



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

March 11, 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)

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-February 25, 2021

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 Facility and Development Committee Minutes-February 16, 2021
- C) Accept the Programs and Publicity Committee Minutes-March 1, 2021

7) Financials:

- A) Approve Financial Statement as of 2/28/2021 (Harman)
- B) Approve Payment of Bills 2/1/2021 through 2/28/2021 (Harman)

8) New Business:

- A) Board Authorization to Declare Equipment Surplus Property – 2 Trucks. (Nuno)
- B) Update on McIntyre Ranch Property-Informational Item (Legal Counsel)

9) Staff Reports-Informational Only:

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

10) Administrative Items:

- Facility and Development Committee Meeting Schedule Change:
3rd Thursday of Each Month at 10:30a.m.

11) Announcements and Comments from Board Members:

12) Meeting Adjourn:

Next meeting: March 25, 2021



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Greater Vallejo Recreation District Board of Directors

MINUTES

February 25, 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**

Chairperson Briseno called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., February 25, 2021.

2) **Pledge of Allegiance**

3) **Roll Call**

Present: Chairperson Robert Briseno, Vice-Chairperson Gary Salvadori, Directors; Sheryl Pannell Lea and Ron Bowen. Director Adjoa McDonald was sworn in at 6:32pm.

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

4) **Welcome New Board Member**

Administer Oath of Office

Adjoa McDonald took the Oath of Office administered by the Board Clerk.

5) **Approval of Agenda**

Director Salvadori offered the motion, seconded by Director Bowen to approve the agenda with one change: Move item 9C after Executive Session. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen, McDonald absent: none abstain: none. Motion passed unanimously.

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.

None

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-February 11, 2021

B) Accept the Policies and Personnel Committee Minutes-February 8, 2021

C) Accept the Budget and Finance Committee Minutes-February 16, 2021

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

8) Financials:

A) Approve Budget Calendar for Fiscal Year 2021-2022 (Harman)

Director Lea offered the motion, seconded by Director Salvadori to approve the budget calendar for fiscal year 2021-2022. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen, McDonald absent: none abstain: none. Motion passed unanimously.

B) Fiscal Year 2020-2021 Measure K Parcel Tax Annual Report – Informational Item (Harman)

Informational Item – No discussion took place.

9) New Business:

A) Approve Job Classification Structure, Job Title and Job Description Updates for the Following Positions: Human Resources Director, Finance Director, Maintenance Director and Recreation Director and a Title Change to the General Manager Position. (Halcro)

After some discussion, the board decided to table the item. Director Salvadori offered the motion, seconded by Director Lea to table the item for review by staff and the Policies and Personnel Committee. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen, McDonald absent: none abstain: none. Motion passed unanimously.

B) Discussion on the Use of Electronic Signatures (Lanusse)

The Board of Directors, Staff and Legal Counsel discussed the possibility of utilizing electronic signatures. No action taken.

10) Staff Reports-Informational Only:

A) Maintenance Superintendent

· Provided an update on the status of the Cunningham Pool Project

B) Finance Director

· Provided an update on current staff trainings

C) Human Resources

- Provided an update on the Director Bowen's request for Worker's Compensation reports

D) Recreation Department

- Discussed the Rec 55 program and the e-Sports program

E) General Manager

- Provided an update on the McIntyre Ranch property
- Provided an update Highway 37 wetlands project
- Provided an update on the six Prop. 68 grant applications

11) Executive Session: At 7:43p.m. Chairperson Briseno 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) negotiations; pursuant to Government Code section 54957.6

B) Conference with Labor Negotiators (General Manager): Unrepresented Staff negotiations; pursuant to Government Code section 54957.6

At 9:03 p.m. Chairperson Briseno convened to regular session and reported the following:

Item A-Information provided to the Board. Board gave guidance.

Item B- Information provided to the Board. Board gave guidance.

9-C) Appoint General Manager as Designated Representative as to the Contract Negotiations with Unrepresented Staff. (Lanusse)

Director Salvadori offered the motion, seconded by Director Bowen to not appoint the General Manager as designated representative with unrepresented staff. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen, McDonald absent: none abstain: none. Motion passed unanimously.

12) Announcements and Comments from Board Members:

The Board members welcomed Director McDonald and introduced themselves. The Facility and Development Committee members discussed a date change for the March meeting.

13) Meeting Adjourn:

Director Salvadori offered the motion, seconded by Director Lea to adjourn the meeting at 9:16 p.m. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen, McDonald absent: none abstain: none. Motion passed unanimously.

Ron Bowen, Board Secretary

Date



Agenda 6-B

BOARD COMMUNICATION

Date: March 11, 2021

TO: Board Chairperson and Directors

FROM: Staff

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

RECOMMENDATION

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

DOCUMENTS AVAILABLE FOR REVIEW

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



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General Manager
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Facility and Development Committee Minutes Tuesday, February 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 Bowen, General Manager Lanusse,
Maintenance Superintendent Nuno

Meeting began 9:00 am

1. **395/401 Amador Street Building Upgrades:**

Maintenance Superintendent Nuno reported that the City issued a permit to move forward with the repairs of the foundation work for the 401 HR offices. Met with contractors to provide a proposal. GM Lanusse mentioned that staff is also working with the designer and the engineer to make sure everything is in accordance with what is needed for the upgrades.

