



## Hayward Area Recreation and Park District

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

### MINUTES

April 14, 2014

#### **MEETING**

The Regular Meeting of the Board of Directors of the Hayward Area Recreation and Park District was called to order by Vice President Paul W. Hodges, Jr. at 7:06 p.m. on Monday, April 14, 2014 in the Board Room of the Administration Building at 1099 'E' Street, Hayward, California.

#### **PLEDGE TO FLAG**

The Pledge of Allegiance was followed by Roll Call.

#### **ROLL CALL**

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

Staff: Ely, Giammona, Gouveia, Lepore, Lewis

#### **BOARD OF DIRECTORS' WORK SESSION ANNOUNCEMENT**

Vice President Hodges announced that the Board of Directors held a Budget Work Session at 5:30 p.m. on this date to discuss the District's Fiscal Year 2014/2015 Proposed Budget.

#### **MONTHLY PROGRAM AND OPERATIONS REPORT**

Recreation Superintendent, Kerrilyn Ely introduced Recreation Coordinator Vicente Zuniga who was in attendance to present a report to the Board and Staff on the history and programs of the Matt Jimenez Community Center (MJCC).

Matt Jimenez Community  
Center (MJCC)

Vicente Zuniga,  
Recreation Coordinator;

The Matt Jimenez Community Center, as it is now known, started off in 1999 as a Boys and Girls Club. The programs at MJCC are offered through a collaboration of the City of Hayward, which funds the programs, and the District which manages the facility.

MJCC Youth and Teen Camps include seasonal camps and anti-bullying workshops. Special Events at MJCC include Youth and Teen Break Dance Battles, the annual Un-Haunted House, and the HARD/HUSD Volleyball Championship.

In addition to Youth and Teens, MJCC also has a Seniors Program which includes the Memory Academy, Line Dancing, Table Tennis, and the Healthy Aging Program which is overseen by the Afghan Elderly Association.

Jean Clark,  
Recreation Supervisor

Recreation Supervisor Jean Clark was also in attendance and noted that Mr. Zuniga is an incredible asset, who is also a strong advocate for everyone in the community that MJCC serves.

**MONTHLY PROGRAM  
AND OPERATIONS  
REPORT**

(Continued)

B.O.D. and Staff  
Comments

Director Waespi offered his compliments to MJCC and its staff, and stated that the program fulfills a community need.

Director Jameson commented that she has noticed that the children participating in the MJCC programs are well behaved.

Director Hodges thanked Mr. Zuniga for his presentation.

**CONSENT CALENDAR**

Minutes

**R-1314-95**  
Personnel

It was moved by Director Dennis M. Waespi, second by Director Jameson, and unanimously carried to adopt the Consent Calendar as set forth below. (Ayes: Hodges, Jameson, Waespi) (Absent: Andrade, Pereira)

The Minutes of the Regular Meeting of the Board of Directors on Monday, March 24, 2014 at 7:10 p.m.

Authorization to Appoint and Separate Hourly Employees as Listed in Resolution No. R-1314-95.

General Manager John Gouveia noted for the record that Director Andrade was absent from the District on vacation; and Director Pereira was absent from the meeting due to illness.

**BOARD OF DIRECTORS  
AND STAFF  
PRESENTATIONS**

Christian Penke and  
District Corp. Yard –  
Concrete Work

Staff reported that on Monday, March 20, 2014, the Board of Directors approved plans and specifications and authorized Staff to advertise for bids for the Concrete Work at Christian Penke Park and the District Corporation Yard.

Christian Penke Park was constructed in 1979; and is a large oval design with a play area at one end and the remainder is turf. The park is used by many walkers and needs walking paths installed. The proposed plan would complete a circle around the perimeter of the park. In the District Corporation Yard, equipment storage and truck parking is very restricted. An area exists between the District Office and the Corporation Yard to construct additional hard surfacing. Plans and specifications have been developed for both projects that include new concrete pathways at Christian Penke Park and a concrete and asphalt area in the Corporation Yard. Funds are available for Christian Penke Park pathways from In-Lieu Park Dedication Fees (\$100,000) and for the District Corporation Yard storage area from the District's Capital Outlay Account (\$60,000) for Fiscal Year 2013/2014.

