



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
Sheryl Pannell Lea
Robert Briseno
Ron Bowen
Gary Salvadori

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

January 28, 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) Ceremonial Matters

Moment of Silence in the Memory of Director Sims

5) Approval of Agenda

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) **Presentations:**
Congratulations to Phillip McCoy, Recreation Superintendent on his Retirement - Gabe Lanusse
- 8) **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-January 14, 2021
 - B) Accept the Programs and Publicity Committee Minutes, January 4, 2021
 - C) Accept the Policies and Personnel Committee Minutes, January 11, 2021
- 9) **New Business:**
Adopt Resolution 2021-02 to Granting Early Retirement Incentive Based on Years of Service and Current Pay Scale (Halcro)
- 10) **Staff Reports-Informational Only:**
- A) Maintenance Superintendent
 - B) Finance Director
 - C) Human Resources
 - D) Recreation Superintendent-Not Included in packet
 - E) General Manager
- 11) **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; pursuant to Government Code section 54957.6
 - B) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Administrative and Managerial Official Association, (AMOA) negotiations; pursuant to Government Code section 54957.6
 - C) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Service Employees International Union, (SEIU) negotiations; pursuant to Government Code section 54957.6
- 12) **Announcements and Comments from Board Members:**
- 13) **Meeting Adjourn:**

Next meeting: February 11, 2021



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Greater Vallejo Recreation District Board of Directors

MINUTES

January 14, 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

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1) Call to Order

Chairperson Pannell Lea called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., January 14, 2021.

2) Pledge of Allegiance

3) Roll Call

Present: Chairperson Pannell Lea, Vice-Chairperson Robert Briseno, Directors; Gary Salvadori (arrived at 6:37pm), and Ron Bowen.

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

Absent: Director Karen Sims

4) Election of Board Officers:

Consider the following:

A. Nomination and election of Chair

Director Lea offered the motion, seconded by Director Bowen to nominate Director Briseno as Chairperson. Roll call vote: ayes: Directors: Lea, Briseno, Bowen absent: Salvadori, Sims abstain: none. Nomination accepted and passed.

B. Nomination and election of Vice-Chair

Director Briseno offered the motion, seconded by Director Bowen to nominate Director Salvadori as Vice-Chairperson. Roll call vote: ayes: Directors: Lea, Briseno, Bowen absent: Salvadori, Sims abstain: none. Nomination accepted and passed.

C. Nomination and election of Secretary

Director Briseno offered the motion, seconded by Director Lea to nominate Director Bowen as Secretary. Roll call vote: ayes: Directors: Lea, Briseno, Bowen absent: Salvadori, Sims abstain: none. Nomination accepted and passed.

Director Briseno continued the meeting as Chairperson

5) Approval of Agenda

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

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) Presentations:

A) Update on the Administration Department since the COVID pandemic began in March.-Gabe Lanusse

The General Manager discussed the impact COVID has had on the administration of the district and what steps are being taken to move forward.

8) 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-December 10, 2020

- B) **Accept the Programs and Publicity Committee Minutes, December 7, 2020**
- C) **Accept the Policies and Personnel Committee Minutes, December 14, 2020**
- D) **Accept the Budget and Finance Committee Minutes, December 17, 2020**
- E) **Accept the Facility and Development Committee Minutes, December 14 16, 2020**

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

9) **Financials:**

A) Approve Financial Statement as of 12/31/20 (Harman)

Director Salvadori offered the motion, seconded by Director Lea to approve the financial statement as of 12/31/2020. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: Sims abstain: none. Motion passed.