2. **Capital Improvement Projects List:**

Staff presented a draft of the CIP list to the committee, and some items listed on the 20-21 CIP list will roll over to the 21-22 CIP list. The recommendation from the committee is to make changes in the CIP list, and present it to the Board of Directors.

3. **Cunningham Training Pool:**

Superintendent Nuno reported that the plastering of the training pool was completed, and staff will be generating a punch list and work with the contractor to make the corrections listed on the punch list. Staff will be meeting with the City Public Works Director to discuss the upgrades of the parking lot.

4. **Prop. 68 Update:**

GM Lanusse reported that the dead line to submit the applications for grants is March 12th. The community outreach is about to be completed for the six projects. Staff is also working on submitting all the documents to receive the Prop 68 per capital funding that would help to pay for the Cunningham training Pool. GM Lanusse continues to attend the Prop 68 webinars.

5. Blue Rock Springs Caretaker House-Update:

Maintenance Superintendent Nuno reported that the abatement was done by a contractor, and the Project Manager was working with a contractor to do the demolition of the house. Staff met with Monarch Engineer on site to provide a site plan requested by the City to issue a permit. The engineer mentioned that there may be some historical value for this structure that may have to be reviewed by the Architectural Heritage and Landmarks commission.

Adjourned at 9:40 am

Next Meeting: March 18, 2021



Agenda 6-C

BOARD COMMUNICATION

Date: March 11, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Programs and Publicity Committee meeting March 1, 2021

RECOMMENDATION

To accept the minutes from Programs and Publicity Committee from the March 1, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Programs and Publicity Committee Minutes from March 1, 2021



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Programs and Publicity Committee Minutes Monday, March 1, 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, General Manager Lanusse,
Recreation Supervisors Tawaratsumida and Stene

Meeting began 1:30 pm

1. Budget Update for the Recreation Department:

- a. The budget for recreation in ExLP will be reduced from anticipated revenues due to a reduction in about 40% of participation. This could be a loss of around \$100,000 of the expected \$300,000. Bringing it to \$200,000. ExLP reduced activity to 3 days a week, instead of 5.

2. Activity Guide Update:

- a. Recreation Staff submitted information for upcoming Summer edition.
- b. Digital Summer Activity Guide will be available on GVRD website. No printed Guide until Fall 2021 for limited copies.
- c. Will contact businesses regarding advertisement opportunity.

3. Publicity and Outreach:

- a. We are researching various recreation publications, to put together a draft eNewsletter. We hope to provide a low volume, targeted print version in fall of 2021

4. Community Center Update:

- a. COVID Testing continues at SVCC until April.
- b. Solano County request to use NVCC as a vaccine site has been placed on hold. County is considering relocating site to Fairfield due to low vaccines in that area.

- c. Proposal for outdoor contract classes will be submitted for approval. Recent changes done to GVRD procedures due to new guidelines.

5. Aquatic Programs:

- a. February Lap swim had 1,392 reservations out of a possible 1,415
- b. Additional Lanes available now at 6pm and 7pm on week days
- c. Jan / Feb 2020 – 455 lap swimmers
- d. Jan / Feb 2021 – 3,039 lap swimmers
- e. Punch list for new pool being completed, city and county inspections set for Monday 3/8/21
- f. Spring break aquatic camps are almost full
- g. Spring Break lifeguard training courses half full
- h. Private swim lessons set to begin Monday February 12th
- i. Vallejo aquatic club, Solano water polo, Solano Sea Otters, and Saint Patrick / Saint Vincent continue to reserve lanes.
- j. First dual Swim meet set for Saturday March 20th

6. Sports Programs:

- a. Outdoor explorers and journalism postponed until May due to instructor pregnancy.
- b. Get tah Stepping class has 12 registered participants for March. Will continue to operate on Dan Foley Veranda.
- c. Additional fields open for registration this month.
- d. Spring break all sorts of sports camp only has one registered. We will continue to market and advertise for it.

7. Sports Leases:

- a. Vallejo Admirals lease is under current review.
- b. New lease suggestions, Diamond Cutter Baseball, will use any field until Franklyn becomes available.
- c. Vallejo Tennis Association will not be charged for all games, tournaments and lessons.
- d. Vallejo Aquatic Club Lease now with the City of Vallejo.

8. Youth Programs:

- a. Staff are preparing a drive through Easter box.

9. Senior Programs:

- a. Community Centers Staff is not urging to resume senior contract classes due to COVID. Seniors are considered at high risk and Staff suggest to delay these programs until further notice.

