



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles
by providing safe parks and innovative and fun
recreation programs for all residents.

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Thomas Judt
Stacey Kennington
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

In compliance with the Americans with Disabilities Act, Special assistance for participating in this meeting can be obtained by contacting the District Office at 707-648-4604. A 48-hour notification would enable the District to make reasonable accommodations to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Board of Directors Meeting Agenda

Thursday, March 14, 2024

Administrative Office-Board Room, 401 Amador Street, Vallejo, CA 94590
6:30 p.m. – Regular Session

Public Comment on Items on the Agenda

If you wish to speak on an item under discussion by the Board of Directors which appears on this Agenda, you may do so upon receiving recognition from the Chairperson of the Board. Please state your name and whether you are speaking as an individual, or are speaking for an organization, in which case, please state the name of the organization. Each individual speaker may speak for up to three minutes, and an individual representing an organization may speak up to five minutes.

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Approval of Agenda

5) Presentations

Public Comment

5.1 Recognition of Wendell Quigley for Service to GVRD (Lanusse)

**5.2 Mare Island Technology Academy Boys Basketball Championship -
Chris Owens**

6) Public Comment:

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.) To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization.

7) Staff Updates

Public Comment

7.1 General Manager (including discussion of the California Association for Park & Recreation Indemnity (CAPRI) Insurance Program)



- 7.2 Recreation Services Director
- 7.3 Parks and Facilities Director
- 7.4 Human Resources Director
- 7.5 Finance Director

8) Committee Updates

The Chairperson for Standing Committees will provide any updates to the full board.

9) 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.

Public Comment

- 9.1 Approve Board Minutes – February 22, 2024
- 9.2 Accept Budget and Finance Committee Minutes – February 12, 2024
- 9.3 Accept Policies and Personnel Committee Minutes – February 20, 2024
- 9.4 Accept Facility and Development Committee Minutes – February 27, 2024

10) Action Items:

Public Comment

- 10.1 Approve Changes to Policy 5010-Board Meeting Agenda (Sorvari)
- 10.2 Approve Changes to RR 5010-Board Meeting (Sorvari)
- 10.3 Approve attendance of the General Manager at three conferences in May-June, 2024 (Lanusse)

11) Financials:

Public Comment

Accept Payment of Bills 2/1/2024 through 2/29/2024 (Parkhurst)

12) Announcements and Comments from Board Members:

13) Executive Session

Public Comment

CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Government Code section 54956.8

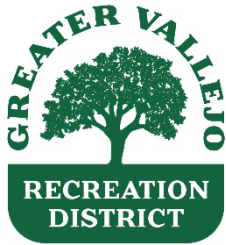
Property: Crest Ranch Property Lot 647, known as “County Club Crest Unit 8”

Agency Negotiator(s): General Manager, Legal Counsel, Directors Aliga and Briseño

Negotiating Parties: Vallejo City Unified School District and City of Vallejo

Under Negotiation: Price and/or terms of payment

14) Meeting Adjourn



General Manager Board Update

3/14/2024 (Pie Day USA! Not most of the World)

- Attended CPRS conference. Attended workshops, and vendor hall to see improvements in Parks and Recreation.
- I will update the board regarding the participation history of the 4th of July Parade.
- Working on budget, fee schedule, capital improvement projects and other items. Trimming more items from the budget.
- Working with HR on Compensation study. Developed a list of comparable agencies with consultant. We will bring this list to the Board of Directors for review.
- Developing an agenda for special board meeting regarding marketing.
- In communication with City of Vallejo regarding timeline on impact fees, and Master Lease. Also trying to set up a meeting regarding Crest Ranch.

CAPRI Orientation

May 2023



Objectives

1

Provide an overview of **Insurance Coverages** offered by CAPRI

2

Provide an overview of **Services** offered by CAPRI

3

Provide an overview of **Annual Renewal Process**

What is
CAPRI?



CAPRI History

Creation of CAPRI

- 1986 Time Magazine cover spoke to crisis in Insurance industry
- Gave rise to “Pooling”
 - Self-Insured Pools
 - Joint Powers Authorities (“JPAs”)



CAPRI History

Creation of CAPRI

- Developed by CARPD Members
 - CAPRI Bylaws require CARPD membership
- Joint Powers Authority (JPA) comprised of over 60 Recreation and Park Districts from all over California
- Goal – not to eliminate need for private insurance, but reduce reliance upon it

CARPD History



Background on CARPD

- Association dates back several decades
 - Incorporated in 1978
- Managed by CAPRI since 2012
- Services
 - Lobbying for recreation and park districts
 - Conference
 - GM Roundtables
 - Job Posting
 - GM Broadcast

CAPRI Board

CAPRI Board of Directors

- President Dean Wetter
 - Valley-Wide Recreation & Park District
- Vice President Larry Mazzuca
 - North Highlands Recreation & Park District
- Secretary Colin Miller
 - Arden Park Recreation & Park District
- Director Lorena Cervantes
 - Bear Mountain Recreation & Park District
- Director Jim Friedl
 - Conejo Recreation & Park District
- Director Jill Nunes
 - Cordova Recreation & Park District
- Director Michelle Lacy
 - Pleasant Hill Recreation & Park District



CAPRI Staff

CAPRI Staff

- Matthew Duarte
 - Executive Director
- Monica Breck
 - Administrative Analyst
- Kirk Andre
 - Safety Analyst
- Emma Breck
 - Administrative Assistant



GENERAL LIABILITY
PROGRAM



PROPERTY PROGRAM



WORKERS' COMPENSATION
PROGRAM

Core Programs

General Liability Program



Who is covered?

- Board of Directors
- Employees
- Volunteers
- Those you contract with that require you to provide them coverage

Coverage
Summary

What is covered?

General Liability

Employment Practices Liability

Public Officials Errors and Omissions

Auto Liability

Volunteer Liability

Coverage Summary

*Subject to exclusions outlined in MOC

What is *excluded*?*

- Breach of Contract
- Pollution
- Asbestos
- Full Contact Boxing/Martial Arts
- Hang Gliding
- Trampolines
- Tackle Football
- Vehicles seating 20 or more – and Fixed Route Transit
- Locomotives, Speeder, Railroad Car on tracks more than 24" wide
- Racing of motor vehicles, watercraft, snowmobile, etc.

Coverage Summary

*Not exhaustive – See MOC for more

What is *excluded*?* (Continued)

- Liability arising out of construction, architectural, or engineering contracts or to any other contract for the purchase of goods
- Liability arising out of taxes, fees, benefit assessment
- Liability arising out of the failure of investments including but not limited to bonds, stocks, mutual funds, etc.
- Eminent Domain, Condemnation Proceedings or inverse condemnation
- Liability arising out of subsidence or land movement (excess)
- Willful violation of penal statute, law, code or ordinance

*Not exhaustive – See MOC for more

Coverage Summary

Member Premiums

Each member's premiums for the Liability & Property program are calculated by using a formula developed by CAPRI's actuarial firm. Utilizes several factors including:



Payroll



Property Values



of Vehicles



Loss History



Loss history relative to the pool at large

Liability Program:

DEDUCTIBLES

Coverage Type	Limit	Deductible
General Liability	\$1M Pool + \$24M Excess	None
Employment Practices Liability	\$1M Pool + \$24M Excess	\$20k/\$5k*
Public Officials Errors and Omissions	\$1M Pool + \$24M Excess	None
Auto Liability	\$1M Pool + \$24M Excess	None
Volunteer Liability	\$1M Pool + \$24M Excess	None

\$5,000

\$20,000

Liability
Program:

DEDUCTIBLES

Member Employment Practices SIR

- For Employment Practices Liability the deductible is \$5,000 but if you do not report the potential claim and do not consult/seek the advice of a personnel/labor attorney then the deductible increases to \$20,000

\$5,000

\$20,000

Liability
Program:

DEDUCTIBLES

Liability
Program:

Coverage
Limits

CAPRI SIR

- CAPRI coverage starts after member's layer exhausted

\$1,000,000

Liability Program:

Coverage Limits

CAPRI participates in PRISM for excess coverage beyond its SIR up to:

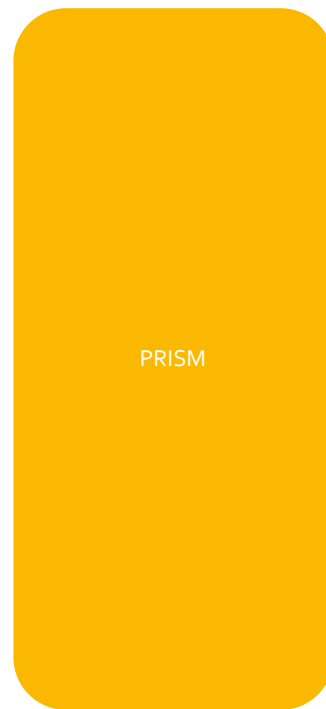
\$25,000,000

Inclusive of CAPRI's Self-Insured Retention for General Liability, Auto Liability, Public Officials E&O, and Employment Practices Liability



Liability Program:

Coverage Summary



PRISM

\$1m-25M



CAPRI

\$0-1M



Member District

\$0-100K

Liability Program: Using the CAPRI Member Portal

The screenshot shows the CAPRI Member Portal website. At the top left is the CAPRI logo with the text "California Association for Park & Recreation Indemnity" and "Member Portal". At the top right is an "Edit" button and a "Contact Us" link with a search bar. The navigation menu includes "Home", "About Us", "Liability", "Property", "Workers' Compensation", "Other Coverages", "Member Services", and "Resources". The "Liability" menu is open, showing options: "Liability Program Overview", "Important Dates", "2022-2023 Insurance Renewal", "Report an Incident, Injury, or Accident", "Report a Claim Against Your District", "Certificate of Insurance", and "Coverage Documents". A banner below the menu features a hand pointing at a "RENEW" button and the text "CAPRI 2022/2023 GL & Property Renewal - Due April 8, 2022". At the bottom, there are six icons with corresponding text: "MEMBER DISTRICT PROFILES", "REPORT AN INCIDENT, INJURY, OR ACCIDENT?", "RECEIVE A LIABILITY CLAIM?", "SUSTAIN A PROPERTY LOSS?", "HAVE AN INJURED WORKER?", and "FORMS, MANUALS, & TEMPLATES".

Property Program



Property
Program:
Coverage
Summary

All Risk

Boiler &
Machinery

Earthquake

Flood

Wildfire

Pollution
Liability

Auto Physical
Damage

Business
Interruption

Course of
Construction

Property Program:

DEDUCTIBLES

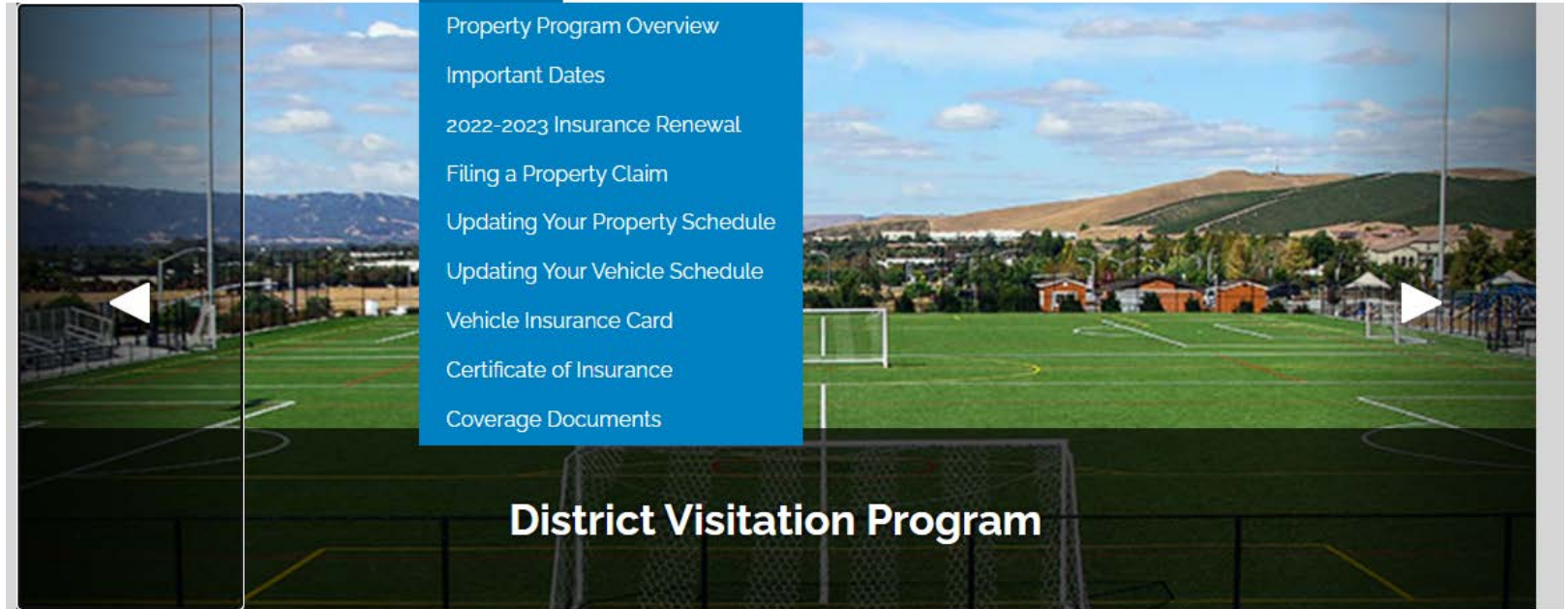
Coverage Type	Limit	Deductible
All-Risk	\$1B per occurrence	\$2,000 per occurrence
Boiler and Machinery	\$100M per occurrence	\$2,000 per occurrence
Earthquake	\$5M annual aggregate	the greater of \$50k OR 5% of the building/contents/structure value
Flood	\$10M per occurrence/annual aggregate	\$50k
Wildfire	\$1B	CAPRI covers to \$150k, then CAPRI covers from \$5M to limits
Pollution Liability	\$2M/\$25M annual aggregate	\$2,000 per occurrence
Auto Physical Damage	\$1B per occurrence	\$2,000 per occurrence
Personal Property	\$800M per occurrence	\$2,000 per occurrence
Business Interruption	\$100M per occurrence	\$2,000 per occurrence
Course of Construction	\$25M per occurrence	\$2,000 per occurrence

Property Program: Using the CAPRI Member Portal



Contact Us

- Home ▾
- About Us ▾
- Liability ▾
- Property ▾
- Workers' Compensation ▾
- Other Coverages ▾
- Member Services ▾
- Resources ▾



MEMBER
DISTRICT
PROFILES



REPORT AN
INCIDENT,
INJURY, OR
ACCIDENT?



RECEIVE A
LIABILITY CLAIM?



SUSTAIN A
PROPERTY LOSS?



HAVE AN INJURED
WORKER?



FORMS,
MANUALS, &
TEMPLATES

Workers' Compensation Program



Member Premiums

Each member's premiums for the Workers' Compensation program are calculated by using a formula developed by CAPRI's actuarial firm. Utilizes several factors including:



Estimated Payroll



Rate for Work Classification



Experience Modification Factor

Workers' Compensation Program:

Coverage Summary

- Statutory Workers' Compensation Limits
- \$0 Member Deductible
- CAPRI maintains a \$350,000 Self-Insured Retention that is periodically adjusted based on market conditions
- Volunteers are covered at no additional cost with Resolution in place. See the sidebar link on the right for more information.

