



# GREATER VALLEJO RECREATION DISTRICT

**Mission Statement:** *Building community and enhancing quality of life through people, parks, and programs.*

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors  
Robert Briseno  
Gary Salvadori  
Ron Bowen  
Adjoa McDonald  
Rizal Aliga

General Manager  
Gabriel Lanusse

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. Documents will also be available electronically at <https://www.gvrd.org/about-us/agendas-minutes/>

## **Greater Vallejo Recreation District Board of Directors**

### **AGENDA-REGULAR MEETING**

**February 10, 2022**

**6:30 p.m.**

#### **Location: Teleconference**

(The Zoom platform is ADA compliant)

**The public may attend and make a public comment by visiting:**

**<https://zoom.us/j/622641170>**

**You may also call in at +1 669 900 9128 US**

***Meeting ID: 622641170***

**IN ACCORDANCE WITH ASSEMBLY BILL 361 BOARD MEMBERS, STAFF, AND MEMBERS OF THE PUBLIC WILL PARTICIPATE IN THIS MEETING BY TELECONFERENCE TO MITIGATE THE SPREAD OF COVID-19**

At the beginning of the remote meeting the Board Clerk will ask if anyone wishes to comment on either a specific agenda item or an item not on the agenda but within the jurisdiction of the board. If you need assistance or have questions, please call Kimberly Pierson at 707-648-4604.

**1) Call to Order**

**2) Pledge of Allegiance**

**3) Roll Call**

**4) Approval of Agenda**

**5) Presentations:**

- A) Human Resources Report on Employee Feedback (Halcro)**
- B) Introducing Michael Manalastas-Recreation Coordinator (Ryans)**
- C) Introducing Chris Andrade-Maintenance Supervisor (Nuno)**
- D) Introducing Marcos Jaime-Landscape Supervisor (Nuno)**
- E) Vallejo City Council and GVRD Collaboration- Councilperson Pippin Dew**

- 6) **Public Comment:**  
Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.
- 7) **Consent Calendar:**  
Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that item will be removed from the consent calendar and will be considered separately.  
A) Approve Board Minutes-January 27, 2022  
B) Accept Facility and Development Committee Minutes-January 18, 2022
- 8) **Financials:**  
A) Approve Financial Statement as of 1/31/2022 (Harman)  
B) Approve Payment of Bills 1/1/2022 through 1/1/2022 (Harman)
- 9) **New Business:**  
A) Authorize the formation of an Ad Hoc Committee which will focus on inter-agency communication between two GVRD Board Members and two Vallejo City Council Members. (Lanusse)  
B) Approve Board Minutes – January 13, 2022 (Pierson)  
C) Approve Resolution 2022-04 of the BOARD OF DIRECTORS of the Greater Vallejo Recreation District Noting the City of Vallejo’s Proclamation of a Local Emergency Declared on March 16, 2020 and Re-Authorizing the Legally Required Findings to Authorize the Conduct of Remote Teleconference Meetings of the Board of Directors for the Period February 10, 2022-March10, 2022. Pursuant to Assembly Bill 361 (Legal Counsel)  
D) Discussion on a request to have a Special Board Meeting regarding Homelessness in the Parks (Lanusse)
- 10) **Staff Reports:**  
A) Maintenance Superintendent  
B) Finance Director  
C) Human Resources Manager  
D) Recreation Superintendent  
E) General Manager

**11) Administrative Items:**

**Board Tour - Tues, Feb 22 - 4pm**

Cunningham Pool  
Lake Dalwigk  
Foley Cultural Center  
Vallejo Community Center  
City Park  
Richardson Park

**Board Tour-Tues. Feb. 24 - 8am**

Cunningham Pool  
Setterquist Park  
Foley Cultural Center  
Vallejo Community Center  
City Park  
Richardson Park

**12) Executive Session:**

**A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL):** Regarding McIntyre Ranch Property  
1 St. John's Mine Road, Vallejo 94591. Called pursuant to Government Code section 54956.8

**B) CONFERENCE WITH DISTRICT'S DESIGNATED REPRESENTATIVES (LEGAL COUNSEL, DIRECTORS SALVADORI AND ALIGA) REGARDING CONTRACT NEGOTIATIONS WITH GENERAL MANAGER**  
Called pursuant to Government Code sections 54957 and 54957.6.

**13) Announcements and Comments from Board Members:**

**14) Meeting Adjourn:**

**Next meeting: February 24, 2022**



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## Greater Vallejo Recreation District Board of Directors

### MINUTES

January 27, 2022

6:30 p.m.

**In accordance with Assembly Bill 361 this meeting was held remotely via Zoom Meetings** (The Zoom platform is ADA compliant)

1) **Call to Order**

Chairperson Bowen called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., January 27, 2022.

2) **Pledge of Allegiance**

3) **Welcome New Board Member:**

**Administer Oath of Office to Newly Appointed Board Member (Board Clerk)**

Robert Briseno was reappointed by the Vallejo City Council for a 4-year term. Board Clerk Pierson administered the Oath of Office.

4) **Roll Call**

**Present:** Chairperson Bowen, Directors; Gary Salvadori, Rizal Aliga, Robert Briseno and Adjoa McDonald (arrived at 6:39pm)

**Staff:** General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Maintenance Superintendent, Salvador Nuno; Recreation Superintendent, Antony Ryans; Finance Director, Penny Harman; Board Clerk, Kimberly Pierson

5) **Approval of Agenda**

One change was made to the agenda. Remove item 10A-Executive Session-Conference with Real Property Negotiators (General Manager & Legal Counsel) Regarding McIntyre Ranch Property. Director Briseno offered the motion, seconded by Director Aliga to approve the agenda with one change. Roll call vote: ayes: Directors: Bowen, Briseno, Aliga, Salvadori Nays: none; absent: Director McDonald abstain: none. Motion passed.

**6) Public Comment:**

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

None

**7) Consent Calendar:**

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

**A) Approve Board Minutes-January 13, 2022**

**B) Accept the Policy and Personnel Committee Minutes-December 13, 2021**

Director Salvadori offered the motion, seconded by Director Briseno to approve the consent calendar. Roll call vote: ayes: Directors: Bowen, Briseno, Aliga, Salvadori Nays: none; absent: Director McDonald abstain: none. Motion passed.

**8) New Business:**

**A) Approve staff to complete the application process to have the Grant Mahony Rose Garden an Affiliated International World Peace Rose Garden (Nuno)**

Director McDonald offered the motion, seconded by Director Briseno to approve staff to complete the application process to have the Grant Mahony Rose Garden an Affiliated International World Peace Rose Garden. Roll call vote: ayes: Directors: Bowen, Briseno, Aliga, Salvadori and McDonald Nays: none; absent: none abstain: none. Motion passed.

**B) Discussion on Profit and Loss Statements-Community Centers (Ryans)**

The Board of Directors and staff discussed the profit and loss statements.

**C) Resolution of the Board of Directors of the Greater Vallejo Recreation District Approving that Director Briseno shall continue to serve on the board until the Vallejo City Council appoints or reappoints a member for that seat. (Legal Counsel)**

Director McDonald offered the motion, seconded by Director Aliga to approve Resolution 2022-03 Approving that Director Briseno shall continue to serve on the board until the Vallejo City Council appoints or reappoints a member for that seat. Director Briseno recused himself from the discussion and vote. Roll call vote: ayes: Directors: Bowen, McDonald, Aliga, Salvadori Nays: none; absent: none abstain: Director Briseno. Motion passed.

**11) Staff Reports-Informational Only:**

**A) Maintenance Superintendent**

- Provided an update on the Vallejo Community Center and 395-401 Amador Street construction process.
- Updated the board on the recent County Agricultural Commission inspection at Richardson Corp. Yard.
- Updated the board on full-time recruitment efforts.
- Informed the board of the updated lighting timers that were installed.
- Provided any update on the CalTrans Clean California Grant.

**B) Finance Director**

- Announced the W-2's and 1099's have been completed.
- Updated the board on the COVID fiscal relief funding.