10. ExLP and Learning Hub Status:

- a. ExLP was discussed under item #1 for budget.
- b. Learning hubs will be going to the School District Board as an action item March 3. It will most likely begin as a small program this year and expand. Some dates to being are right after spring break, or sometime mid to late April. Staff will work with the School District when given direction to open up again.

11. Registration Software:

- a. eTrak currently working.
- b. IT working with eTrak on a version 2.0 of software instead of virtual machines that adapt software.
- c. Transition to 2.0 is still being developed.

Adjourned at 2:16 pm

Next Meeting: April 5, 2021

**Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
February 28, 2021**

Assets

Cash - Solano County	4,636,449.26
Cash - General Fund - Bank of the West	213,015.10
Cash - Payroll - Bank of the West	13,010.22
Cash - Umpqua Bank - Reserve Account	1,627,065.91
Cash - Retiree Benefit Trust Fund	1,098,044.99
Accounts Receivable	<u>0.00</u>

Total Assets 7,587,585.48

Liabilities

Accounts Payable	4,480.54
Payroll Related Payables	(19,240.17)
Building Deposits Payable	35,933.12
Amount Due Customers - Etrak	<u>2,180.00</u>

Total Liabilities 23,353.49

Net Assets

Fund Balance - Unrestricted Operating Reserve	6,217,121.28
Fund Balance - Restricted Retiree Benefit	1,094,820.68
Fund Balance - Designated Reserve 15%	1,622,288.17
Excess Revenues Over Expenses	<u>(1,369,998.14)</u>

Total Net Assets 7,564,231.99

Total Liabilities and Net Assets 7,587,585.48

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of February 28, 2021
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	4,169,598	7,314,326	3,144,728	57.01%
Buildings & Trades	0	200,000	200,000	0.00%
Park Maintenance & Visitor Service	109,976	119,900	9,924	91.72%
Recreation	206,685	1,652,772	1,446,087	12.51%
Total Revenues	4,486,259	9,286,998	4,800,739	48.31%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	1,411,816	1,974,030	562,214	71.52%
Planning & Development	112,662	168,116	55,454	67.01%
Buildings & Trades	838,041	1,708,902	870,861	49.04%
Visitor Services	65,618	114,234	48,616	57.44%
Landscaping & Grounds	997,114	1,761,977	764,863	56.59%
Recreation	1,452,184	3,461,687	2,009,503	41.95%
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%
Total Expenditures	4,877,435	9,286,998	4,409,563	52.52%
Net Revenues Over (Expenditures)	(391,176)	0	391,176	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2020-2/2021
 All Funds Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	4,169,598	7,314,326	3,144,728	57.01%	4,169,598
200	Planning & Development	0	0	0	0.00%	
300	Buildings & Trades	14,759	200,000	185,241	7.38%	14,759
301	Visitor Services	95,217	119,900	24,684	79.41%	95,217
310	Landscaping & Grounds	0	0	0	0.00%	-
010	Recreation Administration	350	15,000	14,650	2.33%	
415	Children's Wonderland	(470)	61,590	62,060	-0.76%	
430	Break Camp	7,449	100,388	92,939	7.42%	
450	VCC	297	53,595	53,299	0.55%	
451	FCC	7,535	176,438	168,903	4.27%	
460	Sports	26,738	87,338	60,600	30.61%	
465	Community Programs	4,124	21,558	17,434	19.13%	
480	ExLP	88,806	525,520	436,714	16.90%	
481	After School Programs	(354)	358,519	358,873	-0.10%	
486	Teen Services	(20)	4,213	4,233	-0.47%	
490	R.E.A.C.H.	0	3,000	3,000	0.00%	
720	NVCC	(414)	22,463	22,877	-1.84%	
721	SVCC	(566)	38,599	39,165	-1.47%	
730	Cunningham Pool	73,210	184,551	111,341	39.67%	206,685
Total Revenues		4,486,258	9,286,998	4,800,740	48.31%	4,486,258

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	963,114	1,325,843	362,729	72.64%	
007	Human Resources	205,852	340,394	134,542	60.47%	
100	Finance	242,850	307,793	64,943	78.90%	1,411,816
200	Planning & Development	112,662	168,116	55,454	67.01%	112,662
300	Buildings & Trades	838,041	1,708,902	870,861	49.04%	838,041
301	Visitor Services	65,618	114,234	48,616	57.44%	65,618
310	Landscaping & Grounds	997,114	1,761,977	764,863	56.59%	997,114
010	Recreation Administration	325,190	357,518	32,328	90.96%	
415	Children's Wonderland	25,627	136,759	111,132	18.74%	
430	Break Camp	77,336	195,877	118,541	39.48%	
450	VCC	73,754	193,606	119,852	38.09%	
451	FCC	105,627	306,995	201,368	34.41%	
460	Sports	78,421	167,281	88,860	46.88%	
465	Community Programs	15,492	84,150	68,658	18.41%	
480	ExLP	172,716	550,630	377,914	31.37%	
481	After School Programs	139,325	540,769	401,444	25.76%	
486	Teen Services	712	7,237	6,525	9.84%	
490	R.E.A.C.H.	695	6,383	5,688	10.89%	
720	NVCC	40,863	134,779	93,916	30.32%	
721	SVCC	69,184	177,974	108,790	38.87%	
730	Cunningham Pool	327,243	601,729	274,486	54.38%	1,452,184
	Deferred Maintenance	0	0	0		
	Contingency Reserve	0	98,052	98,052	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		
Total Expenditures		4,877,435	9,286,998	4,409,563	52.52%	4,877,435

