



# 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  
Robert Briseno  
Gary Salvadori  
Ron Bowen  
Sheryl Pannell Lea  
Adjoa McDonald

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 – REGULAR BOARD MEETING**

**395 Amador Street**

**August 26, 2021**

**6:30 p.m.**

- 1) **Call to Order**
- 2) **Pledge of Allegiance**
- 3) **Roll Call**
- 4) **Approval of Agenda**
- 5) **Presentation:**
  - A) **Presentation to Sheryl Pannell Lea in Recognition of Her Service on the Board of Directors. (Lanusse)**
  - B) **Roles of Board Committees-Policies 5060 and 4060 (Lanusse)**
- 6) **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.
- 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 12, 2021**
  - B) **Accept the Policies and Personnel Committee Minutes-August 9, 2021**
  - C) **Accept the Facility and Development Committee Minutes-August 16, 2021**
  - D) **Accept the Budget and Finance Committee Minutes-August 16, 2021**
- 8) **New Business:**
  - A) **Resolution 2021-05 of the Board of Directors of the Greater Vallejo Recreation District to Temporarily Suspend Collection of Entrance Fees at Children’s Wonderland for a period of one year (Lanusse)**

**B) Approve the Addition of a New Full-Time Job Position-Human Resource Clerk-Approximate Cost of \$72,375 - \$84,101 per Year (Halcro)**

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

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

**10) Administrative Items:**

**Meeting Updates:**

**Special Board Meeting – September 1<sup>st</sup> – Virtual (Zoom)**

**Board Meetings – September 9<sup>th</sup> and 23<sup>rd</sup> – In-Person**

**September Committee Meetings – Virtual (Zoom)**

**September 14<sup>th</sup>-Tour of Colusa Street Property – 3pm**

**11) Executive Session:**

**A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL):** Regarding potential lease from Vallejo City Unified School District of part of the Franklin Middle School site, 501 Starr Avenue, Vallejo. Negotiating Parties: Vallejo Unified School District (Mitchell Romao). Called pursuant to Government Code section 54956.8

**B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Title: General Manager Pursuant to Government Code Section 54957(b)(1).**

**12) Report Out on Executive Session:**

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

**14) Meeting Adjourn:**

**Next meeting: September 1, 2021**

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Rules of Order for Board and Committee Meetings  
**POLICY NUMBER:** 5060

Action items shall be brought before and considered by the Board by motion in accordance with this policy. The Board conducts its meetings under formalized rules - Robert's Rules of Order.

Any Director desiring to speak should address the Chairperson and, upon recognition by the Chairperson, may address the subject under discussion.

Any Director, including the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:

- A Director makes a motion; another Director seconds the motion; and the Chairperson states the motion.
- Once the motion has been stated by the Chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chairperson will call for the vote.
- If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions and business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

- Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
- Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
- Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

- Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
- Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.
- Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

The Chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chairperson, or otherwise disrupting the meeting or hearing. The Chairperson may also declare a short recess during any meeting.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Committees of the Board of Directors  
**POLICY NUMBER:** 4060

Standing committees may be established that are advisory to the Board with respect to matters within their respective responsibility. At the first Board meeting in July, it will be determined which committees shall be activated and the Board Chairperson shall appoint and publicly announce the two members to be assigned to each of the standing committees, for the ensuing fiscal year. In addition, the chairperson shall appoint two members to represent the District on the City's Inter-Agency Committee.

The following shall be standing committees of the Board:

- Budget and Finance Committee;
- Facility and Development Committee;
- Policies and Personnel Committee;
- Publicity, Program, and Community Relations Committee.

The Board Chairperson shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and /or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

The General Manager shall be an ex-officio member of all committees. The chairperson of each committee shall inform the chairperson of the Board as to the business transacted at each committee meeting.

The Board's standing committees will meet on an as needed basis and may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board Chairperson, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors. Should a third member of the Board wish to attend meetings of any standing committee, they may do so as an observer only and may not ask questions or make statements during the meeting, nor participate in any manner.

**The Board's standing Budget and Finance Committee**

This committee shall work with the General Manager and other staff of the District on the annual budget projection and other financial matters. This committee shall review the General Manager and Directors' expenses, annual audit and annual financial statement before publication. The committee will ensure that investment policies are followed and that funds are invested in a prudent manner with adequate protections to prevent misuse.

**The Board's standing Facility and Development Committee**

This committee shall study and recommend acquisitions of real property and type of facilities that should be planned for new acquisitions, all joint planning and developmental programs for district facilities, including any additional facility needs and development of present parks. This committee shall review and, make final recommendations for facilities and/or developments. This committee shall review matters related to engineering and operation of facilities on short and long-range capital improvement plans.

