

# Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles  
by providing safe parks and innovative and fun  
recreation programs for all residents.

## BOARD OF DIRECTORS

Rizal Aliga  
Robert Briseño  
Thomas Judt  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

In accordance with California Government Code Section 54957.5, materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's Administrative Office, 401 Amador Street, Vallejo, CA during normal business hours or electronically at <https://www.gvrd.org/board-meetings-committees>.

In compliance with the Americans with Disabilities Act, Special assistance for participating in this meeting can be obtained by contacting the District Office at 707-648-4604. A 48-hour notification would enable the District to make reasonable accommodations to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

## Board of Directors Meeting Agenda

Thursday, May 23, 2024

Administrative Office-Board Room, 401 Amador Street, Vallejo, CA 94590

6:30 p.m. – Regular Session

### **Public Comment on Items on the Agenda**

If you wish to speak on an item under discussion by the Board of Directors which appears on this Agenda, you may do so upon receiving recognition from the Chairperson of the Board. Please state your name and whether you are speaking as an individual, or are speaking for an organization, in which case, please state the name of the organization. Each individual speaker may speak for up to three minutes, and an individual representing an organization may speak up to five minutes.

1) **Call to Order**

2) **Pledge of Allegiance**

3) **Roll Call**

4) **Approval of Agenda**

5) **Public Comment**

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.)

To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization.

6) **Committee Updates**

The Chairperson for Standing Committees will provide any updates to the full board.



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 item will be removed from the consent calendar and will be considered separately.

Public Comment

7.1 Approve Board Minutes – May 9, 2024

7.2 Accept Programs and Publicity Committee Minutes – May 15, 2024

8) **Staff Updates**

Public Comment

8.1 General Manager

8.2 Human Resources Director

8.3 Finance Director

8.4 Parks and Facilities Director

8.5 Recreation Services Director

9) **Announcements and Comments from Board Members**

10) **Executive Session**

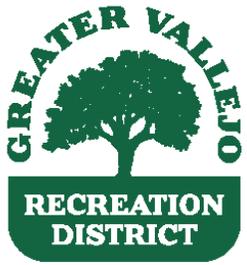
Public Comment

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**, pursuant to Government Code section 54957

Title: General Manager

11) **Meeting Adjourn**

**We regularly meet on the second and fourth Thursdays of each month at 6:30pm  
Next Meeting: Thursday, June 13, 2024**



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### Greater Vallejo Recreation District Board of Directors

#### MINUTES

May 9, 2024 – 401 Amador Street

6:30 p.m.

#### 1) Call to Order

Chairperson Aliga called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., May 9, 2024, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

#### 2) Pledge of Allegiance

Chairperson Aliga led the pledge.

#### 3) Roll Call

**Present:** Chairperson Rizal Aliga; Secretary Tom Starnes; Directors Thomas Judt, Robert Briseño

**Staff:** General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Parks and Facilities Director, Salvador Nuño; Finance Director, Noel Parkhurst; Human Resources Director, Lisa Sorvari; Board Clerk, Kimberly Pierson

#### 4) Approval of Agenda

Director Starnes offered the motion, seconded by Director Aliga to approve the agenda. Motion passed.

#### 5) Public Comment: None

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.) To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization.

#### 6) Committee Updates-None

The Chairperson for Standing Committees will provide any updates to the full board.

#### 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 item will be removed from the consent calendar and will be considered separately.

##### Public Comment-None

7.1 Approve Board Minutes – April 25, 2024

7.2 Accept Budget and Finance Committee Minutes – April 16, 2024



**7.3** Accept Policies and Personnel Committee Minutes-Special Meeting – April 18, 2024

**7.4** Accept Facility and Development Committee Minutes – April 23, 2024

Director Aliga offered the motion, seconded by Director Briseño to approve the consent calendar. Motion passed.

**8) Financials:**

Public Comment-None

**8.1** Accept Finance Statement through 4/30/2024 3/31/2024 (Parkhurst)

Director Aliga offered the motion, seconded by Director Starnes to approve the finance statement through 3/31/2024. Motion passed.

