



GREATER VALLEJO RECREATION DISTRICT

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

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

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

General Manager
Gabriel Lanusse

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

Greater Vallejo Recreation District Board of Directors

AGENDA-REGULAR MEETING

September 9, 2021

395 Amador Street

6:30 p.m.

- 1) **Call to Order**
- 2) **Pledge of Allegiance**
- 3) **Welcome New Board Member:**
Administer the Oath of Office to Rizal Aliga (Board Clerk)
- 4) **Roll Call**
- 5) **Approval of Agenda**
- 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.
- 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 item will be removed from the consent calendar and will be considered separately.
 - A) **Approve Board Minutes-August 26, 2021**
 - B) **Approve Board Minutes-September 1, 2021**
- 7) **New Business:**
Discussion on 10-Year Master Plan Draft (Lanusse)
- 8) **Staff Reports:**
 - A) **Maintenance Superintendent**
 - B) **Finance Director**

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.

- C) Human Resources
- D) Recreation Department
- E) General Manager

9) **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) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – Title: General Manager - Pursuant to Government Code Section 54957(b)(1).

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

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

12) **Meeting Adjourn:**

Next meeting: September 23, 2021



Maintenance Department Board Report

9/9/21

Parks and Facilities

- Lake Dalwigg Park- Staff is working on getting the Park lights to work again; also, we are working with an Engineer for walkway repairs and lighting additions around the lake and existing pathways.
- Highlands Park- Contractor begun with the renovations of the courts; the courts should be completed soon.
- Dan Foley Park- We have a power shutdown on a section of the Park and the Cultural Center; PG&E is working on making the repairs to restore the power.
- City Park- Staff will be ordering trash receptacles to replace existing receptacles.
- Richardson Corp Yard- We have started the process to add comcast for high-speed internet.
- Working on getting proposals for blueprints conversion to digital.
- Staff is getting trained on the assets essentials work order systems; we are getting close to go live on the upgraded work order system.
- We had the first round of interviews for the Maintenance Specialist Position; we also had the testing process done for the recruitment of the Parks Lead Worker position.

Projects Update:

- Dan Foley Cultural Center Upgrades
 - Interior painting complete; waiting for exterior painting quote.
 - Flooring choice made; working with designer for layout.
 - Acoustic material chosen; working with designer for layout.
 - Working with engineer for a perimeter fencing.

- Cunningham Pool ADA
 - Received a draft of the design from PDF designs; staff made comments and architect is working on revisions; once received, will be submitted to the City.
 - Received an email from the City about the parking lot repairs occurring on late summer of this year.

- Richardson Electrical Upgrade for New Offices
 - PG&E stopped process due to wildfires.
 - Working with private designer and engineer for the service upgrade.

- VCC Kitchen
 - Permit issued from the City
 - Waiting for updated Engineer's cost estimate.

- 395/401 Interior Remodel
 - RFP issued 8-24-21; public bid opening scheduled for September 30th at the board room.
 - 401 building seismic retrofit is progressing; a section of concrete piers for the foundation were poured.

- Grant Mahony Building
 - Working with an architect to perform an assessment of the building to determine feasibility of the project.
 - Working with architect to plan Park and pathway lighting.

- PB Projects
 - Waiting on the landscape contractor to schedule the work of building the two gardens at Setterquist Park and South Vallejo Community Center.
 - Waiting on the contract from the City for Setterquist fitness stations.

- Hanns Park Disc Golf Course
 - The equipment is on order; should be getting the delivery in two weeks.
 - Working with the disc golf group on the layout and design of the course.
 - We will be meeting on site to do final walkthrough of the design on September 13th.



Finance Department Board Report

09/09/2021

FY 2021-2022 Budget Books

- I am continuing to work on putting together the budget books for FY 21-22.

Internal Controls

- I attended a 2-day training through Government Finance Officers Association (GFOA) on Evaluating Internal Controls. There was a lot of useful information put out and several links to online resources.

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. At this time, only fulltime staff are using the time tracking program.

Cross Training

- We are continuing cross training among the three of us.