**The Board's standing Policies and Personnel Committee**

This committee shall study and recommend the compensation and welfare of District Staff. This committee shall include a meet and confer with the General Manager regarding the items and conditions of the General Manager's employment by the District. This committee shall review the functions of District staff and other policies not assigned to other committees.

**The Board's standing Publicity, Program and Community Relations Committee**

This committee shall study and recommend all District recreational programs and policies regarding public affairs and community outreach to include co-sponsorship with other entities. This committee shall assure information regarding the affairs of the District is adequately communicated to its constituents and the public at large. This committee shall make presentations before groups and organizations upon request.

**The Chairperson shall appoint members to the City's Interagency Committee**



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## Greater Vallejo Recreation District Board of Directors

MINUTES  
August 12, 2021  
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)

**1) Call to Order:**

Vice-Chairperson Salvadori called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:31 p.m., August 12, 2021.

**2) Pledge of Allegiance:**

**3) Roll Call:**

**Present:** Vice-Chairperson Gary Salvadori, Directors; Sheryl Pannell Lea, Adjoa McDonald, and Ron Bowen

**Staff:** General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Finance Director, Penny Harman; Interim Recreation Superintendent, Antony Ryans and Board Clerk, Kimberly Pierson

**Excused:** Chairperson Robert Briseno; Human Resources Manager, Casey Halcro

**4) Approval of Agenda:**

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

**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 22, 2021**

**B) Accept the Programs and Publicity Committee Minutes-August 2, 2021**

Item 6-A was removed from the consent calendar. Director Bowen offered the motion seconded by Director Lea to approve the Consent Calendar Roll call vote: ayes: Directors: Lea, Salvadori, Bowen, McDonald Noes: none; absent: Briseno abstain: none. Motion passed unanimously.

Item 6-A-Mintues-July 22, 2021: Item 9-A Director Salvadori should be listed as a "no" vote and not as "abstain" Director Lea offered the motion, seconded by Director Bowen to approve the Board Minutes from July 22, 2021 with one change. Roll call vote: ayes: Directors: Lea, Salvadori, Bowen, McDonald Noes: none; absent: Briseno abstain: none. Motion passed unanimously.

**7) Financials:**

**A) Fiscal Year 2019-2020 Financial Audit Presentation by Susan Beeter of M.U.N. CPA's**

Susan Beeter provided the board with details of the 2019-2020 financial audit.

**B) Resolution 2021-04 of the Board of Directors of the Greater Vallejo Recreation District to Adopt the Revised Annual Operating Budget for Fiscal Year 2021-2022 (Harman)**

Director Bowen offered the motion seconded by Director Lea to approve Resolution 2021-04-Revised Annual Operating Budget for Fiscal year 2021-2022 Roll call vote: ayes: Directors: Lea, Salvadori, Bowen, McDonald Noes: none; absent: Briseno abstain: none. Motion passed unanimously.

**C) Approve Financial Statement as of 7/31/2021 (Harman)**

Director Bowen offered the motion seconded by Director Lea to approve Resolution 2021-04-Revised Annual Operating Budget for Fiscal year 2021-2022 Roll call vote: ayes: Directors: Lea, Salvadori, Bowen, McDonald Noes: none; absent: Briseno abstain: none. Motion passed unanimously.

**D) Approve Payment of Bills 7/1/2021 through 7/31/2021 (Harman)**

Finance Director Harman provided details on a few of the larger payments: Director Bowen offered the motion, seconded by Director Lea to approve the Payment of Bills 7/1/2021 through 7/31/2021. Roll call vote: ayes: Directors: Lea, Bowen Noes: none; absent: Briseno abstain: Directors Salvadori and McDonald. Motion failed. Director McDonald amended the motion, seconded by Director Bowen to remove check #65251-Minuteman Press-\$56.59 and approve the payment of bills 7/1/2021 through 7/31/2021. Roll call vote: ayes: Directors: Lea, Bowen, McDonald Noes: none; absent: Briseno abstain: Directors Salvadori Motion passed.



**8) New Business:**

**Approve 1<sup>st</sup> Read of Policy XXXX -Vacation/Sick Leave Transfer (Lanusse/Halcro)**

Director Lea offered the motion, seconded by Director McDonald to approve the 1<sup>st</sup> read of Policy XXXX-Vacation/Sick Leave Transfer. Roll call vote: ayes: Directors: Directors: Lea, Salvadori, McDonald, Bowen Noes: absent: Briseno abstain: none. Motion passed unanimously.