**8.2** Accept Payment of Bills 4/1/2024 through 4/30/2024 (Parkhurst)

Director Judt asked if CalCard statements could be included in future packets and asked if additional board members were in favor of the request. No action taken.

Director Starnes offered the motion, seconded by Director Judt to approve the payment of bills 4/1/2024 through 4/30/2024. Motion passed.

**9) Action Items**

Public Comment-None

Approve attendance of the General Manager at the CALPELRA conference November 12-16, 2024 (Lanusse)

Director Starnes offered the motion, seconded by Director Judt to approve the General Manager's attendance at the CALPELRA conference. Motion passed.

**10) Staff Updates**

Public Comment-None

**10.1** Recreation Services Director

- Distributed the Summer 2024 Activity Guide to the Directors.
- Announced an Aqua Zumba class starting this summer.
- Announced Pool Safety Day- Saturday from 12-3pm.

**10.2** Parks and Facilities Director

- Announced a special event happening at City Park on Saturday-Food Bank Community Resource Fair.
- Provided an update on the installation of charging stations at the community centers.
- Provided an update on the weed abatement process and timeline.
- Provided an update on PG&E over charges at Cunningham Pool. Looking into other possible locations.



### 10.3 Human Resources Director

- Announced there was a tie for April Employee of the Month: Luisa McQuilling and Brian Thyron-both from the recreation department.

### 10.4 Finance Director

- Provided updates on the FY21/22 audit.
- Provided an update on the ongoing CalPERS part time employee audits.
- Announced the HRIS/Financial software replacement has been pulled from the FY4/25 budget.

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

Director Aliga apologized for missing the last meeting. He announced that June 1<sup>st</sup> is the Pista Sa Nayon event.

Director Judt announced a recent outreach held at the South Vallejo Community Center on May 5<sup>th</sup>. 10-12 people attended and provided input on Carquinez Park.

Director Briseño mentioned a recent presentation given by Solano Community Foundation. He suggested it could be a partnership opportunity. He also reminded the board that he is a member of the Cal Maritime Board of Directors, and suggested staff reach out for potential outreach opportunities.

## 12) **Executive Session-** at 7:38 pm Chairperson Aliga convened to executive session.

Public Comment-None

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**, pursuant to Government Code section 54957

Title: General Manager

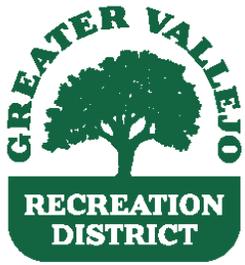
at 8:58pm Chairperson Alifa re-convened to regular session and reported the following: Direction given, action will be taken

## 13) **Meeting Adjourn**

Director Starnes offered the motion, seconded by Director Briseño to adjourn the meeting at 8:58pm Motion passed.

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**Tom Starnes, Board Secretary**



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## Programs and Publicity Committee Minutes Wednesday, May 15, 2024 2:00 P.M. Administrative Office-Board Room 401 Amador Street

**In attendance:** Director Starnes, Chair Aliga, General Manager Lanusse & Director Ryans.

Meeting began: 2:14 PM

**1. Public Comment-** There was one member at the meeting. The public commented that the survey should touch students at school sites to provide feedback as they are the ones who may benefit from the programs most. Comments were made about distribution of the activity guide and to provide in advance to be published in the county newsletter. Comments were made about using interns from local community colleges to perform marketing duties for the District and be paid a stipend.

**2. Activity Guide –** The cost to produce an activity guide was discussed. Director mentioned that it costs about \$5-6k to produce an activity guide, per season. Advertisement opportunities are available to promote programs in the guide. Where do activity guides get delivered was discussed as well as highlighting and employee of the month in the guide.

### **3. Community Events:**

**a. 4<sup>th</sup> of July Parade-** Director Ryans made the recommendation not to participate in the 4<sup>th</sup> of July parade this year. This was discussed with the committee, and they supported the recommendation. Due to the current budget constraints, staff time involved, not much interest from the staff to participate led to the final recommendation. GVRD staff would be happy to revisit the idea in the next year or so.

**b. Bands & Brews-** Director Ryans discussed that the bands and brews season is approaching and that it is recommended to solicit for more sponsorship opportunities to grow the event. Also, investing more dollars and marketing into the event to grow it. It was suggested that sponsorship letters be sent to the chamber to help generate revenue.

