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
Rita Fryar
Thomas Judt
Nicole Person
Olivia Ruiz
Ward Stewart

INTERIM GENERAL MANAGER
Pamela Sloan

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 on our website.

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, November 12, 2026

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

6:30 p.m. – Regular Session

Meeting Recordings will be available on our Board Meeting Webpage www.gvrd.org/board-meetings

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. Each individual may speak for up to three 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, there is a time allocation of 3 minutes for each speaker.
6. Chairperson Opening Comments:

7. Presentations:

7.1 Recognition of Doug Darling as a GVRD Partner

7.2 Cunningham Aquatic Center Assessment (Jim Wheeler)

7.3 Review CEQA Process and Project Budget Update for the Franklin Recreation Center Park Project (Ben Woodside, CALA)

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

8.1 Approve Board Minutes – October 22, 2026

8.2 Accept Publicity, Programs, Community Relations Committee Minutes-October 19, 2026

8.3 Accept Policies and Personnel Committee Minutes-October 20, 2026

8.4 Accept Budget and Finance Committee Minutes-October 21, 2026

8.5 Accept Facility and Development Committee Minutes-October 21, 2026

8.6 Accept Payment of Bills for 10/1/2026 – 10/31/2026

8.7 Accept Financial Statement 9/1/2026 Through 9/30/2026

8.8 Approve Changes to Policy 1020-Conflict of Interest

9. Action/Discussion Items:

9.1 Discussion and Possible Action on using a consultant to facilitate District goals with General Manager/Board. (Sloan)

9.2 Approve up to $65,000 for additional Finance Department support to complete outstanding District audits (Parkhurst)

10. Staff Updates:

10.1 Interim General Manager

10.2 Finance Director

10.3 Parks and Facilities Director

11. Announcements and Comments from Board Members:

12. Executive Session:

12.1 Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

Agency Designated Representatives: Interim General Manager, Pamela Sloan; Andrew Shen, Legal Counsel

Unrepresented Employees: Finance Director, Recreation Director, Parks and Facilities Director, HR Director, HR Coordinator, and Board Clerk

12.2 Conference with Legal Counsel – Anticipated Litigation; pursuant to Government Code Section 54956.9

Significant exposure to litigation pursuant to Section 54956.9(d)(2): one case (Materials relating to item 12.2 are available for public inspection in the District's Administrative Office, as noted above.)

13. Action/Discussion Items (cont.):

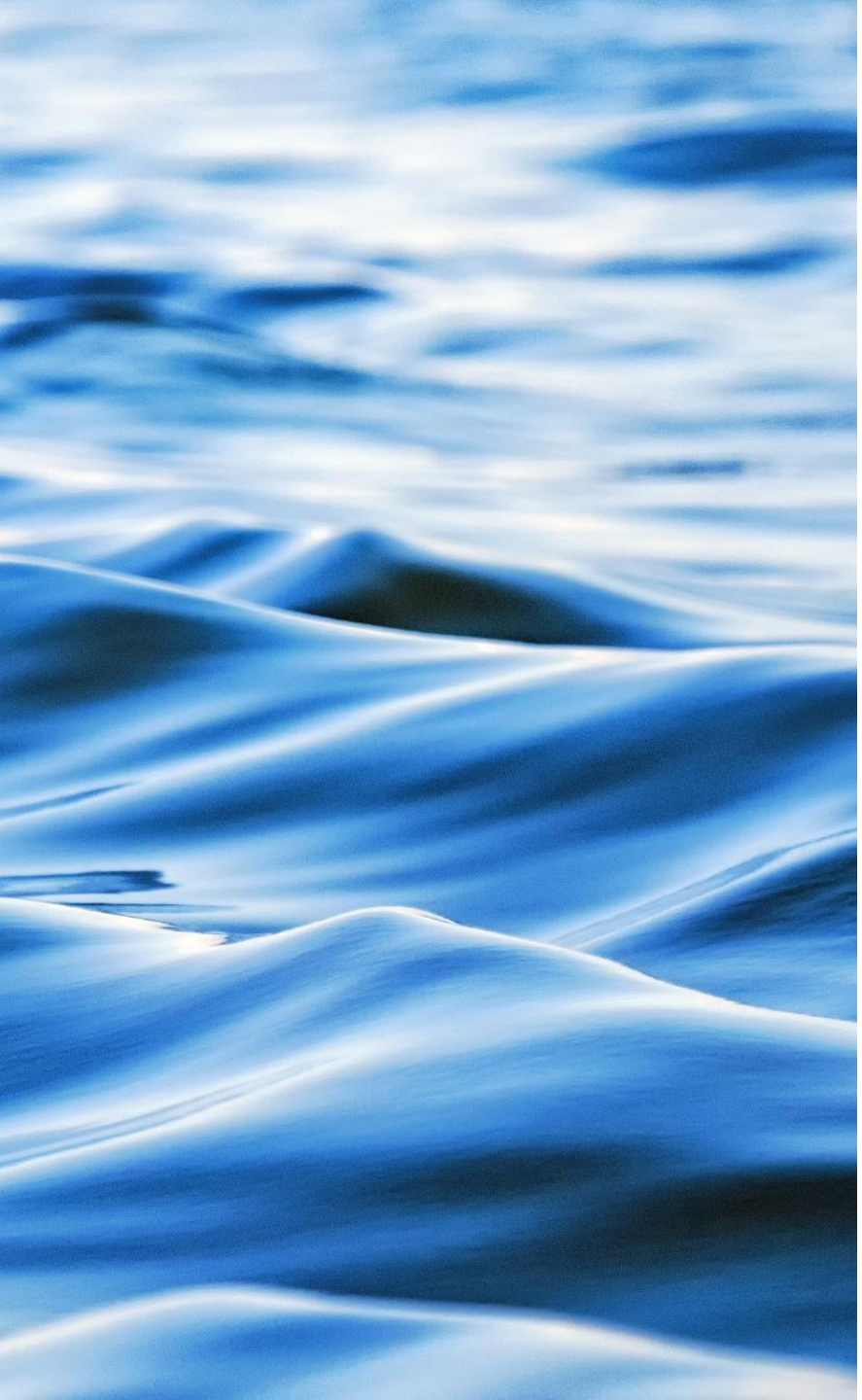
13.1 Discussion and Possible Action on Resolution 2026-09 Adopting Terms and Conditions of Employment for Non-Represented Executive and Confidential Personnel

14. Meeting Adjourn:

Cunningham Aquatic Complex Operational Review and Assessment

Greater Vallejo Recreation District
November 12, 2026

James Wheeler, Owner
Total Aquatic Management



Introduction

- Total Aquatic Management
  - Aquatic Operational Review
  - Aquatic Auditing of Staff and Facilities
  - Risk Management Agencies for Joint Powers Authorities
  - Code Compliance
  - Advanced Lifeguard Training - TOTAL Guard
  - Drowning Investigation
  - Expert Witness
  - Safety and Aquatic Management Schools Faculty
  - Lifeguard Instructor Trainer, Water Safety Instructor Trainer
  - Rivers, Pools, Beaches, Waterparks and Lakes

Overview of Scope of work

- Operational Assessment Summary
- Revenue Generation and Cost Recovery Recommendations
- Recommendations for Operational Improvements
- Staffing and Programming Recommendations

GVRD Provided Resources and Information

The following information was used inform our findings

- Historical pool data from fiscal years 2018-2025
- Staffing information
  - Staffing allocation levels planning worksheets by season and year
  - Organizational charts for the aquatics division
  - Job descriptions for all positions and related duties of each position
  - Staff pay scales for all positions

Provided Resources and Information cont.

- Programming Information
  - Past year Activity Guides
  - Programming offered including the number of programs/activities by operational season. Program participation by activity area including but not limited to lap swim, recreation swim, private and group lessons, water exercise and Aqua Zumba, CPR and first aid classes, Camps: Davey Jones, Guard start Junior Lifeguards and special events.

Provided Resources and Information cont.

- The number of User Groups and their Agreements
- Operational Practices
- Administration
- Training
- Service Delivery

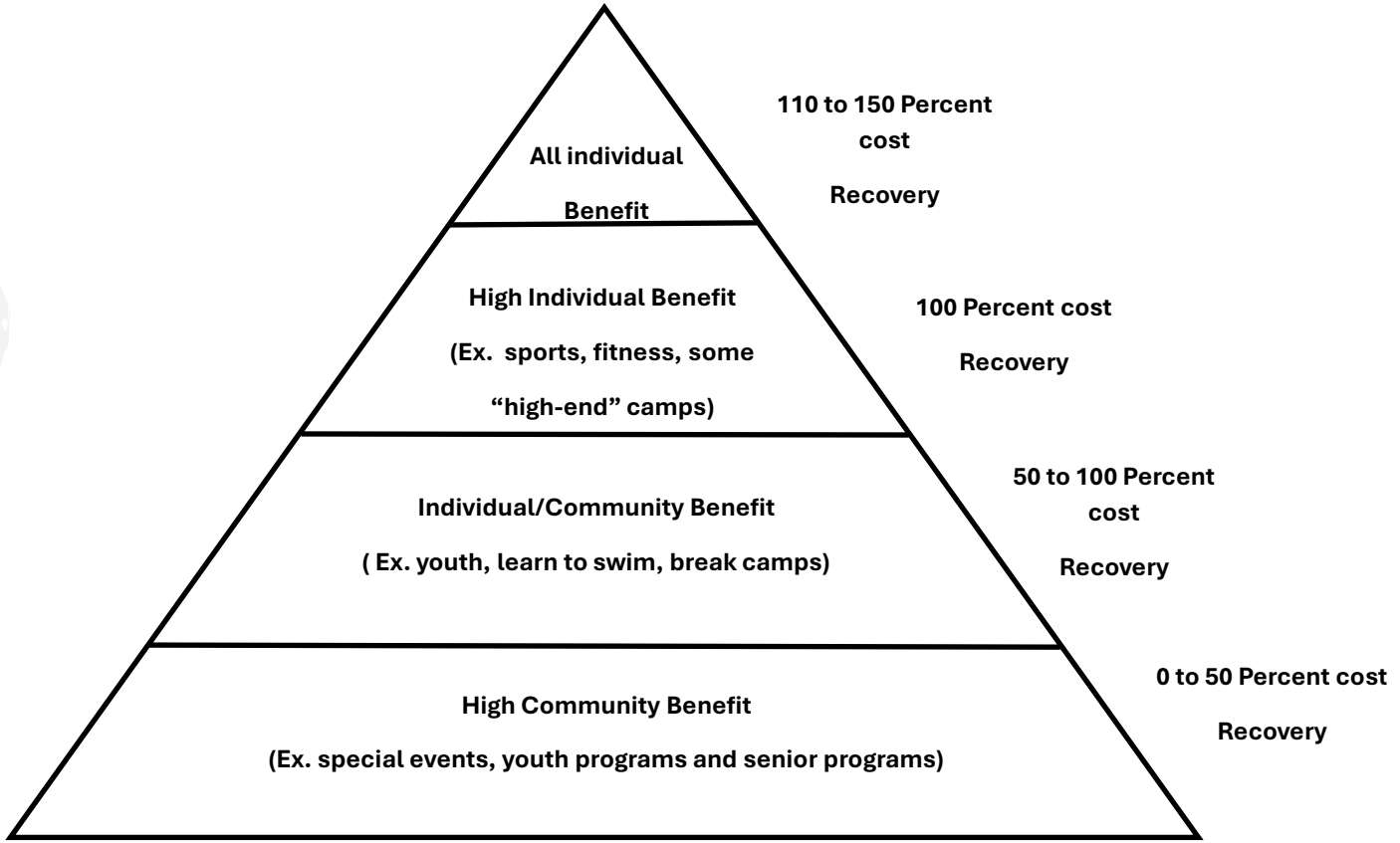
Operational Assessment Summary

- Typical programs and services
- Diverse offerings in-line with other aquatic programs
- Subsidies are part of all operations without special features or high-capacity facilities
- Great services come at a cost
- Rising costs effect operational costs
- More detail in section 2, Revenue Generation and Cost Recovery
- More detail in Section 3, Recommendations for Operational Improvements

Revenue Generation and Cost Recovery

- Overarching goal to keep it affordable
- Property tax and assessments, the larger revenue stream
- Fluctuations in revenue streams with property values but Measure K remains the same.
- Community demographics and income for leisure services
- Essential services are a priority
- The core program model – tiers and cost recovery

Core Program Recovery Targets



Revenue Generation Considerations and Cost Recovery

- Fee increases are not popular
- 50-meter pools have a lot program options and versatility but only if there is enough community demand across all programs.
- Raise use and enrollments not fees
- 822 recreation swimmers in summer 2025 over 163 available hours
- Summer lap swim had 414 available hours with 1,093 lap swimmers

Revenue Generation Considerations and Cost Recovery

- User group fees and number of “anchor” users
- User fees (per lane costs) are in line with other agencies
  - Dixon $5.75/hour
  - Petaluma $12.00/hour
  - Albany Unified $16/hour
  - Belmont $14.66/hour
  - City of Concord $5.03/hour
  - San Bruno $20/hour
  - Vallejo $14/hour

  All have additional LG fees, Lower fees usually equal busier pools with more programs to offset costs and allow lesser charges.

Revenue Generation Considerations and Cost Recovery

- Increasing participation is the best answer, but is there demand in the community?

- Possible new program ideas
  - SCUBA
  - United States Masters swimming (adult team)
  - USMS Adult Learn to swim
  - Triathlon clubs or groups
  - Recreational swim teams and fall programs as a VJO USA Swimming Club feeder

Recommended Operational Improvements

- Many operational improvements lie in the staffing and programming areas in section 4
- Possible operational improvements for consideration
  - Consolidation or compression of lap swim
  - Evaluate water exercise program, marginally attended and high individual benefit
  - Consolidation of swimming classes, compress times offered
  - Develop a cancellation policy for under-enrolled classes
  - Minimum fee per hour of use versus lane per hour fee or incremental increases
  - Examine staffing levels and positions for each program and time of year (section 4)

Staffing and Programs

- Hard to discuss staffing without talking about programs (much covered in sections 2 and 3)
- We reviewed the GVRD Aquatics report 2025 and staffing annually by season for 2018 – 2024. We have tracked all the essential information to inform this discussion.
- Number of staff is generally appropriate, lap swim, lessons.
- Rec Swim staffing is high, compared to the attendance numbers, but there is high vulnerability here
- Level of positions, organizational chart seem to be more of the issue

Staffing and Programs

- Summer of 2025 Staffing by Position
  - Aquatic Coordinator (1)
  - Assistant Aquatic Coordinators (4)
  - Pool Managers (8)
  - Senior Lifeguards (22)
  - Lifeguards (37)

  Numbers may be hire due to availability or hours each person works per week. A lot of these top end positions are associated with supervision and management. Need front line staff, they cost less and those positions do the actual service work on the deck and in classes.

Staffing and Programs

- Consolidation of lesson programs
- Compress lap swim hours
- Consider an audit of actual programs during operations to determine a safe and effective level of staffing that is right sized
- Establish levels and hole management staff to those numbers and costs
- Make sure everyone knows, top to bottom what the staffing level should be. Have them work on the plan, budget calculations, etc.

Staffing and Programs - Training

- Training hours and costs were not included in the “staffing by season” documents
- 72 workers for 40 hours pre-season.
- 72 workers every Friday for 4 hours
- Potential savings here through efficient training program that meets safety and operational needs in less time
- Standard of care for in-service (1 for 40 rule)

Conclusion

- The data is all in place to inform decision making, but it needs to be shared with all staff levels to ensure a better understanding of cost saving and operational efficiency
- You can only generate revenue based on consumer demand, need more swimming participants
- Regional aquatic center theory
- To keep it open as is for the user groups and community you may need to decide to accept the subsidy
- Examine senior level staff and combine duties into the coordinator position

Thank you!

Jim Wheeler, Owner

Total Aquatic Management

swimnjim@hotmail.com

June 22, 2026

Antony Ryans, Recreation Services Director
Greater Vallejo Recreation District
395 Amador St
Vallejo, CA 94590

Dear Antony,

Attached please find our summary of findings based upon the agreed scope of work that Total Aquatic Management, James Wheeler, was contracted to perform.

I am happy to remain a resource for clarification and actual assistance working with Recreation Staff to help implement some of these items should you find them actionable.

Thank you for your patience during my recent events.

Sincerely,

James Wheeler
Owner

Operational Review and Assessment Report
Greater Vallejo Recreation District
June 22, 2026

Following is a summary of findings and recommendations made by James Wheeler, Owner, Total Aquatic Management, an Independent Contractor retained by GVRD to perform an operational review and assessment for the Cunningham Pool Complex.

The four main elements of the operational review and assessment include:

1. Operational Assessment Summary
2. Revenue Generation and Cost Recovery Recommendations
3. Recommendations for Operational Improvements
4. Staffing and Programming Recommendations

In aquatic operations it is not unusual that many of the above elements are intertwined in the provision of community aquatic programs. This report tries to keep the elements separate but items like "Revenue Generation and Cost Recovery Recommendations" and "Staffing and Programming Recommendations", for example, are inter-related and will overlap in reporting.

TAM used the following resources and information provided by the Recreation District to develop the findings for the main elements of the operational review and assessment.

- Analyzed historical pool budget data from FY 2018 to FY 2025
- Staffing information
    - Staffing allocation levels planning worksheets from 2018 to 2025, by season and year.
    - Organizational charts for Aquatic Division
    - Job descriptions for all positions and related duties of each position
    - Staff pay scales for all positions
- Programming information
    - Past year activity guides
    - Programming offered including the number of programs/activities by operational season
    - Program participation by activity area including but not limited to lap swim, recreation swim, private and group lessons, water exercise and Aqua Zumba, CPR and first aid classes, Davey Jones, Guard Start and Junior Guard camps and special events
- The number of user groups and their agreements

- Operational practices, administration and training
- Service delivery

1. Operational Assessment Summary

The pool provides programs and services that are typical considering the size of the facility and operating seasons. Summer programs are robust and cover a large variety of needs and interests. The offerings are diverse, creative and are in-line with other aquatic programming services. Recent closure of the pool during the winter months was a good strategy to reduce costs. However, there are still costs association with taking care of the "facility and mechanical plant" that do not go away. The cost of operating the pool and staffing costs to offer these programs and pool spaces to users comes at a highly subsidized cost and directly relates to the number of participants and fees for services. While this operational model provides great service and opportunity to certain users such as lap swimmers, high schools and year-round team user groups it can be a burden on the district budget. Even the costs of operating in the "shoulder seasons" (Spring and Fall) has a significant effect on overall costs and the level of subsidy.

Rising costs associated with utilities, chemicals, equipment, materials and supplies and staffing are factors to consider in this evaluation. Costs associated with operations escalate, but often fees for programs cannot keep pace. This will be explored in more detail in Section 3, recommendations for operational improvements.

In Section 2 we will cover revenue generation and cost recovery recommendations. This is an area where the exploration of potential new activities that might enhance revenue and reduce annual pool cost subsidies will be shared. The section will discuss fees for programs and rentals and will trickle into Section 4 where pool staffing levels and positions associated with operations are reviewed. The types and number of programs offered and the utilization of these programs in relation to the number of participants were evaluated in this section.

The district has been paring budgets, services, and supplies for many years. When the Cunningham Pool went to a year-round model in 1997 there were very specific targets set in relation to number of users, lap swimmers/day, number of rental user groups and program and class target numbers based on percentage of participants.

In 2016, the last time TAM examined operations for GVRD in detail, there was a great deal of overstaffing and expenses for training and events that were very expensive and detrimental to the budget. It seems this has been a cultural challenge to work towards a less top-heavy part-time staffing model for some time.

2. **Revenue Generation and Cost Recovery Recommendations**

This section discusses the current seventy percent subsidy of the aquatic program and will examine models and strategies to reduce operational subsidies. It will look at potential options to increase revenue generation, explore cost recovery models and suggest possible options to maximize facility utilization.

Any revenue generation discussion must start with the district's goals and objectives in relation to keeping things affordable for the community. The district operates on a base percentage of tax of their portion of the assessed value of the homes within their boundaries. This revenue source can rise and fall with property value trends and often requires making changes to revenue and expenditure budgets annually. While it is possible to project these costs through long range forecasting (5 to 10 years) for planning purposes, it is hard to predict beyond the next year or two with accuracy. Measure K taxes parcels at a rate of $48/parcel and currently generate approximately $2 million/year. Extended in 2017 for 15 years an increase in this assessment is not currently and alternative. Current polling for assessment measures and recent voter results across the Bay Area have found that like capital bond measures these increases are not supported as most constituents feel the cost of living, interest rates and taxes are all too high.

Every fee setting conversation begins with discussing community demographics regarding income and income that can be used for leisure activities. Consideration must be given to those essential services that communities need and that the recreation district was formed and funded to provide. These are affected by the above assessments and the fixed income they generate. All the while there are ever-changing landscapes for what people need and what they desire to use their income on.

Utilization of core program modeling that outlines the cost recovery targets in relation to the benefit to the community is a critical concept. These "tiers" of cost recovery targets across core programs can help inform decisions such as fees for programs and services which should be visited for possible revision every two to

three years. An example of this concept is shown below in figure 1, individual organizations are each unique and should develop their own targets based on agency mission and values.