Staff opened 12 (twelve) bids at 1:30 p.m. on Thursday, April 10, 2014. Bids ranged from a low lump sum base bid of \$146,000 to a high of \$302,076. The low bid of \$146,000 was submitted by Sunrise Grading & Paving of Brentwood, which is \$14,000 below Staff estimate.

**BOARD OF DIRECTORS  
AND STAFF  
PRESENTATIONS**  
(Continued)

B.O.D. and Staff  
Comments

Staff, therefore, recommended acceptance of the low qualified bid of \$146,000 (Christian Penke Park - \$79,000; District Corporation Yard - \$67,000) and award of contract contingent upon receiving Performance and Payment Bonds, if the necessary documents are in order.

Director Jameson stated that she was in favor of the project, however, she wanted to know if decomposed granite was a cost effective alternative. Staff noted that the initial cost of decomposed granite would be less than concrete, but would require additional maintenance. Overall, the best option is concrete, second would be asphalt, and lastly decomposed granite.

Director Waespi inquired if the District had previously used Sunrise Grading & Paving on any other projects. Staff reported that this would be the first time the District has worked with Sunrise Paving & Graving; their references were checked and they were highly recommended.

**R-1314-96**  
Award of Contract to  
Sunrise Grading & Paving

Following discussion and comments, it was moved by Director Minane Jameson, second by Director Dennis M. Waespi, and unanimously carried to adopt the following: (Ayes: Hodges, Jameson, Waespi) (Absent: Andrade, Pereira).

Resolution No. R-1314-96 Awarding the Concrete Work at Christian Penke Park and District Corporation Yard, Hayward, CA to Sunrise Grading & Paving, 588 Lott Drive, Brentwood, CA, 94513.

Weekes Community  
Center – Kitchen and  
Pathway Renovation

Staff reported that on Monday, December 9, 2013, the Board of Directors awarded a contract for the Kitchen and Pathway Renovation at Weekes Community Center to Construction Services West, Inc. of Pleasant Hill in the amount of \$79,775.

The kitchen at Weekes Community Center is original to the building and was constructed in 1963. The proposed work included new flooring, cabinets, countertops, fixtures, and appliances. In addition, there is ADA accessibility provided from the rear of the building and new ADA parking. On February 24, 2014, the Board approved Change Order No. 1 in the amount of \$6,192.53, bringing the new contract amount to \$85,967.53. Staff estimate for the project is \$60,000 and funds are available from a City of Hayward Community Block Grant (\$54,000) and from In-Lieu Park Dedication Fees for up to \$66,000.

Staff has inspected the project and has found the work completed in accordance with the plans and specifications. Staff, therefore, recommended acceptance of completion of the contract.

**BOARD OF DIRECTORS  
AND STAFF  
PRESENTATIONS**

(Continued)

B.O.D. and Staff  
Comments

**R-1314-97**

Acceptance of Completion  
of Contract

General Manager John Gouveia noted that he had been in the area on Saturday, April 12<sup>th</sup> and stopped in to observe the work completed at the facility and said it looked great. He also noted that during his visit, the family renting the facility was also very happy with the improvements.

Following discussion and comments, it was moved by Director Dennis M. Waespi, second by Director Minane Jameson, and unanimously carried to adopt the following: (Ayes: Hodges, Jameson, Waespi) (Absent: Andrade, Pereira).

Resolution No. R-1314-97 Accepting Completion of the Kitchen and Pathway Renovation at Weekes Community Center.

