



Hayward Area Recreation and Park District

1099 "E" Street, Hayward, CA 94541

(510) 881-6700

MINUTES

June 22, 2009

MEETING

The Regular Meeting of the Board of Directors of the Hayward Area Recreation and Park District was called to order by President Carol A. Pereira at 7:04 p.m. on Monday, June 22, 2009 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.

PRESENT

Directors: Andrade, Hodges, Jameson, Pereira, Waespi

Staff: Gouveia, Silva, Lepore, Ely, Maharaj

MONTHLY VOLUNTEER RECOGNITION AWARD

President Pereira congratulated and presented the Monthly Volunteer Recognition Award to Ms. June Wallace, who was selected for the Monthly Volunteer Recognition Award for May 2009 for her special project to help the Special Needs Program at Sorensdale Recreation Center.

Ms. June Wallace -
Volunteer of the
Month – May 2009

Volunteer in the
Special Needs
Program at Sorensdale
Recreation Center

Helped to Design the
Drip System for the
Sorensdale Garden

Staff was happy to report that June Wallace, a Master Gardner, helped design a drip system for the garden at Sorensdale Recreation Center. The drip system project, led by June, with the help of eight (8) Master Gardeners that she recruited, entailed many different tasks, ranging from drawing a map of the garden, measuring the flow rate and pressure of the water source, choosing emitters appropriate for each planting area, determining how many zones the system would need to support, sketching a layout of where the drip tubing would be placed in the beds, determining how the control system would work, and gathering parts that were needed to construct the drip system. The Sorensdale Recreation Center Staff and participants are already putting the drip system to great use and saving both water and staff time, and were very happy to nominate Ms. June Wallace for the Monthly Volunteer Recognition Award.

Ms. Wallace
Acknowledged Help
And Support Rendered
By the Master Gardeners
And Thanked
Sorensdale Staff
For Assistance

Upon accepting her award, June Wallace emphasized that the garden project was that of the Master Gardeners, who were very happy to take on the project that she was familiar with and had a lot of pleasure completing it. She extended thanks to Ms. Sally Luchini and Ms. Simonette Mirande who provided a great deal of assistance during the project. Ms. Wallace offered her personal assistance, and the continued help of the Master Gardeners to the Staff at Sorensdale.

**MONTHLY VOLUNTEER
RECOGNITION AWARD**
(Continued)

Comments –

Ms. Daniela Keiffer,
Recreation Supervisor
And Ms. Shelly Luchini,
Recreation Coordinator -
Complimented Creative
Project of the Master
Gardners, a *Dream
Come True*

Ms. Daniela Keiffer, Recreation Supervisor, extended her thanks to June Wallace and the Master Gardeners for implementing a creative project, which was just a dream, and now a dream come true. She said that bringing food into the lunch program at Sorensdale is now a reality.

Ms. Shelly Luchini, Recreation Coordinator, complimented the drip system that not only helps save water, but Staff time as well, and said that it is nice to be in a different zone now. She stated that installation of the drip system is a wonderful addition to the garden and, on behalf of the Staff and participants of Sorensdale, extended thanks to June Wallace for initiating the project, and recognized the help and support of the Master Gardeners who worked closely with her on this worthy project.

Eligible for 2009
VOY Award

June Wallace's picture will be displayed in the District Administration Office and on the District web site as the Monthly Volunteer Recognition Awardee for May 2009. In addition, she will be eligible for the Volunteer of the Year Award for 2009.

PUBLIC COMMENTS

Ms. David Steffes,
Thanked BOD for
Their Support of the
Sun Gallery

Shared Artwork of
Students in the Sun
Gallery's Art Program

Mr. David Steffes, 24877 Bland Street, Hayward, extended his thanks to the Board of Directors for their support of the Sun Gallery during the past 18 months, when they were in desperate need of help, which he said persists and asked the Board to be generous during their time of crisis. He referred to the help and support provided to the Sun Gallery primarily by many hard working volunteers. He reflected on the Sun Gallery's art programs for kids and shared artwork completed by students 5 to 6 years old, and extended an invitation to the Board to visit their facility. In conclusion, Mr. Steffes said that the Sun Galley needs all the help they can get to keep arts active in the community.