Net Revenues Over (Expenditures)	(391,177)	0	391,177		(391,177)
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Greater Vallejo Recreation District
Financial Report Year-to-Date
as of February 28, 2021
Measure K

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	1,051,394	2,066,404	1,015,010	50.88%
Total Revenues	1,051,394	2,066,404	1,015,010	50.88%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	36,678	112,000	75,322	32.75%
Buildings & Trades	427,299	827,944	400,645	51.61%
Landscaping & Grounds	180,591	534,015	353,424	33.82%
Recreation	287,297	634,747	347,450	45.26%
Total Expenditures	931,865	2,108,706	1,176,841	44.19%
Net Revenues Over (Expenditures)	119,529	(42,302)	(161,831)	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2020-2/2021
 Measure K Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	1,051,394	2,066,404	1,015,010	50.88%	
007	Human Resources	0	0	0		
100	Finance	0	0	0		1,051,394
200	Planning & Development	0	0	0		
300	Buildings & Trades	0	0	0		
301	Visitor Services	0	0	0		
310	Landscaping and Grounds	0	0	0		
010	Recreation Administration	0	0	0		
415	Children's Wonderland	0	0	0		
430	Break Camp	0	0	0		
450	VCC	0	0	0		
451	FCC	0	0	0		
460	Sports	0	0	0		
462	Mare Island Sports Center	0	0	0		
465	Special Events	0	0	0		
475	Cool School	0	0	0		
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	0	0	0		
490	R.E.A.C.H.	0	0	0		
720	NVCC	0	0	0		
721	SVCC	0	0	0		
730	Cunningham Pool	0	0	0		

Total Revenues	1,051,394	2,066,404	1,015,010	50.88%	1,051,394
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<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	36,678	110,000	73,322	33.34%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	36,678
200	Planning & Development	0	0	0		
300	Buildings & Trades	427,299	827,944	400,645	51.61%	427,299
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	180,591	534,015	353,424	33.82%	180,591
010	Recreation Administration	13,350	0	(13,350)		
415	Children's Wonderland	6,073	84,064	77,991	7.22%	
430	Break Camp	0	0	0		
450	VCC	6,775	13,762	6,987	49.23%	
451	FCC	26,156	61,270	35,114	42.69%	
460	Sports	13,394	68,861	55,467	19.45%	
465	Community Services	2,528	43,415	40,887	5.82%	
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	95	2,786	2,691	3.40%	
490	R.E.A.C.H.	0	2,229	2,229	0.00%	
720	NVCC	4,850	9,900	5,051	48.98%	
721	SVCC	10,496	20,640	10,144	50.85%	
730	Cunningham Pool	203,581	327,820	124,239	62.10%	287,297
	Deferred Maintenance	0				
	Contingency Reserve	0				
	Retiree Medical Benefit - OPEB	0				

Total Expenditures	931,865	2,108,706	1,176,841	44.19%	931,865
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Net Revenues Over (Expenditures)	119,529	(42,302)	(161,831)		119,529
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Revenue and Expense Variance Report
February, 2021

	For February Only		Cumulative through February		Adopted Budget	Projected at Year End	Variance	Notes
	Anticipated	Actual	Anticipated	Actual				
	%	\$	%	\$				
REVENUES								
Taxes	0.0%	\$0		\$0	7.125,998	\$7,317,977	\$191,979	
Maintenance	7.0%	\$22,500	\$10,948	\$169,232	319,900	\$207,888	(\$112,012)	
Recreation	8.9%	\$146,700	\$104,286	\$986,372	1,652,772	\$346,323	(\$1,306,449)	
Administration	5.6%	\$10,600	\$311,762	\$94,564	188,328	\$831,791	\$643,463	
Total Revenues		\$179,800	\$426,996	\$4,903,678	9,286,998	\$8,703,978	(\$583,020)	
EXPENSES								
Administration	8.3%	\$163,200	\$110,807	\$1,223,898	1,974,030	\$2,277,125	\$303,095	
Parks Maintenance	7.7%	\$287,400	\$210,508	\$2,140,558	3,753,229	\$3,530,332	(\$222,897)	
Recreation Programs	8.0%	\$278,100	\$164,108	\$2,145,862	3,461,687	\$7,342,652	(\$1,119,035)	
Total Expenses		\$728,700	\$485,423	\$5,510,317	9,188,946	\$8,150,108	(\$1,038,838)	
Change in Fund Balance					98,052	\$553,870	\$455,818	