Castro Valley and San  
Lorenzo Community  
Centers – Kitchen  
Renovation

Staff reported that on Monday, December 9, 2013, the Board of Directors awarded a contract for the Kitchen Renovation at Castro Valley Community Center and San Lorenzo Community Center to BUK, Inc. of Sunnyvale in the amount of \$89,100

The kitchens at Castro Valley Community Center and San Lorenzo Community Center are original to the buildings and were constructed in 1964 and 1968, respectively. The proposed work included new flooring, cabinets, countertops, fixtures, and appliances. Staff estimate for this project is \$60,000 and funds are available in the Fiscal Year 2013/2014 District's Capital Outlay Account (\$30,000) for San Lorenzo Community Center and Measure WW (\$30,000) for Castro Valley Community Center.

Staff has inspected the project and has found the work completed in accordance with the plans and specifications. Staff, therefore, recommended acceptance of completion of the contract.

**R-1314-98**

Acceptance of Completion  
of Contract

It was moved by Director Dennis M. Waespi, second by Director Minane Jameson, and unanimously carried to adopt the following: (Ayes: Hodges, Jameson, Waespi) (Absent: Andrade, Pereira).

Resolution No. R-1314-98 Accepting Completion of the Kitchen Renovations at Castro Valley Community Center and San Lorenzo Community Center.

District Wide –  
Asphalt Work

Staff reported that several District sites are in need of asphalt overlay, asphalt repairs, resurfacing and/or resealing. The Fiscal Year 2013/14 Budget identified projects in the Special Maintenance Account. The sites are Birchfield Park, Castro Valley Community Park, Mt. Eden Park, Ruus Park, Valle Vista Park, and Weekes Park.

**BOARD OF DIRECTORS  
AND STAFF  
PRESENTATIONS**

(Continued)

District Wide –  
Asphalt Work

The work includes resealing or asphalt overlay and striping of the basketball courts at Birchfield Park (\$10,000), Mt. Eden Park (\$50,000), Valle Vista Park (\$15,000), and Weekes Park (\$15,000). The work includes pathway repairs and asphalt overlay at Birchfield Park (\$250,000). The work includes asphalt repairs, asphalt overlay, and resurfacing of the pathways and upper parking lot at Castro Valley Community Park (\$75,000). Finally, the work includes asphalt repairs, asphalt overlay, and resurfacing of the remaining pathways at Ruus Park (\$50,000). The total project cost estimate is \$465,000. Funds are available in the Fiscal Year 2013/2014 Park Department Special Maintenance Account.

Staff, therefore, requested approval of plans and specifications and authorization to advertise for bids to be opened at 1:30 p.m. on Thursday, May 8, 2014, for the Asphalt Work-District Wide.

**R-1314-99**  
Approval of Plans &  
Specifications and Call for  
Bids

It was moved by Director Dennis M. Waespi, second by Director Minane Jameson, and unanimously carried to adopt the following: (Ayes: Hodges, Jameson, Waespi) (Absent: Andrade, Pereira).

Resolution No. R-1314-99 Approving Plans and  
Specifications and Calling for Bids for the Asphalt Work  
District Wide.

Hampton Road Dog Park  
– Construction

Staff has been working on the Hampton Road Dog Park (*final name to be determined*) process for several years. The property has been leased from Alameda County; plans and specifications have been developed and reviews of the development have proceeded through the District's public process and Alameda County.

The work includes the cleaning and removal of non-native plants and trees in the old creek section, fencing, parking, and drinking fountains. The engineer's estimate is \$200,000 with funds available from Measure WW in the amount of \$200,000.

Staff, therefore, requested approval of plans and specifications and authorization to advertise for bids to be opened at 1:45 p.m. on Thursday, May 8, 2014, for the construction of Hampton Road Dog Park.

