



Hayward Area Recreation and Park District

1099 "E" Street, Hayward, CA 94541
(510) 881-6700

MINUTES

February 8, 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 Hodges, Jr. at 7:04 p.m. on Monday, February 8, 2010 in the Board Room of the Administration Building at 1099 'E' Street, Hayward, California.

BOARD OF DIRECTORS' WORK SESSION

President Hodges announced that the Board of Directors held a Work Session at 6:00 p.m. with representatives from the Alameda County Redevelopment Agency.

PRESENT

Directors: Andrade, Hodges, Jameson, Pereira, Waespi

Staff: Shue, Silva, Gouveia, Lepore, Ely, Hamid

PLEDGE TO FLAG

The Pledge of Allegiance was followed by Roll Call.

CONSENT CALENDAR

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

Minutes

The Minutes of the Regular Meeting of the Board of Directors on Monday, January 25, 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-0910-46
Personnel

Adoption of Resolution No. R-0910-46, authorizing appointments and the separation of Hourly Employees.

PRESENTATION OF H.A.R.D.'S PURSUIT OF HAPPINESS VIDEO

Staff reported that following the conclusion of the Hayward Area Recreation and Park District's 65th Anniversary celebration during the calendar year 2009, Staff transferred all the District's Videos onto DVDs including the *Pursuit of Happiness* produced in 1957. Following Staff's report, the Board and Staff enjoyed a showing of the *Pursuit of Happiness*.

B.O.D. Comments -
Directors Andrade
& Waespi

Director Andrade expressed that he would like to receive a copy of the *Pursuit of Happiness*, and suggested that a copy be forwarded to the Hayward Area Historical Society as well. President Hodges said that he would be interested in watching *Something for Everyone* produced in 1960.

MEEK ESTATE PARK

West Terrace
Area Project

Staff reported that on November 2, 2010, Staff held a community meeting regarding the development of plans for the Meek Estate West Terrace area and received input from the community on their priorities. Staff said that the District had previously developed final plans and specifications for the planned improvements but, as the priorities of the community changed over the years, especially as they relate to the proposed Cherryland Community Center project, it was determined that a new design be developed for the West Terrace Area.

RRM Design Group -
Architectural Design
Services - \$18,900

Staff said that they contacted RRM Design Group of San Luis Obispo that has completed projects similar to the West Terrace area and has successfully worked with other park and recreation districts and comes highly recommended. Staff said that RRM Design Group proposed to develop two initial alternative plans, sketches, and one final draft plan with sketches, including holding several community meetings during the design process. The estimated cost for their architectural services is \$18,900. Staff noted that the final plans and specifications will be developed under a separate agreement.

Staff Recommends
Entry Into
Agreement

Staff requested authorization to enter into an architectural services agreement with RRM Design Group of San Luis Obispo for the Meek Estate Park West Terrace area for an amount not to exceed \$19,000.

BOD & Staff
Comments

In response to Board questions, Staff explained that the conceptual plans will include community input received during the design process. Staff also said that the items identified by the County of Alameda will have to be prioritized with their top eight choices.

Mr. Warren McClung,
Design Principal,
RRM Design Group

Staff introduced Mr. Warren McClung, Design Principal of RRM Design Group who was present at the meeting to answer questions. Mr. McClung addressed the Board and expressed his gratitude for selecting RRM Design Group for the project and said that the Meek Estate Mansion and Park and West Terrace area is very beautiful with a great deal of potential. Mr. McClung stated that the various community suggestions received will be used as a starting point in the design process, and that the plans will be a synthesis of ideas from all of the parties involved. In closing, Mr. McClung stated that he looks forward to working with the District on the Meek Estate West Terrace project. Director Andrade commented that the project is a great opportunity. Staff thanked Mr. McClung for his attendance.

Conceptual Plan
To Include Community
Input – Final Plans
To Be Synthesis
of Ideas

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

R-0910-47
Entry into Agreement

Resolution No. R-0910-47, authorizing the Hayward Area Recreation and Park District to enter into an Architectural Services Agreement with RRM Design

MEEK ESTATE PARK
(Continued)

Group of San Luis Obispo, for the Meek Estate West Terrace area, for an amount not to exceed \$19,000.

