



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
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

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

August 25, 2022

Administrative Office – Board Room

395 Amador Street

6:30 p.m.

1) **Call to Order**

2) **Pledge of Allegiance**

3) **Roll Call**

4) **Approval of Agenda**

5) **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.

6) **Committee Updates:**

The Chairperson for Ad-Hoc and Standing Committees will provide any updates to the full board.

7) **Presentation:**

A) Introducing Julie Myers, Recreation Supervisor (Ryans)

B) Congratulations to Doug Vaughn, Parks Maintenance Worker II on his Retirement – (Nuno)

8) **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-August 11, 2022
- B) Approve Board Retreat and Governance Workshop Minutes- August 9, 2022
- C) Accept Policies and Personnel Committee Minutes – July 11, 2022
- D) Accept Budget and Finance Committee Minutes – July 8, 2022

9) **New Business:**

- A) Resolution 2022-07 of the Board of Directors of the Greater Vallejo Recreation District to Extend Resolution 2021-05 Temporarily Suspending Collection of Entrance Fees at Children’s Wonderland, for Vallejo Residents for a period of one year (Ryans)
- B) Approve 1st Read - GVRD Grievance Procedure under The Americans with Disabilities Act (Lanusse)
- C) Approve the Purchase and Installation of 2 Public Art Pieces on GVRD Properties- Anticipated Cost-\$10,000 - \$15,000. (Lanusse)
- D) Discussion - Future for Colusa Street Property (Lanusse)

10) **Staff Updates-Information Only**

- A) General Manager
- B) Recreation Superintendent
- C) Human Resources Manager
- D) Finance Director
- E) Maintenance Superintendent

11) **Administrative Items:**

Board Strategic Planning Meeting
Monday, September 12th 5:30-9:30pm - 395 Amador Street, Vallejo

12) **Executive Session:**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code section 54957 Title: General Manager

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

14) **Meeting Adjourn:**

Next meeting: September 8, 2022 –Board Meeting



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Greater Vallejo Recreation District Board of Directors

MINUTES

August 11, 2022 – 395 Amador Street

6:30 p.m.

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., August 11, 2022, in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) Pledge of Allegiance:

Chairperson Bowen led the pledge.

3) Welcome New Board Member:

The Board Clerk administered the Oath of Office Wendell Quigley

4) Roll Call:

Present: Chairperson Bowen; Vice-Chairperson McDonald; Secretary Rizal Aliga; Directors; Wendell Quigley, Robert Briseño

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

5) Approval of Agenda:

Director Briseño offered the motion, seconded by Director Quigley to approve the agenda with one change: change staff reports to staff updates. 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.

2 Speakers

7) **Presentation:**

Congratulations to Kevin Birdsall, Parks Maintenance Worker II on his retirement (Nuno)

Maintenance Superintendent Nuno announced the retirement of Kevin Birdsall, who has been with the district for over 18 years.

8) **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-July 28, 2022

B) Accept Policies and Personnel Committee Minutes – June 13, 2022

C) Accept Facility and Development Committee Minutes – July 20, 2022

Director Briseño offered the motion, seconded by Director Quigley to approve the Consent Calendar. Motion passed.

9) **Financials:**

A) Approve Financial Statement as of 7/31/2022 (Harman)

Director Briseño offered the motion, seconded by Director Quigley to approve the financial statement as of 7/31/2022. Motion passed.

B) Approve Payment of Bills 7/1/2022 through 7/31/2022 (Harman)

Director Briseño offered the motion, seconded by Director Quigley to approve the payment of bills 7/1/2022 through 7/31/2022. Director McDonald recused herself from the discussion and vote. Motion passed.

10) **New Business:**

A) Discussion on Master Lease with City of Vallejo (Lanusse)

The General Manager and Legal Counsel provided an update on a recent meeting with City of Vallejo staff. Direction was given to compile a bullet list of things that need to be clarified in the master lease.

B) Discussion on extension of waiving fees for an additional year for Children's Wonderland (Ryans)

After discussion, direction was given to bring additional information to the next board meeting.

11) **Staff Updates-Informational Only**

A) General Manager

- Provided an update on a recent visit by our insurance carrier CAPRI.
- Announced a change in date for an upcoming meeting with the Vallejo Unified School District to discuss parking at two locations.

B) Recreation Superintendent

- Announced the upcoming return of the Kids Club afterschool program.
- Announced the upcoming Bands & Brews event on August 12th.

C) Human Resources Manager given by Lorelei Morehouse,
-Provided an update on recruitment efforts and recently filled positions.

D) Finance Director
-No additional updates

E) Maintenance Superintendent
- Provided an update on the Glen Cove pickleball courts project.
- Announced upcoming events at Washington and City Parks.

12) Administrative Items:

Announcements:

A) Board Retreat and Governance Training – August 9th 6-9pm
395 Amador Street, Vallejo

B) McIntyre Ranch Ad-Hoc Committee Meeting

Wednesday, August 17th 6pm – 395 Amador Street, Vallejo

This Ad-Hoc Committee will not be a public meeting. Public workshops are planned for the near future.

13) Executive Session: At 8:21pm, Chairperson Bowen convened to Executive Session

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code section 54956.9 (d)(2) 3 Cases

At 8:45pm, Chairperson Bowen re-convened regular session and reported the following: Staff provided information, no direction given.

14) Announcements and Comments from Board Members:

None.

15) Meeting Adjourn:

Director Quigley offered the motion, seconded by Director McDonald to adjourn the meeting at 8:50 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date



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Greater Vallejo Recreation District Board of Directors
MINUTES – Board Retreat and Governance Workshop
August 9, 2022 – 395 Amador Street
6:00 p.m.

1) Call to Order:

Chairperson Bowen called the board retreat-governance workshop, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:00 p.m., August 9, 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 Bowen; Vice-Chairperson McDonald; Secretary Rizal Aliga; Directors; Gary Salvadori, Robert Briseño
Staff: General Manager, Lanusse; Amy Howorth

4) Approval of Agenda:

Director Quigley offered the motion, seconded by Director Briseño to approve the agenda. Motion passed.