Workers' Compensation Program: Using the CAPRI Member Portal



Home ▾ About Us ▾ Liability ▾ Property ▾ **Workers' Compensation ▾** Other Coverages ▾ Member Services ▾ Resources ▾

It Could Happen to You...

A Case Study in Incident Response

Workers' Compensation **Property Damage**

- Workers' Compensation Program Overview
- Important Dates
- Submit Estimated Payroll for 2022-2023
- Respond to an Incident
- File a Workers' Compensation Claim
- Coverage Documents
- Nurse Triage is now Clinical Consultation

Training & Webinars

CAPRI recently provided a three-part training on injury & accident response.

- MEMBER DISTRICT PROFILES
- REPORT AN INCIDENT, INJURY, OR ACCIDENT?
- RECEIVE A LIABILITY CLAIM?
- SUSTAIN A PROPERTY LOSS?
- HAVE AN INJURED WORKER?
- FORMS, MANUALS, & TEMPLATES

Objectives

1

Provide an overview of **Insurance Coverages** offered by CAPRI

2

Provide an overview of **Services** offered by CAPRI

3

Provide an overview of **Annual Renewal Process**

CAPRI Services



CAPRI Services: Using the CAPRI Member Portal



Edit

Contact Us

Search...

Go!

- Home ▾
- About Us ▾
- Liability ▾
- Property ▾
- Workers' Compensation ▾
- Other Coverages ▾
- Member Services ▾**
- Resources ▾

- Menu of Services
- Trainings & Webinars
- ADA Compliance Program
- Vector Solutions
- Property Appraisal Program
- District Visits
- Safety Awards



MEMBER
DISTRICT
PROFILES



REPORT AN
INCIDENT,
INJURY, OR
ACCIDENT?



RECEIVE A
LIABILITY CLAIM?



SUSTAIN A
PROPERTY LOSS?



HAVE AN INJURED
WORKER?



FORMS,
MANUALS, &
TEMPLATES

CAPRI Services: Using the CAPRI Member Portal



Edit [Contact Us](#)

Search...

- Home ▾
- About Us ▾
- Liability ▾
- Property ▾
- Workers' Compensation ▾
- Other Coverages ▾
- Member Services ▾

Resources ▾

- Forms, Manuals, & Templates
- Safety Line Bulletin
- Safety Committee Minutes
- Volunteers
- Service Partners
- Related Organizations
- COVID-19 Resources

Forms, Manuals, & Templates

All of CAPRI's forms, manuals, and templates at your fingertips. Each can be edited online or printed out and completed offline.



MEMBER
DISTRICT
PROFILES



REPORT AN
INCIDENT,
INJURY, OR
ACCIDENT?



RECEIVE A
LIABILITY CLAIM?



SUSTAIN A
PROPERTY LOSS?



HAVE AN INJURED
WORKER?



FORMS,
MANUALS, &
TEMPLATES

Objectives

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Provide an overview of **Annual Renewal Process**

Renewal Process



Renewal



SUBMIT PAYROLL
ESTIMATES



COMPLETE RATINGS
QUESTIONNAIRE



CONFIRM ACCURACY
OF DISTRICT
VEHICLE SCHEDULE



CONFIRM ACCURACY
OF PROPERTY
SCHEDULE

CAPRI Renewal: Using the CAPRI Member Portal



Home ▾ About Us ▾ Liability ▾ Property ▾ Workers' Compensation ▾ Other Coverages ▾ Member Services ▾ Resources ▾

WORKERS' COMPENSATION

WORKERS'
COMPENSATION
PROGRAM OVERVIEW

IMPORTANT DATES

SUBMIT ESTIMATED
PAYROLL FOR 2022-2023

RESPOND TO AN
INCIDENT

FILE A WORKERS'
COMPENSATION CLAIM

COVERAGE
DOCUMENTS

NURSE TRIAGE IS NOW
CLINICAL
CONSULTATION

2022-2023 Estimated Payroll Form

Completed Forms Due on March 1st

It's that time of year again! The time where CAPRI requests next fiscal year's payroll estimates from all of our Member Districts. Based upon these estimates, we then prepare and calculate the Workers' Compensation member premiums for the upcoming fiscal year. Accurate payroll estimates are vital to providing your District with premium figures that most precisely account for your actual staffing practices.

As such, please download the below Estimated Payroll Form and provide your District's anticipated payroll costs for each relevant job classification.

[Form - Estimated Payroll 2022-2023 Fillable](#)

[Form - Estimated Payroll 2022-2023 Printable](#)

To assist you with the estimation the WCIRB Classification code definitions, provided below, can be used for reference when determining which category is appropriate for each of your job classifications.

[WCIRB Class Code Definitions 2021](#)

Please also recall that your District's **volunteers are eligible for coverage at no additional premium**. This is provided, of course, that [a volunteer resolution has been adopted by your District's Board pursuant to California Labor Code § 3363.5](#). If your District has adopted such a resolution and returned it to CAPRI, then "volunteer payroll" (volunteer hours x federal minimum wage) should be excluded from your District's estimated payroll totals.

Please be sure to carefully review and provide complete responses to our office no later than **March 1, 2022**. If you have any questions, or would like to review your District's estimated payroll from the previous year, please let us know.

You can upload your 2022/2023 Estimated Payroll Form through the Member Portal below, or email the form directly to Monica Breck at mbreck@capri-jpa.org.



WELCOME TO THE CAPRI MEMBER PORTAL!

We're celebrating the CAPRI Member Portal's first birthday by making it even better! Come check out what's new and stay tuned all year for updates to the award-winning website exclusively available to...

[READ MORE >>](#)

Edit | Email | Contact Us

Search... Go!

CAPRI Renewal: Using the CAPRI Member Portal



Contact Us

Search...

Go!

[Home](#) ▾ [About Us](#) ▾ [Liability](#) ▾ [Property](#) ▾ [Workers' Compensation](#) ▾ [Other Coverages](#) ▾ [Member Services](#) ▾ [Resources](#) ▾

PROPERTY

[PROPERTY PROGRAM OVERVIEW](#)

[IMPORTANT DATES](#)

[2022-2023 INSURANCE RENEWAL](#)

[FILING A PROPERTY CLAIM](#)

[UPDATING YOUR PROPERTY SCHEDULE](#)

[UPDATING YOUR VEHICLE SCHEDULE](#)

[VEHICLE INSURANCE CARD](#)

[CERTIFICATE OF INSURANCE](#)

[COVERAGE DOCUMENTS](#)

CAPRI 2022/2023 GL & Property Renewal - Due April 8, 2022

2022/2023 GL & Property Program Renewal

As you may recall, each year CAPRI sends out a Ratings Questionnaire which requests certain information about your District operations. At the same time, you are also asked to review your District Property and Vehicle schedules in order to verify your agency's assets are properly accounted for and, thus, sufficiently covered. This process is a necessary step in our ongoing efforts to obtain the best possible rates for our members and to accurately calculate premiums.



The need for complete and accurate information is imperative and ensures that your District is adequately insured.

As soon as possible, but **no later than April 8, 2022**, please:

1. complete the Ratings Questionnaire
2. review and update Vehicle Schedule
3. review and update the Property Schedule

If you have any questions about the Questionnaire or the schedules, please do not hesitate to contact us.

CAPRI Renewal: Using the CAPRI Member Portal



Contact Us



Search: Go!

- Home
- About Us
- Liability
- Property
- Workers' Compensation
- Other Coverages
- Member Services
- Resources

THIS ITEM APPEARS ON
MEMBER DISTRICTS

Pleasant Valley Recreation and Park District



Member Profile

General Manager	Mary Otton
Mailing Address	1605 E. Burnley St., Camarillo, CA 93010
Phone Number	(805) 482-1996
County	Ventura
Region	District 44 State Assembly/19 State Senate
Tier	Upper 1/3
Year Joined CAPRI	1986
CAPRI Program Participation	General Liability, Property, Workers' Comp.

[Go to Google Maps](#)

Website: <http://www.tvrpd.org>



[Cycle XVI Text Winslow Safety Award Winner](#)

[Cycle XVII Text Winslow Safety Award Winner](#)

[CARPD Award of Distinction Winner 2022](#)



LIABILITY PROGRAM OVERVIEW

[READ MORE >>](#)



PROPERTY PROGRAM OVERVIEW

[READ MORE >>](#)



WORKERS' COMPENSATION PROGRAM OVERVIEW

[READ MORE >>](#)

District Ratings Questionnaire

[Pleasant Valley_RatingsQuestionnaire_22-23.pdf](#)

District's Property and Vehicle Schedules

[Pleasant Valley 2022-2023 Property Schedule_07012022.xlsx](#)

[Pleasant Valley 2022-2023 Vehicle Schedule_07012022.pdf](#)

Changes or Updates?



Click [HERE](#) to update your Property Schedule.



Click [HERE](#) to update your Vehicle Schedule.

Click [HERE](#) to request a Vehicle Insurance Card.

District's Pending Items

None

Objectives

1

Provide an overview of **Insurance Coverages** offered by CAPRI

2

Provide an overview of **Services** offered by CAPRI

3

Provide an overview of **Annual Renewal Process**

Questions?



CAPRI's 2023/2024 Major Program Coverages

Workers' Compensation Program – Coverage Breakdown is as follows

- Statutory Workers' Compensation Limits
- \$0 Member Deductible
- Volunteers covered at no additional cost with Resolution in place

CAPRI maintains a \$350,000 Self-Insured Retention

Liability Program – Coverage Breakdown is as follows

Coverage Type	Limit	Deductible
General Liability	\$25M	\$0
Employment Practices Liability	\$25M	\$20k / \$5k*
Public Officials Errors and Omissions	\$25M	\$0
Auto Liability	\$25M	\$0
Volunteer Liability	\$25M	\$0
Law Enforcement Liability	\$25M	\$25k

*EPL loss deductible is \$20k and may be reduced to \$5k when counsel is consulted.

Property Program – Coverage Breakdown is as follows

Coverage Type	Limit	Deductible
All-Risk	\$1B per occurrence	\$2k per occurrence
Boiler and Machinery	\$100M per occurrence	\$2k per occurrence
Flood	\$10M per occurrence / annual agg.	\$50k
Wildfire	\$1B	CAPRI covers to \$150K, then CAPRI covers from \$5M to limits
Pollution Liability	\$2M / \$25M annual agg.	\$2k per occurrence
Auto Physical Damage	\$1B per occurrence	\$2k per occurrence
Personal Property	\$800M per occurrence	\$2k per occurrence
Business Interruption	\$100M per occurrence	\$2k per occurrence
Course of Construction	\$25M per occurrence	\$2k Per occurrence

This information is provided as a general description only, and is not intended to supersede specific policy documents. In the event of a conflict in language, the policy(s) will be the controlling document.

CAPRI's Other Coverages

Crime Program (included at no additional cost in GL/Property coverage)

- Coverage for:
 - employee theft
 - computer fraud
 - forgery or alteration
 - funds transfer fraud
 - theft of money and securities
 - money orders and counterfeit paper currency
 - robbery and burglary
- \$1M limit
- \$0 Member Deductible

Identity Fraud Expense Reimbursement Program (included at no additional cost in GL/Property coverage)

Coverage Type	Limit	Deductible
Elected/Appointed Officials	\$25k*	\$0
Full Time Employees	\$25M*	\$0
Part Time Employees	\$10k**	\$0

*This coverage provides each elected/appointed official and full-time employee with a \$25,000 limit of liability for one loss.

**This coverage provides each part-time employee with a \$10,000 limit of liability for one loss.

Employee Health & Ancillary Benefits ✧

- Health
- AD&D
- Dental
- EAP
- Vision

✧ Supplemental coverages are available upon request.



Recreation Services Board Updates

03/14/2024

Activity Guide:

- N/A

Aquatics:

- The Annual Splash and Hunt Egg Hunt is scheduled for Saturday, March 16th at the pool. Registration for the event is increasing on a daily basis.
- Aquatic staff is gearing up for swim lessons through intensive skills training this past weekend.



Community Centers:

- Our new Zumba Gold class had a great start with 7 registrations for the 1st month. Our Instructor offered 2-day trial to promote this slower pace but still exciting class for our aging population.
- One People Tribe (OPT) has begun training and has started to move into the South Vallejo Norman C. King Center.

Children's Wonderland, Community Events, & Adaptive Recreation (AR):

- The newly constructed gazebo at Children's Wonderland is drumming up a lot of buzz and has been reserved every weekend in March and April since its installation.

- Thumper's Egg-stravaganza is filling up quickly. This event is expected to be sold out for both sessions before the event takes place on Saturday, March 30th.
- We're still looking for sponsorships to support Bands and Brews Summer Concert Series 2024. Staff have reached out to a number of community partners to support this year's event.
- Planning has begun for our annual Recreation Expo which will be held on Saturday, April 27th from 12-3pm at Children's Wonderland. This will be a free event to the community.



- The Adaptive Recreation (AR) Egg Hunt event is coming up on March 20th. Staff have begun decorating Children's Wonderland and getting it prepared for all upcoming Egg Hunt events such as Breakfast with The Bunny, and Thumper's Egg-stravaganza!



Sports/Gym:

- The Junior Warriors Program came to an end for the season with a successful 1st season serving 150 youth ages 4-13. An end of season party and presentation of medals was held on Saturday, March 9th.
- March schedule for the GVRD Sports Gym is now available.



- The Sports Gym will be the new home for our Judo program that has been a partner of the District for the past 25 years and is excited to offer their program at the new GVRD facility beginning April 1st.
- The Sports Gym has received interests from a few leagues to host practices and games on Wednesday, Saturday, and Sunday evenings.

From March 1st - March 31st

GREATER VALLEJO RECREATION DISTRICT

Parks Make Life Better!

MARCH MADNESS

GYM DROP IN SCHEDULE!

GVRD SPORTS GYM
501 STARR AVENUE, VALLEJO, CA 94590

★ HOURS ARE SUBJECT TO CHANGE ★

PICKLEBALL

Tuesday 7pm - 9 pm
Thursday 7:30pm - 9pm

BASKETBALL

Adult Hours	Teen Hours:
Monday & Friday	Monday, Wednesday & Friday
5:30pm - 9pm	3:30pm - 5:30pm

RESIDENT \$3 NON-RESIDENT \$5 PUNCH PASS AVAILABLE!

www.gvrd.org ★ (707) 648-4600 ★ recreation@gvrd.org


Staffing:

- Recreation Services Director attended the California Parks and Recreation Society (CPRS) Annual Conference, February 27th-March 1st. Thank you to the Board and GM for affording me the opportunity to attend again this year. I am reenergized and excited to implement best practices learned at conference.



DISNEY SERVICE MODEL

- **S**mile
- **E**ye contact
- **R**espect and welcome all guests
- **V**alue the magic
- **I**nitiate guest contact
- **C**reative service solutions
- **E**nd with a "thank you"



Youth Services:

- Staff are in the final stages of preparations for spring break camps.
- Staff is gearing up and prepping for summer camps.
- Departmental staff and GM met with VCUSD staff regarding before school program opportunities for 2024-25 school year.
- The Department is still accepting gently worn dresses and suits to support teens who may not be able to afford formal wear for their Junior and Senior prom. Donations will be accepted until March 15th.