**C) Human Resources**

- Provided an update COVID
- Announced a recent retreat held in the Human Resources Department.

**D) Recreation Department**

- Provided an update on the Summer Activity Guide.
- Discussed current staff shortages.
- Announced the possibility of extending hours at Children's Wonderland.

**D) General Manager**

- Updated the board on the status of an appraisal for the Colusa Street property.
- Provided information on Cal Maritime and the use of South Vallejo Community Center.
- Announced an upcoming presentation to the Vallejo City Council.
- Updated the board on standing meetings with the City Manager.

**9) Executive Session: Will be held via Zoom breakout room**

At 7:47p.m. Chairperson Bowen convened to executive session held via Zoom Breakout Room. It was requested that HR Manager Halco also attend Executive Session.

**A)**-Removed from agenda.

**B) CONFERENCE WITH DISTRICT'S DESIGNATED REPRESENTATIVES  
(LEGAL COUNSEL, DIRECTORS SALVADORI AND ALIGA)  
REGARDING CONTRACT NEGOTIATIONS WITH GENERAL MANAGER**

Called pursuant to Government Code sections 54957 and 54957

At 8:29p.m. Chairperson Bowen reconvened regular session and reported the following:

Information given to the Board of Directors; direction given to negotiators.

No action taken.

**12) Announcements and Comments from Board Members:**

Board Members reported on upcoming meetings they are attending.  
Director McDonald requested guidelines on limitations of board members networking with other agencies.  
Director Briseno discussed some current available properties for sale.

**13) Meeting Adjourn:**

Director Briseno offered the motion, seconded by Director Aliga to adjourn the meeting at 8:34 p.m. Directors: Bowen, Briseno, Aliga, Salvadori and McDonald Nays: none; absent: none abstain: none. Motion passed.

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**Rizal Aliga, Board Secretary**

**Date**



## **Agenda 7-B**

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### **BOARD COMMUNICATION**

**Date: February 10, 2022**

**TO:** Board Chairperson and Directors

**FROM:** Staff

**SUBJECT: Accept the Minutes from the Facility and Development Committee meeting January 18, 2022**

### **RECOMMENDATION**

To accept the minutes from Facility and Development Committee from the January 18, 2022 meeting.

### **DOCUMENTS AVAILABLE FOR REVIEW**

A) Facility and Development Committee Minutes from January 18, 2022





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Board of Directors  
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395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

General Manager  
Gabe Lanusse

## **Facility and Development Committee Minutes**

**Monday, January, 2022**

**3:00 p.m.**

**Committee Meeting was held remotely via Zoom Meeting**

**In attendance:** Director Salvadori, Director Bowen, Maintenance Superintendent Nuno

Meeting began 3:00 pm

**1. Request to have Grant Mahony Rose Garden affiliated with the International World Peace Rose Gardens (WPRG):**

Members of the Rose Society attended the Facility Committee meeting to present the proposal about the possibility of having the Grant Mahony Rose Garden to be affiliated with the International World Peace Rose Gardens. The direction from the Committee to staff is to add this to the board agenda to take a vote for approval.

**2. Prop. 68-Recreational Infrastructure Revenue Enhancement Grant Project Location:**

Maintenance Superintendent Nuno reported that staff is working with the State to receive the funding to do upgrades in one of our Parks. Staff did an evaluation of the GVRD owned Parks and believes that Setterquist Park is the best option to make improvements using these funds. Some of the improvements to this Park would be to add basketball courts since the existing basketball courts are heavily getting used, and also adding bleachers and possibly batting cages would be part of the improvements.

**3. Pickleball Courts- Glen Cove Park and Castlewood Park:**

Maintenance Superintendent Nuno reported that as previously mentioned, we will be adding more pickleball courts at Glen Cove Park. The contractor is waiting for good weather to begin the work on the new pickleball courts. Staff has been discussing the possibility of adding pickleball courts at Castlewood Park. Currently there are four tennis courts and some of them have the pickleball lines painted that could be used for pickleball or tennis. One of the options is to remove two tennis courts and possibly add six pickleball courts. Comments from the Committee is to leave the courts the way they are so they can be utilized for both pickleball and tennis; another comment is to just add two pickleball courts for now with the option of later adding more.

**4. Update on the Vallejo Community Center kitchen Project:**

Maintenance Superintendent Nuno reported that we should be getting a good number of contractors interested on submitting a bid for the improvements of VCC; the mandatory walkthrough is scheduled for January 27<sup>th</sup>, and staff will be opening the bids on February 28<sup>th</sup>. Staff also hired a company to do the asbestos and lead assessment of VCC in the area where we would be doing the improvements.

**5. Update on Dan Foley cultural Center upgrades:**

Maintenance Superintendent Nuno reported that the installation on the new floors has been completed; staff is working with the designer and the company making the acoustical panels.

**6. Update on 395/401 Amador Street Building Upgrades:**

Maintenance Superintendent Nuno reported to the Committee that the seismic retrofit work on the 401 building has been close for completion; the City approved the final inspection. The contractor working on the renovations is making progress working on the demolition and the plumbing for the restrooms on the north side of the 401 building.

**7. Cal-Trans clean California Grant-Lake Dalwigk Project:**

Maintenance Superintendent Nuno reported that staff is working with City and VFWD staff with the consultant writing the application for a grant to make improvements at Lake Dalwigk Park and the other areas near the Park.

Adjourned at 3:45 pm

**Next Meeting: February 22, 2022**

**Greater Vallejo Recreation District  
Balance Sheet  
All Funds Combined  
January 31, 2022**

**Assets**

Cash - Solano County	5,057,293.80
Cash - General Account - Bank of the West	670,001.64
Cash - Payroll - Bank of the West	16,079.04
Cash - Umpqua Bank - Reserve Account	1,627,483.32
Cash - Retiree Benefit Trust Fund	1,298,347.33
Accounts Receivable	<u>0.00</u>

**Total Assets 8,669,205.13**

**Liabilities**

Accounts Payable	11,573.10
Payroll Related Payables	10,572.37
Building Deposits Payable	39,213.12
Amount Due Customers - Etrak	<u>4,095.78</u>

Total Liabilities 65,454.37

**Net Assets**

Fund Balance - Restricted Operating Reserve	2,500,000.00
Fund Balance - Unrestricted Operating Reserve	2,938,199.16
Fund Balance - Restricted Retiree Benefit	1,298,347.33
Fund Balance - Designated Reserve 15%	1,627,483.32
Excess Revenues Over Expenses	<u>239,720.95</u>

Total Net Assets 8,603,750.76

**Total Liabilities and Net Assets 8,669,205.13**

**Greater Vallejo Recreation District  
Financial Report Year-to-Date  
as of January 31, 2022  
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	4,568,934	7,930,654	3,361,720	57.61%
Buildings & Trades	0	0	0	0.00%
Park Maintenance & Visitor Service	132,772	203,400	70,628	65.28%
Recreation	574,165	1,537,811	963,646	37.34%
<b>Total Revenues</b>	<b>5,275,871</b>	<b>9,671,865</b>	<b>4,395,994</b>	<b>54.55%</b>
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	1,243,858	2,338,116	1,094,258	53.20%
Planning & Development	104,853	173,688	68,835	60.37%
Buildings & Trades	839,780	1,378,322	538,542	60.93%
Visitor Services	49,984	153,174	103,190	32.63%
Landscaping & Grounds	928,108	2,140,444	1,212,336	43.36%
Recreation	1,601,303	3,656,695	2,055,392	43.79%
Deferred Maintenance	0	0	0	0.00%
Contingency Reserve	0	22,826	22,826	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
<b>Total Expenditures</b>	<b>4,767,886</b>	<b>9,863,265</b>	<b>5,095,379</b>	<b>48.34%</b>
<b>Net Revenues Over (Expenditures)</b>	<b>507,985</b>	<b>(191,400)</b>	<b>(699,385)</b>	