**PUBLIC COMMENTS**

Mr. Rick Hatcher,  
Hayward, CA

Mr. Rick Hatcher, Hayward, CA, addressed the Board of Directors and Staff and thanked the District for the Hampton Road Dog Park and the projects for Meek Estate, which he believes will be a wonderful corridor for the community. On behalf of his neighbors, Mr. Hatcher requested that the Board consider removing the parking area from the Hampton Road Dog Park project to encourage the community to walk to the park rather than drive. He also requested that there be a community bulletin board as well as historical signage included in the project.

**BOARD OF DIRECTORS  
AND STAFF  
PRESENTATIONS**

(Continued)

B.O.D. and Staff  
Comments

Director Jameson discussed with Staff the cost effectiveness of eliminating the parking area. Staff stated that the dog park would be more difficult to regulate if a path of travel was included in lieu of a parking area, as pet owners who were just walking through the park would have to keep their pets on-leash.

Director Waespi stated that he agreed with Staff's recommendation and supports the parking area. He also supported the addition of historical interpretation signage.

**R-1314-100**  
Approval of Plans &  
Specifications and Call for  
Bids

Following discussion and comments, it was moved by Director Dennis M. Waespi, second by Director Minane Jameson, and unanimously carried to adopt the following: (Ayes: Hodges, Jameson, Waespi) (Absent: Andrade, Pereira).

Resolution No. R-1314-100 Approving Plans and Specifications and Calling for Bids for the Construction of Hampton Road Dog Park, Located at Hampton Road at Standish Avenue, Hayward, CA.

District Administration  
Building – Installation of  
Carpet

Staff reported that the carpeting in the main hallway and some offices are in need of replacement. The carpet was installed in 1989. The District belongs to the National Joint Powers Alliance which allows for the purchase of carpeting on its competitively bid contract. The carpet is the same that has previously been installed in the Boardroom and General Manager's office. The total cost for the carpet and installation is \$25,197.28. Funds are available in the Fiscal Year 2013/2014 Park Department Special Maintenance Account (\$35,000).

Staff, therefore, requested authorization to expend funds not to exceed \$25,197.28 for the installation of carpet at the District Administration Building.

B.O.D. and Staff  
Comments

Director Waespi inquired about using carpet tiles for easier maintenance, as is done in most other industrial and commercial buildings. Staff responded that there is asbestos tile underneath the current carpet. The carpet to be installed is padded and will be overlaid onto the existing carpet. With industry advances, the new carpet can be repaired as cost effective and quickly as carpet tile. The use of carpet tile would require the removal of the existing carpet and the removal of asbestos, which would require the shutdown of the entire District Office building.

Authorization to Expend  
Funds Not to Exceed  
\$25,197.28 – Carpet  
Installation; District Office

Following discussion and comments, it was moved by Director Minane Jameson, second by Director Dennis M. Waespi, and unanimously carried to adopt the following: (Ayes: Hodges, Jameson, Waespi) (Absent: Andrade, Pereira).

Authorization to Expend Funds not to Exceed \$25,197.28 for Carpet Installation at the District Office.

**BOARD OF DIRECTORS  
AND STAFF  
PRESENTATIONS**

(Continued)

Hayward Area Senior  
Center (HASC) –  
Installation of Carpet

Staff reported that the carpeting in the Hayward Area Senior Center is in need of replacement. The carpeting was installed in 1990. The District belongs to the National Joint Powers Alliance which allows for the purchase of carpeting on its competitively bid contract. The carpet is the same as the District Office’s new carpet. The total cost for the carpet and installation is \$26,262.52. Funds are available in the Fiscal Year 2013/2014 Park Department Special Maintenance Account (\$10,000). The difference is because of the additional areas that need to be re-carpeted.

Staff, therefore, requested authorization to expend funds not to exceed \$26,262.52 for the installation of carpet at the Hayward Area Senior Center.

B.O.D. and Staff  
Comments

Director Waespi inquired about the closure of the Hayward Area Senior Center during the installation of the carpet. Staff stated that every effort will be made to minimize the closure of the facility by scheduling the work during the weekends and when the facility is not being rented out.