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

**A) Maintenance Superintendent**

- Provided an update on recruitment efforts in the parks department.
- Gave an update on current updates taking place at Foley Cultural Center
- Announced a special event taking place at City Park on Saturday

**B) Finance Director**

- Updated the board on changes to internal controls

**C) Human Resources-No Report**

**D) Recreation Department**

- Announced an upcoming “Play Ball” event, in partnership with Junior Giants.
- Provided an update on Family Free days at Children’s Wonderland Park
- Gave an update on staffing for the before/after school programs

**E) General Manager**

- Provided the board with an update on the Youth Task Force
- Gave an update on McIntyre Ranch and Solano Land Trust
- Provided an update on a \$250,000 grant award
- Announced plans for a marketing outreach campaign for City Park

**10) Executive Session: At 7:34p.m. Vice-Chairperson Salvadori convened to executive session held via Zoom breakout room.**

**A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL):** Regarding potential lease from Vallejo City Unified School District of part of the Franklin Middle School site, 501 Starr Avenue, Vallejo. Negotiating Parties: Vallejo Unified School District (Mitchell Romao). Called pursuant to Government Code section 54956.8

**B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Title: Legal Counsel - Pursuant to Government Code Section 54957(b)(1).**

**11) Report out on Executive Session:**

At 8:28p.m. Vice-Chairperson Salvadori convened to regular session and reported:

Item 12A: Discussion was had, direction given. No action taken

Item 12B: Discussion was had, suggestion made. No action taken

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

Director McDonald announced three upcoming events for this weekend:

Island Concert and backpack giveaway-Vino Godfather’s

Resource Fair and backpack giveaway-City Park

Floyd Terrace Reunion

Director Bowen announced a recent switch he made to his Comcast internet which significantly increased his bandwidth and helped with his Zoom connections. Recommended other members check out the promotion.

Discussion on returning to in-person meetings. Tentative date of August 26<sup>th</sup> was given by the General Manager.

**13) Meeting Adjourn:**

Director Bowen offered the motion, seconded by Director Lea to adjourn the meeting at 8:35p.m. Roll call vote: ayes: Directors: Lea, Salvadori, Bowen, McDonald Noes: none; absent: Briseno: none. Motion passed unanimously.

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**Ron Bowen, Board Secretary**

**Date**



## **Agenda 7-B**

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### **BOARD COMMUNICATION**

**Date: August 26, 2021**

**TO:** Board Chairperson and Directors

**FROM:** Staff

**SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting August 9, 2021**

### **RECOMMENDATION**

To accept the minutes from Policies and Personnel Committee from the August 9, 2021 meeting.

### **DOCUMENTS AVAILABLE FOR REVIEW**

A) Policies and Personnel Committee Minutes from August 9, 2021



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## **Policies and Personnel Committee Meeting Monday, August 9, 2021**

**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 Salvadori, HR Manager Halcro, GM Lanusse

**Absent:** Director Lea

Meeting began: 1:35 pm

### **1. Discuss Proposed Full-Time Human Resources Coordinator Position and Pay Scale**

- a. The committee discussed the HR Coordinator Position and updated pay scale and unanimously agreed to the changed title (HR Clerk) and changed pay scale.

### **2. Discussion on Board Stipends-Policies 4030 and 4090**

- a. The committee discussed possibilities for changing the Board stipend but ultimately decided against making any changes due to the \$100 cap on committee meetings.

### **3. Discuss Proposed Marketing Position**

- a. The committee discussed the proposed marketing position. Committee agreed that this position would ultimately report to the General Manager.

#### **4. Update on Part-time Employee Policy Manual**

- a. Staff shared with Committee that GVRD is working with an outside consultant to update the Part-time Policy Manual. Additionally, staff shared that both HR and the outside consultant are in agreement that, after this update, we should move toward having only one policy manual for both full-time and part-time employees.

#### **5. Executive Session**

- a. This was cancelled.

Meeting adjourned 2:17pm



## **Agenda 7-C**

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### **BOARD COMMUNICATION**

**Date: August 26, 2021**

**TO:** Board Chairperson and Directors

**FROM:** Staff

**SUBJECT: Accept the Minutes from the Facility and Development Committee meeting August 16, 2021**

### **RECOMMENDATION**

To accept the minutes from Facility and Development Committee from the August 16, 2021 meeting.

### **DOCUMENTS AVAILABLE FOR REVIEW**

A) Facility and Development Committee Minutes from August 16, 2021



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## **Facility and Development Committee Minutes**

**Monday, August 16, 2021**

**9:00 a.m.**

**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 Bowen, Director Lea, General Manager Lanusse, Maintenance Superintendent Nuno

Meeting began 9:00 am

### **1. Grant Mahony Park Labyrinth Sign:**

General Manager Lanusse presented the proposed Labyrinth "Welcome to the Flower of Life" sign. Lanusse mentioned that still needs the specs of the sign. The committee mentioned that if it's within our criteria, it should be fine.

