



# GREATER VALLEJO RECREATION DISTRICT

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

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

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

General Manager  
Gabriel Lanusse

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

## Greater Vallejo Recreation District Board of Directors

### AGENDA

September 10, 2020

6:30 p.m.

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

(The Zoom platform is ADA compliant)

**The public may attend and make a public comment by visiting:**

**<https://zoom.us/j/622641170>**

**You may also call in at +1 669 900 9128 US - Meeting ID: 622 641 170**

At the beginning of the remote meeting the Board Clerk will ask if anyone wishes to comment on either a specific agenda item or an item not on the agenda but within the jurisdiction of the board. If you need assistance or have questions, please call Kimberly Pierson at 707-648-4604.

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Approval of Agenda

5) Public Comment:

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

6) Consent Calendar:

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

**A) Approve Board Minutes-August 27, 2020**

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

**B) Accept the Facilities and Development Committee Minutes,  
August 17, 2020**

**7) Financials:**

- A) Approve Financial Statement as of 8/31/20 (Harman)**
- B) Approve Payment of Bills 8/1/20 through 8/31/20 (Harman)**

**8) New Business:**

- A) Discussion on available Vallejo City Unified School District surplus (VCUSD) properties (Lanusse)**

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

- A) Maintenance Superintendent**
- B) Project Manager**
- C) Finance Director**
- D) Human Resources**
- E) Recreation Superintendent**
- F) General Manager**

**10) Executive Session: Will be held via Zoom breakout room**

- A) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): International Brotherhood of Electrical Workers Local Union 1245, (IBEW); pursuant to Government Code section 54957.6**
- B) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Service Employees International Union Local 1021 (SEIU); pursuant to Government Code section 54957.6**
- C) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Administrator and Managerial Official Association, (AMOA); pursuant to Government Code section 54957.6**
- D) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): All Unrepresented Staff; pursuant to Government Code section 54957.6**

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

**12) Meeting Adjourn:**

**Next meeting: September 24, 2020**



# GREATER VALLEJO RECREATION DISTRICT

Board of Directors  
Sheryl Pannell Lea  
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Ron Brown  
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Website: [www.gvrd.org](http://www.gvrd.org)

## MINUTES August 27, 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., August 27, 2020.

**2) Pledge of Allegiance**

**3) Roll Call**

**Present:** Chairperson Pannell Lea, Vice-Chairperson Robert Briseno, Directors; Gary Salvadori, Ron Bowen and Karen Sims.

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

**4) Approval of Agenda**

Director Salvadori offered the motion, seconded by Director Briseno to approve the agenda. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Briseno; Director Bowen was not able to vote due to technical difficulties. absent: none; 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) **Presentations:**

A) **GVRD's 75 Anniversary Gala Dinner Financial Report - Phillip McCoy**

Phillip McCoy gave a report on revenue and expenses from the 75<sup>th</sup> Anniversary Gala Dinner.

B) **Congratulations to Tom McNair, Facilities Supervisor on his Retirement - Gabe Lanusse**

Public comment: Doug Darling- wanted to let the board and staff know that Tom has always been professional, respectful, polite and supportive and he is sad to see him go.

Gabe Lanusse announced that Tom McNair started in November 2008 and thanked him for all the projects he's worked on and the years he's spent with the District. Chairperson Lea asked the GM to give Tom McNair the Board's regards and thanks for his hard work and support to GVRD over the years.

7) **Consent Calendar:**

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

A) **Approve Board Minutes-August 13, 2020**

B) **Accept the Programs and Publicity Committee Minutes, August 3, 2020**

C) **Accept the Policies and Personnel Committee Minutes, August 10, 2020**

D) **Accept the Budget and Finance Committee Minutes, August 17, 2020**

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

8) **New Business:**

A) **Resolution 2020-04 of the Board of Directors of the Greater Vallejo Recreation District Approving Application(s) for Per Capita Grant Funds (Lanusse)**

Director Salvadori offered the motion, seconded by Director Bowen to approve Resolution 2020-04 approving application for Per Capita Grant Funds. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Briseno, Bowen absent: none abstain: none. Motion passed unanimously.

B) **Appoint Legal Counsel, General Manager, and HR Manager as Designated Representatives for Contract Negotiations with International Brotherhood of Electrical Workers Local Union 1245, (IBEW) (Lanusse)**

Director Briseno offered the motion, seconded by Director Salvadori to appoint Legal Counsel, General Manager and HR Manager as designated representatives for contract negotiations with International Brotherhood of Electrical Workers Local Union 1245. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Briseno, Bowen absent: none abstain: none. Motion passed unanimously

**C) Appoint Legal Counsel, General Manager, and HR Manager as Designated Representatives for Contract Negotiations with Service Employees International Union Local 1021 (SEIU) (Lanusse)**

Director Salvadori offered the motion, seconded by Director Briseno to appoint Legal Counsel, General Manager and HR Manager as designated representatives for contract negotiations with Service Employees International Union Local 1021. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Briseno, Bowen absent: none abstain: none. Motion passed unanimously

**D) Discussion on Loss of Revenues and Prioritizing Expenses (Lanusse)**

The General Manager reported that he's been working with the finance department and Municipal Resources Group for budget projections for this current fiscal year. He asked for the board's thoughts on what is critical to the community and what are some of our core programs or parks? He stated the conservative projection shortfalls are \$900,000 up to 1.3 million for the current fiscal year.

