



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, September 10, 2026

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

6:30 p.m. – Regular Session

Public Comment on Items on the Agenda

If you wish to speak on an item under discussion by the Board of Directors which appears on this Agenda, you may do so upon receiving recognition from the Chairperson of the Board. 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:

Grant Update- by Townsend Public Affairs (Alex Gibbs)



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 – August 27, 2026

8.2 Accept Policies and Personnel Committee Minutes – August 25, 2026

8.3 Accept Payment of Bills for 8/1/2026 – 8/30/2026

9. Action/Discussion Items:

9.1 Fee Waiver Request for Robbin Mackbee Firefighter EMS Academy Awards and Ceremony for Use of Foley Cultural Center on November 7, 2026, for up to \$3,931 (Ryans)

9.2 Discussion and Possible Action Regarding Updated Conflict of Interest Waiver for Renne Public Law Group (Legal Counsel)

9.3 Discussion and Possible Action on Staff Recommendations for Use of Fiscal Year 2025-2026 Surplus (Sloan)

9.4 Discussion and Possible Action on Resolution 2026-07 Regarding Salaries and Wage Increase for Unrepresented Employees (Legal Counsel)

10. Staff Updates:

10.1 Interim General Manager

10.2 Human Resources Director

10.3 Recreation 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 Labor Negotiators; pursuant to Government Code Section 54957.6

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

Employee Organization: International Brotherhood of Electrical Workers (IBEW) Local 1245

13. Meeting Adjourn:



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Pamela Sloan

Greater Vallejo Recreation District Board of Directors Minutes

Thursday, August 27, 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 6:31 p.m., August 27, 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 Olivia Ruiz

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 Rita Fryar

4. Approval of Agenda:

Director Stewart offered the motion to approve the agenda. Motion passed, Director Fryar was absent for the vote.

5. Public Comment: 1 Speaker: Jennifer Davis, Vallejo Little League

(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 apologized for missing recent committee meetings.



7. Presentation:

Policies and Procedures Review Update-Municipal Resources Group (MRG)

Nancy Kaiser and Shirley Concolino joined remotely and provided an update on the policy update project.

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 – August 13, 2026

8.2 Accept Facilities and Development Committee Minutes – August 19, 2026

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

9. Financials:

9.1 Approval of Resolution 2026-06 Adopting the Revised Annual Operating Budget for Fiscal Year 2025-2026 (Parkhurst)

Director Judt offered the motion to approve Resolution 2026-06 Adopting the Revised Annual Operating Budget for Fiscal Year 2025-2026. Roll Call: Ayes: Ruiz, Person, Judt, Stewart; Noes: None; Absent: Fryar Motion passed.

9.2 Accept Financial Statement 6/1/2026 Through 6/30/2026 – Year End (Parkhurst)

Director Stweart offered the motion to approve the financial statement 6/1/2026 through 6/30/2026. Motion passed, Director Fryar was absent for the vote.

10. Staff Updates:

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

11. Announcements and Comments from Board Members:

Director Ruiz: Requested an update on the Solano Community Fund account set up.

Director Stewart: Welcomed everyone back to school.



12. Executive Session: 1 Speaker: Jeffrey Worrell

At 7:46pm Chairperson Judt convened to executive session

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

At 9:02pm Chairperson Judt re-convened to regular session and reported the following: Direction Given

13. Meeting Adjourn: 10:09pm

Nicole Person, Board Secretary



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**INTERIM
GENERAL MANAGER**
Pamela Sloan

Policies and Personnel Committee Minutes Tuesday, August 25, 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

Meeting Began: 4:00 pm

1. Public Comment: N/A

2. Discussion Items

2.1 Discuss Conflict of Interest policy

- Discussed revisions to the Conflict-of-Interest Policy, including removing the Project Manager position; adding a Section C addressing independent contractors who may be required to file under limited disclosure requirements; explicitly stating the policy's required two-year review cycle; and correcting minor formatting inconsistencies, including spacing around quotations and "limited disclosure."

