



# 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  
Sheryl Pannell Lea  
Adjoa McDonald

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

### AGENDA

July 22, 2021 - 6:30 p.m.

**Due to Solano County and the State of California's shelter in place orders our Board Meeting will be held remotely via Zoom Meetings**

(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: 622 641 170**

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) **Presentation:**
  - A) Disc Golf – John Riley
  - B) Overview of the Policy Making Process (Halcro)
- 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 particular item will be removed from the consent calendar and will be considered separately.

  - A) Approve Board Minutes-July 8, 2021
  - B) Accept the Facility and Development Committee Minutes-June 17, 2021
  - C) Accept the Policies and Personnel Committee Minutes-July 12, 2021

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

- 8) **Financials:**  
A) **Approve Financial Statement as of 6/30/2021 (Harman)**  
B) **Approve Payment of Bills 6/1/2021 through 6/30/2021 (Harman)**
- 9) **New Business:**  
A) **Approve the Addition of a New Full-Time Job Position-Human Resource Coordinator-Approximate Cost of \$80,000 per Year (Halcro)**  
B) **Appointment of Real Property Negotiators (Franklin Middle School property, 501 Starr Avenue., Vallejo) (Lanusse/Legal Counsel)**
- 10) **Old Business:**  
**Approve Revised General Manager Evaluation Timeline (Halcro)**
- 11) **Staff Reports-Informational Only:**  
A) **Maintenance Superintendent**  
B) **Finance Director**  
C) **Human Resources**  
D) **Recreation Department**  
E) **General Manager**
- 12) **Administrative Items:**  
A) **Discussion on Policy #4060-Committees of the Board of Directors**  
B) **Board Authorization for Director McDonald to attend the CSDA - Special District Leadership Academy Conference. September 26-29, 2021 in South Lake Tahoe.**
- 13) **Executive Session: Will be held via Zoom breakout room**  
A) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL):** Regarding potential lease from Vallejo City Unified School District of part of the Franklin Middle School site, 501 Starr Avenue, Vallejo. Negotiating Parties: Vallejo Unified School District (Mitchell Romao). Called pursuant to Government Code section 54956.8  
B) **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION:** Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case (Workers Compensation).  
C) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Title: Legal Counsel Pursuant to Government Code Section 54957(b)(1).**
- 14) **Report Out on Executive Session:**
- 15) **Announcements and Comments from Board Members:**
- 16) **Meeting Adjourn:**

**Next meeting: August 12, 2021**



# How to change a policy

AT GREATER VALLEJO RECREATION DISTRICT

**DO YOU WANT TO CHANGE A POLICY?**

**NO WAY**

**Yay! No more work needed!**

**YES PLEASE**

Write redlined edits to the current policy.

Ask the HR Manager or the General Manager to add it to the agenda for the next Policy and Personnel Committee.

Present the policy edits to the Policy and Personnel Committee and answer questions as necessary.

This requires a meet and confer with Represented Employee Unions. Union feedback to be incorporated into Policy change edits.

**YES**

Does this policy change impact working conditions?

Incorporate feedback from the Policy and Personnel Committee into the policy edits.

**NO**

Ask GM or Board Clerk put policy change on next board meeting once all necessary meetings have taken place.

Provide GM and Board Clerk with Board Report for First Read of Policy Change.

Present to Board of Directors. Did BOD approve First Read?

**YES**

HR updates Policy Manual and resends to employees.

**YES**

Present to Board of Directors. Did BOD approve Final Read?

Provide GM and Board Clerk with a Board Report for Second/Final Read





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## Greater Vallejo Recreation District Board of Directors

### MINUTES

July 8, 2021

6:30 p.m.

**Due to Solano County and the State of California's shelter in place orders our Board Meeting will be held remotely via Zoom Meetings**

(The Zoom platform is ADA compliant)

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., July 8, 2021.

2) **Pledge of Allegiance**

3) **Roll Call**

**Present:** Chairperson Briseno, Directors; Sheryl Pannell Lea and Adjoa McDonald

**Staff:** General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Finance Director, Penny Harman; Maintenance Superintendent, Salvador Nuno; Human Resources Manager, Casey Halcro; and Board Clerk, Kimberly Pierson

**Excused:** Vice-Chairperson Gary Salvadori and Director Bowen

4) **Approval of Agenda**

Three changes were made to the agenda. Remove item 6A-Presentation, remove item 9B-Public Employee Performance Evaluation, and move item 8-staff reports after item 12. Director Lea offered the motion, seconded by Director McDonald to approve the agenda with three changes. Roll call vote: ayes: Directors: Lea, Briseno, McDonald Nays: none; absent: Directors Bowen and Salvadori abstain: none. Motion passed.

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.**

Meg Luce, Carquinez Quad Squad

Naomi-Carquinez Quad Squad  
Maddy Anderson-Carquinez Quad Squad  
Chris Owens

**6) 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-June 24, 2021**

**B) Accept the Policy and Personnel Committee Minutes-June 14, 2021**

**C) Accept the Budget and Finance Committee Minutes-June 21, 2021**

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

**7) Executive Session:** At 6:44p.m. Chairperson Briseno convened to executive session held via Zoom Breakout Room.

**A) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager):** Service Employees International Union Local 1021, (SEIU) negotiations; pursuant to Government Code section 54957.6

**8) Report out of Executive Session:**

At 6:51p.m. Chairperson Briseno convened to regular session and reported the following: Information given.

**9) New Business:**

**A) Approve Updates to Policy 2030 Holidays-Adding Juneteenth and Changing Columbus Day to Indigenous Peoples' Day (Halcro)**

Director Lea offered the motion, seconded by Director McDonald to approve updates to Policy 2030-Holidays. Adding Juneteenth and changing Columbus Day to Indigenous Peoples' Day. Roll call vote: ayes: Directors: Lea, Briseno, McDonald Nays: none; absent: Directors Bowen and Salvadori abstain: none. Motion passed.

**B) Approve Memorandum of Understanding between Greater Vallejo Recreation District and Service Employees International Union (SEIU) Local 1021 for 2021-2023. (Lanusse-Halcro)**

Director Lea offered the motion, seconded by Director McDonald to approve the Memorandum of Understanding between Greater Vallejo Recreation District and Service Employees International Union Local 1021 for 2021-2023. Roll call vote: ayes: Directors: Lea, Briseno, McDonald Nays: none; absent: Directors Bowen and Salvadori abstain: none. Motion passed.

**10) Administrative Items:**

**Nominate and accept the slate for standing Board of Director Committee Assignments for 2021/2022**

The Board Clerk read the committee appointments provided by Chairperson Briseno.

Standing committees for fiscal year 2021-2022:

Inter-Agency Committee

Chairperson Briseno

Alternate: Director Bowen

Facility & Development Committee

Directors Bowen and Lea

Policies & Personnel Committee

Directors Salvadori and Lea

Budget & Finance Committee

Directors Salvadori and McDonald

Programs & Publicity Committee

Directors McDonald and Bowen

After some discussion on the process of selecting committee members, Director Briseno offered the motion, seconded by Director Lea to approve the slate of standing committees for Fiscal Year 2021-2022 Roll call vote: ayes: Directors: Lea, Briseno, Nays: Director McDonald; absent: Directors Bowen and Salvadori abstain: none. Motion passed.

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

**A) Maintenance Superintendent**

- Vallejo Shakespeare in the Park is returning this year.

**B) Finance Director**

- Informed the board that she has started an analysis on the return on investment for the Colusa Street property.

**C) Human Resources**

- Provided an update on recruitment of full-time positions in the maintenance and parks departments.

**D) Recreation Department**

- July is Parks Make Life Better Month.

- Provided an update the School District's request for an increase in staffing levels for after school programming.

**E) General Manager**

- Made an announcement of an upcoming conference that board members may be interested in attending.

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

Director McDonald announced that she is disappointed that she did not get the committee she wanted. She requested the policy that states the Chairperson appoints committee members be put on an upcoming agenda for full board discussion.

**13) Meeting Adjourn:**

Director McDonald offered the motion, seconded by Director Lea to adjourn the meeting at 7:19 p.m. Roll call vote: ayes: Directors: Lea, McDonald, Briseno Nays: none absent: Directors Bowen and Salvadori abstain: none. Motion passed.

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**Ron Bowen, Board Secretary**

**Date**



## Agenda 7-B

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### **BOARD COMMUNICATION**

**Date: July 22, 2021**

**TO:** Board Chairperson and Directors

**FROM:** Staff

**SUBJECT: Accept the Minutes from the Facility and Development Committee meeting June 17, 2021**

### **RECOMMENDATION**

To accept the minutes from Facility and Development Committee from the June 17, 2021 meeting.

### **DOCUMENTS AVAILABLE FOR REVIEW**

A) Facility and Development Committee Minutes from June 17, 2021





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## Facility and Development Committee Minutes Thursday, June 17, 2021

**Due to Solano County and the State of California's shelter in place orders our Committee Meeting was held remotely via Zoom Meetings**

**In attendance:** Director Bowen, Director McDonald, General Manager Lanusse,

Meeting began 10:30 am

### 1. **McIntyre Ranch:**

General Manager Lanusse is in contact with Solano Land Trust regarding what information they would like from GVRD in researching the property. He is also working on getting more estimates regarding the value of the property.

### 2. **GVRD Board Room:**

Lanusse is having staff get 395 Amador Street ready to have in person board meetings. Eventually board meetings will be held in the auditorium at 401 Amador Street. The City has approved the plans for the ADA requirements, title 24, and restroom upgrades at both buildings.

### 3. **Grant Mahony Labyrinth Welcome Sign:**

General Manager Lanusse received proposals for language from Solano County Health, which assisted in some grant money for the labyrinth build. The text describes which organizations assisted, and a brief history of labyrinths. General Manager Lanusse will ask for a design of the signs, and who will pay for the signs.

### 4. **Foley Cultural Center Upgrades:**

Staff are working with contractors to strip the ceiling, retexture, and paint the center. We are also looking at flooring, and sound proofing. The Committee asked if they could review what type of flooring they go in, as sound is very loud when holding events there. Sound panels and audio will be upgraded as well. A

perimeter fence around the facility will be designed to monitor access in and out of the venue during events.

**5. Franklin Middle School Lease:**

General Manager Lanusse continues negotiations with the school district as we are working together on some items. Examples were mentioned regarding insurance limits, fencing, utilities, and arbitration. Director McDonald asked when staff would be able to move in. Once the lease is signed, it may take a couple of months to fix up offices, add exterior lights, and security cameras. Not to mention sanding and redoing the gym floor.

**6. Vallejo Community Center Upgrades:**

The roof will be completed before the end of June. Other items are the kitchen, which will have an engineer's estimate, so that the board can decide to begin work. Other future upgrades will be an air conditioning system, remodel of the interior, and power upgrades.

**7. Disbursement of Park Dedication Funds:**

General Manger Lanusse reported that we will be receiving our second check for approximately \$170,000 from impact fees from the City of Vallejo. These are fees developers pay to GVRD and are held by the City of Vallejo until requested. It took the General Manager over a year to work through the process, but now has a bridge to continue to ask for these fees. There is approximately \$200,000 still in the account.

**8. 395/401 Amador Street Upgrades**

The Human Resources wing is moving along with the foundation work. An RFP will be going out in mid-July for ADA upgrades to the restrooms at both locations, doorways, and other related items. The new board room and finance offices will also go through minor upgrades. Lights will also need to be upgraded due to title 24 requirements.

**9. Agenda Items for Future Meetings:**

**VCC Kitchen**

**Colusa Building Lease**

**Blue Rock Springs Park Upgrades**

Adjourned at 11:15 am

**Next Meeting: July 2021**



## Agenda 7-C

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### **BOARD COMMUNICATION**

**Date: July 22, 2021**

**TO:** Board Chairperson and Directors

**FROM:** Staff

**SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting July 12, 2021**

### **RECOMMENDATION**

To accept the minutes from Policies and Personnel Committee from the July 12, 2021 meeting.