**Greater Vallejo Recreation District**  
**Financial Report Year-to-Date**  
**7/2021-1/2022**  
**All Funds Detailed**

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	4,568,934	7,930,654	3,361,720	57.61%	4,568,934
200	Planning & Development	0	0	0	0.00%	
300	Buildings & Trades	0	0	0	0.00%	-
301	Visitor Services	132,282	203,400	71,118	65.04%	132,282
310	Landscaping & Grounds	490	0	(490)	0.00%	490
010	Recreation Administration	2,200	0	(2,200)	0.00%	
415	Children's Wonderland	36,286	41,605	5,320	87.21%	
430	Break Camp	15,308	45,098	29,790	33.94%	
450	VCC	30,975	55,104	24,129	56.21%	
451	FCC	65,645	178,794	113,149	36.72%	
460	Sports	51,168	72,407	21,239	70.67%	
465	Community Programs	1,000	19,925	18,925	5.02%	
480	ExLP	52,580	317,630	265,050	16.55%	
481	After School Programs	128,998	315,140	186,142	40.93%	
486	Teen Services	0	5,825	5,825	0.00%	
490	R.E.A.C.H.	0	3,148	3,148	0.00%	
720	NVCC	8,281	24,878	16,597	33.29%	
721	SVCC	14,184	40,772	26,589	34.79%	
730	Cunningham Pool	167,541	417,485	249,944	40.13%	574,165
<b>Total Revenues</b>		<b>5,275,872</b>	<b>9,671,865</b>	<b>4,395,993</b>	<b>54.55%</b>	<b>5,275,872</b>

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	812,182	1,504,029	691,847	54.00%	
007	Human Resources	206,583	423,494	216,911	48.78%	
100	Finance	225,092	410,593	185,501	54.82%	1,243,858
200	Planning & Development	104,853	173,688	68,835	60.37%	104,853
300	Buildings & Trades	839,780	1,378,322	538,542	60.93%	839,780
301	Visitor Services	49,984	153,174	103,190	32.63%	49,984
310	Landscaping & Grounds	928,108	2,140,444	1,212,336	43.36%	928,108
010	Recreation Administration	209,857	435,598	225,741	48.18%	
415	Children's Wonderland	70,240	113,439	43,199	61.92%	
430	Break Camp	69,832	140,620	70,788	49.66%	
450	VCC	70,221	197,006	126,785	35.64%	
451	FCC	98,251	282,717	184,466	34.75%	
460	Sports	88,616	183,378	94,762	48.32%	
465	Community Programs	12,159	124,160	112,001	9.79%	
480	ExLP	242,606	564,884	322,278	42.95%	
481	After School Programs	126,269	418,046	291,777	30.20%	
486	Teen Services	663	15,787	15,124	4.20%	
490	R.E.A.C.H.	617	8,367	7,750	7.38%	
720	NVCC	39,860	108,027	68,167	36.90%	
721	SVCC	52,719	185,356	132,637	28.44%	
730	Cunningham Pool	519,393	879,310	359,917	59.07%	1,601,303
	Deferred Maintenance	0	0	0		
	Contingency Reserve	0	22,826	22,826	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		
<b>Total Expenditures</b>		<b>4,767,887</b>	<b>9,863,265</b>	<b>5,095,378</b>	<b>48.34%</b>	<b>4,767,887</b>

<b>Net Revenues Over (Expenditures)</b>	<b>507,985</b>	<b>(191,400)</b>	<b>(699,385)</b>	<b>507,985</b>
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**Greater Vallejo Recreation District**  
**Financial Report Year-to-Date**  
**as of January 31, 2022**  
**Measure K**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	1,047,658	2,102,787	1,055,129	49.82%
<b>Total Revenues</b>	<b>1,047,658</b>	<b>2,102,787</b>	<b>1,055,129</b>	<b>49.82%</b>
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	23,844	99,000	75,156	24.08%
Buildings & Trades	538,314	843,520	305,206	63.82%
Landscaping & Grounds	203,575	685,852	482,277	29.68%
Recreation	407,054	706,668	299,614	57.60%
<b>Total Expenditures</b>	<b>1,172,787</b>	<b>2,335,040</b>	<b>1,162,253</b>	<b>50.23%</b>
<b>Net Revenues Over (Expenditures)</b>	<b>(125,129)</b>	<b>(232,253)</b>	<b>(107,124)</b>	



Greater Vallejo Recreation District  
Financial Report Year-to-Date  
7/2021-1/2022  
Measure K Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	1,047,658	2,102,787	1,055,129	49.82%	
007	Human Resources	0	0	0		
100	Finance	0	0	0		1,047,658
200	Planning & Development	0	0	0		
300	Buildings & Trades	0	0	0		
301	Visitor Services	0	0	0		
310	Landscaping and Grounds	0	0	0		
010	Recreation Administration	0	0	0		
415	Children's Wonderland	0	0	0		
430	Break Camp	0	0	0		
450	VCC	0	0	0		
451	FCC	0	0	0		
460	Sports	0	0	0		
462	Mare Island Sports Center	0	0	0		
465	Special Events	0	0	0		
475	Cool School	0	0	0		
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	0	0	0		
490	R.E.A.C.H.	0	0	0		
720	NVCC	0	0	0		
721	SVCC	0	0	0		
730	Cunningham Pool	0	0	0		
<b>Total Revenues</b>		<b>1,047,658</b>	<b>2,102,787</b>	<b>1,055,129</b>	<b>49.82%</b>	<b>1,047,658</b>

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	23,844	99,000	75,156	24.09%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	23,844
200	Planning & Development	0	0	0		
300	Buildings & Trades	538,314	843,520	305,206	63.82%	538,314
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	203,575	685,852	482,277	29.68%	203,575
010	Recreation Administration	1,305	13,350	12,045		
415	Children's Wonderland	32,863	83,537	50,674	39.34%	
430	Break Camp	0	0	0		
450	VCC	6,664	13,762	7,098	48.42%	
451	FCC	26,631	61,840	35,209	43.06%	
460	Sports	14,833	64,197	49,364	23.11%	
465	Community Services	1,820	43,926	42,106	4.14%	
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	112	4,718	4,606	2.37%	
490	R.E.A.C.H.	66	2,784	2,718	2.37%	
720	NVCC	6,144	10,200	4,056	60.24%	
721	SVCC	7,364	20,640	13,276	35.68%	
730	Cunningham Pool	309,253	387,714	78,461	79.76%	407,054
	Deferred Maintenance	0				
	Contingency Reserve	0				
	Retiree Medical Benefit - OPEB	0				
<b>Total Expenditures</b>		<b>1,172,787</b>	<b>2,337,040</b>	<b>1,164,253</b>	<b>50.18%</b>	<b>1,172,787</b>

Net Revenues Over (Expenditures) (125,130) (234,253) (109,123) (125,130)

Greater Vallejo Recreation District  
Revenue and Expense Variance Report  
January, 2022

	For January Only				Cumulative through January				Adopted Budget	Projected at Year End	Variance	Notes
	Anticipated		Actual		Anticipated		Actual					
	%	\$	Actual	Over/(Under)	%	\$	Actual	Over/(Under)				
	<b>REVENUES</b>											
Taxes	0.0%	\$0	\$0	\$0	51.3%	\$3,836,961	\$3,909,676	\$72,715	7,483,812	\$7,625,639	\$141,827	1
Parks & Facilities Maint.	11.2%	\$22,800	\$7,746	(\$15,054)	45.9%	\$93,315	\$132,772	\$39,457	203,400	\$289,404	\$86,004	
Recreation	8.9%	\$136,900	\$74,706	(\$62,194)	50.8%	\$781,278	\$574,166	(\$207,112)	1,537,811	\$1,130,147	(\$407,664)	
Administration	6.5%	\$28,800	\$601,588	\$572,788	44.6%	\$199,157	\$659,259	\$460,101	446,842	\$1,479,155	\$1,032,313	2
<b>Total Revenues</b>		<b>\$188,500</b>	<b>\$684,040</b>	<b>\$495,540</b>		<b>\$4,910,712</b>	<b>\$5,275,872</b>	<b>\$365,161</b>	<b>9,671,865</b>	<b>\$10,524,345</b>	<b>\$852,480</b>	
<b>EXPENSES</b>												
Administration	8.6%	\$201,300	\$287,659	\$86,359	53.7%	\$1,256,337	\$1,243,857	(\$12,480)	2,338,116	\$2,314,891	(\$23,225)	
Parks & Facilities Maint.	7.8%	\$300,100	\$252,971	(\$47,129)	49.4%	\$1,898,826	\$1,922,725	\$23,899	3,845,628	\$3,894,030	\$48,402	
Recreation Programs	7.3%	\$266,900	\$212,038	(\$54,862)	54.0%	\$1,972,968	\$1,601,303	(\$371,665)	3,656,695	\$2,967,852	(\$688,843)	
<b>Total Expenses</b>		<b>\$768,300</b>	<b>\$752,668</b>	<b>(\$15,632)</b>		<b>\$5,128,130</b>	<b>\$4,767,885</b>	<b>(\$360,245)</b>	<b>9,840,439</b>	<b>\$9,176,773</b>	<b>(\$663,666)</b>	