Director Briseno: Thinks the public understands that we cannot put on certain events right now. He would like to make sure the things that we can do like; parks, public spaces, tennis courts, pickleball courts are open, clean, available and that restrooms are kept clean.

Director Bowen: Wanted to confirm the \$900,000 – 1.2 million number was the projected deficit for fiscal year 2020/2021 assuming the COVID 19 crisis happens through the rest of the fiscal year. GM responded- it is a loss of revenues in recreation for the rest of this fiscal year. Current reserve balance-1.6 million and 4.8 million in undesignated reserves.

Director Salvadori: Wanted to clarify the GM's request. Is the GM asking the board to urge him to cut costs or would the board be ok with the fact that we'll use reserves to get us through this year?

GM responded that it doesn't make sense to fund programs that aren't being allowed. Some items will need to be postponed, he does not want to cancel programs indefinitely. He thinks it behooves us to put some things on hiatus before the board wants to choose going into the reserves. He is not going to come to the board and ask them to fund everything if we physically can't do a lot of these tasks due to restrictions.

Director Salvadori: Asked for a sense of how much of the \$900,000 fits into the category just described. Things that we can't do, so why are we spending money to do them.

GM: Is still crunching the numbers. He going to work with the Recreation Superintendent to put reductions in place.

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

**Maintenance Superintendent**

- The City of Vallejo and Pull Up Neighbor organizations will be holding their event this weekend at North Vallejo Community Center parking lot. It was originally scheduled for last weekend, but was postponed due to poor air quality.

- I was part of the 10-year master plan public forum last Thursday. GreenPlay did a great job of putting everything together. We got a lot of input from the community. I think the meeting went well.
- I'm still part the Leadership Vallejo Class 13. Due to COVID, we have been doing classes online. Tomorrow is session 5 on economic development.

### **Project Manager**

- Update on Cunningham Pool: It's filled with water, chemicals are balanced, and heaters will get turned on tomorrow to run through the weekend. We have an inspection from the county health official tomorrow and the building official will be out on Monday to do their inspection of the pool. From what I can tell there is no reason why we shouldn't be able to start lap swim.

### **Finance Director**

- I received an email today from the auditor stating the interim audit we had in July went very well. We also received notice that the full audit will take place the 1 week of October and will be held remotely, just as we expected. They have sent a huge list of documents that the auditors will need for the full audit.

### **Human Resources**

- Gabe and I met with Segal Waters and we have a 1<sup>st</sup> draft of a final for our classification study. It's still a draft because we will need to work with unions to make sure everyone is on the same page. Hopefully we'll be able to get this finalized in the next couple months and have an updated classification structure.
- We finally went live with Zenefits. Every employee is using the system to track hours, and request time off. Every day it sends out a four question review that employees have to answer regarding COVID 19 exposure and symptoms. We also used it this week to push out a notification to employees regarding open positions in the parks department.
- We also sent out COVID-19 guidelines. So that all employees are aware of what to do if they are not feeling well or if there has been a COVID 19 exposure.

### **Recreation**

- Two exiting things coming up: the reopening of the Cunningham Aquatic Center on Monday provided we get the approval from the health inspection. We're all ready to go and have staff in place. The other good news is the soon to be opening VCUSD EXLP program in partnership with the school district. We also have a BBP in for reopening the Kid's Club.
- We are continuing to have in person tennis lessons at the Amador courts. This is being provided by Frontier Tennis Association. We also have several virtual sports contractor classes.
- For youth, we're looking at for Fall programing, these are not approved yet- a floating pumpkin patch at Cunningham Aquatic Center and a trunk or treat partnered with local businesses.
- We are continuing our news segments. This is a marketing project which will keep our customers updated.

**General Manager**

- Last week GreenPlay hosted a public forum to gather input from the community. It also included comments already received from staff and stakeholders. Next steps include a survey that will be mailed and also posted on our website.
- I'm currently working on the Prop. 68 competitive grant.
- I'm continuing my talks with VCUSD about surplus properties that are available, including parts of Franklin Middle School and the Plunge.

10) **Executive Session:** At 7:26 p.m. Chairperson Lea convened to executive session held via Zoom breakout room.

