



GREATER VALLEJO RECREATION DISTRICT

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

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
April 22, 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-April 8, 2021

B) Accept the Policies and Personnel Committee Minutes-April 12, 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.

7) Staff Reports-Informational Only:

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

8) Executive Session: Will be held via Zoom breakout room

- A) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): International Brotherhood of Electrical Workers Local Union 1245, (IBEW) negotiations, including new MOU and proposed early retirement incentive program; pursuant to Government Code section 54957.6**
- B) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Service Employees International Union Local 1021, (SEIU) negotiations; pursuant to Government Code section 54957.6**

9) Announcements and Comments from Board Members:

10) Meeting Adjourn:

Next meeting: May 13, 2021



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Greater Vallejo Recreation District Board of Directors

MINUTES
April 8, 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 6:31 p.m., April 8, 2021.

2) **Pledge of Allegiance**

3) **Roll Call**

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

Staff: Legal Counsel, Gary Heppell; Finance Director, Penny Harman; Maintenance Superintendent, Salvador Nuno; Human Resources Manager, Casey Halcro; Interim Recreation Superintendent, Kerrilyn Ely, Interim Recreation Supervisor, Dustin Stene and Board Clerk, Kimberly Pierson

Excused: General Manager, Gabe Lanusse

4) **Approval of Agenda**

Director Salvadori offered the motion, seconded by Director Lea to approve the agenda. Roll call vote Ayes: Briseno, Salvadori, Bowen, Lea, McDonald; Nays: none; Absent: none; Abstain: none. Motion passed unanimously

5) **Presentations:**

Introducing Kerrilyn Ely, Interim Recreation Superintendent (Halcro)

Human Resources Manager, Halcro introduced Kerrilyn Ely and welcomed her to GVRD.

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-March 25, 2021**

B) **Accept the Facility and Development Committee Minutes-March 18, 2021**

Director Salvadori offered the motion, seconded by Director Bowen to approve the consent calendar. Roll call vote: ayes: Roll call vote Ayes: Briseno, Salvadori, Bowen, Lea, McDonald; Nays: none; Absent: none; Abstain: none. Motion passed unanimously

8) **Financials:**

A) **Approve Financial Statement as of 3/31/2021 (Harman)**

Director Bowen offered the motion, seconded by Director Lea to approve the financial statement as of 3/21/2021. Roll call vote Ayes: Briseno, Salvadori, Bowen, Lea, McDonald; Nays: none; Absent: none; Abstain: none. Motion passed unanimously

B) **Approve Payment of Bills 3/1/2021 through 3/31/2021 (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 3/1/2021 through 3/31/2021. Roll call vote: Ayes: Directors: Lea, Bowen, McDonald Absent: none; Abstain: Salvadori. Motion passed.

C) **Review of Expenses and Revenue Fiscal Year 2020-2021 (Harman)**

Items provided for information only.

9) **New Business:**

Approve Job Descriptions Updates and Title Changes for the Following Positions: Facilities Supervisor and Landscape Supervisor (Halcro)

Director Bowen offered the motion, seconded by Director Salvadori to approve the job description and title changes for Facilities Supervisor and Landscape Supervisor. Roll call vote Ayes: Briseno, Salvadori, Bowen, Lea, McDonald; Nays: none; Absent: none; Abstain: none. Motion passed unanimously.

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

A) **Maintenance Superintendent**

- Provided an update upgrades to the Amador Tennis Court lighting.
- Provided an update on a request to install a Foot Golf Course at Dan Foley Park
- Provided a status update on new scoreboard and bleacher replacements.
- Updated the Board on a request from Mayor McConnell to form an inter-district committee with members of GVRD, Vallejo City Unified School District and the City of Vallejo.

B) Finance Director

- Provided an update on the Fiscal Year 2021-2022 budget process
- Provided an update on staff training

C) Human Resources

- Provided information on the recent passage of Senate Bill 95.

D) Recreation Department-Given by Dustin Stene

- Provided on update on current programming and revenue numbers for the Sports and Aquatics Departments and Field Reservations.
- Announced the pool has been COVID and Emergency incident free for over 7 months.
- Recognized pool staff for their continued efforts to provide the community a safe and welcoming environment.