Change in Fund Balance    (168,574)    \$1,347,571    \$1,516,145

Notes:

1. 1st Property tax apportionment for FY 21-22 received
2. COVID-19 Relief Payment Received



# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
66489	01/03/2022	Horizon	\$463.17
66490	01/03/2022	Bert Williams & Sons Inc	\$77.47
66491	01/03/2022	O'Connor Lumber	\$389.34
66492	01/03/2022	P G & E	\$133.24
66493	01/03/2022	ABC Napa Valley Sewer & Drain	\$280.00
66494	01/03/2022	B & G Tires Of Vallejo	\$69.85
66495	01/03/2022	Cal Fire	\$453.88
66496	01/03/2022	Cole Supply Co., Inc.	\$1,615.15
66497	01/03/2022	Comcast	\$545.70
66498	01/03/2022	Commercial Pool Systems, Inc	\$322.85
66499	01/03/2022	Fun Express, LLC	\$328.06
66500	01/03/2022	Green Valley Aloha Saw & Mower	\$1,709.96
66501	01/03/2022	GreenPlay LLC	\$5,048.65
66502	01/03/2022	M & M Sanitary LLC	\$672.00
66503	01/03/2022	Metropolitan Life Insurance Company	\$6,769.70
66504	01/03/2022	Monarch Engineering	\$6,726.65
66505	01/03/2022	Municipal Resource Group, LLC	\$800.00
66506	01/03/2022	Napa Ford-Lincoln	\$1,602.39
66507	01/03/2022	Ring Central Inc.	\$844.58
66508	01/03/2022	Teletrac Navman US Ltd.	\$680.35
66509	01/03/2022	Matthew Tibi	\$37.91
66521	01/04/2022	Pace Supply Co.	\$3,352.09
66522	01/04/2022	All Star Rents	\$3,855.62
66523	01/04/2022	Alhambra	\$11.00
66524	01/04/2022	AT&T	\$86.70
66525	01/04/2022	Complete Welders Supply	\$22.09
66526	01/04/2022	Dog Waste Depot	\$657.82
66527	01/04/2022	PROforma	\$1,685.80
66528	01/04/2022	Lauren Shook	\$53.85
66529	01/04/2022	Isabel Silva	\$50.00
66530	01/04/2022	Vallejo Rotary Club	\$220.00
66531	01/04/2022	Orlando Wynn	\$3,200.00
66532	01/04/2022	CAPRI	\$209,430.50
66533	01/04/2022	P G & E	\$6,403.71
66534	01/05/2022	Bayshore Materials	\$20.59
66535	01/05/2022	O'Connor Lumber	\$90.49
66536	01/05/2022	P G & E	\$15,401.73
66537	01/05/2022	ABC Napa Valley Sewer & Drain	\$1,300.00
66538	01/05/2022	Kelly-Moore Paint Co.-NorCal CPC	\$4.32
66539	01/05/2022	O'Connor Lumber	\$166.73
66540	01/05/2022	Roto-Rooter	\$1,250.00
66541	01/06/2022	Morgan Alarm Co., Inc	\$10.84
66542	01/06/2022	Break It Down Soul Line Dance	\$123.00
66543	01/06/2022	Georgia House Graphics	\$1,000.00
66544	01/06/2022	Karen Houston	\$507.00
66545	01/06/2022	Derrick Leonard	\$140.00
66546	01/06/2022	Virlynda Luciano	\$88.80
66547	01/06/2022	Lorna Mandap	\$192.50
66548	01/06/2022	Cristina Nicolas	\$171.50
66549	01/06/2022	Platt Electric Supply	\$18,712.88
66550	01/06/2022	R & D Termite And Pest Control	\$390.00
66551	01/06/2022	Theodore Rocha	\$274.80
66552	01/06/2022	Uline Shipping Supplies	\$407.65
66553	01/06/2022	Underground Vaults & Storage, Inc.	\$110.25
66554	01/10/2022	Horizon	\$310.91
66555	01/10/2022	O'Connor Lumber	\$208.87

## BR Bank Register Report

### Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
66556	01/10/2022	P G & E	\$33.60
66557	01/10/2022	Vallejo Times Herald	\$778.68
66558	01/10/2022	Alhambra	\$76.89
66559	01/10/2022	B & G Tires Of Vallejo	\$158.85
66560	01/10/2022	BrightView Landscape Services, Inc.	\$836.00
66561	01/10/2022	City Lights Cafe & Catering	\$1,208.38
66562	01/10/2022	Cole Supply Co., Inc.	\$98.06
66563	01/10/2022	Ewing Irrigation Products, Inc.	\$589.34
66564	01/10/2022	Fricke-Parks Press	\$2,255.00
66565	01/10/2022	Diana Gonzalez	\$185.00
66566	01/10/2022	M & M Sanitary LLC	\$299.65
66567	01/10/2022	PlayPower LT Farmington, Inc.	\$158.80
66568	01/10/2022	Preferred Alliance, Inc.	\$176.16
66569	01/10/2022	Streamline	\$300.00
66570	01/10/2022	The Office City	\$83.06
66571	01/10/2022	Uline Shipping Supplies	\$1,185.82
66572	01/10/2022	West Coast Floor Co.	\$7,357.50
66573	01/12/2022	AT&T	\$42.50
66574	01/12/2022	Clark Pest Control	\$142.00
66575	01/12/2022	Commercial Energy Of Montana	\$3,839.49
66576	01/12/2022	EZ Tree, Inc.	\$765.00
66577	01/12/2022	Anne Grant	\$75.00
66578	01/12/2022	GreatAmerica Financial Services	\$1,741.73
66579	01/12/2022	Miko Hollins	\$50.00
66580	01/12/2022	Moore Design Group	\$1,650.00
66581	01/12/2022	RRM Design Group	\$1,638.00
66582	01/12/2022	Teletrac Navman US Ltd.	\$660.40
66583	01/12/2022	Virgil Chavez Land Surveying	\$6,800.00
66584	01/12/2022	We As One Inc	\$995.00
66585	01/12/2022	Grainger	\$743.78
66586	01/12/2022	AT&T	\$131.21
66587	01/12/2022	Napa Ford-Lincoln	\$573.63
66588	01/14/2022	SEIU LOCAL #1021	\$334.24
66589	01/14/2022	Franchise Tax Board	\$537.67
66590	01/14/2022	Vehicle Registration Collections	\$105.97
66591	01/18/2022	US Bank Corporate Payment System	\$22,766.86
66592	01/19/2022	Bayshore Materials	\$8.67
66593	01/19/2022	O'Connor Lumber	\$115.55
66594	01/19/2022	Star Sports	\$306.21
66595	01/19/2022	American Compliance Services, LLC	\$2,419.00
66596	01/19/2022	AT&T	\$65.51
66597	01/19/2022	Comcast	\$344.65
66598	01/19/2022	EZ Tree, Inc.	\$2,450.00
66599	01/19/2022	Golden Gate Trout Unlimited	\$375.31
66600	01/19/2022	Grace Mac Dula	\$80.00
66601	01/19/2022	Bonnie Pittock	\$117.00
66602	01/19/2022	Silveira Chevrolet Inc	\$67,660.16
66603	01/19/2022	Roger Smith	\$75.00
66604	01/19/2022	Wisconsin Lighting Lab	\$12,858.69
66605	01/20/2022	General Plumbing Supply Co	\$237.91
66606	01/20/2022	O'Connor Lumber	\$8.23
66607	01/20/2022	Qunilan's Tire Service	\$216.05
66608	01/20/2022	Vallejo Times Herald	\$296.32
66609	01/20/2022	CITY OF VALLEJO	\$4,050.98
66610	01/20/2022	Clark Pest Control	\$135.00
66611	01/20/2022	Commercial Pool Systems, Inc	\$1,319.43