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64431	02/01/2021	P G & E	\$12,802.42
64432	02/02/2021	O'Connor Lumber	\$26.61
64433	02/02/2021	TRI-CITY FENCE	\$300.00
64434	02/02/2021	ALL STAR RENTS	\$1,835.78
64435	02/02/2021	Metropolitan Life Insurance Company	\$6,525.85
64436	02/02/2021	TJ's Designs	\$17.34
64437	02/02/2021	Vallejo Chamber Of Commerce	\$363.50
64438	02/02/2021	BAYSHORE MATERIALS	\$46.05
64439	02/02/2021	BERT WILLIAMS & SONS, INC.	\$152.22
64440	02/02/2021	O'Connor Lumber	\$606.07
64441	02/02/2021	P G & E	\$22.89
64442	02/02/2021	PITNEY BOWES	\$66.69
64443	02/02/2021	Jessica Brown	\$522.90
64444	02/02/2021	AT&T	\$89.66
64445	02/02/2021	Clark Pest Control	\$139.00
64446	02/02/2021	Platt Electric Supply	\$624.46
64447	02/02/2021	Priemer Chemical	\$9,962.00
64448	02/02/2021	R & D Termite And Pest Control	\$185.00
64449	02/02/2021	Uline Shipping Supplies	\$684.15
64450	02/02/2021	Verizon Wireless	\$2,619.23
64451	02/03/2021	Kay Cady-Johnson	\$2,892.00
64452	02/03/2021	Kim Pierson	\$5.06
64453	02/03/2021	Patrick Pierson	\$5.06
64454	02/05/2021	C.P.R.S.	\$705.00
64455	02/05/2021	MORGAN ALARM CO. INC.	\$24.12
64456	02/05/2021	P G & E	\$13,478.05
64457	02/05/2021	Alco Iron & Metal Co.	\$81.28
64458	02/05/2021	Bay Area Driving School	\$23.40
64459	02/05/2021	CITY OF VALLEJO	\$4,614.80
64460	02/05/2021	Commercial Pool Systems, Inc	\$2,272.63
64461	02/05/2021	Calvin McCullough Jr.	\$339.50
64462	02/05/2021	Julian McKnight	\$458.50
64463	02/05/2021	Municipal Resource Group, LLC	\$9,793.13
64464	02/05/2021	Quench USA, Inc.	\$42.42
64465	02/05/2021	Rhinos Roofing Company	\$23,735.85
64466	02/05/2021	Maura Tang	\$220.00
64467	02/05/2021	The Office City	\$38.52
64468	02/05/2021	Transport Products Unlimited, Inc.	\$157.14
64469	02/05/2021	Underground Vaults & Storage, Inc.	\$105.00
64470	02/05/2021	Veritiv Operating Company	\$1,369.01
64471	02/08/2021	HORIZON	\$391.84
64472	02/08/2021	Kelly-Moore Paint Co.-NorCal CPC	\$548.86
64473	02/08/2021	Dell Marketing L.P.	\$743.71
64474	02/08/2021	BrightView Landscape Services, Inc.	\$836.00
64475	02/08/2021	Anais Casillas	\$4,116.00
64476	02/08/2021	Clean America Janitorial LLC	\$3,600.00
64477	02/08/2021	Cole Supply Co., Inc.	\$369.15
64478	02/08/2021	GreatAmerica Financial Services	\$1,525.85
64479	02/08/2021	Green Valley Aloha Saw & Mower	\$1,244.73
64480	02/08/2021	Howard's Door & More	\$1,267.99
64481	02/08/2021	Marvin J. Paull, Actuarial Consulting	\$427.00
64482	02/08/2021	PROforma	\$57.07
64483	02/08/2021	County Of Solano	\$300.00
64484	02/08/2021	Specialty AC Products	\$3,459.94
64485	02/08/2021	Sandy Tawaratsumida	\$81.61
64486	02/08/2021	Orlando Wynn	\$3,200.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64487	02/09/2021	Team Chevrolet	\$87,997.82
64489	02/10/2021	Fairfield Chevrolet	\$28,421.64
64490	02/10/2021	County Of Solano	\$250.00
64491	02/12/2021	SEIU LOCAL #1021	\$365.06
64492	02/12/2021	Franchise Tax Board	\$100.00
64493	02/12/2021	IBEW 1245	\$618.41
64494	02/12/2021	US Bank Corporate Payment System	\$10,172.82
64495	02/12/2021	BAYSHORE MATERIALS	\$488.09
64496	02/12/2021	O'Connor Lumber	\$0.00
64497	02/12/2021	O'Connor Lumber	\$912.95
64498	02/12/2021	P G & E	\$65.79
64499	02/12/2021	Lisa Babot	\$76.00
64500	02/12/2021	AT&T	\$44.30
64501	02/12/2021	Continuant, Inc.	\$211.20
64502	02/12/2021	GreenPlay LLC	\$9,055.75
64503	02/12/2021	Latoya Hampton	\$220.00
64504	02/12/2021	Howard's Door & More	\$1,111.93
64505	02/12/2021	M & M Sanitary LLC	\$162.56
64506	02/12/2021	Andrea Raynor	\$250.00
64507	02/12/2021	The Office City	\$115.13
64508	02/12/2021	Uline Shipping Supplies	\$684.15
64509	02/12/2021	Wisconsin Lighting Lab	\$91.03
64510	02/17/2021	Vallejo Times Herald	\$149.00
64511	02/17/2021	AT&T	\$24.09
64512	02/17/2021	Comcast	\$84.94
64513	02/17/2021	Jamestown Advanced Products	\$2,745.57
64514	02/17/2021	PDF Designs, Inc	\$14,318.50
64515	02/17/2021	Preferred Alliance, Inc.	\$42.00
64516	02/17/2021	Solano County	\$49.00
64517	02/17/2021	Valley Truck & Tractor Co.	\$1,468.36
64518	02/17/2021	Doug Vaughn	\$150.00
64519	02/17/2021	P G & E	\$13,413.97
64520	02/17/2021	Adams Pool Specialties	\$105,036.45
64521	02/17/2021	Valley Truck & Tractor Co.	\$5,103.92
64522	02/22/2021	GRAINGER	\$770.78
64523	02/22/2021	Marquee Fire Protection	\$820.00
64524	02/22/2021	O'Connor Lumber	\$158.60
64525	02/22/2021	Adams Pool Specialties	\$14,250.00
64526	02/22/2021	Roslynn Brown	\$50.00
64527	02/22/2021	Comcast	\$83.32
64528	02/22/2021	Kimley-Horn & Associates, Inc.	\$5,750.00
64529	02/22/2021	Frankie Lopez	\$138.00
64530	02/22/2021	RRM Design Group	\$10,708.75
64531	02/22/2021	The Office City	\$14.91
64532	02/22/2021	Joseph Toki	\$138.00
64533	02/22/2021	Veritiv Operating Company	\$174.08
64534	02/23/2021	Dude Solutions, Inc.	\$1,218.48
64535	02/23/2021	Favaro, Lavezzo, Gill, Caretti & Hepp	\$7,945.00
64536	02/23/2021	Municipal Resource Group, LLC	\$7,203.75
64537	02/23/2021	Quench USA, Inc.	\$127.25
64538	02/23/2021	R & D Termite And Pest Control	\$205.00
64539	02/24/2021	Gary Bowers	\$505.96
64540	02/24/2021	Eileen Brown	\$289.00
64541	02/24/2021	Deberah Carey	\$181.48
64542	02/24/2021	Kerry Carmody	\$181.48
64543	02/24/2021	Richard Conzelman	\$744.96

