



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 August 13, 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 13, 2020

2) Pledge of Allegiance

3) Roll Call

Present: Chairperson Pannell Lea, 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

Excused Vice-Chairperson Robert Briseno

4) Approval of Agenda

General Manager noted a change to item 8A- Item should read: Approve the elimination of the project manager staff position at an appropriate time chosen by the GM and to direct staff, and General Manager to develop a consultant contract. Director Salvadori offered the motion, seconded by Director Sims to approve the agenda with one change. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Bowen; absent: Briseno; 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.

A) Approve Board Minutes-July 23, 2020

**B) Accept the Policies and Personnel Committee Minutes,
July 16, 2020**

**C) Accept the Facility and Development Committee Minutes,
July 20, 2020**

D) Accept the Budget and Finance Committee Minutes, July 20, 2020

E) Accept the Programs and Publicity Committee Minutes, July 21, 2020

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

7) **Financials:**

A) Approval of Financial Statement as of 7/31/20 (Harman)

Director Sims offered the motion, seconded by Director Bowen to approve the financial statement as of 7/31/20. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Bowen; absent: Briseno; abstain: none. Motion passed.

B) Approval of Payment of Bills 7/1/20 through 7/31/20 (Harman)

Finance Director, Penny Harman expanded on a few of the larger payments. Capri \$46,000-Worker's Comp insurance for the 1st quarter of the fiscal year. Green Play, LLC- consulting for the 10-year master plan for \$20,874 Miller Sheet Metal-Dan Foley HVAC System St. Andrews Parish Parks and Playgrounds – eTrak Recreation Software Adams Pool Specialty- Change order for the new smaller pool that is being built Serve-Pro-Duct cleaning for the community centers.

Director Sims offered the motion, seconded by Director Bowen to approve the payment of bills 7/1/20 through 7/31/20. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Bowen; absent: Briseno; abstain: Motion passed.

8) **New Business:**

A) Authorize the General Manager to Eliminate the Project Manager Full-Time Position and Create an Independent Contractor Position (Lanusse)

After discussion, the Board of Directors decided to keep the Project Manager staff position on the organization chart. Creating an independent contractor position is within the General Manager's authority. No motion made.

B) Declare Surplus Property (Judt)

Director Sims offered the motion, seconded by Director Bowen to approve the authorization to declare surplus property. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Bowen; absent: Briseno; abstain: Motion passed.

9) **Administrative Items:**

Approve “First Read” of Policy 2320 – Disaster Service Worker Designation (Halcro)

There was some discussion on what the consequence would be if an employee refuses to take the oath. Director Sims offered the motion, seconded by Director Bowen to approve first read of Policy 2320 Disaster Service Worker Designation. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Bowen; absent: Briseno; abstain: Motion passed.

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

Parks Maintenance

- Vallejo Watershed Alliance normally they use volunteers for work days in some of our parks. Due to COVID-19, they came up with an idea to organize do it yourself clean ups. It's usually families, Vallejo Watershed provides pickers, buckets and trash bags and then coordinates with GVRD to pick up the trash. This month they've selected Hanns and River Parks.
- Staff did some work at the Hiddenbrooke Bocce Ball Courts. The staff from City of Benicia came and give a training on bocce ball court maintenance. We started with the courts at Highlands and then moved to Hiddenbrooke. We had previously received a quote for \$13,000 to renovate the Hiddenbrooke courts, we ended up doing it in house and spent \$2500 in materials. The Amador courts are currently being used by a league and we are planning to do work on them next year.
- The City of Vallejo is co-hosting a drive thru PPE giveaway on August 22 at the North Vallejo Community Center parking lot.

Project Manager

- Plastering of the pool will begin at 6am tomorrow. At 9am they will start filling the pool with water. It'll take about 24 hours to completely fill. If any board member would like a tour of the pool, please reach out, I'd be happy to show you around.

Finance Director

- Gabe and I are working with a consultant, Dana Shigley, on an analysis of the budget so far. Even though we are only one month into the new fiscal year we're seeing that the budget will need to be adjusted due to Covid shutdowns. We will continue to analyze the budget monthly to determine where we may need to make some adjustments.

Human Resources

- We have done our first virtual Zoom trainings for the new Zenefits software.

Recreation – Report given by Recreation

- This is the last week of in person Summer camps. That's ending with 14 campers in attendance.
- We are working with VCUSD regarding before and after school programs, that would include Kids' Club, CSA proposals. We're in the planning process right now.

- The sports department has been working on a lot of new projects. They have contracted with some instructors for some virtual as well as in person classes. The National Academy of Athletics is providing a virtual Physical Education program. We will also have a virtual Kids Love Soccer program.

General Manager

- I'm working with the school district regarding surplus property. They actually have quite a few properties that they would transfer ownership to us. I have another meeting with them tomorrow to discuss further. Some properties include a property next to Crest Ranch Park, the Plunge, part of Franklin Middle School,
- Meals on Wheels has moved back to the senior center.
- The HR information system, has lots of functions on the organization structure. I will update the board with any changes. I'm very excited about this system that Casey is spearheading.
- Another item is the assessment for our facilities. That's hopefully coming up within the next two months. That will be incorporated into our Facility Dude software.

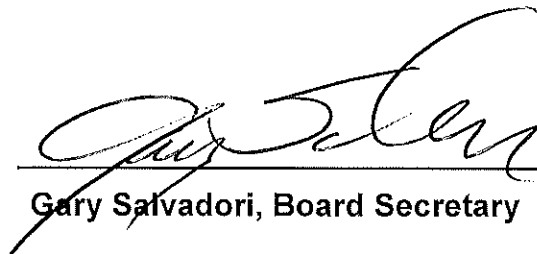
Director Bowen asked about the status of McIntyre Ranch, the question was deferred to legal, and staff will review past minutes regarding direction given.

11) Announcements and Comments from Board Members

Director Sims announced that she was talking to city staff the other day and there's been a direction from the City Manager to develop expanded programs for Vallejo youth. I mentioned that this should be done in cooperation with GVRD. I don't know how to make those two ends meet, but I did tell them to call Gabe. It looks there's actually going to be funded money to be able to expand some children's programs.

12) Meeting Adjourn

Director Bowen offered the motion, seconded by Director Sims to adjourn the meeting at 7:51 p.m. Roll call vote: ayes: Directors: Lea, Salvadori, Sims, Bowen absent: Briseno abstain: none. Motion passed.



 Gary Salvadori, Board Secretary



 Date



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

DATE OF MEETING August 13, 2020-6:30pm (Zoom Meeting)

Kimberly Pierson 8/13/20
Clerk of the Board Date



DATE OF MEETING: August 13, 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 7/31/20

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

AGENDA ITEM: Approve Payment of Bills 7/1/20 through 7/31/20

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

AGENDA ITEM: Board Authorization to Declare Surplus Property-3 Ford Trucks

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

AGENDA ITEM: Approve "First Read" of Policy 2320-Disaste Service Worker Designation

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	✓			