## BR Bank Register Report

### Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
66612	01/20/2022	FRG Waste Resources, Inc	\$364.23
66613	01/20/2022	Mathews & Son's Automotive, Inc.	\$401.09
66614	01/20/2022	Quench USA, Inc.	\$86.96
66615	01/20/2022	The Office City	\$133.24
66616	01/25/2022	Bert Williams & Sons Inc	\$2.15
66617	01/25/2022	Foster Lumber Yards	\$24.04
66618	01/25/2022	Morgan Alarm Co., Inc	\$1,988.25
66619	01/25/2022	O'Connor Lumber	\$420.99
66620	01/25/2022	State Of California	\$32.00
66621	01/25/2022	All Star Rents	\$1,927.81
66622	01/25/2022	Alhambra	\$151.49
66623	01/25/2022	American Compliance Services, LLC	\$1,999.00
66624	01/25/2022	B & G Tires Of Vallejo	\$117.16
66625	01/25/2022	BPX Printing & Graphics	\$75.70
66626	01/25/2022	Comcast	\$351.92
66627	01/25/2022	Commercial Pool Systems, Inc	\$3,531.98
66628	01/25/2022	Cook Fire Protection	\$637.14
66629	01/25/2022	Delta Bluegrass Co	\$1,522.98
66630	01/25/2022	EZ Tree, Inc.	\$1,570.00
66631	01/25/2022	George's Towing Co.	\$130.00
66632	01/25/2022	Gina Niceforo	\$50.00
66633	01/25/2022	Ring Central Inc.	\$840.84
66634	01/25/2022	SiteOne Landscape Supply	\$2,180.27
66635	01/25/2022	SwingSetMall.com	\$372.75
66636	01/25/2022	Techline Sports Lighting	\$5,316.93
66637	01/25/2022	TrueBlue Automation Services	\$2,650.00
66638	01/25/2022	Turf Star, Inc.	\$101.79
66639	01/25/2022	Uline Shipping Supplies	\$2,008.47
66640	01/26/2022	P G & E	\$14,512.62
66641	01/27/2022	Gary Bowers	\$456.06
66642	01/27/2022	Eileen Brown	\$283.00
66643	01/27/2022	Deberah Carey	\$153.53
66644	01/27/2022	Kerry Carmody	\$153.53
66645	01/27/2022	Richard Conzelman	\$768.46
66646	01/27/2022	Jose Famalette	\$153.53
66647	01/27/2022	Patricia Gloyd	\$153.53
66648	01/27/2022	Cynthia Hewitt	\$214.63
66649	01/27/2022	Jerome Lohr	\$303.14
66650	01/27/2022	Prisco Manglona	\$153.53
66651	01/27/2022	Roger Maryatt	\$153.53
66652	01/27/2022	Jeremias Morgado	\$153.53
66653	01/27/2022	Sidney Nickolas	\$153.53
66654	01/27/2022	Randy Nicks	\$283.00
66655	01/27/2022	Nancy Ortiz	\$153.53
66656	01/27/2022	Steve Pressley	\$153.53
66657	01/27/2022	Francis Radziewicz	\$153.53
66658	01/27/2022	Joan Russell	\$153.53
66659	01/27/2022	Anita Sailas	\$225.60
66660	01/27/2022	Barbara Schmidt	\$283.00
66661	01/27/2022	Audrey Tucker	\$153.53
66662	01/27/2022	Adeline Varni	\$153.53
66663	01/27/2022	Ryan Allen	\$400.00
66664	01/27/2022	Clean America Janitorial LLC	\$3,600.00
66665	01/27/2022	Comcast	\$173.14
66666	01/27/2022	Kay Cady-Johnson	\$5,270.30
66667	01/27/2022	Kimley-Horn & Associates, Inc.	\$1,050.00

# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
66668	01/27/2022	Metropolitan Life Insurance Company	\$6,903.01
66669	01/27/2022	Milkman Creations	\$260.10
66670	01/27/2022	American Red Cross	\$280.00
66671	01/27/2022	The Office City	\$38.09
66672	01/27/2022	Marlyne Wah-Binda	\$656.00
66673	01/28/2022	SEIU LOCAL #1021	\$334.24
66674	01/28/2022	Franchise Tax Board	\$100.00
66675	01/28/2022	Vehicle Registration Collections	\$175.66
66676	01/28/2022	Franchise Tax Board	\$437.67
66677	01/31/2022	All Star Rents	\$160.51
66678	01/31/2022	AT&T	\$84.55
66679	01/31/2022	Angelito Or Loana Claudio	\$658.00
66680	01/31/2022	Cole Supply Co., Inc.	\$669.10
66681	01/31/2022	Delta Bluegrass Co	\$210.79
66682	01/31/2022	Golden Gate Trout Unlimited	\$375.31
66683	01/31/2022	Green Valley Aloha Saw & Mower	\$1,311.45
66684	01/31/2022	OK Construction	\$92,781.50
66685	01/31/2022	RRM Design Group	\$14,223.47
66686	01/31/2022	Verizon Wireless	\$1,263.88
66687	01/31/2022	West Coast Floor Co.	\$5,154.29
66688	01/31/2022	Favaro, Lavezzo, Gill, Caretti & Hepp	\$5,960.00
66689	01/31/2022	Municipal Resource Group, LLC	\$550.00
66690	01/31/2022	Brice Sweet	\$150.00
<b>Bank Totals</b>			<b>\$643,319.74</b>

**Report Selection Criteria**

<b>Bank Account:</b>	Start GEN	<b>End</b> GEN
<b>Date Range:</b>	Custom	
<b>Item Date:</b>	01/01/2022	01/31/2022
<b>Document Number:</b>	Start	End
<b>Payee:</b>	Start	End

**Report Type:** Single Line  
**Sort Items By:** Date  
**Includes Items posted from these source modules:** AP  
**Includes Items with status:** Outstanding Cleared Voided  
**Includes Items of the Activity Type:** Check  
**Includes Activity Notes:** No  
**Includes Bank Notes:** No

**Search For 1:** Amount  
**Search For 2:** greater than or equal to  
**Search For 3:** \$0.00  
**And/Or:** Or  
**Search For 4:** Amount  
**Search For 5:** less than  
**Search For 6:** \$0.00

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Committees of the Board of Directors  
**POLICY NUMBER:** 4060

Standing committees may be established that are advisory to the Board with respect to matters within their respective responsibility. At the first Board meeting in July, it will be determined which committees shall be activated and the Board Chairperson shall appoint and publicly announce the two members to be assigned to each of the standing committees, for the ensuing fiscal year. In addition, the chairperson shall appoint two members to represent the District on the City's Inter-Agency Committee.

The following shall be standing committees of the Board:

- Budget and Finance Committee;
- Facility and Development Committee;
- Policies and Personnel Committee;
- Publicity, Program, and Community Relations Committee.

The Board Chairperson shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and /or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

The General Manager shall be an ex-officio member of all committees. The chairperson of each committee shall inform the chairperson of the Board as to the business transacted at each committee meeting.

The Board's standing committees will meet on an as needed basis and may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board Chairperson, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors. Should a third member of the Board wish to attend meetings of any standing committee, they may do so as an observer only and may not ask questions or make statements during the meeting, nor participate in any manner.