5) Public Comment:

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None

6) Training by Amy Howorth of Municipal Resource Group:

Amy Howorth provided governance training for the Board of Directors.

7) Meeting Adjourn:

Director Briseño offered the motion, seconded by Director Bowen to adjourn the meeting at 9:20 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date



Agenda 8-C

BOARD COMMUNICATION

Date: August 25, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting July 11, 2022.

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the July 11, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from July 11, 2022



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General Manager
Gabe Lanusse

Policies and Personnel Committee Minutes
Monday, July 11, 2022
4:00 p.m.
Administrative Office-Board Room
395 Amador Street

In attendance: Director Aliga, Director Salvadori, General Manager Lanusse, Human Resources Manager Halcro

Meeting began: 4:04 PM

1. Discuss Purchase Vendor List

The committee and staff discussed purchasing, and the importance to have a vetted vendor list so that purchases are made with transparency within GVRD and to the public. Differences of regarding vendors for goods and contractors for production and repairs were also discussed and needed definitions so that it could be defined more clearly. Vendors selling to GVRD and vendors selling to the public were also discussed with need for elaboration. Methods of payment were, and revenue split would need to be determined too. Emergency purchases will also need to be reviewed.

2. Discuss Policy 4090 – Training Education Conferences

The committee and staff reviewed and discussed the policy and that it is separate from employee training, education, and conferences. This policy only applies to the Board of Directors. Restrictions should be placed up front, and per diem spending should be explained to the board member participating in the training. Other topics were range. If the conference is nearby, do they still get a hotel room? Distance. Is there a radius of distance for conference location travel? How many times a board could use it during a year, or 4-year term? To be examined again by the committee with proposed changes.

3. Discuss Policy 2050 – Bereavement

The committee and staff reviewed and discussed this policy. It may need to be updated to include domestic partners. If there is a legal separation, do those relatives still apply to bereavement leave? Updated definition of immediate family will need to be incorporated into this policy. To return at a later date with proposals.

4. Discuss Policy and RR 1030 – Public Complaints

The committee and staff discussed the policy but realize that there is more depth to what is going on. The definition of complaints was discussed and the difference of complaints regarding the district, specific employees, the General Manager, and complaints against the board were discussed. Staff will research how other agencies process complaints and who handles which ones.

Discussion that the GM handle all complaints was debated, but if the complaint was against the GM, should it not go a different route? A complaint about a board member would need to go to the Board Chair. Staff could create an online form. All public complaints need to go to some sort of clearing house. Look to CSDA? GM to create an online form.

5. Discuss Policy 1070 – Public Donations

The committee and staff discussed donations and determined that the policy should address donations to go to the Greater Vallejo Open Space Foundation, which is a 501c3 entity. As a public agency, it would be best that money go this route. All donations need to be received by the Foundation.

6. Discuss Policy 2080 – Union Memberships

The committee and staff reviewed this policy and realized that it states the unrepresented need to choose a representative. This is a contradiction and would then create an association. Language regarding that employees must join the union to employees may choose to join the union. A review by legal should be in order as well for an update.

Adjourned at 5:17 PM



Agenda 8-D

BOARD COMMUNICATION

Date: August 25, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: **Accept the Minutes from the Budget and Finance Committee meeting
July 8, 2022**

RECOMMENDATION

To accept the minutes from Budget and Finance Committee from the July 8, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Budget and Finance Committee Minutes from July 8, 2022.



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General Manager
Gabe Lanusse

Budget and Finance Committee Minutes Monday, August 8, 2022 9:30 a.m. Administrative Office-Board Room 395 Amador Street

In attendance: Director Bowen, Director Briseño
General Manager Lanusse, Finance Director Harman

Meeting began: 9:30 a.m.

1. Assign Committee Chairperson

The committee assigned Director Briseño as chairperson.

2. Public Comment

There was no Public Comment at this meeting.

3. Increase to Part Time Wages

The State of California minimum wage is increasing to \$15.50/hr. effective January 2023. Staff presented a draft updated pay range table incorporating this increase along with some changes to ranges for some job titles. The committee discussed the required and proposed increases. General Manager Lanusse will work with Recreation Superintendent Ryans and Maintenance Superintendent Nuno on the pay range table. A proposal including additional costs to the District will be presented to the board at a future meeting.

4. COVID-19 Fiscal Relief for Special Districts - \$594,359

The committee discussed the allocation of the \$594,359 COVID-19 Fiscal Relief for Special Districts we received in January 2022. This was part of the 2021 Budget Act which appropriated \$100 million one-time General Fund to provide fiscal relief to independent special districts for revenue losses or unanticipated costs incurred due to the COVID-19 public health emergency. While the committee agreed that the majority of the funds received went to cover losses incurred in the 2020-2021 FY, the allocation of any remaining funds should be determined by the full board.

Adjourned at 10:15 a.m.

Next meeting: Tues., Sept. 13, 2022



Agenda 9-A

BOARD COMMUNICATION

Date: August 25, 2022

TO: Board Chairperson and Directors

FROM: Antony Ryans

SUBJECT: Approve Resolution 2022-07 of the Board of Directors of the Greater Vallejo Recreation District to Extend Resolution 2021-05, “Temporarily Suspending Collection of Entrance Fees at Children’s Wonderland, for Vallejo Residents for a period of one year.”

BACKGROUND AND DISCUSSION

The COVID-19 pandemic has limited the number of activities that are available for families. Children’s Wonderland (CW) is a gated park operated by GVRD where families with young children can play safely. Entrance fees were held at \$2 for approximately 9 years, until a few years ago when the fees were increased to \$3. The park was closed for many months during COVID, and when regular parks reopened, it remained closed. This was due to the fact it charged entrance fees and fell into the amusement category.