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

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64544	02/24/2021	Jose Famalette	\$181.48
64545	02/24/2021	Patricia Gloyd	\$181.48
64546	02/24/2021	Cynthia Hewitt	\$214.63
64547	02/24/2021	Jerome Lohr	\$269.24
64548	02/24/2021	Prisco Manglona	\$181.48
64549	02/24/2021	Roger Maryatt	\$181.48
64550	02/24/2021	Jeremias Morgado	\$181.48
64551	02/24/2021	Sidney Nickolas	\$181.48
64552	02/24/2021	Randy Nicks	\$289.00
64553	02/24/2021	Nancy Ortiz	\$181.48
64554	02/24/2021	Steve Pressley	\$181.48
64555	02/24/2021	Francis Radziewicz	\$181.48
64556	02/24/2021	Joan Russell	\$181.48
64557	02/24/2021	Anita Sailas	\$194.07
64558	02/24/2021	Barbara Schmidt	\$289.00
64559	02/24/2021	Audrey Tucker	\$181.48
64560	02/24/2021	Adeline Varni	\$181.48
64564	02/24/2021	Arlyn Albano	\$6.97
64561	02/26/2021	SEIU LOCAL #1021	\$365.06
64562	02/26/2021	Franchise Tax Board	\$100.00
64563	02/26/2021	IBEW 1245	\$618.41
Bank Totals			\$460,005.41

Report Selection Criteria

Bank Account:	Start	End
	GEN	GEN
Date Range:	Custom	
Item Date:	02/01/2021	02/28/2021
Document Number:	Start	End
Payee:	Start	End

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

Search For 1: Amount
Search For 2: greater than or equal to
Search For 3: \$0.00
And/Or: Or
Search For 4: Amount
Search For 5: less than
Search For 6: \$0.00



Agenda # 8-A

BOARD COMMUNICATION

Date: March 11, 2021

TO: Board Chairperson and Directors

FROM: Salvador Nuno, Maintenance Superintendent

SUBJECT: Board Authorization to Declare Equipment Surplus Property.