B) Approve Payment of Bills 12/1/20 through 12/31/20 (Harman)

Finance Director Harman expanded on a few of the larger payments:

- Adams Pool Specialties -\$124,925 – Cunningham Pool Renovations
- EZ Tree – \$11,930 – Terrace Park, tree maintenance
- CSDA - \$805,000 – Agency membership dues
- Eisen Environmental - \$11,948 – Asbestos removal-Blue Rock Springs caretaker house
- Dude Solutions - \$18,733.30 – Data gathering, park assets
- Moore Design Group - \$8,848.85 – 395 & 401 Amador Street design development
- Rhinos Roofing Company - \$10,688.04 – Wilson Park Restrooms
- CAPRI - \$199,628.88 – 2nd half liability and 3rd quarter worker's comp insurance
- Underground Vaults & Storage, Inc. - \$3,779.16 – Annual maintenance & hosting service-Cougar Mountain software
- Security Enforcement Alliance - \$17,500 – Park lockups for 5 months
- MUN CPA's - \$15,000 – District audit
- Vallejo Flood & Wastewater District - \$7,537.87 – Annual storm waste water assessment
- Monarch Engineering - \$6,204 – 401 Amador foundation work
- Clean America - \$9,000 & \$6,400 – COVID cleaning

Director Lea offered the motion, seconded by Director Bowen to approve the payment of bills 12/1/2020 through 12/31/2020. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: Sims abstain: none. Motion passed.

10) **New Business:**

Adopt Resolution 2021-01 declaring that governing body members and volunteers shall be deemed to be employees of the district for the

purpose of providing workers' compensation coverage for said certain individuals while providing their services. (Lanusse)

Director Salvadori offered the motion, seconded by Director Lea to approve Resolution 2021-01. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: Sims abstain: none. Motion passed.

11) Old Business:

A) Update from Legal Counsel on McIntrye Ranch property-Informational

Legal Counsel reported: A title expert confirmed there is no recorded easement in favor of the property. A realtor, who specializes in rural property, has been obtained to view the property and give a general idea of the value.

B) Approve "Final Read" of Policy 2250 – Separation from Employment

No motion made

12) Staff Reports-Informational Only:

A) Maintenance Superintendent

- I'm working on the application for the Prop. 68 per capita grant.
- The facilities needs assessment is close to completion.
- I met with City of Vallejo staff to discuss Participatory Budget projects that were previous approved but haven't begun.

B) Finance Director

- I'd like to welcome Betty DalPorto to the finance department. Interviews were held in December and Betty was offered and accepted the full time position. Betty has held the Accounting Specialist position in a temporary capacity since Oct. 2019.

C) Human Resources

- Segal sent us updated job descriptions this week and we have shared them with our represented and unrepresented staff for feedback.
- HR and GM are working with outside legal counsel on policy updates.

D) Recreation Superintendent

- December was a good month. The Recreation department held a Virtual Tree Lighting, Jingle Jam Toy Giveaway, a pop up Christmas toy give away and three lucky families received Santa visits. These would not have been possible without the support of great sponsors and community donations.
- REConnect episodes are now being produced for special holidays.
- The Sports and Aquatics departments currently have the most programs despite current COVID obstacles. For fitness and sports we have found small ways to increase community activities. Cunningham Pool had 1314 lanes reserved for lap swim last month. Total available reservations were 1324.

F) General Manager

- This past Tuesday we had an outreach meeting for Franklin and the Plunge. We had a good turnout.
- We've received the first draft of data results for the 10 year master plan. There will be a public forum held next Wednesday at 6pm
- We have been awarded a \$250,000 grant that can be used for one site with no matching funds. We are one of 30 agencies to receive this funding.
- Condition of Franklin Middle School:
Kitchen: ready for use
Theatre: ADA needs to be addressed
Fields: need roughly \$40k in irrigation work
Gym: needs roughly \$60-80k in upgrades, including installing adjustable baskets

13) Executive Session: At 7:41p.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): Administrative and Managerial Official Association, (AMOA) negotiations; pursuant to Government Code section 54957.6

At 8:07 p.m. Chairperson Briseno convened to regular session and reported the following:

Item 13A-Board received information and provided direction to the General Manager

Item 13B-Board received information and provided direction to the General Manager

14) Meeting Adjourn:

Director Briseno offered the motion, seconded by Director Salvadori to adjourn the meeting at 8:00 p.m. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: Sims abstain: none. Motion passed.

Ron Bowen, Board Secretary

Date



Agenda 7-B

BOARD COMMUNICATION

Date: January 28, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Programs and Publicity Committee meeting January 4, 2021

RECOMMENDATION

To accept the minutes from Programs and Publicity Committee from the January 4, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Programs and Publicity Committee Minutes from January 4, 2021



GREATER VALLEJO RECREATION DISTRICT

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Ron C. Bowen
Robert Briseno

General Manager
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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.