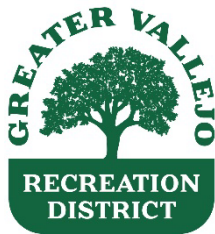
3. Meeting Adjourned: 4:20 pm

Check Register Report
Greater Vallejo Recreation District
For August 2026

<u>Check Nmber</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>
76469	08/04/26	CAPRI	366,435.25	1st half Prop. & Liab. + 1st Qtr W.C.
76478	08/04/26	Brightly Software, Inc.	32,169.03	Asset Essentials Work Order Software - Annual
76531	08/18/26	US Bank Corporate Payment System	26,503.51	CalCard Master Statement Payment
76515	08/10/26	P G & E	22,897.40	All Other Locations - July Services
76513	08/10/26	Pierce Electric	14,634.75	DF Electrical & Light repair
76532	08/18/26	Kay Cady-Johnson	6,226.50	Leisure Service Contract Instructor
76497	08/04/26	Verdin	5,960.00	Marketing Consultant
76472	08/04/26	P G & E	5,411.62	801 Heartwood
76484	08/04/26	Cougar Mountain Software	5,113.64	Financial Software & Web Host for Cloud
76498	08/06/26	Sonoma Auto Collision	5,000.00	Repair of Utility Truck damage
76481	08/04/26	Chemical Procurement Services, LLC	4,517.36	Pool Chemical Supplies
76510	08/06/26	The Jingle Lab LLC	4,000.00	Music Vendor for Events
76527	08/18/26	Isabel James	3,748.50	One People Tribe -L.S.C. Instructor at SVCC
76470	08/04/26	CARPD	3,500.00	CA Asociation of Rec. & Park Districts - Annual
76502	08/06/26	Commercial Energy Of Montana	2,998.44	Energy Service - Cunningham Pool
76495	08/04/26	NBS	2,953.48	Consultant for Measure K Analysis
76526	08/18/26	Big Creek Lumber & Building Materials	2,284.34	
76535	08/19/26	Acapulco Muffler Shop	2,258.13	
76533	08/18/26	Victor Wallace	2,184.00	Leisure Service Contract Instructor
76546	08/19/26	National Academy Of Athletics, Napa Valley	2,030.70	Leisure Service Contract Instructor
76493	08/04/26	Uline Shipping Supplies	1,918.65	Janitorial Supplies
76530	08/18/26	Recology Vallejo	1,837.19	Garbage Pick up Service
76548	08/19/26	Play-Well TEKologies	1,718.50	STEM CAMP Program
76541	08/19/26	Chondra Renee Harris	1,702.40	
76529	08/18/26	SiteOne Landscape Supply	1,545.49	Irrigation & Plumbing Supplies
76508	08/06/26	Pape Machinery, Inc	1,532.56	
76567	08/31/26	Turf Star, Inc.	1,402.07	Equipment Repair
76552	08/19/26	Frankie Valentine-Flores	1,379.00	Leisure Service Contract Instructor
76485	08/04/26	Crusader Fence	1,312.50	Richardson Park Gate repair
76503	08/06/26	Green Valley Aloha Saw & Mower	1,300.37	
76494	08/04/26	General Plumbing Supply Co	1,231.57	
ACH-3142370710	08/28/26	NuCO2	1,080.38	07/21/26 - gas to help distribute Chlorine
76509	08/06/26	Ring Central Inc.	863.82	District Phone System
76496	08/04/26	Sherwin-Williams	835.53	
76487	08/04/26	NuCO2	828.47	07/06/26 - gas to help distribute Chlorine
ACH-3142372258	08/28/26	NuCO2	801.88	08/05 - gas to help distribute Chlorine
76504	08/06/26	Steve Landaker	800.00	Sound Engineer
76516	08/11/26	Gerardo Ayala	750.00	
76518	08/11/26	Ana Ildefonso	750.00	
76534	08/19/26	Gabriel Lanusse	750.00	Executive Staff
76547	08/19/26	Nicole Person	743.71	Board Member - Leadership Conference Reim.
76544	08/19/26	Virlynda Luciano	742.00	Leisure Service Contract Instructor
76528	08/18/26	Security Enforcement Alliance	735.40	Park Lock Ups & Event Security
76468	08/04/26	Angelito Or Loana Claudio	707.00	Leisure Service Contract Instructor