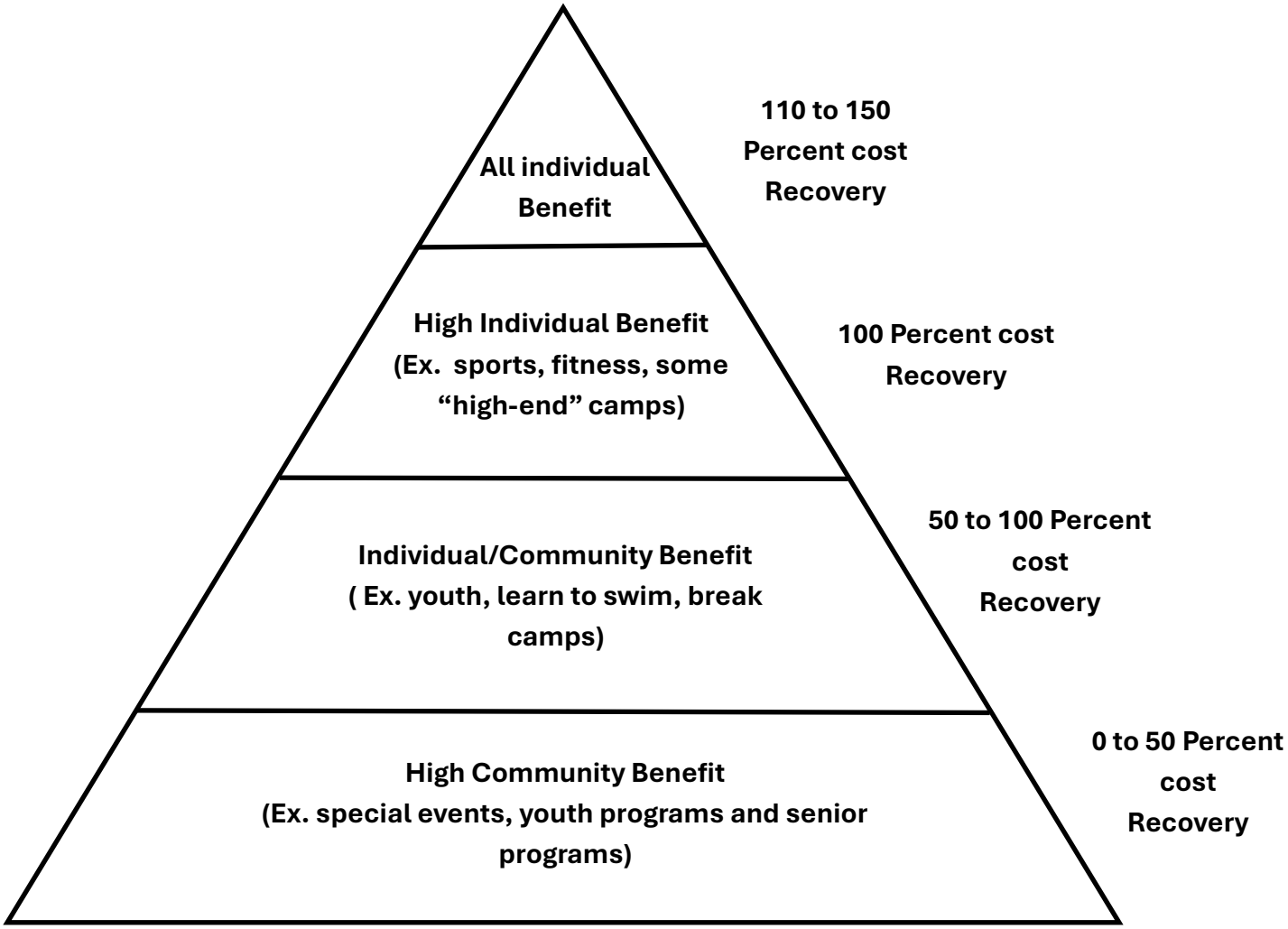


Figure 1 - Core programming model with cost recovery targets

Options to increase revenue generation are limited by demand and price points. As previously expressed, these are driven by affordability to users and their needs/desires for spending discretionary income. Increasing fees for individual programs and services, including long term or regular renters such as teams and schools, is an unpopular alternative, but often the only way to generate more revenue.

A fifty-meter pool presents great programming opportunities and a valuable venue for swimming and water polo programs. It can accommodate a team, lessons and even lap swim at the same time. However, if lap swim is only generating $50 to $100/day (based on average number of swimmer data for Fall 2025, average 10 per day) it is not maximizing potential for revenue.

Summer is busy and any real revenue increase would come from more enrollment in existing offerings and classes and staffing reductions to better match program needs. Section 4 will get further in detail regarding staffing models and costs. Recreation swimming is a necessity for any public pool offerings in the summer, but totals provided to TAM for recreation swim attendance last summer show only 822 drop-in swimmers. I am sure there were other users, district summer camp visits and maybe other organizations. When you consider there were 163 available hours of recreation, paid drop-in average is about two swimmers per hour. If district camps and programs are utilizing the pool, perhaps they can shift a portion of their revenue to aquatics. Lap swim has 414 available hours in the summer with 1093 participants reported in the information provided. This averages 2.6 swimmers per hour over the summer, some of the offered times may have many more and some hours may have very few. Summer programming is not really a concern in this report; however, it is extremely necessary to provide these vital programs and services to the community. We believe the best initial strategy would be to examine staffing levels. Very detailed planning documents that show the number of programs and hours of programming were provided; these must guide what is happening at the pool and how many workers are being utilized across all programs. More to follow in sections 3 and 4 on recommendations for operational improvements and staffing and programming recommendations.

Fees for all outside user groups and long-term user groups need to be evaluated. It is nice for the district to be able to accommodate groups from Benicia, high school teams, Blue Dolphins, but taking on these users for an agency in a community that closes its pool in the non-summer season is good for that agency but can put a burden on GVRD. It will not be popular to increase fees for these youth serving teams, but the district should consider incremental increase annually that can be planned for by these groups. One of the main reasons to stay open before and after the summer season is for these groups. With advance notice and planning these fees can be increased, 5% to 10% (just an example) annually and the groups can smooth these increased costs over time.

We were asked to develop recommendations for maximizing facility utilization and participation. The best alternative for doing this is to increase participation in existing programs to fill more of the existing programs and spaces in the "shoulder seasons". The number of swimming classes offered should be evaluated. Classes that do not meet minimum enrollment should be cancelled or preferably consolidated. This will be discussed in the next section.

Potential new programs are limited as the facility offers most things aquatic programs offer, the enrollments are just low. Some potential ideas for increasing users are:

- SCUBA Course with local diving shops
- United States Masters Swimming teams
- USMS Adult learn to swim, or other adult learn to swim programs
- Triathlon clubs and groups
- Recreational swim teams and fall programs run by the district

3. Recommendations for Operational Improvements

Many of the operational improvements lie in the staffing and programming areas. The staffing considerations will be covered in section 4.

The following operational improvements should be considered.

- Consolidation or compression of drop-in lap swim, reduced times offered still give participants the opportunity but can reduce staffing costs by decreasing the hours they work.
- Evaluate the number of users taking part in water exercise and other programs. These are of high benefit to users but are not that well attended, especially in the shoulder seasons.
- Evaluate the swimming classes, try to consolidate classes or offer less times for classes that are not full or with waiting lists. Focus on minimum and maximum numbers. Develop a process and policy for cancellation and/or consolidation. A good model is to check enrollment for classes two weeks before the start dates, under enrolled classes should be advertised to previous participants using registration software data to identify. Enrollees should be notified of potential cancellation if enrollment does not increase. This can result in participants reaching out acquaintances and encouraging them to enroll. Classes that do not meet minimum enrollment targets should be cancelled a week in advance to ensure participants can make alternative

plans. Underenrolled classes cost money for staffing and do not reach revenue recovery targets. Disorganized cancellation hurts the users and the organization's reputation. This affects customer service and user loyalty.

- Consider a minimum fee or amount of space users groups pay for. They may fit into less area, but that leaves empty space, and effects return on the district's operational investment. Make these groups understand they may need to share the burden. This plan or incremental increases are one of the only real alternatives to keeping the pool available but not burdening the district with subsidizing non GVRD organizations.
- Recommended staffing levels by program and hours offered were provided for this report. The level of staffing in those reports will be discussed in section 4. This is excellent work, and these do not need to be redeveloped, however they should be revisited regarding the positions being called for at many program times. Although there a slight differences in pay between positions, these variances of $3 per hour in pay rates can make a difference over the course of a year.
- As indicated, staffing most likely represents the greatest opportunity for saving. The efficient use of staff to keep programs going and the pool safe is critical, but there should be an effort to avoid "top-heavy" staffing. Although these higher positions, Pool Mangers, Senior, Lifeguards bring greater experience and possible safety, good Lifeguards watched by these staff members cost less and can provide the same protection if they are actively supervised.

4. Staffing and Programming Recommendations

Many of our programming recommendations are covered section 2 and 3. This area will focus on staffing and that can not be done with out some consideration of programs they provide. As indicated previously, the number of staff by program and hour has been developed and provided in the" GVRD Aquatics Report 2025" folder that was sent and contains Staffing annually by year and season for 2018, 2019, 2020, 2022, 2023, 2024 and 2025. These numbers and the planning documents are good, the numbers have been reviewed and look appropriate.

As pointed out earlier, it is not so much the number of staff assigned for lessons or lap swim, teachers for classes but more so the level of position. Without looking day by day at the timesheets and the hours and number of people working, the consultant cannot

really tell what is occurring versus what was planned for. A past review in 2016 revealed much over staffing for operations and training.

However, looking at the seasonal staffing numbers which includes the “not to exceed for people on staff” Some of the numbers seem high for the operational hours of the pool. For example, Summer 2025 has the Recreation Coordinator position listed, 2 Assistant Coordinator positions, 8 Pool Manger positions, 22 Senior Lifeguard positions and 37 Lifeguards for one aquatic facility. These may be high because of availability of these people so one strategy is to over hire. This takes into consideration that as one Lifeguard may only want 20 hours of work each week, we hire two. But having too many staff can lead to the creation of work for people because they need hours and there just aren’t enough positional shifts for recreation swimming, swimming lessons, etc. The approach should be to identify how many Full-time Equivalent staff are needed. In other words, based on the number of hours needed for staffing versus hiring excess positions. Know the number of lifeguard hours for the summer, figure out how many hours each Lifeguard wants to work, add them up then divide for the number of Lifeguards needed.

The staffing model should be like any other organizational chart, with a lesser number on the top (managers/administrators) and more on the bottom (senior staff and lifeguards). The hard work has been done in the development of these charts. The problem is that titles like Assistant Coordinator or Pool Manager tend to have these people view their role purely to supervise and there can be too many. They bring in staff when to cover operations (lifeguarding rec swim) when there could possibly be fewer total management people on shift. Instead, they manage and are on the clock while possibly bringing additional bodies to lifeguarding for example.

Consolidation of the lesson programs when possible or potentially more compressed lap swim hours when combined with the right staff on the site can reduce costs dramatically. A review/audit of actual operations and staff levels on site when programs are happening, to look at reviewing the number of staff on the clock is a good start. Not what is on paper, but what is happening on site during the day. This type of change can only be effective if the Recreation Coordinator and their Assistants have a thorough understanding of the levels desired and support a move to more efficient operations and staffing level targets. Share that great planning document! Ensure that they are used at a higher level to establish staffing by program and budget. These planning documents need to be explained to management staff on the ground, so they have expectations and accountability.

I did not see costs for training in these staffing by season sheets. GVRD has a rich history of training to a high level to provide above average operational safety through lots of training hours. Pre-service training, the week the pool is closed in early June is a solid week with potentially 72 staff working all day. This is very expensive. Consider ways to meet training goals in a manner that is not so many hours intensive, it is possible, but not traditional at GVRD. For instance, if 72 staff are on site for a possible 40 hours that week at an average rate of $18/hour, that equals $51,840 for one week before summer starts. In-service training that occurs weekly during the summer is 4 hours/week again, potentially multiplied by a possible72 staff at an average cost of $18/hour equals the same amount of costs, $51,840.

There are ways to make it safe without so many costs, training is what TAM is known for across the state, efficient and effective, and is trusted use by organizations, like LA County, Huntington Beach, Pasadena and the Bay Area Public Pool Operators Association and Northern California Aquatic Management Association. We teach and train using our methods to reduce costs while making training more reality focused, more effective and cost efficient. GVRD administration should review the training curriculums, number of trainers, and length of staff preparation and planning time and more. Just like in 2016, this will be a big cultural and philosophical shift and could meet great resistance from those in upper summer pool management positions, “It has always been done that way”.

Planning and budget documents developed by GVRD are a solid guide to effective and efficient staffing and keeping costs in check. They need to be shared with aquatic leadership, and they need to know the expectation. Continual checking on use of staff continually through time sheet review against these identified parameters.

Right sizing staff and ensuring these guidelines are met in conjunction with evaluating and adjusting the number of upper-level summer aquatic staff will be the key to right sizing staffing and reducing costs tremendously.

The hard work has been done by GVRD staff already, number of programs, staff needed, total hours of programming and costs for the different levels of staff is in place. These guidelines should be followed.

Conclusion

This report outlines operational guidelines that can be implemented to reduce operational costs and subsidies. More users would always be good, but those numbers

often depend on community need and interests. The pool should be viewed as a regional aquatic center and if utilized that way it should be able to move forward well without many, if any, operational hours lost. If the district is going to commit its funds to providing these programs and services beyond community users it should not pay the price by large subsidy but instead ensure those costs and fairly and equitably distributes across all aquatic users.

FRANKLIN RECREATION CENTER PARK

PROJECT UPDATE

10/06/2026

UPDATED: 11/06/2026



PROJECT UPDATE

10/06/2026
UPDATED: 11/06/2026

- **100% plans and specifications completed 9/22**
- **Final agency review and approvals underway.**
- **Final Bid set submittal in November** pending permit approval (VFWD)
- **Project on schedule for bidding this fall**
- **Project currently exceeds existing grant funding.** Strategies developing to match final bid to available funding upon award of project.
- **Construction contract award** targeted for January 2027. Date of next Board review and action. Construction estimated to be complete by end of 2027



PROJECT DEVELOPMENT

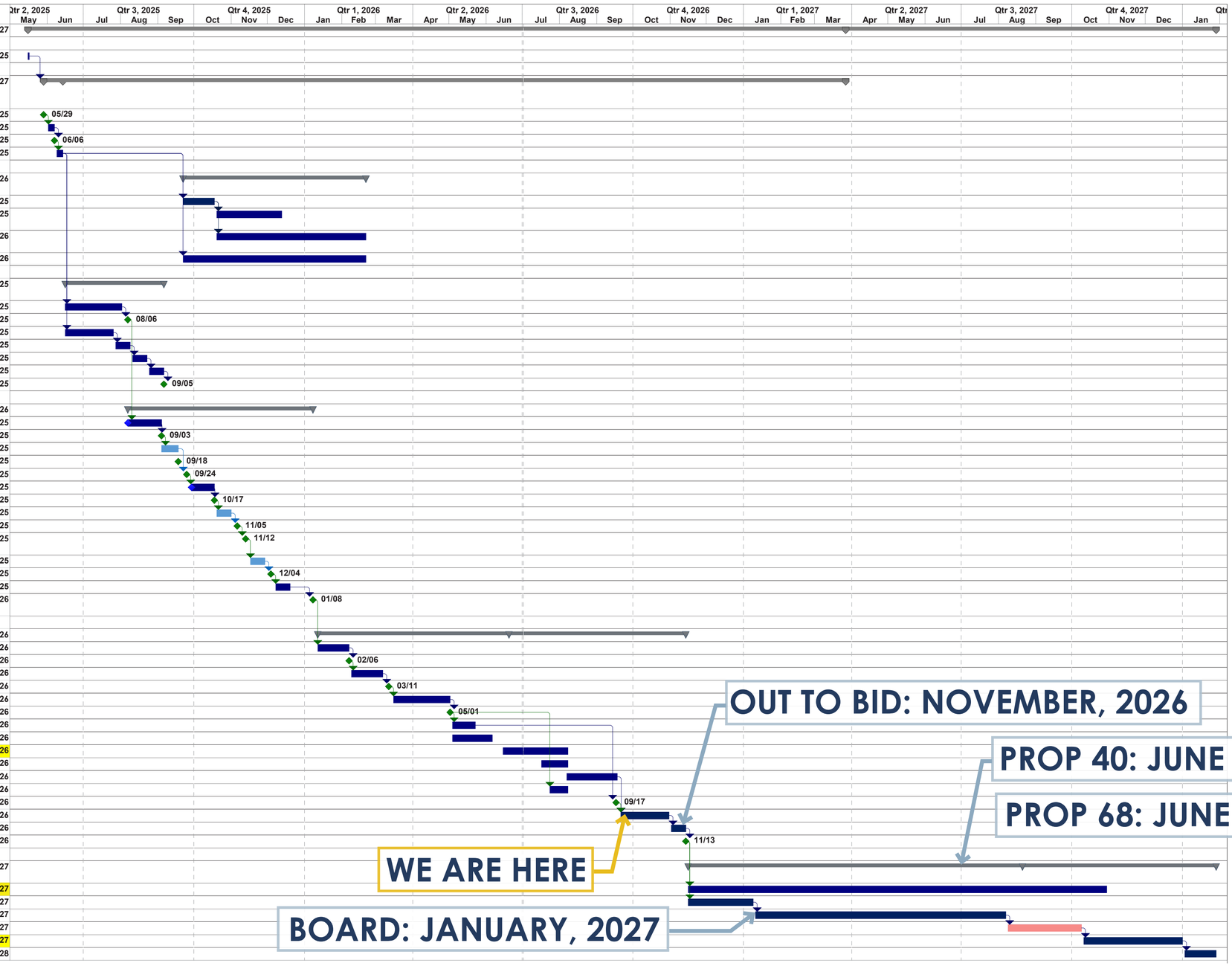
10/06/2026

SEPTEMBER 2021	GRANT PLAN & COST ESTIMATE
2023 - 2025	GRANT SECURED, CONSULTANTS SELECTED & FINISHED PUBLIC OUTREACH & CONCEPT PLAN DEVELOPMENT
JANUARY 2026	FINAL CONCEPT PLAN PRESENTED TO BOARD
2026	DETAILED DESIGN, CEQA, & AGENCY REVIEW
SEPTEMBER 2026	100% CONSTRUCTION DOCUMENTS
OCTOBER 2026	FINAL SUBMITTAL TO DSA, VFWD, & DISTRICT
NOVEMBER 2026	PROJECT GOES OUT TO BID
JANUARY 2027	BOARD APPROVAL/CONSTRUCTION BEGINS
DECEMBER 2027	CONSTRUCTION COMPLETE