11) **Executive Session:** At 7:20p.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 (Legal Counsel, General Manager and HR Manager): Service Employees International Union Local 1021, (SEIU) negotiations; pursuant to Government Code section 54957.6

At 8:30 p.m. Chairperson Briseno convened to regular session and reported the following:

- Item A-Information given to the Board. Board provided guidance.
- Item B- Information provided to the Board.

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

Director McDonald had a question about the announcement from Mayor McConnell and wanted to know if it would be on the next agenda and also for details on how items are placed on the agenda. She also requested to discuss Strategic Planning at a future board agenda.

13) Meeting Adjourn:

Director McDonald offered the motion, seconded by Director Bowen to adjourn the meeting at 8:36 p.m. Roll call vote Ayes: Briseno, Salvadori, Bowen, Lea, McDonald; Nays: none; Absent: none; Abstain: none. Motion passed unanimously.

Ron Bowen, Board Secretary

Date

DRAFT



Agenda 6-B

BOARD COMMUNICATION

Date: April 22, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting April 12, 2021

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the April 12, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from April 12, 2021



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Policies and Personnel Committee Meeting Monday, April 12, 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 Briseno, Director Pannell Lea, HR Manager Halcro

Meeting began: 10:00 am

1. Discuss Facilities and Parks Supervisor Recruitment and Future Staffing Plans

a. Committee discussed recruitment and future staff planning

2. Discuss Classification Study, Job Descriptions, Title Changes for IBEW Represented Staff

a. Committee discussed classification study, job descriptions, and title changes for IBEW Represented Staff

3. Offering Voluntary Retirement Incentive Options for IBEW and SEIU Represented Staff

a. Committee discussed Voluntary Retirement Incentive options for IBEW and SEIU Represented staff.

Meeting adjourned 10:15 am



Maintenance Department Board Report

4/22/2021

Parks and Facilities

- Callen Field- Contractor made fence repairs; new score board was also installed.
- Lake Dalwigk Park- VWA and Solano RCD will be doing rose plating in the restoration area with volunteers on Saturday April 17th.
- 395 Building- Service upgrade has been completed by the contractor.
- Grant Mahony Building- New garage doors were installed by a Company.
- Amador Tennis Courts- Lighting Company will be doing the LED retrofitting in the first week of May.
- Weed abatement- Staff started with the mowing at Hanns Park and Glen Cove Waterfront Park.
- Dan Foley Park- Electrical contractor replaced and repaired some of the baseball field lights.
- BRS Caretaker House- Contractor waiting for PG&E electrical pole approval to start with the demolition.
- Madren Field- Contractor is working on the installation of the new score board.
- Staff will be assisting with the Movie in the Park event at Dan Foley.



Finance Department Board Report

4/22/2021

FY 2021-2022 Budget Process

- The preliminary budget has been completed and has been submitted to the Budget and Finance Committee for review on Monday, April 19th. Next step, we will present it to the full board for a first review.

Fee Schedule

- Working with MRG to develop a policy for creating the fee schedules. Also working with Interim Recreation Superintendent Ely on developing the policy and procedures.

Peak/Sportsman Software

- Will be assisting Recreation with the transfer back to the Peak/Sportsman software, as necessary.

State Controller's Office Report

- Working with Accounting Specialist Betty DalPorto on the Government Compensation in California report for calendar year 2020. This report is completed each year and submitted to the State Controller's Office. This is part of ongoing training for the Accounting Specialist.

Finance Department Cross Training

- Working with staff to identify areas where cross training is needed. Also working to hone skills by having all three of us practice the various processes in order to provide assistance to all departments in the case of absence.



Human Resources Board Report

4/8/2021

Personnel Update:

- HR has worked with Finance to update forms needed related to CA Senate Bill 95 regarding Supplemental Paid Sick Leave for covid and vaccine related reasons.
- For the first time in over a year, we are recruiting for 2 full-time positions. We've advertised both our Facilities Supervisor and our Landscape Supervisor positions.

Classification Study:

- HR continues 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.

HRIS:

- HR has teamed up with our Finance team to implement a new HRIS. We anticipate that it will be fully operational on the employee facing side by June. Our current contract with Zenefits will end at the beginning of June. Our new contract will recognize a cost savings for the District and better communicate with our current payroll system.