Programs and Publicity Committee Minutes Monday, January 4, 2021

Due to Solano County and the State of California's shelter in place orders our Committee Meetings will be held remotely via Zoom Meetings

In Attendance: Director Lea, Director Salvadori, General Manager Lanusse
Recreation Services Superintendent Phillip McCoy

Meeting Began at 1:30 p.m.

Agenda Monday, January 4, 2021 1:30 p.m.

1. Winter programs – update

Staff reported on the following:

- a) The Virtual Tree Lighting ceremony was presented online on December 11 at 6 pm via Zoom.
- b) Jingle Jam Toy Give-Away was held in the Children's Wonderland parking lot on December 18 from 4 pm to 6 pm. This new event added new sponsors and was a great success.
- c) Santa Visits for three lucky families was successfully conducted on December 19 from 10 am to 12 pm. This was another new event with great sponsors that is planned to continue in the future as an annual event.
- d) The Pop-up Christmas Toy Give-Away continued on the morning of December 19 on Amador Street in front of VCC and was a huge success.

Mission Statement:

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Website: www.gvrd.org

2. Cunningham Pool Renovation/Program – status

- a) We had another successful month of lap swimming. 99% of the reservable swim lanes or 1,324 available one hour lane reservations, 1,314 were reserved.
- b) New toddler pool construction going well. New mechanical equipment installation currently underway with plaster and fill day in the near future weather permitting.
- c) High School Water Polo delayed again until February. High School swimming season set to begin 3/15/20.
- d) Vallejo Aquatic Club, Solano Aquatic Sea Otters, and Solano Water Polo Club continuing practice and conditioning through February.
- e) Currently we are planning spring Lifeguard Training Class's for summer recruitment.

3. Activity Guide – status

The 2021 Spring Activity Guide will be published on the GVRD website by Jan. 8.

4. Sports – update

- a) Although current circumstances create obstacles for fitness and sports we have found small ways to increase community activities.
- b) Contract class Get Tah Steppin With Jay has over 50 participant registered in November and December.
- c) Another contract class, Learning in the Field has had consistent participation. The new Nature Journalists and Outdoor Explorers are now on our website for open registrations.
- d) The spring schedule will offer a variety of classes from the following programs: National Academy of Athletics, Optimal Body Fitness, Learning in the Field, New Frontier Tennis, Kidz Love Soccer, and Get Tah Steppin With Jay.

5. VCUSD Learning Hubs – update

Staff reported that the VCUSD will continue to proceed with opening onsite Learning Hubs in partnership with GVRD. The school district has identified Loma Vista as the first to be piloted. The program is scheduled to open at the end of January.

6. COVID-19 Staff Safety – update

In light of the continued increase in COVID-19 infections, Recreation Services and other department have put additional procedural practices in place to lessen employee physical contact inside office buildings.

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7. eTrak Recreation Software 2021 Adjustments

eTrak developers have delayed the installation of an updated HTML5 fix for replacement of FLASH. It is expected to be operational by mid-Feb. 2021. In the mean time, a virtual machine file is provided adequate connection with eTrak.

Adjournment: 2:24

Next Meeting: March 1, 2021

Mission Statement:

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Website: www.gvrd.org



Agenda 7-C

BOARD COMMUNICATION

Date: January 28, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting January 11, 2021

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the January 11, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from January 11, 2021



GREATER VALLEJO RECREATION DISTRICT

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Policies and Personnel Committee Meeting Monday, January 11, 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, General Manager Lanusse, HR Manager Halcro

Meeting began: 10:00 am

1. Staffing and Future Planning - Discussion

- a. Committee discussed challenging budget realities due to Covid-19 crisis and possible solutions and ideas to keep staff working but also explore possibilities of furloughs and layoffs if needed.

2. Offering Voluntary Incentive Programs

- a. Committee discussed offering Voluntary Retirement Incentive Programs (VRIP) to Represented and Unrepresented staff. Committee directed District to move forward with VRIP options.