Maintenance Department Board Update

3/14/2024

Parks and Facilities

- Dan Foley Park
 - Vallejo Watershed Alliance is having a volunteer cleanup event at Dan Foley along the lake shoreline on Saturday March 16th.
 - Staff is working on getting the Park ready for Fishing in the City event on Saturday March 23rd.
- Terrace Park
 - Tree company completed the safety tree pruning throughout the Park.
- Children's Wonderland
 - Staff worked on fixing a sidewalk tripping hazard, which was reported to us after a Park event.
- Glen Cove Waterfront Park:
 - Staff worked on making pathway repairs.
- BRS Park
 - We had multiple electrical boxes vandalized and electrical wire theft.
- Richardson Corp Yard
 - We had a theft at the Parks corp yard; gas powered equipment was stolen; staff filed a police report and provided footage.
- Recruitment
 - Parks staff will be having the Visitor Services orientation at the end of the month.
 - Facilities is having interviews for the hiring of a part-time position on March 14th.
- Training
 - Maintenance staff attended irrigation training and a herbicides spraying training.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	3/30/2024	90%	<input type="checkbox"/>	Contractor working on completing the corrections noted from the City and staff punch list.
VCC HVAC					
Design Phase	6/1/2023	3/31/2023	90%	<input type="checkbox"/>	Engineer continues working on the design.
Permit Issued	4/1/2023	6/1/2024	0%	<input type="checkbox"/>	
Proposed Board Approval	8/1/2024	9/31/2024	0%	<input type="checkbox"/>	
RFP	10/1/2024	11/28/2024	0%	<input type="checkbox"/>	
Build	12/1/2024	2/1/2025	0%	<input type="checkbox"/>	
Cunningham Pool Shade Structures					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2023	3/28/2024	0%	<input type="checkbox"/>	Application is completed for permit; pending neighbor notification.
RFP	6/2/2024	7/15/2024	0%	<input type="checkbox"/>	
Build	11/1/2024	1/1/2025	0%	<input type="checkbox"/>	
Dan Foley Artificial Field					
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	
Board Approval	12/1/2022	12/8/2023	100%	<input checked="" type="checkbox"/>	
Design Phase	1/1/2023	6/21/2023	100%	<input checked="" type="checkbox"/>	

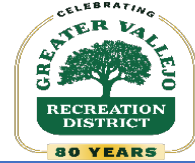
BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
RFP	8/1/2022	9/15/2023	100%	<input checked="" type="checkbox"/>	
Build	10/9/2023	3/20/2024	100%	<input checked="" type="checkbox"/>	Ribbon Cutting scheduled for March 20th.
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	<input checked="" type="checkbox"/>	
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	
Build	1/8/2024	6/1/2024	20%	<input type="checkbox"/>	Contractor is working on the walls and plumbing in the new restrooms.
Terrace Park Playground					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	100%	<input checked="" type="checkbox"/>	
Build	1/15/2023	3/28/2024	20%	<input type="checkbox"/>	Contractor is working on getting the area ready for the PIP surfacing.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	3/30/2024	98%	<input type="checkbox"/>	Staff will be having a meeting with the Disc Golf group to finalize the welcoming sign.
Lake Dalwigk Park Improvements					
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	Interwest will be doing a presentation at the board meeting in November.

BOARD PROJECTS UPDATE

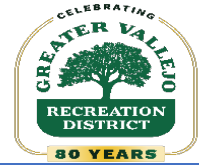


Date

TASK	START	END	% COMPLETE	DONE	NOTES
Permit Issued	1/15/2024	2/28/2024	100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	60%	<input type="checkbox"/>	RFP is out.
Build	5/1/2024	8/1/2024	0%	<input type="checkbox"/>	Caltrans gave a six month extension for the completion of the project.
Children's Wonderland Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	100%	<input checked="" type="checkbox"/>	
RFP	4/1/2024	4/30/2024	0%	<input type="checkbox"/>	Staff ordered the panel.
Build	7/1/2024	9/1/2024	0%	<input type="checkbox"/>	
North Vallejo Community Center Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
RFP	4/1/2024	4/30/2024	0%	<input type="checkbox"/>	Staff ordered the panel.
Build	7/1/2024	9/1/2024	0%	<input type="checkbox"/>	
Dan Foley Cultural Center Electrical Upgrade					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="checkbox"/>	
Permit Issued	4/1/2023	5/30/2024	0%	<input type="checkbox"/>	plans were sent to PG&E for approval.
RFP	8/1/2024	10/30/2024	0%	<input type="checkbox"/>	
Build	11/1/2024	12/31/2024	0%	<input type="checkbox"/>	
Franklin Middle School					
floors Renovations	4/1/2023	10/8/2023	100%	<input checked="" type="checkbox"/>	
Internet & Alarm	6/1/2023	12/29/2023	100%	<input checked="" type="checkbox"/>	
Tree Removals	11/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
GYM	1/1/2024	3/29/2024	100%	<input checked="" type="checkbox"/>	Had another water leak in the GYM area; roof company made the repair.
Portable Buildings	1/1/2024	3/29/2024	0%	<input type="checkbox"/>	

BOARD PROJECTS UPDATE

Date



TASK	START	END	% COMPLETE	DONE	NOTES
				<input type="checkbox"/>	

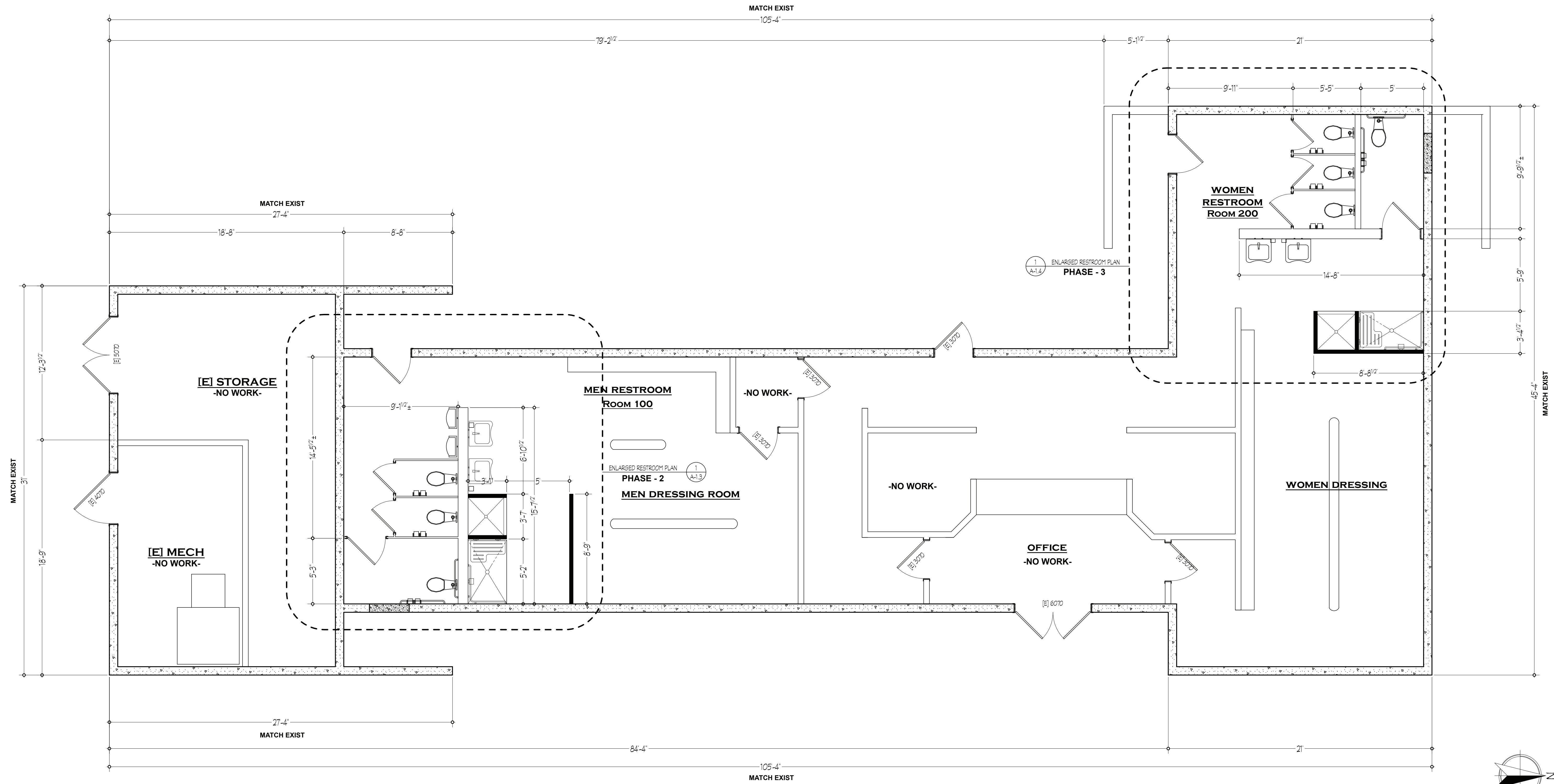


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Architect

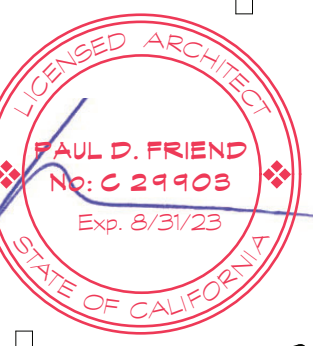
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NOTE:
CONTRACTOR TO ENSURE FACILITIES REMAIN OPERATIONAL DURING PHASING. THE BUILDING WILL BE OPEN DURING CONSTRUCTION. CONNECTION TO EXISTING UTILITIES SHOULD BE SCHEDULED TO MINIMIZE DISRUPTION OF NORMAL ACTIVITIES



REVISIONS	
1	PLAN CHECK REV 12/20/21
2	PLAN CHECK REV 6/24/22

CUNNINGHAM POOL RESTROOM
FOR: THE GREATER VALLEJO RECREATIONAL DISTRICT
801 HEARTWOOD AVE VALLEJO CA 94591



Overall Floor Plan
Scale: As Noted
JAN. 2022

Sheet Number
A-1.2
11 of 20

BID SET 10/2/23

FLOOR PLAN

Scale: 1/4" = 1'-0"





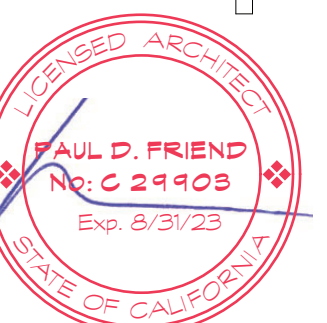
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Architect

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REVISIONS	
R1	PLAN CHECK REV 12/20/21
R2	PLAN CHECK REV 6/24/22

CUNNINGHAM POOL RESTROOM
FOR: THE GREATER VALLEJO RECREATIONAL DISTRICT
801 HEARTWOOD AVE VALLEJO CA 94591

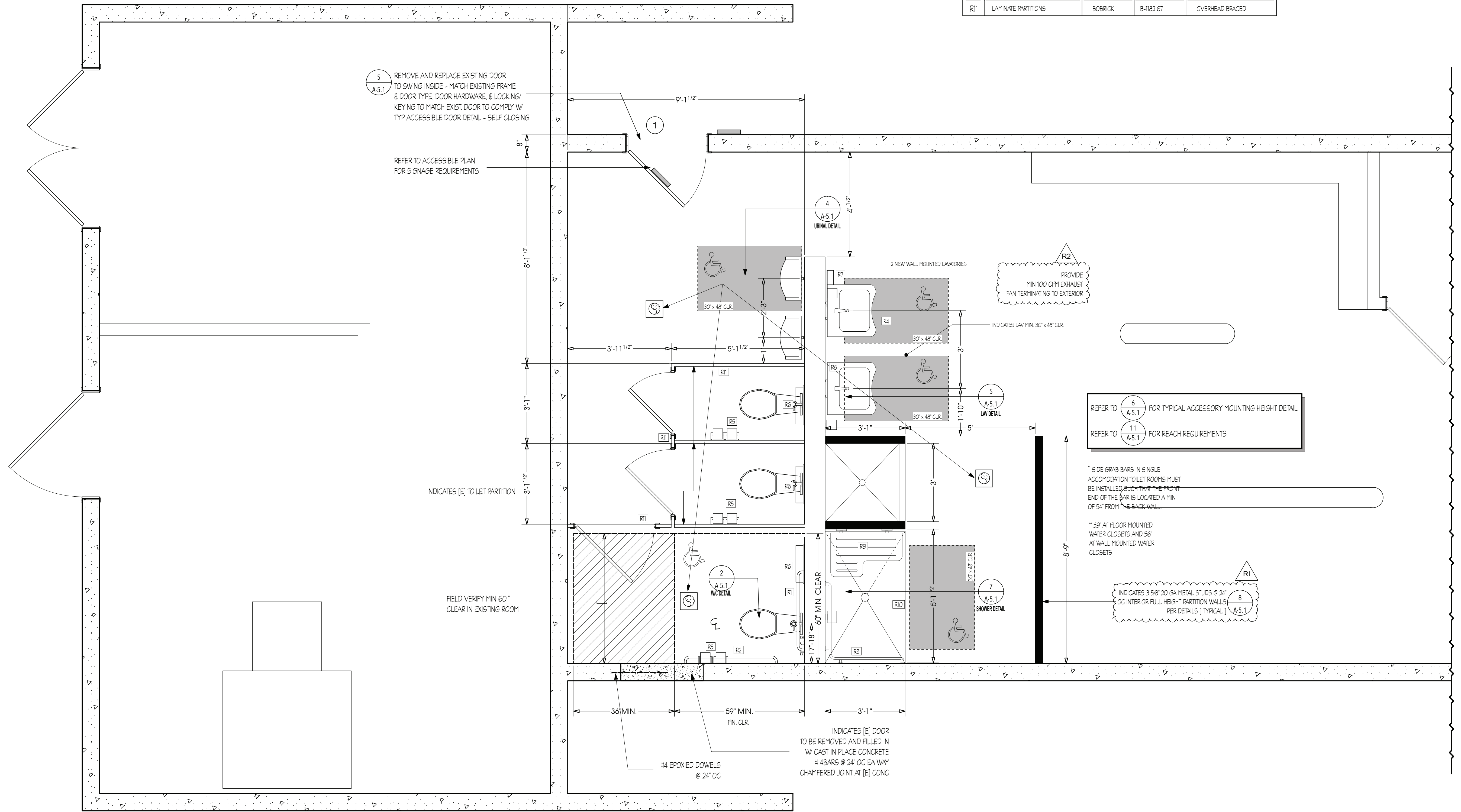


Mens Enlarged Restroom Plans
Scale: As Noted
JAN. 2022

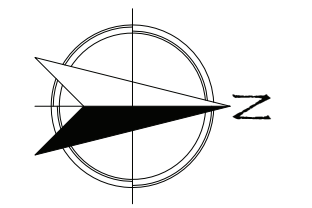
Sheet Number
A-1.3
12 of 20

BID SET 10/2/23

RESTROOM ACCESSORIES				
TAG	DESCRIPTION	MANUFACTURE	MODEL NO.	REMARKS
R1	1 1/2" DIA. x 42" GRAB BAR	BOBRICK	B-6806 x 42"	SATIN
R2	1 1/2" DIA. x 36" GRAB BAR	BOBRICK	B-6806 x 36"	SATIN
R3	1 1/2" DIA. x 36" x 36" L" GRAB BAR			SATIN
R4	WALL MTD SOAP DISPENSER	BOBRICK	B-155	24 OZ - PUSH BUTTON @ 40"
R5	TOILET TISSUE DISPENSER	BOBRICK	B-2740	DOUBLE ROLL- SURFACE
R6	TOILET SEAT COVER DISPENSER	BOBRICK	B-221	SURFACE MOUNTED
R7	SANITARY NAPKIN DISPOSAL	BOBRICK	B-270	SURFACE MOUNTED
R8	PAPER TOWEL DISPENSER	BOBRICK	B-9262	SURFACE MOUNTED
R9	FOLDING SHOWER SEAT	BOBRICK	B-5181	PROVIDE ADEQUATE WALL SUPPORT
R10	SHOWER CURTAIN, ROD & HOOKS	BOBRICK	B-6047, 204-3, 204-	60" ROD & CURTAIN
R11	LAMINATE PARTITIONS	BOBRICK	B-182.67	OVERHEAD BRACED