Staff researched the history of collecting entrance fees, the amount of the fee, and other related history. Staff then presented the idea to waive entrance fees during a staff report at a previous board meeting. The idea was also discussed with the programs and finance committees last year. Also, the proposal was brought to the board for discussion at a prior Board Meeting. All committee members thought this would be a huge benefit to the families of Vallejo.

Waiving entrance fees will give more access to the Vallejo community. Structuring appropriate staffing, creating outreach for more beneficial park hours, and increasing the number of concessions will improve use and create a larger draw to families looking for affordable activities for their families. Fees will continue to be charged for reserving birthday parties, some special events, reserving picnic areas, or to reserve the entire park for private events. As fees are approved by the board, this item must receive board approval.

RECOMMENDATION

Approve recommendation to waive entrance fees for one additional year. Start date to be determined by the board once approved.

FISCAL IMPACT

FY: 18/19

Revenue:	
Reservations	\$14,468.75
Entrance Fees	\$49,284.55
Concessions	\$10,709.00
Special Events	\$310.00
Donations	\$142.23
Misc Rev:	\$5,960.50
Total:	\$80,875.03

Expenditures:	\$78,205.55
Excess Revenue:	\$2,669.48

FY: 19/20

Revenue:	
Reservations	\$7,362.50
Entrance Fees	\$26,353.00
Concessions	\$5,800.25
Special Events	\$4,158.11
Donations	\$10.04
Misc Rev:	\$6,682.25
Total:	\$50,366.15

Expenditures:	\$88,888.38
Excess Revenue:	(\$38,522.23)

FY: 20/21 -PARK CLOSED

FY: 21/22

Revenue:	
Reservations	\$37,881.50
Entrance Fees	\$20,037.00
Concessions	\$13,968.00
Special Events	\$3,777.00
Donations	\$269.50
Misc Rev:	\$5.00
Total:	\$75,938.00

Expenditures:	\$138,500.88
Excess Revenue:	(\$62,562.88)

Staff levels will be restructured to a minimum amount. Cost for part time staffing for the year will be approximately \$60,000 to be paid out of Measure K funding. Measure K funding allows for part time staffing to be paid out of this account, and the current budget for PT staff is allocated from Measure K.

Operating expense does not include maintenance and park staff labor as this was never factored in the past.

ALTERNATIVES CONSIDERED

Approve

Approve with recommendations

Reject

Reject the first read with recommendations

Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve the waiver of fees for Children's Wonderland.

DOCUMENTS AVAILABLE FOR REVIEW

N/A



RESOLUTION NUMBER 2022-07

RESOLUTION 2022-07 OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT TO EXTEND RESOLUTION 2021-05 TEMPORARILY SUSPENDING COLLECTION OF ENTRANCE FEES AT CHILDREN’S WONDERLAND, FOR VALLEJO RESIDENTS FOR A PERIOD OF ONE YEAR

BE IT RESOLVED, by the Board of Directors of the Greater Vallejo Recreation District as follows:

WHEREAS, the COVID-19 pandemic limited the number of activities that were available for families. Children’s Wonderland (CW) is a gated park operated by GVRD where families with young children can play safely. In August 2021, the Board of Directors passed Resolution 2021-05 waiving entrance fees to Children’s Wonderland Park for a one-year time frame, which is set to end on August 31, 2022. The Board of Directors determined that it is in best interest of the community to extend the fee waiver for another on-year term.

WHEREAS, waiving entrance fees will give more access to the Vallejo community. Structuring appropriate staffing, creating outreach for more beneficial park hours, and increasing the number of concessions will improve use and create a larger draw to families looking for affordable activities for their families. Fees will continue to be charged for non-resident visitors, reserving birthday parties, some special events, reserving picnic areas, and to reserve the entire park for private events.

NOW THEREFORE, the Board of Directors hereby RESOLVES as follows: All Children’s Wonderland entrance fees are waived from _____, 2022 through _____, 2023

ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on the 25th day of August 2022 by the following vote:

Following Roll Call Vote: Ayes:
 Noes:
 Absent:
 Abstained:

Adopted: _____
Ron Bowen, Chairperson

Attest: _____
Kimberly Pierson, Board Clerk



Agenda 9-B

BOARD COMMUNICATION

Date: August 25, 2022

TO: Board Chairperson and Directors

FROM: Gabe Lanusse

SUBJECT: Approve the 1st Read-GVRD Grievance Procedure under the Americans with Disabilities Act

BACKGROUND AND DISCUSSION

During a recent site visit our insurance carrier (CAPRI) recommended that we designate a Coordinator for the American with Disabilities Act (ADA) and Section 504 and establish a policy and procedure for handling public complaints. Once the procedure is in place, details must be posted on our website in a prominent location.

Casey Halcro has been designated as the coordinator, and CAPRI provided templates for the District to use for all necessary forms and notices.

RECOMMENDATION

Approve 1st Read of the GVRD ADA Grievance Procedure

FISCAL IMPACT

None.

ALTERNATIVES CONSIDERED

Approve
Approve with recommendations
Reject
Reject with recommendations
Take no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Staff recommends approval

DOCUMENTS AVAILABLE FOR REVIEW

Attachment A - ADA Public Input Notice
Attachment B - ADA Public Notice
Attachment C - Grievance Form

Public Notice and Posting

Greater Vallejo Recreation District, in keeping with our ongoing efforts to serve all members of the community, is developing an Americans with Disabilities Act (ADA) self-evaluation and transition plan. This accessibility plan will provide a comprehensive design for access for individuals with disabilities to the District facilities, parks, programs, services, activities and events.

Greater Vallejo Recreation District is seeking input from agencies, organizations, and individuals with disabilities. The value of stakeholder guidance will help to address and prioritize current and future needs. Individuals who would like to provide input are invited to complete a survey, call or email the ADA/504 Coordinator. Surveys are available for organizations that represent individuals with disabilities, patrons, community members, employees, and other interested individuals who wish to participate in the evaluation.