PROJECT SCHEDULE

10/06/2026

ID	Task Name	Duration	Start	Finish
1	Franklin Recreation Center Park	486 days?	Fri 05/16/25	Fri 03/26/27
2				
3	Signed Authorization to Proceed	1 day	Fri 05/16/25	Fri 05/16/25
4				
5	1.0 PROJECT MANAGEMENT (Meetings, Monthly Report and Status Update, Grant and Budget Management)	477 days	Thu 05/29/25	Fri 03/26/27
6	1.01 Project Kick Off Meeting	0 days	Thu 05/29/25	Thu 05/29/25
7	1.02 Project Schedule	1 wk	Mon 06/02/25	Fri 06/06/25
8	Submit to District	0 days	Fri 06/06/25	Fri 06/06/25
9	District Review	1 wk	Mon 06/09/25	Fri 06/13/25
10				
11	2.0 ENVIRONMENTAL STUDIES/ COMPLAINCE AND PERMITS	110 days	Mon 09/22/25	Fri 02/20/26
12	2.01 Project Initiation	4 wks	Mon 09/22/25	Fri 10/17/25
13	2.02 Conduct Evaluation of Environmental Effects	8 wks	Mon 10/20/25	Fri 12/12/25
14	2.03 Prepare Initial Study/ Mitigated Negative Declaration	18 wks	Mon 10/20/25	Fri 02/20/26
15	2.04 Project Management/ Meetings	22 wks	Mon 09/22/25	Fri 02/20/26
16				
17	3.0 FIELD INVESTIGATION, SURVEY, AND DATA COLLECTION	60 days	Mon 06/16/25	Fri 09/05/25
18	3.01 Survey and Data Collection	7 wks	Mon 06/16/25	Fri 08/01/25
19	3.02 Field Investigation	0 days	Wed 08/06/25	Wed 08/06/25
20	3.03 Geotechnical Report	6 wks	Mon 06/16/25	Fri 07/25/25
21	3.04 Utilities Coordination & Fire Flow Test	2 wks	Mon 07/28/25	Fri 08/08/25
22	3.05 NPDES C.3 Compliance	2 wks	Mon 08/11/25	Fri 08/22/25
23	3.06 Arborist Report	2 wks	Mon 08/25/25	Fri 09/05/25
24	Submit to District	0 days	Fri 09/05/25	Fri 09/05/25
25				
26	4.0 PRELIMINARY DESIGN	110 days	Thu 08/07/25	Thu 01/08/26
27	4.01 Draft Concept Plan Alternatives	4 wks	Thu 08/07/25	Wed 09/03/25
28	Submit to District	0 days	Wed 09/03/25	Wed 09/03/25
29	District Review	2 wks	Thu 09/04/25	Wed 09/17/25
30	Stakeholder Meeting	0 days	Thu 09/18/25	Thu 09/18/25
31	4.02 District Meeting	0 days	Wed 09/24/25	Wed 09/24/25
32	4.03 Refined Concept Plan	3 wks	Mon 09/29/25	Fri 10/17/25
33	Submit to District	0 days	Fri 10/17/25	Fri 10/17/25
34	District Review	2 wks	Mon 10/20/25	Fri 10/31/25
35	4.04 District Meeting	0 days	Wed 11/05/25	Wed 11/05/25
36	4.05 Community Meeting Coordination Meeting	0 days	Wed 11/12/25	Wed 11/12/25
37	Community Meeting Advertisement	2 wks	Mon 11/17/25	Fri 11/28/25
38	4.06 Public Update Meeting	0 days	Thu 12/04/25	Thu 12/04/25
39	4.07 Final Concept Plan (Holiday Period)	2 wks	Mon 12/08/25	Fri 12/19/25
40	4.08 Presentation to Board District (2nd or 4th Thurs)	0 days	Thu 01/08/26	Thu 01/08/26
41				
42	5.0 PLANS, SPECIFICATIONS, & ESTIMATE (P,S,&Es)	115 days?	Mon 01/12/26	Fri 06/19/26
43	5.01 60% Submittal	4 wks	Mon 01/12/26	Fri 02/06/26
44	Submit to District	0 days	Fri 02/06/26	Fri 02/06/26
45	District Review	4 wks	Mon 02/09/26	Fri 03/06/26
46	5.02 District Meeting	0 days	Wed 03/11/26	Wed 03/11/26
47	5.03 90% Submittal	7 wks	Mon 03/16/26	Fri 05/01/26
48	Submit to District	0 days	Fri 05/01/26	Fri 05/01/26
49	District Review	3 wks	Mon 05/04/26	Fri 05/22/26
50	DSA Submittal Prep.	25 days	Mon 05/04/26	Fri 06/05/26
51	5.04 DSA Intake delay	40 days	Mon 06/15/26	Fri 08/07/26
52	DSA Submittal Prep.	16 days	Fri 07/17/26	Fri 08/07/26
53	5.04 DSA Application Review & Meeting	6 wks	Fri 08/07/26	Thu 09/17/26
54	5.05 SWPPP Preparation	2.2 wks	Fri 07/24/26	Fri 08/07/26
55	5.06 District Meeting	0 days	Thu 09/17/26	Thu 09/17/26
56	5.07 DSA Revisions and Backcheck	6 wks	Mon 09/21/26	Fri 10/30/26
57	5.08 Final Submittal (Bid)	2 wks	Mon 11/02/26	Fri 11/13/26
58	Submit to District	0 days	Fri 11/13/26	Fri 11/13/26
59				
60	6.0 CONSTRUCTION ENGINEERING AND INSPECTION	200 days?	Mon 11/16/26	Fri 08/20/27
61	6.01 Contractor Management	50 wks	Mon 11/16/26	Fri 10/29/27
62	6.02a Bidding and Contract review/award	8 wks	Mon 11/16/26	Fri 01/08/27
63	6.02b Construction period (150 days)	30 wks	Mon 01/11/27	Fri 08/06/27
64	6.02c Weather delays (estimated - 60 days)	9 wks	Mon 08/09/27	Fri 10/08/27
65	6.02d Maintenance Period (90 days)	12 wks	Mon 10/11/27	Fri 12/31/27
66	6.03 Project Close Out	4 wks	Mon 01/03/28	Fri 01/28/28



GRANT CONCEPT PLAN & PROGRAM LIST



FRANKLIN RECREATION CENTER
CONCEPT LEVEL SITE PLAN
VALLEJO, CA.

SCALE 1" = 40' SEPTEMBER 2021
rrm design group

ORIGINAL 2021 PLAN AND ESTIMATE

Submitted for Prop 68 Grant

GRANT SCOPE ITEMS **ACQUISITIONS:** List each parcel number, acreage, estimated date of purchase, and cost **DEVELOPMENT:** List each RECREATION FEATURE and MAJOR SUPPORT AMENITY	ESTIMATED COST
Construct synthetic turf field.	$2,088,200.00
Construct multi-use open space/natural turf field.	$1,584,000.00
Construct playground/play area.	$400,000.00
Construct walking/jogging loop path with benches, trash receptacles, and lighting.	$445,000.00
Construct pathways throughout the park and ADA ramp access from lower field to upper level.	$100,000.00
Construct three pickleball courts.	$205,000.00
Construct two basketball courts.	$233,000.00
Construct concession/picnic area plaza.	$370,000.00
Construct landscaping throughout the park.	$100,000.00
Construct lighting and security cameras throughout the park.	$240,000.00
Construct fencing.	$157,500.00
Construction parking lot.	$195,000.00
Estimated inflation increases	$201,447.00
Total Estimated Cost for the RECREATION FEATURES and MAJOR SUPPORT AMENITIES (A)	$6,319,147.00
Total Estimated PRE-CONSTRUCTION COST (B)	$1,223,540.00
TOTAL PROJECT COST (A+B)	$7,542,687.00
Requested GRANT Amount	$7, 542,687.00
Estimated amount of the GRANT to be charged to PRE-CONSTRUCTION COSTS (cannot exceed 25% of the GRANT)	$1,223,540.00

FINAL CONCEPT PLAN



CALA

GREATER VALLEJO RECREATION DISTRICT

FRANKLIN RECREATION CENTER PARK - CONCEPT PLAN ADD ALTERNATES EXHIBIT

Vallejo, California

JANUARY 12, 2026

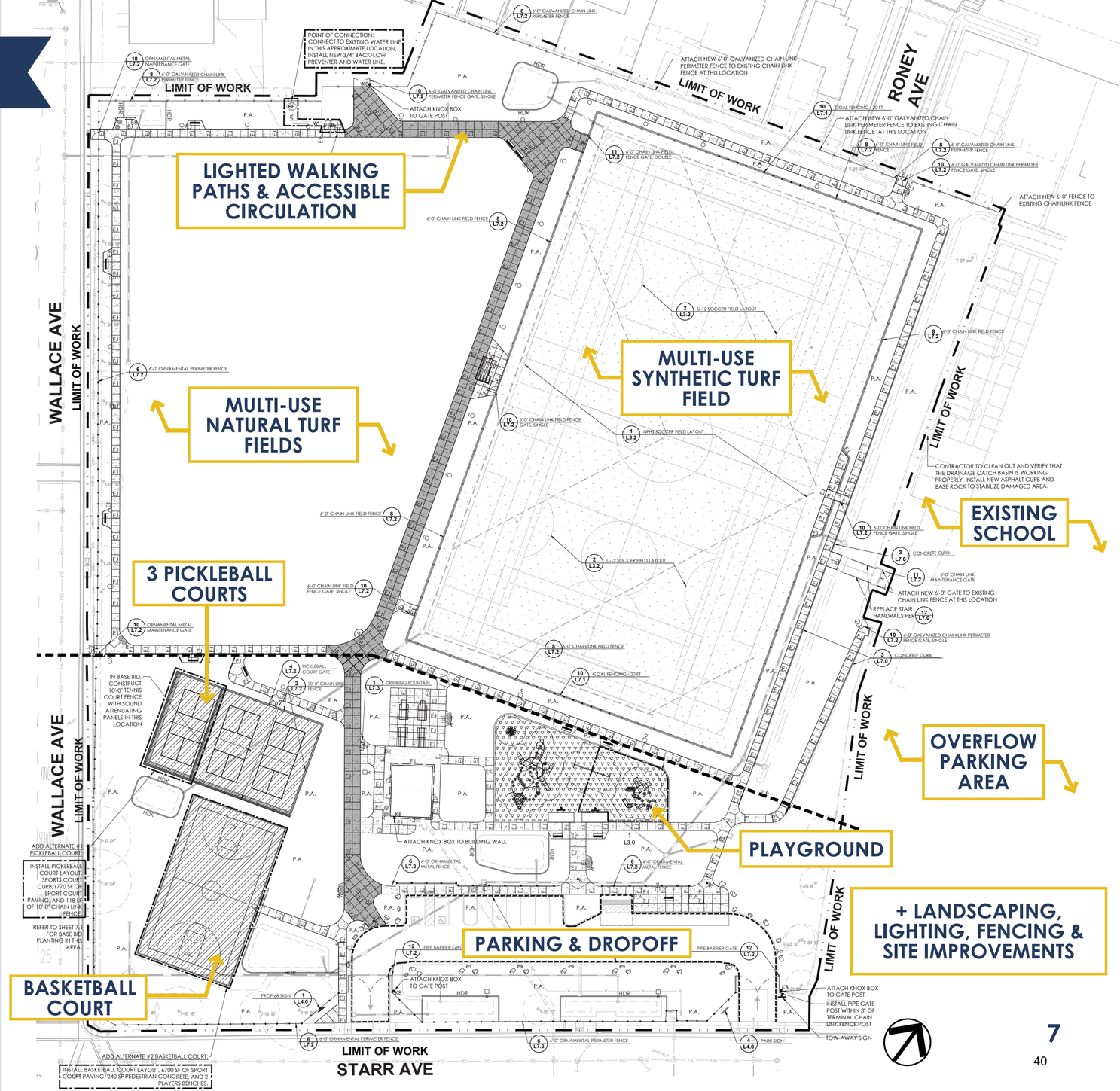
25016_ConceptPlan.indd

PLAN STATUS - 100% COMPLETE

10/06/2026

WHAT HAS CHANGED?

- **BASKETBALL:** 2 courts → 1 court based on area and budget constraints.
- **PARKING:** Reduced to 9 spaces, drop off spaces and overflow parking south of driveway via mountable curb. To address CALGreen/EV charging requirements.
- **SPORTS LIGHTING:** Future conduit evaluated; not incorporated due to need for whole new POC and transformer.
- **RESTROOM:** Accessibility improvements added to address DSA review.
- **NATURAL TURF:** Returned to base bid and upgraded to sod.



LANDSCAPE & PARK CHARACTER

10/06/2026

- New trees and landscaping throughout the park
- Natural turf fields
- Shaded picnic and gathering areas
- Improved park edges & neighborhood interface, including signage

ADD ALTERNATES

- Ornamental perimeter fencing
- Rubberized play surfacing
- Basketball court
- Tot play area
- North drinking fountain
- Additional may be added depending on grant funding amount.

Overall park program remains substantially consistent with the Final Concept Plan



Project Budget & Funding Strategy

TOTAL GRANT AWARD	ESTIMATED SOFT COSTS	AVAILABLE FOR CONSTRUCTION
$7,542,687	$1,313,994	$6,228,693

REVISED CONSTRUCTION ESTIMATE

Base bid, after transferring playground to optional alternate	$6,430,370
Five prioritized add alternates	$444,690
Three optional add alternates	$405,760
TOTAL ESTIMATED CONSTRUCTION (ALL ALTERNATES)	**$7,280,820**

BASE-BID FUNDING GAP **($201,677)**

Potential path to close the $201,677 gap: up to $100,000 in planting and other value reductions; plus approximately $101,677 from final soft-cost savings, favorable bids and/or carefully reviewed construction contingency adjustments.

All estimates are preliminary. The design and change-order contingencies remain in the current budget; reductions are possible but not committed based on bid market.

Why the Budget Changed & How We Respond

REASONS FOR THE FUNDING GAP

- Construction costs have increased since the original 2021 grant estimate.
- Additional permitting, environmental and construction-support costs.

STRATEGY TO MANAGE THE GAP

1	**Bid alternates**	Adjust the final construction scope based on competitive bids and Board priorities.
2	**Reduce soft costs**	Seek reductions in agency fees, mitigation and construction-support costs where feasible.
3	**Evaluate value reductions and contingency**	Consider up to $100,000 in planting/other reductions; review remaining contingency needs after bids without assuming savings.
4	**Pursue other funding**	Continue exploring federal HUD funding for a potential later phase; not assumed in the current budget.

Board input requested: Confirm scope priorities and alternate order before bidding.

Additional state grant funding is not assumed. All identified improvements remain in the bid package as base work or alternates.

Bid Strategy & Board Direction

PROPOSED APPROACH: Maintain sports facilities in the base bid and offer the remaining playground as an optional add alternate. Staff seeks Board input on this and other scope priorities.

FIVE PRIORITIZED ADD ALTERNATES

1	Additional Pickleball Court		$55,400
2	Basketball Court		$168,220
3	Ages 2–5 Play Equipment & Rubber Surfacing		$193,460
4	Additional Light Bollards		$12,000
5	Additional Drinking Fountain		$15,610
		Subtotal	$444,690

OPTIONAL ALTERNATES & COST REDUCTION

A	Ornamental Perimeter Fence	$156,300
B	Secondary Walkway along Wallace Ave	$25,440
C	Remaining Playground Improvements (transferred from base bid)	$224,020
D	Planting Reduction — potential deductive alternate	($100,000)

BOARD INPUT REQUESTED: Review and confirm the add-alternate priority order and provide direction on the playground and other scope options.

Scope Options & Board Priorities

The playground alternate is a proposed bidding strategy—not the only option. Staff is seeking Board input before finalizing the bid package.

IF THE PLAYGROUND IS A HIGHER PRIORITY, OTHER OPTIONS TO CONSIDER

01 Remove or defer the pathway connection to the gym on the existing campus.

02 Reduce site lighting, only if DSA review and applicable requirements allow.

03 Move pickleball improvements into an add alternate instead of the playground.

04 Consider the potential $100,000 planting and other reductions as a deductive alternate.

BOARD INPUT REQUESTED: Confirm project priorities, the order of the five add alternates, and which scope adjustments should be carried into bidding.

* **All identified improvements will be bid.** The alternate order establishes priority for adding scope if bids and available funding permit; inclusion does not guarantee award.

Project Soft Costs & Construction Funding

November 2026 • Estimated fees, inspections, monitoring and professional services

SOFT COST ITEM	ESTIMATED COST
DSA Submittal Review Fee	$57,000
VFWD – Storm Drain Fee (estimated)	$100,000
VFWD – Sewer Fee (estimated)	$75,000
Special Materials Inspection (estimated)	$35,000
Tribal Review (estimated)	$30,000
Biological Surveys (estimated)	$15,000
DSA Inspector of Record (IOR) (estimated)	$75,000
Subtotal – Fees, Inspections & Monitoring	**$387,000**
CALA Professional Services Contract	$914,112
Previous District Grant Expenditures	$12,882
TOTAL ESTIMATED SOFT COSTS	**$1,313,994**

GRANT AWARD $7,542,687 – SOFT COSTS $1,313,994 = AVAILABLE FOR CONSTRUCTION $6,228,693

PROJECT DEVELOPMENT

10/06/2026
UPDATED: 11/06/2026

WHERE ARE WE NOW?

- ✓ **100% Plans & Specs** — District review
- ✓ **DSA** — First review complete
- ✓ **DSA Resubmittal** — October (completed, DSA approved on 11/05/2026)
- ✓ **VFWD** — Comments received / coordination underway (resubmitted on 11/06/2026)
- ✓ **CEQA** — Environmental documents complete/ board adoption after contract award
- **Contract Documents** — District review underway
- **Bid Package** — Target November 13

WHAT'S NEXT?

- **October** — Facilities Committee + final agency review
- **November 13** — Project ready for bidding
- **November–January** — Competitive bidding
- **January** — Board approval, CEQA adoption & contract award
- **Early 2027** — Construction begins
- **8–10 months** — Anticipated construction duration



Why Is CEQA Required?

California law requires environmental review of qualifying public projects before approval. CEQA identifies potential impacts and measures needed to address them.

Why is CEQA required for Franklin — and why now?

Two requirements: California environmental law and the State grant funding process. With Franklin moving toward construction, CEQA must be completed before project approval and construction award.

WHAT TRIGGERED THE TECHNICAL EVALUATIONS?

- **Noise** — Pickleball courts and recreation activities near residences
- **Biological** — Vegetation removal and potential impacts to protected species
- **Cultural / Tribal** — Ground disturbance and potential archaeological resources
- **Air Quality** — Construction dust and equipment emissions

Studies are driven by the proposed improvements and site conditions. LSA found impacts can be reduced to less-than-significant levels with mitigation (MND).

CEQA Process & Board Action

01

Environmental Review — Completed

LSA prepared the Initial Study/MND, conducted technical evaluations, and completed the public review process.

02

January 2027 — Board Action

Consider the environmental document and comments; adopt the MND and MMRP; approve the project; and award the construction contract.

03

Following Approval

File the Notice of Determination (NOD) and implement and document mitigation measures during construction.

CEQA adoption and construction contract award are planned for the same Board meeting.

What Does the MMRP Require?

The Mitigation Monitoring and Reporting Program (MMRP) establishes 16 measures in three practical categories.

7

Construction Requirements

Dust control, equipment standards, wildlife protection, and procedures for unexpected discoveries.

8

Surveys, Training & Monitoring

Biological surveys, worker training, archaeological coordination, and Tribal monitoring during ground disturbance.

1

Physical Design Improvement

Pickleball court acoustic barrier already incorporated into the construction documents.

GVRD will coordinate required specialists and ensure mitigation measures are implemented and monitored during construction.

FRANKLIN RECREATION CENTER PARK

MMRP | Color-Coded Reference

The original 12-page MMRP follows, with each measure shaded by category.

CONSTRUCTION REQUIREMENTS | 7 measures

Contractor controls, protective practices and unexpected-discovery procedures.

AIR-1, AIR-2, BIO-1b, CUL-1b, GEO-1, TCR-3, TCR-4

SURVEYS, TRAINING & MONITORING | 8 measures

Specialist-led surveys, awareness training, avoidance planning and Tribal monitoring.

BIO-1a, BIO-2a, BIO-2b, BIO-3, BIO-4, CUL-1a, TCR-1, TCR-2

PHYSICAL DESIGN IMPROVEMENTS | 1 measure

Noise barrier for pickleball courts, addressed in project design.

NOI-1

Classification is a reference aid; original mitigation language and responsibilities remain controlling.

Some measures require both contractor compliance and specialist coordination.