- A) **Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): International Brotherhood of Electrical Workers Local Union 1245, (IBEW); pursuant to Government Code section 54957.6**
- B) **Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Service Employees International Union Local 1021 (SEIU); pursuant to Government Code section 54957.6**
- C) **Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Administrator and Managerial Official Association , (AMOA); pursuant to Government Code section 54957.6**
- D) **Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): All Unrepresented Staff; pursuant to Government Code section 54957.6**

At 8:11 p.m. Chairperson Lea convened to regular session and reported the following:

- A) Board gave guidance to GM, HR Manager and Legal Counsel.
- B) Board gave guidance to GM, HR Manager and Legal Counsel.
- C) Board gave guidance to GM, HR Manager and Legal Counsel.
- D) Board gave guidance to GM, HR Manager and Legal Counsel.

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

None

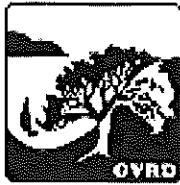
12) **Meeting Adjourn:**

Director Sims offered the motion, seconded by Director Bowen to adjourn the meeting at 8:13 p.m. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Briseno, Bowen absent: none abstain: none. Motion passed unanimously

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Gary Salvadori, Board Secretary

Date



**Agenda 6B**

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**BOARD COMMUNICATION**

**Date: September 10, 2020**

**TO:** Board Chairperson and Directors

**FROM:** Staff

**SUBJECT: Accept the Minutes from the Facility and Development Committee meeting August 17, 2020**

**RECOMMENDATION**

To accept the minutes from Facility and Development Committee from the August 17, 2020 meeting.

**DOCUMENTS AVAILABLE FOR REVIEW**

A) Facility and Development Committee Minutes from August 17, 2020





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## Facility and Development Committee Minutes

Monday, August 17, 2020

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

**In attendance:** Director Sims, Director Bowen, General Manager Lanusse, Project Manager Judt, Maintenance Superintendent Nuno

Meeting began 9:00 am

**1. Richardson Corp Yard Office Building:**

Project Manager Judt spoke about delays with PG&E engineering due to a backlog of work

**2. 395/401 Amador Street Upgrades:**

Staff is working with Moore Designs to select finishes and improve flow characteristics of the lobby area of 395

**3. City Park Playground:**

Maintenance Superintendent Nuno reported that the first meeting went well with the stakeholders and agreed to move forward and do the minor repairs of the playground. Nuno is working with Leathers & Associates to get the proposal and the scope of work for the minor repairs.

**4. Independence Park Fitness Stations:**

General Manager Lanusse reported that he has been in discussions with City staff to add fitness stations adjacent to Independence Park. The City is asking GVRD to contribute with funding for the addition of these fitness stations. Lanusse believes that it would be a great addition for this area and that we have some funding to contribute with this, in the Parks outlay budget.

**5. Cunningham Pool Update:**

Project Manager Judt provide a detailed update on the finishing stages of the construction

**6. Prop 68:**

Project Manager Judt described the process of applying for the grant funding and his search for grant writers. He also discussed the initial vetting of the following parks as potential grant sites:

- City Park

- Washington Park
- Children's Wonderland
- Richardson Park
- Lake Chabot
- The Plunge
- Franklin Middle School

Adjourned at 10:00 am

**Next Meeting: September 21, 2020**

**Greater Vallejo Recreation District  
Balance Sheet  
All Funds Combined  
August 31, 2020**

**Assets**

Cash - Solano County	4,610,088.87
Cash - General Fund - Bank of the West	257,519.72
Cash - Payroll - Bank of the West	13,321.36
Cash - Umpqua Bank	1,626,655.85
Cash - Retiree Benefit Trust Fund	1,097,768.26
Accounts Receivable	<u>28,216.25</u>

**Total Assets 7,633,570.31**

**Liabilities**

Accounts Payable	15,481.68
Payroll Related Payables	(6,354.65)
Compensated Absences Payable	208,582.98
Building Deposits Payable	39,361.12
Amount Due Customers - Etrak	<u>1,653.50</u>

Total Liabilities 258,724.63

**Net Assets**

Fund Balance - Unrestricted Operating Reserve	6,006,275.28
Fund Balance - Restricted Retiree Benefit	1,094,820.68
Fund Balance - Designated Reserve 15%	1,622,288.17
Excess Revenues Over Expenses	<u>(1,348,538.45)</u>

Total Net Assets 7,374,845.68

**Total Liabilities and Net Assets 7,633,570.31**

# Greater Vallejo Recreation District (OGVRD)

## Detailed Balance Sheet

As of: 08/31/2020

09/03/2020 2:33:59 PM

All Funds

Page 1

### Assets

Cash - Solano County	4,610,088.87
Cash - Bank of the West General Account #559	19,379.56
Cash - Bank of the West General Account #559	238,140.16
Cash - Bank of the West Payroll Account #567	13,321.36
Cash - Umpqua Bank Reserve Account	1,626,656.85
Cash - Retiree Benefit Trust Fund	1,097,768.26
Accounts Receivable	28,216.25
Cash (due to/due from fund 01)	120,794.15
Cash (due to/due from fund 01)	(14,806.25)
Cash (due to/due from fund 01)	(105,987.90)