Your comments and opinions are important to us and will provide valuable information regarding how Greater Vallejo Recreation District can better serve individuals with disabilities. Surveys are available from the District's ADA/504 Coordinator and on the District's website at <https://www.gvrd.org>.

Casey Halcro, ADA/504 Coordinator
Greater Vallejo Recreation District
395 Amador St.
Vallejo, CA 94590
Phone: (707) 648-4606
TTY through California Relay at: 7-1-1
chalcro@gvrd.org

Please contact Casey Halcro, ADA/504 Coordinator, if you have questions or comments or would like to request a survey in an alternate format.

Information regarding the Americans with Disabilities Act can be obtained from the ADA/504 Coordinator.

Greater Vallejo Recreation District complies with the Americans with Disabilities Act of 1990, Public Law 101-336, which prohibits discrimination on the basis of disability.

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

Nondiscrimination Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), Greater Vallejo Recreation District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Greater Vallejo Recreation District does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Greater Vallejo Recreation District will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Greater Vallejo Recreation District programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Greater Vallejo Recreation District will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Greater Vallejo Recreation District offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Greater Vallejo Recreation District, should contact the office of Casey Halcro, ADA/Section 504 Coordinator, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Greater Vallejo Recreation District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Greater Vallejo Recreation District is not accessible to persons with disabilities should be directed to:

Casey Halcro
ADA/Section 504 Coordinator
Greater Vallejo Recreation District
395 Amador St., Vallejo, CA 94590
Email: chalcro@gvrd.org
Phone: (707) 648-4606
FAX: (707) 648-4616

Greater Vallejo Recreation District will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

**GREATER VALLEJO RECREATION DISTRICT
Grievance Procedure under
The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Greater Vallejo Recreation District. The District's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

A complainant is encouraged to file a grievance within 60 days of the date of becoming aware of any alleged discrimination or access violation. Failure to report an alleged violation within 180 days may impact the complainant's ability to redress his or her grievance. Grievances should be submitted to:

**Casey Halcro
ADA/Section 504 Coordinator
Greater Vallejo Recreation District, 395 Amador St., Vallejo, CA 94590
Email: chalcro@gvrd.org
Phone: (707) 648-4606 FAX: (707) 648-4616**

Within 15 calendar days after receipt of the complaint, Casey Halcro or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Casey Halcro or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Greater Vallejo Recreation District and offer options for substantive resolution of the complaint.

If the response by Casey Halcro or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the General Manager or his designee.

Within 15 calendar days after receipt of the appeal, the General Manager or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the General Manager or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Casey Halcro or her designee, appeals to the General Manager or his designee, and responses from these two offices will be retained by Greater Vallejo Recreation District for at least three years.

**Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Grievance Form**

Instructions: Please fill out this form completely. A printed or typed response is recommended. Sign and return to the address on last page by email, fax, mail or in person. If you need an accommodation to complete or submit this form, please contact the ADA/Section 504 Coordinator as indicated on this form.

1. Complaint: _____
Address: _____
City, State and Zip Code: _____
Telephone: Home: _____ Business: _____

2. Person Discriminated Against: (if other than the complainant): _____
Address: _____
City, State, and Zip Code: _____
Telephone: Home: _____ Business: _____

3. Department or person which you believe has discriminated (if known):
Name: _____
Address: _____
City, State and Zip Code: _____
Telephone Number: _____
When did the discrimination occur? Date: _____

4. Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated:

5. Have efforts been made to resolve this complaint?
Yes _____ No _____
If yes: what efforts have been taken and what is the status of the grievance?

6. Has the complaint been filed with another bureau, such as the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes_____ No_____

If yes:

Agency or Court: _____

Contact Person: _____

Address: _____

City, State, and Zip Code: _____

Telephone Number: _____ Date Filed: _____

7. Do you intend to file with another agency or court?

Yes_____ No_____

Agency or Court: _____

Street Address: _____

City, State and Zip Code: _____

Telephone Number: _____

8. Additional comments or information:

Signature: _____ Date: _____

Return to:
Casey Halcro
ADA/Section 504 Coordinator
Greater Vallejo Recreation District
395 Amador St., Vallejo, CA 94590
Email: chalcro@gvrd.org
Phone: (707) 648-4606
FAX: (707) 648-4616



Agenda 9-C

BOARD COMMUNICATION

Date: August 25, 2022

TO: Board Chairperson and Directors

FROM: Gabe Lanusse

SUBJECT: Approve the Purchase and installation of 2 Public Art Pieces on GVRD Properties.

BACKGROUND AND DISCUSSION

Discussion has come up on several occasions in the past regarding placing additional public art in Vallejo. The GM has been a strong proponent of incorporating public art into Vallejo Parks as an additional benefit to the community. Recently, the Vallejo Arts Commission sponsored various art projects in Vallejo. One of those projects did not meet the deadline for project completion and the artist withdrew her grant application. I reached out to the artist to see if she would be interested in having her art displayed on GVRD property. The original scope included four pieces in total, however staff believes we could accommodate two of the pieces. The pieces include animals that represent the local fauna—a kit fox with dimensions of 12 feet tall, and a base of 7.5 wide. and a garter snake 5 feet long x 4 feet wide and are created with waste materials picked up from around the city.

Both art pieces will have informational plaques, and QR codes, describing their relation to wildlife and the region. Discussions with staff have occurred regarding source materials, language on the art, insurance, maintenance, installation, and an educational component from the artist to provide instruction in a class setting on Trash to Art projects. Staff have had a few meetings with the artist and have narrowed down possible locations.

Staff discussed the possibility of adding sculptures with our insurance carriers and were provided guidance regarding labeling the pieces as “art” and not play equipment. The idea was brought to the attention of the Facilities Committee, both members recommended that it move forward to the board, as it is a positive and educational benefit from a local artist.

RECOMMENDATION

Approve recommendation to have staff and the artist install 2 (two) pieces of outdoor sculptures on GVRD property.