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
AIR QUALITY				
AIR-1: Basic Best Management Practices. In order to meet the Bay Area Air District (Air District) fugitive dust threshold, the following Basic Best Management Practices for Construction-Related Fugitive Dust Emissions shall be implemented: ● All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day. ● All haul trucks transporting soil, sand, or other loose material off-site shall be covered. ● All visible mud or dirt tracked-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited. ● All vehicle speeds on unpaved roads shall be limited to 15 miles/hour. ● All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used. ● All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 miles/hour. ● All trucks and equipment, including their tires, shall be washed off prior to leaving the site. ● Unpaved roads providing access to sites located 100 feet or further from a paved road shall be treated with a 6- to 12-inch layer of compacted layer of wood chips, mulch, or gravel. ● Publicly visible signs shall be posted with the telephone number and name of the person to contact the City of Vallejo regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's General Air Pollution Complaints number shall also be visible to ensure compliance with applicable regulations.	● Include measure as Condition of Approval. ● Implementation actions are outlined in the measure.	Throughout the construction period.	● The Greater Vallejo Recreation District (GVRD) is responsible for incorporating this measure into contract specifications and for ensuring compliance during construction. ● The Construction Contractor is responsible for implementing this measure.	
AIR-2: Tier 4 Construction Equipment. During construction of the proposed project, the project contractor shall ensure all off-road diesel-powered construction equipment of 50 horsepower or more shall be equipped with Tier 4 Interim engines or the most effective Verified Diesel Emission Control Strategies (VDCES) available for the engine type, as	● Include measure as Condition of Approval. ● Implementation actions are	Prior to the issuance of building permits and throughout the construction period.	● The GVRD is responsible for incorporating this measure into contract specifications, submitting construction	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
certified by the California Air Resources Board (CARB). The equipment shall be properly maintained and tuned in accordance with manufacturer specifications. Prior to issuance of building permits, the Greater Vallejo Recreation District shall submit construction plans to the California Division of the State Architect denoting the projected equipment tier rating that will be used during the construction period.	outlined in the measure.		plans to the California Division of the State Architect, and for ensuring compliance during construction. • The Construction Contractor is responsible for implementing this measure.	
BIOLOGICAL RESOURCES				
BIO-1a: Worker Environmental Awareness Training (WEAT). All construction personnel shall participate in WEAT regarding special-status species and sensitive habitats present on the project site. Any additional construction personnel who are employed following the initial start of construction shall receive the mandatory training before beginning work. As part of the training, an environmental awareness handout shall be provided to all personnel that describes and illustrates sensitive resources (i.e., special-status species and habitat, nesting birds, roosting bats) to be avoided during the proposed project construction and lists measures to be followed by personnel for the protection of biological resources.	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	During project construction, before any work occurs on the project site, including grading, vegetation removal, and equipment staging.	• The GVRD is responsible for incorporating this measure into contract specifications, hiring a qualified biologist to conduct the training, and confirming completion of requisite training. • The qualified biologist is responsible for preparing and presenting the training.	
BIO-1b: Implement General Wildlife Protection Measures During Construction. The contractors' employees and volunteers shall implement general wildlife protection measures during construction that shall include, but may not be limited to, the following: • Confine clearing to the minimal area necessary to facilitate construction activities. • Clearly delineate the construction limits by using fencing, flagging, or other means prior to the start of construction activities. • Keep all fueling and maintenance of vehicles and other mechanized equipment in designated areas. Each designated fueling/maintenance	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	Throughout the construction period.	• The GVRD is responsible for incorporating this measure into contract specifications and ensuring compliance during project construction. • The Construction Contractor and Volunteers are responsible for	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
area shall be protected by a containment barrier designed to prevent any spilled or leaked fuel or other contaminants from running into an aquatic habitat or storm drains. All workers shall be informed of the importance of preventing spills and of the appropriate measures to take should a spill occur. • Reduce the risk of spreading harmful pathogens by sanitizing all vehicles and equipment before use in natural areas. All vehicular and equipment cleaning work shall be conducted in self-contained work areas at least 100 feet from any aquatic habitat; wash water shall not be disposed of in any natural areas. • Inspect the work area and any equipment or material left on site overnight for listed species prior to the start of construction activities each day. • Dispose of garbage in wildlife-proof containers and remove the garbage from the construction area regularly during the construction period. • Check under equipment and in staging areas for wildlife species each morning prior to work. • Report to the supervisor on site any observed incident of death or injury to a special-status species or damage to habitat. The supervisor shall immediately notify the project biologist.			implementing this measure.	
BIO-2a: Crotch's and Western Bumble Bee Pre-Construction Surveys. Surveys shall be conducted by a qualified biologist familiar with the behavior and life history of Crotch's and western bumble bees. Surveys shall be conducted during the colony active period (i.e., March through August) prior to construction and when floral resources are in peak bloom. Bumble bees move nest sites each year; therefore, surveys shall be conducted each year that project work activities occur. The Qualified Biologist shall conduct a habitat assessment during the peak bloom period for floral resources on which Crotch's and western bumble bees feed. If no Crotch's or western bumble bees are identified, no further mitigation is required.	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	Prior to the commencement of construction activities.	• The GVRD is responsible for incorporating this measure into contract specifications and hiring a qualified biologist. • A qualified biologist is responsible for conducting a pre-construction survey of the site during peak bloom.	
BIO-2b: Crotch's and/or Western Bumble Bee Avoidance Plan. If Crotch's bumble bees are detected during pre-construction surveys, a Crotch's and/or western bumble bee avoidance plan shall be developed and	• Include measure as Condition of Approval.	Prior to the commencement of	• The GVRD is responsible for reviewing the avoidance plan and	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
provided to the California Department of Fish and Wildlife (CDFW) for review prior to work activities involving ground disturbance or vegetation removal. At minimum, a buffer area of 50 feet shall be established around the hive burrow/cavity, and the buffer area shall be fenced to prevent inadvertent fenced disturbance during construction. The GVRD shall incorporate CDFW's comments into the avoidance plan. If take of Crotch's or western bumble bee cannot be avoided, the GVRD shall consult with CDFW pursuant to CESA and obtain an Incidental Take Permit before project activities may commence.	• Implementation actions are outlined in the measure.	construction activities.	coordinating with CDFW. • A qualified biologist is responsible for developing the avoidance plan.	
BIO-3: Nesting Bird Surveys and Avoidance Measures. New work with the potential to impact nesting birds (including demolition, vegetation removal, and grading) shall be restricted to the non-nesting season (September 1 through January 31). If that is not possible, prior to construction activities occurring during the nesting bird season (February 1 through August 31), pre-construction activity surveys for nesting birds shall be conducted by a qualified biologist to ensure that no nests will be disturbed during project implementation. Surveys shall be conducted no more than 7 days prior to the initiation of construction activities. During this survey, the biologist shall inspect all trees and other potential nesting habitats (e.g., shrubs, ground, and structures) in the impact area plus a surrounding 300-foot buffer for nests. If removal of potential nesting substrate or project grading will occur during more than one nesting season, or in different parts of the project site in phases over the course of a single season, then additional pre-activity surveys must be performed within 7 days prior to initiation of work in any particular area. If the pre-construction activity survey does not identify the presence of any active nests on or within 300 feet of the site, construction activities may proceed. If nests known to have eggs or young, or that cannot be confirmed to be inactive or to lack eggs or young, are found, or adults are demonstrating nesting behavior, a qualified biologist shall establish an appropriate construction-free buffer around each nest. Generally, a buffer of 300 feet for raptors or 100 feet for songbirds is adequate to avoid causing nest	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	• No more than 7 days prior to construction activities and throughout the construction period.	• The GVRD is responsible for incorporating this measure into contract specifications, hiring a qualified biologist, reviewing survey results and precluding work from occurring during the nesting bird season, if possible. • A qualified biologist is responsible for conducting a pre-construction survey of the site, determining an appropriate buffer zone, and monitoring the buffers during construction. • The Construction Contractor is responsible for keeping work out of the buffers.	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
abandonment. The buffer shall remain in place until the qualified biologist has confirmed the nest is no longer active. If less than a 100-foot nest buffer is necessary and determined to be appropriate for a particular nest or nests, a qualified biologist shall monitor the nest(s) before construction to document baseline nesting behavior, and then monitor the nest during construction to ensure nesting birds are not exhibiting signs of stress and territorial behavior. If signs of stress are observed during the monitoring, construction activities shall cease or the buffer shall be increased, as determined by a qualified biologist, to a sufficient distance such that the nesting birds are no longer exhibiting signs of stress. To prevent encroachment, the buffer shall be clearly marked for avoidance. The established buffer shall remain in effect until the young have fledged or the nest is no longer active as confirmed by the biologist.				
BIO-4: Pallid Bat and Roosting Bats: The project shall avoid removal of structures that provide potential bat roosting habitat during bat maternity season (April 15-September 1) and hibernation season (October 15-March 1). If these seasonal windows cannot be avoided, a qualified biologist shall conduct a visual pre-construction surveys, as well as daytime and evening acoustic surveys for roosting pallid bat and other bat species at all suitable bat roosting habitat, including any trees proposed for removal and adjacent suitable habitat that would be subject to noise disturbance. Surveys shall be conducted no more than 14 days prior to beginning of construction removal of potential habitat. If bats are found or suspected to be roosting within the project site, the qualified biologist shall identify the species, estimated quantity present, roost type, and roost status. The qualified biologist shall avoid disturbing bats during surveys. Under no circumstances shall an active maternity roost be removed or disturbed. Work on structural refugia shall not be performed under any of the following conditions: during any precipitation events, when ambient temperatures are below 4.5 degrees Celsius, when wind speeds exceed 11 miles per hour, and/or any other condition that may lead to bats seeking refuge.	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	Prior to and during construction activities	• The GVRD is responsible for incorporating this measure into contract specifications, hiring a qualified biologist, reviewing survey results, precluding work from occurring during seasonal work windows, reviewing the Bat Mitigation and Monitoring Plan, if needed, and obtaining any necessary compensatory mitigation, if needed. • A qualified biologist is responsible for conducting surveys of the site, preparing the	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
If bats are found to be roosting within trees proposed for removal by the project, the qualified biologist shall develop a Bat Mitigation and Monitoring Plan, which shall include: (1) an assessment of all direct and indirect project impacts to bats based on survey results; (2) effective avoidance and minimization measures to protect bats based on species and roost type(s) to be impacted; and (3) compensatory mitigation for permanent impacts to maternity roosts, if impacted. Compensatory mitigation shall be appropriate for the species impacted and commensurate with the impacts and may include installation of replacement habitat on site (e.g., bat boxes) on a temporary and permanent basis. The Bat Mitigation and Monitoring Plan shall describe any monitoring and maintenance activities necessary to ensure the compensatory habitat remains effective.			Bat Mitigation and Monitoring Plan, if required. • The Construction Contractor is responsible for adhering to work window requirements and following the appropriate structure or tree removal procedures.	
CULTURAL RESOURCES				
CUL-1a: Worker Environmental Awareness Program (WEAP) Training. Prior to commencement of any ground-disturbing activity, all personnel involved in project-related ground-disturbing activities (e.g., on-site construction managers, equipment operators and other crew) shall be required to participate in a workers' environmental awareness program (WEAP) training prior to any such activities. The training shall include relevant information regarding cultural resources including applicable regulations and consequences of violating State laws and regulations and will also describe communication and procedural protocols (including avoidance) in the event cultural resources are encountered. The training shall be presented by a professional archaeologist (RPA or RA) and will emphasize the requirement for confidentiality and culturally appropriate treatment of all archaeological discoveries.	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	Prior to commencement of any ground-disturbing activity.	• The GVRD is responsible for incorporating this measure into contract specifications, hiring a qualified archaeologist to present the WEAP training, and confirming completion of requisite training. • The qualified archaeologist is responsible for describing communication and procedural protocols.	
CUL-1b: Undiscovered Archaeological Resources. Should an archaeological deposit be encountered during project subsurface construction activities, all ground-disturbing activities within 50 feet shall be redirected until the find can be assessed. All Tribal cultural and archaeological resources unearthed by project construction activities shall	• Include measure as Condition of Approval. • Implementation actions are	During ground-disturbing activities.	• The GVRD is responsible for incorporating this measure into contract specifications, hiring a qualified archaeologist	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
be evaluated by a qualified archaeologist and (if appropriate) Tribal monitor/consultant. If the resources are Native American in origin, interested Tribes (identified though consultation with regional/local Tribes) shall coordinate with the Greater Vallejo Recreation District (GVRD) regarding treatment and curation of these resources. Typically, the Tribe will request preservation in place or recovery for educational purposes. Work may continue on other parts of the project while evaluation takes place. Preservation in place shall be the preferred manner of treatment. If preservation in place is not feasible, treatment may include implementation of archaeological data recovery excavation to remove the resource along with subsequent laboratory processing and analysis. All Tribal cultural resources shall be returned to the Tribe. Any historic-period archaeological material that is not Native American in origin shall be offered for curation at a public, non-profit institution with a research interest in the materials if such an institution agrees to accept the material. If no institution accepts the archaeological materials, they shall be offered to the Tribe or to a local school or historical society for educational purposes. Any archaeological and Native American monitoring and excavation during construction projects shall be consistent with current professional standards. All feasible care to avoid any unnecessary disturbance, physical modification, or separation of human remains and associated funerary objects shall be taken. Principal personnel shall meet the Secretary of the Interior's standards for archaeology and have a minimum of 10 years of experience as a principal investigator working with Native American archaeological sites in California. The qualified archaeologist shall ensure that all other personnel are appropriately trained and qualified.	outlined in the measure.		and confirming completion of requisite training. • The qualified archaeologist is responsible for assessing potential discoveries and determining the appropriate mitigation. • The Construction Contractor is responsible for cooperating with the qualified archaeologist if resources are discovered.	
GEOLOGY AND SOILS				
GEO-1: Unanticipated Discovery of Paleontological Resources. Should paleontological resources be encountered during project subsurface construction activities, all ground-disturbing activities within 25 feet shall be redirected and a qualified paleontologist contacted to assess the	• Include measure as Condition of Approval.	Throughout the construction period.	• The GVRD is responsible for incorporating this measure into contract specifications, hiring a	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
situation, consult with agencies as appropriate, and make recommendations for the treatment of the discovery. For purposes of this mitigation, a "qualified paleontologist" shall be an individual with the following qualifications: (1) a graduate degree in paleontology or geology and/or a person with a demonstrated publication record in peer-reviewed paleontological journals; (2) at least 2 years of professional experience related to paleontology; (3) proficiency in recognizing fossils in the field and determining their significance; (4) expertise in local geology, stratigraphy, and biostratigraphy; and (5) experience collecting vertebrate fossils in the field. If the paleontological resources are found to be significant and project activities cannot avoid them, measures shall be implemented to ensure that the project does not cause a substantial adverse change in the significance of the paleontological resource. Measures may include monitoring, recording the fossil locality, data recovery and analysis, a final report, and accessioning the fossil material and technical report to a paleontological repository. Upon completion of the assessment, a report documenting methods, findings, and recommendations shall be prepared and submitted to the County for review. If paleontological materials are recovered, this report also shall be submitted to a paleontological repository such as the University of California Museum of Paleontology, along with significant paleontological materials. Public educational outreach may also be appropriate.	• Implementation actions are outlined in the measure.		qualified paleontologist (if discoveries are made) and confirming compliance during project construction. • The qualified paleontologist is responsible for determining the appropriate treatment of the discovery. • The Construction Contractor is responsible for cooperating with the qualified paleontologist if resources are discovered.	
NOISE				
NOI-1: Noise Barrier for Pickleball Courts. As part of the final design for the subsequent phase(s) of development, the Greater Vallejo Recreation District (District) shall require installation of a noise barrier along the western and southern boundaries of the proposed pickleball courts. The noise barrier may consist of any solid material, without gaps or holes, that meets a minimum density of 4 pounds per square foot or is sound rated and has a minimum Sound Transmission Class (STC) rating of 25. The noise barrier shall provide noise reduction sufficient to ensure that noise levels at the nearest residential uses would not exceed the City's exterior	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	Prior to submittal of final design.	• The GVRD is responsible for implementing this measure.	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
daytime noise standard of 60 A-weighted decibels (dBA) equivalent continuous sound level (Leq).				
TRIBAL CULTURAL RESOURCES				
TCR-1: Cultural Resources and Tribal Cultural Resources Sensitivity WEAP Training. In addition to the Worker Environmental Awareness Program (WEAP) training, all personnel involved in project-related ground-disturbing activities (e.g., on-site construction managers, backhoe operators) shall be required to participate in a cultural resources and tribal cultural resources sensitivity training program. The cultural sensitivity training shall be developed by an archaeologist that meets the Secretary of the Interior's Professional Qualifications Standards in archaeology, in consultation with input from the Confederated Villages of Lisjan Nation (Lisjan Nation) and the Muwekma Ohlone Tribe of the San Francisco Bay Area (Muwekma Ohlone Tribe). The cultural sensitivity training shall be conducted before any project-related ground-disturbing activities (including building foundation or subsurface tank removal) begin at the project site. The cultural sensitivity training will include relevant information regarding sensitive cultural resources and tribal cultural resources, including applicable regulations, protocols for avoidance, and consequences of violating State laws and regulations. The cultural sensitivity training will also describe appropriate avoidance and impact minimization measures for cultural resources and tribal cultural resources that could be located at the project site and will outline what to do and whom to contact if any potential cultural resources or tribal cultural resources are encountered. The cultural sensitivity training will emphasize the requirement for confidentiality and culturally appropriate treatment of any discovery of significance to Native Americans and will discuss appropriate behaviors and responsive actions, consistent with Native American tribal values. The cultural sensitivity training shall be presented by an archaeologist and a representative from the Tribe. The Greater Vallejo Recreation District shall maintain a record of all construction personnel that have received the cultural sensitivity training.	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	Prior to commencement of any ground-disturbing activities	• The GVRD is responsible for hiring a Qualified Archaeologist, coordinating with the tribes, and confirming completion of requisite training. • The Qualified Archaeologist and Tribal representative(s) are responsible for implementing this measure.	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
TCR-2: Native American Monitoring. Prior to ground disturbing activities, Tribal monitor(s) from the Confederated Villages of Lisjan Nation and Muwekma Ohlone Tribe of the San Francisco Bay Area shall be retained. Tribal monitor(s) will have the authority to halt and redirect work should any archeological or tribal cultural resources be identified during monitoring. If archeological or Tribal cultural resources are encountered during ground disturbing activities, work within 100 feet of the find must halt and the find evaluated for listing in the California Register of Historic Resources (CRHR) and National Register of Historic Places (NRHP). Monitoring may be reduced or halted at the discretion of the Tribal monitor(s), in consultation with the lead agency, if site conditions indicate that there is little likelihood of encountering intact deposits (e.g., encountering bedrock, sediments being excavated are fill or negative findings for 50 percent of ground disturbance). If monitoring is reduced to spot checking, spot checking shall occur when ground disturbing activities move to a new location within the project site and when ground disturbance will extend to depths not previously reached (unless those depths are within bedrock).	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	Prior to and during ground-disturbing activities	• The GVRD is responsible for contacting and executing appropriate agreements with the Tribes and confirming compliance during construction. • The Tribal Monitor(s) are responsible for implementing this measure.	
TCR-3: Unanticipated Discovery of Tribal Cultural Resources. If cultural resources of Native American origin are identified during grading or excavation of the proposed project, all ground disturbing activities within 100 feet must cease until a qualified professional archaeologist (either an archaeologist who meets the Secretary of the Interior's Professional Qualifications Standards for Archaeology or an archaeologist supervised by such an archaeologist) has evaluated the nature and significance of the find as a cultural resource, and the Greater Vallejo Recreation District (GVRD) representative has consulted a representative from the Confederated Villages of Lisjan Nation (Lisjan Nation) and the Muwekma Ohlone Tribe of the San Francisco Bay Area (Muwekma Ohlone Tribe). The archaeologist will stake the area of discovery, placing stakes no more than 10 feet apart, forming a circle having a radius of no less than 100 feet from the point of discovery. If the GVRD in consultation with the consulting Tribe(s), determines that the resource is a Tribal Cultural Resource and thus significant under CEQA and/or the Tribe(s), the entity	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	Throughout the construction period.	• The GVRD is responsible for contacting and executing appropriate agreements with the Tribes and confirming compliance during construction. • The Tribal Monitor(s), the Qualified Archaeologist, and the Construction Contractor are responsible for implementing this measure.	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
shall retain a qualified archeologist and a Tribal monitor, at the applicant's expense, to prepare and implement a mitigation plan, in accordance with state guidelines and in consultation with the consulting Tribe(s). The mitigation plan shall include avoidance of the resource or, if avoidance of the resource is infeasible, the plan shall outline appropriate treatment of the resource in coordination with the consulting Tribe(s) and, if applicable, the qualified archeologist. Examples of appropriate mitigation for the Tribal cultural resources include, but are not limited to, protecting the cultural character and integrity of the resources, protecting traditional use of the resources, or protecting the confidentiality of the resources, or heritage recovery. avoidance and preservation in place shall be the preferred treatment for tribal cultural resources where feasible. The GVRD and its contractor(s) shall not photograph, publicize, post, or share information about any discovered Tribal cultural resources.				
TCR-4: Halt Work/Coroners Evaluation/Impact to Previously Undiscovered Human Remains. If human remains are encountered during construction and ground disturbing activities, the Greater Vallejo Recreation District (GVRD) or the GVRD's contractor must redirect all work within 100 feet of the remains and immediately contact the County Coroner, the GVRD, and a qualified professional archaeologist (either an archaeologist who meets the Secretary of the Interior's Professional Qualifications Standards for Archaeology or an archaeologist supervised by such an archaeologist) to assess the situation. If the human remains are of Native American origin, the Coroner must notify the Native American Heritage Commission (NAHC) within 24 hours of this identification. The NAHC will identify a Native American Most Likely Descendent (MLD) to inspect the site and provide recommendations for the proper treatment of the remains and any associated funerary objects. Any additional documentation or recovery efforts shall occur only in coordination with and consistent with the recommendations of the Most Likely Descendant (MLD) and consulting Tribe(s). Upon completion of the archeologist's assessment, a report must be prepared documenting, methods and results, as well as recommendations regarding the treatment of the human remains and any associated archeologist materials. The report must be submitted to the GVRD, the Northwest	• Include measure as Condition of Approval. • Implementation actions are outlined in the measure.	Throughout the construction period.	• The GVRD is responsible for confirming compliance during construction. • The Construction Contractor is responsible for stopping work and contacting the County Coroner, the GVRD, and a Qualified Archaeologist. • The Qualified Archaeologist is responsible for examining the find and making recommendations. • The MLD is responsible for reviewing the report and making	

Table A: Mitigation Monitoring and Reporting Program

Mitigation Measure	Implementation Actions	Timing Requirements	Monitoring/Reporting Responsibility	Verified By and Date
Information Center (NWIC) and the consulting Tribe. Tribal representatives will rebury the Native American human remains and associated funerary objects with the appropriate dignity either: in accordance with the recommendations of the MLD if available; or in the project vicinity at a location selected in consultation with the Tribe, the professional archeologist, the City and the project proponent, where the reburial would be accessible to Tribal members in perpetuity and would not be subject to further disturbance. The discovery and reburial is to be kept confidential and secure to prevent any further disturbance.			recommendations regarding reburial.	

Source: LSA (2026).



BOARD OF DIRECTORS
Rita Fryar
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Ward Stewart

INTERIM GENERAL MANAGER
Pamela Sloan

Greater Vallejo Recreation District Board of Directors Minutes

Thursday, October 22, 2026- 401 Amador Street, Vallejo, CA 94590
6:30 p.m. – Regular Session

1. Call to Order:

Chairperson Judt called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., October 22, 2026, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2. Pledge of Allegiance:

Chairperson Judt led the pledge of allegiance.

3. Roll Call:

Present: Chairperson Thomas Judt; Vice-Chairperson Ward Stewart; Secretary Nicole Person; Director Rita Fryar;

Staff: Interim General Manager, Pam Sloan; Legal Counsel, Andrew Shen; Finance Director, Noel Parkhurst; Parks and Facilities Director, Salvador Nuño; Human Resources Director Seanzell Lewis; Recreation Services Director, Antony Ryans; Board Clerk, Kimberly Pierson

Excused: Director Olivia Ruiz

4. Approval of Agenda:

Director Judt offered the motion to approve the agenda with the following changes: Remove items 11.2 and 11.3 . Motion passed, Director Fryar was absent for the vote.

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, there is a time allocation of 3 minutes for each individual speaker.

6. Chairperson Opening Comments:

Chairperson Judt announced the meeting will be recorded and reminded everyone to ensure their microphones are on before speaking.