1 Enlarged Restroom Plans
Scale: 1/2" = 1'-0"
PHASE - 2





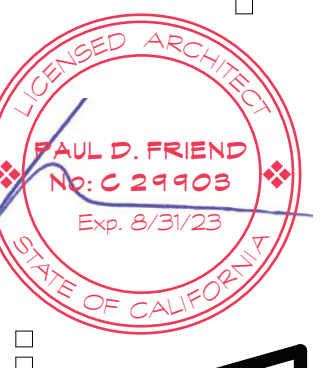
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REVISIONS	
R1	PLAN CHECK REV 12/20/21
R2	PLAN CHECK REV 6/24/22

CUNNINGHAM POOL RESTROOM
FOR: THE GREATER VALLEJO RECREATIONAL DISTRICT
801 HEARTWOOD AVE VALLEJO CA 94591



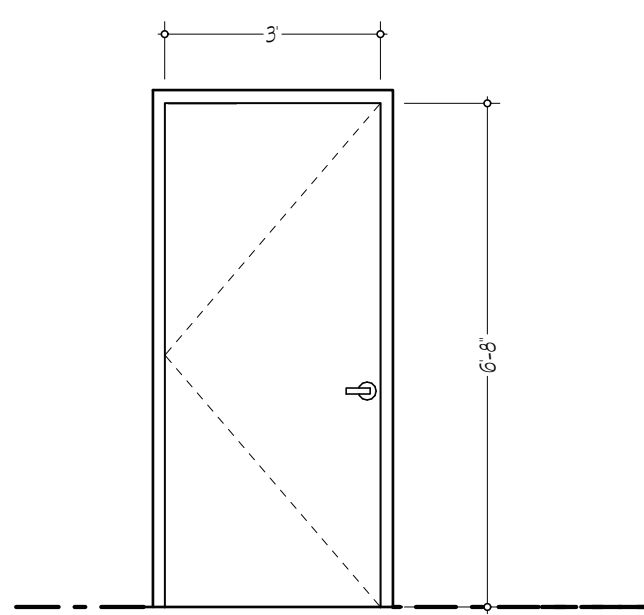
Womens
Enlarged
Restroom Plans
Scale: As Noted
JAN. 2022

Sheet Number
A-1.4
13 of 20
Per Spec. 5.10.23
60

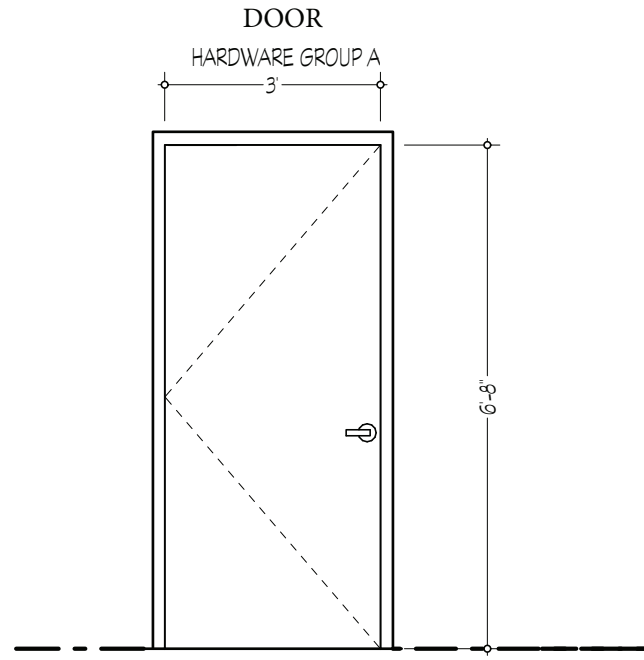
BID SET 10/2/23

HARDWARE GROUPS:
LOCK SETS - MFG: BEST 7 PIN 5PIC LESS CORE
SATIN CHROMIUM PLATED FINISH - SEE SPECIFICATIONS

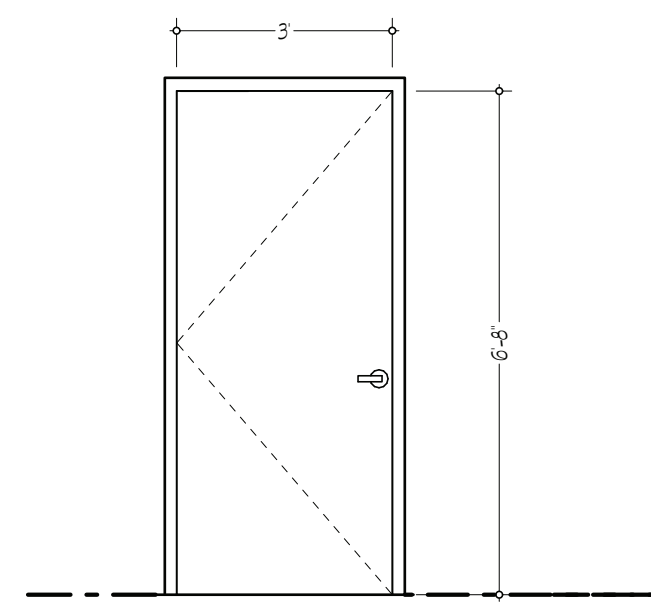
A	SEE SPECIFICATIONS
B	SEE SPECIFICATIONS
C	SEE SPECIFICATIONS



1 2 3
DOOR SWINGS PER PLAN - VERIFY FIBERGLASS DOOR



4 6 7 8
DOOR SWINGS PER PLAN - VERIFY FIBERGLASS DOOR



5
DOOR SWINGS PER PLAN - VERIFY FIBERGLASS DOOR

HARDWARE MOUNTING

DOOR HARDWARE IS TO BE MOUNTED 36" ABOVE THE FLR AND BE OPERABLE WITH A MAX EFFORT OF 5 LBS. FOR EXT. DOORS AND 5 LBS. FOR INT. DOORS. ALL DEADBOLTS TO HAVE A CYLINDER GUARD. A MINIMUM OF FIVE PIN TUMBLERS AND SHALL BE CONNECTED TO THE INNER PORTION OF THE LOCK BY CONNECTING SCREWS OF AT LEAST ONE FOURTH OF INCH IN DIAMETER.

SEALANT NOTE:

SEALANT FOR DOORS AND WINDOWS TO BE SIKA CORP 'SIKAFLX' 15-LM LOW MODULUS ELASTOMERIC SEALANT OR SCHNEE-MOREHEAD ACRYL-R '5M8500' ELASTOMERIC SEALANT INSTALL PER MANUFACTURER'S REQUIREMENTS

DOOR CLOSERS

SEE SPECIFICATIONS

KEYING

OWNER WITH REPRESENTATIVE FROM HARDWARE SUPPLIER TO VERIFY KEYWAY VISUAL KEY IDENTIFICATION, NUMBER OF MASTER KEYS AND KEYS PER LOCK AND ESTABLISH A KEYING SYSTEM WITH OWNERS APPROVAL. PROVIDE VISUAL KEY CONTROL IDENTIFICATION ON KEYS. KEY CONTROL SYSTEM: INCLUDE TWO SETS OF KEY TAGS, HOOKS, LABELS, AND ENVELOPES. CONTAIN SYSTEM IN METAL CABINET WITH BAKED ENAMEL FINISH; SURFACE MOUNTED TO WALL. CONSULT OWNERS FOR MOUNTING LOCATION.

DOOR AND FRAME NOTES:

INTERIOR WOOD DOORS:

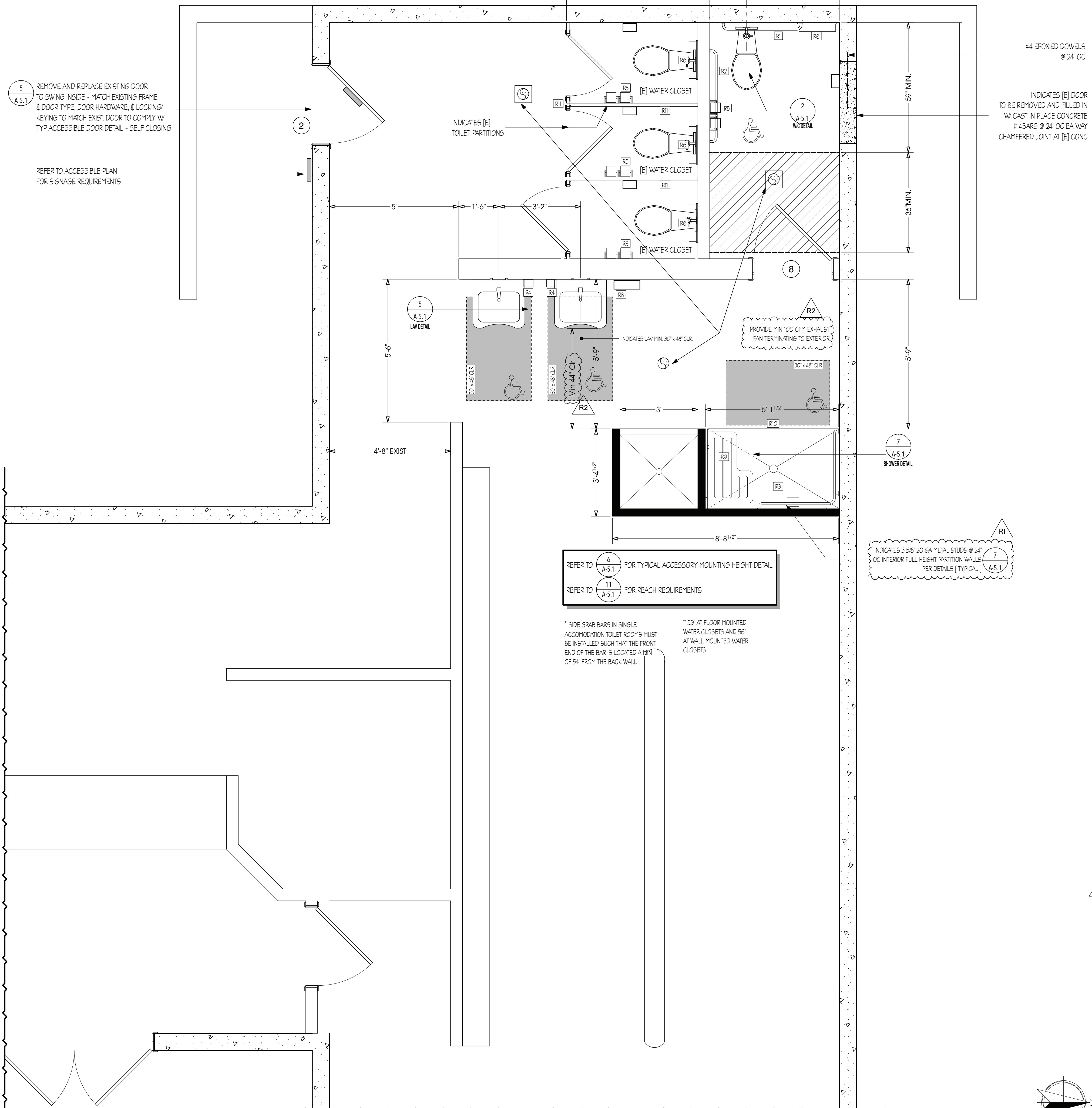
SEE SPECIFICATION FOR FIBERGLASS DOOR TYPE

TYPICAL DOOR NOTES

- THE MAXIMUM EFFORT TO OPERATE DOORS SHALL NOT EXCEED 5 LBS. FOR EXTERIOR & INTERIOR DOORS, SUCH PULL OR PUSH EFFORT BEING APPLIED AT RIGHT ANGLES TO HINGED DOORS AND AT THE CENTER PLANE OF SLIDING OR FOLDING DOORS. COMPENSATING DEVICES OR AUTOMATIC DOORS MAY BE UTILIZED TO MEET THE ABOVE STANDARDS. WHEN FIRE DOORS ARE REQUIRED, THE MAXIMUM EFFORT TO OPERATE THE DOOR MAY NOT EXCEED 15 LBS.
- LATCHING AND LOCKING DOORS THAT ARE HAND ACTIVATED AND WHICH ARE IN A PATH OF TRAVEL, SHALL BE OPERABLE WITH A SINGLE EFFORT LEVER TYPE HARDWARE, PANIC BARS, PUSH-PULL ACTIVATING BARS, OR OTHER HARDWARE DESIGNED TO PROVIDE PASSAGE WITHOUT REQUIRING THE ABILITY TO GRASP THE OPENING HARDWARE.
- ALL EXIT DOORS SHALL BE OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY, SPECIAL KNOWLEDGE OR EFFORT. EDGE MORTISED FLUSH AND SURFACE BOLTS ARE PROHIBITED. DOOR OPENING HARDWARE SHALL BE CENTERED BETWEEN 34" AND 44" ABOVE FINISHED FLOOR.
- THE BOTTOM 10" OF ALL ACCESSIBLE DOORS SHALL HAVE A SMOOTH UNINTERRUPTED SURFACE TO ALLOW THE DOOR TO BE OPENED BY A WHEELCHAIR FOOTREST WITHOUT CREATING A TRAP OR HAZARDOUS CONDITION. WHERE NARROW FRAME DOORS ARE USED A 12" HIGH SMOOTH PANEL SHALL BE INSTALLED ON THE PUSH SIDE OF THE DOOR, WHICH WILL ALLOW THE DOOR TO BE OPENED BY A WHEELCHAIR FOOTREST.
- SIGN AT DOOR TO READ "THIS DOOR TO REMAIN UNLOCKED THIS AREA IS OCCUPIED" IN LETTERS NOT LESS THAN 1" HIGH ON A CONTRASTING BACKGROUND- REFER TO ACCESSIBILITY PLAN
- DOOR TO HAVE AUTOMATIC CLOSER. DOORS WITH SELF CLOSERS SHALL HAVE THE SWEEP PERIOD OF THE CLOSER ADJUSTED SO THAT FROM AN OPEN POSITION OF 90 DEGREES, THE TIME REQUIRED TO MOVE THE DOOR TO A POSITION OF 12 DEGREES FROM THE LATCH IS 5 SECONDS MINIMUM. DOOR & GATE SPRING HINGES SHALL BE ADJUSTED SO THAT FROM THE OPEN POSITION OF 70 DEGREES, THE DOOR OR GATE SHALL MOVE TO THE CLOSED POSITION IN 1.5 SECONDS MINIMUM. SECTION 118-404.2.B
- DOOR HDNWR. IS TO BE MOUNTED 34" MIN & 44" MAX ABOVE THE FLR AND BE OPERABLE WITH A MAX EFFORT OF 5 LBS.
- ACCESSIBLE DOOR THRESHOLD, THE FLOOR OR LANDING SHALL NOT BE MORE THAN 1/2 INCH LOWER THAN THE THRESHOLD OF THE DOORWAY. CHANGE IN LEVEL BETWEEN 1/4 INCH AND 1/2 INCH SHALL BE BEVELED WITH A SLOPE NO GREATER THAN ONE UNIT VERTICAL IN TWO UNITS HORIZONTAL [50% SLOPE]