Mrs. Patra
Messeth-Steffes
Thanked BOD and
Staff for Help and
Acknowledged the
Maintenance Support
Provided by the
Park Department
Personnel

Request to Place
Sun Gallery on
BOD Agenda

Mrs. Patra Messeth-Steffes, 24877 Bland Street, Hayward, and a volunteer at the Sun Gallery, recalled that she addressed the Board of Directors approximately 18 months ago and thanked the Board and Staff for helping the Sun Gallery out, along with the assistance rendered by the Park Department personnel with electrical, plumbing, irrigation and general maintenance at the Sun Gallery. She referred to on going projects to maintain the Sun Gallery building, and repairs completed to the roof, gutters, windows, doors and the alarm system. She further requested that the Sun Gallery be placed on the July 2009 Board of Directors' Agenda to address the Board. Mrs. Messeh-Steffes shared artwork and paintings completed by the students in the Sun Galley art programs, and invited the Board to visit the shows at the Sun Gallery held Wednesday through Saturday from 11:00 a.m. to 5:00 p.m.

PUBLIC COMMENTS -
(Continued)

Sun Gallery Item
Referred to BOD
Standing Committees

Staff referred to the Sun Gallery's request for continued financial assistance and support to be placed on a July 2009 Board of Directors' Agenda and requested that the Board President refer the item to the Finance and Program, Policy and Public Relations Standing Committees of the Board for review with Staff prior to a Board Meeting.

Mrs. Miriam Kolm,
Addressed BOD
About the Reduction
Of Older Education
Classes at the Matt
Jimenez Community
Center

Mrs. Miriam Kolm, 22236 Montgomery Street, Hayward, spoke on behalf of the older education program participants whose programs have been drastically cut at the Matt Jimenez Community. She said that she has been a participant of the Memory Academy class and the World Culture Class for the past 2.5 years. She expressed concern that the Memory Academy class, which was a free class, will now cost \$40 and placed a hardship on the seniors who are on a fixed income and will not be able to afford the fee-based class. She requested that the Board take into consideration how important these programs are for the wellbeing of the seniors who want to be actively involved. She urged the Board of Directors to consider the older adults in the community that need the education.

Staff to Provide
More Information
To the BOD

Director Andrade requested Staff to provide the Board with more information via the weekly General Manager's Report on the status of the Memory Academy Class and World Culture Class referred to by Mrs. Kolm.

Mr. Michael Emerson,
Veterans of Foreign
Wars – Post 9601

Mr. Michael Emerson, 2715 Christopher Court, Hayward, spoke about attempts for many years now to build a Veterans' Memorial in Castro Valley, which did not materialize. He said that Veterans of Foreign Wars-Post 9601, Castro Valley would basically like to find out first if a site is available in an existing park in Castro Valley, the process, and the rules and regulations they would have to comply with to secure the site, if available, prior to putting a design together to build a Veterans Memorial in Castro Valley that would complement the community park. Mr. Emerson referred to the \$2.3 San Francisco Bay Area Flight 93 Memorial project completed in 2007 at the Sugar Mill Landing Park in Union City to honor the lives of the victims of Flight 93. For the Board of Directors' information, he shared some background information on the Flight 93 Memorial Project and referred to the www.93Memorial.com for additional information.

Plans to Secure a
Park Site in Castro
Valley to Build a
Veterans Memorial

Completion of Bay
Area Flight 93 Memorial
In Union City

Staff Would Respond
To Mr. Emerson and
Review HARD's Park
Naming Policy

Staff said that they would be happy to respond to Mr. Emerson and include a copy of the Hayward Area Recreation and Park District's Park Naming Policy that delineates the manner in which new parks shall be named, existing areas remained, and specific areas within parks and facilities shall be named.

CONSENT CALENDAR

It was moved by Director Andrade, second by Director Jameson, and unanimously carried to adopt the Consent Calendar as set forth below.

Minutes

The Minutes of the Regular Meeting of the Board of Directors on Monday, June 8, 2009 at 5:00 p.m.

Finance Report

Acceptance of the Finance Report for May 2009.

**CASTRO VALLEY
COMMUNITY PARK**

Water Recycling
System Project

On March 9, 2009, the Board of Directors awarded the contract for the water recycling system project at the Castro Valley Community Park to M.A.K. Associates, Inc. of Sunnyvale in the amount of \$231,120. Staff reported that during the course of construction, the contractor incurred additional costs that required approval of Change Order No. 1 for costs associated with raising two (2) drain inlets, repairing a damaged underground pipe and redesigning the roof of the equipment building to allow for the addition of a restroom in the future. Change Order No. 1 in the amount of \$3,234.95 would bring the new contract amount to \$234,354.95. Funds are available in the Capital Outlay Account for fiscal year 2008/2009.

Change Order
No. 1 in the Amount
Of \$3,234.95

Staff requested approval of Change Order No. 1 in the amount of \$3,234.95 for additional costs incurred by the contractor for the water recycling system project.

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

R-0809-106
Approval of
Change Order
No. 1

Resolution No. R-0809-106, approving Change Order No. 1 in the amount of \$3,234.95 for additional costs incurred by the contractor during the installation of the water recycling system at Castro Valley Community Park, bringing the new contract amount to \$234,354.95.