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.

7.1 Approve Board Minutes – October 8, 2026

Director Judt offered the motion to approve the consent calendar. Motion passed. Director Fryar was absent for the vote.

8. Action/Discussion Items:

8.1 Approve General Manager Memorandum of Understanding (MOU) with Brad Helfenberger (Legal Counsel)

Director Judt offered the motion to approve the General Manager MOU with Brad Helfenberger. Motion passed. Director Fryar was absent for the vote.

8.2 Approve Resolution 2026-08 of the Board of Directors of the Greater Vallejo Recreation District Approving the Application for Statewide Park Development and Community Revitalization Program for the City Park Project (Sloan)

Director Judt offered the motion to approve Resolution 2026-08- Approving the Application for Statewide Park Development and Community Revitalization Program for the City Park Project. Roll Call Vote: Ayes: Ruiz, Person, Judt, Stewart; Noes: None; Absent: Fryar. Motion passed.

8.3 2026-2027 Cash Flow Projections through 6/30/2027- Information Item (Parkhurst)

Finance Director Parkhurst provided details on the presented cash flow projections. No action taken

9. Staff Updates:

Interim General Manager and Staff provided highlights from items included in their reports.

10. Announcements and Comments from Board Members:

Director Person provided a brief recap from the November Publicity, Programs and Community Relations Committee Meeting.

Director Ruiz shared feedback she received from Supervisor Cassandra James regarding programing in North Vallejo as well as a desire to work with GVRD on community engagement.

Director Stewart provided a brief recap of the November Polices and Personnel and Facility and Development Committee Meetings. He announced that EXLP has increased it's sports programming.

Chairperson Judt provided details on three topics that were discussed with the new General Manager during the interview process: Sustainability, Messaging, Positive Youth Development

11. Executive Session:

At 7:33pm Chairperson Judt announced a 5-minute recess before he convened to executive session

11.1 Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

Agency Designated Representatives: Interim General Manager, Pamela Sloan; Andrew Shen, Legal Counsel

Unrepresented Employees: Finance Director, Recreation Director, Parks and Facilities Director, HR Director, HR Coordinator, and Board Clerk

~~11.2 Public Employee Appointment; pursuant to Government Code Section 54957~~

~~Title: General Manager~~

~~11.3 Conference with Labor Negotiators; pursuant to Government Code Section 54957.6~~

~~Agency Designated Representatives: Andrew Shen, Legal Counsel; Seanzell Lewis, Human Resources Director; Liz Brown, MRG~~
~~Unrepresented Employee: General Manager~~

At 8:55pm Chairperson Judt re-convened to regular session and reported the following: Direction Given

12. Meeting Adjourn: 8:55pm

Nicole Person, Board Secretary

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
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INTERIM GENERAL MANAGER
Pamela Sloan

Publicity, Program and Community Relations Committee Meeting Minutes

Monday, October 19, 2026
1:30 P.M.
Administrative Office-Board Room
401 Amador Street

In Attendance: Chairperson Nicole Person, Director Thomas Judt, Recreation Director Antony Ryans & Interim General Manager Pamela Sloan.

Meeting began at: 1:32 PM

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

1. Public Comment

No Public Comment.

2. Upcoming Community Events

2.1 Fall Events – Nightmare on Glenn Street and Gobble, Gobble Turkey Giveaway

Recreation Services provided updates on upcoming fall and holiday events, recent participation, and community partnerships.

Nightmare on Glenn Street – October 30: Staff reported that the annual free community event will take place from 5:00–8:00 p.m. at Children's Wonderland. Fifteen community partners are scheduled to distribute candy, with additional activities including food trucks and a hay maze. The event's promotional reel has generated more than 10,000 Instagram views. Committee members and the Board were invited to participate.

Floating Pumpkin Patch – October 16: Staff reported a successful event with 117 registered participants and approximately 30 individuals on the waitlist, of whom 10 were accommodated. The event also received positive coverage from the Vallejo Times-Herald and support from community partners and vendors.

Gobble Gobble Turkey Giveaway – November 20–21: Staff reviewed preparations for the annual holiday giveaway. The program served approximately 100 local families last year, with a goal of expanding community support this year. GVRD's donation page through the Solano Community Foundation is now active, accepting monetary contributions. Canned and boxed food donations are also being collected at the District's Main Office.

3. Programs

3.1 SilverSneakers Update

Staff reported that initial outreach has begun with SilverSneakers to explore partnership opportunities that would expand accessible fitness and wellness programming for older adults.

The Committee discussed opportunities to integrate SilverSneakers with walking clubs, outdoor fitness facilities, and other senior-focused recreational activities. The potential partnership remains in the exploratory phase.

Additional discussion included identifying organizations that may provide free fitness bands or similar resources to support older-adult wellness programs.

Staff also discussed holiday and school-break camps, noting that registrations are currently developing, with typical program capacities of approximately 25–30 children.

4. Marketing Update

4.1 Marketing and GVRD YouTube Channel Update

Staff presented three strategies for increasing GVRD's digital visibility beginning in November: promoting the YouTube channel through the monthly newsletter, utilizing Facebook and Instagram to direct viewers to video content, and developing original videos highlighting programs, staff, events, and community experiences.

The goal is to position YouTube as an additional community engagement and program discovery platform. Staff will monitor views, engagement, and subscriber growth.

The Committee also discussed opportunities to partner with local colleges on marketing initiatives. Outreach has begun with Solano Community College regarding a potential semester-based student marketing project beginning in January. Additional connections, including California State University Maritime Academy, will be explored.

Staff reviewed improvements in GVRD branding and visibility, including branded Halloween giveaways, promotional postcards, and clearer messaging about Measure K and Measure P funding. These efforts reflect feedback provided during previous committee meetings.

5. Discussion Items

5.1 Measure P Fall/Spring Program Rollout

Staff reported that GVRD has received $300,000 in Measure P funding from the City of Vallejo. Recreation Services presented a proposed $100,000 initial investment for Winter/Spring 2026–2027, emphasizing increased access to affordable youth recreation, scholarships, wellness, leadership, and community programming.

The proposed allocation includes:

Program / Initiative	Proposed Funding
Community Youth Events	$25,000
Spring Soccer Camp	$20,000
Youth Scholarships	$20,000
Teen Summit	$10,000
Free Park Days	$10,000
Teen Wellness Program	$5,000

Teen Leadership Council	$5,000
Additional Free Admission Days	$5,000
Total	$100,000

The Committee discussed the importance of increasing access to recreation and providing meaningful opportunities for youth and teens.

Discussion also included the proposed Teen Summit, with opportunities for career exploration, trades, college readiness, entrepreneurship, mentorship, and leadership development. Staff discussed a campus-based event format to reduce transportation expenses and direct additional resources toward programming.

Staff will continue developing program logistics, partnerships, and outreach plans. Participation and program outcomes will be tracked to help evaluate the effectiveness of Measure P investments and inform future funding decisions.

Follow-Up Items

- Continue coordination and promotion for Nightmare on Glenn Street and the Gobble, Gobble Turkey Giveaway, including community partnerships and donation opportunities.
- Continue exploring SilverSneakers partnership opportunities and obtain information regarding free fitness-band resources.
- Implement the November YouTube marketing strategies and monitor engagement.
- Follow-up with Solano Community College and identify additional college contacts for potential student marketing partnerships.
- Continue strengthening GVRD branding, community visibility, and communication regarding Measure K and Measure P.
- Develop Teen Summit programming, including mentorship, career exploration, partnerships, and event logistics.
- Finalize implementation plans for the proposed Winter/Spring Measure P programs and establish participation and impact tracking measures.

Meeting Adjourn 2:07 PM

BOARD OF DIRECTORS
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INTERIM GENERAL MANAGER
Pamela Sloan

Policies and Personnel Committee Minutes
Tuesday, October 20, 2026
4:00 p.m.
Administrative Office-Board Room
401 Amador Street

In Attendance: Director Ruiz, Director Stewart, Human Resources Director, Seanzell Lewis, and Interim General Manager, Pamela Sloan, Nancy Kaiser, Affiliate of MRG

Meeting Began: 4:30 pm

1. Public Comment: N/A

2. Discussion Items

2.1 Discuss Policy Manual Review- Nancy Kaiser, Affiliate of MRG

- The committee met with Nancy Kaiser for an update on the policy manual review project.
- Nancy explained that there is room for consolidation and recommended expanding the current project to include all GVRD policies to be reviewed, updated.
- Nancy displayed new formatting options to replace our current and standard policy format.
- The Interim General Manager proposed having Nancy Kaiser and her team assist with reviewing all policies, acknowledging bandwidth constraints in departments.
- Next steps in the project including timeline and the scope to be discussed at the next committee meeting

3. Meeting Adjourned: 5:25 pm

BOARD OF DIRECTORS
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INTERIM GENERAL MANAGER
Pamela Sloan

Budget and Finance Committee – Meeting Minutes
Wednesday, October 21, 2026
4:00 p.m.
Administrative Office – Board Room
401 Amador Street

In attendance: Director Ruiz, Director Judt, Finance Director Parkhurst

Meeting began: 4:00 P.M.

1. **Public Comment.**
   No General Public Present

2. **Review and Discuss Policy 3030 – General Fund Reserve Policy**
   Director Parkhurst presented a draft version of the new General Fund Reserve Policy. He noted that the current Policy 3030 Budget Process and Reserve Fund Policy will be split into two policies. The General Fund Reserve Policy being presented and a separate Budget Process Policy. Director Parkhurst also noted the main adjustments and additions made to the existing policy. He pointed out that the Retiree Benefit Reserve Fund is still held in an interest bearing checking account that is unrestricted and it should be held in a restricted Section 115 Employer's Retiree Benefit Trust Fund. He also made reference to the fact that the District has not been funding the account.

   Director Judt suggested that the Capital Projects Fund is added to the policy as the District has begun using this fund again. Director Ruiz cautioned that the District should really be careful when creating policies for reserves regarding the District's ability (or inability) to uphold any funding commitments represented in a reserve policy.

   The transferring of the Retiree Benefit Reserve Fund from a checking account to a restricted trust fund was discussed at length. Making this transition is a matter of prudent financial management. Director Ruiz provided guidance on researching and identifying a Trust fund and to begin the conversation to consider paying into the OPEB trust fund based on the Actuarial Determined Contribution (ADC) which is reported each year in the GASB 75 Actuarial Report. Director Judt supports this as it will illustrate that the District is in compliance and it shows good financial management, which will be important for the Measure K campaign.

The committee suggests that staff make changes to the policy that will include the Capital Projects Fund and bring the policy Infront of the board in the December Board meeting for approval. The committee also recommended that staff research the different Restricted Trust Fund options and make a recommendation to the board as to what fund would best fit the needs of the District and as a separate action item ask the board to approve the transition. Director Parkhurst should describe to the board why the restricted trust fund is needed and the benefits of the transition. The committee recommends that the necessary documents are completed and ready for signature in preparation of the approval of the action item to initiate the transitioning of funds into the restricted trust fund upon approval by the board.

3. **FY 2026-2027 Cash Flow Projections Through 06/30/2027**
   Director Parkhurst presented the FY 2026/27 Cash Flow Projections Report through 06/30/2027 with actuals through 08/31/2026. Director Parkhurst gave a highlight of the process to build the report. The report projects that the district will end the fiscal year with approximately $1.6M in unassigned cash, which is important to have at the start of the new fiscal year to weather any unexpected dips in revenue (i.e. decrease Property Tax Revenue received vs projected) or unexpected rises in expenses.

4. **Meeting Adjourned at 5:10 P.M.**

BOARD OF DIRECTORS
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INTERIM GENERAL MANAGER
Pamela Sloan

Facility and Development Committee Minutes
Wednesday, October 21, 2026
6:00 p.m.
Administrative Office-Board Room
401 Amador Street

In attendance: Director Stewart, Director Fryar, Parks and Facilities Director Nuño

Meeting began: 6:00 PM

1. **Public Comment:**
   None.

2. **Presentation: Proposition 68 Franklin Project (Ben Woodside, CALA)**

   Ben Woodside of CALA provided the Committee with a presentation and an update on the status of the Franklin Project. The project is currently undergoing final design review, and approvals from the Division of the State Architect (DSA) and the Vallejo Flood and Wastewater District (VFWD) are in progress. The project is scheduled to be advertised for bid in November 2026. Following adoption under the California Environmental Quality Act (CEQA), the construction contract is anticipated to be awarded in January 2027. Project completion is expected by the end of 2027. A funding shortfall has been identified, which may require additional funding or a reduction in the project scope. The shortfall is primarily attributable to increased construction costs since the original 2021 grant estimate, as well as additional permitting and environmental requirements.

3. **Meeting Adjourn:**
   Adjourned at 7:17 PM

Check Register Report
Greater Vallejo Recreation District
For October 2026

Check Nmber	Date	Payee Name	Amount	Description
76839	10/14/2026	Renne Public Law Group LLP	32,499.48	District Legal Counsel - Multiple Invoices
76870	10/26/2026	Renne Public Law Group LLP	31,092.99	District Legal Counsel - Multiple Invoices
76867	10/26/2026	P G & E	20,699.30	Multiple Locations: Detailed Bill-Nov 26
76860	10/23/2026	US Bank Corporate Payment System	19,235.02	CalCard Master Statement Payment
76831	10/14/2026	Miracle Playsystems Inc.	17,279.84	CW-Canoe & Pour in Place Rubber Surface
76841	10/14/2026	ROSS RECREATION EQUIPMENT, INC	16,586.37	Richardson Park-Play Equipment-Slides
76798	10/06/2026	Isabel James	7,898.00	One People Tribe -L.S.C. Instructor at SVCC
76842	10/14/2026	Security Enforcement Alliance	7,865.53	Park Lock Ups & Event Security
76801	10/14/2026	Commercial Pump Service	7,325.09	Carquinez Park-Pump
76802	10/14/2026	P G & E	6,505.66	801 Heartwood-Oct 26
76805	10/14/2026	Ameritas Life Ins. Group	5,130.00	Dental, Vision, Life Insurance
76821	10/14/2026	Harbor IT, LLC	5,124.25	IT & Network Support Provider - June
76873	10/27/2026	Harbor IT, LLC	5,124.25	IT & Network Support Provider
76797	10/05/2026	Verdin	5,000.00	Marketing Consultant
76851	10/14/2026	Verdin	4,922.50	Marketing Consultant
76848	10/14/2026	Turf Star, Inc.	3,598.44	Toro Mower-New Controller
76847	10/14/2026	Tecogen	2,976.60	Energy Service - Cunningham Pool
76834	10/14/2026	NBS	2,952.00	Consultant for Measure K Analysis
76811	10/14/2026	Commercial Energy Of Montana	2,813.03	Energy Service - Cunningham Pool
76815	10/14/2026	Gene's Auto Repair	2,661.63	2016 Ford F150-AC Repair
76852	10/14/2026	Victor Wallace	1,596.00	Leisure Service Contract Instructor
76796	10/05/2026	VCUSD STUDENT NUTRITION SERVICES	1,092.52	Break Camp unserved meal charge
76849	10/14/2026	Frankie Valentine-Flores	1,036.00	Leisure Service Contract Instructor
76872	10/26/2026	Tru Green	1,023.97	
76832	10/14/2026	MUN CPAs	1,000.00	Final Billing: FY 22/23 Audit
76830	10/14/2026	Calvin McCullough Jr.	924.00	Leisure Service Contract Instructor
76819	10/14/2026	Green Valley Aloha Saw & Mower	846.34	
76862	10/23/2026	Angelito Or Loana Claudio	791.00	Leisure Service Contract Instructor
76809	10/14/2026	City Of Vallejo	750.00	False Alarm Fees
76810	10/14/2026	The Coach Sarna League	750.00	
76829	10/14/2026	HERMILA MATA	750.00	
76845	10/14/2026	Sustainable Solano	750.00	
76850	10/14/2026	Vallejo Together	750.00	
76874	10/28/2026	Carl Jiles	750.00	
76886	10/28/2026	Gabriel Lanusse	750.00	Retiree Benefit Stipend
76837	10/14/2026	R & D Termite And Pest Control	705.00	Pest Control Services
76804	10/14/2026	American Sanitation Inc	660.40	Portable Toilet Services - Wardlaw Fld.
76875	10/28/2026	Pace Supply Co.	653.25	
76881	10/28/2026	Richard Conzelmann	640.93	Retiree Benefit Stipend
76825	10/14/2026	Karen Houston	634.90	Leisure Service Contract Instructor

Check Register Report
Greater Vallejo Recreation District
For October 2026

Check Nmber	Date	Payee Name	Amount	Description
76863	10/23/2026	Melissa Grondona	624.79	
76836	10/14/2026	Pink Salt Photos	600.00	Event Photographer
76822	10/14/2026	Chondra Renee Harris	515.20	Leisure Service Contract Instructor
76833	10/14/2026	Mutual Of Omaha	477.63	Vol. Life Insur. Premium
76883	10/28/2026	David Flowers	432.00	Retiree Benefit Stipend
76884	10/28/2026	Penny Harman	430.08	Retiree Benefit Stipend
76887	10/28/2026	Jerome Lohr	405.79	Retiree Benefit Stipend
76814	10/14/2026	Fresh Air Vallejo	400.00	
76824	10/14/2026	Healthy Vallejo Community Support Service	400.00	
76826	10/14/2026	Justin Calonia Entertainment Services	400.00	
76835	10/14/2026	Kim Pierson	400.00	
76823	10/14/2026	Harvey Overhead Door	383.00	
76827	10/14/2026	Virlynda Luciano	376.60	Leisure Service Contract Instructor
76812	10/14/2026	Dawnita Perryman	371.40	
76896	10/28/2026	Anita Sailas	367.18	Retiree Benefit Stipend
76818	10/14/2026	Irene Manalese Gopez	342.60	
76900	10/30/2026	Franchise Tax Board	325.81	
76807	10/14/2026	C-DAT	306.00	Finger Print Services
76865	10/23/2026	Jose Nuno	300.00	
76806	10/14/2026	Big Creek Lumber & Building Materials	279.51	
76878	10/28/2026	Eileen Brown	270.00	Retiree Benefit Stipend
76889	10/28/2026	Roger Maryatt	270.00	Retiree Benefit Stipend
76891	10/28/2026	Randy Nicks	270.00	Retiree Benefit Stipend
76846	10/14/2026	VIP Fiber	254.15	Internet Provider: Multiple Locations
76844	10/14/2026	Frank Silveira	236.60	Leisure Service Contract Instructor
76840	10/14/2026	Theodore Rocha	222.60	Leisure Service Contract Instructor
76877	10/28/2026	Big Creek Lumber & Building Materials	217.03	
76885	10/28/2026	Cynthia Hewitt	208.52	Retiree Benefit Stipend
2111804-C	10/26/2026	AT&T	197.83	Internet: C. Pool, Portables & Corp Yard
76859	10/20/2026	Joan Russell	194.83	Retiree Benefit Stipend
76861	10/23/2026	Steve Pressley	194.83	Retiree Benefit Stipend
76879	10/28/2026	Deberah Carey	194.83	Retiree Benefit Stipend
76880	10/28/2026	Kerry Carmody	194.83	Retiree Benefit Stipend
76882	10/28/2026	Jose Famalette	194.83	Retiree Benefit Stipend
76888	10/28/2026	Prisco Manglona	194.83	Retiree Benefit Stipend
76890	10/28/2026	Jeremias Morgado	194.83	Retiree Benefit Stipend
76892	10/28/2026	Nancy Ortiz	194.83	Retiree Benefit Stipend
76893	10/28/2026	Steve Pressley	194.83	Retiree Benefit Stipend
76894	10/28/2026	Francis Radziewicz	194.83	Retiree Benefit Stipend
76895	10/28/2026	Joan Russell	194.83	Retiree Benefit Stipend

Check Register Report
Greater Vallejo Recreation District
For October 2026

Check Nmber	Date	Payee Name	Amount	Description
76897	10/28/2026	Barbara Schmidt	194.83	Retiree Benefit Stipend
76898	10/28/2026	Audrey Tucker	194.83	Retiree Benefit Stipend
76899	10/28/2026	Adeline Varni	194.83	Retiree Benefit Stipend
76808	10/14/2026	Cintas Corporation	188.56	First Aid Supplies
76843	10/14/2026	Karen Silas	180.00	Leisure Service Contract Instructor
76853	10/19/2026	AT&T	162.00	Internet: C. Pool, Portables & Corp Yard
76876	10/28/2026	State Of California	160.00	Garnishments
76820	10/14/2026	Richard M Greig II	150.00	
76838	10/14/2026	NATALIE RAPP	150.00	
76857	10/19/2026	Inicki Ellis	150.00	
76869	10/26/2026	Big Creek Lumber & Building Materials	146.96	
76855	10/19/2026	Comcast	134.72	Internet Provider: Multiple Locations
76866	10/23/2026	Brice Sweet	89.52	
76817	10/14/2026	Angel Gomez	69.99	
76854	10/19/2026	Roslynn Brown	59.66	
76864	10/23/2026	Brenda Miller	49.64	
76828	10/14/2026	Lorna Mandap	46.20	Leisure Service Contract Instructor
76816	10/14/2026	Glen Cove Communtiy Association	42.50	
76803	10/14/2026	ALL STAR RENTS	34.94	
76868	10/26/2026	All Star Rents	34.94	
76799	10/14/2026	Bayshore Materials	32.23	
76800	10/14/2026	California Glass Of Vallejo	26.00	
76871	10/26/2026	Sherwin-Williams	25.06	
76856	10/19/2026	Fred Deltorchio	10.00	
76858	10/19/2026	IZZAK MERRILL	10.00	

Agenda 8.7

BOARD COMMUNICATION **Date: November 12, 2026**

TO: Board Chairperson and Directors

FROM: Noel Parkhurst, Finance Director

SUBJECT: Q1 FY 2026-27/September 30, 2026 Monthly Financial Report

BACKGROUND AND SUMMARY

The Monthly Financial Report presents Year to Date Budget to Actual reporting of the General and Measure K Funds during the Fiscal Year 2026/27. Presented to the Board are the Budget to Actuals through September 30, 2026, with 25% of the fiscal year completed. This also marks the completion of the first fiscal quarter of Fiscal Year 2026-27. It is important to note that the larger revenue items such as Property Taxes and Measure K Special Assessment apportionments, which are both received at the end of December and April with a clean-up payment in June have not been received yet and are not included in the September 2026 YTD Revenue total. As a request from the Board, a Balance Sheet is also presented with the financials.

