



GREATER VALLEJO RECREATION DISTRICT

Board of Directors
Gary Salvadori
Sheryl Pannell Lea
Ron Brown
Robert Briseno
Karen Sims

General Manager
Gabriel Lanusse

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Mission Statement:

Building community and enhancing quality of life through people, parks, and programs.

Website: www.gvrd.org

MINUTES July 9, 2020

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

Due to Solano County and the State of California's shelter in place orders this Board Meeting was held remotely via Zoom Meetings.

1) Call to Order

Chairperson Pannell Lea called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., July 9, 2020

2) Pledge of Allegiance

3) Roll Call

Present: Chairperson Pannell Lea, Vice-Chairperson Robert Briseno, Directors; Gary Salvadori, Ron Bowen (arrived at 6:31pm) and Director Sims.

Staff: General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell (arrived at 6:35 p.m.); Finance Director, Penny Harman; Maintenance Superintendent, Salvador Nuno; Project Manager, Thomas Judt; Human Resources Manager, Casey Halcro; Recreation Supervisor, Sandy Tawaratsumida and; Board Clerk, Kimberly Pierson

Excused Recreation Superintendent, Phillip McCoy

4) Approval of Agenda

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

5) Public Comment:

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.
None

6) Consent Calendar:

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

Approve Board Minutes-June 25, 2020

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

7) Financials:

A) Approval of Financial Statement as of 6/30/20 (Harman)

Director Briseno asked for clarification on a few items on the variance report as well as the balance sheet. Director Briseno offered the motion, seconded by Director Sims to approve the financial statement as of 6/30/20. Roll call vote: ayes: Directors: Lea, Briseno, Salvadori, Sims, Bowen; absent: none; abstain: none. Motion passed unanimously.

B) Approval of Payment of Bills 6/1/20 through 6/30/20 (Harman)

Finance Director, Penny Harman expanded on a few of the larger payments.

Document number 63224-Ana Diaz \$3,436-Refund for Foley Cultural

Document number 63227-Jet Mulch, Inc. \$9,840-Playground mulch at various parks

Document number 63251-Artificial Grass Pros. \$12,988-Removal of turf at Mare Island Sports Complex

Document number 63169-They Spyglass Group, LLC \$1,527.24-Audit of communications, reduced monthly spending

Document number 63227-Jet Mulch, Inc. \$9,840-Playground mulch

Document number 63186-Mobile Modular \$71,851.44-Richardson Corp Yard new office building

Document number 63212-Segal. \$20,000-Classification Study

Document number 63299-Villian Productions \$16,815-Removal of Mare Island Sports Complex equipment

Document number 63308-The Law Office of G. Eric Lambdin. \$10,000-HR related issue.

Document number 63362-Dude Solutions, Inc. \$19,971.45-Maintenance Software Assessment

Director Briseno offered the motion, seconded by Director Sims to approve the payment of bills 6/1/20 through 6/30/20. Roll call vote: ayes: Directors: Lea, Briseno, Salvadori, Sims, Bowen; absent: none; abstain: Motion passed unanimously.

8) New Business:

Discussion on the City of Antioch's Fee and Pricing Policy (Lanusse)

The General Manager discussed the City of Antioch's Fee and Pricing Policy. He would like to have a discussion with the board on which programs we should be subsidizing. For example, the 75th Anniversary Block Party was subsidized, but should we subsidize adult tennis lessons.

9) **Administrative Items:**
Nominate and accept the slate for standing Board of Director Committee Assignments for 2020/2021

Standing committees for fiscal year 2020-2021:

Inter-Agency Committee – Director Bowen, Director Sims, Alternate
Facility & Development Committee – Director Bowen, Director Sims
Policies & Personnel Committee – Director Lea, Director Briseno
Budget & Finance Committee – Director Salvadori, Director Briseno
Programs & Publicity Committee – Director Lea, Director Salvadori

Director Salvadori offered the motion, seconded by Director Bowen to approve the slate for standing Board of Director Committee Assignments for 2020-2021. Roll call vote: ayes: Directors: Lea, Briseno, Salvadori, Sims, Bowen; absent: none; abstain: Motion passed unanimously. There upon the new committee members selected a chairperson for each standing committee.

Staff Reports-Informational Only:

Parks Maintenance

- 4th of July was pretty slow this year. There were not a lot of big gatherings like we had expected. On Sunday morning, it looks like there was a big gathering at Glen Cove Park, the public posted pictures of how the park was left, including lots of trash left behind and fireworks on the tennis courts. I contacted staff right away, some members of the public even showed up to help clean up.
- There have been a few fires at Glen Cove lately, there was one on the 4th which was reported by our security company that does our lock ups. On Monday, there was another fire near the Waterfront Park. A resident contacted us and when I arrived the Fire Department was already on scene. I have requested a copy of the report.
- I found out on Monday about a drowning that occurred at Dan Foley Park. I reached out to the Vallejo Police Department for details. I am awaiting a copy of the police report.
- Today, we found out that Vallejo Shakespeare in the Park is going to be cancelled for this year.
- We have been working with the Rose Society to do improvements at Grant Mahony Park. There was a recent newspaper article that featured new arches that were installed.

