday, August 8, 2010 at the Alden E. Oliver Sports Park of Hayward. He was pleased to report that teams from throughout the Western United States participated in the Championship. Staff was pleased to report that this year's Western Nationals was a resounding success with approximately 800 people in attendance on the opening night, Wednesday, August 4<sup>th</sup> at 6:00 p.m., and added that the Alden E. Oliver Sports Park proved to be an outstanding venue. Staff reported that they received a lot of compliments throughout the five-day event on the Sports Park that the managers and teams would like to return to.

Staff extended their sincere thanks to Director Hodges who delivered very well on the Opening Day, and thanked Director Jameson and Director Waespi for their attendance at the Western Nationals.

President Hodges announced that the next meeting of the Board of Directors will be held on Monday, August 23, 2010 at 7:00 p.m.

With no further business to discuss, President Hodges was very happy to adjourn the Board Meeting at 7:50 p.m. in honor of Dan and Nicole Roa's *new bundle of joy*, Rudy Manuel Roa, born on Monday, August 9, at 2:00 p.m. Nicole Roa, Recreation Supervisor, responsible for the Hayward Area Recreation and Park District's Aquatics Program.

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DENNIS WAESPI, Secretary  
Board of Directors