FISCAL IMPACT

The art pieces themselves could range from \$2,500 per piece with a not to exceed limit determined by the board. An increase in cost could arise if the recyclable materials used to create the pieces need to be upgraded to increase their sustainability.

Other costs may include a concrete pad, so the art is not resting in soil. Labor and materials would be provided internally to reduce costs. The size depends on the footprint of the sculptures. The artist has agreed to do the installation. We anticipate the costs to fall in the range of \$10,000 to \$15,000 for art and related expenses.

ALTERNATIVES CONSIDERED

- Approve
- Approve with recommendations
- Reject
- Reject with recommendations
- Take no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Staff recommends approval

DOCUMENTS AVAILABLE FOR REVIEW

Attachment "A" -Original Art to Trash Proposal



CREATIVE REUSE

Re/Use: Art > Trash

“Everything else is designed for you to throw away when you are finished with it. But where is “away”? Of course, “away” does not really exist. “Away” has gone away.”

— Michael Braungart, Cradle to Cradle



The image shows a landscape with a dirt road winding through dry, yellowish-brown hills. In the background, there are green hills under a blue sky with white clouds. A dark blue rectangular box is overlaid on the right side of the image, containing white text. The word 'INTENTIONS' is written in large, white, sans-serif capital letters at the top left of the blue box. Below it, there are three paragraphs of white text. The number '3' is visible in the bottom right corner of the landscape image.

INTENTIONS

In the face of Vallejo's growing trash problems, our goal has been to engage in a community effort focused on creative solutions to the abundance of waste.

We set out to explore waste reduction and reuse solutions in the form of art to foster a public mindset that views waste as a source material.

Reimagining local endangered animals in the form of re/use sculptures sheds light on the surrounding environment and our interaction and impact on ecosystems large and small.

WHAT COULD WE BUILD?



GIANT GARTER
SNAKE

The largest species of garter snake, destruction of wetland and habitat has been so widespread that this species is now listed as endangered



GREAT EGRET

These widely ranging birds nest on Mare Island and feed in our marshes, their health can be an indicator of wetland stability



TULE ELK

A subspecies of elk found only in California, from the grassy marshlands of the Central Valley to the grassy hills on the coast



SAN JOAQUIN KIT FOX

Our local fox was formerly very common in the San Joaquin Valley and is now listed as endangered due to habitat loss



Gathering supplies one corner at a time.





COLLECTIVE ACTION

BETTER TOGETHER

Our biggest hauls to date

MARCH
2022

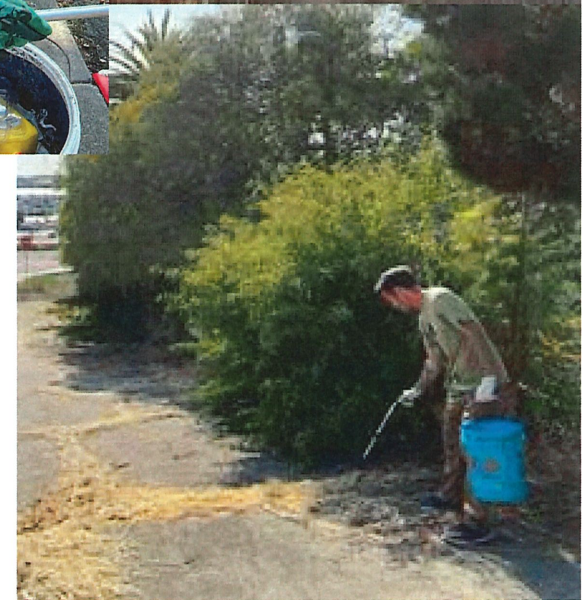
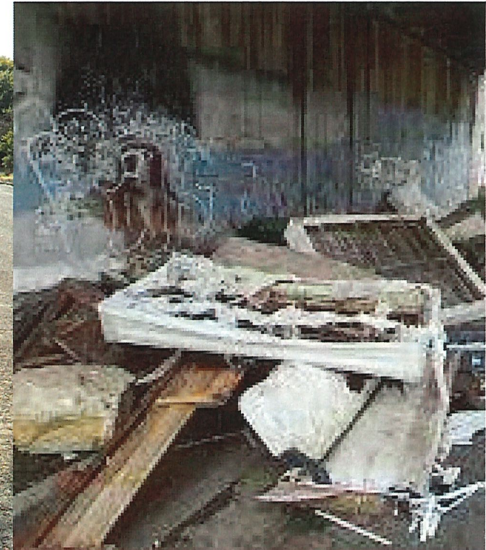
52 bags (1,144 lbs)
2 armchairs and 1 couch

MAY 2021

35 bags (770 lbs) 2 large piles
of discarded construction scraps,
2 mattresses

OCT 2021

21 bags (462 lbs) and one TV





IMPACT

COLLECTION TOTAL

Joining with our friends and neighbors we have been able to collect and sort almost 200 bags of waste and process it into sculptures.

That's 4,400 pounds of trash.

And its not over yet!

A NEVER-ENDING MISSION

This program will not only continue to increase awareness about how we dispose of litter in public spaces but will also motivate and empower the community to think about the importance and impact of reuse and the arts.

A photograph of a pile of scrap wood and lumber, with the text "RESOURCE RECOVERY" overlaid in a green box. The wood pieces are of various lengths and are stacked in a somewhat chaotic manner. The text is in a bold, sans-serif font, colored in a light green or lime green. The background is a dark, muted green color, which makes the text stand out.

RESOURCE
RECOVERY

GIANT GARTER SNAKE

LOCATION

The ideal location would be A field or abandoned building.

MATERIAL

Made entirely of found or sourced plastic debris and amazon packaging.