**4. Marketing Update:** Submitted Content Action Plan for June- The marketing plan for the month has been submitted to Verdin for review and finalization. The GM mentioned not having budget for a full-time marketing employee and perhaps hiring someone part-time.



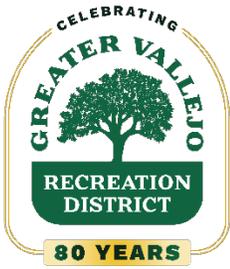
**5. July is Parks Make Life Better Month!** -Director Ryans mentioned in celebration of Parks Make Life Better Month GVRD will be having a photo contest encouraging patrons to take and send us photos of them recreating in our parks. A winner will be selected and have an opportunity to be featured on the cover of one of our upcoming activity guides.

**6. Community Launch Pad Survey-** Director Ryans discussed with the community the launch of the recreation survey and how it will be used to collect data from the community. In hopes to get a better pulse on programming likes, dislikes, and future needs. The data collection will begin this month and run the entire during of summer, during pop-ups, and at events. Also, it will be live on the website and sent out via Civic Rec. This was a recommendation by the committee during the programs meeting back in February 2024.

**7. Discussion on Fall Programs 2024-** Director Ryans discussed with the committee a number of programs that may need to be reduced or cut due to the budget constraints. The pool was a topic of discussion and an option for consideration for closure during the winter/early spring months to conserve dollars. The committee recommended bringing more data to support recommendations for cuts. Another option was to collaborate with a neighboring city to offer programming if the pool would be closed for the season.

**8. June meeting canceled?** - June meeting will be held on Thursday, June 20<sup>th</sup> at 2pm.

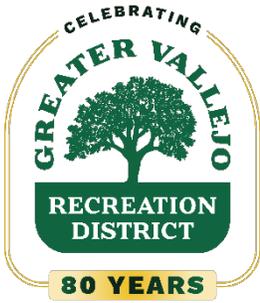
Meeting Adjourned: 3:18 PM



## General Manager Board Update

5/23/2024

- Working on new HR items
- Working on reducing Cal Card spending, Amazon, supplies and reviewing event BBPs for trimming.
- Met with the City of Vallejo regarding impact fees.
- I met with the interim City Manager, I will reach out to the new City Manager, once they begin.
- I reached back out to the Measure P oversight committee regarding program funding, and what metrics they would like to see. They have not responded regarding whether we will receive money this year or if it went to one project.
- The 2+2 will be held this Thursday before our board meeting. I will be in attendance.
- I attended the CSDA legislative conference in Sacramento.
- I co-presented last Friday for the Leadership Vallejo.
- Working with Suite Treatments using Placer.AI to gather event/user data.
- Working with staff to alter board update reporting.



## Human Resources Board Update

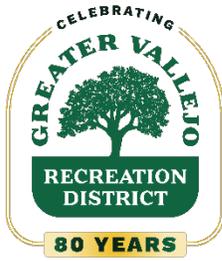
May 23, 2024

### Current HR Projects:

- Total Compensation Study – Received results!! Meeting with consultants to discuss results in the next couple of weeks.
- Amending part-time employee handbook – complete by June 1, 2024
- Creating a Workplace Violence Prevention Plan as per SB553:
  - Met with WPVP Committee and reviewed Plan.
  - Complete plan/procedures by mid-June
  - Roll out online active shooter training in June.
  - Still waiting to hear from Solano Co. Sheriff re: De-escalation Tech.
- Revamping Supervisor/Manager Employee Performance Assessment Form
- Found vendor for after-hours and weekend post-accident drug and alcohol testing. Implement after receiving the agreement.
- Assisting finance with the selection of a finance/payroll/timekeeping/HR system.
- Assisting finance with CalPERS audit.

### On-Going HR Projects:

- Reviewing, amending/creating policies
- Conducting HR compliance audits
- Creating data retention policies and procedures
- Mentoring Human Resources Coordinator
- Participating on the Safety Committee
- Preparing for CAPRI (insurance) audit in July
- Staying on top of ever-changing employment and labor laws



## **Finance Director Board Update**

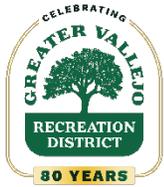
**May 23, 2024**

### **FY21/22 Audit Status**

- No Change in Audit status.