Recreation Board Report

4/22/2021

Community Centers

- Teacher Kay Online Preschool continues with 4 classes at 38 participants total. Currently planning on in-person Summer Preschool per CDC guidelines.
- Ballet Folklorico returns May 3rd at an outdoor setting, offering 4 classes for ages 5 to adult.
- Spanish for Beginners will return online via Zoom starting in May.
- Staff is working on and developing guidelines to transition into indoor classes.
- Activity Guide production in progress for the 2nd draft.
- COVID-19 Testing site at SVCC scheduled to close April 30th. Up until now, no extension has been requested by the City or Solano County.

Youth Programs and Events

- Kids Club programs will be reopening beginning May 3rd at four sites: Pennycook, Wardlaw, Cave, and Vallejo Charter. More details regarding registration and program protocols to follow. Staff will only operate after school programming at the specified sites for the duration of the 2021 school.
- Carflix Cinema (Drive-in movie) is slated for Saturday, April 17th, 8-10pm at Dan Foley Park. Departmental staff have worked hard to secure monetary donations for the event.
- Departmental staff are in process of finalizing with General Manager a reopening plan for Children's Wonderland Park. In the proposal it's recommended to operate the park at 35% capacity per Covid guidelines, by reservation only, and weekends only (Fri-Sun).

- Recreation Supervisor, Antony Ryans, is representing GVRD as the incoming California Parks and Recreation Society President for District 1. Antony has actively participated on the District Board voluntarily for 7 years in different capacities. He looks forward to a great year and providing the membership with innovative trainings, roundtables, and events.

Aquatics

- Private Swim lessons began this Monday 4/12 and continue to fill up. Staff is looking to add capacity for program expansion. The new pool has been excellent for young children and dual programming in our 50m pool for adults and teens.
- High School water polo had their first Game on Wednesday 4/14. With coordination with the schools players and staff felt safe and no issues. The new polo tank and cages have been an enhanced addition of equipment.
- Both Lifeguard training (LGT) classes were completed successfully with 13 students passing the classes and 12 of them applying for summer employment. We have one more LGT class in early May date TBD.
- Staff is planning a small dual swim meet for Vallejo Junior Olympic aquatic club on Saturday May 1st.

Sports

- Junior Tennis for Beginners Session 3 has *sold out* with a max of 12 kids. We are reaching out to the instructor to see if they would like to open a few additional spots.
- National Academy of Athletics recently started a new program called "In the Net Soccer" a after School Program and received 9 participants out of 12.

- All Sorts of Sports after School Program is set to start next week and has 7 participants signed up out of 12. They are also offering a Mini Basketball Class that has 6 participants out of 12.
- Get Tah Steppin with Jay is also running strong, but we are looking to increase class participation for the summer.
- Jr. Giants Virtual Spring Training has officially begun, and we are working with the Giants Community Fund to return Jr. Giants during the summer on a virtual platform.



General Manager Board Report

4/22/2021

- I have been working with various organizations in Solano County to partner with an application called Outerspatial. This will connect users to all the parks, trails and events occurring in with our partners, and GVRD
- Staff and I have entered rough drafts fiscal year 21-22. Fee schedule, CIP, and revenue projections for Recreation and Visitor Services are being reviewed again.
- Hwy 37 meetings continue, and I am providing feedback related to Parks and trails in Vallejo.
- The City would like to discuss the kayak launch located off of Wilson Ave.
- Represented negotiations are ongoing.
- I am reviewing more sections of rough draft of the 10 year master plan. Green play is working on a more polished draft to present to the Board hopefully in late April. Once this is complete, I will have the board meet to discuss strategic planning utilizing the data we have collected.
- I have been working with Solano County regarding health and smoking. It is an eight session workshop, and we are almost done.
- Another nonprofit , Advance Peace, has asked to use a portion of Franklin Middle School to provide trainings, have GVRD assist with an event August 7th, and other future partnerships.
- We are updating to Microsoft 365, which will increase mailbox size, better support, and will be cloud based.
- I will begin to reach out to get appraisals for McIntyre Ranch.
- Unfortunately, Paul Roberts has backed away from creating an outdoor learning center at McIntyre due to a conversation he had with Zoning,
- I appreciate all the help and assistance I have received from executive staff during the past two weeks, so I can assist my wife. Thanks.