Peak Recreation Software

- Accounting Assistant Dayna Asbury has been working on credit card receipts within Peak. They are processed a little differently between our credit card provider and the bank. She was able to contact the software team to obtain advice on how it works and what reports within Peak she will need to use to reconcile those payments.



Human Resources Board Report

9/9/2021

Personnel Update:

- **Full Time Positions filled**
 - Recreation Superintendent – Congrats to Antony Ryans
 - Maintenance Supervisor – Congrats to Chris Andrade
 - Parks Supervisor – Congrats to Marcos Jaime
- **Full Time Positions in the process of being filled**
 - Parks Lead Worker – Interview phase of the process
 - Parks Maintenance Worker I – Interview phase of the process
 - Facilities Specialist – Interview phase of the process
 - Human Resources Clerk – Position listed, actively accepting applications
- **Part-time Personnel**
 - HR is assisting staff in onboarding PT staff in both Recreation and Parks/Facilities.

Classification Study:

- We are currently about halfway done on this process. We hope to have more information for the board about SEIU represented positions and Executive Level Staff titles in the coming months. As this isn't a necessity for us to do great work, it has been lowered on the list of priorities.

Policy updates:

- FT Policy Manual
 - HR is working to update 5 policies currently;
 - Policy 2250, RR2250, Policy 2315, Policy 2120, Policy 2020, RR2020
- HR is working with outside consultants to update policies for PT Staff Handbook. We are nearing the finish line, approximately 90% complete. HR is reviewing the final draft and hopes to have this finalized by the end of September.

- One big take-away from this project is that we really need to move the district toward having only one HR manual for all employees. In the meantime, we have aligned the PT handbook to match the HR manual. As we continue to update the HR manual, we will edit it to consider all personnel regardless of FT/PT status

Training:

- HR and the GM have begun training geared toward team and trust building for full-time employees. It's been going great and staff have been learning a lot.
- HR is working to ensure all employees are up-to-date on ongoing compliance with legally mandated trainings.



Recreation Department Board Report

09/09/2021

Youth Services, Events, & CW:

- Kids Club before, kinder, and afterschool programs are at capacity for the month of September.
- The Youth team is planning for winter camps and staff training.
- Free admission to Children's Wonder began on Wednesday, September 1st.
 - Vallejo Residents will receive free admission to Children's Wonderland.
 - Non-resident fee is \$4.
- Movies Under the Stars at CW
 - We will be showing COCO on Saturday, September 18th. Doors open at 7:30pm and the movie begins at 8:30pm.
- Fall Community Events
 - Planning has begun for the annual Nightmare on Glenn Street Trick-or-Treat Trail and activities.

Sports:

- A standardized Athletic Field user agreement form is underway and awaiting on approval. As follows, Bocce Ball user agreement will be assembled.
- Field Request for October, November, and December dates will be processed September 1st.
- Johnny Allen Tennis (contractual class offering) currently has 1 tennis instructor going through hiring process.
- Youth and Adult Fitness classes previously hosted at Wardlaw Elementary Soccer field will look to relocate to an indoor GVRD facility.

Aquatics:

- GVRD's first Dive-In Movie Night will take place at the Cunningham Aquatic Complex on, Saturday, Sept. 25th, 7:30-10pm. Concessions will be available for a nominal fee.
- The Pool staff is planning for a festive Floating Pumpkin Patch slated for Sat, Oct. 23rd & Sun, Oct. 24th from 12:30-1:30pm & 2pm-3pm. Small and Large pumpkins will be available for purchase.
- Fall Swim Lessons have begun. Swim Lessons have a high demand and are filling up quickly.
- Fall Lap Swim is still being offered.
 - Monday-Friday 10am-1pm & 7:30pm-9:30pm
 - Saturday 10am-1pm
- High School Water Polo teams are practicing.
 - Monday-Friday afternoons 3:30pm-9:30pm
 - Teams: Benicia High School, St. Patrick's St. Vincent's, Jesse Bethel High School
- After School at the Pool
 - The month of August had maximum participation with 30 participants enrolled.
 - The month of September has 16 registered thus far.
- Community First Aid and CPR will be held on September 18th from 9-3pm and is filling up quickly.
 - GVRD Employees are also scheduled to take Community First Aid and CPR on Sept 14th, 21st, or 25th.