### **2. McIntyre Ranch:**

General Manager reported that GVRD still waiting for a second appraisal of the ranch; Lanusse mentioned that still getting information about how much Solano Land Trust can pay per acre; one of their options is to build a road from Hiddenbrooke to McIntyre Ranch; however, it would have a high cost to build this road.

### **3. Foley Cultural Center Upgrades:**

Maintenance Superintendent Nuno reported that the contractor continues making progress on the painting of the interior of this building and getting close for completion. Staff is currently working on getting proposals for new floors, and also working on options to add acoustical panels to improve the acoustics of the building.

### **4. Franklin Middle School Lease:**

General Manager Lanusse reported that still working with the School District on the lease agreement, and that it will be in the next board meeting agenda for discussion. Also, staff will be looking on how much GVRD can effort to do improvements of this property every year based on the property assessment that was done in 2019.

**5. Vallejo Community Center Upgrades:**

Maintenance Superintendent Nuno reported that recently received the cost engineer's estimate for the kitchen improvements; however, the engineer's estimate didn't have prevailing wages included on the estimate. The engineer will be revising the estimate and will be sending it back to staff; once we have the estimate it will be shared to the board.

**6. 395-401 Amador Street Construction Update:**

Maintenance Superintendent Nuno reported that staff is working with the designer and Monarch engineering to compile all the plans and specs to put out an RFP for the renovations of these buildings. Also, the contractor is making progress on the foundation repairs on the HR offices on 401 building. There was a delay due to some revisions needed on the foundation plans and had to be resubmitted to the City.

**7. Proposition 68- Recreation Infrastructure Revenue Enhancement (RIRE)**

**Grant:**

General Manager Lanusse reported that this is a 250k grant that would help do improvements to one of our Parks. City Park meets the criteria to receive these funds to do upgrades. GVRD will be doing an outreach asking input from the community about what improvements they would like to see in this Park.

Adjourned at 9:45 am

**Next Meeting: September 20, 2021**





## **Agenda 7-D**

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### **BOARD COMMUNICATION**

**Date: August 26, 2021**

**TO:** Board Chairperson and Directors

**FROM:** Staff

**SUBJECT: Accept the Minutes from the Budget and Finance Committee meeting August 16, 2021**

### **RECOMMENDATION**

To accept the minutes from Budget and Finance Committee from the August 16, 2021 meeting.

### **DOCUMENTS AVAILABLE FOR REVIEW**

A) Budget and Finance Committee Minutes from August 16, 2021.



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## **Budget and Finance Committee Minutes Monday, August 16, 2021**

**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 McDonald, Director Salvadori,  
General Manager Lanusse, Finance Director Harman

Meeting began: 3:30 PM

### **1. Proposal to waive entrance fees at Children's Wonderland for a trial period**

Discussion was held with regards to revenues and expenses at Children's Wonderland for the past 2 years. It is proposed that we waive entrance fees for a trial period. Director McDonald stated she is pleased to see a new approach. It was a unanimous decision that we do it for a one year trial period. It will be on the agenda for the next board meeting.

### **4. Discussion-Pay Scale for Proposed HR Coordinator Position**

HR Manager Halcro joined the meeting for this item. As the Coordinator pay rate was considered too high for the proposed position, General Manager Lanusse presented the pay range suggested by the Policies & Personnel Committee. This pay range would fall between Ranges 39S/Administrative Support and 46S/Recreation Coordinator. Director McDonald and Director Salvadori agreed this would be an acceptable range.

### **2. CalMuni Investment Policy Project for Other Post-Employment Benefits (OPEB) for Public Agency Retirement Services (PARS)**

Finance Director Harman reported that she and General Manager Lanusse met with two representatives from CalMuni on 8/9/21 to firm up expectations on their project which entails creating an investment policy for Other Post-Employment Benefits (OPEB). CalMuni will have a baseline policy ready for us to present to the Finance Committee, then, the full board at a meeting in September.

### **3. Report on Costs/Revenue for Colusa Street Property**

Finance Director Harman presented a report on the purchase costs and subsequent revenues for the property on Colusa Street. This property was originally intended to be used as a new Corp Yard for the District. However, it was not a good fit for that purpose. It would be cost prohibitive to convert it. It has been rented to Battlebots since August 2019. They renewed in January of this year and are renting month to month. They will provide us with a date in September to visit the property.

Adjourned at 4:15 PM



## Agenda 8-A

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### BOARD COMMUNICATION

Date: August 26, 2021

**TO:** Board Chairperson and Directors

**FROM:** Gabe Lanusse

**SUBJECT:** Approve Board Resolution 2021-05 Waiving Entrance Fes to Children's Wonderland For a One Year Period. Board to Decide Start Date.