### Total Assets

\$7,633,570.31  
=====

### Liabilities

A/P - AP System only	208,080.83
Accounts Payable - Measure K	(192,599.15)
Federal Taxes Payable	18,680.89
Federal Taxes Payable	(298.01)
State Taxes Payable	(18,820.06)
State Taxes Payable	(11.26)
S.D.I. Payable	(876.73)
S.D.I. Payable	(382.65)
State Taxes - Court Order	30.86
CalPERS 457 Payable	1,485.98
Comp. Absences Payable	208,582.98
District Attorney Payable	712.40
District Attorney Payable	113.36
Union Dues Payable	(226.45)
P.E.R.S. Payable	132.55
Building Deposits Payable	39,361.12
Wages Payable	(6,876.32)
Amount Due Customers - ETrak	1,663.50

### Total Liabilities

\$258,724.63

### Net Assets

Fund Balance- Unrestricted Operating Reserve	5,501,675.11
Fund Balance	223,333.91
Fund Balance	281,266.26
Fund Balance - Restricted Retiree Benefit	1,094,820.68
Fund Balance - Designated Reserve 15%	1,622,288.17
Excess Revenues Over Expenses	(1,348,538.46)

### Total Net Assets

\$7,374,845.68

### Total Liabilities and Net Worth

\$7,633,570.31  
=====

**Greater Vallejo Recreation District  
Financial Report Year-to-Date  
as of August 31, 2020  
General Fund**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	20,391	5,262,922	5,242,531	0.39%
Buildings & Trades	0	200,000	200,000	0.00%
Park Maintenance & Visitor Service	18,407	119,900	101,493	15.35%
Recreation	3,629	1,637,722	1,634,093	0.22%
<b>Total Revenues</b>	<b>42,427</b>	<b>7,220,544</b>	<b>7,178,117</b>	<b>0.59%</b>
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	437,482	2,219,544	1,782,062	19.71%
Planning & Development	25,120	168,116	142,996	14.94%
Buildings & Trades	120,434	880,658	760,224	13.68%
Visitor Services	24,369	114,234	89,865	21.33%
Landscaping & Grounds	189,121	1,227,961	1,038,840	15.40%
Recreation	194,184	2,469,419	2,275,235	7.86%
Deferred Maintenance	0	0	0	0.00%
Contingency Reserve	0	98,052	98,052	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
<b>Total Expenditures</b>	<b>990,710</b>	<b>7,177,984</b>	<b>6,187,274</b>	<b>13.80%</b>
<b>Net Revenues Over (Expenditures)</b>	<b>(948,283)</b>	<b>42,560</b>	<b>990,843</b>	

**Greater Vallejo Recreation District**  
**Financial Report Year-to-Date**  
**as of August 31, 2020**  
**Measure K**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	0	2,066,404	2,066,404	0.00%
<b>Total Revenues</b>	<b>0</b>	<b>2,066,404</b>	<b>2,066,404</b>	<b>0.00%</b>
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	20,297	112,000	91,703	18.12%
Buildings & Trades	113,483	827,944	714,461	13.71%
Landscaping & Grounds	44,118	534,015	489,897	8.26%
Recreation	33,116	634,747	601,631	5.22%
<b>Total Expenditures</b>	<b>211,014</b>	<b>2,108,706</b>	<b>1,897,692</b>	<b>10.01%</b>
<b>Net Revenues Over (Expenditures)</b>	<b>(211,014)</b>	<b>(42,302)</b>	<b>168,712</b>	