3. Discuss Policy 2250 and RR 2250

- a. Committee discussed updated Policy changes and directed staff to bring policy forward to board meeting for next read once policy is ready and Unions have reviewed.

4. Outside investigation update regarding part-time employee complaint

- a. Staff provided committee with updated regarding outside investigation regarding part-time employee complaint

5. Update regarding Workers Compensation possible litigation

- a. Staff provided committee with updated regarding Workers Compensation possible litigation

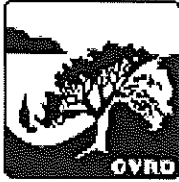
6. Upcoming contract negotiations SEIU, IBEW, AMOA, and Unrepresented staff

- a. Committee discussed both represented and unrepresented staff contract negotiations that have started and will start in early 2021.

7. PERS Agreement with GVRD

- a. Committee discussed PERS Agreement with GVRD and possible updates needed.

Meeting adjourned 10:34 am



Agenda 8

BOARD COMMUNICATION

Date: January 28, 2021

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: Adopt Resolution 2021-02 to Granting Early Retirement Incentive Based on Years of Service and Current Pay Scale

BACKGROUND AND DISCUSSION

Near the end of 2020, Superintendent McCoy approached GVRD General Manager to inquire about the possibility of a Voluntary Retirement Incentive for AMOA represented staff. The General Manager and Human Resources Manager met with the Superintendent of Recreation to discuss a Voluntary Retirement Incentive. Additionally, the General Manager and Human Resources Manager brought this to the Policy and Personnel Committee and to the GVRD Board of Directors in Executive Session. After receiving direction from the Board of Directors, the General Manager and Human Resources Manager negotiated a \$40,000 Voluntary Retirement Incentive for AMOA Represented Staff.

RECOMMENDATION

It is recommended to approve the Voluntary Retirement Incentive for AMOA.

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 Voluntary Retirement Incentive for AMOA.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Resolution 2021-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT GRANTING EARLY RETIREMENT BASED ON YEARS OF SERVICE AND CURRENT PAY SCALE

WHEREAS, the Board of Directors of the Greater Vallejo Recreation District desires to provide to members of the Administrative and Managerial Officers Association bargaining unit (AMOA) a Voluntary Early Retirement Incentive, based on the employee's years of service and current pay scale, for eligible members; and

WHEREAS, in order to be eligible for the Incentive, AMOA members must be eligible to retire under the rules of the California Public Employee System (CalPERS) and be fully vested in PERS;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors approves a Voluntary Early Retirement Incentive for AMOA members in the amount of \$40,000.

IT IS FURTHER RESOLVED, that in order to be eligible for the Incentive, AMOA members must be eligible to retire under the rules of the California Public Employee System (CalPERS) and be fully vested in CalPERS, and further, they must retire on or before January 31, 2021.

IT IS FURTHER RESOLVED that the Incentive payment shall be considered Final Settlement Pay under the rules and regulations of CalPERS, including Title 2 of the California Code of Regulations, section 570, and shall be excluded from payroll reporting to CalPERS in either pay rate or compensation earnable.

Approved and adopted the 28th day of January, 2021.

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

Adopted: _____
Robert Briseno, Chairperson

Attest: _____



Maintenance Department Board Report

1/28/21

Parks and Facilities

- Wilson Park- Contractor replaced the roof in the concession building.
- VWA- Continue organizing the DIY cleanups in our Parks; this month is River Park and City Park.
- McIntyre Ranch- Assisted the Real estate agent in a visit to the ranch.
- Borges Park- Staff worked on adding drainage pipe in the grass area.
- 395 building- Contractor installed new electrical panel and was approved by the City; PG&E is scheduled to connect and go live on the new panel on February 2nd.
- Richardson Park- Contractor removed hazardous waste from the Corp Yard.
- Staff is working with City staff to remove fallen trees in some parks due to the windstorm.
- Terrace Park- Staff removed old bleachers and ordered new bleachers.
- Dan Foley Cultural Center- Morgan alarm will be adding and upgrading the security cameras.
- North Vallejo Park- Staff ordered lights to fix and convert to LEED lighting.
- Facility needs assessment- The assessment is completed and will be distributed to the board of directors; working with Facility Solutions on the planned maintenance for the work order system.