### **BACKGROUND AND DISCUSSION**

The COVID-19 pandemic has limited the number of activities that are available for families. Children's Wonderland (CW) is a gated park operated by GVRD where families with young children can play safely. Entrance fees were held at \$2 for approximately 9 years, until a few years ago when the fees were increased to \$3. The park was closed for many months during COVID, and when regular parks reopened, it remained closed. This was due to the fact it charged entrance fees and fell into the amusement category. Staff researched the history of collecting entrance fees, the amount of the fee, and other related history. Staff then presented the idea to waive entrance fees during a staff report at a previous board meeting. The idea was also discussed with the programs and finance committees. All committee members thought this would be a huge benefit to the families of Vallejo. The General Manager also discussed that CW historically operates at a loss of \$20,000, which has been acceptable because of the benefits to the community. This operating expense does not include maintenance and park staff labor as this was never factored in the past.

Waiving entrance fees will give more access to the Vallejo community. Structuring appropriate staffing, creating outreach for more beneficial park hours, and increasing the number of concessions will improve use and create a larger draw to families looking for affordable activities for their families. Fees will continue to be charged for reserving birthday parties, some special events, reserving picnic areas, or to reserve the entire park for private events. As fees are approved by the board, this item must receive board approval.

**RECOMMENDATION**

Approve recommendation to waive entrance fees for one year. Start date to be determined by the board.

**FISCAL IMPACT**

Staff levels will be restructured to a minimum amount. Cost for part time staffing for the year will be approximately \$50,000 to be paid out of Measure K funding. This will be an additional \$30,000 to the already loss of \$20,000. Measure K funding allows for part time staffing to be paid out of this account, and the current budget for PT staff is allocated from Measure K.

**ALTERNATIVES CONSIDERED**

Approve

Approve with recommendations

Reject

Reject the first read with recommendations

Let the proposal sit with no action taken.

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

None



RESOLUTION NUMBER 2021-05

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT WAIVING ENTRANCE FEES TO CHILDREN'S WONDERLAND PARK FOR A ONE YEAR PERIOD.**

BE IT RESOLVED, by the Board of Directors of the Greater Vallejo Recreation District as follows:

WHEREAS, the COVID-19 pandemic has limited the number of activities that are available for families. Children's Wonderland (CW) is a gated park operated by GVRD where families with young children can play safely. The Board of Directors has determined that it is in the best interest of the community to waive entrance fees to Children's Wonderland Park for a one-year time frame.

WHEREAS, waiving entrance fees will give more access to the Vallejo community. Structuring appropriate staffing, creating outreach for more beneficial park hours, and increasing the number of concessions will improve use and create a larger draw to families looking for affordable activities for their families. Fees will continue to be charged for reserving birthday parties, some special events, reserving picnic areas, and to reserve the entire park for private events.

NOW THEREFORE, the Board of Directors hereby RESOLVES as follows: All Children's Wonderland entrance fees are waived from \_\_\_\_\_, 2021 through \_\_\_\_\_, 2022

ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on the 26th day of August 2021 by the following vote:

Following Roll Call Vote:   Ayes:  
  Noes:  
  Absent:  
  Abstained:

Adopted: \_\_\_\_\_  
Robert Briseno, Chairperson

Attest: \_\_\_\_\_  
Kimberly Pierson, Board Clerk



## **Agenda 8-B**

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### **BOARD COMMUNICATION**

**Date: August 26, 2021**

**TO:** Board Chairperson and Directors

**FROM:** Casey Halcro, Human Resources Manager

**SUBJECT: Approve the Addition of a New Full-Time Job Position-Human Resource Clerk**

### **BACKGROUND AND DISCUSSION**

Our Human Resources team continues to see the need to grow. With continual changes in employment laws, updates to compliance requirements, risk management, ongoing employee relations needs, and labor negotiations; we need to grow the HR team. At the beginning of the Covid-19, GVRD's HR team had 1 full-time position and 2 part-time positions. Unfortunately, we saw consistent turnover as our part-time staff were able to obtain full-time positions elsewhere. Additionally, due to the Covid crisis, the HR team agreed to keep only one part-time position to help ensure other areas in the District could stay well-staffed during the worst part of the pandemic. Now that things are opening up again, and staffing is ramping back up, we know that we need to grow our HR team to best help serve the needs of GVRD; it is not sustainable to have only one full-time position in Human Resources. While we've been able to do our best with one full time position and one part-time position, we're just stretched a little too thin. Covid-19 brought to light the challenges faced by HR departments everywhere, including at GVRD. In order to better assist GVRD and the employees, the Human Resources team is requesting a second 1.0 Full Time Employee (FTE), a Human Resources Clerk. We believe this will help us to continue growing this department, best assist the employees, and best help the District navigate the complex number and level of employee/employer needs at GVRD. We have looked at the budget and created room for this 1.0 FTE in Human Resources. As a confidential employee, this will be an at-will position. The cost, including benefits, would range between \$72,375 and \$84,101 per year. Per this board's request, this position will have a brand new salary scale for a Clerk level position. We have taken this job description with the updated pay scale to both the Policy and Personnel Committee and the Finance Committee.