### **Updates and Efforts in the Finance Department**

- April Financials will be presented at the following Board Meeting due to an unpreventable situation.
- CalPERS part time audit continues. No major developments to report.
- Financial and HRIS Software Replacement RFP –No Major developments to report. After focused demos, there were additional questions and concerns from HR and Payroll. A Question-and-Answer meeting for HR and Payroll being scheduled for mid-June with Tyler Tech.
- FY24-25 Budget process is ongoing. An updated version of the 24/25 Budget Summary was presented and discussed. From that meeting, a special Budget and Finance Committee meeting was scheduled for review of draft version of Preliminary Budget before it goes to board for review.
- The first of a series of in-house training provided by CalPERS was hosted by GVRD on Friday. Very productive and educational. The focus is to create institutional knowledge of best practices for CalPERS activity within the district so that processes and understanding of what the district does and why is carried on for continuity of knowledge Transfer.



# Maintenance Department Board Update

5/23/2024

## Parks and Facilities

- Children's Wonderland
  - Facilities staff repaired the broken concrete border near the playground.
  - Contractor will be replacing and installing a playground glider.
- Dan Foley Park
  - Facilities staff completed installing drainpipe behind the Artificial field.
- Richarson Park
  - The Ant-Violence community Rally event will take place on June 1<sup>st</sup>.
- Highlands Park
  - Parks staff replaced a leaking irrigation valve.
- Wardlaw Soccer Field
  - Parks staff repaired an irrigation water leak on a 4" mainline.
- Weed Abatement
  - Staff Continues with the mowing of McIntyre Ranch; next they will go to Lake Dalwigk.
- Training
  - Staff is working on completing the harassment training required every two years.
  - I will be attending the 2024 CARPD Conference in Santa Rosa.
- Franklin GYM
  - Staff worked on the installation of a score board that came from Mare Island Sport Center.

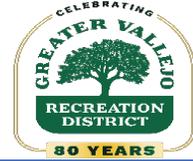
# BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
<b>395/401 Renovations</b>					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	4/15/2024	100%	<input checked="" type="checkbox"/>	Notice of Completion was filed with the county.
<b>VCC HVAC</b>					
Design Phase	6/1/2023	3/31/2023	100%	<input checked="" type="checkbox"/>	Engineer completed the design. On hold until funds available.
Permit Issued	4/1/2023	6/1/2024	0%	<input type="checkbox"/>	
Proposed Board Approval	8/1/2024	9/31/2024	0%	<input type="checkbox"/>	
RFP	10/1/2024	11/28/2024	0%	<input type="checkbox"/>	
Build	12/1/2024	2/1/2025	0%	<input type="checkbox"/>	
<b>Cunningham Pool Shade Structures</b>					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2023	8/28/2024	0%	<input type="checkbox"/>	Received a proposal for engineering plans; we decided to postpone until new budget in July.
RFP	12/2/2024	12/31/2024	0%	<input type="checkbox"/>	
Build	1/1/2025	5/28/2025	0%	<input type="checkbox"/>	
<b>Cunningham Pool ADA Upgrades</b>					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	<input checked="" type="checkbox"/>	
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	

