



GREATER VALLEJO RECREATION DISTRICT

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

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Gary Salvadori

General Manager
Gabriel Lanusse

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. Documents will also be available electronically at <https://www.gvrd.org/about-us/agendas-minutes/>

Greater Vallejo Recreation District Board of Directors

AGENDA-REGULAR MEETING

July 14, 2022

Administrative Office – Board Room

395 Amador Street

6:30 p.m.

1) **Call to Order**

2) **Pledge of Allegiance**

3) **Roll Call**

4) **Approval of Agenda**

5) **Public Comment:**

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

6) **Consent Calendar:**

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that item will be removed from the consent calendar and will be considered separately.

A) Approve Board Minutes-June 23, 2022

B) Accept Budget and Finance Committee Minutes – June 27, 2022

C) Accept Facility and Development Committee Minutes – June 27, 2022

7) **Staff Reports-Informational Only**

A) General Manager

B) Recreation Superintendent

- C) Human Resources Manager-Not included in packet
- D) Finance Director
- E) Maintenance Superintendent

8) **Administrative Items:**

Nominate and accept the slate for standing Board of Director Committee Assignments for 2022/2023

Standing committees for fiscal year 2022-2023:

Inter-Agency Committee (1 Member and 1 Alternate)

Facility & Development Committee-(2 Members)

Policies & Personnel Committee-(2 Members)

Budget & Finance Committee-(2 Members)

Programs & Publicity Committee-(2 Members)

9) **Executive Session:**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Gov't Code section 57957. Title: General Manager-Gabriel Lanusse

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

11) **Meeting Adjourn:**

Next meeting: July 28, 2022 –Board Meeting



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Greater Vallejo Recreation District Board of Directors

MINUTES

June 23, 2022 – 395 Amador Street

6:30 p.m.

1) **Call to Order:**

Chairperson Bowen called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., June 23, 2022, in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) **Pledge of Allegiance:**

3) **Roll Call:**

Present: Chairperson Ron Bowen; Vice-Chairperson McDonald; Directors; Gary Salvadori, Robert Briseño and Rizal Aliga

Staff: General Manager, Lanusse Maintenance Superintendent, Salvador Nuño; Finance Director, Penny Harman; Recreation Superintendent, Antony Ryans; Human Resources Manager, Casey Halcro; Board Clerk, Kimberly Pierson

4) **Approval of Agenda:**

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

5) **Public Comment:**

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

1 Speaker for Item 7.

6) **Consent Calendar:**

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

A) Approve Board Minutes-June 9, 2022

B) Accept the Programs and Publicity Committee Minutes-June 6, 2022

Director Briseño offered the motion, seconded by Director Aliga to approve the Consent Calendar. Motion passed.

7) New Business:

APPROVE RESOLUTION 2022-06 OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT TO APPROVE THE EMPLOYMENT CONTRACT FOR GENERAL MANAGER GABRIEL LANUSSE FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2026.

(Legal Counsel)

Director Briseño offered the motion, seconded by Director Salvadori to approve Resolution 2022-06 approving the employment contract with the General Manager for the period of July 1, 2022, through June 30, 2026.

Roll Call Vote: Ayes: Directors Aliga, Salvadori, Bowen, Brisenos; Noes: McDonald; Abstain: none; Absent: none. Motion passed.

8) Old Business:

Approve Final Read of Policy #3012-Pricing Fee & Subsidy Policy (Lanusse)

Director Briseño offered the motion, seconded by Director McDonald to approve the final read of Policy #3012-Pricing Fee & Subsidy Policy with changes: First page, last paragraph-change *department* to *district* and remove the highlighted text from the last page. Motion passed.

9) Staff Reports-Informational Only

A) General Manager

- Announced an upcoming meeting with the City of Vallejo to discuss the Master Lease.
- Provided an update on the City of Vallejo recruitment to fill the upcoming board vacancy.
- Provided an update on the proposal from the Marketing Firm.

B) Recreation Superintendent

- Announced a pop-up recreation swim being held on Saturday.
- Provided an updated on the June Bands and Brews event.

C) Human Resources Manager

- Announced that the HR department has moved back to their offices.
- Provided an update on personnel and vacancies.
- Thanked staff for working hard to put together the first Bands and Brews event.

D) Maintenance Superintendent-

- Provided updates on Hanns Park trail repairs.
- Provided updates on construction at 401 Amador Street, and electrical upgrades at Richardson Corp. yard.

E) Finance Director-

- Announced the end of the 2021-2022 Fiscal Year.