BOARD OF DIRECTORS' COMMITTEE REPORTS

Adoption of Contingency Reserve Policy

Finance: Staff reported that the District currently does not have a formal policy regarding the amount of dollars that should be placed in its contingency reserve fund each fiscal year. The contingency reserve is made up of unallocated funds that may be used in the event of an emergency or other extraordinary circumstance and is part of each year's budget. For years, the rule of thumb had been to keep an amount equal to at least 5% of the District's operating budget in its contingency reserve fund. Staff has incorporated that basic premise into the new policy, which says that the Business Manager will make sure that appropriate levels of reserves are maintained.

Staff Recommendation To Adopt New Policy

Staff said that they have reviewed the Contingency Reserve Policy with the Program, Policy and Public Relations and Finance Committee Chairperson of the Board and recommended that the Board of Directors adopt the new Board Policy on Contingency Reserve.

BOD & Staff Comments

In response to Board questions, Staff stated that it is the goal to set aside 5-10% of the District's operating budget in each fiscal for emergency use, which may fluctuate from year to year based on the District's financial status. Additionally, Staff said that the new policy not only sets a targeted amount but also gives the flexibility when preparing for the budget each year. In response to further questions, Staff stated that independent special districts throughout the State of California generally set a target of 5-10% in contingency funds, which also varies from district to district.

Staff Expounds on Contingency Funds & Annual Percentage Allocated

Capital Projects & Equipment Replacement Fund

Discussion ensued and Staff reiterated that the contingency fund is not an accruing cash account, but rather an amount allocated each fiscal year within the District's annual operating budget for emergency use or other extraordinary circumstance such as the current housing crises that continues to affect the District's property tax revenue. Discussion was also held on setting up a fund for capital projects and equipment replacement.

Motion to Adopt Contingency Reserve Policy

Following discussion, it was moved by Director Pereira, second by Director Jameson, and unanimously carried to adopt the Hayward Area Recreation and Park District's Contingency Reserve Policy.

REPORT ON BOARD MEMBER ACTIVITIES

47th Annual Battle of the Bands

President Hodges was pleased to report that he was in attendance at the 47th Annual Battle of the Bands held on Saturday, February 6, 2010 at the Chabot College Auditorium. President Hodges said that it was an excellent event and well-attended, where children were "rocking out" to the music. He also said that former Director Richard

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

Sheridan and his wife, Jackie, were also in attendance and seemed to have enjoyed themselves as well. Staff noted that there were approximately 600 attendees.

Director Jameson -
Addresses Concerns
With Loud Music

President Jameson reported that her sons also attended the 46th Annual Battle of the Bands, and addressed their concerns with excessively loud music, and questioned if something could be done to curtail the volume for the sake of the children.

Director Jameson -
Staff to Conduct
Survey at HSIC on
Impacts of Calpine
Energy Center
on Patrons

Director Jameson also reported that she received an email from Mr. Ernie Pacheco suggesting that the District conduct a survey at the Hayward Shoreline Interpretive Center on the construction of the Calpine Energy Center along the Shoreline. Director Jameson said that she would like informational material on the new power plant distributed to patrons, along with a questionnaire on how the power plant would impact their visits to the Shoreline.

Director Waespi -
League of Women
Voters Meeting

Director Waespi was pleased to report that he and President Hodges, attended a meeting of the League of Women Voters. Director Waespi said that it was a great event and commended President Hodges for doing a fine job presenting on behalf of the Hayward Area Recreation and Park District and showcasing what the District offers and the challenges that are faced.

Director Andrade
Purchased Birthday
Package at the
Matt Jimenez
Community Center

Director Andrade was pleased to report that he purchased the Birthday Package at the District's Matt Jimenez Community Center for his son's birthday party, which included 3-hour access for 12 boys to the game room, ping pong, pizza and a birthday cake. He said that the boys thoroughly enjoyed themselves and commended the Matt Jimenez Community Center staff, namely Ms. Rhiannon Denton and Mr. Jordan Quinones for a job well done.

Ms. Brenda Carr,
San Lorenzo

Ms. Brenda Carr, 17526 Via Flores, San Lorenzo. President Hodges addressed a member of the audience, Ms. Brenda Carr. Ms. Carr stated that she was recently appointed to the San Lorenzo Board and was in attendance to observe the meeting, and commended the Board for doing a fine job.

Next B.O.D. Mtg. -
2/22/10; 7:00 p.m.

President Hodges announced the next regular meeting of the Board of Directors will be held on Monday, February 22, 2010 at 7:00 p.m. at the District Administration Office.

ADJOURNMENT

There being no further business to discuss, President Hodges, adjourned the Board of Directors' meeting at 7:45 p.m.

DENNIS WAESPI, Secretary
Board of Directors