5
A-5.1
REMOVE AND REPLACE EXISTING DOOR TO SWING INSIDE - MATCH EXISTING FRAME & DOOR TYPE, DOOR HARDWARE, & LOCKING/ KEYING TO MATCH EXIST. DOOR TO COMPLY W/ TYP ACCESSIBLE DOOR DETAIL - SELF CLOSING

REFER TO ACCESSIBLE PLAN FOR SIGNAGE REQUIREMENTS



#4 EPOXY DOWELS @ 24" OC

INDICATES [E] DOOR TO BE REMOVED AND FILLED IN W/ CAST IN PLACE CONCRETE #4BARS @ 24" OC EA WAY CHAMFERED JOINT AT [E] CONC

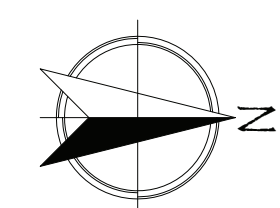
REFER TO 6
A-5.1 FOR TYPICAL ACCESSORY MOUNTING HEIGHT DETAIL

REFER TO 11
A-5.1 FOR REACH REQUIREMENTS

* SIDE GRAB BARS IN SINGLE ACCOMMODATION TOILET ROOMS MUST BE INSTALLED SUCH THAT THE FRONT END OF THE BAR IS LOCATED A MIN OF 54" FROM THE BACK WALL

* 59" AT FLOOR MOUNTED WATER CLOSETS AND 56" AT WALL MOUNTED WATER CLOSETS

INDICATES 3 5/8" 20 GA METAL STUDS @ 24" OC INTERIOR FULL HEIGHT PARTITION WALLS PER DETAILS [TYPICAL] A-5.1



Enlarged Restroom Plans
Scale: 1/2" = 1'-0"
PHASE - 3

1
A-1.4



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REVISIONS	
△ R1	PLAN CHECK REV 12/20/21
△ R2	PLAN CHECK REV 6/24/22
△ R3	
△ R4	
△ R5	
△ R6	
△ R7	
△ R8	
△ R9	
△ R10	

CUNNINGHAM POOL RESTROOM
FOR: THE GREATER VALLEJO RECREATIONAL DISTRICT
801 HEARTWOOD AVE VALLEJO CA 94591

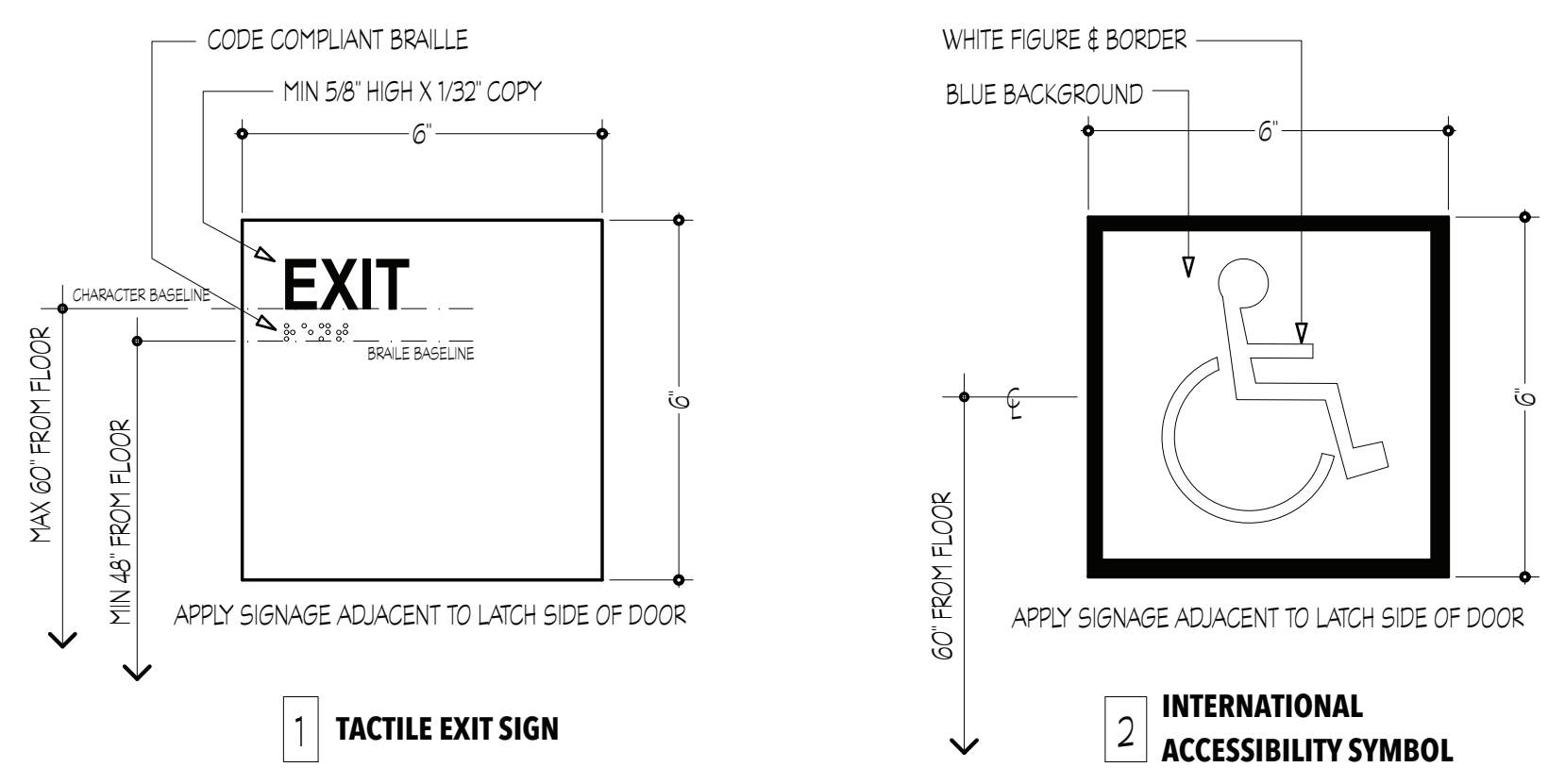
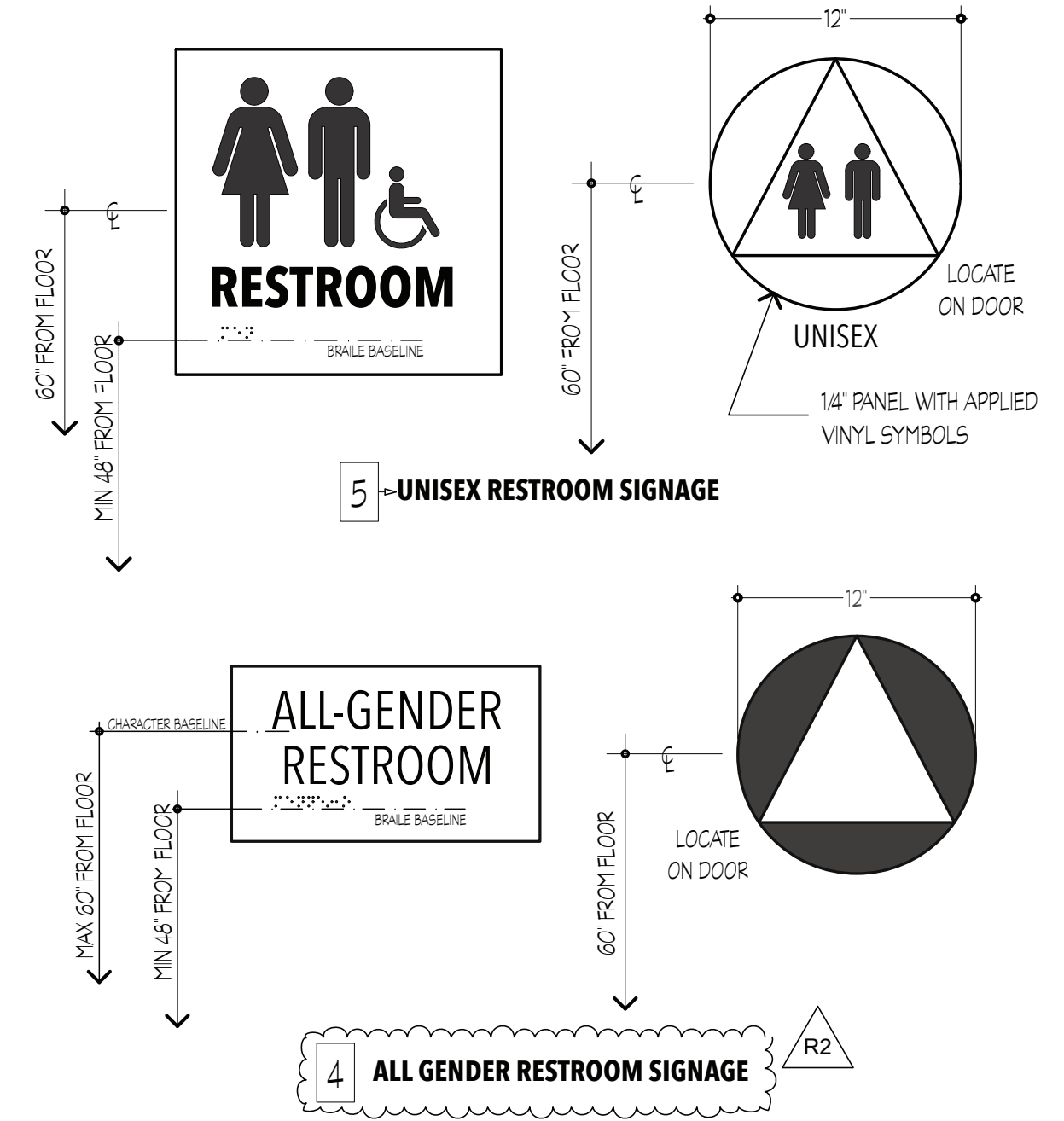
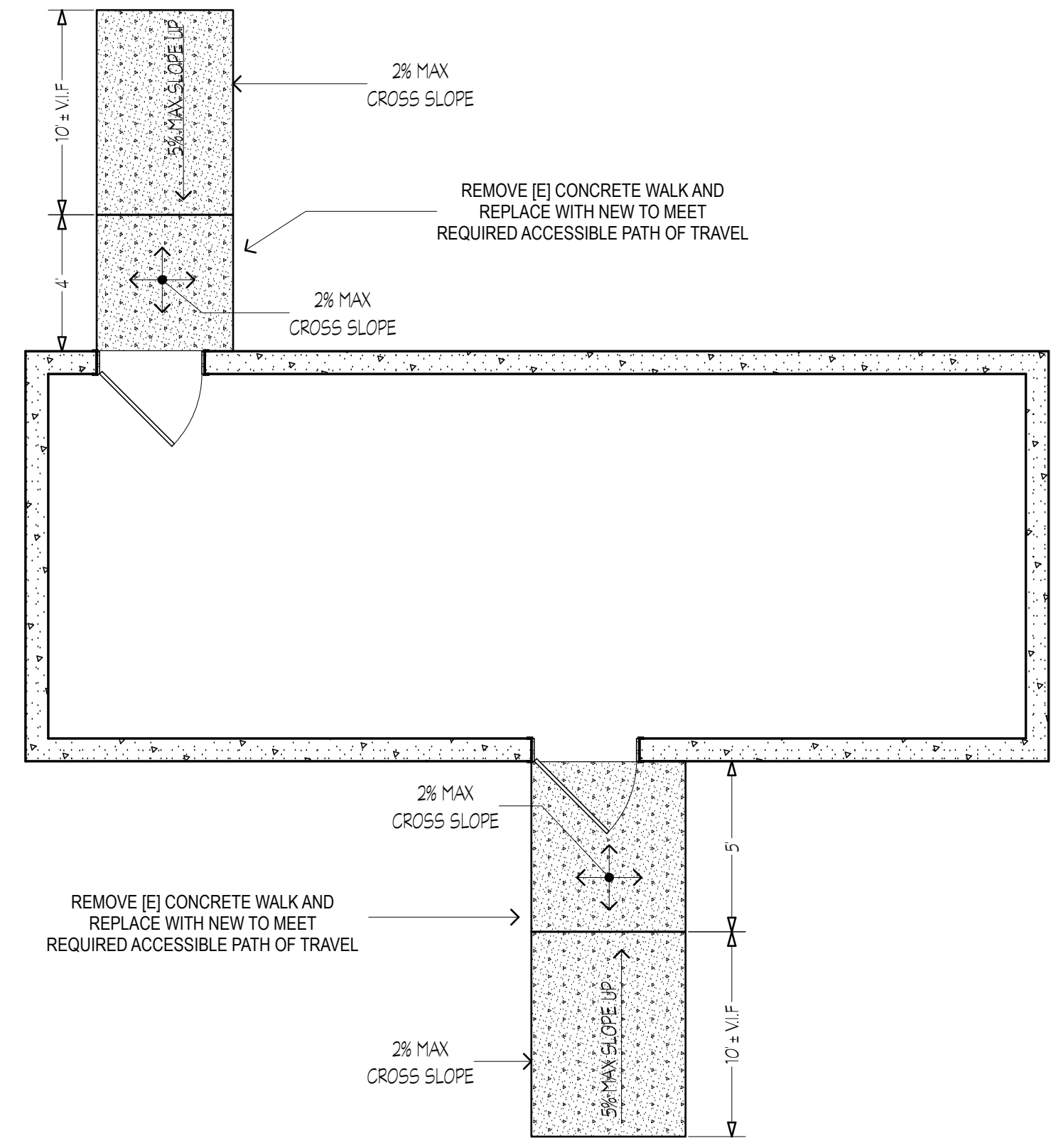