### **DOCUMENTS AVAILABLE FOR REVIEW**

- A) Policies and Personnel Committee Minutes from July 12, 2021



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## **Policy and Personnel Committee Minutes Monday, July 12, 2021**

**Due to Solano County and the State of California's shelter in place orders our Committee Meeting was held remotely via Zoom Meetings**

**In attendance:** Director Lea, Director Briseno, General Manager Lanusse

Meeting began 10:00 am

### **1. Discuss Changes to Policy #2315-Code of Conduct:**

This policy is already in existence, but some changes are requested regarding Employee behavior in regards to professionalism, chain of command, following directives, and being prohibited from using derogatory, defamatory, discriminatory, profane, or vulgar language. There is also an item at the end that if violations occur, an employee may be subject to warning, reprimand, or suspension up to and including dismissal for violation of any portion. This will go to the board for a first read in the near future.

### **2. Review Proposed New Policy for Sick Leave Donations:**

This is a new policy regarding donations. We currently have a catastrophic leave bank in which employees can donate their hours for use when sick leave is depleted. This would enable employees to directly donate to an individual who has exhausted their sick leave. This would give an additional layer of support to employees. This would not be taxable, as money is not donated, but hours are. It would also reduce the District's liability on the amount of sick leave. This will appear at a future board meeting for a first read.

### **3. Update on Part-time Employee Policy Manual:**

HR Manager Halcro has retained the services of Synthesis Planning, who just completed an update for the Injury Illness and Prevention Plan to assist in the update of the Part Time manual. There are items in the regular manual that

pertain to full time employees, and not PT. This has caused confusion. There are also different policies for different departments regarding discipline, attire, and other items as well.

**4. Update on Policy Manual:**

The Policy manual is still moving forward with proposals each month for review. HR Manager Halcro was supposed to present to the board the flow chart of how a policy is altered or created, but it was moved to the next board meeting. The Policy manual was updated to a searchable document and will have a link on our website to search. Other agencies have it on their website, as it is a public document. The committee recommended that staff provide a timeframe with percentages of completion so that board members know the progress. The committee would also like to see all policies reviewed. As sometimes the process deviates from actual policy, it would be beneficial for current, and future board members to have policies and practices align.

**5. Agenda Items for Future Meetings:**

**Provide the policy number regarding the creation of policies, and process to changes the policies.**

Adjourned at 10:27 am

**Next Meeting: August 2021**

**Greater Vallejo Recreation District  
Balance Sheet  
All Funds Combined  
June 30, 2021**

**Assets**

|   |              |  |
|---|--------------|--|
| Cash - Solano County                      | 5,625,321.81 |  |
| Cash - General Account - Bank of the West | 243,210.73   |  |
| Cash - Payroll - Bank of the West         | 142,736.70   |  |
| Cash - Umpqua Bank - Reserve Account      | 1,627,401.27 |  |
| Cash - Retiree Benefit Trust Fund         | 1,298,281.87 |  |
| Accounts Receivable                       | <u>0.00</u>  |  |
|   |              | <b>Total Assets <u><u>8,936,952.38</u></u></b> |

**Liabilities**

|                              |                   |            |
|------------------------------|-------------------|------------|
| Accounts Payable             | 208,204.19        |            |
| Payroll Related Payables     | 143,925.21        |            |
| Building Deposits Payable    | 35,004.12         |            |
| Amount Due Customers - Etrak | <u>3,289.00</u>   |            |
|                              | Total Liabilities | 390,422.52 |

**Net Assets**

|   |                     |                     |
|---|---------------------|---------------------|
| Fund Balance - Restricted Operating Reserve   | 2,900,000.00        |                     |
| Fund Balance - Unrestricted Operating Reserve | 3,084,912.29        |                     |
| Fund Balance - Restricted Retiree Benefit     | 1,298,281.87        |                     |
| Fund Balance - Designated Reserve 15%         | 1,627,401.27        |                     |
| Excess Revenues Over Expenses                 | <u>(364,065.57)</u> |                     |
|   | Total Net Assets    | <u>8,546,529.86</u> |

**Total Liabilities and Net Assets 8,936,952.38**

**Greater Vallejo Recreation District  
Financial Report Year-to-Date  
as of June 30, 2021  
All Funds**

| <u>Revenue</u>                          | <u>Actual<br/>Yr to Date</u> | <u>Annual<br/>Budget</u> | <u>Amount<br/>Remaining</u> | <u>Percent</u> |
|---|------------------------------|--------------------------|-----------------------------|----------------|
| Administration                          | 7,944,865                    | 7,314,326                | (630,539)                   | 108.62%        |
| Buildings & Trades                      | 14,759                       | 200,000                  | 185,241                     | 7.38%          |
| Park Maintenance & Visitor Service      | 237,478                      | 119,900                  | (117,578)                   | 198.06%        |
| Recreation                              | 589,599                      | 1,652,772                | 1,063,173                   | 35.67%         |
| <b>Total Revenues</b>                   | <b>8,786,701</b>             | <b>9,286,998</b>         | <b>500,297</b>              | <b>94.61%</b>  |
| <u>Expenses</u>                         | <u>Actual<br/>Yr to Date</u> | <u>Annual<br/>Budget</u> | <u>Amount<br/>Remaining</u> | <u>Percent</u> |
| Administration & General Support        | 2,035,323                    | 1,974,030                | (61,293)                    | 103.10%        |
| Planning & Development                  | 170,984                      | 168,116                  | (2,868)                     | 101.71%        |
| Buildings & Trades                      | 1,815,802                    | 1,708,902                | (106,900)                   | 106.26%        |
| Visitor Services                        | 106,272                      | 114,234                  | 7,962                       | 93.03%         |
| Landscaping & Grounds                   | 1,752,483                    | 1,761,977                | 9,494                       | 99.46%         |
| Recreation                              | 2,330,287                    | 3,461,687                | 1,131,400                   | 67.32%         |
| Deferred Maintenance                    | 939,616                      | 0                        | (939,616)                   | 0.00%          |
| Contingency Reserve                     | 0                            | 98,052                   | 98,052                      | 0.00%          |
| Retiree Medical Benefit - OPEB          | 200,000                      | 0                        | (200,000)                   | 0.00%          |
| <b>Total Expenditures</b>               | <b>9,350,767</b>             | <b>9,286,998</b>         | <b>(63,769)</b>             | <b>100.69%</b> |
| <b>Net Revenues Over (Expenditures)</b> | <b>(564,066)</b>             | <b>0</b>                 | <b>564,066</b>              |                |



Greater Vallejo Recreation District  
 Financial Report Year-to-Date  
 7/2020-6/2021  
 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           | 7,944,865         | 7,314,326     | (630,539)       | 108.62%        | 7,944,865 |
| 200             | Planning & Development   | 0                 | 0             | 0               | 0.00%          |           |
| 300             | Buildings & Trades       | 14,759            | 200,000       | 185,241         | 7.38%          | 14,759    |
| 301             | Visitor Services         | 237,478           | 119,900       | (117,578)       | 198.06%        | 237,478   |
| 310             | Landscaping & Grounds    | 0                 | 0             | 0               | 0.00%          | -         |
| 010             | Recreation Administraion | 1,800             | 15,000        | 13,200          | 12.00%         |           |
| 415             | Children's Wonderland    | 13,905            | 61,590        | 47,685          | 22.58%         |           |
| 430             | Break Camp               | 20,836            | 100,388       | 79,552          | 20.76%         |           |
| 450             | VCC                      | 3,255             | 53,595        | 50,341          | 6.07%          |           |
| 451             | FCC                      | 29,337            | 176,438       | 147,101         | 16.63%         |           |
| 460             | Sports                   | 71,827            | 87,338        | 15,511          | 82.24%         |           |
| 465             | Community Programs       | 4,188             | 21,558        | 17,370          | 19.43%         |           |
| 480             | ExLP                     | 204,775           | 525,520       | 320,745         | 38.97%         |           |
| 481             | After School Programs    | 5,842             | 358,519       | 352,678         | 1.63%          |           |
| 486             | Teen Services            | (20)              | 4,213         | 4,233           | -0.47%         |           |
| 490             | R.E.A.C.H.               | 0                 | 3,000         | 3,000           | 0.00%          |           |
| 720             | NVCC                     | 173               | 22,463        | 22,290          | 0.77%          |           |
| 721             | SVCC                     | 40                | 38,599        | 38,560          | 0.10%          |           |
| 730             | Cunningham Pool          | 233,643           | 184,551       | (49,092)        | 126.60%        | 589,599   |

|                       |                  |                  |                |               |                  |
|-----------------------|------------------|------------------|----------------|---------------|------------------|
| <b>Total Revenues</b> | <b>8,786,701</b> | <b>9,286,998</b> | <b>500,297</b> | <b>94.61%</b> | <b>8,786,701</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                 | 1,321,663         | 1,325,843     | 4,180           | 99.68%         |           |
| 007             | Human Resources                | 338,416           | 340,394       | 1,978           | 99.42%         |           |
| 100             | Finance                        | 375,244           | 307,793       | (67,451)        | 121.91%        | 2,035,323 |
| 200             | Planning & Development         | 170,984           | 168,116       | (2,868)         | 101.71%        | 170,984   |
| 300             | Buildings & Trades             | 1,815,802         | 1,708,902     | (106,900)       | 106.26%        | 1,815,802 |
| 301             | Visitor Services               | 106,272           | 114,234       | 7,962           | 93.03%         | 106,272   |
| 310             | Landscaping & Grounds          | 1,752,483         | 1,761,977     | 9,494           | 99.46%         | 1,752,483 |
| 010             | Recreation Administration      | 441,658           | 357,518       | (84,140)        | 123.53%        |           |
| 415             | Children's Wonderland          | 45,593            | 136,759       | 91,166          | 33.34%         |           |
| 430             | Break Camp                     | 109,467           | 195,877       | 86,410          | 55.89%         |           |
| 450             | VCC                            | 97,742            | 193,606       | 95,864          | 50.49%         |           |
| 451             | FCC                            | 160,630           | 306,995       | 146,365         | 52.32%         |           |
| 460             | Sports                         | 129,913           | 167,281       | 37,368          | 77.66%         |           |
| 465             | Community Programs             | 35,000            | 84,150        | 49,150          | 41.59%         |           |
| 480             | ExLP                           | 336,563           | 550,630       | 214,067         | 61.12%         |           |
| 481             | After School Programs          | 176,062           | 540,769       | 364,707         | 32.56%         |           |
| 486             | Teen Services                  | 1,096             | 7,237         | 6,141           | 15.15%         |           |
| 490             | R.E.A.C.H.                     | 1,019             | 6,383         | 5,364           | 15.97%         |           |
| 720             | NVCC                           | 57,837            | 134,779       | 76,942          | 42.91%         |           |
| 721             | SVCC                           | 93,498            | 177,974       | 84,476          | 52.53%         |           |
| 730             | Cunningham Pool                | 644,208           | 601,729       | (42,479)        | 107.06%        | 2,330,287 |
|                 | Deferred Maintenance           | 0                 | 0             | 0               |                |           |
|                 | Contingency Reserve            | 0                 | 98,052        | 98,052          | 0.00%          |           |
|                 | Retiree Medical Benefit - OPEB | 0                 | 0             | 0               |                |           |

|                           |                  |                  |                  |               |                  |
|---------------------------|------------------|------------------|------------------|---------------|------------------|
| <b>Total Expenditures</b> | <b>8,211,151</b> | <b>9,286,998</b> | <b>1,075,847</b> | <b>88.42%</b> | <b>8,211,151</b> |
|---------------------------|------------------|------------------|------------------|---------------|------------------|

|   |                |          |                  |  |                |
|---|----------------|----------|------------------|--|----------------|
| <b>Net Revenues Over (Expenditures)</b> | <b>575,551</b> | <b>0</b> | <b>(575,551)</b> |  | <b>575,551</b> |
|---|----------------|----------|------------------|--|----------------|