10) Announcements and Comments from Board Members:

None

11) Meeting Adjourn:

Director Briseño offered the motion, seconded by Director Aliga to adjourn the meeting at 7:30 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date

DRAFT



Agenda 6-B

BOARD COMMUNICATION

Date: July 14, 2022

TO: Board Chairperson and Directors

FROM: Staff

**SUBJECT: Accept the Minutes from the Budget and Finance Committee meeting
June 27, 2022**

RECOMMENDATION

To accept the minutes from Budget and Finance Committee from the June 27, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Budget and Finance Committee Minutes from June 27, 2022.



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Budget and Finance Committee Minutes

Monday, June 27, 2022

6:30 p.m.

Administrative Office-Board Room

395 Amador Street

In attendance: Director Aliga, Director McDonald, General Manager Lanusse,
Finance Director Harman

Meeting began: 6:30 PM

1. Proposed Fee Schedule Fiscal Year 2022-2023

Public speaker Doug Darling spoke regarding the number of homeless and the amount of garbage in the park. He showed Directors Aliga and McDonald a video of said garbage. It is his opinion that charging for parking 7 days a week year-round would help abate this situation.

General Manager Lanusse reported that the Maintenance Superintendent is looking into costs to staff the parks for taking fees every day.

The committee discussed the fee schedule and, as it was a 1st read, tabled it for another meeting.

2. CalPERS Unfunded Accrued Liability Refinance

Discussion was held on the refinance of the CalPERS Unfunded Accrued Liability. Staff reported that we are currently waiting for advice on whether we can split up the payments to CalPERS or if we must make one lump sum payment.

3. Other Post-Employment Benefits (OPEB) – Retiree Medical

Discussion was held on the Other Post-Employment Benefits Policy. This policy needs to be in place in order for the District to move forward with placing funds for retiree medical benefits into an irrevocable trust.

Adjourned at 7:25 PM

Next meeting: July 18, 2022



Agenda 6-C

BOARD COMMUNICATION

Date: July 14, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: **Accept the Minutes from the Facility and Development Committee meeting June 27, 2022**

RECOMMENDATION

To accept the minutes from Facility and Development Committee from the June 27, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Facility and Development Committee Minutes from June 27, 2022



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Facility and Development Committee Minutes
Monday, June 27, 2022
3:00 p.m.
Administrative Office-Board Room
395 Amador Street

In attendance: Director Salvadori, Director Bowen, General Manager Lanusse,
Maintenance Superintendent Nuno

Meeting began: 3:00 PM

1. Discussion on Potential Partnership with Solano Land Trust

Solano Land Trust Board of Director Steve Presley and Bob Berman from Bay Area Ridge Trail discussed about potential partnership with GVRD for the usage of McIntyre Ranch. One of the things mentioned was that maybe Solano Land Trust could assist by looking for funding for an alternative access road to McIntyre Ranch. One of the benefits is to have programs such as the overnight hiking with the Bay Area Ridge Trail.

2. Discussion on McIntyre Ranch

The Committee discussed the current conditions of McIntyre Ranch.

3. Grant Mahony Park Upgrades

Maintenance Superintendent Nuno reported that a contractor began with the trenching for the electrical for the pathway lighting; the contractor will get all the conduits done and then will do the installation of the lights once they are received.

4. Vallejo Community Center Park - Upgrades

Maintenance Superintendent Nuno reported that the contractor continues to make progress on the upgrades; they are currently working on installing the tiles. Staff is also working on the selection of the flooring for the other areas of this facility. The contractor will also start working on the ADA upgrades soon.

5. 395/401 Amador Street Building Upgrades - Update

Maintenance Superintendent Nuno reported that the HR offices remodeling is completed; the contractor began working on the other area of the building where the new finance offices are going to be located. The restrooms are also getting close for completion; the contractor is waiting on the restrooms partitions and the lighting for the new board room.

6. Hanns Park Pathway Improvements

Maintenance Superintended Nuno reported that a contractor completed the work making repairs on sections of the pathway; staff is also working with a local architect to generate ADA plans for the restroom and the stairs by the disc golf course.

7. Cunningham Pool Upgrades

Maintenance Superintendent Nuno reported that staff had a meeting with the City Public Works Director to discuss the upgrades of this facility. City staff stated that they will be helping with the improvements of the parking lot, and they would be issuing the permit to do the upgrades on the building. The Committee also discussed adding shades structures for the bleachers area.

8. Richardson Corp Yard Electrical Upgrades

Maintenance Superintendent Nuno reported that a contractor is working on doing all the trenching for the new electrical upgrade at Richardson Corp Yard, and once this is completed PG&E can schedule the upgrade of the transformer.