Pool Enlarged Restroom Plans
Scale: As Noted
JAN. 2022

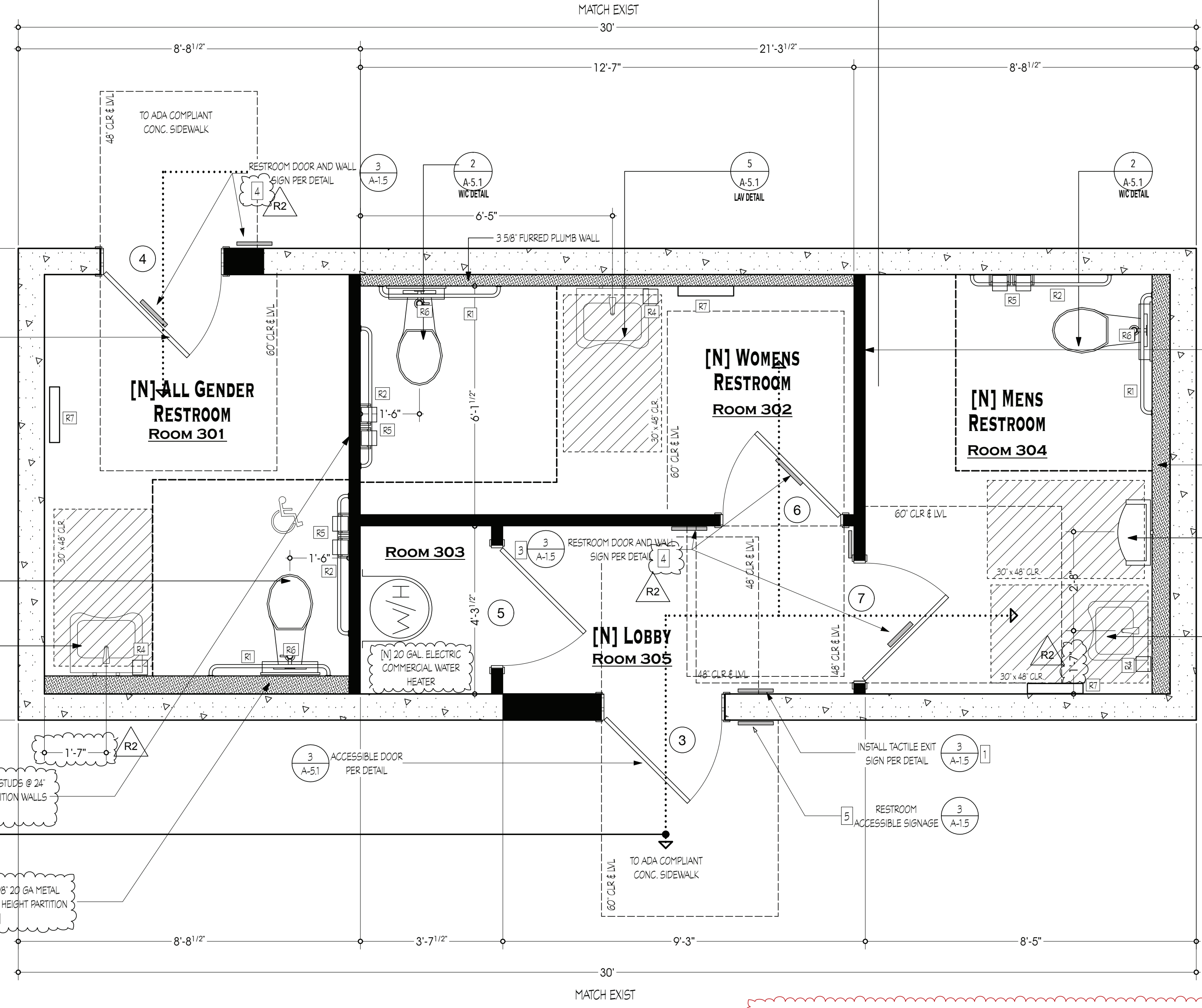
Sheet Number
A-1.5
14 of 20

BID SET 10/2/23

EXTERIOR CONCRET PLAN
Scale: 1/4" = 1'-0"



3 Signage Details
Scale: 1/4" = 1'-0"



REFER TO (6/A-5.1) FOR TYPICAL ACCESSORY MOUNTING HEIGHT DETAIL
REFER TO (11/A-5.1) FOR REACH REQUIREMENTS

* SIDE GRAB BARS IN SINGLE ACCOMMODATION TOILET ROOMS MUST BE INSTALLED SUCH THAT THE FRONT END OF THE BAR IS LOCATED A MIN OF 54" FROM THE BACK WALL.

* 59" AT FLOOR MOUNTED WATER CLOSETS AND 56" AT WALL MOUNTED WATER CLOSETS

COMPLIANT "PATH OF TRAVEL" SLOPE IN DIRECTION OF TRAVEL SHALL NOT EXCEED 5% & CROSS SLOPES SHALL NOT EXCEED 2%. INTERRUPT CHANGES IN ELEVATION SHALL NOT EXCEED 1/2". ALL DOORS ON POT. SHALL BE 3'-0" X 6'-8" MIN. W/ 32" WIDE CLR. SWINGS 90° CLR. HAVE A 10" SMOOTH KICK SURFACE & NOT EXCEED 5 LBS. (ALL DOORS), OR 15 LBS. (FIRE DOOR) PRESS FORCE TO OPEN

PROVIDE EMERGENCY INTERIOR AND EXTERIOR LIGHTS ALL EXTERIOR DOORS

1 Pool Building Restroom Plan
Scale: 1/2" = 1'-0"
PHASE - 1

Point-of-Use commercial electric line is designed to provide hot water at the consumption point, eliminating costly temperature loss in long piping runs

- Features & Benefits**
Our family of point-of-use electric water heaters come in 2.5, 6, 10, 15, 19.5 and 30-gallon models. They are available in 144V through 600V and in 120, 208, 240, 277 and 480 voltages with a maximum temperature setting of 170°F for 6-30 gallon models and 150°F for the 2.5-gallon model. These units are suited for a wide variety of applications and small enough for installation in limited spaces where modest quantities of hot water are required.
- Long Life Tank Design**
Proprietary steel formation with a unique coat of high temperature porcelain enamel maximizes corrosion resistance of the tank. Our heavy-duty anode rod provides advanced technology and equalizes aggressive water action. This prolongs the effective life of the anode rod and in turn, the life of the tank.
- Long Life Heating Elements**
Our patented resistor elements are designed with a specially treated, double layer of magnesium oxide and copper to resist corrosion.
- Efficient Design**
Rigid polyurethane foam insulation provides superior insulating qualities, resulting in reduced operating costs.
- Optional Wall Mount Kit**
The wall mounting kit provides an easy way to mount the unit off the floor, out of the way for more usable floor space in a small area. Each kit is designed to be used on walls with 1/2" stud centers. All necessary parts are included in this easy to install kit. Note: The 2-1/2 gallon model comes standard with a wall mounting kit.

- Automatic Temperature Control**
A surface mounted thermostat automatically cycles on and off to maintain the water temperature at a desired preset level.
- Temperature Limiting Control**
Automatically and safely cuts off the power in the unlikely event that the water temperature exceeds 150°F.
- Temperature and Pressure Relief Valve**
CSA/ANSI listed and factory installed.
- Warranty**
3-Year limited tank warranty. See Commercial Warranty Certificate for complete information.
- NEW UL Approved Electric Conversion Kits***
 - Provides an easy way to convert standard models to different wattages, volt or phase depending on installation requirements
 - Kits are designed for EGSP models in all gallon capacities
 - All parts needed for the electric conversion are included with Rheem electric conversion kits
 - Rheem electric conversion kits provide convenience for contractors, plumbers and installers which saves time and money
 - * Not available in Canada.



Rheem Point-of-Use
2.5 to 30-Gallon Capacities
1.5 kW through 6 kW
120, 208, 240, 277 and 480 Voltages
Single Phase
Electric

Safety and Construction These products are design certified by Underwriters Laboratories (UL) to meet UL product file # E66000 for electric storage tank water heaters. They are also certified to meet Massachusetts Code compliance. Certified for 150 PSI maximum working pressure.

DIMENSIONAL INFORMATION (All dimensions shown in inches)

Model	W	D	H	W	D	H
EGSP2	14.40	13.00	31.00	14	13.00	31.00
EGSP10	15.00	14.00	31.00	15	14.00	31.00
EGSP15	15.00	14.00	31.00	15	14.00	31.00
EGSP20	15.00	14.00	31.00	15	14.00	31.00
EGSP30	15.00	14.00	31.00	15	14.00	31.00

ELEMENT AVAILABILITY

WATTAGE	120 V	208 V	240 V	277 V	480 V
1.500	Y	Y	Y	Y	Y
2.000	Y	Y	Y	Y	Y
3.000	Y	Y	Y	Y	Y
4.500	Y	Y	Y	Y	Y
6.000	Y	Y	Y	Y	Y

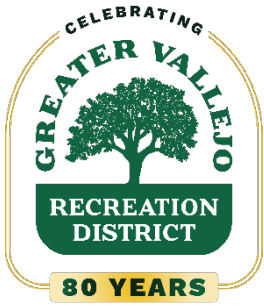
ELECTRICAL CHARACTERISTICS

ELEMENT WATTAGE	120 V	208 V	240 V	277 V	480 V
1.500	15.2	11.1	10.4	10.4	10.4
2.000	16.7	12.2	11.4	11.4	11.4
3.000	20.0	14.6	13.7	13.7	13.7
4.500	25.1	18.4	17.2	17.2	17.2
6.000	33.4	24.4	22.9	22.9	22.9

RECOVERY CAPACITIES

ELEMENT WATTAGE	RECOVERY CAPACITY (GAL PER HOUR)
1.500	15
2.000	15
3.000	15
4.500	15
6.000	15

Recommended Specifications (for trade reference only)
Water heaters shall be model EGSP2 through EGSP30 manufactured by Rheem, having electrical input of _____ kW and a recovery rate of _____ GPH at a 100°F temperature rise. Water heaters shall have a storage capacity of _____ gallons. Water heaters shall have the UL/CSA seal of certification and the factory equipped with an CSA/ANSI rated temperature and pressure relief valve. Tanks interior shall be coated with a high temperature porcelain enamel and furnished with a magnesium anode rod rigidly supported. Water heaters shall meet or exceed the energy factor requirements of ASHRAE. Tanks shall have a working pressure rating of 150 psi, and shall be completely assembled. Water heaters shall be equipped with a copper, resistance, "recycle" type element. Tank shall be insulated with rigid polyurethane foam insulation. Water heaters shall be equipped with a surface mounted thermostat with an integral, manual reset, high limit control. Water heaters shall be covered by a three year limited warranty against tank leaks.



Human Resources Board Update

March 14, 2024

Job Descriptions:

- Finished updating job descriptions for Total Compensation Study.

Safety:

- Solano County Sheriff is offering GVRD staff free de-escalation training. This is a 2-hour training that has been given to only the County Libraries upon request because the Sheriff's office is short-handed. Solano County Sheriff has only 2 deputies assigned to working with the homeless and the community.
- HR just found free on-line training on workplace violence and active shooter that we are planning to view.
- Two staff have been subpoenaed as witnesses to crimes in our parks.

Staffing:

Part-Time Positions:

- Recruiting and Onboarding: Assistant Recreation Coordinators, Lifeguards, Recreation Leaders, Sr. Recreation Leaders, Visitor Services

Current Projects:

- Total Compensation Study – Next board meeting we will present a list of suggested comparable organizations for consultants to use in their study.
- Assist in researching finance/payroll/HR system
- Analyzing health benefits broker change and health insurance rates
- Conducted Supervisor Performance Management Training, March 8

On-Going Projects:

- Amending and creating new policies
- Conducting HR compliance audits
- Staying updated on ever-changing employment laws



Finance Director Board Update

March 14, 2024

FY21/22 Audit Status

- Finance Director Parkhurst to Discuss developments with the audit process.

FY21/22 Audit Status

- Finance Director Parkhurst to Discuss developments with the audit process.

FY24/25 Budget Process

- Finance Director Parkhurst to Discuss status in Budget development process and Budget Calendar.

Updates and Efforts in the Finance Department

- Discuss Finance Team development efforts.
- Financial and HRIS Software Replacement RFP – Moving forward in process with Tyler Tech. Keeping ADP on standby. Meeting with Sage Intact last week. Future meetings with Black Mountain Software and 2nd Tyler Tech with Demo.
- Discuss status on updated fee schedule and plan for FY24/25.
- Discuss moving forward with formal fee study.



Greater Vallejo Recreation District

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BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Thomas Judt
Stacey Kennington
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

Greater Vallejo Recreation District Board of Directors

MINUTES

February 22, 2024 – 401 Amador Street

6:30 p.m.

1) Call to Order

Chairperson Aliga called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., February 22, 2024, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) Pledge of Allegiance

Chairperson Aliga led the pledge.

3) Roll Call

Present: Chairperson Rizal Aliga; Secretary Tom Starnes; Directors Thomas Judt, Robert Briseño

Staff: General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Parks and Facilities Director, Salvador Nuño; Human Resources Director, Lisa Sorvari; Finance Director, Noel Parkhurst; Board Clerk, Kimberly Pierson

Excused: Vice-Chair Stacey Kennington

4) Approval of Agenda

Director Starnes offered the motion, seconded by Director Judt to approve the agenda. Motion passed. Vice Chair Kennington Absent

5) Ceremonial Matters

Moment of Silence in the Memory of Dennis Albright

6) Presentations

Public Comment

Victoria Grace-Barksdale, Youth Coordinator-City of Vallejo

Provided a presentation on the City of Vallejo's current strategies regarding youth. Also provided details on an upcoming youth needs assessment and youth strategic plan. Requested to have GVRD be a part of the working group.

7) Public Comment:-1 Speaker

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.)

To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization.



8) **Staff Updates**

Public Comment

8.1 General Manager

- Went over his top 10 short term goals from the master plan.
- Updated the board on a recent 2+2 meeting where Kids Club and EXLP were discussed.
- Announced that he's looking forward to One People Tribe running operations at the South Vallejo Community Center.
- Gave an update on the Master Lease draft-should be sent to legal in a month. Director Briseño asked for a timeline on when the board would be able to review.

8.2 Recreation Services Director-Given by the General Manager

- Announced the upcoming Black History Month event this Saturday at Children's Wonderland.
- Announced that Fishing in the City is 3 weeks away.
- The Bands and Brews Event is looking for sponsors.

8.3 Parks and Facilities Director

- Provided updates on Terrace Park playground, 395 Amador Construction and recent pruning at Glen Cove Park.
- Announced an upcoming meeting with the City of Vallejo planning department to discuss the Colusa Street building.
- Announced a recent presentation given with the General Manager to Leadership Vallejo.

8.4 Human Resources Director

- Provided staffing level and recruitment updates.
- Gave details on an upcoming supervisor training.
- Gave an update on the total compensation study process.

8.5 Finance Director

- Provided an update on the FY 21-22 audit status. A new consultant has been hired to complete the actuarial report.
- Provided an update on the recent server migration.
- Moving forward in the RFP process with Tyler Tech.
- Provided an update on the 2024-25 Budget process.



9) **Financials:**

Public Comment-None

9.3 Accept Financial Statement through 1/31/2024 (Parkhurst)

Director Judt offered the motion, seconded by Director Starnes to approve the financial statement through 1/31/2024. Motion passed. Vice Chair Kennington Absent

9.1 Fiscal Year 2024-2025 Budget Calendar-Informational Item (Parkhurst)

Brief discussion on budget calendar, Directors Briseño and Starnes stated they would not be comfortable setting goals at the March 14th board meeting without seeing cash flow reports.