### **RECOMMENDATION**

It is recommended to approve the job position and updated pay scale.

**ALTERNATIVES CONSIDERED**

Reject the recommendation and revise.

Reject the recommendation and leave as is.

Approve the recommendation, with changes.

Approve the recommendation.

Do not act on item.

**ENVIRONMENTAL REVIEW**

Not applicable.

**PROPOSED ACTION**

Staff recommends approval of the additional job position, description, and pay range.

**DOCUMENTS AVAILABLE FOR REVIEW**

- a. Human Resources Clerk job description and pay range

# Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Human Resources Clerk
<b>Job Code</b>	Confidential, At-will
<b>FLSA Status</b>	Non-Exempt
<b>Salary Grade</b>	43S
<b>Reports To</b>	Human Resources Manager

## GENERAL SUMMARY

This position is an at-will, confidential position responsible for human resources (HR) administrative support at site, including employment, pre-employment process, applicant tracking, workers' compensation reporting, new hire onboarding, personnel change notifications and benefits administration. Supports the District by providing effective customer service to both internal and external customers and applicants. Administrator for employee relations, employee onboarding, and administrative support for HR. Update and maintain employee information within HRIS. Functions as a team member within the department and organization, as required, and perform any duty assigned to best serve the company.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Benefits administration
- Collecting interview feedback, recording recruiting activity regarding applicant tracking, facilitating candidate hiring forums and other tasks related to the interview process
- Overseeing candidate experience (including travel coordination, reimbursement of candidate expenses and background checks)
- Providing timely feedback to all stakeholders in the hiring process
- Help develop and support new employee onboarding (including document verification)
- Oversee compliance and assist with Company-wide trainings
- Human Resources administrative assistance
- Assistance with Workers' Compensation claims
- First point of contact with employee relations
- Champion data accuracy by managing HR records and data including input, auditing and cleanup in HRIS systems
- Maintain and update HR systems, materials, resources, and files
- Assist with planning and coordinate Company wide HR initiatives and programs (including culture events)
- Support the operations of our offboarding process for employee terminations
- Other ad hoc projects determined by ongoing needs of the Company



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## SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee part-time employees. This position may oversee work quality, training, instructing, and work assignments.

## HUMAN COLLABORATION & JOB IMPACT

*This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.*

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

## FISCAL RESPONSIBILITY

*This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.*

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

## MINIMUM QUALIFICATIONS

### Required Education and Experience

#### Experience

One (1) to three (3) years of relevant human resources experience

#### Education

High School diploma or GED and One (1) to three (3) years of relevant experience

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Or

High School Diploma and two years from accredited college with major course work in relevant subject

Or

Any combination of training, education, and experience that would provide the required knowledge skills, and abilities.

### **Required Licenses or Certifications**

- Ability to obtain and maintain California Driver's License with a satisfactory driving record maintained throughout employment.

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

#### **Knowledge of:**

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Intermediate knowledge with Applicant Tracking Processes and/or Systems, HRIS (knowledge of Arc systems is preferred, Outlook Calendar, and Microsoft office suite)
- Human Resources, employee life cycle procedures
- Comfortable with working independently and with limited supervision
- Organized, detail oriented and don't sweat the small stuff
- Take pride in your work and deliver consistent results, consistently
- Principles of business letter writing and report preparation

#### **Skill in:**

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Attention to detail

#### **Ability to:**

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- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform human resources clerical work requiring use of independent judgment and initiative

### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		

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Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	X		

### WORKING CONDITIONS & PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, non-exempt position. Typical work week is eight (8) hour days, five (5) days a week. However, depending on needs, incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

### TRAVEL

Incumbent travel may include, but is not limited to, travel to various GVRD Sites within the district, City Hall, County offices, training sites outside the district, or other job-related locations.

### WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

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### EEO STATEMENT

GVRD is an equal opportunity employer.

