MINUTES
January 9, 2020

Greater Vallejo Recreation District Board of Directors
Regular Meeting
395 Amador Street
6:30 p.m.

1) Call to Order
Chairperson Bowen called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., January 9, 2020 in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) Pledge of Allegiance

3) Roll Call
Present: Chairperson Bowen, Vice-Chairperson Sheryl Pannell Lea, Directors; Gary Salvadori, Robert Briseno and Karen Sims
Staff: General Manager, Gabe Lanusse; Interim Finance Director, Penny Harman; Legal Counsel, Gary Heppell; Maintenance Superintendent, Salvador Nuno; Board Clerk, Kimberly Pierson
Absent: Human Resources Manager, Casey Halcro; Recreation Superintendent, Phillip McCoy

4) Welcome New Board Member:
A) Administer the Oath of Office
Chairperson Bowen administered the oath of office to incoming board member, Karen Sims.

5) Election of Board Officers:
Consider the following:
A. Nomination and election of Chair
Nomination made by Director Salvadori, seconded by Director Briseno to nominate Director Sheryl Pannell Lea to Chair. Nomination accepted and passed unanimously.
B. Nomination and election of Vice-Chair
Nomination made by Director Salvadori, seconded by Director Briseno to nominate Director Robert Briseno to Vice-Chair. Nomination accepted and passed unanimously.

C. Nomination and election of Secretary
Nomination made by Director Briseno, seconded by Director Lea to nominate Director Gary Salvadori to Secretary. Nomination accepted and passed unanimously.

D. Seating selection at the dais
Seating changes were made at on the Dias. Director Lea continued the meeting as Chairperson

6) Approval of Agenda
Director Bowen offered the motion, seconded by Director Briseno to approve the agenda. Motion passed unanimously.

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

A) Approve Board Minutes-December 12, 2019
B) Accept the Budget and Finance Committee Minutes, December 9, 2019
C) Accept the Policies and Personnel Committee Minutes, December 9, 2019
D) Accept the Facility and Development Committee Minutes, December 23, 2019
Director Briseno offered the motion, seconded by Director Salvadori to approve the consent calendar. Motion passed unanimously.

8) Presentations:
A) Presentation to Wendell Quigley in Recognition of his service on the Board of Director’s (Lanusse)
Presentation was postponed until a later date.

9) Public Comment: None
At this point on the agenda, members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

10) Financials:
A) Approval of Financial Statement as of 12/31/19 (Harman)
Director Briseno offered the motion, seconded by Director Bowen to approve the financial statement as of 12/31/19. Motion passed unanimously.
B) Approval of Payment of Bills 12/1/19 through 12/31/19 (Harman)
Director Briseno offered the motion, seconded by Director Bowen to approve the payment of bills 12/1/19 through 12/31/19. Motion passed unanimously. Director Salvadori recused himself from the vote.
11) **New Business:** None

12) **Old Business:**
    A) Authorize change orders, totaling $470,815, to the contract with Adams Pool Solutions for repairs at Cunningham Pool. (Nuno)
    Director Briseno offered the motion, seconded by Director Bowen to approve change orders totaling $470,815 to the contract with Adams Pool Solutions for repairs at Cunningham Pool. Motion passed unanimously.

13) **Administrative Items:**
    14) Approve “Final Read” of Policy #2230 – Degrees of Relationship of Employees. (Lanusse)
        Director Salvador offered the motion, seconded by Director Briseno to approve the final read of Policy #2230-Degrees of relationship of employees. Motion passed unanimously.
    15) Approve “First Read” of Policy #1020 – Conflict of Interest (Lanusse)
        No vote needed.
    16) Approve “First Read” of Policy #3066 – PARS Investment Guidelines (Lanusse)
        There was some discussion on whether a board member should be on the committee. Legal Counsel suggested a conference call with the investment manager. No vote needed.

12) **Reports:**
    **General Manager**
    - I am in communication with Nimitz Group regarding an update on the Mare Island Sports Complex lease.
    - Staff will be attending the State of the City event next month.
    - The RFP for the master plan has been narrowed down to three proposals.

    **Human Resources – Given by General Manager**

    **Open F/T Positions:**
    - Finance Director-Position remains open, we received over 50 applications, which are being reviewed. We should begin telephone interviews next week.
    - Recreation Coordinator-2 Positions remain open, we will also have a recreation supervisor position open beginning later this month.

    **Finance**
    - We have received a few questions regarding the RFP for a new auditor, we have posted the responses on the website.
    - We have received a draft copy of the 2018-19 audit report, it should be available to present in February.
    - Pay increases for part-time staff will be reflected on the January 17th paychecks. Human resources has provided a spreadsheet to help expedite the increases.
Recruitment given by General Manager

Admin
- New Recreation Software—We are working out kinks with the software and may have company trainers come to assist staff with the transition. We can see the light at the end of the tunnel and understand that ultimately this program will be a much needed upgrade to our current system. There is also a plan to install a self-service kiosk in the lobby.

Maintenance Superintendent Board Report
Facilities
- Richardson Corp Yard—Plans for the new office building have been submitted to PG&E and the City of Vallejo.
- Crest Ranch Park—Staff began with the lighting replacement. Due to copper wire theft, the park has not had functioning lights for over 10 years.

Parks
- Dan Foley-CalFire has approved our project request. They will assist with removal of overgrown vegetation.
- I have an interview on Monday to become a member of Leadership Vallejo.

13) Announcements and Comments from Board Members
Director Briseno mentioned that he attended the 75th Anniversary wrap up meeting. The general consensus was that staff would maybe do another Rock the Block event in the future. One idea was to showcase different GVRD properties, parks, pool, etc. Another idea was to have dinners on a regular basis as a fundraiser for the foundation.

Director Bowen mentioned that he attended the first Golf Course advisory committee meeting. They discussed reducing the course from 36 to 18 holes.

Director Briseno also mentioned that he attended a tour of the Syar property, which legal counsel also attended.

14) Executive Session: At 7:50 p.m. Chairperson Lea convened to executive session
A) CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION related to the cases: Rogers vs. The City of Vallejo and Azevedo vs. The City of Vallejo; pursuant to Government Code Section 54956.9(d)(4).
At 8:20 p.m. Chairperson Lea convened to regular session to report: Information given by legal counsel, no action taken.

15) Meeting Adjourn
Director Briseno offered the motion, seconded by Director Salvadori to adjourn the meeting at 8:21 p.m. Motion passed unanimously.

Next meeting: January 23, 2020

Gary Salvadori, Board Secretary

[Signature]

Date: 1/23/20
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**DATE OF MEETING,** January 9, 2020-6:30pm

Kimberly Pierson
Clerk of the Board

1/9/2020
Greater Vallejo Recreation District  
Board of Directors Meeting  
Sign in Sheet  
Thursday, January 9, 2020 6:30pm  
Administration Office Board Room

*Signing in for this meeting is voluntary*

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