9.2 Discussion and possible action on Fee Schedule for Fiscal Year 2024-2025 (Parkhurst)

Director Parkhurst noted a couple changes needed: Franklin fees need to be added as well as changes to the Foley field fees. Discussed the possibility of conducting a formal fee study. No action taken.

10) **Committee Updates-None**

Public Comment-None

11) **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.

Public Comment-None

11.1 Approve Board Minutes – February 8, 2024

11.2 Accept Programs and Publicity Committee Minutes – February 6, 2024

Director Briseño offered the motion, seconded by Director Starnes to approve the consent calendar. Motion passed. Vice Chair Kennington Absent

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

Chairperson Aliga announced that he will be attending the Black History Month event on Saturday. He also announced that he had an interview at Solano Community College this morning.

Director Judt offered to be a GVRD presence at the farmers market and is looking for direction from the board. He would also like to request a future conversation with the board regarding the district entering floats in community parades.



13) Action Items:

13.1 Discussion and possible action on waiver of potential conflicts of interest for Renne Public Law Group (Legal Counsel)

Director Judt offered the motion, seconded by Director Aliga to approve the waiver of potential conflicts of interest for Renne Public Law Group with the addition of a third matter that may implicate the City- Master Lease Discussions. Roll Call Vote: Aye: Judt, Starnes, Aliga, Noes: Briseño; Absent: Kennington. Motion passed.

13.2 Designation of Negotiator(s) for Crest Ranch Property Lot 647, known as “Country Club Crest No. 8”: Government Code section 54956.8 (Legal Counsel)

Director Judt offered the motion, seconded by Director Starnes to designate the General Manager, Legal Counsel and Directors Aliga and Briseño as negotiators. Roll Call Vote: Aye: Judt, Starnes, Aliga, Briseño; Noes: None; Absent: Kennington. Motion passed. Vice Chair Kennington Absent

14) Executive Session – at 8:28pm Chairperson Aliga convened to executive session.

Public Comment-None

CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Government Code section 54956.8

Property: Crest Ranch Property Lot 647, known as “County Club Crest Unit 8”

Agency Negotiator(s): General Manager Lanusse, Directors Briseño and Aliga and Legal Counsel

Negotiating Parties: Vallejo City Unified School District and City of Vallejo

Under Negotiation: Price and/or terms of payment

at 9:19pm Chairperson Aliga re-convened to regular session and reported the following: Direction given and direction received.

15) Meeting Adjourn

Director Starnes offered the motion, seconded by Director Briseño to adjourn the meeting at 9:20 p.m. Motion passed. Vice Chair Kennington Absent

Tom Starnes, Board Secretary



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GENERAL MANAGER

Gabe Lanusse

Budget and Finance Committee – Meeting Minutes Monday, February 12, 2024 1:00 p.m. Administrative Office – Board Room 401 Amador Street

In attendance: Director Starnes, Director Briseño
General Manager Lanusse, Finance Director Parkhurst

Meeting began: 1:00 P.M.

1. Public Comment

There was no public attendance/ Comment at this meeting.

2. Assign Committee Chairperson

Director Starnes agreed to be chairperson and Director Briseño agreed.

3. FY 24/25 Budget Calendar

Finance Director Parkhurst presented the FY 24/25 Budget calendar in a preliminary status. Director Parkhurst presented one change to the calendar. These are the dates of which the FY 24/25 Fee Schedule review by Budget & Finance Committee and Review/ Approval by Board fall on. He further indicated the need to put out an RFP for a formal fee schedule review to make sure we are following the statutory guidelines that dictate the process of some fee increases. Specifically speaking to adhering to the proposition 26 guidelines. Dates are to be pushed later into the calendar and will be determined by the timeline of 3rd party to conduct review. Director Starnes supported the financial spending needed to obtain a formal review.

Director Starnes had concerns about not being enough time for staff to make any changes towards the end of the calendar. Director Parkhurst responded with the expectation that most of the budget roll up process will be completed before the May 9th Board Meeting (where most of the changes, if any, will be requested by the board during their study session).

Director Briseño provided a brief re-cap of direction provided by the board during past budget processes.



4. Finance & HRIS Software RFP Update

Director Parkhurst updated the committee on the progress of the RFP process. An internal all end users' meeting taking place this week to discuss 3 proposals.

Director Starnes recommended putting out a RFI (Request for Information) to other ERP vendors that did not submit a proposal. Dr. Parkhurst discussed upcoming ERP Implementation training (part I of II) that will support him leading the implementation while not having IT support & guidance.

5. Cash Flow Projection

Finance Director Parkhurst discussed plan to create cashflow statement. The district has not used a formal method of tracking/ projecting cash flow in the recent past. Director Starnes stated that its important that we have the account balance accurately reflected and a confident understanding of where the District's cash will be going into the new fiscal year until the next property tax apportionment is received. Starnes provided support in allocating resources to get the finance team to where it needs to be for full functionality.

Director Parkhurst also made a point to notify the committee that a significant portion of FY23/24's cash availability is from expected payment of impact fees (approx. \$1.8M) from the City of Vallejo and discussed the reluctance of the City to release these past due payments.

6. FY 24/25 Fee Schedule

Finance Director Parkhurst provided a preliminary version of the FY24/25 fee schedule with some increases already updated. Director Briseno pointed out some discrepancies in the fee structure, especially in the aquatic's programs. Chairperson Starnes stated that the District should adhere to the Cost Recovery Policy of the District. Finance Director agreed and asked that the Committee and Board review and update the Cost Recovery Policy. General Manager asked that the committee and board provide policy and direction on cost recovery versus subsidizing for higher community participation.

Finance Director Parkhurst introduced the need for a formal fee study to ensure the District is in compliance to Prop 26 and to make sure we have an accurate picture of cost recovery levels for all services provided. Finance Director Parkhurst discussed that the Board will need to decide how to proceed with FY24/25 Fee Schedule changes; with or without a formal study. Chairperson Starnes agreed.

Adjourned 2:13 p.m.



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GENERAL MANAGER

Gabe Lanusse

Policies and Personnel Committee Minutes
Tuesday, February 20, 2024
3:30 p.m.
Administrative Office-Board Room
401 Amador Street

In Attendance: Director Aliga, Director Judt, General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

Meeting Began: 3:34 pm

Public Comment

None.

1. Assign Committee Chairperson:

- After a brief discussion, it was determined that Director Aliga serve as Chairperson of the Policies and Procedures Committee and Director Judt concurred.

2. Discussion Items:

How to Change a Policy Flow Chart

- HR Director discussed the chart and the Committee's role regarding policy review. Committee members may make suggestions, but no final decisions as policies must go to the full Board of Directors for approval.
- The HR Director reminded the Committee that policies may go directly to the Board after they have been reviewed by Committee up to two times. General Manager Lanusse explained policies were sometimes stuck in committee too long without having full Board review.
- Next Step: Lighten background color to make the flow chart easier to read.

Rules and Regulations No. 5010, Board Meeting Agenda

- General Manager explained that placing items on the Board of Director's agenda is more time consuming when requests are from the public and makes it challenging for the Board Clerk. The Committee agreed that changing the deadline from six (6) business days to fourteen (14) calendar days would be adequate.



- The General Manager discussed having a consensus of the Board before placing items on the Board of Directors' agenda. Director Judt feels Directors should be able to place items on the agenda. The General Manager said a trainer recommended Discussion Items for Board meetings should be discussed during the "*Announcements and Comments from the Board Members*" session. Director Judt agreed, and Director Aliga said a Committee Chair can bring up an Agenda item and open it to the Board for discussion. The General Manager agreed and responded that the Board Member would wait until the end of the meeting even if the agenda item was mentioned during Committee Updates.
- Director Judt asked how Board Members place items on Committee agendas and General Manager, Lanusse, replied he did not know and will research.
- Next Step: General Manager will research Director Judt's question and report the answer during a Committee meeting.

Policy No. 4010, Board Member Ethics

- The General Manager discussed needing a procedure to follow if a Board Member has a complaint about another Board Member because of past conflict.
- The Committee agreed that it depends on the situation and the first action should be Board Members communicating with each other.
- There was also discussion around the Board Chair or Attorney stopping Directors if there is tension during a Board Meeting.
- The Committee agreed that a complaint/conflict resolution procedure is needed for the Board of Directors.
- Next Step: The HR Director and General Manager will research sample policies and present a draft to the Committee.

3. Policy Review

Policy and Rules & Regulations 3014, Partnership & Sponsorship Opportunities

- Director Judt expressed concern regarding the statement about not denying sponsorship/partnership opportunities based on the potential sponsor/partner viewpoint (e.g., religious, political, etc.). The Committee agreed it could be troublesome if hate groups wanted to sponsor events.
- Director Judt would like to focus this policy on special events first.
- Next Step: General Manager will present to Programs Committee for discussion and HR Director will consult with legal regarding first bullet point.

Meeting Adjourned at 4:45 pm



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Tom Starnes

GENERAL MANAGER

Gabe Lanusse

Facility and Development Committee Minutes Directors: Briseño and Starnes Tuesday, February 27, 2024 – 1:30 p.m. Administrative Office-Board Room, 401 Amador Street

In attendance: Director Briseño, Director Starnes, General Manager Gabe Lanusse was absent, Parks and Facilities Director Nuño

Meeting began: 1:30 PM

1. Public Comment

Five people made public comments.

2. Assing Committee Chairperson:

Director Briseño was assigned as the Chairperson of the Committee.

3. Presentation: Vallejo Project-McIntyre Ranch Proposal (Adjoa McDonald)

Adjoa Mcdonald did a presentation on behalf of Vallejo Project on an urban farm proposal at McIntyre Ranch.

4. Bicycle related Projects-Requested by Dave Belef:

Dave Belef did a presentation to propose incorporating bicycle projects in our parks and facilities. Some of the goals are to encourage more bicycle programing and painted lines. Dave also proposed to build a BMX riding track.

5. McIntyre Ranch Site Assessment Proposal:

Parks and Facilities Director Nuño presented to the committee the proposal provided by Zander Design on site assessment and recommendations. The proposal included a fee summary on site assessment, biological resources, engineering and surveying, structural and architectural assessment. The Committee mentioned that at this point we are not sure how this would fit in with the budget.



6. 395/401 Amador Street Upgrades:

Parks and Facilities Director Nuño gave an update on the renovation of the building. The building is getting close to completion; the floors and painting have been done. Staff hired a roof company to do the roof replacement and should be starting in mid-March. Staff will be working with the Rec department for the moving of the offices.

7. Dan Foley Artificial Field Replacement:

Parks and Facilities Director Nuño reported that the field is completed and will be filing the notice of completion to the County. The field was reopened for the sports league's users. The ribbon cutting is scheduled for March 20th.

8. Cunninham Aquatic Complex Restroom Improvements:

Parks and Facilities Director Nuño reported that the contractor is making progress on construction of the new restrooms, the contractor will be doing the renovations of the restrooms in phases to have the least impact on the swimming pool programs schedules.

9. Lake Dalwigk Park Improvements:

Parks and Facilities Director Nuño reported that the project is out to bid for the construction of the improvements of the park. The City of Vallejo and the organizations partnering this project will be having a mandatory construction walkthrough on Thursday February 29th on site. The RFP closing date is in Mid-March. The project was originally due for completion by the end of June; however, we received an extension to be completed by the end of 2024.

10. Terrace Park Playground Replacement-Prop. 68:

Parks and Facilities Director Nuño Reported that the contractor began with the demolition of the old playground and staff worked on adding drainage near the playground area. This project was approved by the State Prop 68 per capita funding. The project should be completed soon, weather permitting.

11. Capital Improvement Projects List:

Parks and Facilities Director Nuño presented the CIP list for fiscal year 24/25. The list was made prioritizing the needs of our Parks and Facilities. The Committee would have to know where we are with our budget first to approve the projects listed on the CIP list.

Adjourned at 2:48 PM



Agenda 10.1

BOARD COMMUNICATION

Date: March 14, 2024

TO: Board Chairperson and Directors

FROM: Lisa Sorvari, Human Resources Director

SUBJECT: Approve Changes to Policy #5010, Board Meeting Agenda

BACKGROUND AND DISCUSSION

- Increased the number of days request for items to be placed on the agenda from 6 business days to 14 calendar days.
- Added Board of Directors may request items to be placed on future agendas during the “Announcement and Comments from board Members” agenda item during Board meetings.
- Added “*Board of Directors shall have no obligation to place the requested item on a meeting agenda.*” To “*Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting*”

This policy was reviewed by the Policy and Procedures Committee and by legal.

RECOMMENDATION

Approve the amended Policy upon first review.

FISCAL IMPACT

None.

ALTERNATIVES CONSIDERED

Approve as is.

Approve with recommendations.

Reject.

Reject with recommendations.

Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve

DOCUMENTS AVAILABLE FOR REVIEW

Policy #5010-Edited Version

Policy #5010-Final Draft

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5010

The General Manager, in cooperation with the Board Chairperson, shall prepare an agenda for each regular and special meetings of the Board of Directors. Any Director may call/contact the General Manager and request any item to be placed on the agenda no later than 12:00p.m. ~~six business~~fourteen (14) calendar days prior to the meeting date. Alternatively,
if a member of the Board of Directors~~Director~~ wishes to place items on a future meeting agenda, they Director may request the items be added during the "Announcement and Comments from Board Members" section~~agenda item~~ during regular ~~b~~Board meetings.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, but the Board of Directors shall have no obligation to place the requested item on a meeting agenda, subject to the following conditions:

- ~~• The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, no later than at least six~~fourteen (14) business calendar days prior to the date of the meeting;
- ~~• The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."~~
- ~~• No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;~~
- ~~• The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and~~meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

~~• This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda but a member of the public wishes to bring before the Board. However, the Board shall not discuss or take action~~act on such matters at that meeting.

~~At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office. The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.~~

Greater Vallejo Recreation District

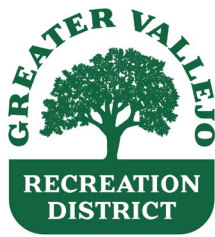
POLICY MANUAL

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5010

The General Manager, in cooperation with the Board Chairperson, shall prepare an agenda for each regular and special meetings of the Board of Directors. Any Director may contact the General Manager and request any item to be placed on the agenda no later than 12:00p.m. fourteen (14) calendar days prior to the meeting date. Alternatively, if a Director wishes to place items on a future meeting agenda, the Director may request the items be added during the "Announcement and Comments from Board Members" agenda item during regular Board meetings.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, but the Board of Directors shall have no obligation to place the requested item on a meeting agenda.



Agenda 10.2

BOARD COMMUNICATION

Date: March 14, 2024

TO: Board Chairperson and Directors

FROM: Lisa Sorvari, Human Resources Director

SUBJECT: Approve Changes to Rules and Reg. #5010, Board Meeting Agenda

BACKGROUND AND DISCUSSION

- Removed “A draft agenda containing all items on the calendar, including executive session items, shall be created seven days prior to posting date”.
- Removed “Discussion of agenda items shall occur at the weekly administration/supervisor meeting”.
- Removed “Should the said agenda packet be larger than forty pages, the packet will be posted six days prior to board meeting.”
- Moved the paragraph regarding disability accommodation from the policy to the rules and regulations.