Finance Department Board Report

1/28/21

Day to Day Operations

- The three of us in the Finance Department, Dayna, Betty, and I, are working to ensure that the financial obligations of the District continue to be met. We continue to process payrolls, pay invoices, deposit cash receipts, and provide assistance to the public and staff as necessary. With the opening of the pool, some sports and other programs running, we are keeping busy with increasing cash receipts and payroll.

W-2 Forms

- I worked with Betty to process W-2's for 2020. We were able to print them all and distribute them to staff by Friday 1/22/21. Some employees who were working in 395, 401, and VCC came by to pick theirs up. The rest were mailed Friday afternoon. The W-2's along with the W-3 were e-filed with the SSA.

Mid-Year Analysis

- Along with Dana Shigley from MRG, Gabe and I have completed the midyear budget analysis. We will present our findings to the Budget and Finance Committee on Monday, Jan 25th.

Cougar Mountain Denali Software Update

- We will be receiving the most recent update to the Cougar Mountain Denali Software on Thursday, January 28th. Because we use the Applianz Hosting platform, Cougar does not need to get into our computers to accomplish the update. They will process the update early in the morning before the Finance Department arrives at work for the day.

1099 Forms

- Once the software is updated, Dayna will be able to process the 1099 Forms for 2020 and get them in the mail.



Human Resources Board Report

1/28/2021

Personnel Update:

- HR and the GM continue to work with Executive staff to pivot how we are operating due to Covid-19.
- We have seen some PT and FT attrition with retirements and resignations, those open positions will be frozen for the time being.
- Currently all FT hiring is on hold as is most PT hiring, unless funding is secured for those available positions.
- Recreation Superintendent has announced his retirement from GVRD. The District thanks him for his 15 years of service. His last day will be January 29, 2021.

Classification Study:

- HR continues to work with represented and unrepresented staff regarding job description updates. The District is awaiting feedback from Unions before next steps.

Policy updates:

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

Compliance:

- HR has assisted all FT employees in completing the necessary harassment prevention training. All of the Maintenance and Parks PT staff have completed the harassment prevention training. We still need PT Recreation staff to complete this training as well.
- 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.



General Manager Board Report

01/28/2021

Phillip McCoy has announced his retirement. His last day will be this Friday January 29th. He has been the Recreation Services Superintendent for 15 years with GVRD. We wish him many days of good fishing with his son.

Staff and I have been working on the feedback from the 10 year master plan. It is coming to a conclusion soon. This will help guide us in regards to what are the community's' priorities.

We have been working with the three contractors for the Prop 68 grants, and the CEQA contractor regarding our applications. We are incorporating the 10 year Master Plan data into the applications, and feel we have great data to assist us.

The City of Vallejo will provide me their final draft of the Letter of Intent of 30 year lease on the prop 68 properties they own.

Legal is adding staff's comments/concerns to the School District lease for Franklin.

I met with the representative from Cal Maritime to discuss use of the South Vallejo Community Center.

I have provided questions to the City of Vallejo to use in their interview process for Director Sim's replacement. Interviews will be conducted Wednesday January 27. So far they have 6 applications.

Vallejo Flood and Wastewater has contacted Eden Housing, which owes them, the City of Vallejo and GVRD impact fees. VFWW has constructed a new arrangement with Eden, and has provided this information to GVRD. I had lunch with the Director of VFWW, and she thanked me for bringing this to their attention. Eden owes GVRD approximately \$202,000 from the original amount, and has not received any interest from this loan which originated in the early 2000's.

In our latest report with Dana Shighley, our projections after the 2nd quarter is that with cuts and freezes, we have narrowed our losses to around \$238,000. This is based on projections that COVID will still have a negative impact on recreation for the rest of the fiscal year, and does not include the retirement of the Rec. Superintendent.

I have begun negotiations with Unrepresented Staff, and IBEW. SEIU will provide me with a date to begin soon.

I am working with the recreation staff regarding leases with the Bocce, Tennis and Horseshoe groups and Phenom Baseball.