**The Board's standing Budget and Finance Committee**

This committee shall work with the General Manager and other staff of the District on the annual budget projection and other financial matters. This committee shall review the General Manager and Directors' expenses, annual audit and annual financial statement before publication. The committee will ensure that investment policies are followed and that funds are invested in a prudent manner with adequate protections to prevent misuse.

**The Board's standing Facility and Development Committee**

This committee shall study and recommend acquisitions of real property and type of facilities that should be planned for new acquisitions, all joint planning and developmental programs for district facilities, including any additional facility needs and development of present parks. This committee shall review and, make final recommendations for facilities and/or developments. This committee shall review matters related to engineering and operation of facilities on short and long-range capital improvement plans.

**The Board's standing Policies and Personnel Committee**

This committee shall study and recommend the compensation and welfare of District Staff. This committee shall include a meet and confer with the General Manager regarding the items and conditions of the General Manager's employment by the District. This committee shall review the functions of District staff and other policies not assigned to other committees.

**The Board's standing Publicity, Program and Community Relations Committee**

This committee shall study and recommend all District recreational programs and policies regarding public affairs and community outreach to include co-sponsorship with other entities. This committee shall assure information regarding the affairs of the District is adequately communicated to its constituents and the public at large. This committee shall make presentations before groups and organizations upon request.

**The Chairperson shall appoint members to the City's Interagency Committee**



# GREATER VALLEJO RECREATION DISTRICT

**Mission Statement:** *Building community and enhancing quality of life through people, parks, and*

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors  
Robert Briseno  
Gary Salvadori  
Ron Bowen  
Adjoa McDonald  
Rizal Aliga

General Manager  
Gabriel Lanusse

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. \*Due to the current closure of the district office, documents will be available electronically at <https://www.gvrd.org/about-us/agendas-minutes/>

## Greater Vallejo Recreation District Board of Directors

### MINUTES

January 13, 2022 – 395 Amador Street

6:30 p.m.

1) **Call to Order:**

Chairperson Briseno called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., January 13, 2022, in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) **Pledge of Allegiance:**

3) **Roll Call:**

**Present:** Chairperson Robert Briseno; Vice-Chairperson Gary Salvadori; Directors; Ron Bowen, Adjoa McDonald, and Rizal Aliga

**Staff:** General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Maintenance Superintendent, Salvador Nuno; Recreation Superintendent, Antony Ryans; Finance Director, Penny Harman; Board Clerk, Kimberly Pierson

4) **Election of Board Officers:**

**Consider the following:**

**A. Nomination and election of Chair**

**B. Nomination and election of Vice-Chair**

**C. Nomination and election of Secretary**

Nomination Slate: Chairperson-Ron Bowen, Vice-Chair-Adjoa McDonald, Secretary-Rizal Aliga. Director Salvadori offered the motion, seconded by Director Bowen to approve the nomination slate. Motion passed.

Director Bowen continued the meeting as Chairperson

5) **Approval of Agenda:**

Director Briseno offered the motion, seconded by Director Salvadori to approve the agenda. Motion passed.

**6) Public Comment:**

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

Niki, Vallejo, CA

Ms. Allen, Fairfield, CA

**7) Consent Calendar:**

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

**A) Approve Board Minutes-December 9, 2021**

**B) Accept Programs and Publicity Committee Minutes-December 6, 2021**

**C) Accept Programs and Publicity Committee Minutes-January 3, 2022**

**D) Accept Facility and Development Committee Minutes-December 20, 2021**

Director Briseno offered the motion seconded by Director Salvadori to approve the Consent Calendar. Motion passed.

**8) Financials:**

**A) Approve Financial Statement as of 12/31/2021 (Harman)**

Director McDonald offered the motion, seconded by Director Aliga to approve the financial statement as of 12/31/2021. Motion passed.

**B) Approve Payment of Bills 12/1/2021 through 12/31/2021 (Harman)**

Finance Director Harman provided details on a few of the larger payments.

Director Briseno offered the motion, seconded by Director McDonald to approve the payment of bills 12/1/2021 through 12/31/2021. Motion passed.

**C) Approve Budget Calendar for Fiscal Year 2022-2023 (Harman)**

After discussion and amendment, the following motion was adopted:

Director Briseno offered the motion, seconded by Director McDonald to approve the consent calendar for 2022-2023 with adjustments so board adoption of the final budget takes place at the May 26, 2022 board meeting. Motion passed.

**9) New Business:**

**A) Approve Resolution 2022-01 of the Board of Directors of Greater Vallejo Recreation District Approving Application(s) for Recreational Infrastructure Revenue Enhancement (RIRE) Program Grant Funds (Lanusse)**

Director Briseno offered the motion, seconded by Director McDonald to Adopt Resolution 2022-01 Approving Application(s) for Recreational Infrastructure Revenue Enhancement (RIRE) Program Grant Funds. Motion passed with 5 votes in favor



**B) Discussion whether to continue allowing meetings of the Board of Directors to be held in person in compliance with any face-mask requirements in place at the time of the meeting, OR Adopt Resolution 2022-02 of the BOARD OF DIRECTORS of the Greater Vallejo Recreation District Noting the City of Vallejo’s Proclamation of a- Local Emergency Declared on March 16, 2020 and Making the Legally Required Findings to Authorize the Conduct of Remote Teleconference Meetings of the Board of Directors Pursuant to Assembly Bill 361 (Lanusse)**

Director Briseno offered the motion, seconded by Director McDonald to Adopt Resolution 2022-02 Noting the City of Vallejo’s Proclamation of a-Local Emergency Declared on March 16, 2020 and Making the Legally Required Findings to Authorize the Conduct of Remote Teleconference Meetings of the Board of Directors Pursuant to Assembly Bill 361. Motion passed with 4 votes in favor and 1 against.

**C) Appoint Legal Counsel and Two Board Members as Designated Representatives as to the Contract Negotiations with the General Manager (Halcro/Legal)**

Director McDonald offered the motion, seconded by Director Briseno to appoint Legal Counsel, and Directors Aliga and Salvadori as Designated Representatives as to the Contract Negotiations with the General Manager. Motion passed.

**10) Staff Reports-Informational Only:**

**A) Maintenance Superintendent**

- Announced an upcoming community clean up at City Park.
- Provided an update on the CalTrans Clean California Grant Program application for Lake Dalwigk Park.
- Provided an update on sports field renovations.
- Provided an update on full-time recruitment

**B) Finance Director**

- Provided an update on property tax apportionment.
- Provided an update on the COVID-19 Fiscal Relief for Special Districts.

**C) Human Resources**

- Provided an update on the new Human Resources Information System (HRIS)

**D) Recreation Department**

- Announced the launch of the Spring Activity.
- Provided an update on the recruitment for the Recreation Supervisor position.

**E) General Manager**

- Updated the board on the status of Inter-Agency meetings.

- Announced that he has joined the Vallejo Chamber of Commerce Board of Directors.
- Provided an updated on the RFQ process for Strategic Planning Services
- Announced an upcoming Black and Vaxxed clinic at City Park.
- Announced plans to work with a consultant to work with the board on team building, duties and what the Board would like to get out of their time as Directors.

**11) Executive Session:** At 8:20p.m. Chairperson Bowen convened to executive session  
**CONFERENCE WITH DISTRICT’S DESIGNATED REPRESENTATIVE (LEGAL COUNSEL AND DIRECTORS ALIGA AND SALVADORI) REGARDING CONTRACT NEGOTIATIONS WITH GENERAL MANAGER** With respect to closed sessions called pursuant to 54957 and 54957.6.

At 9:00pm Chairperson Bowen reconvened regular session and reported the following: Guidance given. No action taken.

**12) Announcements and Comments from Board Members:**  
 Board Members reported on various community events and meetings attended. Director Bowen announced he will miss the next meeting. Legal Counsel reminded the Board Members this is a time for announcements only and not discussion with Staff.