Staff Comments -
Project Completion
Date

Director Waespi requested Staff to indicate the anticipated completion date of the water recycling system project. Staff responded that the contractor is in the process of finishing the underground and foundation work at the site and waiting for equipment to be delivered and subsequently installed. However, Staff pointed out that the July 4th opening date would not be met and the project is scheduled for completion in July 2009, which is within the 90-day contract period.

HOLLAND PARK

Staff reported that since the purchase of the Holland property in May 2008, Staff has been working with the Alameda County Environmental Health Department on the Corrective Action Plan

HOLLAND PARK

(Continued)

Remedial Excavation
And Grading and
Corrective Action Plan
to Clean Up the
Holland Park Site

(CAP) that identifies what soil needs to be removed from the property, and how the site will be cleaned up. Alameda County has approved the Corrective Action Plan and specifications have been developed to remove the soil per the requirements of the Plan. Staff estimate for the remedial excavation and grading is \$500,000. Funds are available from Grants received from the California State Parks and Recreation Department and the Alameda County Redevelopment Agency.

Staff requested approval of the specifications and authorization to advertise for bids for the remedial excavation and grading at Holland Park with bids to be opened at 1:30 p.m. on Tuesday, August 4, 2009.

Staff Comments -
Testing Identified
Two Areas of
Excavation and
Clean-Up

For information of the Board, Staff said that the necessary testing was done and identified two (2) areas where excavation and clean-up needed to be undertaken, with 2,300 yards of material to be removed from the site. During brief discussion on the estimated cost for the excavation and grading, Staff responded that although the Architect's estimate was \$400,000, Staff wanted to allow some flexibility should the project prove to be more costly, with all remaining funds to be used towards development of Holland Park. Staff reiterated that a \$3.0 million Grant for the development of the park was received from the California State Parks and Recreation Department, with smaller grants from other sources.

Funding Sources
For Development of
Holland Park

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

R-0809-108
Approval of
Specifications
And Call for
Bids

Resolution No. R-0809-107, approving specifications and authorizing Staff to advertise for bids for the remedial excavation and grading at the Holland Park site, with bids to be opened at 1:30 p.m. on Tuesday, August 4, 2009.

Discretionary
Review of
Holland Park
Development
Project - Item
Pulled for Further
Review by
Legal Counsel

Staff requested that the discretionary review of the Holland Park development project be pulled from the Agenda to allow the Hayward Area Recreation and Park District's Legal Counsel and the the Alameda County Legal Counsel to further review the State Government Code sections that would allow the District to be exempt from discretionary review of the Holland Park development by the Alameda County Planning Department that would assist the progress project. Following receipt of a recommendation and an agreement between the two agencies, Staff will place the item back on the Agenda.

HOLLAND PARK
(Continued)

Director Andrade suggested that Staff meet with the Alameda County Planning Director to personally discuss the exemption to avoid what could be a lengthy and time-consuming process, and to be able to conform to the deadlines.

Motion Carried
To Table Item

With no further discussion, it was moved by Director Jameson, second by Director Waespi, and unanimously carried to pull the *discretionary review of the Holland Park Development Project* as recommended by Staff, and to place the item on a future Board of Directors' Agenda following resolution of the exemption issue.

BOARD OF DIRECTORS'
COMMITTEE REPORTS

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

R-0809-108
Retirement of
Equipment
Operator

Resolution No. R-0809-108, accepting with regret the retirement of Mr. George Sipp, Equipment Operator, Item No. 1138, Compensation \$4,537/month; \$54,444 annually effective June 4, 2009.

Employment
Background of
Mr. Sipp

Mr. Sipp was first hired by the District as an Hourly Building Attendant in December 1987. In May 1988 he was hired as an Hourly Caretaker and appointed as a full-time Caretaker on September 7, 1988. Since June 1996, he has been an Equipment Operator, working throughout the District.

The Board of Directors and Staff extended their best wishes to George Sipp as he retired from the District after 20 years of service.

Compensatory
Time Off
Policy - Staff
Report

Program, Policy and Public Relations: State labor law requires that any non-exempt employee working overtime be compensated at one and one-half time their regular rate of pay, and that the additional time may be compensated in wages or compensatory time off at the employee's discretion. Staff reported that the District currently has no formal Policy in place for compensatory time off, with each Department handling it independently.

New Policy Will
Standardize and
Formalize
Compensatory Time
Earning and
Reporting

Staff further reported that the new Policy, which was created to standardize and formalize how compensatory time off will be earned, tracked and reported, was reviewed by the Program, Policy and Public Relations and Personnel Committee Chairpersons of the Board. Staff recommended that the Board of Directors adopt the District's new Compensatory Time Off Board Policy.