**BR Bank Register Report**  
**Greater Vallejo Recreation District (0GVRD)**

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
63541	08/03/2020	GENERAL PLUMBING SUPPLY CO	\$34.74
63542	08/03/2020	O'Connor Lumber	\$9.74
63543	08/03/2020	P G & E	\$140.68
63544	08/03/2020	ROSS RECREATION	\$1,460.83
63545	08/03/2020	Bay Area Driving School	\$93.60
63546	08/03/2020	Carla Bonilla	\$186.00
63547	08/03/2020	Clark Pest Control	\$80.00
63548	08/03/2020	Holly Heysek	\$160.00
63549	08/03/2020	Gilbert Marquez	\$150.00
63550	08/03/2020	SiteOne Landscape Supply	\$711.04
63551	08/03/2020	The Office City	\$101.87
63552	08/03/2020	Verizon Wireless	\$1,576.06
63553	08/04/2020	O'Connor Lumber	\$8.66
63554	08/04/2020	Adams Pool Specialties	\$224,064.62
63555	08/04/2020	Complete Welders Supply	\$330.23
63556	08/04/2020	Emergency Construction Services, Inc	\$3,100.00
63557	08/04/2020	NBS	\$2,823.26
63558	08/05/2020	Bell Plastics	\$640.99
63559	08/06/2020	COAST LANDSCAPE MANAGEMENT	\$836.00
63560	08/05/2020	TRI-CITY FENCE	\$300.00
63561	08/06/2020	Alhambra	\$10.00
63562	08/05/2020	American Sanitation Inc	\$900.00
63563	08/05/2020	AT&T	\$69.55
63564	08/05/2020	AT&T	\$60.62
63565	08/05/2020	Clean America Janitorial LLC	\$3,600.00
63566	08/05/2020	Cole Supply Co., Inc.	\$244.06
63567	08/05/2020	Cougar Mountain Software	\$900.00
63568	08/05/2020	Howard's Door & More	\$108.38
63569	08/06/2020	Independent Electric	\$539.47
63570	08/05/2020	James Kate Concrete & Bobcat	\$1,200.00
63571	08/05/2020	M & M Sanitary LLC	\$422.66
63572	08/05/2020	Calvin McCullough Jr.	\$122.50
63573	08/05/2020	Platt Electric Supply	\$1,166.13
63574	08/06/2020	Bell Plastics	\$43,011.91
63575	08/06/2020	AT&T	\$327.37
63576	08/06/2020	Complete Welders Supply	\$46.93
63577	08/06/2020	United Laboratories	\$274.87
63578	08/06/2020	Accountemps	\$1,472.76
63579	08/06/2020	Commercial Pool Systems, Inc	\$2,468.02
63580	08/06/2020	Jennifer Mejia-Ledesma	\$900.00
63581	08/06/2020	Kathleen Zalesky	\$160.00
63582	08/07/2020	Etrak Recreation Software	\$24,932.00
63583	08/10/2020	Accountemps	\$1,472.76
63584	08/10/2020	Ryan Allen	\$24.72
63585	08/10/2020	AT&T	\$381.73
63586	08/10/2020	Cougar Mountain Software	\$300.00
63587	08/10/2020	GreatAmerica Financial Services	\$1,528.10
63588	08/10/2020	Quench USA, Inc.	\$42.42
63589	08/10/2020	The Office City	\$19.77
63590	08/10/2020	Transport Products Unlimited, Inc.	\$157.14
63591	08/10/2020	Underground Vaults & Storage, Inc.	\$100.00
63592	08/11/2020	US Bank Corporate Payment System	\$17,809.64
63593	08/11/2020	GENERAL PLUMBING SUPPLY CO	\$97.14
63594	08/11/2020	Kelly-Moore Paint Co.-NorCal CPC	\$99.18
63595	08/11/2020	Marques Fire Protection	\$2,025.00
63596	08/11/2020	Comcast	\$348.14

**BR Bank Register Report**  
**Greater Vallejo Recreation District (0GVRD)**

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
63597	08/11/2020	Favaro, Lavezzo, Gili, Caretti & Heppie	\$4,997.50
63598	08/11/2020	Greater Vallejo Recreation District	\$100,000.00
63599	08/11/2020	Howard's Door & More	\$374.98
63600	08/11/2020	Municipal Resource Group, LLC	\$750.00
63601	08/11/2020	Orlando Wynn	\$3,200.00
63602	08/12/2020	P G & E	\$51.58
63603	08/12/2020	Donald Hill	\$80.00
63604	08/12/2020	Malisa Mirafior	\$80.00
63605	08/12/2020	Manuel Nava	\$80.00
63606	08/12/2020	Transport Products Unlimited, Inc.	\$18,450.84
63607	08/13/2020	Strong Sons Junk Removal	\$75.00
63611	08/13/2020	O'Connor Lumber	\$0.00
63612	08/13/2020	O'Connor Lumber	\$400.74
63613	08/13/2020	Uline Shipping Supplies	\$109.45
63614	08/13/2020	SiteOne Landscape Supply	\$764.02
63608	08/14/2020	SEIU LOCAL #1021	\$363.73
63609	08/14/2020	Franchise Tax Board	\$100.00
63610	08/14/2020	IBEW 1245	\$664.47
63615	08/14/2020	AT&T	\$43.55
63616	08/14/2020	Global Equipment Company	\$9,692.41
63617	08/14/2020	GreenPlay LLC	\$1,768.75
63618	08/14/2020	Angelica Lopez	\$400.00
63619	08/14/2020	NBS	\$6,333.75
63620	08/14/2020	Diane Probasco	\$80.00
63621	08/14/2020	PROforma	\$223.23
63622	08/14/2020	Veritiv Operating Company	\$423.05
63623	08/14/2020	Donyelle Watson	\$400.00
63624	08/17/2020	Stefanie Fernando	\$480.00
63625	08/18/2020	BAYSHORE MATERIALS	\$29.26
63626	08/18/2020	O'Connor Lumber	\$133.76
63627	08/18/2020	P G & E	\$12,868.38
63628	08/18/2020	Accountemps	\$1,554.58
63629	08/18/2020	Island Energy	\$319.17
63630	08/18/2020	The Arc Solano	\$582.00
63631	08/18/2020	City Of Vallejo	\$174.10
63632	08/21/2020	MORGAN ALARM CO. INC.	\$499.50
63633	08/21/2020	Kimlyante Bryant Jr	\$205.00
63634	08/21/2020	Moore Design Group	\$2,828.76
63635	08/21/2020	Municipal Resource Group, LLC	\$900.00
63636	08/21/2020	Shareka Powell	\$85.00
63637	08/21/2020	R & L Advertising	\$399.00
63638	08/25/2020	O'Connor Lumber	\$0.00
63639	08/25/2020	O'Connor Lumber	\$1,258.80
63640	08/25/2020	Erdal Estay	\$37.50
63641	08/25/2020	EZ Tree, Inc.	\$225.00
63642	08/25/2020	BERT WILLIAMS & SONS, INC.	\$18.92
63643	08/25/2020	Accountemps	\$981.84
63644	08/25/2020	Comcast	\$466.16
63645	08/25/2020	El Dorado Roofing Company	\$2,143.00
63646	08/25/2020	Veritiv Operating Company	\$7.11
63647	08/26/2020	Verizon Wireless	\$1,426.35
63648	08/26/2020	Kim Pierson	\$342.73
63649	08/26/2020	O'Connor Lumber	\$372.51
63650	08/26/2020	PACE SUPPLY CORP.	\$550.58
63651	08/26/2020	ALL STAR RENTS	\$318.78
63652	08/26/2020	Cole Supply Co., Inc.	\$155.19