<u>Check Nmbur</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>
76517	08/11/26	Rita Fryar	645.26	Board Member - Leadership Conference Reim.
76506	08/06/26	McKinley Elevator Corp	618.00	ADA Lift Maintenance/ Permit
76542	08/19/26	Karen Houston	572.60	Leisure Service Contract Instructor
76480	08/04/26	C-DAT	535.00	Finger Print Services
76556	08/27/26	We As One Inc	522.80	
76521	08/11/26	Mario Samayoa	509.91	
76501	08/06/26	Cintas Corporation	492.81	First Aid Supplies
76519	08/11/26	Jolly Ice Cream	445.00	Concessions Vendor
76492	08/04/26	VIP Fiber	444.00	Internet Provider: Multiple Locations
76537	08/19/26	Break It Down Soul Line Dance	421.20	Leisure Service Contract Instructor
76489	08/04/26	R & D Termite And Pest Control	420.00	Pest Control Services
76491	08/04/26	SiteOne Landscape Supply	416.52	Irrigation & Plumbing Supplies
76555	08/26/26	GNC2 Department Of Women	400.00	
76474	08/04/26	AV Structural Inc.	380.80	
76476	08/04/26	Big Creek Lumber & Building Materials	359.08	
76549	08/19/26	Theodore Rocha	351.75	Leisure Service Contract Instructor
76520	08/11/26	Lori Ospina	345.00	
76539	08/19/26	Irene Manalese Gopez	340.20	
76545	08/19/26	Lorna Mandap	299.60	Leisure Service Contract Instructor
76553	08/21/26	Franchise Tax Board	256.18	
76558	08/28/26	Chris Andrade	250.00	
76490	08/04/26	Sherwin-Williams	247.12	
76550	08/19/26	Karen Silas	225.00	Leisure Service Contract Instructor
76486	08/04/26	Les Schwab Tires	218.04	
76507	08/06/26	Napa Auto Parts BWS	216.91	
76538	08/19/26	Cynthia Combs	196.80	Leisure Service Contract Instructor
76566	08/28/26	Valencia Puu	181.00	
76563	08/28/26	Jose Nuno	158.31	
76479	08/04/26	AT&T	155.31	Phone Lines: Alarm Multiple Locations
76522	08/11/26	Corina Santa Ana	150.00	
76551	08/19/26	Frank Silveira	145.60	Leisure Service Contract Instructor
76525	08/17/26	Franchise Tax Board	139.87	
76483	08/04/26	Comcast	134.72	Internet Provider: Multiple Locations
76505	08/06/26	Les Schwab Tires	131.18	
76475	08/04/26	Bay Alarm Company	131.00	Alarm System Provider (exc. 401)
76471	08/04/26	Foster Lumber Yards	128.46	
76500	08/06/26	Big Creek Lumber & Building Materials	127.50	
76565	08/28/26	Sandy Tawaratsumida	109.77	
76536	08/19/26	Bay Area Driving School	104.98	Leisure Service Contract Instructor
76557	08/28/26	Ava Togonon	92.88	
76473	08/04/26	AT&T	84.89	Phone Lines: Alarm Multiple Locations
76540	08/19/26	Richard M Greig II	75.00	
76543	08/19/26	Steven Logoteta	75.00	Leisure Service Contract Instructor
76477	08/04/26	BPX Printing & Graphics	65.00	
76559	08/28/26	Roslynn Brown	55.95	
76488	08/04/26	Platt Electric Supply	53.96	
76560	08/28/26	Francesca Fogli	51.28	
76524	08/11/26	Kristina Zepeda	45.00	
76482	08/04/26	Cintas Corporation	44.63	First Aid Supplies
76511	08/06/26	Turf Star, Inc.	43.26	
76499	08/06/26	AAASpace	21.80	

<u>Check Nmb</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>
76554	08/25/26	Graysen Cox	10.00	
76561	08/28/26	Jade Ross	10.00	
76562	08/28/26	Kainoa Kalama	10.00	
76564	08/28/26	Ricamae Libut	8.99	



Agenda 9.1

BOARD COMMUNICATION

Date: September 10, 2026

TO: Board Chairperson and Directors

FROM: Antony Ryans, Recreation Services Director

SUBJECT: Request for Facility Fee Waiver – Robbin Mackbee Firefighter/EMS Youth Academy 10th Annual Awards and Recognition Ceremony

BACKGROUND AND DISCUSSION

The Greater Vallejo Recreation District (GVRD) has received a facility fee waiver request from Support For Actively Rising Youth (SFARY) for the Robbin Mackbee Firefighter/EMS Youth Academy 10th Annual Awards and Recognition Ceremony, scheduled for November 7, 2026, at the Dan Foley Cultural Center.