Adjourned at 4:10 PM



General Manager Board Report

7/14/2022

- We have a meeting scheduled with the City of Vallejo on July 18th to discuss the master lease. City staff included our Legal Counsel in the meeting invitation. Items to be discussed include parking lots, trees, water and other components.
- We have begun doing more research for the McIntyre property and will set up our Ad Hoc committee meeting with the public in early August. Some points brought up were to have a month to month use agreement with the current tenants, invite the public to the meetings, road use review, water system review, and have a meeting with the property owners who share the road to discuss use. In doing research it was found that the City has an easement over our property to access their water tank. Could we have an easement with the other property owners?
- Staff and I met with a local artist who was commissioned to create 4 wildlife sculptures by the City of Vallejo's Arts Commission. She is interested in having them live in some of our parks. I will attend the art commission meeting to clarify the process. We will create an agreement with the artist regarding maintenance and longevity.
- My main contact over at the City of Vallejo, Paul Kelly, was on contract and no longer works there.
- Glen Cove Tennis Courts-I have received concerns from Pickleball players regarding the addition of two more courts. The USA Pickleball Association website states 4 courts will fit into one existing tennis court. Staff will finalize measurements with the contractor. We are also investigating the possibility of expanding the parking lot as the property adjacent to it belongs to the City as well.
- City Park Update-We are having a Landscape Architect develop artist drawings based on the feedback that was provided during the recent survey. The biggest area to develop is the horseshoe courts.

- Sheveland Park Garden- Patricia Gatz, the heart behind the Vallejo Heights Neighborhood Association has passed away. Her group adopted the park and she spent many years watering and maintaining the garden. We will reach out to the Association for clarification on maintenance moving forward. We also have plans to upgrade the irrigation to an automated system.
- The Board of Director appointment with the City of Vallejo will occur at the City Council meeting on July 12.
- GVRD was contacted by the California Association of Parks & Recreation Commissioners and Board Members (CAPRCBM) about becoming members. I will provide information as it becomes available.
- I had a meeting with the City of Vallejo regarding unsheltered in our parks. We will work on updating our policies to match theirs.
- I am still waiting on updates regarding the 2+2 meeting with the City of Vallejo, Eden Housing, and impact fee payment. I did receive information the research the district completed to increase impact fees will most likely not move forward.
- I have reached out to the Vallejo School District to discuss our use agreement, parking situations at Glen Cove Park, and Wardlaw Soccer Field. We also want to discuss the field adjacent to South Vallejo Community Center.
- We have requested an increase for the school district's EXLP program to \$25 an hour for the new contract. This may not place us at net zero, but we are subsidizing this program by \$200k.



Recreation Department Board Report

7/14/2022

Activity Guide:

- Fall Activity Guide production schedule has been distributed. The production of the guide will commence on July 18th.

Aquatics:

- Summer has officially begun at Cunningham Aquatic Complex! We are hosting hundreds of people on a daily basis for our Swim Lessons, Recreation Swim, Camps, and Lap Swimming programs.
- The Lifeguard Training class beginning on July 11th is full, 16 participants!

Community Centers:

- New outdoor art contract class, “Messy Hands Whole Hearts”, started this month at Highlands Park.

Children’s Wonderland & Community Events:

- Our first Movie under the Stars of the summer was great, over 30 families attended.
- CW park staff are now successfully taking birthday reservations for patrons who’d like to reserve a party directly onsite.
- Bands and Brews: The US Navy band was unable to confirm our August date. However, staff reached out to a local artist Alvon Johnson and was able to book his band to fill the August slot.
- We are looking forward to our upcoming events and are working on Parks N’ Rex Day, Waterfront Weekend, Pup’kin Patch Dog Festival, and all winter festivities.

Staffing:

- 1st round of Recreation Coordinator interviews was held on Tuesday, July 12th. The department interviewed 5 candidates.

Sports:

- GVRD Summer Coed Soccer League has over 70+ active participants. Each participant received an athletic shirt, soccer ball, and gift card voucher for new cleats.
- Junior Giants Program is now currently in week 3. The program currently has over 200 active participants, 14 teams, 4 divisions, and 40 volunteers.
- Adult Tennis Class for beginners has reached maximum enrollment of 10. Class contains students from in their early 30's to mid-70s! Average age is 42.
- Youth Tennis Classes at Amador and Glen Cove tennis courts have reached maximum enrollment.

Youth Services:

- Summer camps are in its 3rd week of programming. Lego University and Fun in the Sun Summer Camps had 15 and 29 participants each week.
- FRESH Camp at Children's Wonderland started Tuesday, July 5th. The show the campers will be performing is Beauty & the Beast.
- Departmental staff partnered with VCUSD staff to promote hiring of after school positions. Ad will be displayed on I-80 billboard from July-Aug.