The District's General Fund Revenue through September 30, 2026, at $700,291, is approximately 7% of the FY 26/27 budgeted revenue of $9,915,384. It is expected that the revenue will remain significantly lower than budget through the first six months of the fiscal year until the first Property Tax and Measure K Apportionments are received.

Much of the revenue received in the first quarter was in the Intergovernmental Revenue category. The District received $341,697 in Impact Fees from a long term loan payoff by the Sereno Village (Eden House) group. This was “one-time” revenue and was not budgeted. This represented 63% of the first quarter revenue and was not included in the adopted FY 26/27 budget. Charges for Services revenue of $165,965 and Rents: Use of Facilities/ Equipment revenue of $144,623 combined make up the bulk of Operating Revenue at 44% of the $700,291 received for the quarter. Use of Money & Property Revenue, at $27,473 is 14% of the budgeted $190,377. The District has not received any Property Tax Revenue, which is budgeted at $90,000 and represents 47% of the budget for this category.

General Fund Expenditures for the first quarter totaled $2,351,388, which is 24% of the FY 26/27 budgeted expenditures of $9,619,260. Most of the expenditure lines were near or below 25% of budget, with a few exceptions. Part-time Salaries, at $549,382 were 31% of the budget of $1,773,866. This is primarily from the part-time staffing for the Break Camp and Aquatics Center departments. Both departments experience seasonal staffing fluctuations, especially during the summer months, but these staffing levels are expected to decline as we move out of the summer months with the offset of increases in EXLP Before School and After School programs which coincide with the schools returning to session in August. Medical Insurance-Retirees expenses at $32,974 is at 33% of the budgeted $100,485. This figure includes payments covering July through October as they are processed in the prior month that they are due. The actuals will align with the budget throughout the fiscal year. The other notable expenditure in the General Fund is in the Computer Services, Software & Equipment

category. Expenditures for the quarter were $98,814, which is 37% of the $265,355 budgeted for that category. This is driven by the payments of the annual renewals for two software packages, Asset Essentials (used by the Maintenance and Facilities departments to track equipment and work orders) and Civic Plus (used by the Recreation and Finance Departments to schedule events and programs and record receipts).

The District's General Measure K Special Assessments Revenue is budgeted at $2,157,364 for fiscal year 2026/27. The District has not received any revenue for this fund yet. However, there were credit adjustments for prior year's activity causing the revenue to report a negative $37,538 on the financial reports. The first Measure K Apportionments will be received at the end of December.

Measure K expenditures for the first quarter totaled $553,655, which is 26% of the FY 26/27 budgeted expenditures of $2,131,831. No Capital Outlay or CIP projects are budgeted in the Measure K Fund for this fiscal year.

There has been little activity during the first quarter in the Franklin Recreation Park Center (Proposition 68) Fund or in the Capital Projects Fund. The budgeted expenditures for the CIP projects will be realized beginning in the next few months. The request for the 3rd advance payment for the Proposition 40 grant has been submitted to OGALS and is going through the review and approval process now.

The District finished the quarter with a combined Deficiency of Revenue over Expenditures in the amount of $2,242,291 compared to the budgeted surplus of $190,657. There will be a continued Deficiency of Revenue over Expenditures until the first Property Tax and Measure K apportionments are received at the end of December.

RECOMMENDATION

Accept the FY 26/27 Quarterly/ September 30, 2026, Monthly Financial Report.

DOCUMENTS AVAILABLE FOR REVIEW

Attachment A: General and Measure K Funds Combined FY 26/27 Budget to Actuals as of September 30, 2026.

Attachment B: Balance Sheets as of September 30, 2026

ATTACHMENT A

Greater Vallejo Recreation District
Preliminary
Budget to Actuals by Category
General Fund and Measure K Combined
As of September 30, 2026
25% of the Fiscal Year

Revenue/ Expense By Category	Preliminary FY 25/26 Y/E (Unaudited)	FY 26/27 Adopted Budget	Preliminary Actuals thru 09/30/26	Compared to Amended Budget	FY 26/27 % of Adopted Budget
General Fund					
General Fund Revenue					
Property Taxes	6,599,531	6,409,879	1,054	(6,408,824)	0%
Intergovernmental Revenue	2,802,103	1,934,116	343,605	(1,590,511)	18%
Charges for Services	653,342	619,781	165,965	(453,816)	27%
Rents: Use of Facilities/Equipment	705,524	725,207	144,623	(580,583)	20%
Use of Money & Property (Contract Rents,Leases, Int Income)	220,503	190,377	27,473	(162,904)	14%
Grants	0	0	0	0	0%
Donations	34,600	0	0	0	0%
Other Revenue	162,445	1,000	8,814	7,814	881%
Sale of Assets	1,370,106	35,024	8,756	(26,268)	25%
Total General Fund Revenue	**12,548,156**	**9,915,384**	**700,291**	**(9,215,093)**	**7%**
General Fund Expenses					
Full-Time Salaries	3,405,653	3,516,169	787,384	(2,728,786)	22%
Part-Time Salaries	1,936,256	1,773,866	549,382	(1,224,484)	31%
Non-Retirement Employee Benefits	1,093,813	1,260,931	355,031	(905,900)	28%
Medical Insurance - Retiree	89,654	100,485	32,974	(67,511)	33%
CalPERS	552,984	637,231	145,157	(492,074)	23%
Services & Supplies	936,400	1,143,707	236,038	(907,669)	21%
Computer Services, Software & Equipment	224,458	265,355	98,814	(166,541)	37%
County Tax Collection Fee	80,919	4,000	0	(4,000)	0%
Professional Services	505,106	524,473	146,609	(377,864)	28%
Facilities Maintenance Expense	6,833	63,226	0	(63,226)	0%
Other Post Employment Benefit (OPEB)	0	0	0	0	0%
Transfer to Debt Service (POB)	330,480	329,818	0	(329,818)	0%
Transfers Out	142,900	0	0	0	0%
Total General Fund Expense	**9,305,456**	**9,619,260**	**2,351,388**	**(7,267,872)**	**24%**
Total General Fund Excess/ (Deficiency) of Revenue Over Expense Before Capital Outlay & CIP	**3,242,700**	**296,124**	**(1,651,098)**	**(1,947,221)**	
Capital Outlay & CIP	8,109	131,000	0	(131,000)	0%
Total Capital Outlay & CIP Expense	**8,109**	**131,000**	**0**	**(131,000)**	**0%**
Total General Fund Expense with Capital Outlay & CIP	**9,313,565**	**9,750,260**	**2,351,388**	**(7,398,872)**	**24%**
Total General Fund Excess/ (Deficiency) of Revenue Over Expense with Capital Outlay & CIP Expense	**3,234,591**	**165,124**	**(1,651,098)**	**(1,816,221)**	

Greater Vallejo Recreation District
Preliminary
Budget to Actuals by Category
General Fund and Measure K Combined
As of September 30, 2026
25% of the Fiscal Year

Revenue/ Expense By Category	Preliminary FY 25/26 Y/E (Unaudited)	FY 26/27 Adopted Budget	Preliminary Actuals thru 09/30/26	Compared to Amended Budget	FY 26/27 % of Adopted Budget
Measure K Fund					
Measure K Revenue					
Special Assessments - Measure K	2,138,916	2,157,364	(37,538)	(2,194,902)	-2%
Total Measure K Revenue	**2,138,916**	**2,157,364**	**(37,538)**	**(2,194,902)**	**-2%**
Measure K Expense					
Part-Time Salaries	0	0	0	0	0%
Non-Retirement Employee Benefits	0	0	0	0	0%
Services & Supplies	1,670,348	1,847,690	521,893	(1,325,797)	28%
Computer Services, Software & Equipment	0	0	0	0	0%
Professional Services	0	0	0	0	0%
Facilities Maintenance Expense	331,536	284,141	31,762	(252,379)	11%
Measure K Refunds	0	0	0	0	0%
Total Measure K Expense	**2,001,884**	**2,131,831**	**553,655**	**(1,578,176)**	**26%**
Capital Outlay & CIP	0	0	0	0	0%
Total Capital Outlay & CIP	**0**	**0**	**0**	**0**	**0%**
Total Measure K Expense with Capital Outlay & CIP	**2,001,884**	**2,131,831**	**553,655**	**(1,578,176)**	**26%**
Total Measure K Excess/ (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	**137,032**	**25,533**	**(591,193)**	**(616,726)**	
Total General & Measure K Funds Combined Excess/ (Deficiency) of Revenue Over Expense	**3,371,623**	**190,657**	**(2,242,291)**	**(2,432,948)**	

Greater Vallejo Recreation District
Preliminary
Budget to Actuals by Category
General Fund and Measure K Combined
As of September 30, 2026
25% of the Fiscal Year

Revenue/ Expense By Category	Preliminary FY 25/26 Y/E (Unaudited)	FY 26/27 Adopted Budget	Preliminary Actuals thru 09/30/26	Compared to Amended Budget	FY 26/27 % of Adopted Budget
Prop. 68 F.S.C. Revenue					
Prop. 68 F.S.C. Revenue					
Use of Money & Property (Contract Rents,Leases, Int Income)	3,750	5,000	1,675	(3,325)	34%
Grants	829,056	5,915,000	0	(5,915,000)	0%
Total Prop. 68 F.S.C. Revenue	**832,806**	**5,920,000**	**1,675**	**(5,918,325)**	**0%**
Prop. 68 F.S.C. Expense					
Capital Outlay & CIP	597,070	5,915,000	0	(5,915,000)	0%
Professional Services	0	0	4,818	4,818	0%
Total Prop. 68 F.S.C. Expense with Capital Outlay & CIP	**597,070**	**5,915,000**	**4,818**	**(5,910,182)**	**0%**
Total Prop. 68 F.S.C. Excess/ (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	**235,736**	**5,000**	**(3,143)**	**(8,143)**	
Captial Projects Fund					
Revenue					
Transfers In	142,900	0	0	0	0%
Total Capital Projects Fund Revenue	**142,900**	**0**	**0**	**0**	**0%**
Expense					
	0	0	0	0	0%
Total Capital Projects Fund Expenditures	**0**	**0**	**0**	**0**	**0%**
Total Capital Projects Excess/ (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	**142,900**	**0**	**0**	**0**	

Greater Vallejo Recreation District
Preliminary
Budget to Actuals by Department
General Fund and Measure K Combined
As of September 30, 2026
25% of the Fiscal Year

Revenue/Expense By Departments	Preliminary FY 25/26 Y/E (Unaudited)	FY 26/27 Adopted Budget	Preliminary Actuals thru 09/30/26	Compared to Amended Budget	FY 26/27 % of Adopted Budget
General Fund					
General Fund Revenue					
001-General Support & Administration	8,351,572	6,635,280	38,798	(6,596,482)	1%
Total Administration & General Support	**8,351,572**	**6,635,280**	**38,798**	**(6,596,482)**	**1%**
301-Visitor Services	246,662	231,600	58,891	(172,709)	25%
310-Landscaping & Grounds	0	0	0	0	0%
Total Parks & Facilities	**246,662**	**231,600**	**58,891**	**(172,709)**	**25%**
010-Recreation Administration	650	1,000	1,613	613	161%
415-Children's Wonderland	52,133	53,628	14,690	(38,939)	27%
430-Break Camp	121,057	99,482	41,235	(58,248)	41%
450-Vallejo Community Center	143,609	147,133	30,121	(117,012)	20%
451-Foley Cultural Center	251,978	256,000	45,816	(210,184)	18%
460-Sports	126,044	106,734	19,414	(87,320)	18%
465-Community Events	40,508	11,000	1,772	(9,228)	16%
480-EXLP After School Programs	1,893,306	1,862,884	0	(1,862,884)	0%
481 - Before School Programs	171,679	71,232	1,908	(69,324)	3%
486-Teen Services	60	0	0	0	0%
487-Franklin Gym	36,841	38,920	12,767	(26,153)	33%
490-Adaptive Recreation	3,092	3,896	1,146	(2,750)	29%
720-North Vallejo Community Center	25,718	24,592	9,588	(15,004)	39%
721-South Vallejo Community Center	64,395	52,870	5,512	(47,358)	10%
730-Cunningham Pool	281,733	319,133	75,325	(243,809)	24%
Total Recreation	**3,212,804**	**3,048,504**	**260,905**	**(2,787,598)**	**9%**
906-CIP	737,118	0	341,697	341,697	0%
Total CIP	**737,118**	**0**	**341,697**	**341,697**	0%
Total General Fund Revenue	**12,548,156**	**9,915,384**	**700,291**	**(9,215,093)**	**7%**
General Fund Expense					
001-General Support & Administration	1,517,072	1,618,888	340,331	(1,278,557)	21%
007-Human Resources	463,501	482,132	132,926	(349,206)	28%
100-Finance	752,844	740,728	146,497	(594,231)	20%
Total Administration & General Support	**2,733,418**	**2,841,748**	**619,755**	**(2,221,993)**	**22%**
200-Park Maintenance & Development	224,405	232,996	48,961	(184,034)	21%
300-Facilities	704,880	781,785	190,911	(590,874)	24%
301-Visitor Services	265,019	166,363	31,908	(134,455)	19%
310-Landscaping & Grounds	1,462,191	1,670,153	374,637	(1,295,516)	22%
312-McIntyre Ranch	1,066	0	0	0	0%
Total Parks & Facilities	**2,657,560**	**2,851,296**	**646,418**	**(2,204,879)**	**23%**

Greater Vallejo Recreation District
Preliminary
Budget to Actuals by Department
General Fund and Measure K Combined
As of September 30, 2026
25% of the Fiscal Year

Revenue/Expense By Departments	Preliminary FY 25/26 Y/E (Unaudited)	FY 26/27 Adopted Budget	Preliminary Actuals thru 09/30/26	Compared to Amended Budget	FY 26/27 % of Adopted Budget
010-Recreation Administration	467,018	588,762	155,839	(432,924)	26%
415-Children's Wonderland	180,170	163,641	52,776	(110,865)	32%
430-Break Camp	194,819	210,502	135,666	(74,836)	64%
450-Vallejo Community Center	211,882	174,913	36,418	(138,495)	21%
451-Foley Cultural Center	293,590	232,941	68,383	(164,558)	29%
460-Sports	203,654	232,419	58,259	(174,160)	25%
465-Community Events	195,519	166,190	46,520	(119,670)	28%
480-EXLP After School Programs	992,810	816,001	133,317	(682,684)	16%
481 - Before School Programs	139,430	84,778	22,971	(61,807)	27%
486-Teen Services	323	0	0	0	0%
487-Franklin Gym	131,592	122,639	33,780	(88,859)	28%
490-Adaptive Recreation	3,480	3,650	502	(3,148)	14%
720-North Vallejo Community Center	63,546	82,475	17,686	(64,789)	21%
721-South Vallejo Community Center	50,532	50,847	3,795	(47,052)	7%
730-Cunningham Pool	786,113	996,458	319,305	(677,153)	32%
Total Recreation	**3,914,478**	**3,926,215**	**1,085,216**	**(2,841,000)**	**28%**
906-CIP	8,109	131,000	0	(131,000)	0%
Total CIP	**8,109**	**131,000**	**0**	**(131,000)**	**0%**
Total General Fund Expense	**9,313,565**	**9,750,260**	**2,351,388**	**(7,398,872)**	**24%**
Total General Fund Excess/ (Deficiency) of Revenue Over Expense	**3,234,591**	**165,124**	**(1,651,098)**	**(1,816,221)**	

Greater Vallejo Recreation District
Preliminary
Budget to Actuals by Department
General Fund and Measure K Combined
As of September 30, 2026
25% of the Fiscal Year

Revenue/Expense By Departments	Preliminary FY 25/26 Y/E (Unaudited)	FY 26/27 Adopted Budget	Preliminary Actuals thru 09/30/26	Compared to Amended Budget	FY 26/27 % of Adopted Budget
Measure K Fund					
Measure K Revenue					
001-General Support & Administration	2,138,916	2,157,364	(37,538)	(2,194,902)	-2%
Total Measure K Revenue	**2,138,916**	**2,157,364**	**(37,538)**	**(2,194,902)**	**-2%**
Measure K Expense					
001-General Support & Administration	608,839	701,143	296,959	(404,184)	42%
100-Finance	0	0	0	0	0%
Total General Support & Administration	**608,839**	**701,143**	**296,959**	**(404,184)**	**42%**
300-Facilities	686,883	676,912	88,096	(588,816)	13%
310-Landscaping & Grounds	163,570	193,783	62,118	(131,665)	32%
312-McIntyre Ranch	40	0	0	0	0%
Total Facilites	**850,493**	**870,694**	**150,214**	**(720,481)**	**17%**
010-Recreation Administration	0	0	0	0	0%
415-Children's Wonderland	4,793	4,888	1,063	(3,825)	22%
450-Vallejo Community Center	31,430	29,647	5,570	(24,077)	19%
451-Foley Cultural Center	69,722	68,962	22,266	(46,696)	32%
460-Sports	24,929	24,919	7,427	(17,492)	30%
465-Community Events	0	0	0	0	0%
486-Teen Services	0	0	0	0	0%
487-Franklin Gym	0	40,000	0	(40,000)	0%
490-Adaptive Recreation	0	0	0	0	0%
720-North Vallejo Community Center	14,066	14,386	4,602	(9,785)	32%
721-South Vallejo Community Center	45,730	43,566	14,726	(28,840)	34%
730-Cunningham Pool	351,880	333,625	50,829	(282,796)	15%
Total Recreation	**542,552**	**559,994**	**106,482**	**(453,511)**	**19%**
906-CIP	0	0	0	0	0%
Total CIP	**0**	**0**	**0**	**0**	**0%**
Total Measure K Expense	**2,001,884**	**2,131,831**	**553,655**	**(1,578,176)**	26%
Total Measure K Excess/ (Deficiency) of Revenue Over Expense	**137,032**	**25,533**	**(591,193)**	**(616,726)**	
Total General & Measure K Funds Combined Excess/ (Deficiency) of Revenue Over Expense	**3,371,623**	**190,657**	**(2,242,291)**	**(2,432,948)**	

Greater Vallejo Recreation District
Preliminary
Budget to Actuals by Department
General Fund and Measure K Combined
As of September 30, 2026
25% of the Fiscal Year

Revenue/Expense By Departments	Preliminary FY 25/26 Y/E (Unaudited)	FY 26/27 Adopted Budget	Preliminary Actuals thru 09/30/26	Compared to Amended Budget	FY 26/27 % of Adopted Budget
Prop 68 Franklin Sports Complex Fund					
Prop. 68 F.S.C. Revenue					
001-General Support & Administration	0	5,000	0	(5,000)	0%
906-CIP	0	5,915,000	0	(5,915,000)	0%
908-Franklin Sports Field	832,806	0	1,675	1,675	0%
Total Prop. 68 F.S.C. Revenue	**832,806**	**5,920,000**	**1,675**	**(5,918,325)**	**0%**
Prop. 68 F.S.C. Expense					
906-CIP	0	5,915,000	0	(5,915,000)	
908-Franklin Sports Field	597,070	0	4,818	4,818	0%
Total Prop. 68 F.S.C. Expense	**597,070**	**5,915,000**	**4,818**	**(5,910,182)**	**0%**
Total Prop. 68 F.S.C. Excess/ (Deficiency) of Revenue Over Expense	**235,736**	**5,000**	**(3,143)**	**(8,143)**	**-63%**

Captial Projects Fund					
Revenue					
500-Capital Projects	142,900	0	0	0	0%
Total Capital Fund Revenue	**142,900**	**0**	**0**	**0**	**0%**
Expense					
500-Capital Projects	0	0	0	0	0%
Total Capital Projects Fud Expenditures	**0**	**0**	**0**	**0**	**0%**
Total Capital Projects Excess/ (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	**142,900**	**0**	**0**	**0**	**0%**

Greater Vallejo Recreation District
Preliminary Balance Sheet Year-to-Date
General Fund & Measure K Fund
as of September 30, 2026

Assets		
Cash - Solano County	3,475,537	
Cash - General Account	279,958	
Cash - Payroll Account	307,072	
Cash - 15% Unrestricted Reserve - Columbia	1,990,434	
Cash - Retiree Benefit Trust Fund - Five Star	1,360,815	
Accounts Receivable	593,546	
Total Assets		**8,007,362**
Liabilities		
Accounts Payable	203,224	
Payroll Related Payables	447,513	
Building Deposits Payable	29,167	
Total Liabilities		**679,904**
Net Assets		
Fund Balance- General Unrestricted Operating Reserve	6,859,253	
Fund Balance- Measure K	(513,237)	
Fund Balance - Restricted Retiree Benefit	1,298,520	
Fund Balance - Unrestricted Designated Reserve 15%	1,782,314	
Fund Balance - Capital Projects	142,900	
Excess Revenues Over Expenses	(2,242,291)	
Total Net Assets		**7,327,459**
Total Liabilities and Net Assets		**8,007,362**

Greater Vallejo Recreation District
Preliminary Balance Sheet Year-to-Date
Franklin Recreation Center Park Fund
as of September 30, 2026

Assets		
Cash - Prop 68 F.S.C. - Five Star	168,555	
Cash - Due to/ Due From	12,883	
Total Assets		**181,437**
Liabilities		
Accounts Payable	4,564	
Total Liabilities		**4,564**
Net Assets		
Fund Balance - Restricted Prop 68 Franklin Sports Complex Fund	180,016	
Excess Revenues Over Expenses	(3,143)	
Total Net Assets		**176,873**
Total Liabilities and Net Assets		**181,438**

Agenda 9.2

BOARD COMMUNICATION **Date: November 12, 2026**

TO: Board Chairperson and Directors

FROM: Noel Parkhurst, Finance Director

SUBJECT: **Action Plan for Sage Intacct ERP Implementation Readiness**

BACKGROUND AND DISCUSSION

The District is currently three fiscal-years behind schedule on financial audits due to staffing challenges in previous years. Historical staffing limitations and turnover within the Finance Department, combined with the demands for maintaining daily accounting operations, have contributed to inconsistencies in accounting practices and insufficient completion of routine account reconciliations. As a result, several balance-sheet accounts have not been consistently reconciled and may contain inaccurate, unsupported, or unresolved balances. These conditions have made it difficult to provide the independent auditors with the reconciliations and supporting documentation necessary to complete the outstanding audits. The District also recognizes the need to transition from its existing Cougar Mountain/Denali financial software to Sage Intacct. However, implementing a new financial system without first addressing the condition of the existing General Ledger and completing the outstanding audits could result in transferring historical errors and could lead to unresolved account balances into the new system. Staff recommends obtaining two independent part time consultants to assist with work needed to be completed in order to bring the District current with the financial audits.