BACKGROUND AND DISCUSSION

District equipment is evaluated yearly as to condition and need. The cost to maintain this equipment for staff use has been determined to exceed the value of the equipment. Currently this equipment is not in use and would be sold at auction at First Capital Auction, Inc. or sold as salvage.

Equipment:

2006 Ford F-150

License # 1218090

VIN# 1FTRF12266NA93130

ID # 1123

2006 Ford F-150

License # 1218091

VIN # 1FTRF12286NA93131

ID # 1124

RECOMMENDATION

Approve the authorization to declare the above equipment surplus property.

ALTERNATIVES CONSIDERED

These vehicles have multiple issues that make the cost of repairs exceed their value. Both vehicles had been replaced.

COST

None

COMMITTEE REVIEW

None

ENVIRONMENTAL REVIEW

This is not a project as defined by the California Environmental Quality Act ("CEQA") pursuant to section 15378 (b) (2) of Title 14 of the California Code of Regulations as it is an administrative activity and is not subject to CEQA review.

PROPOSED ACTION

Declare above equipment surplus property

DOCUMENTS AVAILABLE FOR REVIEW

None



Maintenance Department Board Report

3/11/2021

Parks and Facilities

- Cunningham Pool- Contractor is working on completing the corrections listed in the punch list; will be meeting with City Public Works Director to discuss the parking lot upgrades.
- Visitor Services- Staff had the orientation with the monitors prior to the starting day on March 6th.
- VWA and Leadership Vallejo are partnering to do a cleanup at Dan Foley Lake Chabot on March 20th.
- Dan Foley- Fire sprinklers in the in the Cultural Center were serviced and made some corrections; staff repaired and made LED light conversions in the soccer field area.
- Richardson Park- Madren field electrical main panel upgrade was completed by a contractor, and they will troubleshoot the field lights wiring.
- VCC- Staff is working on getting proposals for roof replacement.
- BRS- Site plan was submitted to the City to obtain a permit for the demolition of the caretaker house.
- Staff assisted with the moving of staff offices.
- Glen Cove Waterfront Park- There was a filming event on March 2nd.
- Irrigation- Staff is working on getting the irrigation systems ready for the season.



Finance Department Board Report

3/11/21

Property Tax 2nd Apportionment FY 2020-21

- I have received an email from the county letting us know that the payment of the 2nd apportionment of taxes and special assessments of FY 2020-21 will be on Tuesday, April 20, 2021.

Finance Department Staff Training

- Our Accounting Assistant, and Accounting Specialist are making use of the online accounting training program, AccountingCoach, as time allows. We feel it is helping them to expand their knowledge of the accounting cycle and to obtain the tools needed to more fully understand the full picture of GVRD's accounting process.

FY 2021-2022 Budget Process

- The Budget Calendar and worksheets for the FY 2021-2022 budget have been distributed to staff. In the upcoming months, the GM and I will be working with staff to complete the preliminary budget to be presented to the Board on April 22.

Union Negotiations

- The Finance Department has been working with the GM and the HR Manager to provide requested information for IBEW and SEIU to facilitate the negotiation process.

Timekeeping System

- We are currently working with HR to find a timekeeping system that will work well with the Finance Department's Cougar Mountain Denali Payroll software.

CAPRI

- We have completed and submitted to CAPRI the Workers' Compensation Estimated Payroll for FY 21-22. This estimate enables CAPRI to prepare and calculate the Workers' Compensation premiums for the upcoming fiscal year.



Human Resources Board Report

3/11/2021

Personnel Update:

- HR and the GM are working with staff to discuss vaccine possibilities and shift with our ever-changing Covid situation
- Recreation Superintendent Position is frozen. General Manager Lanusse is currently taking on those duties.
- HR, the GM, and the Superintendent of Maintenance are working together to decide how to best work toward filling the openings in our Parks/Maintenance Team.

Classification Study:

- HR continues to work with represented and unrepresented staff regarding job description updates. The District has received feedback from unrepresented staff, IBEW represented staff, and is awaiting feedback from SEIU represented staff now.
- HR is taking current proposed updates to Policy and Personnel Committee in March

Policy updates:

- HR and GM are awaiting feedback from SEIU regarding Policy 2250 and RR2250 and then will bring to the Board for approval.
- HR and GM are working with outside legal counsel to provide redline edits to additional policies as well.

Compliance:

- HR has written Covid-19 Prevention Program to align with new Cal-OSHA requirements.
- HR is working with Executive staff to ensure employees are in compliance with the new Cal-OSHA requirements.

- HR has partnered with Synthesis Planning Consultants to start updates IIPP to comply with 2021 standards. HR is bringing draft IIPP to Policy and Personnel Committee Meeting in March.