11

GREAT EGRET

LOCATION

The ideal location would be any shoreline or waterfront areas where egrets are naturally found

MATERIAL

Made entirely of found or sourced plastic bags, Styrofoam, misc. plastic debris and found wire mesh



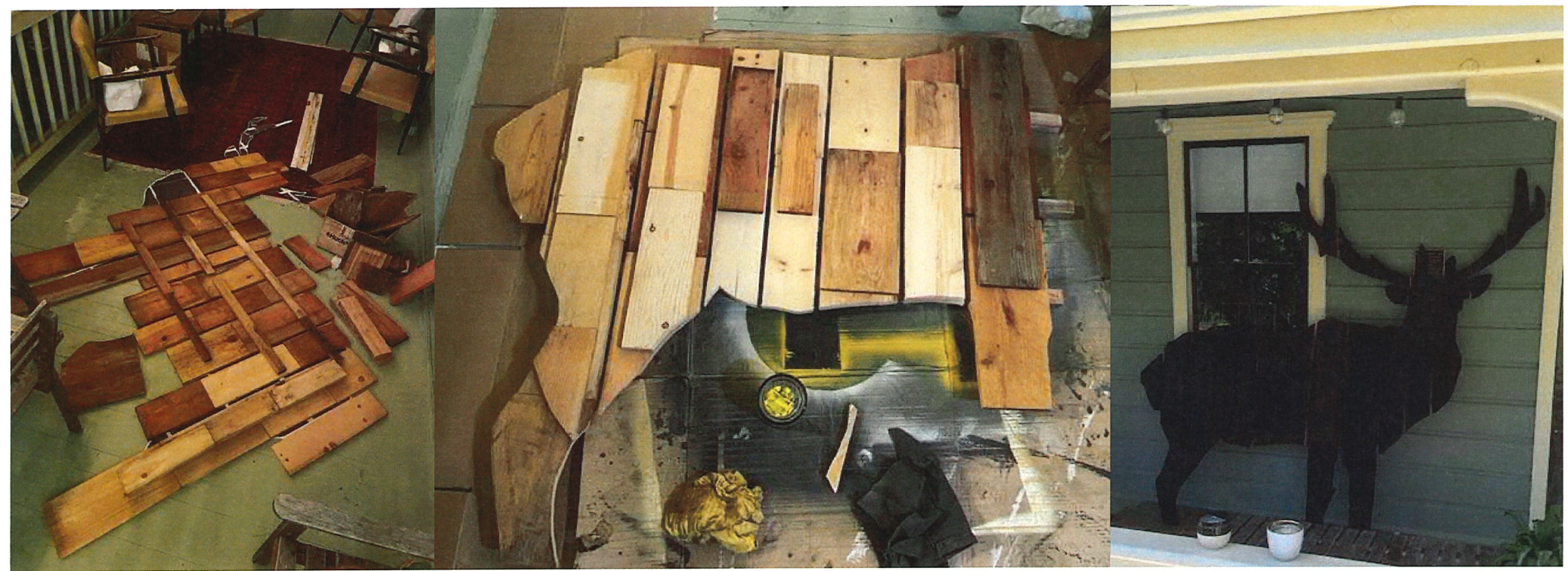
TULE ELK

LOCATION

The ideal location would be a field or wet land area

MATERIAL

Made entirely of found or sourced construction and other discarded wood off Sanoma Blvd.





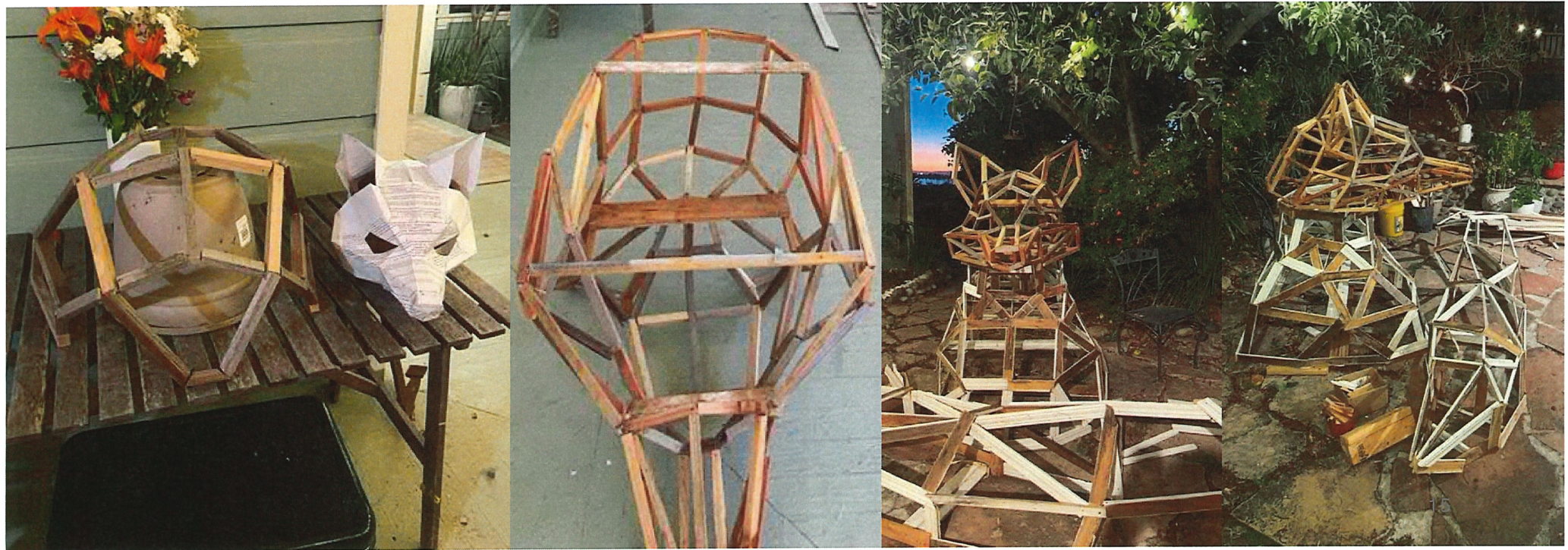
SAN JOAQUIN KIT FOX

LOCATION

The ideal location would be Mare Island shore or looking west from the waterfront plaza

MATERIAL

Made entirely of found or sourced construction debris.