Community Centers:

- FCC and VCC will reopen its doors for small gatherings and meeting groups beginning in September.
- Fall/Winter Activity Guide will be available electronically and with limited copies this month.
- COVID Testing is back to 5 days a week beginning Sept. 13th.

- Visions in Education resumed vouchers for in-person programs. 6 home students are now registered for several GVRD programs.
- Zumba and Early Rise classes are back in session and well attended.



General Manager Board Report

9/9/2021

- I worked with legal counsel to provide input for the School District lease for Franklin. We have sent a response to the School District regarding the area for use, and insurance.
- I have altered the grant for Franklin to only include the field area, and ADA to the Gym. I am waiting on a reply regarding the other locations.
- Staff and I are working with the St. Vincent Hill Neighborhood Association to receive community input regarding upgrades to City Park. We hope to have a questionnaire (on-line and mail) in Mid-September.
- I am working with staff to provide a dashboard regarding project completion stages, and policy completion stages.
- We are starting the outreach for the 10-year master plan draft comments to conclude September 22.
- I have a meeting regarding land dedication fees (impact fees) with our consultant and the City of Vallejo September 7th.
- I have a meeting with the City of Vallejo and County September 8th, to resume talks about the Mare Island Preserve.
- I attended the CSDA conference and sat on a panel discussion for GM's, attended workshops on topics such as... Building a better board, improving communication between board and GM, Real estate purchase and sales, independent contractor and employee requirements, Strategic planning, Homeless, and Cyber Security.
- I will be on vacation September 14-17.
- The conference scheduled at the end of the month in Tahoe will most likely be cancelled.



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Greater Vallejo Recreation District Board of Directors

MINUTES

August 26, 2021 – 395 Amador Street

6:30 p.m.

1) **Call to Order:**

Chairperson Briseno called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., August 26, 2021, in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) **Pledge of Allegiance:**

3) **Roll Call:**

Present: Chairperson Robert Briseno, Vice-Chairperson Gary Salvadori, Directors; Sheryl Pannell Lea, Adjoa McDonald (arrived at 6:36 p.m.), and Ron Bowen

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

Excused: Interim Recreation Superintendent, Antony Ryans

4) **Approval of Agenda:**

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

5) **Presentations:**

A) Presentation to Sheryl Pannell Lea in Recognition of Her Service on the Board of Directors. (Lanusse)

General Manager Lanusse thanked Director Lea for her service and provided her with a token of appreciation.

B) Roles of Board Committees-Policies 5060 and 4060 (Lanusse)

General Manager Lanusse discussed the two policies and suggested they move to the Policy and Personnel Committee for review

6) **Public Comment:**

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

None

7) **Consent Calendar:**

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

A) **Approve Board Minutes-August 12, 2021**

B) **Accept the Policies and Personnel Committee Minutes-August 9, 2021**

C) **Accept the Facility and Development Committee Minutes-August 16, 2021**

D) **Accept the Budget and Finance Committee Minutes-August 16, 2021**

Director Bowen offered the motion seconded by Director Lea to approve the Consent Calendar. Motion passed unanimously.

8) **New Business:**

A) **Resolution 2021-05 of the Board of Directors of the Greater Vallejo Recreation District to Temporarily Suspend Collection of Entrance Fees at Children's Wonderland for a period of one year (Lanusse)**

Director McDonald offered the motion, seconded by Director Lea to approve Resolution 2021-05. After some discussion, Director Salvadori asked Director McDonald if she would consider amending her motion. Director McDonald offered a motion to amend, seconded by Director Lea. Roll Call Vote: Ayes: Directors Lea, Salvadori, Bowen, Briseno, and McDonald; Noes: none; Abstain: none; Absent: none. Motion passed unanimously.