**13) Meeting Adjourn:**  
 Director Briseno offered the motion, seconded by Director Aliga to adjourn the meeting at 9:08 p.m. Motion passed.

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Rizal Aliga, Board Secretary

Date



## RESOLUTION 2022-04

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT NOTING THE CITY OF VALLEJO'S PROCLAMATION OF A LOCAL EMERGENCY DECLARED ON MARCH 16, 2020 AND RE-AUTHORIZING THE CONDUCT OF REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS FOR THE PERIOD FEBRUARY 10, 2022 – MARCH 10, 2022 PURSUANT TO ASSEMBLY BILL 361**

**WHEREAS**, all meetings of the Greater Vallejo Recreation District's legislative bodies are open and public, as required by the Brown Act (California Gov. Code sections 54950 et seq.), so that any member of the public may attend, participate, and watch the District's Board of Directors conduct their business; and

**WHEREAS**, on March 4, 2020, pursuant to California Government Code Section 8625, the Governor of the State of California proclaimed a statewide state of emergency due to COVID- 19; and

**WHEREAS**, on March 26, 2020 the Board of Directors of the Greater Vallejo Recreation District adopted Resolution No. 2020-01 Declaring and Joining with the City of Vallejo's Declaration of the Existence of a Local Emergency and Rendering Certain Emergency Orders Related to the COVID-19 (aka "Coronavirus") pandemic; and

**WHEREAS**, beginning in March 2020, the Governor issued a series of Executive Orders, N-25-20, N-29-20, and N-35-20, that waived certain Brown Act requirements to allow legislative bodies to continue meeting while slowing the spread of COVID-19; and

**WHEREAS**, N-29-20 allowed the Board of Directors to meet via teleconference without complying with certain Brown Act requirements; and

**WHEREAS**, on June 11, 2021, the Governor issued Executive Order N-08-21, extending the Brown Act provisions of N-29-20 through September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed Assembly Bill 361 ("AB 361"), into law, allowing the District's legislative body to continue to meet via teleconference during proclaimed states of emergency under modified Brown Act requirements; and

**WHEREAS**, AB 361, as codified in Government Code section 54953(e), provides for teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, AB 361 allows legislative bodies to continue to meet via teleconference when a state of emergency is declared by the Governor, pursuant to Government Code section 8625, proclaiming the existence of conditions of a disaster or of extreme peril to the safety of persons or property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme

peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, AB 361 further requires that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, the Board of Directors finds that due to the configuration of the District's board room it would be very difficult or impossible to maintain adequate social distancing in the room, for staff and members of the public during board meetings, and

**WHEREAS**, the Vallejo City Council's proclaimed local emergency remains in effect; and

**WHEREAS**, the City of Vallejo remains at a substantial or high transmission of COVID 19 cases and vaccination status in the County due to the emerging and highly transferable Omicron variant; and

**WHEREAS**, the Board of Directors resumed in person meetings on September 9, 2021; and

**WHEREAS**, the Board of Directors previously adopted Resolution, Number 2022-02 on January 13, 2022, finding that the requisite conditions exist for the legislative bodies of The Greater Vallejo Recreation District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

**WHEREAS**, in order to protect the health and safety of the District residents and visitors and in order to follow the sound guidance and recommendations of the CDC and the California Department of Public Health, the Board of Directors finds it is in the best interest of public health and safety, as affected by the emergency caused by the spread of COVID-19 and the Omicron variant, and necessary to issue and implement this Resolution to protect life, health and safety of its residents and the community at large.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Greater Vallejo Recreation District does hereby resolve as follows:

**Section 1.** The Recitals set forth above are true and correct and are incorporated into this Resolution by reference.

**Section 2.** The Board of Directors notes the City of Vallejo's proclamation that a local emergency still exists throughout the City, and that in-person meetings of the District's legislative body would continue to present imminent risk to the health or safety of attendees.

**Section 3.** The staff and Board of Directors of the Greater Vallejo Recreation District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings via teleconference pursuant to AB361, in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

**Section 4.** In the event of disruption which prevents a legislative body of the Greater Vallejo Recreation District from broadcasting a meeting using a call-in option or internet-based service option, or in the event of a disruption within the District's control

which prevents members of the public from offering public comment using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on a meeting agenda until public access to the meeting via the call-in option or internet-based option is restored. However, if any of the broadcast options are disrupted, but any of the other broadcast options is still available to the public, the Board of Directors may take further action on items appearing on a meeting agenda without waiting for the disrupted broadcast option(s) to be restored.

**Section 5.** This Resolution shall take effect immediately upon its adoption and shall be effective until March 10, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors may continue to teleconference without compliance with Government Code section 54953(b)(3).

**Section 6.** If any section, subsection, clause or phrase in this resolution is for any reason held invalid, the validity of the remainder of this resolution shall not be affected thereby. The Board of Directors would have passed this resolution and each section, subsection, sentence, clause, or phrases thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases thereof to be held invalid.

**Section 7.** The Board Clerk shall certify the adoption of this Resolution and shall cause a certified Resolution to be filed in the Office of the Board Clerk.

Adopted by the Board of Directors of the Greater Vallejo Recreation District at a regular meeting held on January 13, 2022 with the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
GVRD Board Chairperson

ATTEST:

\_\_\_\_\_  
Kimberly Pierson, Board Clerk



## Maintenance Department Board Report

2/10/22

### Parks and Facilities

- Glen Cove Waterfront Park
  - VWA and Solano RCD will be having a planting and a cleanup event on February 19<sup>th</sup>.
- North Vallejo Park
  - Staff placed an order for new bleachers for North Vallejo Ballfield.
- Henry Park
  - Staff will be working on the Park lights retrofitting to LED lights.
- City Park
  - Park will be used as a COVID-19 vaccination site on February 13<sup>th</sup>.
- CalTrans Clean California Grants Program
  - The application for the competitive grant to do improvements at Lake Dalwigk Park was submitted to CalTrans. The collaboration on this with the other agencies was a great experience.
- GVRD Fleet
  - We purchased two new trucks; one is for the Parks Department and the other for the Facilities Department.
  - Staff ordered a sweeper truck.
- Full-time recruitment
  - Continue working on the hiring for the Maintenance Worker position; we will be having the first round of interviews this month.
  - We will be posting the Irrigation Specialist position soon; our HR Department is doing a great job helping with this.

# BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
<b>395/401 Renovations</b>					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2022	7/1/2022	15%	<input type="checkbox"/>	Contractor continues working with the demo, plumbing, and the insulation of the south side area of 401 building.
<b>401 Seismic Retrofit</b>					
Design Phase	8/1/2020	12/10/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	1/5/2021	1/27/2021	100%	<input checked="" type="checkbox"/>	
RFP	3/22/2021	4/30/2021	100%	<input checked="" type="checkbox"/>	
Build	4/27/2021	2/2/2021	95%	<input type="checkbox"/>	Contractor completed almost all the work; City approved the final inspection; Staff will be doing a walkthrough with the contractor.
<b>VCC Kitchen</b>					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Proposed Board Approval	8/12/2022	11/18/2021	100%	<input checked="" type="checkbox"/>	
RFP	1/7/2021	2/28/2022	50%	<input type="checkbox"/>	The RFP went out. We had the mandatory walkthrough and about 10 contractors attended; bids are due on February 28th.
Build	4/4/2022	9/1/2022	0%	<input type="checkbox"/>	
<b>Dan Foley Cultural Center Upgrades</b>					
Phase design	7/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	