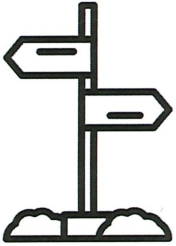




SIGNAGE

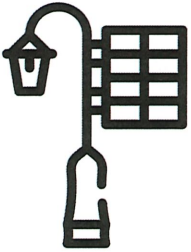
FOUND CONCRETE AND STYROFOAM

Signage will be created from discarded Styrofoam and found QuickCrete. The signs will be used to separate the art from the debris and provide structure to the displays.



LIGHTING

Each location will have a small set of solar lights to illuminate the sculptures at night. These were surprisingly easy to find and restore.



A photograph of a large pile of wooden planks and beams, some light-colored and some dark, scattered across the frame. A green rectangular box is superimposed over the center of the image, containing the text "WHAT'S NEXT?" in a bold, green, sans-serif font.

WHAT'S
NEXT?



INSTALLATION!



General Manager Board Report

8/25/2022

- We recently filled some vacant positions in Maintenance and Recreation, I would like to officially welcome these employees to GVRD.
- Ribbon cuttings are being planned for Glen Cove Pickleball Courts and Cunningham Pool.
- Our marketing team has been instrumental in coordinating our social media calendars and assisting with press releases.
- Brent Ives will host a Strategic Planning Workshop for the board on September 12th.
- GVRD staff had a meeting to discuss outdoor art installation with a local artist.
- We are working on finalizing our annual report, budget book, and fall activity guide.
- We are continuing to work on a Part Time salary proposal.



Recreation Department Board Report

8/25/2022

Activity Guide:

- Fall Activity Guide sent to production this week!

Aquatics:

- Summer is officially over, and the 8-week season was a huge success! The Complex saw about 3,234 people join us for Lap Swim and Recreation Swim combined. The pool had about 600 participants in Group Swim Lessons and about 500 participants in our Aquatic Camps.
- We continue to offer a variety of Swim Lessons and Recreation Swim into the Fall season.
- Vallejo Aquatic Club and High School Water Polo teams will utilize the complex throughout the Fall season, in the afternoons.
- After School at the Pool has begun. We have maximum enrollment for the month of August and are excited to operate this program throughout the school year.
- The next Dive-In Movie Night will be on August 27, 2022. Doors will open at 7:45pm for those registered.
- The Department is currently looking for enthusiastic individuals to join the Aquatic team. Lifeguard positions are open amongst a number of other positions in the department.

Community Centers:

- Community Centers is expecting 2 Center Monitor new hires to join the team.
- Community Centers will implement new rental fees starting September 1st.

Children's Wonderland & Community Events:

- The purchase of a new commercial freezer was approved and ordered.
- The Department its final Bands and Brews of the summer on Friday, August 12th with Alvon Johnson and the All-Stars and it was a rousing success. Over 350 people enjoyed the show with many signing up for an email list to find out about future concerts. This year went out with a bang and is sure to set up next summer's series for success!
- We are starting to find vendors for our Pup'kin Patch Dog Festival and so far Subaru and Mugsy's pet supply and bakery are in. The Vallejo Police are also set to do a police dog demonstration. Staff made a great connection with Coordinator of the Benicia Community Dog Festival.

Staffing:

- Recreation Coordinators in Sports and Events will began work on Monday, August 22nd.

Sports:

- Last week we lost our Sports Assistant Coordinator, Brianna Todaro. She has been a spectacular add to our team and has help down the fort extremely well while we have been without a Coordinator.
- The Department is in the planning stages of the Sports Hall of Fame event slated for spring 2023.

Youth Services:

- The youth and staff had a successful Summer. Lego University Camp at FCC and Fun in the Sun Camp at NVCC went from June 21st through August 12th.
- Kid's Club & ExLP programs started on Monday, August 15th.
- The Youth Dept. welcomes our new Assistant Coordinators DeAnte Harrison and Destiny Perkins.



Human Resources Board Report

08/25/2022

Personnel Update:

Open Positions

- Lead Parks Worker – FT
- Senior Lifeguard – PT
- Pool Specialist – PT
- Assistant Coordinator – Sports - PT
- Visitor Services Monitor – PT
- Center Monitor – PT
- Maintenance Worker I - FT
- Lifeguard Swim Instructor – PT
- EXLP/Kid's Club/Camps Recreation Leader – PT
- Parks Maintenance Worker – PT

Recently filled Positions

- Recreation Coordinator, Community Events & CW – FT
- Recreation Coordinator, Sports – FT
- Maintenance Specialist, Facilities – FT
- Admin. Clerk – 2 PT
- Lifeguard/Swim Instructor
- Recreation Leader, CW PT

Covid-19:

- CDC has updated and streamlined their recommendations for all persons, regardless of vaccination status, regarding covid-19 exposure. Per the CDC update it's important to:
 - Continuing to promote the importance of being [up to date with vaccination](#) to protect people against serious illness, hospitalization, and death. Protection provided by the current vaccine against

symptomatic infection and transmission is less than that against severe disease and diminishes over time, especially against the currently circulating variants. For this reason, it is important to stay up to date, especially as new vaccines become available.

- Updating its guidance for people who are not up to date on COVID-19 vaccines on what to do if exposed to someone with COVID-19. This is consistent with the existing guidance for people who are up to date on COVID-19 vaccines.
- Recommending that instead of quarantining if you were exposed to COVID-19, you wear a high-quality mask for 10 days and get tested on day 5.
- Reiterating that regardless of vaccination status, you should isolate from others when you have COVID-19.
 - You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have test results.
- If your results are positive, follow CDC's full isolation recommendations.
- If your results are negative, you can end your isolation.
 - Recommending that if you test positive for COVID-19, you stay home for at least 5 days and isolate from others in your home. You are likely most infectious during these first 5 days. Wear a high-quality mask when you must be around others at home and in public.
 - If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5.
 - Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11.
 - You should wear a high-quality mask through day 10.
 - Recommending that if you had [moderate illness](#) (if you experienced shortness of breath or had difficulty breathing) or [severe illness](#) (you were hospitalized) due to COVID-19 or you have a weakened immune system, you need to isolate through day 10.
 - Recommending that if you had [severe illness](#) or have a weakened immune system, consult your doctor before ending isolation. Ending isolation without a viral test may not be an option for you. If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.