**Greater Vallejo Recreation District**  
**Financial Report Year-to-Date**  
**as of June 30, 2021**  
**Measure K**

| <u>Revenue</u>                          | <u>Actual<br/>Yr to Date</u> | <u>Annual<br/>Budget</u> | <u>Amount<br/>Remaining</u> | <u>Percent</u> |
|---|------------------------------|--------------------------|-----------------------------|----------------|
| Administration                          | 2,102,739                    | 2,066,404                | (36,335)                    | 101.76%        |
| <b>Total Revenues</b>                   | <b>2,102,739</b>             | <b>2,066,404</b>         | <b>(36,335)</b>             | <b>101.76%</b> |
| <u>Expenses</u>                         | <u>Actual<br/>Yr to Date</u> | <u>Annual<br/>Budget</u> | <u>Amount<br/>Remaining</u> | <u>Percent</u> |
| Administration & General Support        | 43,229                       | 112,000                  | 68,771                      | 38.60%         |
| Buildings & Trades                      | 1,246,728                    | 827,944                  | (418,784)                   | 150.58%        |
| Landscaping & Grounds                   | 553,645                      | 534,015                  | (19,630)                    | 103.68%        |
| Recreation                              | 442,794                      | 634,747                  | 191,953                     | 69.76%         |
| <b>Total Expenditures</b>               | <b>2,286,396</b>             | <b>2,108,706</b>         | <b>(177,690)</b>            | <b>108.43%</b> |
| <b>Net Revenues Over (Expenditures)</b> | <b>(183,656)</b>             | <b>(42,302)</b>          | <b>141,354</b>              |                |

Greater Vallejo Recreation District  
 Financial Report Year-to-Date  
 7/2020-6/2021  
 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            | 2,102,739         | 2,066,404        | (36,335)        | 101.76%        |                  |
| 007                   | Human Resources           | 0                 | 0                | 0               |                |                  |
| 100                   | Finance                   | 0                 | 0                | 0               |                | 2,102,739        |
| 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>2,102,739</b>  | <b>2,066,404</b> | <b>(36,335)</b> | <b>101.76%</b> | <b>2,102,739</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                 | 43,229            | 110,000          | 66,771           | 39.30%         |                  |
| 007                       | Human Resources                | 0                 | 0                | 0                |                |                  |
| 100                       | Finance                        | 0                 | 2,000            | 2,000            | 0.00%          | 43,229           |
| 200                       | Planning & Development         | 0                 | 0                | 0                |                |                  |
| 300                       | Buildings & Trades             | 1,246,728         | 827,944          | (418,784)        | 150.58%        | 1,246,728        |
| 301                       | Visitor Services               | 0                 | 0                | 0                |                |                  |
| 310                       | Landscaping & Grounds          | 553,645           | 534,015          | (19,630)         | 103.68%        | 553,645          |
| 010                       | Recreation Administration      | 18,413            | 0                | (18,413)         |                |                  |
| 415                       | Children's Wonderland          | 10,585            | 84,064           | 73,479           | 12.59%         |                  |
| 430                       | Break Camp                     | 0                 | 0                | 0                |                |                  |
| 450                       | VCC                            | 11,881            | 13,762           | 1,881            | 86.33%         |                  |
| 451                       | FCC                            | 34,064            | 61,270           | 27,206           | 55.60%         |                  |
| 460                       | Sports                         | 18,998            | 68,861           | 49,863           | 27.59%         |                  |
| 465                       | Community Services             | 2,904             | 43,415           | 40,511           | 6.69%          |                  |
| 480                       | 21st Century After School      | 0                 | 0                | 0                |                |                  |
| 481                       | After School Programs          | 0                 | 0                | 0                |                |                  |
| 486                       | Teen Services                  | 119               | 2,786            | 2,667            | 4.27%          |                  |
| 490                       | R.E.A.C.H.                     | 95                | 2,229            | 2,134            | 4.27%          |                  |
| 720                       | NVCC                           | 6,523             | 9,900            | 3,377            | 65.89%         |                  |
| 721                       | SVCC                           | 14,539            | 20,640           | 6,101            | 70.44%         |                  |
| 730                       | Cunningham Pool                | 324,672           | 327,820          | 3,148            | 99.04%         | 442,794          |
|                           | Deferred Maintenance           | 0                 |                  |                  |                |                  |
|                           | Contingency Reserve            | 0                 |                  |                  |                |                  |
|                           | Retiree Medical Benefit - OPEB | 0                 |                  |                  |                |                  |
| <b>Total Expenditures</b> |                                | <b>2,286,395</b>  | <b>2,108,706</b> | <b>(177,689)</b> | <b>108.43%</b> | <b>2,286,395</b> |

**Net Revenues Over (Expenditures)**      **(183,656)**      **(42,302)**      **141,354**      **(183,656)**



Greater Vallejo Recreation District  
Revenue and Expense Variance Report  
June, 2021

|                              | For June Only |           |             |              | Cumulative through June |              |              |               | 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          | 100.0%                  | \$7,125,998  | \$7,295,715  | \$169,717     | 7,125,998      | \$7,295,715           | \$169,717     |       |
| Administration               | 9.8%          | \$18,400  | \$177,984   | \$159,584    | 100.0%                  | \$188,328    | \$649,150    | \$460,822     | 188,328        | \$649,150             | \$460,822     |       |
| Maintenance                  | 7.0%          | \$22,300  | \$36,798    | \$14,498     | 100.0%                  | \$319,900    | \$252,237    | (\$67,663)    | 319,900        | \$252,237             | (\$67,663)    |       |
| Recreation                   | 8.5%          | \$140,900 | \$177,277   | \$36,377     | 100.0%                  | \$1,652,772  | \$589,599    | (\$1,063,173) | 1,652,772      | \$589,599             | (\$1,063,173) |       |
| Capital Projects             | 8.00%         | \$121,600 | \$121,600   | \$0          | 100.0%                  | \$1,520,000  | \$1,520,000  | \$0           | 1,520,000      | \$1,520,000           | \$0           |       |
| <b>Total Revenues</b>        |               | \$303,200 | \$513,659   | \$210,459    |                         | \$10,806,998 | \$10,306,701 | (\$500,297)   | 10,806,998     | \$10,306,701          | (\$500,297)   |       |
| <b>EXPENSES</b>              |               |           |             |              |                         |              |              |               |                |                       |               |       |
| Administration               | 7.5%          | \$148,800 | \$166,179   | \$17,379     | 100.0%                  | \$1,974,030  | \$2,035,323  | \$61,293      | 1,974,030      | \$2,222,012           | \$247,982     | 1     |
| Parks Maintenance            | 10.9%         | \$410,300 | \$798,556   | \$388,256    | 100.0%                  | \$3,753,229  | \$3,845,541  | \$92,312      | 3,753,229      | \$3,983,794           | \$230,565     | 1     |
| Recreation Programs          | 8.4%          | \$290,200 | \$326,369   | \$36,169     | 100.0%                  | \$3,461,687  | \$2,330,287  | (\$1,131,400) | 3,461,687      | \$2,504,898           | (\$956,789)   | 1     |
| Capital Projects             | 0.08%         | \$1,300   | \$18,153    | \$16,853     | 100.0%                  | \$1,520,000  | \$939,616    | (\$580,384)   | 1,520,000      | \$1,520,000           | \$0           | 1     |
| Retiree Medical Benefit-OPEB | 100.00%       | \$100,000 | \$200,000   | \$100,000    | 100.0%                  | \$100,000    | \$200,000    | \$100,000     | 100,000        | \$200,000             | \$100,000     |       |
| <b>Total Expenses</b>        |               | \$850,600 | \$1,509,257 | \$458,657    |                         | \$10,708,946 | \$9,350,767  | -\$1,558,179  | 10,808,946     | \$10,230,704          | (\$578,242)   |       |

Change in Fund Balance (1,948) \$75,997 \$77,945

1. "Projected at Year End" amounts are estimated as invoices for FY 20-21 are still being turned in to the Finance Department.



# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

| Document Number | Date       | Payee Name / Description             | Amount      |
|-----------------|------------|--------------------------------------|-------------|
| 65003           | 06/01/2021 | Bayshore Materials                   | \$649.17    |
| 65004           | 06/01/2021 | O'Connor Lumber                      | \$19.03     |
| 65005           | 06/01/2021 | Comcast                              | \$505.70    |
| 65006           | 06/01/2021 | Ariane Fleiderman                    | \$100.00    |
| 65007           | 06/01/2021 | Reggie Hamilton                      | \$30.00     |
| 65008           | 06/01/2021 | Katina McDowell                      | \$80.00     |
| 65009           | 06/01/2021 | Municipal Resource Group, LLC        | \$7,600.00  |
| 65010           | 06/01/2021 | Peak Software Systems, Inc.          | \$5,063.40  |
| 65011           | 06/01/2021 | Veritiv Operating Company            | \$662.53    |
| 65012           | 06/01/2021 | John Wise V                          | \$148.00    |
| 65013           | 06/01/2021 | Orlando Wynn                         | \$3,200.00  |
| 65014           | 06/03/2021 | Crystal Stephan                      | \$817.91    |
| 65015           | 06/03/2021 | Bert Williams & Sons Inc             | \$59.57     |
| 65016           | 06/03/2021 | Morgan Alarm Co., Inc                | \$6,166.69  |
| 65017           | 06/03/2021 | O'Connor Lumber                      | \$310.76    |
| 65018           | 06/03/2021 | Alhambra                             | \$49.93     |
| 65019           | 06/03/2021 | B & G Tires Of Vallejo               | \$777.98    |
| 65020           | 06/03/2021 | AT&T                                 | \$89.84     |
| 65021           | 06/03/2021 | Cole Supply Co., Inc.                | \$530.09    |
| 65022           | 06/03/2021 | Commercial Pool Systems, Inc         | \$4,907.90  |
| 65023           | 06/03/2021 | Mathews & Son's Automotive, Inc.     | \$699.80    |
| 65024           | 06/03/2021 | Underground Vaults & Storage, Inc.   | \$105.00    |
| 65025           | 06/04/2021 | SEIU LOCAL #1021                     | \$366.46    |
| 65026           | 06/04/2021 | Franchise Tax Board                  | \$100.00    |
| 65027           | 06/04/2021 | IBEW 1245                            | \$564.24    |
| 65028           | 06/04/2021 | Franchise Tax Board                  | \$416.68    |
| 65029           | 06/04/2021 | Rhinos Roofing Company               | \$49,356.00 |
| 65030           | 06/07/2021 | P G & E                              | \$10,791.16 |
| 65031           | 06/08/2021 | Bert Williams & Sons Inc             | \$71.41     |
| 65032           | 06/08/2021 | Hall's Safe Lock & Alarm Co.         | \$2,965.03  |
| 65033           | 06/08/2021 | Morgan Alarm Co., Inc                | \$3,423.92  |
| 65034           | 06/08/2021 | O'Connor Lumber                      | \$81.78     |
| 65035           | 06/08/2021 | Pitney Bowes                         | \$266.79    |
| 65036           | 06/08/2021 | Air Applied Mulch LLC                | \$2,520.00  |
| 65037           | 06/08/2021 | Justin Anderson Sr                   | \$75.00     |
| 65038           | 06/08/2021 | B & G Tires Of Vallejo               | \$226.03    |
| 65039           | 06/08/2021 | Bay Area Driving School              | \$27.30     |
| 65040           | 06/08/2021 | BrightView Landscape Services, Inc.  | \$836.00    |
| 65041           | 06/08/2021 | Jessica Brown                        | \$158.20    |
| 65042           | 06/08/2021 | AT&T                                 | \$137.90    |
| 65043           | 06/08/2021 | CITY OF VALLEJO                      | \$10,425.46 |
| 65044           | 06/08/2021 | Commercial Energy Of Montana         | \$8,869.58  |
| 65045           | 06/08/2021 | Commercial Pool Systems, Inc         | \$2,454.95  |
| 65046           | 06/08/2021 | Julie DeGuzman                       | \$119.00    |
| 65047           | 06/08/2021 | Emergency Construction Services, Inc | \$4,875.00  |
| 65048           | 06/08/2021 | Debra Eslava-Burton                  | \$340.00    |
| 65049           | 06/08/2021 | EZ Tree, Inc.                        | \$2,500.00  |
| 65050           | 06/08/2021 | Abigail Hernandez                    | \$598.50    |
| 65051           | 06/08/2021 | Jack & Jill                          | \$126.00    |
| 65052           | 06/08/2021 | Maheen Khan                          | \$110.00    |
| 65053           | 06/08/2021 | Rose King                            | \$139.50    |
| 65054           | 06/08/2021 | Derrick Leonard                      | \$56.00     |
| 65055           | 06/08/2021 | Lift Off, LLC                        | \$400.00    |
| 65056           | 06/08/2021 | M & M Sanitary LLC                   | \$162.56    |
| 65057           | 06/08/2021 | Vanessa Macias-Cervantes             | \$30.00     |
| 65058           | 06/08/2021 | Katie Markel                         | \$148.00    |

# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

| Document Number | Date       | Payee Name / Description               | Amount      |
|-----------------|------------|--|-------------|
| 65059           | 06/08/2021 | Metropolitan Life Insurance Company    | \$5,549.92  |
| 65060           | 06/08/2021 | Jessica Nolasco                        | \$80.00     |
| 65061           | 06/08/2021 | Kim Pierson                            | \$118.50    |
| 65062           | 06/08/2021 | Quench USA, Inc.                       | \$127.25    |
| 65063           | 06/08/2021 | Michael Rellaford                      | \$1,250.00  |
| 65064           | 06/08/2021 | Katheryn Rich                          | \$505.00    |
| 65065           | 06/08/2021 | Roman Iron Works                       | \$6,000.00  |
| 65066           | 06/08/2021 | Sierra Truck And Van, Inc.             | \$1,714.98  |
| 65067           | 06/08/2021 | Kevin Smith                            | \$163.07    |
| 65068           | 06/08/2021 | Mary Torralba                          | \$30.00     |
| 65069           | 06/08/2021 | Coryon Townsend                        | \$40.00     |
| 65070           | 06/08/2021 | Triton Truck Repair                    | \$2,763.15  |
| 65071           | 06/08/2021 | Mildred Watkins                        | \$280.00    |
| 65072           | 06/14/2021 | MaxNet Security                        | \$5,352.75  |
| 65073           | 06/14/2021 | Bert Williams & Sons Inc               | \$154.82    |
| 65074           | 06/14/2021 | Morgan Alarm Co., Inc                  | \$692.01    |
| 65075           | 06/14/2021 | O'Connor Lumber                        | \$0.00      |
| 65076           | 06/14/2021 | O'Connor Lumber                        | \$676.01    |
| 65077           | 06/14/2021 | P G & E                                | \$5,383.79  |
| 65078           | 06/14/2021 | State Of California                    | \$192.00    |
| 65079           | 06/14/2021 | ALL STAR RENTS                         | \$2,053.36  |
| 65080           | 06/14/2021 | Alco Iron & Metal Co.                  | \$75.00     |
| 65081           | 06/14/2021 | Aileen Allan                           | \$50.00     |
| 65082           | 06/14/2021 | Atkinson, Andelson, Loya Ruud & Ror    | \$3,593.10  |
| 65083           | 06/14/2021 | AT&T                                   | \$44.02     |
| 65084           | 06/14/2021 | City Of Vallejo                        | \$972.00    |
| 65085           | 06/16/2021 | Horizon                                | \$726.48    |
| 65086           | 06/16/2021 | O'Connor Lumber                        | \$0.00      |
| 65087           | 06/16/2021 | O'Connor Lumber                        | \$571.70    |
| 65088           | 06/16/2021 | Alhambra                               | \$66.42     |
| 65089           | 06/16/2021 | B & G Tires Of Vallejo                 | \$507.92    |
| 65090           | 06/16/2021 | Clean America Janitorial LLC           | \$3,600.00  |
| 65091           | 06/16/2021 | Cole Supply Co., Inc.                  | \$439.89    |
| 65092           | 06/16/2021 | Commercial Pool Systems, Inc           | \$731.93    |
| 65093           | 06/16/2021 | Cougar Mountain Software               | \$12,000.00 |
| 65094           | 06/16/2021 | Eisen Environmental Construction       | \$20,500.00 |
| 65095           | 06/16/2021 | Favaro, Lavezzo, Gill, Caretti & Heppe | \$2,335.00  |
| 65096           | 06/16/2021 | GreatAmerica Financial Services        | \$1,823.07  |
| 65097           | 06/16/2021 | Reggie Hamilton                        | \$70.00     |
| 65098           | 06/16/2021 | Elsa Heller-Williams                   | \$200.00    |
| 65099           | 06/16/2021 | William Henderson                      | \$50.00     |
| 65100           | 06/16/2021 | Howard's Door & More                   | \$760.79    |
| 65101           | 06/16/2021 | Jack & Jill                            | \$142.00    |
| 65102           | 06/16/2021 | Jet Mulch, Inc.                        | \$1,914.00  |
| 65103           | 06/16/2021 | K Butler Electric                      | \$1,010.00  |
| 65104           | 06/16/2021 | Maheen Khan                            | \$50.00     |
| 65105           | 06/16/2021 | Kiefer Aquatics                        | \$685.55    |
| 65106           | 06/16/2021 | Monalisa Lara                          | \$30.00     |
| 65107           | 06/16/2021 | Leathers Associates                    | \$460.59    |
| 65108           | 06/16/2021 | Martha Martinez                        | \$750.00    |
| 65109           | 06/16/2021 | Mathews & Son's Automotive, Inc.       | \$359.77    |
| 65110           | 06/16/2021 | Deanna Mitchell                        | \$100.00    |
| 65111           | 06/16/2021 | Jessica Nolasco                        | \$150.00    |
| 65112           | 06/16/2021 | Original Waterman, Inc.                | \$853.41    |
| 65113           | 06/16/2021 | Kim Pierson                            | \$36.22     |
| 65114           | 06/16/2021 | Platt Electric Supply                  | \$1,043.79  |



# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

| Document Number | Date       | Payee Name / Description         | Amount      |
|-----------------|------------|----------------------------------|-------------|
| 65115           | 06/16/2021 | PROforma                         | \$6,705.81  |
| 65116           | 06/16/2021 | Tiffany Saechao                  | \$50.00     |
| 65117           | 06/16/2021 | Eva Saldivar                     | \$220.00    |
| 65118           | 06/16/2021 | Saviano Company, Inc.            | \$1,200.00  |
| 65119           | 06/16/2021 | Security Enforcement Alliance    | \$21,000.00 |
| 65120           | 06/16/2021 | The Office City                  | \$356.30    |
| 65121           | 06/16/2021 | Valley Truck & Tractor Co.       | \$2,474.46  |
| 65122           | 06/16/2021 | Veritiv Operating Company        | \$414.72    |
| 65123           | 06/16/2021 | Reginald Williams                | \$30.00     |
| 65124           | 06/17/2021 | US Bank Corporate Payment System | \$13,026.74 |
| 65125           | 06/17/2021 | O'Connor Lumber                  | \$77.99     |
| 65126           | 06/17/2021 | P G & E                          | \$33.19     |
| 65127           | 06/17/2021 | ABC Napa Valley Sewer & Drain    | \$460.00    |
| 65128           | 06/17/2021 | AT&T                             | \$23.81     |
| 65129           | 06/17/2021 | Comcast                          | \$340.79    |
| 65130           | 06/17/2021 | Crown Hill Materials             | \$86.69     |
| 65131           | 06/17/2021 | Marissa Jimenez                  | \$199.00    |
| 65132           | 06/17/2021 | Milkman Creations                | \$87.20     |
| 65133           | 06/17/2021 | Minuteman Press                  | \$278.45    |
| 65134           | 06/17/2021 | Candace Monroe-Speed             | \$148.00    |
| 65135           | 06/17/2021 | Breana Perkins                   | \$199.00    |
| 65136           | 06/17/2021 | Preferred Alliance, Inc.         | \$42.00     |
| 65137           | 06/17/2021 | PROforma                         | \$660.23    |
| 65138           | 06/17/2021 | Amy Ramirez                      | \$50.00     |
| 65139           | 06/17/2021 | Crystal Stephan                  | \$227.01    |
| 65140           | 06/17/2021 | Turf Star, Inc.                  | \$2,957.74  |
| 65141           | 06/17/2021 | Veritiv Operating Company        | \$114.55    |
| 65142           | 06/18/2021 | SEIU LOCAL #1021                 | \$366.46    |
| 65143           | 06/18/2021 | Franchise Tax Board              | \$100.00    |
| 65144           | 06/18/2021 | IBEW 1245                        | \$564.24    |
| 65145           | 06/18/2021 | Franchise Tax Board              | \$416.68    |
| 65146           | 06/23/2021 | O'Connor Lumber                  | \$30.35     |
| 65147           | 06/23/2021 | ABC Napa Valley Sewer & Drain    | \$560.00    |
| 65148           | 06/23/2021 | Janet Alexander                  | \$180.00    |
| 65149           | 06/23/2021 | Angelito Or Loana Claudio        | \$1,162.00  |
| 65150           | 06/23/2021 | Commercial Pool Systems, Inc     | \$1,072.91  |
| 65151           | 06/23/2021 | Kimberly Fabrizi                 | \$148.00    |
| 65152           | 06/23/2021 | GreenPlay LLC                    | \$3,070.90  |
| 65153           | 06/23/2021 | K Butler Electric                | \$568.20    |
| 65154           | 06/23/2021 | Mark Kronar                      | \$175.00    |
| 65155           | 06/23/2021 | Lincoln Aquatics                 | \$105.06    |
| 65156           | 06/23/2021 | Sharlene Manglicmot              | \$50.00     |
| 65157           | 06/23/2021 | Moore Design Group               | \$2,414.25  |
| 65158           | 06/23/2021 | NBS                              | \$2,837.94  |
| 65159           | 06/23/2021 | Phillip Quan                     | \$50.00     |
| 65160           | 06/23/2021 | Quench USA, Inc.                 | \$42.42     |
| 65161           | 06/23/2021 | Rhinos Roofing Company           | \$91,203.20 |
| 65162           | 06/23/2021 | Keyia Simpson                    | \$180.00    |
| 65163           | 06/23/2021 | Techline Sports Lighting         | \$21,267.70 |
| 65164           | 06/23/2021 | The Office City                  | \$164.69    |
| 65165           | 06/23/2021 | Veritiv Operating Company        | \$32.51     |
| 65166           | 06/23/2021 | Verizon Wireless                 | \$1,576.76  |
| 65167           | 06/28/2021 | Gary Bowers                      | \$505.96    |
| 65168           | 06/28/2021 | Eileen Brown                     | \$289.00    |
| 65169           | 06/28/2021 | Deberah Carey                    | \$181.48    |
| 65170           | 06/28/2021 | Kerry Carmody                    | \$181.48    |

# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

| Document Number | Date       | Payee Name / Description       | Amount      |
|-----------------|------------|--------------------------------|-------------|
| 65171           | 06/28/2021 | Richard Conzelman              | \$744.96    |
| 65172           | 06/28/2021 | Jose Famalette                 | \$181.48    |
| 65173           | 06/28/2021 | Patricia Gloyd                 | \$181.48    |
| 65174           | 06/28/2021 | Cynthia Hewitt                 | \$214.63    |
| 65175           | 06/28/2021 | Jerome Lohr                    | \$269.24    |
| 65176           | 06/28/2021 | Prisco Manglona                | \$181.48    |
| 65177           | 06/28/2021 | Roger Maryatt                  | \$181.48    |
| 65178           | 06/28/2021 | Jeremias Morgado               | \$181.48    |
| 65179           | 06/28/2021 | Sidney Nickolas                | \$181.48    |
| 65180           | 06/28/2021 | Randy Nicks                    | \$289.00    |
| 65181           | 06/28/2021 | Nancy Ortiz                    | \$181.48    |
| 65182           | 06/28/2021 | Steve Pressley                 | \$181.48    |
| 65183           | 06/28/2021 | Francis Radziewicz             | \$181.48    |
| 65184           | 06/28/2021 | Joan Russell                   | \$181.48    |
| 65185           | 06/28/2021 | Anita Sailas                   | \$204.60    |
| 65186           | 06/28/2021 | Barbara Schmidt                | \$289.00    |
| 65187           | 06/28/2021 | Audrey Tucker                  | \$181.48    |
| 65188           | 06/28/2021 | Adeline Varni                  | \$181.48    |
| 65189           | 06/30/2021 | O'Connor Lumber                | \$376.25    |
| 65190           | 06/30/2021 | ABC Napa Valley Sewer & Drain  | \$280.00    |
| 65191           | 06/30/2021 | Janie Alvord                   | \$200.00    |
| 65192           | 06/30/2021 | B & G Tires Of Vallejo         | \$108.00    |
| 65193           | 06/30/2021 | AT&T                           | \$89.78     |
| 65194           | 06/30/2021 | Cole Supply Co., Inc.          | \$1,979.61  |
| 65195           | 06/30/2021 | Comcast                        | \$505.71    |
| 65196           | 06/30/2021 | Commercial Pool Systems, Inc   | \$2,067.86  |
| 65197           | 06/30/2021 | Complete Welders Supply        | \$120.75    |
| 65198           | 06/30/2021 | Elena DaSilva                  | \$148.00    |
| 65199           | 06/30/2021 | Francesca Fogli                | \$30.00     |
| 65200           | 06/30/2021 | Julie Gabbard                  | \$50.00     |
| 65201           | 06/30/2021 | Georgia House Graphics         | \$1,500.00  |
| 65202           | 06/30/2021 | Green Valley Aloha Saw & Mower | \$20.29     |
| 65203           | 06/30/2021 | Jackson Hahn-Smith             | \$30.00     |
| 65204           | 06/30/2021 | Heavenly Greens                | \$12,868.00 |
| 65205           | 06/30/2021 | Jack & Jill                    | \$175.50    |
| 65206           | 06/30/2021 | Sharon Johnson                 | \$50.00     |
| 65207           | 06/30/2021 | Julie Keenan                   | \$4.00      |
| 65208           | 06/30/2021 | M & M Sanitary LLC             | \$270.94    |
| 65209           | 06/30/2021 | Gabriela Ramos                 | \$148.00    |
| 65210           | 06/30/2021 | Marisa Schulman                | \$169.00    |
| 65211           | 06/30/2021 | Rachelle Seronio-Ang           | \$148.00    |
| 65212           | 06/30/2021 | SiteOne Landscape Supply       | \$3,046.82  |
| 65213           | 06/30/2021 | Synthesis Planning             | \$4,800.00  |
| 65214           | 06/30/2021 | Veritiv Operating Company      | \$40.98     |
| 65215           | 06/30/2021 | O'Connor Lumber                | \$69.26     |
| 65216           | 06/30/2021 | Syar Industries, Inc.          | \$1,295.44  |
| 65217           | 06/30/2021 | Dell Marketing L.P.            | \$238.00    |
| 65218           | 06/30/2021 | Ryan Allen                     | \$77.62     |
| 65219           | 06/30/2021 | American Red Cross             | \$1,204.00  |
| 65220           | 06/30/2021 | Dayna Asbury                   | \$112.00    |
| 65221           | 06/30/2021 | Daishanique Bussey             | \$65.00     |
| 65222           | 06/30/2021 | California Custom Remodeling   | \$50,000.00 |
| 65223           | 06/30/2021 | Commercial Pool Systems, Inc   | \$2,020.11  |
| 65224           | 06/30/2021 | Kassandra Davis                | \$166.50    |
| 65225           | 06/30/2021 | Jet Mulch, Inc.                | \$10,440.00 |
| 65226           | 06/30/2021 | Kay Cady-Johnson               | \$4,812.50  |



# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

| Bank Code: GEN     |            |                          |                     |
|--------------------|------------|--------------------------|---------------------|
| Document Number    | Date       | Payee Name / Description | Amount              |
| 65227              | 06/30/2021 | Brooklyn Johnson         | \$160.00            |
| 65228              | 06/30/2021 | Yolanda Lassiter         | \$201.00            |
| 65229              | 06/30/2021 | Ashley Lendo             | \$45.00             |
| 65230              | 06/30/2021 | Julie Lightfoot          | \$115.00            |
| 65231              | 06/30/2021 | Lisa Lilly-Higginbotham  | \$65.00             |
| 65232              | 06/30/2021 | Jose M Lopez             | \$16.25             |
| 65233              | 06/30/2021 | Joshua Parada            | \$50.00             |
| 65234              | 06/30/2021 | PROforma                 | \$779.87            |
| 65235              | 06/30/2021 | Rhinos Roofing Company   | \$21,097.60         |
| 65236              | 06/30/2021 | SiteOne Landscape Supply | \$1,084.91          |
| 65237              | 06/30/2021 | Sitelogiq                | \$42,220.00         |
| 65238              | 06/30/2021 | Kevin Smith              | \$54.29             |
| 65239              | 06/30/2021 | Ni'Ela Taylor            | \$81.00             |
| 65240              | 06/30/2021 | A & E Emaar Company      | \$33,517.80         |
| 65241              | 06/30/2021 | AT&T                     | \$22.75             |
| 65242              | 06/30/2021 | Ring Central Inc.        | \$878.37            |
| <b>Bank Totals</b> |            |                          | <b>\$611,407.83</b> |

**Report Selection Criteria**

|                         |            |            |            |
|-------------------------|------------|------------|------------|
| <b>Bank Account:</b>    | GEN        | <b>End</b> | GEN        |
| <b>Date Range:</b>      | Custom     |            |            |
| <b>Item Date:</b>       | 06/01/2021 | <b>End</b> | 06/30/2021 |
| <b>Document Number:</b> | Start      | <b>End</b> |            |
| <b>Payee:</b>           | Start      | <b>End</b> |            |

**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





## Agenda 9-A

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### **BOARD COMMUNICATION**

**Date: July 22, 2021**

**TO:** Board Chairperson and Directors

**FROM:** Casey Halcro, Human Resources Manager

**SUBJECT: Approve the Addition of a New Full-Time Job Position-Human Resource Coordinator-Approximate Cost of \$80,000 per Year.**

### **BACKGROUND AND DISCUSSION**

Our Human Resources team continues to see the need to grow. With continual changes in employment laws, updates to compliance requirements, risk management, ongoing employee relations needs, and labor negotiations; we need to grow the HR team. At the beginning of the Covid-19, GVRD's HR team had 1 full-time position and 2 part-time positions. Unfortunately, we saw consistent turnover as our part-time staff were able to obtain full-time positions elsewhere. Additionally, due to the Covid crisis, the HR team agreed to keep only one part-time position to help ensure other areas in the District could stay well-staffed during the worst part of the pandemic. Now that things are opening up again, and staffing is ramping back up, we know that we need to grow our HR team to best help serve the needs of GVRD; it is not sustainable to have only one full-time position in Human Resources. While we've been able to do our best with one full time position and one part-time position, we're just stretched a little too thin. Covid-19 brought to light the challenges faced by HR departments everywhere, including at GVRD. In order to better assist GVRD and the employees, the Human Resources team is requesting a second 1.0 FTE, a Human Resources Coordinator. We believe this will help us to continue growing this department, best assist the employees, and best help the District navigate the complex number and level of employee/employer needs at GVRD. We have looked at the budget and created room for this 1.0 FTE in Human Resources. As a confidential employee, this will be an at-will position. The cost, including benefits, would be approximately \$80,000 per year. This is the same as the other Coordinator level positions at GVRD. We have taken this job description to both the Policy and Personnel Committee as well as the Finance Committee.

### **RECOMMENDATION**

It is recommended to approve the job position and pay scale.

### **ALTERNATIVES CONSIDERED**

Reject the recommendation and revise.  
Reject the recommendation and leave as is.  
Approve the recommendation, with changes.  
Approve the recommendation.  
Do not act on item.

**ENVIRONMENTAL REVIEW**

Not applicable.

**PROPOSED ACTION**

Staff recommends approval of the additional job position, description, and pay range.

**DOCUMENTS AVAILABLE FOR REVIEW**

- a. Human Resources Coordinator Job Description
- b. Pay Range

# Greater Vallejo Recreation District Job Description

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Classification Title</b> | Human Resources Coordinator |
| <b>Job Code</b>             | Confidential, At-will       |
| <b>FLSA Status</b>          | Non-Exempt                  |
| <b>Salary Grade</b>         | 46S                         |
| <b>Reports To</b>           | Human Resources Manager     |

## GENERAL SUMMARY

This position is an at-will, confidential position responsible for human resources (HR) administrative support at site, including employment, pre-employment process, applicant tracking, workers' compensation reporting, new hire onboarding, personnel change notifications and benefits administration. Supports the District by providing effective customer service to both internal and external customers and applicants. Administrator for employee relations, employee onboarding, and administrative support for HR. Update and maintain employee information within HRIS. Functions as a team member within the department and organization, as required, and perform any duty assigned to best serve the company.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Benefits administration
- Collecting interview feedback, recording recruiting activity regarding applicant tracking, facilitating candidate hiring forums and other tasks related to the interview process
- Overseeing candidate experience (including travel coordination, reimbursement of candidate expenses and background checks)
- Providing timely feedback to all stakeholders in the hiring process
- Help develop and support new employee onboarding (including document verification)
- Oversee compliance and assist with Company-wide trainings
- Human Resources administrative assistance
- Assistance with Workers' Compensation claims
- First point of contact with employee relations
- Champion data accuracy by managing HR records and data including input, auditing and cleanup in HRIS systems
- Maintain and update HR systems, materials, resources, and files
- Assist with planning and coordinate Company wide HR initiatives and programs (including culture events)
- Support the operations of our offboarding process for employee terminations
- Other ad hoc projects determined by ongoing needs of the Company

# Greater Vallejo Recreation District Job Description

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Classification Title</b> | Human Resources Coordinator |
| <b>Job Code</b>             | Confidential, At-will       |
| <b>FLSA Status</b>          | Non-Exempt                  |
| <b>Salary Grade</b>         | 46S                         |
| <b>Reports To</b>           | Human Resources Manager     |

## SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee part-time employees. This position may oversee work quality, training, instructing, and work assignments.

## HUMAN COLLABORATION & JOB IMPACT

*This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.*

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

## FISCAL RESPONSIBILITY

*This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.*

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

## MINIMUM QUALIFICATIONS

### Required Education and Experience

- High School diploma preferred
- One (1) to three (3) years' experience in Human Resources or related area
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

# Greater Vallejo Recreation District Job Description

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Classification Title</b> | Human Resources Coordinator |
| <b>Job Code</b>             | Confidential, At-will       |
| <b>FLSA Status</b>          | Non-Exempt                  |
| <b>Salary Grade</b>         | 46S                         |
| <b>Reports To</b>           | Human Resources Manager     |

## Required Licenses or Certifications

- Driver's License

## COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

### Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Intermediate knowledge with Applicant Tracking Processes and/or Systems, HRIS (knowledge of Arc systems is preferred, Outlook Calendar, and Microsoft office suite)
- Human Resources, employee life cycle procedures-
- Comfortable with working independently and with limited supervision
- Organized, detail oriented and don't sweat the small stuff
- Take pride in your work and deliver consistent results, consistently
- Principles of business letter writing and report preparation-

### Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Attention to detail

### Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform human resources clerical work requiring use of independent judgment and initiative-

## Greater Vallejo Recreation District Job Description

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Classification Title</b> | Human Resources Coordinator |
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| <b>FLSA Status</b>          | Non-Exempt                  |
| <b>Salary Grade</b>         | 46S                         |
| <b>Reports To</b>           | Human Resources Manager     |

### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| <b>Work Environment</b>  | <b>Seldom or Never</b> | <b>Sometimes</b> | <b>Frequently or Often</b> |
|--|------------------------|------------------|----------------------------|
| Office or similar indoor environment                                   |                        |                  | X                          |
| Outdoor environment  | X                      |                  |                            |
| Street environment (near moving traffic)                               | X                      |                  |                            |
| Construction site  | X                      |                  |                            |
| Confined space   | X                      |                  |                            |
| Vehicle  |                        | X                |                            |
| Warehouse environment  | X                      |                  |                            |
| Shop environment   | X                      |                  |                            |
| Other  | X                      |                  |                            |
| <b>Exposures</b>   | <b>Seldom or Never</b> | <b>Sometimes</b> | <b>Frequently or Often</b> |
| Individuals who are hostile or irate                                   |                        | X                |                            |
| Individuals with known violent backgrounds                             | X                      |                  |                            |
| Extreme cold ( <i>below 32 degrees</i> )                               | X                      |                  |                            |
| Extreme heat ( <i>above 100 degrees</i> )                              | X                      |                  |                            |
| Communicable diseases  | X                      |                  |                            |
| Moving mechanical parts  | X                      |                  |                            |
| Fumes or airborne particles  | X                      |                  |                            |
| Toxic or caustic chemicals, substances or waste                        | X                      |                  |                            |
| Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> ) | X                      |                  |                            |

# Greater Vallejo Recreation District Job Description

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Classification Title</b> | Human Resources Coordinator |
| <b>Job Code</b>             | Confidential, At-will       |
| <b>FLSA Status</b>          | Non-Exempt                  |
| <b>Salary Grade</b>         | 46S                         |
| <b>Reports To</b>           | Human Resources Manager     |

## WORKING CONDITIONS & PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Generally, days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. but can vary dependent on need.