Project Manager

- No updates

Comment from Director Salvadori: He would like to see more promotion regarding the new auxiliary pool.

Comment from Director Briseno: Do we have an engineer's estimate yet for the new Vallejo Community Center kitchen?

Finance Director

- Happy New Fiscal Year!
- Earlier this week I supplied the new auditing firm with a bundle of documents they had requested. They will begin a remote audit and the end of this month. It's going to be exciting developing a relationship with this new firm after being with the old firm for more than 10 years.
- We have Cougar Mountain online training later this month. This will give us the opportunity to ask questions that have come up since the last training.

Human Resources

- We are moving forward with the Zenefits implementation. We have a small group of employees who have been using the platform for the last week and a half. Next week I'll be able to work with Penny and see what type of data we can pull out of the system in terms of time and attendance.
- Having continued conversations about planning for what GVRD and our personnel will look like in a COVID world. I've been working with the folks at Zenefits so that we can push out through the platform a daily health and wellness questionnaire.

Question from Director Salvadori: Where are we with lifeguard recruitment?
HR Manager responded that she look into the status.

Recreation – Report given by Recreation Supervisor, Sandy Tawaratsumida

- We got the approval to begin summer camps on July 20th. Staff training will begin next week via Zoom. There will be 4 camps_ 2 at Vallejo Community Center, 1 at Foley Cultural Center and 1 at Cunningham Pool.
- We are continuing with our Virtual Recreation Programs. Due to a decline in participation, we will be putting a hold on the bingo program.
- Planning has begun for a Virtual Scavenger Hunt.
- The Youth Department is working on a news report-Which will update the community on what's happening at GVRD.
- Fresh @ Home has good attendance, we're considering continuing the program even after in person camps begin as long as attendance is good.
- Community Centers –we have completed some of the installations for once we get the greenlight to reopen. This includes: signs, hand sanitizer, floor markers.

General Manager

- July is Park & Recreation Month. We plan to fly the Parks Make Life Better flag
- Penny Harman and I are working on the dashboard feature of our finance software. This will allow all department heads to look at key budget detail information.
- I'm working with staff to get a handle of COVID procedures, and policies. Every day it seems to be changing. I'd like to thank staff for their acrobatics. Everyone is so chin up and still moving forward. Probably they don't get enough credit for that, but I do appreciate them trying their best during stressful times.

Question from Director Salvadori: If Meals on Wheels is still using the Vallejo Community Center, how will that affect camps?

Recreation Supervisor responded: Meals on Wheels only enters the kitchen area, they are not allowed to go any further into the building or use the restrooms. Director Salvadori suggested installing a partition between the kitchen and foyer.

Question from Director Briseno: What are the Prop 68 projects?

A splash pad, a soccer field at either Richardson Park or North Vallejo Park, and a Sports Center at Wilson Park

10) Announcements and Comments from Board Members

Legal Counsel thanked the Board Clerk for information on updating his Zoom software.

Director Briseno would like to see the committee terms changed to 2 years so the members have a little more time to get a feel for things.

11) Meeting Adjourn

Director Briseno offered the motion, seconded by Director Salvadori to adjourn the meeting at 7:50 p.m. Roll call vote: ayes: Directors: Lea, Briseno, Salvadori, Sims, Bowen; absent: none; abstain: none. Motion passed unanimously.



Gary Salvadori, Board Secretary

7/24/20

Date



ATTENDANCE SHEET	PRESENT	EXCUSED
Director Lea	✓	
Director Briseno	✓	
Director Salvadori	✓	
Director Bowen	✓	
Director Sims	✓	

arrived.
-6:31pm

DATE OF MEETING July 9, 2020-6:30pm (Zoom Meeting)

Kimberly Pierson 7/9/2020
Clerk of the Board Date



DATE OF MEETING: July 9, 2020- Board Meeting

AGENDA ITEM: Approval of Agenda

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Chairperson Lea	✓			
Director Briseno	✓			
Director Bowen				✓
Director Salvadori	✓			
Director Sims	✓			

AGENDA ITEM: Consent Calendar

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Chairperson Lea	✓			
Director Briseno	✓			
Director Bowen	✓			
Director Salvadori	✓			
Director Sims	✓			

AGENDA ITEM: Approve Financial Statement as of 6/30/20

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Chairperson Lea	✓			
Director Briseno	✓			
Director Bowen	✓			
Director Salvadori	✓			
Director Sims	✓			

AGENDA ITEM: Approve Payment of Bills 6/1/20 through 6/30/20

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Chairperson Lea	✓			
Director Briseno	✓			
Director Bowen	✓			
Director Salvadori	✓			
Director Sims	✓			

**AGENDA ITEM: Nominate and accept the slate for standing Board of Director
Committee Assignments for 2020/2021**

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Chairperson Lea	✓			
Director Briseno	✓			
Director Bowen	✓			
Director Salvadori	✓			
Director Sims	✓			

AGENDA ITEM: Meeting Adjournment

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Chairperson Lea	✓			
Director Briseno	✓			
Director Bowen	✓			
Director Salvadori	✓			
Director Sims	✓			