Recreation Board Report

3/5/2021

- **Community Centers-**
- FCC Rec Coordinator will follow up with Morgan Alarm to replace security cameras, and install new ones underneath the Veranda.
- Solano County cancelled the request to use NVCC for COVID vaccines. County was assessing vaccine data in Vallejo and Fairfield, and decided to relocate the vaccine site.
- Outdoor class guidelines for instructors and participants got approved to return at FCC.
- 1 Staff will return to work and complete janitorial duties at 395 Amador bldg.
- **Youth and Events-**
- REConnect (a branding idea) will be developed a bit more in the coming weeks.
- Community Programs will offer a city-wide scavenger hunt. The planning committee is scheduled to meet the week of March 15th.
- Learning Hubs will be offered at Glen Cove and Loma Vista in partnership with VCUSD beginning March 15th.
- VCUSD will roll out their phased in-person learning plan beginning the week of April 12th. Students will return to school in small cohorts and it's anticipated that all grade levels will return to school in a modified capacity by April 26th. Departmental staff are working closely with the school district to provide after school programming at selected sites.
- Youth Spring Break Camp will be held at CW park, March 22nd- April 2nd. Camp will follow recommendations provided by CDC and Solano County.
- **Aquatics**
- Spring lap swim schedule now in effect. Additional lanes available at 6pm & 7pm in preparation for brighter evenings and warmer weather. This schedule will last until May 31st 2021.
- Spring break aquatic camp now accepting registrations.
- Spring break lifeguard training class's now accepting reservations.
- Saint Patrick / Saint Vincent High School began practice 2/8/21
- VJO socially distant inner squad time trial schedule for Saturday 2/27/21

- Solano Aquatic Sea offers continuing limited practice week days and long course practice Sunday mornings.
- New toddler pool plastered and filled! A few more weeks of dialing in mechanics for chemistry and final inspections. First program scheduled to be in new pool will be the spring break camp for private swim lessons.
- **Sports**
- Get Tah Steppin with Jay has been running consistently since November and we are excited to be offering more classes for the Spring/Summer.
- Learning in the Field has graciously offered to continue running both Nature Journalists and Outdoor Explorers for months of March and April, we hope to continue classes in the Summer as well.
- Meetings with the Jr. Giants have officially commenced and we are excited to offer virtual or in-person leagues if the county permits play.
- Dan Foley Synthetic Turf Field has had an abundance of inquiries and we are very close to being booked out for the months of February and March.
- The Department is excited to partner with the National Academy of Athletics to offer an outdoor sports camp during Spring Break which will be held at the Dan Foley Synthetic Turf Field.
- We are currently in the process of reviewing our next year's budget in hopes to bring back more programs in 2021 and 2022.



General Manager Board Report

3/11/2021

- Staff and I will be working on rough drafts of the budget next week.
- The Vallejo School district and I reviewed the red line edits for a long term lease of Franklin Middle School. The School District has taken the comments back to their legal counsel for review.
- Staff and I are working with the contractors regarding the 6 competitive grants we are pursuing. The deadline for those are March 12, 2021. We have made changes to scope of work, to bring costs down, and have asked the school district if they would be willing to assist with the Plunge project as it would exceed the \$8.5 million grant funding. Total cost for that project would be around \$15 million.
- Represented negotiations are scheduled.
- The Mare Island Preserve is still a topic that City Staff are interested in discussing, and they have scheduled a meeting next week after our meeting discussing parking lots at the Pool, NVCC, and other locations.
- The 10 year master plan draft is still in the works. Green play is working on a more polished draft to present to the Board hopefully in the month of April.
- Recreation staff and I are working on reworking the bimonthly use report. We want to present easier to read information, as well as providing a narrative to explain what we see that is going on.



ATTENDANCE SHEET	PRESENT	EXCUSED
Director Lea		
Director Briseno		
Director Salvadori		
Director Bowen		
Director McDonald		

DATE OF MEETING March 11, 2021-6:30pm (Zoom Meeting)

Clerk of the Board Date



DATE OF MEETING: March 11, 2021- Board Meeting

AGENDA ITEM: Approval of Agenda

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Director Lea				
Director Briseno				
Director Bowen				
Director Salvadori				
Director McDonald				

AGENDA ITEM: Consent Calendar

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Director Lea				
Director Briseno				
Director Bowen				
Director Salvadori				
Director McDonald				

AGENDA ITEM: Approve Financial Statement as of 2/25/2021

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Director Lea				
Director Briseno				
Director Bowen				
Director Salvadori				
Director McDonald				

AGENDA ITEM: Approve Payment of Bills 2/1/2021 through 2/28/2021

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Director Lea				
Director Briseno				
Director Bowen				
Director Salvadori				
Director McDonald				

AGENDA ITEM: Board Authorization to Declare Surplus Property – 2 Trucks

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Director Lea				
Director Briseno				
Director Bowen				
Director Salvadori				
Director McDonald				

AGENDA ITEM: Meeting Adjournment

ROLL CALL VOTE SHEET	YEA	NAY	ABSTAIN	ABSENT
Director Lea				
Director Briseno				
Director Bowen				
Director Salvadori				
Director McDonald				