**BR Bank Register Report**  
**Greater Vallejo Recreation District (0GVRD)**

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
63653	08/26/2020	Wendy Ramos	\$400.00
63654	08/26/2020	SiteOne Landscape Supply	\$860.53
63655	08/26/2020	Ullne Shipping Supplies	\$155.48
63656	08/27/2020	Metropolitan Life Insurance Company	\$5,941.10
63657	08/28/2020	SEIU LOCAL #1021	\$363.73
63658	08/28/2020	Franchise Tax Board	\$100.00
63659	08/28/2020	IBEW 1245	\$684.47
63685	08/28/2020	Tom McNair	\$1,077.46
63660	08/31/2020	O'Connor Lumber	\$16.25
63661	08/31/2020	Dell Marketing L.P.	\$632.73
63662	08/31/2020	Gary Bowers	\$539.86
63663	08/31/2020	Eileen Brown	\$293.00
63664	08/31/2020	Deberah Carey	\$200.43
63665	08/31/2020	Kerry Carmody	\$200.43
63666	08/31/2020	Richard Conzelman	\$761.86
63667	08/31/2020	Jose Famaleite	\$200.43
63668	08/31/2020	Patricia Gloyd	\$200.43
63669	08/31/2020	Cynthia Hewitt	\$166.23
63670	08/31/2020	Jerome Lohr	\$269.24
63671	08/31/2020	Prisco Manglona	\$200.43
63672	08/31/2020	Roger Maryatt	\$293.00
63673	08/31/2020	Jeremias Morgado	\$200.43
63674	08/31/2020	Sidney Nickolas	\$200.43
63675	08/31/2020	Randy Nicks	\$293.00
63676	08/31/2020	Nancy Ortlz	\$200.43
63677	08/31/2020	Steve Pressley	\$200.43
63678	08/31/2020	Francis Radzlewicz	\$200.43
63679	08/31/2020	Joan Russell	\$200.43
63680	08/31/2020	Anita Sallas	\$171.68
63681	08/31/2020	Barbara Schmidt	\$293.00
63682	08/31/2020	Audrey Tucker	\$200.43
63683	08/31/2020	Adeline Varni	\$200.43
<b>Bank Totals</b>			<b>\$539,306.18</b>

**Report Selection Criteria**

<b>Bank Account:</b>	Start GEN	End GEN
<b>Date Range:</b>	Custom	
<b>Item Date:</b>	08/01/2020	08/31/2020
<b>Document Number:</b>	Start	End
<b>Payee:</b>	Start	End

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



## Parks Maintenance Department Board Report

09/10/20

### Parks

- Vallejo Watershed Alliance- Continue to have the DIY cleanups in our Parks; for this month is Glen Cove Waterfront Park and Dan Foley.
- Coastal Cleanup- In the past years we had residents cleanup some of our parks on this day, however, due to the COVID-19 pandemic, Vallejo Coastal Cleanup will take place throughout the month of September to avoid large gatherings.
- Weed abatement- Staff have completed the mowing for this year.
- Children's Wonderland- Staff worked on pruning.
- North Vallejo Park- City of Vallejo and Pull Up Neighbor had the community give away event in August 29<sup>th</sup>.
- Dan Foley Park- Contractor completed the irrigation water intake inspection and silt removal; Report still pending.
- Glen Cove Waterfront Park- Staff worked on removing and spraying invasive weeds.
- Working with other departments to fill in part-time vacancies for the Parks Department.
- Highlands Park- City staff notified us that they will be shutting off the water for couple of days to have the landscape contractor fix main line breaks in their areas.