### ACKNOWLEDGEMENT

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.*

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Date created</b>	8/20/2021
<b>Dates revised</b>	

Greater Vallejo Recreation District  
Pay Range Table - Full Time SEIU

1.25% Increase  
Effective 07/01/21

<u>Range</u>	<u>Title</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Longevity</u>
39S	<b>Administrative Support Accounting Assistant</b>	Hourly 07/01/21	21.71	22.80	23.94	25.14	26.40	
		Bi-weekly	1,736.80	1,824.00	1,915.20	2,011.20	2,112.00	
		Annually	45,156.80	47,424.00	49,795.20	52,291.20	54,912.00	
43S	<b>HR Clerk</b>	<b>Hourly 07/01/21</b>	<b>23.94</b>	<b>25.14</b>	<b>26.40</b>	<b>27.72</b>	<b>29.11</b>	Proposed
		<b>Bi-weekly</b>	<b>1,915.20</b>	<b>2,011.20</b>	<b>2,112.00</b>	<b>2,217.60</b>	<b>2,328.80</b>	
		<b>Annually</b>	<b>49,795.20</b>	<b>52,291.20</b>	<b>54,912.00</b>	<b>57,657.60</b>	<b>60,548.80</b>	
46S(A)	<b>Administrative Specialist</b>	Hourly 07/01/21	25.53	26.81	28.16	29.57	31.05	
		Bi-weekly	2,042.40	2,144.80	2,252.80	2,365.60	2,484.00	
		Annually	53,102.40	55,764.80	58,572.80	61,505.60	64,584.00	
46S	<b>Recreation Coordinator</b>	Hourly 07/01/21	25.81	27.11	28.47	29.90	31.40	
		Bi-weekly	2,064.80	2,168.80	2,277.60	2,392.00	2,512.00	
		Annually	53,684.80	56,388.80	59,217.60	62,192.00	65,312.00	
52S	<b>Accounting Specialist</b>	Hourly 07/01/21	30.00	31.50	33.08	34.74	36.48	37.03
		Bi-weekly	2,400.00	2,520.00	2,646.40	2,779.20	2,918.40	2,962.18
		Annually	62,400.00	65,520.00	68,806.40	72,259.20	75,878.40	77,016.58
63S	<b>Maintenance Supervisor Recreation Supervisor</b>	Hourly 07/01/21	39.42	41.40	43.47	45.65	47.94	
		Bi-weekly	3,153.60	3,312.00	3,477.60	3,652.00	3,835.20	
		Annually	81,993.60	86,112.00	90,417.60	94,952.00	99,715.20	



## Maintenance Department Board Report

8/26/2021

### Parks and Facilities

- Dan Foley Cultural Center- Interior painting is getting close for completion; we are getting proposals for new floors.
- Lake Dalwik Park- Staff added trash cans receptacles.
- Wilson Park- Contractor installed new metal doors in the Park restrooms; the contractor will be painting the interior and exterior of the restrooms.
- Vallejo Watershed Alliance had their annual planning meeting at Dan Foley.
- 395/401- Getting all the plans together for the RFP for the renovations of these buildings.
- Fleet Maintenance- Working with our Facilities Supervisor reviewing proposals to add GPS fleet tracking system to help with our fleet maintenance program.
- Staff is getting trained on the assets essentials work order systems; we are getting close to go live on the upgraded work order system.
- I am working with a consultant to have them do a utility bill auditing.
- We had the testing process done for the recruitment of the Maintenance Specialist position; we will be contacting candidates for an interview; We also have a testing date for the Lead Worker position.



## **Finance Department Board Report**

**08/26/2021**

### **FY 2021-2022 Budget Books**

- As I begin work on putting together the budget books for FY 21-22, I have provided staff with copies of their reports from last year so they can update them for the new FY.

### **Internal Controls**

- We are still working on implementing internal controls. The three of us are finding what works best for our team and what really does not work.

### **Arc Time Tracking**

- We are continuing to work closely with HR and Cougar Mountain Software to learn all we can about the system and to update them with issues we have encountered along the way. The Cougar Mountain team has been very helpful and has been able to implement many of our suggested changes. At this time, only fulltime staff are using the time tracking program.

### **Cross Training**

- In order to ensure we have coverage in the event of a team member's absence, and to comply with the recommendations for segregation of duties, we are working to ensure all three of us are familiar with the various day to day operations of the department. I have been working very closely the past couple of weeks with Accounting Clerk Dayna Asbury to familiarize her with other areas of the finance processes.

### **Peak Recreation Software**

- The Finance Department continues to work with Recreation to prepare for the conversion to Peak software. We have been working on GL accounts – making no longer used accounts inactive in Peak and correcting some errors. We will be helping to enter customer credit balances where necessary.