## TRAVEL

## WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

## EEO STATEMENT

GVRD is an equal opportunity employer.

## ACKNOWLEDGEMENT

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any*

## Greater Vallejo Recreation District Job Description

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Classification Title</b> | Human Resources Coordinator |
| <b>Job Code</b>             | Confidential, At-will       |
| <b>FLSA Status</b>          | Non-Exempt                  |
| <b>Salary Grade</b>         | 46S                         |
| <b>Reports To</b>           | Human Resources Manager     |

*other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.*

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                      |            |
|----------------------|------------|
| <b>Date created</b>  | 12/13/2020 |
| <b>Dates revised</b> |            |



Greater Vallejo Recreation District  
 Pay Range Table - Full Time SEIU

1.25% Increase  
 Effective 07/01/21

| <u>Range</u> | <u>Title</u>  |                 | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|--------------|---|-----------------|---------------|---------------|---------------|---------------|---------------|
| 39S          | <b>Administrative Support<br/>Accounting Assistant</b>  | Hourly 07/01/21 | 21.71         | 22.80         | 23.94         | 25.14         | 26.40         |
|              |   | Bi-weekly       | 1,736.80      | 1,824.00      | 1,915.20      | 2,011.20      | 2,112.00      |
|              |   | Annually        | 45,156.80     | 47,424.00     | 49,795.20     | 52,291.20     | 54,912.00     |
| 46S(A)       | <b>Administrative Specialist</b>                        | Hourly 07/01/21 | 25.53         | 26.81         | 28.16         | 29.57         | 31.05         |
|              |   | Bi-weekly       | 2,042.40      | 2,144.80      | 2,252.80      | 2,365.60      | 2,484.00      |
|              |   | Annually        | 53,102.40     | 55,764.80     | 58,572.80     | 61,505.60     | 64,584.00     |
| 46S          | <b>Recreation Coordinator</b>                           | Hourly 07/01/21 | 25.81         | 27.11         | 28.47         | 29.90         | 31.40         |
|              |   | Bi-weekly       | 2,064.80      | 2,168.80      | 2,277.60      | 2,392.00      | 2,512.00      |
|              |   | Annually        | 53,684.80     | 56,388.80     | 59,217.60     | 62,192.00     | 65,312.00     |
| 52S          | <b>Accounting Specialist</b>                            | Hourly 07/01/21 | 30.00         | 31.50         | 33.08         | 34.74         | 36.48         |
|              |   | Bi-weekly       | 2,400.00      | 2,520.00      | 2,646.40      | 2,779.20      | 2,918.40      |
|              |   | Annually        | 62,400.00     | 65,520.00     | 68,806.40     | 72,259.20     | 75,878.40     |
| 63S          | <b>Maintenance Supervisor<br/>Recreation Supervisor</b> | Hourly 07/01/21 | 39.42         | 41.40         | 43.47         | 45.65         | 47.94         |
|              |   | Bi-weekly       | 3,153.60      | 3,312.00      | 3,477.60      | 3,652.00      | 3,835.20      |
|              |   | Annually        | 81,993.60     | 86,112.00     | 90,417.60     | 94,952.00     | 99,715.20     |



## Agenda 10

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### BOARD COMMUNICATION

Date: July 22, 2021

**TO: Board Chairperson and Directors**

**FROM: Casey Halcro, Human Resources Manager**

**SUBJECT: Approve Revised Annual General Manager Evaluation Timeline**

#### **BACKGROUND AND DISCUSSION**

As part of the responsibilities as Board members, and as listed in GVRD Policy 4080, Board – GM Relationship, requires you to review the performance of the General Manager on an annual basis. This review is intended to be a comprehensive and objective evaluation of his performance for the past year. It is also intended to give guidance and help set priorities on use of time and resources in the coming year. Due to some recent unforeseen absences and other pressing priorities, we are asking the Board members to approve this adjusted GM Evaluation timeline.

Below is the recommended timeline to complete the evaluation for 2020-21. We can adjust the timeline, if necessary, with the vote of the board members.

#### **RECOMMENDATION**

To commence general manager evaluation process.

#### **ALTERNATIVES CONSIDERED**

To modify the timeline with board approval.

#### **SCHEDULE**

##### **Performance Review Schedule**

|   | Meeting*       |
|---|----------------|
| 1. Performance Review forms and GM initial summary of results/progress distributed to Board members | *Already done  |
| 2. Initial completed Performance Review forms returned to HR Manager for tabulation                 | July 30, 2021  |
| 3. Combined draft Performance Review presented to Personnel Committee                               | *August 9 2021 |

|   |                  |
|---|------------------|
| 5. Final Performance Review forms due back to HR Manager                        | *August 16, 2021 |
| 6. Closed session to discuss Performance Review with GM                         | *June 24, 2021   |
| 7. Final Performance Review prepared for signatures of Board Chairperson and GM | *August 26, 2021 |
|   |                  |

*\* adjustments to this schedule may be made with mutual consent of the Board and General Manager*



## Maintenance Department Board Report

7/22/21

### Parks and Facilities

- North Vallejo Park- Contractor is working on fixing the Park lighting; the Park had inoperable lights.
- PB- Landscape contractor will be working on the installation of the planter boxes at SVCC and Setterquist Park.
- Dan Foley Cultural Center- Contractor is making progress on the ceiling texture; staff and myself met with the designer to discuss paint colors for the interior.
- Hanns Park- Shakespeare in the Park event will be on July 24<sup>th</sup> and 25<sup>th</sup>; staff will have the park ready for this event.
- BRS Caretaker House- City signed off on the final inspection of the caretaker house demolition.
- Vallejo Watershed Alliance will be having a cleanup day at BRS Park on July 17<sup>th</sup>.
- We are currently recruiting for three full time positions in the Maintenance Department.
- Prob 68- Had the five site visits with a representative from the State.
- I will be on vacation, and returning on August 2<sup>nd</sup>.





## **Finance Department Board Report**

**07/22/2021**

### **FY 2021-2022 Budget**

- Now that the Board has approved the MOU's for both IBEW and SEIU, I am working on amending the amounts related to the pay increases. I will be bringing the amended budget to the board early in August for approval. Once the amended budget is approved I will move forward with putting together budget books.

### **TreasuryNow – Bank of the West**

- We have now processed our two payrolls using Bank of the West's new online program TreasuryNow. It appears to be working well for payroll. The program is also used for other banking needs, such as account balances, reports, stop payments, and printing statements. We are continuing to learn about this new program and its many features.

### **Arc Time Tracking**

- We are continuing to work closely with HR and Cougar Mountain Software to learn all we can about the system and to update them with issues we have encountered along the way. The Cougar Mountain team has been very helpful and has been able to implement many of our suggested changes.

### **End of FY 2020-2021**

- Invoices for FY 2020-2021 continue to come into the Finance Department. We appreciate all departments for their assistance in identifying which invoices need to be paid out of that year.

### **Audit FY 2019-2020**

- The audit for FY 19-20 has been completed. General Manager Lanusse and I met with the auditing team this past week to wrap things up. I will reach out to them to schedule a presentation to the board.



## Human Resources Board Report

7/22/2021

### Personnel Update:

- We are recruiting/hiring for multiple full-time positions:
  - Recreation Superintendent
  - Parks Lead Worker
  - Parks Maintenance Worker I
  - Facilities Specialist
- We are very excited to announce that we've extended job offers for two positions that we'd previously had posted.
  - Facilities Supervisor
  - Parks Supervisor
- HR is assisting staff in onboarding PT staff in both Recreation and Parks/Facilities.
- Please also check out our new Recruiting Brochures for open full-time positions. As time allows, HR will work with staff to create similar recruitment materials for PT roles.

### Classification Study:

- HR continues to work to finalize the classification study with various stakeholders.

### Policy updates:

- HR and GM continue to work on policy updates and HR has reached out to Unions about possible policy updates in the near future.
- HR is working with outside consultants to update policies for FT and PT staff

## **Human Resources Information System:**

- HR has teamed up with our Finance team to implement a new HRIS. We anticipate that it will be fully operational on the employee facing side soon. We have been able to get the time tracking module up and running and are testing it out with FT employees. Our first couple test run had a few bumps so we will continue testing this with FT employees before rolling this out to our PT staff.

## **Negotiations:**

- HR and the GM have finished negotiations with IBEW and SEIU

## **Training:**

- HR and the GM are beginning the process of setting up training opportunities geared toward team and trust building for full-time employees.
- HR is working to ensure all employees are up-to-date on ongoing compliance with legally mandated trainings.





# Recreation Department Board Report

07/22/2021

## Youth Services, Events, & CW:

- Recruitment has begun for Recreation and Senior Recreation Leaders to operate GVRD's before and after school programs for the 21-22 school year.
- Expanded Learning Camps concluded this week in partnership with VCUSD. 10 camp locations throughout the city were identified as essential camp sites.
- July is Parks Make Life Better Month! We encourage the community to visit our parks and programs throughout the month.
- Movie Under the Stars will be held at CW on July 17<sup>th</sup>. The park will proceed with normal park operations, close, and reopen its gates at 7:30pm for a showing of Hook. This event is free to guests and concessions will be available to purchase for a nominal fee.
- GVRD Summer Camps and VCUSD camps are running smoothly. VCUSD camps will conclude on July 15<sup>th</sup>.
- Inaugural Parks N' Rex Day is Saturday July 31<sup>st</sup>
  - The event is completely sold out. A total of 375 spots are reserved throughout the 3 time slots.
  - The event will have a DJ, vendors, Dino Egg Hunt, Field Games, Photo booth, Dance Parties, Concessions available for a nominal fee, and a special appearance by Parker the T-rex.
- NERF/Sports Birthday Parties are going well.
  - The park has several birthday party reservations scheduled throughout the entire month.
  - Customers are enjoying the themed party offerings.

## Sports:

- June-July Junior Tennis Program 4-5pm and 5-6pm is a very popular program. Sessions reached over maximum enrollment of 15 participants.

- Coach O's Flag Football Camp June-July has 40 participants enrolled in the program.
- Hoop-it up basketball clinic ages 3-5yrs is full at 15 participants for the month.
- Hoop-it up basketball clinic ages 6-8yrs is full at 15 participants for the month.
- Hoop-it up basketball clinic ages 9-12yrs has 9 participants enrolled in the program.

### **Aquatics:**

- Summer Camps are full for the duration of the summer.
- Lap Swimming and Water Exercise resume as drop-in classes.
- Recreation Swim began July 5<sup>th</sup> and is offered from 12:30-3:00pm.
- Swim Lessons are full for the month of July.
- VJO continues to practice at the pool.
- Solano Polo is using the deep-end tank from 4-8pm on Tuesdays and Thursdays.
- San Francisco Seals swim team is using the pool for swim team practice on Saturdays, 2-4pm.
- Lifeguard Training class is being held on the week of July 19<sup>th</sup>.
  - Our intent is to hire more staff through this class.