This policy was reviewed by the Policy and Procedures Committee and by legal.

RECOMMENDATION

Approve the amended Policy upon first review.

FISCAL IMPACT

None.

ALTERNATIVES CONSIDERED

Approve as is.

Approve with recommendations.

Reject.

Reject with recommendations.

Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve

DOCUMENTS AVAILABLE FOR REVIEW

RR #5010-Edited Version

RR #5010-Final Draft

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: 5010 Board Meeting Agenda (Amended)

Rules and Regulations: RR 5010

The agenda of all Board of Directors's meetings shall contain the time of the meeting, and as ~~described~~ required by the Ralph M. Brown Act, a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

~~_____ A draft agenda containing all items on the calendar, including executive session items, shall be created seven days prior to posting date.~~

~~_____ Discussion of agenda items shall occur at the weekly administration/ supervisor meeting.~~

~~Discussion of agenda items shall occur at the weekly administration items meeting. Items~~ approved by the ~~g~~General ~~M~~anager and placed on the agenda shall include ~~all~~ staff reports and supporting documents, saved electronically in the Board Collection file, no later than the Wednesday of the week prior to the board meeting. ~~Administrative support~~The Clerk of the Board ~~t~~ shall format and assemble staff documents and present them to the General Manager for review. The General Manager will ~~make~~ conduct a final review of the agenda before posting.

~~Three days prior (Monday) to the board meeting, administrative support will have the agenda uploaded to district website, posted in the main office front window, and electronically mailed to board members, staff and public who have requested a copy no later than 11am on said day. At least 72 hours prior to the time of all regular meetings, ana meeting agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office, uploaded to District website, and electronically mailed to bBoard members, staff, and any members of the public who have requested a copy. Should the Monday before a board meeting be a holiday, the board packet will be transmitted on Friday prior.~~

~~The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.~~

~~If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for a disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation to participate in the public meeting.~~

~~_____ Should said agenda packet be larger than forty pages, the packet will be posed six days prior board meeting.~~

|
|
~~Should the Monday before a board meeting be a holiday, the board packet will be transmitted on Friday~~
~~prior.~~

DRAFT

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: 5010 Board Meeting Agenda (Amended)
Rules and Regulations: RR 5010

The agenda of all Board of Directors' meetings shall contain the time of the meeting, and as required by the Ralph M. Brown Act, a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

Items approved by the General Manager and placed on the agenda shall include staff reports and supporting documents, saved electronically in the Board Collection file. The Clerk of the Board shall format and assemble staff documents and present them to the General Manager for review. The General Manager will conduct a final review of the agenda before posting.

At least 72 hours prior to the time of all regular meetings, a meeting agenda shall be posted for public review within the District office, uploaded to District website, and electronically mailed to Board members, staff, and any members of the public who have requested a copy. Should the Monday before a board meeting be a holiday, the board packet will be transmitted on Friday prior. The agenda for a special meeting shall be posted at least 24 hours before the meeting.

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for a disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation to participate in the public meeting.



Agenda 10.3

BOARD COMMUNICATION

Date: March 14, 2024

TO: Board Chairperson and Directors

FROM: Gabriel Lanusse, General Manager

SUBJECT: Authorize General Manager to attend three conferences in Fiscal Year 2023-2024

BACKGROUND AND DISCUSSION

I am requesting authorization to attend the following three conferences

- 1) California Special Districts Association (CSDA) *Legislative Days* in Sacramento May 20-21. I am requesting time to attend. As the Solano Chapter President, I get a complimentary conference registration.
- 2) California Association Recreation Parks Districts (CARPD) Conference in Santa Rosa, May 22-25. I am requesting time to attend, and registration of \$300. I live 30 minutes away and will not need lodging.
- 3) California Special Districts Association (CSDA) *General Manager Summit* June 22-25 in Anaheim. I will be presenting a session on succession planning on Sunday the 23, and the conference ends Tuesday the 25th. I will request airfare and lodging only. Lodging is approximately \$720 for 3 nights; flight is up to \$250 round trip. Total of \$970.

RECOMMENDATION

Authorize attendance at all three conferences

FISCAL IMPACT

Estimate: \$1270

ALTERNATIVES CONSIDERED

Authorize all three conferences
Authorize one or two conferences
Deny request

DOCUMENTS AVAILABLE FOR REVIEW

None

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

3/4/2024 7:34:31PM

Page 1

Bank Code:	GEN	Bank Of The West Operating Account	Current Balance:	\$1,423,956.93
Document Number	Date	Payee Name / Description	Amount	
71472	02/06/2024	Orlando Wynn	\$3,600.00	
71473	02/08/2024	California State Disbursement Unit	\$130.15	
71474	02/09/2024	Bay Area Driving School	\$69.99	
71475	02/09/2024	Break It Down Soul Line Dance	\$186.00	
71476	02/09/2024	Chondra Renee Harris	\$132.00	
71477	02/09/2024	Karen Houston	\$525.70	
71478	02/09/2024	Jason Jones	\$372.00	
71479	02/09/2024	Steven Logoteta	\$120.00	
71480	02/09/2024	Virlynda Luciano	\$238.00	
71481	02/09/2024	Lorna Mandap	\$343.00	
71482	02/09/2024	Alex Martinez	\$250.00	
71483	02/09/2024	Chris Owens	\$34.40	
71484	02/09/2024	Pickleball Organized LLC	\$573.65	
71485	02/09/2024	Theodore Rocha	\$326.20	
71486	02/09/2024	Karen Silas	\$274.80	
71487	02/09/2024	Frankie Valentine-Flores	\$829.50	
71488	02/09/2024	Visions In Education	\$665.00	
71489	02/09/2024	Tyese M Wortham	\$21.60	
71490	02/09/2024	US Bank Corporate Payment System	\$15,462.72	
71491	02/12/2024	Quench USA, Inc.	\$49.39	
71492	02/12/2024	Bert Williams & Sons Inc	\$120.11	
71493	02/12/2024	California Glass Of Vallejo	\$700.00	
71494	02/12/2024	C.P.R.S.	\$555.00	
71495	02/12/2024	Express Shirt Printing	\$533.21	
71496	02/12/2024	P G & E	\$10,732.18	
71497	02/12/2024	Roto-Rooter	\$2,450.00	
71498	02/12/2024	Tri-City Fence	\$3,852.04	
71499	02/12/2024	CITY OF VALLEJO	\$169.00	
71500	02/12/2024	AAA Business Supplies & Interiors	\$217.41	
71501	02/12/2024	ABC Napa Valley Sewer & Drain	\$1,290.00	
71502	02/12/2024	Ryan Allen	\$81.03	
71503	02/12/2024	Beauchaine Consulting Group, LLC	\$2,677.50	
71504	02/12/2024	Big Creek Lumber & Building Material	\$662.34	
71505	02/12/2024	Julie Brink	\$21.49	
71506	02/12/2024	AT&T	\$57.19	
71507	02/12/2024	Benjamin Ceryes	\$100.00	
71508	02/12/2024	Courtney Collier	\$23.92	
71509	02/12/2024	Comcast	\$185.03	
71510	02/12/2024	Commercial Energy Of Montana	\$6,733.84	
71511	02/12/2024	Commercial Pool Systems, Inc	\$1,537.92	
71512	02/12/2024	Construction West	\$31,894.45	
71513	02/12/2024	Crown Hill Materials	\$535.30	
71514	02/12/2024	Marina Cruise	\$211.80	
71515	02/12/2024	Benjamin Denina	\$10.45	
71516	02/12/2024	FASTSIGNS-American Canyon	\$221.55	
71517	02/12/2024	Maria Flores	\$400.00	
71518	02/12/2024	Glen Cove Communtiy Association	\$40.00	
71519	02/12/2024	Adamasiz Gonzales	\$6.30	
71520	02/12/2024	GovInvest Inc.	\$6,545.70	
71521	02/12/2024	Famand Inc. Db a Indoor Environment	\$730.00	
71522	02/12/2024	Jolly Ice Cream	\$130.50	
71523	02/12/2024	MUN CPA's	\$1,500.00	
71524	02/12/2024	NuCO2	\$713.63	
71525	02/12/2024	Platt Electric Supply	\$140.05	
71526	02/12/2024	Jessica Prado	\$11.19	
71527	02/12/2024	Quench USA, Inc.	\$49.39	

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

3/4/2024 7:34:31PM

Page 2

Bank Code: GEN	Bank Of The West Operating Account	Current Balance:	\$1,423,956.93
Document Number	Date	Payee Name / Description	Amount
71528	02/12/2024	R & H Repairs	\$1,428.90
71529	02/12/2024	Bianca Ramos	\$233.00
71530	02/12/2024	Ring Central Inc.	\$885.96
71531	02/12/2024	Muang Saephan	\$750.00
71532	02/12/2024	Security Enforcement Alliance	\$4,182.00
71533	02/12/2024	Sherwin-Williams	\$17.75
71534	02/12/2024	Hana Shirriel-Hammond	\$400.00
71535	02/12/2024	Straits Of Mare Island Rowing Assoc	\$750.00
71536	02/12/2024	Syber Fiber	\$379.00
71537	02/12/2024	Sandy Tawaratsumida	\$467.94
71538	02/12/2024	Margie Tower	\$50.00
71539	02/12/2024	Uline Shipping Supplies	\$856.41
71540	02/12/2024	Underground Vaults & Storage, Inc.	\$2,084.80
71541	02/12/2024	Veritiv Operating Company	\$176.94
71542	02/13/2024	AT&T	\$180.48
71543	02/16/2024	FASTSIGNS-American Canyon	\$568.26
71544	02/16/2024	Bayshore Materials	\$42.44
71545	02/16/2024	Bert Williams & Sons Inc	\$19.64
71546	02/16/2024	General Plumbing Supply Co	\$204.04
71547	02/16/2024	Grainger	\$37.67
71548	02/16/2024	Morgan Alarm Co., Inc	\$750.75
71549	02/16/2024	P G & E	\$47.59
71550	02/16/2024	State Of California	\$256.00
71551	02/16/2024	Tecogen	\$2,796.42
71552	02/16/2024	Tri-City Fence	\$2,389.03
71553	02/16/2024	Victory Stores	\$116.85
71554	02/16/2024	Dave Bang Associates, Inc	\$2,915.56
71555	02/16/2024	Beauchaine Consulting Group, LLC	\$6,602.50
71556	02/16/2024	Big Creek Lumber & Building Material	\$154.03
71557	02/16/2024	AT&T	\$262.00
71558	02/16/2024	Comcast	\$370.06
71559	02/16/2024	Continuant, Inc.	\$936.00
71560	02/16/2024	Madiyn Corona	\$85.00
71561	02/16/2024	Crown Hill Materials	\$1,556.20
71562	02/16/2024	Fortify Fire Protection	\$1,147.23
71563	02/16/2024	George's Towing Co.	\$100.00
71564	02/16/2024	GreatAmerica Financial Services	\$1,775.40
71565	02/16/2024	Green Valley Aloha Saw & Mower	\$249.79
71566	02/16/2024	M & M Sanitary LLC	\$330.48
71567	02/16/2024	Minuteman Press	\$83.03
71568	02/16/2024	Municipal Resource Group, LLC	\$21,206.25
71569	02/16/2024	Napa Ford-Lincoln	\$751.60
71570	02/16/2024	NuCO2	\$373.41
71571	02/16/2024	Hildah Kemunto Nyamwaro	\$750.00
71572	02/16/2024	Preferred Alliance, Inc.	\$84.00
71573	02/16/2024	Sherwin-Williams	\$269.68
71574	02/16/2024	Solano County	\$94.00
71575	02/16/2024	Janet Sylvain	\$750.00
71576	02/16/2024	Uline Shipping Supplies	\$3,053.27
71577	02/16/2024	Verdin	\$5,577.53
71578	02/16/2024	Veritiv Operating Company	\$584.11
71579	02/20/2024	Chondra Renee Harris	\$429.80
71580	02/20/2024	Michael Jaldon	\$17.50
71581	02/20/2024	Kay Cady-Johnson	\$4,951.80
71582	02/21/2024	AT&T	\$63.49
71583	02/21/2024	Comcast	\$156.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

3/4/2024 7:34:31PM

Page 3

Bank Code: GEN		Bank Of The West Operating Account		Current Balance:		\$1,423,956.93	
Document Number	Date	Payee Name / Description				Amount	
71584	02/21/2024	Paola Velazquez				\$750.00	
71586	02/21/2024	Vincent Foster Jr				\$400.00	
71587	02/21/2024	Marlin Quintana				\$500.00	
71588	02/21/2024	Morgandy Ridgle				\$200.00	
71585	02/23/2024	California State Disbursement Unit				\$130.15	
71592	02/27/2024	Eileen Brown				\$275.00	
71593	02/27/2024	Deberah Carey				\$167.79	
71594	02/27/2024	Kerry Carmody				\$167.79	
71595	02/27/2024	Richard Conzelmann				\$760.78	
71596	02/27/2024	Jose Famalette				\$167.79	
71597	02/27/2024	Patricia Gloyd				\$167.79	
71598	02/27/2024	Penny Harman				\$430.08	
71599	02/27/2024	Cynthia Hewitt				\$208.52	
71600	02/27/2024	Jerome Lohr				\$385.16	
71601	02/27/2024	Prisco Manglona				\$167.79	
71602	02/27/2024	Roger Maryatt				\$275.00	
71603	02/27/2024	Jeremias Morgado				\$167.79	
71604	02/27/2024	Randy Nicks				\$275.00	
71605	02/27/2024	Nancy Ortiz				\$167.79	
71606	02/27/2024	Steve Pressley				\$167.79	
71607	02/27/2024	Francis Radziewicz				\$167.79	
71608	02/27/2024	Joan Russell				\$167.79	
71609	02/27/2024	Anita Sailas				\$264.54	
71610	02/27/2024	Barbara Schmidt				\$167.79	
71611	02/27/2024	Audrey Tucker				\$167.79	
71612	02/27/2024	Adeline Varni				\$167.79	
71613	02/27/2024	Angelito Or Loana Claudio				\$1,239.00	
71614	02/27/2024	Calmat Co Db a Vulcan Materials Co				\$140.69	
71615	02/29/2024	P G & E				\$25,125.66	
		Bank Totals	Items			Total Voids	Items
Checks		\$209,336.06	141			\$0.00	0
Deposits		\$0.00	0			\$0.00	0
Deductions		\$0.00	0			\$0.00	0
Additions		\$0.00	0			\$0.00	0
Bank Charges		\$0.00	0			\$0.00	0
Net Activity for GEN						Bank Of The West Operating Account:	
						(\$209,336.06)	

Report Totals:							
		Totals	Items			Total Voids	Items
Checks		\$209,336.06	141			\$0.00	0
Deposits		\$0.00	0			\$0.00	0
Deductions		\$0.00	0			\$0.00	0
Additions		\$0.00	0			\$0.00	0
Bank Charges		\$0.00	0			\$0.00	0
Net Activity:						(\$209,336.06)	

Report Selection Criteria

Bank Account:	GEN	End	GEN
Date Range:	Custom		

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

3/4/2024 7:34:31PM

Page 4

Item Date: 02/02/2024 02/29/2024
Document Number: Start End
Payee: Start End

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

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