Authorization to Expend  
Funds Not to Exceed  
\$26,262.52 – Carpet  
Installation; HASC

Following discussion and comments, it was moved by Director Dennis M. Waespi, second by Director Minane Jameson, and unanimously carried to adopt the following: (Ayes: Hodges, Jameson, Waespi) (Absent: Andrade, Pereira).

Authorization to Expend Funds not to Exceed \$26,262.52  
for Carpet Installation at the Hayward Senior Center.

**BOARD OF DIRECTORS  
COMMITTEE REPORTS**

Douglas Morrisson  
Theatre Chorus

Finance: A Theatre committee comprising of Directors Jameson and President Pereira was formed six-months ago. This *ad hoc* committee has met several times with Staff to review and recommend changes to the Douglas Morrisson Theater (DMT) for program growth and stability. During the last *ad hoc* meeting on February 19, 2014, it was determined that due to the level of popularity of chorus concerts that Staff should review and recommend fee adjustments.

Staff, therefore, recommended that the Chorus concert ticket prices be adjusted effective May 1, 2014 as follows:

	Current Per Admission Fee	Proposed Per Admission Fee
• Adult Chorus Concert	\$16	\$18
• Senior Chorus Concert	\$13	\$15
• Student/Jr. Chorus Concert	\$10	\$12

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

These recommended price adjustment increases fall within the local industry standard for tiered Chorus Concert ticket prices. Advance Sale ticket prices range from \$15-\$28, while At-the-Door prices are higher, ranging from \$15-\$35, depending on the level of professionalism.

Recreation Coordinator,  
Terry Sullivan

Recreation Coordinator Terry Sullivan was in attendance and reported that in comparison to other similar venues, the DMT's prices fall within the middle to low range; and the majority of other venues have increased prices at the door.

Staff, therefore, requested approval of the above recommended fee adjustments to the DMT fees and charges effective May 1, 2014.

B.O.D. and Staff  
Comments

Director Waespi inquired about the demographics of ticket buyers. Recreation Coordinator Terry Sullivan stated that the chorus concerts are usually attended by the senior population and chorus members' friends and family.

Approval of DMT Fee  
Adjustments

Following discussion and comments, it was moved by Director Minane Jameson, second by Director Dennis M. Waespi, and unanimously carried to adopt the following: (Ayes: Hodges, Jameson, Waespi) (Absent: Andrade, Pereira).

Motion Carried Approving the Recommended Fee  
Adjustments to the Douglas Morrisson Theatre Fees and  
Charges, Effective May 1, 2014.

**REPORT ON BOARD  
MEMBER ACTIVITIES**

Director Waespi reported his attendance at the Easter Egg Hunt held at Meek Estate and noted that the park looked excellent.

Director Jameson also attended the Easter Egg Hunt at Meek Estate; as well as a Cherryland Art meeting that was also attended by Directors Hodges and Andrade, and Recreation Superintendent Kerrilyn Ely. Director Jameson noted her appreciation for the General Manager's invitation to attend the Annual OPEB Trust review as Finance Chair.

Director Hodges reported his attendance at the Board of Directors' Work Session to discuss the Cherryland Community Center; and stated that it was good to see the progress being made. He also noted his attendance at the Easter Egg Hunt with his grandson.

**NEXT BOD MEETING**  
**Budget Work Session;**  
04/28/14 – 5:30 p.m.  
**Regular Board Mtg.;**  
04/28/14 – 7:00 p.m.

The next Regular Board of Directors' Meeting will be held on **Monday, April 28, 2014 at 7:00 p.m.**, to be preceded by a **Budget Work Session** at 5:30 p.m.

**ADJOURNMENT**

There being no further business to conduct, Vice President Hodges declared the Board meeting adjourned at 8:18 p.m.



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MINANE JAMESON., Secretary  
Board of Directors