Director McDonald offered the amended motion, seconded by Director Lea to approve Resolution 2021-05 of the Board of Directors of the Greater Vallejo Recreation District to Temporarily Suspend Collection of Entrance Fees for Vallejo Residents at Children's Wonderland for a period of one year beginning September 1, 2021. Roll Call Vote: Ayes: Directors Lea, Salvadori, Bowen, Briseno, and McDonald; Noes: none; Abstain: none; Absent: none. Motion passed unanimously.

The board stated they would like an update after 6 months.

B) **Approve the Addition of a New Full-Time Job Position-Human Resource Clerk-Approximate Cost of \$72,375 - \$84,101 per Year (Halcro)**

Director Bowen offered the motion seconded by Director Salvadori to approve the addition of a new full time Human Resource Clerk Position. Motion passed unanimously.

9) Staff Reports-Informational Only:

A) Maintenance Superintendent

- Provided an update on recruitment efforts in the parks department.
- Announced the Request for Proposals for the remodel of 395-401 Amador Street has been put out.
- Provided updates on Grant Mahony and Highlands Park and the upgraded work order system (Asset Essentials)

B) Finance Director

- Updated the board on fiscal year 2021-2022 budget books, PEAK software, department cross training, and the part-time pay scale.

C) Human Resources

- Provided an update on current recruitment efforts.

D) Recreation Department-Provided by the General Manager

- Announced a collaboration with the school district on recruitment efforts for the after-school programs.
- Provided updates on pool programming and staffing levels.
- Provided an update of the painting project at Foley Cultural Center.

E) General Manager

- Announced the Draft 10-Year master plan will be reviewed at the September 1st Special Board Meeting.
- Updated the board on the status of the Youth Task Force. The board requested Legal Counsel research the concerns being raised by Vallejo City Unified School District in regard to having two board members participate in the task force.

10) Administrative Items:

Meeting Updates:

Special Board Meeting – September 1st – Virtual (Zoom)

Board Meetings – September 9th and 23rd – In-Person

September Committee Meetings – Virtual (Zoom)

September 14th-Tour of Colusa Street Property – 3pm

11) Executive Session: At 8:05 p.m. Chairperson Briseno convened to executive session.

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) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Title: General Manager - Pursuant to Government Code Section 54957(b)(1).

12) Report out on Executive Session:

At 9:36 p.m. Chairperson Briseno convened to regular session and reported: Item 11A: Information was given, and direction was provided by the board.

Item 11B: Information was provided to the General Manager and feedback was received from the General Manager

13) Announcements and Comments from Board Members:

Director Briseno announced that his son is the newest part-time employee at GVRD. He was recently hired as a lifeguard.

Director Briseno mentioned that the next board meeting falls on his birthday and he may miss the meeting.

14) Meeting Adjourn:

Director Bowen offered the motion, seconded by Director Lea to adjourn the meeting at 9:38 p.m. Motion passed unanimously.

Ron Bowen, Board Secretary

Date



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Greater Vallejo Recreation District Board of Directors

MINUTES

September 1, 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 special meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., September 1, 2021.

2) Pledge of Allegiance:

3) Roll Call:

Present: Chairperson Robert Briseno; Vice-Chairperson Gary Salvadori, Directors; Sheryl Pannell Lea, and Ron Bowen

Staff: General Manager, Gabe Lanusse; Human Resources Manager, Casey Halcro; Finance Director, Penny Harman; and Board Clerk, Kimberly Pierson

Excused: Director Adjoa McDonald; Legal Counsel, Gary Heppell and Recreation Superintendent, Antony Ryans

4) Approval of Agenda:

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

5) Public Comment:

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None

6) **Presentation:**

10-Year Master Plan Draft by Jeff Milkes of GreenPlay, LLC

A presentation was given on the 10-Year Master Plan Draft document. The board and staff discussed a public comment period and possible approval timeline.

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

None

8) **Meeting Adjourn:**

Director Lea offered the motion, seconded by Director Salvadori to adjourn the meeting at 7:47p.m. Roll call vote: ayes: Directors: Lea, Salvadori, Bowen and Briseno; Noes: none; absent: McDonald: none. Motion passed.

Ron Bowen, Board Secretary

Date