Motion Carried
To Adopt HARD's
Compensatory
Time Off Policy

It was moved by Director Andrade, second by Director Hodges, and unanimously carried to adopt the Hayward Area Recreation and Park District's Compensatory Time Off Policy for all non-exempt positions within the Hayward Area Recreation and Park District.

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

President's Report: President Pereira referred to correspondence from Assembly Member Mary Hayashi of the 18th Assembly District, inviting the Board of Directors to the Assembly Select Committee on Community Colleges Hearing on Friday, June 26, 2009 at 10:30 a.m. at the Mission College in Santa Clara.

**REPORT ON BOARD
MEMBER ACTIVITIES**

20th Anniversary
Of Kenneth C. Aitken
Senior Center – Friday,
6/19/09 – Dir. Hodges

Director Hodges reported that he was happy to attend the 20th Anniversary and Volunteer Recognition of the Kenneth C. Aitken Senior Center on Friday, June 19th. He extended thanks to the Senior Center Staff for an enjoyable event and for providing great entertainment. Director Hodges extended thanks and recognized the many talented and hard working volunteers of the Kenneth C. Aitken Senior Center.

Director Jameson -
Bay Trail Meeting
At the New Redwood
Shores Library,
San Mateo County,
And Amenities Therein

Director Jameson reported that she attended a Bay Trail Meeting at the new Redwood Shores Library, which she said is beautifully located with a great view of the surrounding wetlands, in addition to a café that is operated privately for the enjoyment of the patrons and visitors of the library. Director Jameson said that the idea of a café at the Hayward Shoreline Interpretive Center would be wonderful and appreciated by the visitors who would be able to enjoy refreshments during their visit to the Shoreline, and the café help generate revenue also.

Director Waespi -
Visit to Sorensdale
Rec. Ctr., Staff and
Volunteers
Commended

Director Waespi reported that he recently had an opportunity to meet the Sorensdale Recreation Center staff and take a tour of the facility. He extended his gratitude to the Staff and volunteers and recognized their hard work and dedication to the Programs for the Disabled that he said the District can be very proud of.

Director Waespi -
Hayward Snr. Center
Father's Day -
6/18/09

Director Waespi reported that he thoroughly enjoyed serving as a waiter and enjoyed the entertainment at the Hayward Senior Center's Father's Day celebration on Thursday, June 18th.

Director Andrade -
Annual Father's Day
Camp Out at the
Hayward Shoreline -
6/20/09 - Enjoyable
Experience Again
Inspite of Windy
Conditions

Director Andrade reported that he and his family participated in the Annual Father's Day Camp Out at the Hayward Shoreline Interpretive Center, June 20th to June 21, 2009. He referred to the gusty winds that the campers experienced during the camp out that eventually subsided early hours of the morning, allowing campers to enjoy the shoreline, find bugs and the habitats therein. In view of the strong winds experienced during this year's camp out, Director Andrade suggested it would be worthwhile to have a Plan "B" ready. He commended the Hayward Shoreline Staff who kept everyone comfortable and entertained during the camp out, in spite of the windy conditions.

**REPORT ON BOARD
MEMBER ACTIVITIES**

Summer Concert in the
Park - Tony Morelli
Bandstand - Memorial
Park

Director Hodges reported that he and Director Waespi enjoyed the first day of the Summer Concert in the Park presented by the Hayward Municipal Band on Sunday, June 21st at the Tony Morelli Bandstand in Memorial Park in Hayward. He encouraged everyone to attend the Summer Concerts to just relax, listen and enjoy the Band in a beautiful park setting.

Potential Dog Parks(s)
In Hayward – Request
From Residents-
Director Jameson and
Hodges to Meet with
Staff

Director Jameson said that she continues to receive requests from residents about potential dog park(s) in Hayward and, therefore, would like to pursue the idea further with Staff. Director Hodges concurred and said that he too continues to receive similar requests and would be happy to work with Director Jameson and Staff. President Pereira appointed Director Jameson and Director Hodges on an Ad Hoc Committee to work with Staff to look for potential dog park sites in Hayward.

Next B.O.D. Mtg,
7/13/09; 7:00 p.m.

The next regular meeting of the Board of Directors is scheduled on Monday, July 13, 2009 at 7:00 p.m. at the District Administration Office, 1099 'E' Street, Hayward.

ADJOURNMENT

In Memory of the
Late Edward Wiebke

There being no further business to discuss, President Pereira adjourned the Board Meeting at 7:50 p.m. in memory of the late Edward Wiebke, father of Mrs. Gail Hansen, Recreation Department Secretary, who passed away in Florida on Wednesday, June 17, 2009.

MINANE JAMESON, Secretary
BOARD OF DIRECTORS