## Human Resources Board Report

8/26/2021

### Personnel Update:

- We are continuing recruitment and interviews for multiple full-time positions:
  - Recreation Superintendent – final stages of interview
  - Parks Lead Worker - testing stage of interview process
  - Parks Maintenance Worker I – will be testing soon
  - Facilities Specialist – testing completed; first round of interviews scheduled
- HR is assisting staff in onboarding PT staff in both Recreation and Parks/Facilities. Huge thanks to Lorelei Morehouse for all of her help supporting all PT staff hiring.

### Classification Study:

- HR and the GM continue to work to finalize the classification study with various stakeholders.

### Policy updates:

- HR and GM continue to work on policy updates and HR has reached out to Unions about possible policy updates in the near future.
- HR is working with outside consultants to update policies for FT and PT staff

### Training:

- HR and the GM have begun training geared toward team and trust building for full-time employees.
- HR is working to ensure all employees are up-to-date on ongoing compliance with legally mandated trainings.



# Recreation Department Board Report

08/26/2021

## **Youth Services, Events, & CW:**

- The Youth Services staff will host a virtual job faire to recruit candidates to staff the Before and After school programs for GVRD & VCUSD.
- Planning has begun for several in-person fall events in various program areas.
- Free Family Fun Days had 160 patrons in attendance through the operational day.
- Movies Under the Stars will be held on Saturday, August 21<sup>st</sup>. The park will show a screening of The Minions Movie. Registration for the event is closed and is at capacity.

## **Sports:**

- On August 14<sup>th</sup>, GVRD's Sports Department hosted a free event. Junior Giants Play Ball Event was held at Callen Field from 9:30am-12pm for youth coed participants ages 5-12. A total of 32 participants were in attendance during the event. All participants engaged in a variety of drills: catching and throwing, ladder drills, running bases, fielding ground balls, catching fly balls, and hitting. Each youth participant was able to walk away with free give away items: hats, SF Giants themed mask, arm sleeves, soft baseballs, frisbees, and raffle prizes. All families who attended the event were able to sign up for free tickets to the San Francisco Giants game that weekend!
- Johnny Allen Tennis has officially submitted their signed contract to offer affordable youth and adult tennis classes starting in this fall in October.
- GVRD's Sport Department is currently working on offering fitness programs in partnership with the Vallejo Unified School District at the following locations: Pennycook and Steffan Manor After School Programs with a certified fitness instructor.

### **Aquatics:**

- High School Water Polo Season has begun. Teams that are using the pool are:
  - St. Patrick's/St. Vincent's
  - Jesse Bethel
  - Benicia High School
- After School at the Pool has begun with a maximum of 30 participants enrolled for August.
- Fall Swim Lessons began on August 23<sup>rd</sup> and are completely full.
- Lap Swim hours and Schedule have been adjusted to meet the Fall season schedule.
- Recreation Swim has ended for the year.
- CFAS (Community First Aid and CPR) class will be offered on September 18<sup>th</sup> from 9am-3pm for anyone needing a certification.

### **Community Centers:**

- COVID Testing changed schedules at SVCC. Now open Wednesday, Thursday, Friday, 8am-4:30pm.
- Summer Academy for Student Success program utilized the Community Center for 3 meeting dates and graduation on August 6.
- City of Vallejo held a Redistricting Workshop at SVCC on August 14<sup>th</sup>.
- FCC paint work completed in all areas.



## General Manager Board Report

8/26/2021

- The final round of interviews for the Recreation superintendent will occur on August 26<sup>th</sup>.
- I worked with legal counsel to provide input for the Vallejo School District lease for the Franklin site.
- Staff and I are working with the St. Vincent Hill neighborhood to receive community input regarding upgrades to City Park. We hope to have a questionnaire (on-line and mail) in Mid-September.
- We are back to working on job classifications.
- I am working with the finance department regarding part time pay to help attract part time staff to work and stay with GVRD. We also have to increase minimum wage in January 2022. With recreation programs slowly recovering, we will still be within our budget for PT staffing increase as we projected. Recruitment has become a major issue with other Parks and Recreation agencies.
- I attended a workshop put on by Solano County Alcohol, Tobacco, and Other Drug (ATOD). They had a guest speaker regarding Marijuana.
- Admin staff and Recreation staff have started Trust training. Other departments will begin in the following months. This is for morale improvement, as well as communication.
- I am working with the City Attorney Office regarding Prop 68 length of lease, our Master lease, and discussions I had with the past City Manager, past property manager, and assistant in the City Manager's office regarding properties.
- The City of Vallejo would like to resume talks about the Mare Island Preserve. I have included the County Parks agency in this discussion.
- Administration staff is planning the Ribbon cutting for the pool improvements.
- I will be on a discussion panel with other GM's at a CSDA conference starting this Sunday, and will be in training until Wednesday.