# BOARD PROJECTS UPDATE



Date

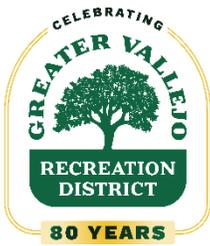
TASK	START	END	% COMPLETE	DONE	NOTES
Build	1/8/2024	8/1/2024	<div style="width: 25%; background-color: green;"></div> 25%	<input type="radio"/>	Contractor installed the ADA parking spots; had the inspection from the City for the electrical, framing, and plumbing on the new restrooms.
<b>Terrace Park Playground</b>					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Build	1/15/2023	5/15/2024	<div style="width: 99%; background-color: green;"></div> 99%	<input type="radio"/>	Had a meeting with the disc golf group; will be working on building a kiosk and a welcoming sign.
<b>Hanns Park Disc Golf</b>					
Design Phase	3/1/2021	9/27/2021	<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	5/30/2024	<div style="width: 98%; background-color: green;"></div> 98%	<input type="radio"/>	We received a draft of the welcoming sign, will be making some adjustments.
<b>Lake Dalwigk Park Improvements</b>					
Design Phase	5/1/2023	10/31/2023	<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	Interwest will be doing a presentation at the board meeting in November.
Permit Issued	1/15/2024	2/28/2024	<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Build	5/1/2024	8/1/2024	<div style="width: 5%; background-color: green;"></div> 5%	<input type="radio"/>	Contractor began with the demolition of the concrete pathways.
<b>Children's Wonderland Electrical Upgrade</b>					
Design Phase	4/1/2023	6/1/2023	<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	

# BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
RFP	7/1/2024	7/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	10/1/2024	12/1/2024	0%	<input type="radio"/>	
<b>North Vallejo Community Center Electrical Upgrade</b>					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	7/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	10/1/2024	12/1/2024	0%	<input type="radio"/>	
<b>Dan Foley Cultural Center Electrical Upgrade</b>					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="checkbox"/>	
Permit Issued	4/1/2023	5/30/2024	0%	<input type="radio"/>	
RFP	8/1/2024	10/30/2024	0%	<input type="radio"/>	
Build	1/1/2025	3/1/2025	0%	<input type="radio"/>	
<b>Franklin Middle School</b>					
Prop 68 Management RFP	1/1/2024	7/1/2024	50%	<input type="radio"/>	The RFP documents were sent to our legal counsel for their review.
Design Phase			0%	<input type="radio"/>	
Permit Issued			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
Portable Buildings	1/1/2024	7/30/2024	50%	<input type="radio"/>	Staff worked on replacement of an AC unite for one of the portable getting the room ready for camps.
<b>SVCC EV Charging Stations</b>					
Design Phase			100%	<input checked="" type="checkbox"/>	
Permit Issued			100%	<input checked="" type="checkbox"/>	
Build	5/13/2025	6/29/2025	5%	<input type="radio"/>	Contractor began with the installation.



## Recreation Services Board Updates

05/23/2024

### **Activity Guide:**

- N/A

### **Aquatics:**

- Aquatics is finishing-up spring lessons, while gearing up for summer swim lessons. Staff will host a weeklong in-service training for PT Lifeguards in June to prepare for the season and re-certify staff before the summer season begins.

### **Community Centers:**

- N/A

### **Children's Wonderland, Community Events, & Adaptive Recreation (AR):**

- Summer is approaching which means Bands & Brews is approaching! On June 28<sup>th</sup> we will celebrate at Blue Rock Springs Park. We have two sponsors already and are currently seeking more partnerships for this event and hope to have a killer opening for this year's Bands & Brews Event!
- Chill and Grill for the adaptive community is also right around the corner! On June 19<sup>th</sup> we will be hosting our 2<sup>nd</sup> annual chill & grill barbeque down at Blue Rock Springs park. We are hoping to create a space for the adaptive rec community to enjoy some sunlight and fresh air, all while enjoying lawn games, face painting, and BBQ.
- GVRD staff have been attending different outreach events, promoting upcoming events and programs. We have been part of Vallejo Charters family game nights, Six Flags Education days that take place every Friday in May, Dia De las Madres family night at Cave Elementary, and more! We hope to continue partnering with local organizations in Vallejo working together to benefit the community.
- 24 Birthday parties are scheduled for the month of May at Children's Wonderland
- 6 field trips have been scheduled for Children's Wonderland for months of May and June.



**Sports/Gym:**

- We have a total of 795 users for the month of April (users, residents, non-residents).
- Attached is a picture of ARC Solano for a pickleball reservation.



**Staffing:**

- Director Ryans met with Victoria Grace, City of Vallejo Coordinator, and Cherita Diley, Full-Service Community Coordinator with Vallejo School District to discuss partnerships, upcoming events, and Measure P funding.
- Director Ryans is attending the California Association of Recreation and Parks Districts conference May 23-25<sup>th</sup>.

**Youth Services:**

- Registrations for camps are increasing as summer quickly approaches.