The estimated cost for 2 part-time financial consultants is up to $65K. This estimate covers the work to be done on the three outstanding audit engagements. This is based on approximately 400 hours per consultant at $78/ hour. These costs are not included in the Adopted FY 2026-27 Fiscal Budget. Funds will be taken from reserve balances built up by prior year's one-time revenue sources.

The prerequisite for the District to move forward is to be current on financial audits and the General Ledger is stabilized and accurate. Once this is accomplished, the implementation process can begin.

RECOMMENDATION

Staff recommends that the Board approves up to $65,000 in expenditures on additional Finance Department support.

FISCAL IMPACT
Up to $65,000

ALTERNATIVES TO CONSIDER

1. Decline to authorize the additional expenditure for $65,000
2. Authorize a lesser amount of expenditure with direction
3. Decline additional expenditures for Finance Department support with the Audit.

DOCUMENTS AVAILABLE FOR REVIEW
Attachment A:Action Plan for Audit Recovery and ERP Implementation Readiness.

Greater Vallejo Recreation District
Action Plan: ERP Implementation
November 12, 2026

Subject: **Action Plan for Sage Intacct ERP Implementation Readiness**

Purpose: **Establish a structured approach to preparing the District for implementation of a new financial management system.**

Background:

The District is currently three fiscal-years behind schedule on financial audits due to staffing challenges in previous years. Historical staffing limitations and turnover within the Finance Department, combined with the demands for maintaining daily accounting operations, have contributed to inconsistencies in accounting practices and insufficient completion of routine account reconciliations. As a result, several balance-sheet accounts have not been consistently reconciled and may contain inaccurate, unsupported, or unresolved balances. These conditions have made it difficult to provide the independent auditors with the reconciliations and supporting documentation necessary to complete the outstanding audits.

The District also recognizes the need to transition from its existing Cougar Mountain/Denali financial software to Sage Intacct. However, implementing a new financial system without first addressing the condition of the existing general ledger could result in transferring historical errors and unresolved account balances into the new system.

Goal:

The immediate objective is to establish financial integrity and bring the District's accounting records to a condition that supports audit completion and a successful ERP transition.

Challenges:

Currently, staff have been addressing audit years at a pace that has not allowed the gap of behind audits to be closed. Note: the district three years of audits (FY2023-24, FY2024-25, FY2025-26) remaining to be completed.

- Staff capacity to carry out daily workload and audit work
- Complexity of cleanup work takes appropriate skill level
- Extensive Time required to identify and correct general ledger inaccuracies

Steps Needed To Move Forward With Audits:

As mentioned by the auditors in Management Notes of multiple past audit engagements, several Balance Sheet Accounts need to be reconciled and corrected. Below are the Action Items to accomplish this for the FY 23-24 financial audit and others moving forward.

1. Cleanup of Cash accounts and reconcile G. L. to Book Value
2. Reconcile the Accounts Receivable and Accounts Payable account and provide accrual list that supports the balance at year end
3. Reconcile and clean up Payroll-related Liability accounts
4. Review and Reconcile all other balance sheet accounts
5. Complete all other auditor requested items that are more routine and less challenging

Proposed Action Plan:

The successful completion of this plan will require dedicated Finance Department resources in addition to maintaining the District's daily accounting operations. The Finance Department has historically operated with a limited accounting staff. Staffing interruptions have further affected the Department's capacity to maintain routine reconciliations while addressing audit requirements and other financial responsibilities. The reconciliation and audit recovery effort will require a significant amount of time to carry out. Interim General Manager and staff recommend that management consider hiring temporary accounting assistance in the form of an independent consultant to expedite this process and to provide data to the auditors in an accelerated timeline.

Recommended Next Steps:

1. Obtain assistance from outside professional help from two part-time independent financial consultants.

    A. The District has obtained one of the two consultants already out of immediate need to address the audit challenges listed above.

    B. Estimated completion date of the FY 23-24 audit is June 30th.
        i. Duration to complete requests for subsequent audited fiscal years is likely to shorten as familiarity with systems and data increases and the number of challenges decreases.

        ii. Note that the actual completion time for subsequent audits will also be determined by the auditing firm's availability.

        iii. Previously, MUN CPAs provided an estimation of 6 months to complete each audit engagement. With this loose estimation, subsequent completion dates would be estimated at December of 2027, June of 2028, and December of 2028.

    C. Costs are unbudgeted and will be taken from reserve balances built up by prior year's one-time revenue sources.

    D. Estimated Cost for 2 part-time financial consultants is up to $65K. This estimate covers the work to be done on the three outstanding audit engagements. This is based on approximately 400 hours per consultant at $78/ hour.

2. Director Parkhurst will continue to oversee the audit engagement process and give directions to staff and consultants.

3. There will be weekly check-ins and review meetings to ensure continued progress.

4. Finance Team to work on audit based on staff capacity and nature of audit subject area.

5. Review and Reconcile all other balance sheet accounts.

6. Complete all other auditor requested items that are more routine and less challenging.

7. There may be the need to write off any historical balances that cannot be reconciled efficiently after due diligence is carried out. For each audited fiscal year, staff will present the list of write-offs to be reviewed and approved by the board.

Begin Implementation Process for Sage Intact ERP system.

The prerequisite for the District to move forward is to be current on financial audits and the General Ledger is stabilized and accurate. Once this is accomplished, the implementation process can begin.

- Planning Phase – There will be Kick Off meetings between staff and each of the software vendors and the Project Manager. These meetings will decide what preparation must be done by District staff. Additional working meetings will be scheduled.

- Preparation Phase – Staff provides information to vendors such as data tables, a new chart of accounts, reporting requirements, and historical data of each module. Staff will need to gather this information and provide it to the implementation team.

    - This requires a substantial amount of work. Staff recommends obtaining an independent consultant at a part time capacity to assist with this. Preferably, one of the previously used consultants during the audit clean up work.

- The next phase is the actual implementation of the ERP system. First the financial modules will be integrated followed by the Payroll & HRIS modules using ADP data structures and formats and finally the budgeting tool provided by Martus.

- Finally, The process moves to the Testing phase. Staff will run test transactions on all possible functions of the systems. Components and functions of all modules will be tested which includes Finance bundle, Budget, Payroll, Time Keeping, and HRIS).

- The estimated timeline for completion of total implementation ranges from 6 months to 1 year. The actual timeline will be based on availability and capacity of all staff involved and the number/ severity of any “issues” that arise.

- The Interim General Manager and Staff recommend that the District obtains an independent financial consultant, knowledgeable of the Sage Intacct ERP program at a part-time capacity to assist with program set-up and eventually transition the project to the Finance Director for management. It is recommended to use one of the previously used consultants during the audit cleanup work. The value of familiarity to the District’s current ERP system, workflows and chart of accounts can be capitalized here.

Interim General Manager Report
November 12, 2026

Wilson Park and City Park Grant Process: The community meetings for the City Park Grant application have begun. Two meetings have been completed. The first was on October 28 and the second meeting is scheduled for Saturday, November 7. CALA has done an excellent job in facilitating the meetings. Some excellent feedback has been received regarding the park development, and CALA will incorporate these ideas into some concept drawings. This information will be shared at a future date.

The City of Vallejo, in a meeting on October 28, 2026, stated that the district will need to facilitate all the community meetings for Wilson Park. The city believes it does not require a landscape architect to hold these meetings. The city and their grant writer believe these meetings are easy to facilitate. I have attached (Attachment A) the requirements for each of these meetings. As you can see it requires a lot of staff time and attention, especially since the city will have little or no involvement in this process. The first community meeting will be held on November 21, 2026.

On October 28, 2026, the city stated they would provide technical materials, discussion topics, guidance on meetings and support GVRD along the way. However, no communication has been received regarding this commitment since October 28th. In addition, the city indicated they would use their landscape architects to handle concept drawings and to facilitate the final meeting. It is essential that the city landscape architects attend all the meetings to truly understand what the community's desire for the park is. The district is committed to this grant application and will do all they can to provide the city's grant writer information for this application.

A meeting is scheduled for Monday, November 9, 2026, with Harry Black, Vallejo City Manager, to discuss the partnership between the city and the district. It is the intent to improve the overall relationship between the city and district.

Board Meeting Videos Update: It has been reported that the Board meeting video for October 28, 2026, appeared to be fuzzy in some places. As a result, the district had the AV company come to check out the cameras in the board room. It appears the problem was in the resolution. The cameras were recording in 720 and have now been adjusted to the 1020 pixels which improved the recording clarity. In addition, the camera lens was cleaned. This issue will continue to be monitored for quality.

500 Amador Street Sublease: The District is in the process of editing the sublease agreement for 500 Amador Street with Four Corners Academy (FCA). In the new agreement with Four Corners Academy (FCA), the rent is up to modern day standards with a 5% escalator each year of the contract. Previous agreement with VPNS (Vallejo Parent Nursery School) was responsible for major repairs because the rent was below market. The district is in the process of editing language regarding major repairs. Once the edits are complete the district will ask the City of Vallejo to review one last time. It is intended to have this agreement come before the Board on December 10, 2026.

Major League Baseball Special Event: Interim General Manager, Director Olivia Ruiz, Supervisor Cassandra James and Celina Perez (MLB contact) met on November 5, 2026, to discuss a Major League Baseball (MLB) special event for November 21, 2026. It is to be a youth baseball clinic from 9am – 3pm for ages 3 – 12-year-olds. The logistics are currently being worked out for the event. More details to come.

Budget Book and Annual Report: The district budget book and annual report are in the final stages and will be published soon. A copy of both will be given to the Board as soon as available.

Working Remotely November 16 – 20, 2026: The Interim General Manager will be working remotely next week as they need to deal with some family matters out of town.

5-Meeting Community Design Series – Facilitator Packet

Field guidelines for park engagement: objectives, activities, materials, and outputs for each meeting.

Master Checklist – Applies to Every Meeting

- Accessible venue & timing (evening/weekend); ADA seating & routes; childcare; light food.
- Multilingual: flyers, slide deck, agendas, interpreters; translated surveys & comment cards.
- Data capture: sign-ins (demographics optional), consented photos, table notes, QR survey link.
- Online mirror: Zoom or recording + online survey for those who can’t attend.
- Documentation within 7 days: one-page recap, ranked results, and “You Said → We Did” update.
- Procurement-friendly filekeeping: agendas, sign-ins, photos, handouts, copies of all materials.

Meeting 1 — Listening & Needs Assessment

Goal: Understand who we serve, barriers to access, and desired outcomes.

Core Activities

- Welcome; project 101; ground rules.
- Baseline needs survey (paper + QR).
- Small-group story mapping: current park use, gaps, barriers (safety, shade, ADA, transit).
- Barrier mapping on large area map (heat, flooding, lighting, crossings).

Materials Checklist

☐ Multilingual flyers/agendas/sign-ins; interpreters.
☐ Large area map; sticky notes; markers.
☐ Needs survey (paper + QR) and comment cards.
☐ Consent cards for photos; table tents for languages.

Room Setup

- Round tables for small groups; one large map station.
- Clear ADA routes; quiet table for sensory needs.

Staffing Roles

- Facilitator (room lead); 1 notetaker per table; interpreter; greeter/sign-in lead; photographer (with consent).

Expected Outputs (Leave With)

- Ranked Needs Summary (top 5 needs; top 5 barriers).
- Attendance counts and participation demographics (optional).
- Photo log and scan of all written feedback.

After-Meeting Follow-Up (Within 7 Days)

- Compile needs survey results; theme coding.
- One-page recap sent to list; post online.
- Schedule posted for Meeting 2 with preview of needs ranking.

"You Said → We Did" Commitment

- Publish ranked needs list before Meeting 2 and note any immediate adjustments to scope.

Meeting 2 — Amenities & Program Mix

Goal: Translate needs into activity and amenity priorities by age, ability, and culture.

Core Activities

- Recap results from Meeting 1 (You Said → We Did v1 – ie. You said: The playground equipment becomes too hot for children to use safely during warm weather. We did: We incorporated additional shade over the playground equipment into the proposed park design. Today, we are presenting options for shade canopies, heat-resistant play surfaces, and strategically planted shade trees for community review and feedback.
- Amenity card exercise (e.g., shade, play types, sports, fitness, lighting, restrooms, art, habitat).
- Dot-vote or budget tokens (each person allocates limited points).
- Equity check: inclusive play, ADA routes, sensory/quiet spaces, multigenerational seating.

Materials Checklist

☐ Amenity cards with icons; rough cost tiers ($/$$/$$$ - Prepare amenity cards with the cost listed in tiers.

☐ Voting dots/tokens; tally sheets.

☐ Youth table activity; bilingual aides.

Room Setup

- Stations by theme (Play, Courts, Nature, Gathering).
- Large wall for live tally board.

Staffing Roles

- Facilitator; station leads; data tally lead; interpreter; youth facilitator.

Expected Outputs (Leave With)

- Ranked amenity list with narrative rationale.
- Draft program mix: must / should / could.

After-Meeting Follow-Up (Within 7 Days)

- Publish ranked amenities + what rose/fell and why.
- Email/post recap and invite to Meeting 3 (layout charrette).

"You Said → We Did" Commitment

- Show how amenity rankings directly inform layout options for Meeting 3. List all of the issues that were brought up and the amenities that address the issues raised.

Meeting 3 — Site Layout & Placement (Design Charrette)

Goal: Place amenities on site and test circulation, safety, shade, and access.

Core Activities

- Recap amenity priorities.
- Hands-on charrette with scaled base maps and moveable cutouts.
- Overlay analysis: sun/shade, trees, slopes/drainage, CPTED sightlines, noise, ADA routes, transit/parking.
- Identify conflicts/tradeoffs; capture pros/cons of 2–3 alternatives.

Materials Checklist

☐ Base maps (1"=20'); tracing paper; foam/paper cutouts; tape; markers.

☐ Legends for lighting, trees, water, play, quiet zones.

☐ Camera or overhead scanner for capturing layouts.

Room Setup

- Tables by alternative; wall space for posting concepts.
- Wayfinding signs; accessible circulation in room.

Staffing Roles

- **Lead designer**; table facilitators; notetakers; interpreter; documentation lead.

Expected Outputs (Leave With)

- 2–3 concept alternatives (photos/sketches).
- Pros/cons list; draft ADA access route.

After-Meeting Follow-Up (Within 7 Days)

- Create alternatives packet (PDF) to share before Meeting 4.
- Short video/slide recap for social media.

"You Said → We Did" Commitment

- Publish alternatives with notes on how Meeting 2 priorities shaped them.

Meeting 4 — Costing, Tradeoffs & Phasing

Goal: **Select a preferred concept with realistic costs, O&M, and phases.**

Core Activities

- Present ROM costs (base + add-alternates) and O&M implications.
- Small-group scoring against criteria: safety, equity, access, environment, cost, maintenance.
- Phasing exercise: Phase 1 (grant scope), Phase 2 (future), quick wins.

Materials Checklist

☐ Cost cards per element; maintenance icons (low/med/high).

☐ Score sheets; criteria posters; stickers.

☐ Funding notes (SPP/LWCF/local).

Room Setup

- **Board displays for each alternative + cost overlays.**
- Tables by criteria; clear route to vote/score stations.

Staffing Roles

- **Facilitator; cost analyst; maintenance/PW rep; interpreter; scribe.**

Expected Outputs (Leave With)

- Preferred concept identified; Phase 1 scope list (grant-ready).
- Phased budget tiers; draft O&M bullets.

After-Meeting Follow-Up (Within 7 Days)

- Publish chosen concept and rationale; list items moved to future phases.
- Prepare draft concept board for Meeting 5.

"You Said → We Did" Commitment

- Show how costs and maintenance shaped the preferred plan.

Meeting 5 — Final Concept, Commitments & Next Steps

Goal: Confirm final plan; document community support; outline approvals and grants.

Core Activities

- Present refined final concept boards/renders; accessibility narrative.
- Open comment; collect letters of support; volunteer/stewardship sign-ups.
- Explain schedule: CEQA/NEPA path, permits, grant submittals, construction window.

Materials Checklist

☐ **Large display boards/renders;** comment forms; support letter templates.

☐ Contact sign-up sheets; QR to final packet.

☐ Interpreter headsets; podium mic if available.

Room Setup

- Open house/gallery layout; accessible seating and line of sight.
- Welcome table for letters/sign-ups.

Staffing Roles

- **MC/facilitator; designer;** interpreter; documentation lead; volunteer coordinator.

Expected Outputs (Leave With)

- Final Concept Report (plans, phases, costs).
- Engagement Appendix (sign-ins, surveys, photos).
- Final “You Said → We Did” summary.

After-Meeting Follow-Up (Within 7 Days)

- Distribute the Final Concept Report (PDF + print).
- Email packet to attendees; post to website; archive materials.

“You Said → We Did” Commitment

- Release the final 'You Said → We Did' summary and thank-you message.

Appendix – Quick Templates to Bring

- Sign-in sheet (with optional demographic checkboxes).
- Comment card (open-ended + contact opt-in).
- QR code survey link (paper copies available).
- Amenity cards and cost tiers.
- Support letter template (Meeting 5).

Finance Department Board Update

October 12, 2026

Finance Team and District Celebrates 10 Years of Full-Time Employment from Dayna Asbury

- Dayna joined the ranks of Full-Time status here at GVRD on October 31, 2016. Before then, Dayna had been part of the GVRD Family as a Part-Time employee since 2002. Dayna is one of the two Accounting Clerks on the team.

Finance Team Staff Attended the CalPERS Conference Last Week

California Minimum Wage Increases by $.50 From $16.90/ HR to $17.40/ HR

- Topic will be discussed in Budget & Finance Committee Meeting and brought to the Board at the December Board Meeting for discussion and direction.

FY 2023-24 Audit Work

- The district is now working with one retired annuitant to assist in the audit work.
- Auditor request list is the main focus now that the team is whole again.
- Eide Bailly (formerly MUN CPAs) have confirmed that Field work is tentatively set for the week of January 25th. The firm has reported scheduling challenges related to the merger.

Five Year Forecast

- Director Parkhurst is begun working with Steven Montano, a consultant obtained through MRG, to develop a five year forecast for the district.

FY 2025/26 Annual Report.

- Draft Version has returned from the Graphic Designer and is being reviewed and edited by staff

Maintenance Department Board Update

11/12/2026

Children's Wonderland

- A playground company installed a new canoe play structure to replace the old canoe, which was cracked and had to be removed for safety reasons.

North Vallejo Park

- The lights were vandalized, and electrical wiring was stolen. Staff completed the repairs and restored the lighting.

Highlands Park

- The walking pathway improvements were completed, and staff received positive feedback from residents. Staff also worked on turf renovations.

Wilson Park

- We received a quote from Musco Lighting Company for the design and engineering work on the Wilson Park field's electrical system. In accordance with the insurance carrier's requirements, the project will be completed in phases. We hope to obtain the insurance carrier's approval of this quote so we can proceed with this phase of the project.