# Facilities Department Board Report

09/10/20

- CUNNINGHAM POOL –
  - The big pool is open
  - The small pool is just a hole in the ground right now
  
- CUNNINGHAM POOL – CO-GENERATION UNIT
  - Project Manager is working with PG&E to audit the billing for this unit. In the last quarter of 2015 a refund for \$100,000 was issued to GVRD. A review by the District Manager at TeCoGen; the cogeneration company which sold, and maintains the unit for GVRD; and the Project Manager both confirm that the electricity generated and credits due are still not being properly calculated.
  - Project Manager is also in discussions with TeCoGen for options to upgrade the cogeneration unit to meet current Bay Area Air Quality Management District Standards.
  
- 395/401 –
  - Initial estimates for specialty work are still being solicited at this time. (i.e. HVAC, roof repair, etc.) **The roof on 401 is at the end of its life and will need to be replaced soon. Project manager is considering the option of a spray foam roof which will not only be both water tight but add additional insulation as well.**
  - Michelle Moore of Moore Design Group is working with staff to identify colors, finishes and office layouts. **Her company will work with Recreation and Office staff to finalize details next week**
  
- RICHARDSON CORP YARD –
  - We are still waiting on PG&E to approve the engineering for the new electrical service
  - PG&E has begun engineering to move a power pole from the center of the front grassy area off to the side so that a full sized soccer field can be installed.
  
- VCC KITCHEN –
  - A facility walk through with PG&E's electrical contractor, who will install a generator connection, is scheduled for early in September.
  
- PROP 68
  - Evan Brooks Associates, a preapproved vendor for the City of Vallejo, have been selected to assist with the grant writing. They will be working on the following parks
    - Washington Park: (ideas) soccer or futbol rapido, bathrooms, lighting, parking lot improvements, more picnic areas with shade, new play structure

- Richardson Park: (ideas) soccer field, fence, lighting, bathrooms, picnic area with shade, new play structure
- Children's Wonderland: (idea) water feature for children to play in, shading over picnic areas, new bathrooms with mechanical room attached
- Magical Bridge, a specialty vendor, has been selected to put together a grant proposal for their inclusive park.
  - <https://magicalbridge.org/>
  - Magical Bridge reached out to GVRD seeking to construct an inclusive playground in the north bay
  - They report that their flagship facility, located at Mitchell Park in Palo Alto, is a regional draw and that they see visitors from as far away as Solano County.
  - Wilson Park: backside at practice field area. (GVRD might wish to consider a concessioner for this facility should we receive this grant
- Other potential projects awaiting further information
  - The Plunge – New recreational aquatic center
  - Franklin Middle School – New indoor/outdoor sports complex
  - Lake Chabot – New pier with large dock end for boating and fishing.



# Finance Department Board Report

09/10/20

## Day to Day Operations

- The three of us in the Finance Department, Dayna, Betty, and I, are working to ensure that the financial obligations of the District continue to be met. We continue to process payrolls, pay invoices, deposit cash receipts, and provide assistance to the public and staff as necessary.

## FY 2020-2021 Budget Book

- The budget book is now ready to be printed and bound. I will be looking at quotes for dividers over the next week.

## End of Year 2019-2020

- I received an email from our audit team last week. The interim audit went well. They have provided us with a list of documents/reports they need to begin the annual audit. They are expecting that the audit will be held remotely. We will begin putting together and scanning all their requests. The audit is scheduled for the first week of October.

## Zenefits HR Software Program

- I have been working with HR on reports from Zenefits. We are defining what needs to be on the reports in order for us to process payroll. Looking forward to Zenefits timesheets to start coming into our office.

## Budget 2020-2019

- I continue to work with Consultant Dana Shigley and Gabe to analyze revenues and expenditures for the new fiscal year. With many programs cancelled and facilities closed, we are experiencing a major loss of revenue. In October, we will look at the first quarter and make adjustments where necessary.



## Human Resources Board Report

09/10/2020

### Personnel Update:

- HR and the GM continue to work with staff to pivot how we are operating due to Covid-19
- We have seen some PT and FT attrition with retirements and resignations
- Currently all FT hiring is on hold
- We are looking to hire and re-hire PT staff if and where it is possible

### Classification Study:

- We have received a draft of the updated Classification Study as recommended by Segal. We have reached out to the Unions to meet with them about this Classification Study. That meeting is scheduled for the middle of September.

### Policy updates:

- HR and the GM have been working together to understand all of the legislative changes regarding Covid-19. Additionally, we are looking at existent GVRD policies for updates as necessary. We are also working with SEIU and IBEW to develop Covid guidelines in which all parties all agree.
- HR is helping keep the GM informed of legislative changes and information to help share with staff.
- HR is working with GM to develop new policies/memos regarding telecommuting, disaster services workers, and other necessary information during this time.
- HR and GM are working in coordination with SEIU, IBEW, AMOA and unrepresented staff to help staff safely return to working from the office. Our top concern is keeping our employees and the public safe. So we are taking baby steps in this process.