- Clarifying that after you have ended isolation, if your COVID-19 symptoms worsen, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.
 - Recommending screening testing of asymptomatic people without known exposures will no longer be recommended in most community settings.
 - Emphasizing that physical distance is just one component of how to protect yourself and others. It is important to consider the risk in a particular setting, including local COVID-19 Community Levels and the important role of ventilation, when assessing the need to maintain physical distance.
- Actions to take will continue to be informed by the [COVID-19 Community Levels](#), launched in February. CDC will continue to focus efforts on preventing severe illness and post-COVID conditions, while ensuring

Joint Labor Management

- HR Manager, GM and other department heads meet regularly with Unions to collaborate on various needs



Finance Department Board Report

08/25/22

CAPRI Final Report of Wages FY 21-22

- Completed and submitted the CAPRI Final Payroll Report for FY 2021-2022. Each spring we submit an estimated payroll for use in calculating the estimated Worker's Comp premium for the upcoming fiscal year. The Final Report is submitted after the end of the FY and is used to calculate the final Workers' Comp premium.

Reports

- Completed and submitted the 2021 Government Compensation in California report to the State Controller's Office.
- Completed and submitted the Employee Compensation Report for the 2021 calendar year to Transparent California.

Annual Report

- Working on graphs, etc. for the 2021-2022 Annual Report.

Final Apportionment from Solano County - FY 2021-2022

- Received final reports for last FY from Solano County. Our final apportionment totaled \$29,799.22.



Maintenance Department Board Report

8/25/22

Parks and Facilities

- Dan Foley Cultural Center
 - We had our annual Vallejo Watershed Alliance meeting on August 20th.
 - VWA and Cal Maritime cadets will be doing volunteer work removing tules from the Lake shoreline on August 26th.
- Wardlaw Dog/Skate Park
 - Contractor will be working on renovations of the restrooms.
- North Vallejo Park
 - New bleachers were installed at the ballfield.
- Hanns Park
 - Staff worked on cutting and removing overgrown vegetation for fire prevention.
- Glen Cove Waterfront Park
 - Cal Maritime cadets and Solano RCD will be working on the restoration project on August 26th.
- Hiddenbrooke Park
 - Contractor will be working on the conversion of the bocce ball courts.
- Staff Recruitment
 - Maintenance specialist started working on August 22nd; we will be doing interviews for the Lead Worker position and for the Maintenance Worker positions.

BOARD PROJECTS UPDATE



Date 8/25/2022

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations					
Design Phase	1/1/2018	6/1/2021	100%	✓	
Permit Issued	6/1/2019	6/1/2020	100%	✓	
RFP	8/1/2021	10/1/2021	100%	✓	
Build	12/23/2022	12/1/2022	50%	○	Contractor completed the installation of the drywall on the Finance offices and the carpet in the new board room.
VCC Kitchen					
Design Phase	1/1/2015	8/1/2020	100%	✓	
Permit Issued	8/1/2019	8/1/2021	100%	✓	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	✓	
Proposed Board Approval	8/12/2022	11/18/2021	100%	✓	
RFP	1/7/2022	2/28/2022	100%	✓	
Build	4/18/2022	10/1/2022	65%	○	Contractor continue working on the installation of the appliances and begun with the outside ADA improvements
Dan Foley Cultural Center Upgrades					
Phase design	7/1/2021	10/1/2021	100%	✓	
RFP	8/1/2021	10/1/2021	100%	✓	
Build	8/1/2021	12/30/2022	80%	○	Baffle install scheduled for first two weeks in December.
Richardson Electrical Upgrade					
Design Phase	3/1/2020	1/28/2022	100%	✓	
Permit Issued	2/3/2022	2/11/2022	100%	✓	

RFP	2/14/2022	3/31/2022	100%	<input checked="" type="checkbox"/>	
Build	6/1/2022	12/1/2022	50%	<input type="checkbox"/>	Trenching and conduit runs complete; PG&E postponed completing this until December.
Cunningham Pool ADA					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	City staff informed us that they will be issuing the permit to do the building upgrades, and they will work on finalizing the plans for the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	<input checked="" type="checkbox"/>	Permit was issued from the City.
RFP	9/1/2022	9/29/2022		<input type="checkbox"/>	
Build	10/1/2022	12/1/2022		<input type="checkbox"/>	
Grant Mahony Park Lighting					
Design/Assessment Phase	9/1/2021	2/28/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	2/1/2022	2/16/2022	100%	<input checked="" type="checkbox"/>	City issued the permit for the Park lighting.
RFP	4/1/2022	4/29/2022	100%	<input checked="" type="checkbox"/>	
Build	6/20/2022	9/16/2022	80%	<input type="checkbox"/>	Contractor received the lights, this project should be completed in the next of couple weeks.
PB Projects					
Design Phase	1/1/2020	3/24/2020	100%	<input checked="" type="checkbox"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	<input checked="" type="checkbox"/>	
Build	11/12/2021	9/16/2022	90%	<input type="checkbox"/>	SVCC project is completed; contractor is making progress on completing Setterquist project soon.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	9/30/2022	95%	<input type="checkbox"/>	Staff installed the Disc golf signs, working on the welcome sign.
Terrace Park Playground					

Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	6/30/2022	100%	<input checked="" type="checkbox"/>	Received all the proposals and designs, staff will working with the vendor on revisions of the designs.
Build	9/1/2022	10/31/2022	0%	<input type="checkbox"/>	