### **Community Centers:**

- On July 2<sup>nd</sup> Recreation Services reopened VCC, NVCC & SVCC for contract classes only.
- FCC is currently closed due to repairs and upgrades on the roof and interior of the center.
- Early Rise & Exercise class for the Active Aging popular began on Monday, July 12<sup>th</sup> at maximum capacity with 40 participants.

- COVID Testing continues at SVCC in a smaller room. Multi-Purpose Room is being utilized by Judo classes.
- Fall 2021 Activity Guide production schedule distributed to all Recreation staff.



## General Manager Board Report

7/22/2021

- I attended the California Association of Recreation and Park District's annual conference. Besides meeting with vendors, I attended the general membership meeting for elections, GVRD won a safety award for meeting and ranking highly on safety criteria when we were inspected. I attended sessions on multigenerational workforce, service animals, GM roundtable discussion, laws on dangerous conditions of public property, risk management, legislative updates, homeless dilemma for public entities, and making the most of local partnerships.
- I also attended the California Special District Association's General Manager Summit in which I attended sessions on leadership strategies to improve communication, social media, economic and legislative outlook, it's ok to be the boss, past present and future of COVID, workplace culture, succession planning, and vendor presentations.
- Staff and I met with the State representative to review the 5 sites which we applied for grant funding. We expect an update in September.
- We are getting closer to having a lease agreement with the school district for Franklin. They are currently on vacation. I have met with our legal and our insurance carrier regarding finer points. I have a meeting scheduled with at the end of July.
- Some personnel issues have taken up my time.
- I am reviewing the draft 10-year plan. The timeline looks like this...
  - July 12-23 Gabe's review of draft document
  - July 23-25 GreenPlay edits to document
  - July 26 to August 5 Formatting of the draft document
  - August 9 Posting of formatted document for public comment
  - August 13 Posting the document to the Board's agenda for the August 26<sup>th</sup> meeting
  - August 23 Public comment period ends
  - August 26 Board work session to discuss plan

- August 25 GreenPlay & Gabe discuss edits to the final document from board and public comments
- August 26 September 3 edits to the final plan
- September 6 Final plan posted to the board agenda for the September 23<sup>rd</sup> meeting
- September 23 Board adopts masterplan

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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**



## **Agenda 12-B**

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### **BOARD COMMUNICATION**

**Date: July 22, 2021**

**TO:** Board Chairperson and Directors

**FROM:** Kimberly Pierson, Board Clerk

**SUBJECT:** Board Authorization for Director McDonald to attend the CSDA -Special District Leadership Academy Conference.

### **BACKGROUND AND DISCUSSION**

California Special District Association (CSDA) is holding their annual Special District Leadership Academy (SDLA) September 26-29, 2021, in South Lake Tahoe. This will be a comprehensive Governance Leadership Conference for Elected and Appointed Directors. The conference content is based on groundbreaking, curriculum-based continuing education in CSDA's Special District Leadership Academy, recognizing the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Policy #409 Training, Education and Conferences states "attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs."

### **RECOMMENDATION**

Approve the request for Director McDonald to attend the Special District Leadership Academy Conference.

### **ALTERNATIVES CONSIDERED**

Deny the request.

COST

Conference fee - \$400

Hotel - \$417+taxes

COMMITTEE REVIEW

None

PROPOSED ACTION

Board Authorization for Director McDonald to attend the CSDA -Special District Leadership Academy Conference September 26-29, 2021.

DOCUMENTS AVAILABLE FOR REVIEW

- A. Policy 4090-Training, Education and Conferences
- B. Conference Brochure

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Training, Education and Conferences  
**POLICY NUMBER:** 4090

It is the policy of the Greater Vallejo Recreation District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts.

Attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.

# ACHIEVING DISTRICT GOALS... TOGETHER.

*Two Options – Attend the Conference or sign up for virtual modules*

*CONFERENCE: September 26 – 29, 2021 – South Lake Tahoe - First Time and Returning Attendee Tracks!*



CSDA's 2021  
**Special District  
Leadership Academy Conference**

*A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees*





# BOARD & STAFF LEARN TO WORK AS A TEAM.

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy in two and a half days.

This conference content is based on groundbreaking, curriculum-based continuing education in CSDA's Special District Leadership Academy (SDLA), recognizing the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Local boards are the mechanism by which local control remains local. Special districts, and by extension special district boards, are the voices of the community.

The truth is that every elected or appointed public official needs to be guided by knowledge of governance; governance is what boards do. It's what they bring to the table.

Two options for your convenience. **Conference or virtual!**

  
**Early bird discount!**



SDLA Conference is presented by CSDA and co-sponsored by SDRMA.

 Printed on recycled paper.



first timer

## FIRST-TIME ATTENDEE

Attend for the first-time and complete all four modules of the Special District Leadership Academy:

- Governance Foundations
- Setting Direction / Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability

return for more

## RETURNING ATTENDEE

Already completed the Academy? Take a deep dive into common opportunities and challenges facing special districts. Returning attendee sessions include:

- They're Goin' Rogue: How to Deal With Disruptive Board Members
- What Your General Manager Wishes You Knew
- Communicating Successfully Across Communication Styles
- 2020 Legal and Legislative Update
- Special District Stories and Lessons Learned from the Trenches
- And more!



September 26–29, 2021  
Lake Tahoe Resort Hotel  
4130 Lake Tahoe Blvd.  
South Lake Tahoe, CA 96150



**EARLY BIRD DISCOUNT**  
*The early bird discount requires registration on or before Friday, August 27, 2021.*

### HOTEL ROOM RESERVATIONS

Room reservations are available at the Lake Tahoe Resort Hotel at the rate of \$139 (king standard) or \$159 (two queen) plus tax by calling 530-544-5400 and asking for the CSDA rate or online at [www.tahoeresorthotel.com](http://www.tahoeresorthotel.com), group code (under more options): CSDA. The room reservation cut-off is September 3, 2021; however, space is limited and may sell out before this date.

*Cancellations must be in writing and received by CSDA no later than September 10, 2021 at 5:00 p.m.*

*All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after September 10, 2021.*

*Substitutions are acceptable and must be done in writing no later than September 17, 2021 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*



### SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference. Incentive points reduce SDRMA members' annual contribution amount.

# Attend the Academy...Virtually!

Another great option for board members!

The cost to attend each module is:

- \$175 CSDA Member
- \$260 Non-member

Register for all four modules to complete the Special District Leadership Academy!

## Module 1 - Governance Foundations

March 24 and 25, 2021 [1:00 – 4:00 p.m. each day]

## Module 2 - Fulfilling Your Districts' Mission

April 12 and 13, 2021 [9:00 a.m. – 12:00 p.m. each day]

## Module 3 - Board's Role in Finance and Fiscal Accountability

May 12 and 13, 2021 [9:00 a.m. – 12:00 p.m. each day]

## Module 4 - Board's Role in Human Resources

May 26 and 27, 2021 [9:00 a.m. – 12:00 p.m. each day]







**GOVERNANCE IS TAKING THE WISHES, NEEDS, AND DESIRES OF THE COMMUNITY AND TRANSFORMING THEM INTO POLICIES THAT GOVERN THE DISTRICT.**

**WORKING AS A TEAM: THE ROLES OF THE BOARD AND STAFF IN YOUR DISTRICT.**

**ATTRIBUTES AND CHARACTERISTICS OF HIGHLY EFFECTIVE BOARDS.**

**HOW CULTURE, NORMS, VALUES, AND OPERATING STYLES INFLUENCE THE DISTRICT.**

**SPECIFIC JOBS THAT THE BOARD MUST PERFORM.**

**HOW INDIVIDUAL VALUES, SKILLS, AND KNOWLEDGE HELP TO SHAPE HOW EFFECTIVE BOARDS OPERATE.**

**THE IMPORTANCE OF MOVING FROM "I" TO "WE" AS THE GOVERNANCE TEAM.**

**THE BOARD'S ROLE IN SETTING DIRECTION FOR THE DISTRICT.**

**THE BOARD'S ROLE IN FINANCE AND FISCAL ACCOUNTABILITY.**

**AND MUCH MORE!**



**FIRST-TIME ATTENDEE - SCHEDULE OF EVENTS**



**Sunday**

5:30 – 7:00 p.m.

**REGISTRATION AND NETWORKING RECEPTION**

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

**Monday**

8:30 a.m. – 12:30 p.m. - *(Break from 10:00 - 10:30 a.m.)*

**BUILDING A FOUNDATION FOR GOOD GOVERNANCE**

*David Aranda, CSDM*

*\* This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this informational session, the instructor will lay the groundwork for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district
- The traits of effective board members
- What good governance means and how to effectively put it into practice
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building



“The training offered new insight and confirmed learned practices. The (bonus) byproduct of this training were the dedicated people I met, who, just like me, were there to learn more about becoming a better, more productive, effective member of their special district.”

– Nancy Mora, Board Member, Groveland Community Services District

**MONDAY CONTINUED**

12:30 – 1:30 p.m.

**LUNCH PROVIDED** (All Attendees)

1:45 – 4:30 p.m. - (Break from 3:00 - 3:30 p.m.)

**FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE**

*Brent Ives, BHI Management Consulting*

*\*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

5:30 – 7:00 p.m.

**SIP AND SAVOR EVENING RECEPTION**



*Sponsored by the Special District Risk Management Authority (SDRMA)*  
Join us for a lively evening of networking and refreshments.

**Tuesday**

8:30 a.m. – 12:00 p.m. - (Break from 10:00 - 10:30 a.m.)

**DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS**

*Liebert Cassidy Whitmore*

*\*This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources
- Recognizing HR red flags and positive indicators
- Developing and maintaining essential HR policies
- Covering confidentiality and legal liabilities
- Evaluating the general manager

12:00 – 1:00 p.m.

**LUNCH PROVIDED** (All Attendees)

**TUESDAY CONTINUED**

1:15 – 4:00 p.m. - (Break from 2:45 - 3:00 p.m.)

**GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH**

*Martin Rauch, Rauch Communication Consultants, Inc.*

*\*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences
- Responding to public input
- Media relations
- Legislative outreach and advocacy

**OPEN EVENING**

**Wednesday**

8:30 a.m. – 12:00 p.m. - (Break from 10:00 - 10:15 a.m.)

**SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?**

*David Becker, CPA, James Marta & Company LLP*  
*Certified Public Accountants*

*\*This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions
- How to link the finance process to the district mission and goals
- Budget process, budget assessment, and communicating budget information to the public
- How to develop and analyze capital improvement plans and reserve guidelines

12:00 p.m.

**GRADUATION CERTIFICATE DISTRIBUTION**

First-time attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.



## Check out these great new sessions for returning attendees!

### RETURNING ATTENDEE - SCHEDULE OF EVENTS



#### Sunday

5:30 – 7:00 p.m.

#### REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

#### Monday

8:30 – 10:00 a.m.

#### THEY'RE GOIN' ROGUE: HOW TO DEAL WITH DISRUPTIVE BOARD MEMBERS

*Sean D. De Burgh, Cole Huber, LLP*

Occasionally districts will encounter the rogue board member who disrupts meetings with inappropriate or irrelevant comments, micromanages staff, or disregards long-standing legal principles applicable to special districts. This session will address what can be done to rein in such behavior in a lawful way that assures minimal disruption to the district and effective board governance.

10:00 – 10:30 a.m.

#### BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.

#### IS THERE A "RIGHT" AMOUNT OF PUBLIC ENGAGEMENT?

*Davenport Institute, Pepperdine School of Public Policy*

Sometimes districts can end up in a bit of a Goldilocks situation when it comes to engaging the public. Too little engagement leaves residents confused or suspicious. Too much engagement leads to burnout and frustration when it becomes one more demand

on busy schedules. This workshop draws on peer learning as well as the Davenport Institute's experience working with all shapes and sizes of local agencies (from big cities to tiny districts). Together, participants will develop a framework to help guide internal discussions about whether a particular issue requires reaching beyond the board meeting.

12:30 – 1:30 p.m.