Bands and Brews, Friday, July 8, Director Aliga



Finance Department Board Report

07/14/22

Proposed Fee Schedule for FY 22-23

- The proposed fee schedule for FY 22-23 has been reviewed once by the Budget and Finance Committee. Per our Policy Number 3030/Rule and Regulation RR3030 the fee schedule is to go to the committee for recommendation to the Board. We'll present it to the committee at the 7/18/22 meeting. Upon their recommendation, we'll present it to the full Board at the 7/28/22 meeting

End of FY 21-22

- FY 21-22 has ended. We are making our lists and checking them twice to ensure all transactions for FY 21-22 are correct and in the system. We are working with staff to ensure all invoices and cash receipts are turned in and recorded in our system.

Budget FY 22-23

- I am working with staff to get together all the narratives, photos, graphs, etc. that will make up our FY 22-23 budget book. Our goal is to have the book completed by the end of July 2022.

CalPERS Unfunded Accrued Liability (UAL) refinance

- Funds are to be distributed to CalPERS at the beginning of the new fiscal year. We have learned that splitting up the payment over time "wouldn't comply with the State refunding law the bond was issued under," per Albert R. Reyes, Bond Counsel. Therefore, we will be making one lump sum payment.

New Fiscal Year – 2022-2023

- Welcome to the new year! The department is working on items needed to be ready for the new fiscal year: pay increases for FT staff, changes in budget allocations, some new budget numbers, etc.



Maintenance Department Board Report

7/7/22

Parks and Facilities

- Glen Cove
 - Contractor to start work on conversion this week.
- Dan Foley Park
 - Staff installed a security camera at the entrance with 5 cameras
- Hanns Park
 - Pathway repairs complete
- Aeration and fertilization
 - Staff continues aeration and fertilization of sports fields and highlands park.
- Amador Little League Field
 - Contractor completed the repairs to the bleachers
- Grant Mahoney
 - The contractor completed the conduit runs.
- Blue rock
 - Staff worked on preparing the park for the Band & Brews event on July 8th.
- Staff Recruitment
 - Maintenance Specialist testing last week. Recruitment remains open.
- 4th of July
 - 3 Full time staff and 7 Part time staff kept the parks clean and safe.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations				<input type="radio"/>	
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2022	9/1/2022	50%	<input type="radio"/>	HR offices are completed; contractor started working on new finance wing.
VCC Kitchen					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Proposed Board Approval	8/12/2022	11/18/2021	100%	<input checked="" type="checkbox"/>	
RFP	1/7/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
Build	4/18/2022	9/1/2022	45%	<input type="radio"/>	Contractor is installing the tile floor; they also staterd on the wall paneling.
Dan Foley Cultural Center Upgrades					
Phase design	7/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	8/1/2021	8/30/2022	80%	<input type="radio"/>	Baffle install scheduled for first two weeks in december
Richardson Electrical Upgrade					
Design Phase	3/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	2/3/2022	2/11/2022	100%	<input checked="" type="checkbox"/>	

RFP	2/14/2022	3/31/2022	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Build	6/1/2022	8/1/2022	<div style="width: 30%; background-color: green;">30%</div>	<input type="checkbox"/>	Trenching and conduit runs complete, waiting for new equipment and PGE work
Cunningham Pool ADA					
Design Phase	11/1/2020	1/28/2022	<div style="width: 95%; background-color: green;">95%</div>	<input type="checkbox"/>	City staff informed us that they will be issuing the permit to do the building upgrades and they will work on finalizing the plans for the parking lot improvements.
Permit Issued	6/1/2022	6/30/2022		<input type="checkbox"/>	
RFP	8/1/2022	8/29/2022		<input type="checkbox"/>	
Build	9/1/2022	12/1/2022		<input type="checkbox"/>	
Grant Mahony Park Lighting					
Design/Assessment Phase	9/1/2021	2/28/2021	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Permit Issued	2/1/2022	2/16/2022	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	City issued the permit for the Park lighting.
RFP	4/1/2022	4/29/2022	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Build	6/20/2022	8/1/2022	<div style="width: 35%; background-color: green;">35%</div>	<input type="checkbox"/>	Conduit and trenching complete
PB Projects					
Design Phase	1/1/2020	3/24/2020	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Build	11/12/2021	6/30/2022	<div style="width: 90%; background-color: green;">90%</div>	<input type="checkbox"/>	These projects should be completed very soon.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Build	10/6/2021	6/30/2022	<div style="width: 90%; background-color: green;">90%</div>	<input type="checkbox"/>	Staff installed the posts for the signs; waiting on the design for the course signage.
Terrace Park Playground					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	

Design/RFP	12/1/2021	6/30/2022	100%	<input checked="" type="checkbox"/>	Received all the proposals and designs; staff will work on doing the community outreach for the selection of the design.
Build	8/1/2022	8/31/2022	0%	<input type="checkbox"/>	