**Policy manual:**

- We have an electronic version of our Policy manual and it is a searchable PDF. We've uploaded this version to Zenefits and ensured every employee has accessed it.
- With the help of staff from other departments, HR is working on updating the electronic version of our Policy manual to ensure it includes all of the most up-to-date information.

**Covid-19:**

- As California and Solano see an increase in Covid cases, GVRD is responding with caution and following CDC recommendations.
- Working with Safety Committee

**HRIS:**

- We have completed a few weeks of using Zenefits. It's been mostly good and we're definitely learning how to maximize making it work well for us.



# Recreation Services Department Board Report

09/10/2020

## Administration

- Cunningham Aquatic Center staff opened their doors this week to the return of daily adult lap swimming during the day, and to the VJO Aquatic Club program.
- Teacher K's Alpha Pals online pre-school began this week with 3-sessions filled to maximum capacity.
- Working with LSC instructors, the Sports Dept. is adding virtual and in-persons sports programs to the summer schedule.

## Reconnect

Reconnect is GVRD News Segment online series that will launch its first episode each Friday, beginning September 4th on all GVRD social media platforms and website. The news segment will feature a different GVRD staff and their program area or department each week. Topics will focus on programs, updates, and other projects happening in the district.

## Youth Dept.

- ExLP is the grant-funded Extended Learning Program that will begin virtual programming starting early to late September for all ExLP elementary and middle school sites. GVRD staff will complete daily check-ins with their students, provide homework support, and virtual programming a couple of hours each day.
- Kids Club staff continue to brainstorm new programming ideas to offer through the Recreation Division. Staff has developed a proposal for Learning Hubs. Learning Hubs are an alternative to our traditional fee-based ASPs that operate similar to the VCUSD grant funded ExLP programs. The differences are; smaller class sizes, offered fewer days per month, students remain group in the same pod during the month, and are held at GVRD facilities.
- The Department is brainstorming new programming ideas to expand FRESH Theatre programming. Staff would like to provide 1:1 virtual lessons, FRESH at Home, Master Skill building sessions, Playwriting, and modified in-person camps/classes.



## **Children's Wonderland**

If approved the plan is to gradually open the park in phases (weekends only and patrons will need to make a reservation to visit the park. No gatherings more than 5 groups of 10 per party). Operational procedures would be based on the mandates established by the state and recommendations provided by CDC. Also, staff is looking into ways to create a new experience for guests: Pizza in the Park and a modified version of our traditional Pumpkin Patch are a few ideas in the works.

## **Community Programs**

The Department is brainstorming several new event ideas and adapted programming for the community. Some of the events include: Movie Night at CW Park, A Floating Pumpkin Patch at Cunningham Aquatics Complex, and Trunk-o-Treat (a youth event, trick-o-treat and trunk decorating contest with participation from local and small businesses).

## **Community Centers**

### **FCC**

- Teacher Kay's Online Preschool started August 31<sup>st</sup>. We have 3 sessions at maximum capacity with a total of 32 participants.
- Teacher Kay had 3 days of drive-thru to pick up preschool supplies.

### **SVCC**

- Solano County Public Health walk-in COVID-19 testing center continues operations.

### **NVCC**

- City of Vallejo, Pull Up Neighbor and PitCCh In Foundation scheduled a free PPE and food giveaway at NVCC parking lot on 8/29. Event was rescheduled from 8/22 due to poor air quality..

VCC - Closed



## General Manager Department Board Report

09/10/20

- I have been working with the Recreation Superintendent to reduce spending based on early projections of revenue loss in the high range of \$1.3 million to the lower range of \$900,000. Finance is working with the August numbers to update projects with MRG.
- Sal Nuno, Thomas Judt, and myself toured the Franklin Middle school site and amenities of the sports fields, gymnasium, auditorium and theatre. They will most likely use the classrooms for future offices for the school district. We also toured the plunge as another property the school district does not use anymore, and which needs renovation. School District staff will talk to their board, and I will place this on an agenda to discuss the direction the GVRD Board would like to pursue.
- We are working on the competitive prop 68 proposed projects with grant writers. So far the projects are:
  - a) Children's Wonderland site improvements such as rest rooms, shade structures, and splash area.
  - b) Richardson synthetic soccer field with lights, fencing, seating, and rest rooms
  - c) Washington Park synthetic field with upgraded lights, seating and rest room.
  - d) Wilson Park Miracle Bridge all inclusive playground.
  - e) Dan Foley water quality improvement to enhance recreational lake activities, and long dock.
- Information from GreenPlay's master plan meeting in August should be available soon. They have almost finalized their questionnaire that will be available to the public either by the end of this month or October.

If you have any questions, please let me know.  
Stay Healthy,  
-Gabe