Build	8/1/2021	3/15/2022	80%	<input type="radio"/>	Staff is working with the designer and the company making the acoustic tiles.
<b>Richardson Electrical</b>					
Design Phase	3/1/2020	1/28/2022	95%	<input type="radio"/>	Application is now in design phase, waiting from PG&E to approve the design.
Permit Issued	2/3/2022	2/28/2022		<input type="radio"/>	
RFP	3/1/2022	3/31/2022		<input type="radio"/>	
Build	5/2/2022	7/1/2022		<input type="radio"/>	
<b>Cunningham Pool ADA Upgrades</b>					
Design Phase	11/1/2020	1/28/2022	95%	<input type="radio"/>	PDF designs completed the resubmittal package and was submitted to the City; waiting on the City to issue a permit or comments for additional revisions to the plans.
Permit Issued	2/1/2022	2/28/2022		<input type="radio"/>	
RFP	3/1/2022	3/31/2022		<input type="radio"/>	
Build	5/2/2022	8/1/2022		<input type="radio"/>	
<b>Grant Mahony Building Upgrades and Park Lighting</b>					
Design/Assessment Phase	9/1/2021	2/28/2021	70%	<input type="radio"/>	An architect performed an evaluation of the building; he is waiting for a second opinion to complete the structural assessment report of the building.
Permit Issued	3/1/2022	3/31/2022		<input type="radio"/>	
RFP	4/1/2022	4/29/2022		<input type="radio"/>	
Build	5/2/2022	8/1/2022		<input type="radio"/>	
<b>PB Projects</b>					
Design Phase	1/1/2020	3/24/2020	100%	<input checked="" type="radio"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	<input checked="" type="radio"/>	
Build	11/12/2021	2/28/2022	70%	<input type="radio"/>	Landscape contractor began the work for the smart greener garden at SVCC and Setterquist Park.
<b>Hanns Park Disc Golf</b>					
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="radio"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="radio"/>	
Build	10/6/2021	2/15/2022	90%	<input type="radio"/>	Staff received the benches and will be installing them.





## Finance Department Board Report

2/10/22

### **CAPRI (California Association for Parks & Recreation Indemnity)**

- CAPRI provides both our liability insurance and our Workers' Compensation insurance. For the Workers' Comp, we are asked each year to provide CAPRI with an estimated payroll for the upcoming fiscal year, which they use to calculate our premium. At the end of the fiscal year, we provide them with the actual payroll costs. They calculate a Final Workers' Compensation premium and bill us for any additional or refund any overage. In January, we received a refund check for Fiscal Year 20-21 in the amount of \$16,360.89. We are currently working on the estimated payroll for FY 22-23 which CAPRI has requested by Mar 1, 2022.

### **Budget FY 22-23**

- I will be distributing worksheets to the department heads the week of 2/7/22 and we will begin the process of creating the FY 22-23 budget. The goal is to have a final budget to the Board for adoption at the May 26<sup>th</sup> meeting.

### **OPEB (Other Post-Employment Benefits)**

- We are continuing work with Cal Muni on developing a policy for the Other Post Employment Benefits, retiree medical benefits. The policy will go to the Policies and Personnel Committee and the Budget and Finance Committee before being presented to the board.

### **CalPERS Unfunded Accrued Liability**

- We are reviewing proposals received from two firms for the financing of our Unfunded Accrued Liability with CalPERS. We will be putting together a comparison grid for these two proposals and presenting it to the Finance Committee.



## Human Resources Board Report

2/10/2022

### Personnel Update:

#### **Positions filled since implementing Bamboo HR in late December:**

- Recreation Leader – PT, Maintenance Worker, Recreation Supervisor, Assistant Coordinator

#### **Positions in the process of being filled**

- Center Monitor – PT, Lifeguard Swim Instructor – PT, EXLP/Kid's Club Rec Leader – PT, Parks Maintenance Worker. Recreation Coordinator

The hiring process often includes scheduling, assessments, multiple interviews, finger printing, and pre-employment medical exams. These multi-step processes have mostly been managed by our HR Clerk. Human Resources and Hiring Managers have found the new hiring process through BambooHR to be much easier to collaborate, navigate, and hire new employees.

### Classification Study:

- HR continues to work toward finishing the Classification study with the help of the GM and collaborations with the Unions.

### Compliance Updates:

- HR is attending a 3-morning virtual Compliance Summit to learn of the most up-to-date HR compliance changes!

### Staff Morale

- HR has partnered with Department heads to working on boosting staff morale after the challenging two years of Covid we've all experienced.



# Recreation Department Board Report

2/10/2022

## **Activity Guide:**

- Activity Guides were mailed to patrons who joined the GVRD mailing list. Additional copies were mailed to all active participants.
- Planning has begun for summer guide/programming. Staff continue to generate new program ideas for the summer season.

## **Aquatics:**

- After School at the Pool reached maximum registration for February with 15 participants. Pre-COVID, capacity was 25 participants.
- Lap Swimming continues to be in high demand!
  - a. Afternoon Lap Swim hours will be extended from 4:00pm-7:30pm to 3:30pm-8pm.
  - b. Adding Saturday Lap Swim beginning March 5<sup>th</sup> from 9:00am-12:00pm.
- Swim Team season begins on February 7<sup>th</sup> with Cunningham Aquatic Complex being the home facility for: Saint Patrick's Saint Vincent's, Jesse Bethel, and Vallejo High. Teams will practice Monday-Friday afternoons until April 29<sup>th</sup>.

## **Community Centers:**

- COVID Testing Site continues at SVCC opening extended hours due to the high demands for testing.
- The Department hired on a new Center Monitor which began working on February 9<sup>th</sup>.
- Staff competed negotiations with contractor of Security Guard Services. The new agreement is pending to renew for a 2-year period.

- Staff continues to meet with the Maintenance Department to review VCC and Main Office closure for renovations.

### **Community Events & Children's Wonderland:**

- Fishing in the City took place on Wednesday, February 9<sup>th</sup>. It is still undetermined if the event will take place this year.
- Children's Wonderland remains opened for weekend only. Staff is drafting a plan to increase hours of operation at the park. Proposed hours of operation: 11am-7:00pm, Wednesday-Monday.
- Birthday Party reservations are consistent for weekend events.

### **Staffing:**

- The Department continues to experience challenges with recruiting and hiring PT/Seasonal employees. The Department continues to look for creative ways to recruit and retain employees.
- Michael Manalastas, Recreation Coordinator (Sports) successfully passed his probational period. We're lucky to have Michael apart of the GVRD family!

### **Sports:**

- All Sorts of Sports program for ages 4-11, started February 5th with 16 participants registered
- In the Net Soccer program, ages 4-8, starts February 5th with 15 participants registered.
- HIITS for Kids Session #2, starts February 15th with 8 participants registered.
- Staff continues to work on developing a program/camp/league schedule with National Academy of Athletics for summer 2022.

## Youth Services:

- Staff continue to interview weekly to fill vacancies at several before and after school programs.
- Payments for staffing provided to VCUSD are slowly trickling in for the 2021-22 school year.
- Department staff are generating program ideas for designed to provide care for non-student days to align with school district student calendar.
- Staff continue to attend free Roundtables offered through the California Parks and Recreation Society. Roundtable topics include: Summer Camp, Active Aging Adults, and Therapeutic Recreation.





## General Manager Board Report

2/10/2022

- Board Tours of facilities will occur February 22 (afternoon), and 24<sup>th</sup> (morning). Please let me know if you would like to attend.
- Amy Howarth would like to schedule an in-person meeting. We are proposing a Saturday, either March 12<sup>th</sup> or 19<sup>th</sup>. She is requesting the Board Clerk, Legal Counsel, and GM attend as well. It should run about 4 hours. Food will be provided.
- The Strategic Planning Consultant will be chosen this week. We hope to begin the process in April.
- Finance Director and I have updated the budget calendar.
- I am preparing for negotiations regarding my contract.
- In regard to Cal Maritime discussing use of South Vallejo Community Center... I have forwarded their request to the City of Vallejo, as we do not own the property.
- Staff is working on grant opportunities.
- An updated improvement list and blueprints for Blue Rock Springs Park will be coming to a future board meeting.
- Leaven Kids will be sending a proposal soon regarding the use of the South Vallejo Community Center.
- I will be on vacation March 1-5, then at the California Parks and Recreation Society conference March 9-11. I may not be able to attend the March 10<sup>th</sup> Board meeting.
- My presentation to the Vallejo City Council will be on March 8<sup>th</sup>.
- Leadership Vallejo has moved their classes back a month due to COVID. I include this information as I am on their Board.