Facilities Roof Replacement

- We received quotes to replace the roofs at Amador Little Field and the Grant Mahoney building. We are moving forward with awarding the project to a roofing company.
- For Franklin Gym, we are working with legal counsel to finalize the bid documents. This project requires a formal bidding process.

Franklin

- CALA resubmitted the plans to DSA on August 7. We expect the plans to be reviewed soon and hope that the permit will be issued. We continue to work on the permit submittal for the Vallejo Flood and Wastewater District.
- We hired a flooring company to repair the damaged area.

Playgrounds

- Staff replaced two broken slides on the Richardson Park playground structure.
- Staff replaced a rotten wooden board on the City Park playground structure.

Grant Applications

- We began conducting community outreach meetings for City Park and will hold our first meeting for Wilson Park on November 21.

Fleet

- We purchased and received our new electric riding mower and trimmer.

During October, District staff completed turf mowing operations across approximately **471.6 acres** at all maintained park sites. Staff dedicated **285 labor hours** to mowing activities, resulting in an approximate labor cost of **$11,475.00**. Equipment operation, maintenance, and repair costs were approximately **$9,890.45**. The approximate total monthly turf mowing cost was **$21,365.45**, or **$45.30 per acre mowed.**

Monthly Turf Mowing Operations Report — Approximate Costs

1. Labor Costs

Employee	Hours Worked on Mowing	Hourly Rate (Loaded Cost*)	Total Cost
Full-time 1	157.5	$51.00	$8,032.50
Part-time 1	127.5	$27.00	$3,442.50
Total	**285 Hours**		**$11,475.00**

2. Equipment Costs

Equipment	Hours Used	Cost Per Hour	Total Cost
Large Mower Fuel	157.5	$21.14	$3,329.55
Riding Mower Fuel	127.5	$12.44	$1,586.10
Equipment Repairs			$4,974.80
Total			**$9,890.45**

3. Monthly Summary

Metric	Value
Total Acres Mowed	471.6
Total Labor Hours	285
Labor Cost	$11,475.00
Equipment Cost	$9,890.45
Total Monthly Mowing Cost	**$21,365.45**
Cost Per Acre Mowed	**$45.30**

Pacific Gas and Electric Company
300 Lakeside, Ste. 210
Oakland, CA 94612

October 20, 2026

Potential 2027 Project Delays

CHRISTOPHER ANDRADE
GREATER VALLEJO RECREATION DISTRICT
395 AMADOR ST
VALLEJO, CA 94590

Dear Customer,

We are contacting you because your project(s) involving PG&E facilities may be delayed in 2027. We recognize that a delay may impact critical public infrastructure projects, jeopardize public funding, or disrupt your project schedule. We are sharing this information now to give you as much time as possible to plan and to explain why these delays may occur.

California's wildfire liability laws create financial uncertainty for the banks and investors who fund energy infrastructure like PG&E's, which in turn increases borrowing costs for customers and limits the funding available to meet California's growing energy needs. In response, PG&E has begun a strategic review and revised its 2027 capital plan.

PG&E plans to defer $2 billion of work previously scheduled for 2027, reducing planned investment to approximately $11 billion. This difficult decision will reduce borrowing at today's elevated interest rates that would otherwise appear on every customer's bill. Deferring this work now helps keep overall PG&E rates as low as possible for all customers, while continuing to fund critical safety programs and meet our compliance obligations.

Based on current assessment, affected relocation and modification projects planned for 2027 could be delayed months or even beyond 2027, depending on available funding and project prioritization. We will work to minimize these delays wherever possible.

We will continue actively pursuing solutions that reduce the scope of project impacts while protecting customers from unnecessary long-term rate increases.

We know this uncertainty is difficult, and we are sorry for the disruption it may cause. We are sharing this information now so you can prepare, and we will have more information in mid-December. If you have questions, please call **1-888-576-6250**. Representatives are available **Monday through Friday from 7 a.m. to 6 p.m.**

We are committed to working with you to understand critical deadlines, dependencies and potential options to help meet your community's needs despite this slowdown.

We remain committed to supporting local community development projects, including transportation, public safety and public works. The challenge – and our responsibility – is sustaining that work while keeping customer costs as low as possible.

Sincerely,

Patti Poppe
Chief Executive Officer
PG&E Corporation

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Agenda 13.1

BOARD COMMUNICATION **Date: November 12, 2026**

TO: **Board Chairperson and Directors**
Pam Sloan, Interim General Manager

FROM: **Andrew Shen, Legal Counsel**

SUBJECT: **Adopt Resolution Regarding Terms and Conditions of Employment for Unrepresented Employees**

BACKGROUND AND DISCUSSION

There are six full-time Unrepresented employees at the Greater Vallejo Recreation District ("GVRD"): Finance Director, Recreation Services Director, Parks and Facilities Director, Human Resources Director, Human Resources Coordinator, and Board Clerk/Assistant to the General Manager. Unrepresented employees do not belong to any of GVRD's recognized employee unions for the purposes of collective bargaining or representation and are therefore not covered under a memorandum of understanding ("MOU") regarding wages, hours, and/or other terms and conditions of employment.

At its September 10, 2026, regular meeting, the Board of Directors ("Board") adopted a resolution formally establishing and memorializing the salaries of unrepresented employees at GVRD, as of July 1, 2025. In addition, since GVRD has historically provided the same salary increases to represented and unrepresented district employees, the adopted resolution also provided unrepresented employees with the same 3.5% wage increase as provided in the adopted memoranda of understanding with SEIU and IBEW, effective August 16, 2026.

The Board affirmed the need for an additional resolution providing for the benefits, and other terms and conditions of employment for unrepresented employees at GVRD. Staff has prepared the attached resolution formally establishing these terms and conditions of employment for said unrepresented executive and confidential personnel.

The proposed resolution includes the following economic terms:

- Wage: The resolution provides a scheduled 3% wage increase effective the pay period following July 1, 2027; and an additional scheduled 3% wage increase effective the pay period following July 1, 2028. These scheduled wage increases reflect the wage enhancements provided to the District's represented employees.
- Longevity: The resolution specifies that covered employees shall be eligible for an additional 1% of base salary upon completing 10 years of service at GVRD; and an additional 1.25% (total 2.25%) upon completing 15 years of service.
- Deferred Compensation: The resolution provides that employees with at least six months of employment at the District are eligible for up to $5 matching employer contribution per pay period toward the deferred compensation program.
- Auto: The resolution also provides that the Recreation Services Director and Board Clerk/Assistant to General Manager receive auto allowances in the amounts of $400/month and

$200/month respectively; and that the Parks and Facilities Director receive a District vehicle for work purposes. All other employees covered by the resolution are subject to travel reimbursement pursuant to GVRD Policy 2100.

The resolution also includes the following provisions:

- Health Insurance: The resolution provides for health insurance cost-sharing and benefit coverage that coincides with IBEW and SEIU's MOUs, including dental coverage of up to $2,200 per year per covered employee plus dependent(s).
- Executive Leave: The resolution specifies that eligible exempt employees receive 80 hours of executive leave per year. Upon completing 10 years of employment with the District, the employees shall thereafter receive an additional 16 hours (total 96) of executive leave each year. Employees may cash out up to 40 hours annually. Any remaining unused executive leave shall not carry over from year to year.
- Cash Out of Annual Leave: The resolution also clarifies that the election of any "cash out" of annual leave must be done in the calendar year prior to the cash out.
- Holidays: The resolution provides for 13.5 paid holidays, and 12 floating holiday hours (equivalent to 1.5 days).
- CalPERS: The resolution also specifies that classic (legacy) member of the California Public Employees' Retirement System (CalPERS) contribute eight percent (8%) of pensionable pay as a member contribution (the standard contribution rate for GVRD employees is 7%); while new members of CalPERS contribute 50% of the annual normal cost of their pension benefit.

RECOMMENDATION

Staff recommends that the Board adopt the proposed resolution formally establishing terms and conditions of employment for unrepresented employees and approving scheduled wage increases, effective the pay periods following July 1, 2027, and July 1, 2028.

FISCAL IMPACT

Approval of the proposed resolution would increase GVRD's compensation for its unrepresented employees, as specified above.

ATTACHMENTS

Attachment A: Resolution 2026-09 of the Greater Vallejo Recreation District Adopting Terms and Conditions of Employment for Non-Represented Executive and Confidential Personnel.

RESOLUTION NO 2026-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT ADOPTING TERMS AND CONDITIONS OF EMPLOYMENT FOR NON-REPRESENTED EXECUTIVE AND CONFIDENTIAL PERSONNEL

WHEREAS, the Greater Vallejo Recreation District ("DISTRICT") wishes to establish terms and conditions of employment for Non-Represented Executive and Confidential personnel; and

WHEREAS, this Resolution is not intended to create any vested rights and shall in no manner be interpreted as a guaranteed or implied contract between the DISTRICT and any employee or group of employees. The compensation and benefits described herein may be changed or amended in the future through future actions of the Board; and

WHEREAS, unless expressly provided otherwise, any changes to compensation provided herein are effective no sooner than the first pay period following adoption of this Resolution by the Board; and

WHEREAS, the Non-Represented Executive and Confidential personnel consist of the following job classifications:

Executive	Confidential	Executive & Confidential
Parks & Facilities Director	Board Clerk/Asst. to GM	Finance Director
Recreation Services Director	Human Resources Coordinator	Human Resources Director

NOW, THEREFORE, BE IT RESOLVED, that the terms and conditions of employment for Non-Represented Executive and Confidential personnel shall be as follows:

A. SALARY

Base Wages: Each employee shall be paid base wages in accordance with the Salary Schedule set forth as Attachment A. The Salary Schedule reflects an across-the-board wage increase of 3.5% that was effective on August 16, 2026.

Effective the pay period following July 1, 2027, employees covered by this Resolution shall receive a three percent (3.0%) wage increase.

Effective the pay period following July 1, 2028, employees covered by this Resolution shall receive a three percent (3.0%) wage increase.

B. OVERTIME

Only the Human Resources Coordinator shall be eligible for overtime. All other classification covered by this Resolution are exempt. The Human Resources Coordinator shall be paid overtime for any time actually worked beyond forty (40) hours in a workweek at the rate of time and one-half (1.5) the regular rate of pay or, at the employee's option, compensatory time at the rate of 1.5 hours for each overtime hour worked. Accumulated compensatory time will be capped at two-hundred and forty (240) hours. All unused or unscheduled compensatory time will be cashed out the first pay period in June if it is not used or scheduled to be used at that time.

C. TEMPORARY UPGRADE ASSIGNMENT

1. Criteria
    a. An employee may be assigned to a Temporary Upgrade due to a vacancy or an excused or planned absence of another employee, such as for vacation, termination, or sick leave.
    b. The term of the Temporary Upgrade assignment shall be no longer than sixty (60) consecutive calendar days, unless the District is in the process of selecting a person to fill the position. In this instance, the General Manager can extend the assignment to a maximum of ten (10) calendar days or seventy (70) calendar days total.
    c. The General Manager may authorize Temporary Upgrade assignments and shall document such assignments in writing, stating the name of the employee, the regular classification of the employee, the higher classification to which the employee is assigned on a temporary basis, and the term of the assignment.
2. Eligibility: To be eligible for a Temporary Upgrade assignment, the following conditions must be met:
    a. The employee must possess the minimum qualifications or the requisite knowledge, skills and abilities to perform the work of the higher classification.
    b. The duties of the higher classification are outside of the scope of the employee's current classification as determined by the General Manager.
    c. The employee must perform all the duties and assume all the responsibilities of the higher classification.
3. Compensation
    a. An employee working on a Temporary Upgrade assignment shall be paid five percent (5%) above the employee's then-current base rate. Temporary Upgrade pay is limited to nine hundred and sixty (960) hours per fiscal year for a vacancy.
    b. Employees will be eligible to receive Temporary Upgrade Pay upon starting their assignment to perform in the higher classification. Employees shall not receive Temporary Upgrade Pay for day(s) that are assigned but not worked.

D. LONGEVITY

The DISTRICT shall pay longevity pay to eligible employees covered by this Resolution at the steps and rates set forth below:

Completed Years of Service at GVRD	Longevity Premium (total)
10-15	1% of base salary
15 or more	2.25% of base salary

Eligible employees covered by this Resolution will receive longevity premium pay at one of the two rates shown above upon completing the years of service required for that rate. For example, employees will receive longevity pay equal to a total of 2.25% of base salary upon completing their 15th year of service at the DISTRICT. Longevity premiums shall not stack.

For the purposes of this Section (D), years of service shall include full-time and part-time service as an employee of the DISTRICT. Years of service as a part-time employee of the DISTRICT shall be prorated and adjusted to its full-time equivalent for the purposes of calculating longevity.

E. AUTO ALLOWANCE

1. The Recreation Services Director shall receive $400/month auto allowance.
2. The Board Clerk/Assistant to General Manager shall receive a $200/month auto allowance.
3. All other employees covered by this Resolution shall be reimbursed for mileage expenses on travel for official DISTRICT business in accordance with Policy 2100.
4. The Parks and Facilities Director shall not receive an auto allowance but instead shall receive a DISTRICT vehicle for work purposes and commuting to and from work.

F. EDUCATION STIPEND

Employees covered by this Resolution shall be eligible for reimbursement of up to $2,500 per fiscal year for successfully passing (grade C or better) courses that will assist them in their current position or help them develop the knowledge and skills for promoting or transferring into a different position with the DISTRICT.

G. USE OF DISTRICT FACILITIES AND HEALTH & WELLNESS

1. Employees covered by this Resolution may use DISTRICT facilities up to two (2) times per year at one-half (1/2) the cost for rental when space is available.
2. Employees and immediate family living in the same household will receive up to $400 credit per calendar year to pay for DISTRICT programs, classes, entrance fees, and to use DISTRICT facilities and be reimbursed for any non-district health and wellness benefits, such as but not limited to outside gym membership, physical activity classes and massages, etc. If not used, the credit balance will not carry over to the next calendar year.

H. CalPERS RETIREMENT

1. Classic Membership: Employees covered by this Resolution who became a CalPERS member on or before December 31, 2012, who are not deemed "New Members" and are considered "Classic" employees by the California Public Employees Retirement Systems (CalPERS):
    a. Shall be eligible for the two percent (2%) at age fifty-five (55) CalPERS benefit formula with the highest average compensation earnable for a 36-consecutive month employment period.
    b. Shall be provided with the sick leave conversion benefit and the 1959 Survivor's Benefit as defined in the CalPERS handbook.
    c. The DISTRICT shall pay 100% of the employer’s cost.
    d. Classic members shall contribute eight percent (8.0%) of compensation earnable for the CalPERS member contribution.
    e. Refer to the DISTRICT’S contract with CalPERS regarding employees’ cost to the plan.

2. PEPRA Membership: Employees who became CalPERS members on or after January 1, 2013, or who are "new" members under the Public Employee Pension Reform Act of 2013 ("PEPRA"), Assembly Bill No. 340 and Government Code 7522.02:
   a. Shall be eligible for the two percent (2%) at age sixty-two (62) formula, with final compensation based on the employee's highest average annual pensionable compensation for a 36-consecutive month employment period.
   b. The DISTRICT shall pay 50% of the normal cost. New members shall pay the remaining 50% of the normal cost.
   c. Refer to the DISTRICT'S contract with CalPERS regarding employees' cost to the plan.
3. Employee contributions to CalPERS described above shall be made through payroll deductions with state and federal income tax on the contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).
4. 1959 Survivor Benefits: The DISTRICT will provide and pay 100% of the costs for Survivor Benefits as provided by Government Code Section 21382.4. This provides a monthly amount to eligible survivors of benefits employees who die before retirement.

I. DEFERRED COMPENSATION

A deferred compensation program as established by the DISTRICT is available to all eligible employees covered by this Resolution after they have been employed for at least six (6) months. The DISTRICT will match employee contributions to deferred compensation at the rate of up to five ($5) dollars per pay period, provided that the employee has been employed at the DISTRICT for twelve (12) months.

J. SICK LEAVE

1. Sick Leave Accrual
   a. Sick leave shall be accrued at the rate of twelve (12) days per year (3.7 hours per pay period), with no limit. Employees may use sick leave upon hire. In the event of resignation, retirement, death or layoff initiated by the DISTRICT, employees covered by this Resolution with fifteen (15) or more years of service with the DISTRICT shall be entitled to a lump sum payment for their accumulated sick leave. The lump sum payment shall be the value of seventy-five percent (75%) of the accumulated sick leave at the base salary rate, not to exceed 720 hours.

K. ANNUAL LEAVE

1. Annual Leave Accrual: Employees shall accrue annual leave as follows:

Years of Employment	Pay Period Accrual	Annual Accrual
0 to 5	4.62	Three Weeks
5 and Over	6.16	Four Weeks

2. Maximum Accrual: The maximum accumulation of Annual Leave shall be 380 hours. When an employee reaches the maximum accrual limit, the employee shall cease to accrue annual leave, except as otherwise noted.

a. Payment on Separation: Employees who terminate or retire shall be paid a lump sum for all unused and accrued Annual Leave at their base rate.

b. Annual Cash-Out: Between December 1 and December 15 of each calendar year, an employee may make an irrevocable election to cash out annual leave which will accrue in the following calendar year. The employee must have eighty (80) hours of annual leave in their account at the time of the request to sell the hours.

c. During the first six (6) months of employment, annual leave will be accumulated but not available for use.

L. EXECUTIVE LEAVE

1. All eligible employees covered by this Resolution, except for the Human Resources Coordinator, shall be entitled to eighty (80) hours of Executive Leave per year. These eligible employees shall be entitled to ninety-six (96) hours of Executive Leave per year upon completing their 10th year of service at the DISTRICT.
2. The Human Resources Coordinator position shall not receive Executive Leave due to the provision for Overtime pay and Compensatory Time Off.
3. Executive Leave will be available on the first day of January of each year. Employees may cash out up to forty (40) hours of unused Executive Leave at any time during the year. Executive Leave hours do not accrue and cannot be carried over from year to year.
4. Newly hired executive employees will receive prorated amounts based on their date of hire.
5. Executive Leave may be used upon hire.

M. HOLIDAYS

1. The following days shall be recognized and observed as paid holidays:

New Years Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Farmworkers Day	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples' Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
½ day Christmas Eve	December 24
Christmas Day	December 25

2. Floating Holidays:
   a. In addition to the recognized holidays above, employees shall receive twelve floating holiday hours each year that they may use upon their supervisor's approval. If the floating holiday is not used within the calendar year, the

value of the floating holiday will be paid to employees at the base rate of pay in January of the following year. Floating holiday leave may be taken in one-tenth of an hour increments.

N. GROUP LIFE INSURANCE

1. Employees covered by this resolution shall receive a term life insurance benefit of $100,000 at no cost to the employee.
2. Employees have the option to purchase voluntary life insurance and will pay 100% of the premiums if elected.

O. HEALTH INSURANCE

1. Health insurance cost-sharing and benefit coverage shall coincide with IBEW and SEIU's Memorandum of Understandings, including retirement health benefits. Consistent with IBEW and SEIU's Memorandum of Understandings, the DISTRICT shall pay the premium for each employee and dependent(s) under the approved group dental plan. The dental coverage under this plan shall be two thousand two hundred dollars ($2,200) per year per covered employee plus dependent(s).
2. In Lieu of Medical Insurance:
    a. Any employee may receive, if requested, a payment in lieu of medical insurance equal to $400 per month paid on the first paycheck of the month.
    b. Employees must submit proof of medical insurance to qualify for a monthly stipend.
3. Retirement Health Insurance:
    a. The DISTRICT will contribute up to four hundred thirty-two dollars ($432) per month for health insurance premiums for employees and family. To be eligible for this benefit, the retiree must have completed twenty (20) years of service with the DISTRICT. Dependent coverage provided under this provision shall apply to the retiree dependents at the time of his/her retirement.
    b. Upon the death of the retiree, the DISTRICT will pay the health insurance premium (up to $432 total per month) for the life of the retiree's spouse and for dependent(s) as described in (c) below, provided that they were the retiree's spouse or the dependent child of the retiree at the time of the retirement of the retiree.
    c. The entitlement of a dependent child under this provision shall be defined as until they turn eighteen (18) or the physical and/or mental disability of the dependent as determined by a licensed physician.

P. EMPLOYMENT AT-WILL

Employees covered by this Resolution serve as at-will employees as defined by California Labor Code section 2922 and can be separated from their at-will employment at any time without cause. Employees separated from their at-will employment with the DISTRICT are not entitled to due process or appeal rights of any kind.

Q. SEPARATION FROM DISTRICT EMPLOYMENT

Employees covered by this Resolution will be subject to the terms set forth in Policy 2250 with the exception that the employees shall not have retreat rights as defined under "Displacement of Less Senior Employees."

R. REPRESENTATION PROCEEDINGS

Should any of the classifications covered by this Resolution come to be represented by an employee organization and subject to a Memorandum of Understanding, that Memorandum of Understanding shall preempt this Resolution regarding any subject herein that is addressed in that Memorandum of Understanding as it applies to said classifications and this Resolution shall be amended accordingly.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Greater Vallejo Recreation District hereby adopts the terms and conditions of employment for non-represented executive and confidential personnel.

PASSED AND ADOPTED this ____ day of _____.

Following Roll Call Vote:

Ayes: _____

Noes: _____

Absent: _____

Abstained: _____

Adopted: _____

Thomas Judt, Chairperson

Attest: _____