#### LUNCH PROVIDED (All Attendees)

1:45 – 3:00 p.m.

#### OUTSIDE OVERSIGHT: THE POWERS AND FUNCTIONS OF CIVIL GRAND JURIES AND LAFcos

*Gary B. Bell, Colantuono Highsmith & Whatley, PC*

Every county has a civil grand jury and a local agency formation commission (LAFCo). Both of these agencies issue reports and analyses of special district operations that shape public perception and sometimes lead to a change of organization. Taught by an attorney with extensive experience with LAFcos and civil grand jury proceedings, this session will provide participants with an understanding of the powers and functions of civil grand juries and LAFcos — including their limitations — to prepare special district leaders to effectively interact with these agencies including what must be done, what may be done, and how to do it.

3:00 – 3:30 p.m.

#### BREAK (All Attendees)

3:30 – 4:30 p.m.

#### WHAT YOUR GM WISHES YOU KNEW

*Panel Discussion with experienced General Managers*

Communication is critical between a special district board and general manager. Join us for a lively panel discussion with experienced special district general managers to hear about best practices in their districts and ways you can better support your district general manager in their role and vice versa – so that you can both better fulfill the districts mission.

5:30 – 7:00 p.m.

#### SIP AND SAVOR EVENING RECEPTION



*Sponsored by the Special District Risk Management Authority (SDRMA)*  
Join us for an entertaining evening of networking and refreshments.



“Once again the SDLA Conference was great...very well organized, informative and educational. This was my second conference, and I look forward to more in the future.”

– Diana Towne, Board Member, Rincon del Diablo Municipal Water District

## ● Tuesday

8:30 – 10:00 a.m.

### **COMMUNICATING SUCCESSFULLY ACROSS COMMUNICATION STYLES**

*CPS HR Consulting*

Teams benefit from understanding, welcoming, and learning to work with a diversity of communication styles. First, we must each seek to understand and analyze our own communication style to best craft our communication with others. Secondly, to improve collaboration and build ideas and knowledge with others, we must also respect and gain insight into the communication styles of our colleagues and peers. This presentation will help you learn to recognize the various communication styles, leverage your own communication strengths, adjust your communication style when needed, and better understand team members with different communication styles from your own.

10:00 – 10:30 a.m.

**BREAK** (All Attendees)

10:30 a.m. – 12:00 p.m.

### **2021 LEGAL AND LEGISLATIVE UPDATE**

*Nicholaus Norvell, Best Best & Krieger, LLP*

An update on new laws affecting special districts this year and what’s currently brewing in the California Legislature.

12:00 – 1:00 p.m.

**LUNCH PROVIDED** (All Attendees)

1:15 – 2:45 p.m.

### **BOARD MEMBER DO’S AND DON’TS: COMPENSATION AND CONFLICTS OF INTEREST**

*Meyers Nave*

The California Government Code, through principle or special acts, generally provides special districts with the authority to compensate board members. Conflicts-of-interest laws were created with the principle that personal or private financial considerations of government officials should not in any way affect the decision-making process. This session addresses the numerous complex and continually evolving California laws board members and special district executives (general managers, chief executive officers, executive directors) must adhere to, along with guidance to help foresee potential conflicts of interest that could arise in the day-

to-day activities. Understand and learn the limits on board member compensation, health care, expense reimbursements, and other potential perks that special district leadership may be offered, including limits and when gifts and meals must be reported to the California Fair Political Practices Commission.

2:45 – 3:00 p.m.

**BREAK** (All Attendees)

3:00 – 4:00 p.m.

### **FRAUD DETECTION & PREVENTION FOR SPECIAL DISTRICTS**

*David Becker, CPA, James Marta & Company LLP, Certified Public Accountants*

Financial fraud is a reality for many special districts and districts need to develop not only good internal control procedures, but also a culture that says “NO” to fraud and irregularities. This session covers how to assess risk in your organization and develop policies and procedures that will mitigate risk and help prevent fraud. We will also provide resources to help you start exploring your organization through this lens and assessing risk.

4:00 p.m.

**CONFERENCE ENDS FOR RETURNING ATTENDEES**

**Whether you’re new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!**



BOARD MEMBERS AND TRUSTEES

# SHOW YOUR COMMITMENT AND DEDICATION TO SERVING YOUR COMMUNITY.

SDLF



**SPECIAL DISTRICT  
LEADERSHIP FOUNDATION**

**The Certificate in Special District Governance was designed to acknowledge special district Board Members and Trustees who have taken extra steps to become better educated in core areas of governance.**

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.





DISTRICT OF DISTINCTION ACCREDITATION

# TAKE YOUR DISTRICT TO THE NEXT LEVEL USING BEST PRACTICES.



**SPECIAL DISTRICT  
LEADERSHIP FOUNDATION**

The **District of Distinction Accreditation** highlights the prudent practices utilized to effectively administer and govern a special district.

In a time when proper fiscal management and responsibility in public agencies is paramount, it has become increasingly important to demonstration districts' sound fiscal management, transparency, and governance policies/practices in place today.



# 2021 Registration Form

## Special District Leadership Academy Conference

(Use one form per registrant)


### Three Ways to Register

- **Register online** by visiting the SDLA Conference website at [sdla.csda.net](http://sdla.csda.net).
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cassandra Strawn at [cassandras@csda.net](mailto:cassandras@csda.net) or call toll-free at the number listed above.



|  |   |   |   |
|--|---|---|---|
| Name/Title:  |   |   |   |
| <input type="checkbox"/> First-time Attendee <input type="checkbox"/> Returning Attendee   |   |   |   |
| District:  |   |   |   |
| Address:   |   |   |   |
| City:  | State:  | Zip:  |   |
| Phone:   | Fax:  |   |   |
| <input type="checkbox"/> Member <input type="checkbox"/> Non-member  | Email:  |   |   |
| Emergency Contact - Name & Phone:  |   |   |   |
| <b>OPTION 1: SDLA CONFERENCE - SEPTEMBER 26-29, 2021 - SOUTH LAKE TAHOE</b>  |   |   |   |
| <input type="checkbox"/> Special District Leadership Academy   |  <b>EARLY BIRD: AUG 27</b> | <input type="checkbox"/> \$600 - CSDA Member<br><input type="checkbox"/> \$900 - Non-member   | <input type="checkbox"/> \$650 - CSDA Member<br><input type="checkbox"/> \$975 - Non-member |
| <b>SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!</b>   |   |   |   |
| <b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT</b><br><input type="checkbox"/> \$400 - CSDA Member <input type="checkbox"/> \$600 - Non-member     |   | <b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT</b><br><input type="checkbox"/> \$450 - CSDA Member <input type="checkbox"/> \$675 - Non-member |   |
| <b>VIRTUAL OPTION: SDLA MODULES 1-4</b>  |   |   |   |
| Module 1: Governance Foundations   | <input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member                      | Mar 24 and 25, 2021   |   |
| Module 2 - Fulfilling Your Districts' Mission  | <input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member                      | Apr 12 and 13, 2021   |   |
| Module 3 - Board's Role in Finance and Fiscal Accountability   | <input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member                      | May 12 and 13, 2021   |   |
| Module 4 - Board's Role in Human Resources   | <input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member                      | May 26 and 27, 2021   |   |
| <b>Payment</b>   |   |   |   |
| <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express |   |   |   |
| Acct. Name:  |   | Acct. Number:   |   |
| Expiration Date:   |   | Authorized Signature:   |   |
| <b>Special needs</b>   |   |   |   |
| <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:  |   |   |   |

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csda.net/about-csda/who-we-are](http://www.csda.net/about-csda/who-we-are).

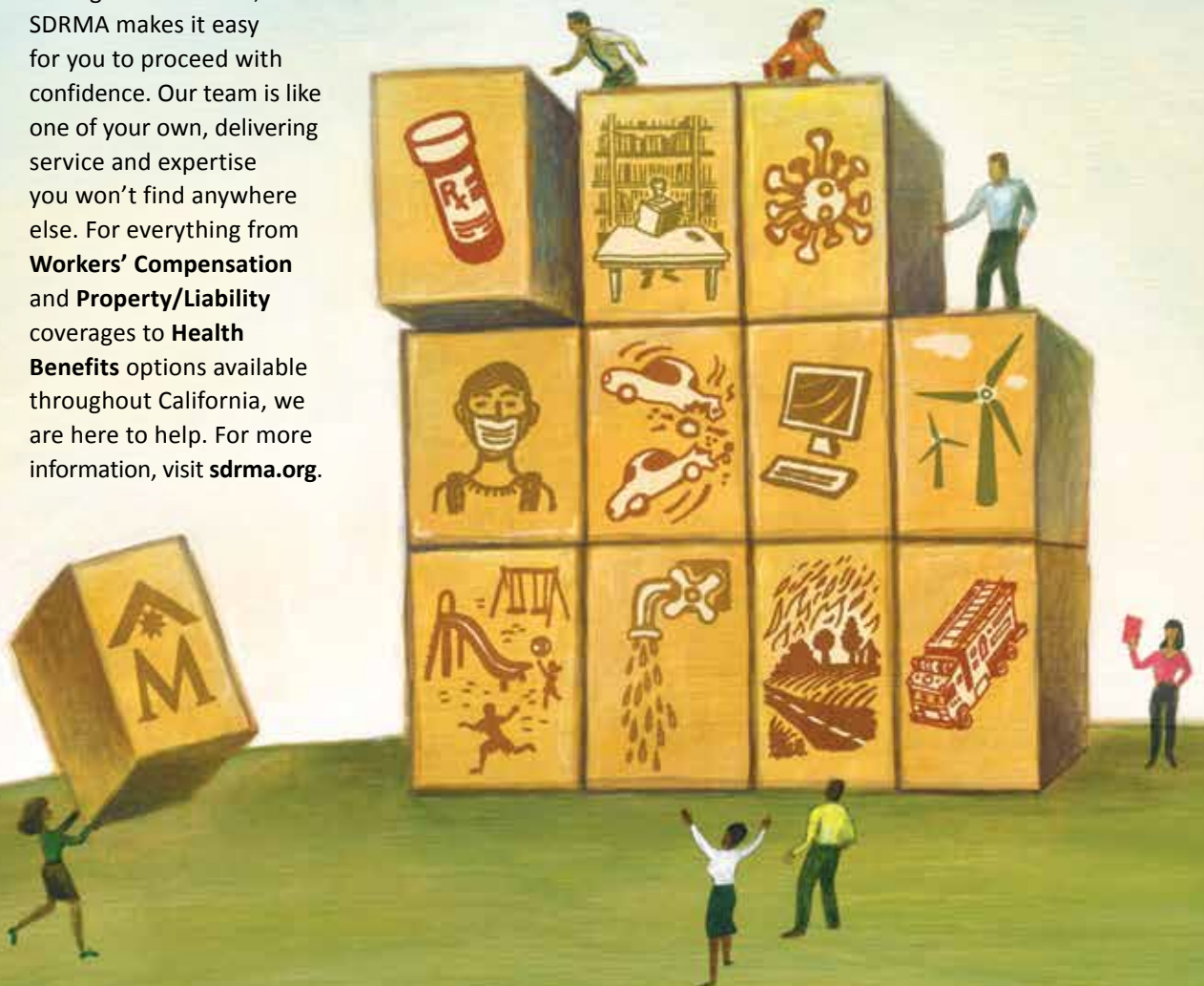




SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

# Risk Management Built to Last

As a trusted risk management advisor, SDRMA makes it easy for you to proceed with confidence. Our team is like one of your own, delivering service and expertise you won't find anywhere else. For everything from **Workers' Compensation** and **Property/Liability** coverages to **Health Benefits** options available throughout California, we are here to help. For more information, visit [sdrma.org](http://sdrma.org).





California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814

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or virtual!**



**Track for  
returning  
attendees.**

**SDLA**

CSDA's 2021  
Special District  
Leadership Academy

*A Comprehensive Governance Conference  
for Elected and Appointed Directors/Trustees.*



*“Another enjoyable  
CSDA experience.”*

*– P. Dorey, Director, Vista Irrigation District*