SFARY is a 501(c)(3) nonprofit organization that manages the Robbin Mackbee Firefighter/EMS Youth Academy in partnership with organizations including the City of Vallejo Fire Department, Vallejo City Unified School District, and Medic Ambulance Company. The Academy provides Vallejo youth with education and hands-on experiences in fire safety and prevention, first aid, CPR, disaster preparedness, civic responsibility, public speaking, and other youth development areas.

According to the applicant, the Academy has been provided to youth free of charge for the past ten years. Through its partnership with the Vallejo Fire Department and VCUSD, Academy cadets have also provided fire prevention and safety education to more than 3,000 elementary school students in Vallejo.

The November 7 event will recognize the achievements of Academy cadets and conclude the organization's tenth year of programming. The ceremony is anticipated to include approximately 200 cadets, family members, friends, staff, and community partners and will feature a cadet drill presentation, recognition speeches, live music, catered dinner, video presentation, and the presentation of badges, certifications, and awards.

The applicant has requested use of the Lake Room, Kitchen, Refreshment Center, Vista Room, and PA system at the Dan Foley Cultural Center. SFARY has requested financial assistance from GVRD because the Academy and its annual recognition event are provided without charge to participating youth and attendees.

Staff recognizes the significant community benefit associated with the Academy,

particularly its focus on youth development, public safety education, community service, and career exposure. At the same time, GVRD incurs direct operational expenses associated with facility use, staffing, security, setup, and facility maintenance.

Consistent with the District's interest in supporting community-serving nonprofit organizations while maintaining appropriate cost recovery, staff recommends a 50% waiver of eligible facility rental fees. Security, the cleaning and damage deposit, and setup/take-down charges would not be included in the waiver and would remain the responsibility of the applicant.

RECOMMENDATION

Board review the request and approve a 50% waiver of eligible facility rental fees for the Robbin Mackbee Firefighter/EMS Youth Academy 10th Annual Awards and Recognition Ceremony on November 7, 2026, at the Dan Foley Cultural Center. The waiver would exclude staffing, security, cleaning and damage deposits, and other direct or non-waivable costs.

FISCAL IMPACT

Staff recommend that the Board approve a 50% waiver of eligible facility rental fees totaling \$1,965.50 for the Robbin Mackbee Firefighter/EMS Youth Academy 10th Annual Awards and Recognition Ceremony scheduled for November 7, 2026, at the Dan Foley Cultural Center.

The applicant would remain responsible for the remaining 50% of eligible facility fees, as well as 100% of all required security, cleaning/damage deposit, setup/take-down, staffing, and other applicable direct costs.

Eligible Facility Fee	Full Fee	50% Waiver	Applicant Responsibility
Lake Room	\$2,684.00	\$1,342.00	\$1,342.00
Kitchen	\$737.00	\$368.50	\$368.50
Refreshment Center – 5 Hours	\$225.00	\$112.50	\$112.50
Vista Room – 5 Hours	\$185.00	\$92.50	\$92.50
PA System / Audio Visual	\$100.00	\$50.00	\$50.00
Total Eligible Fees	\$3,931.00	\$1,965.50	\$1,965.50

Direct/Non-Waived Cost	Amount
Cleaning & Damage Deposit	\$750.00
Required Security – 4 Guards / 6 Hours	\$960.00
Setup/Take-Down of Banquet Seating, if required	\$150.00
Total Direct/Non-Waived Costs	\$1,860.00

Based on the current fee information, the total event-related charges would be \$5,791.00, assuming banquet setup/take-down is required and the required four security guards are utilized. Under staff's recommendation, GVRD would waive \$1,965.50, and the applicant would remain responsible for approximately \$3,825.50.

The \$750 cleaning and damage deposit is included in the applicant's responsibility but

should be treated separately from revenue-generating rental fees because it is a refundable deposit subject to the terms of the District's facility rental policies.

ALTERNATIVES CONSIDERED

1. **Approve 50% of Eligible Facility Fees (Staff Recommended)**
Approve a 50% waiver totaling \$1,965.50 while requiring the applicant to pay the remaining eligible facility rental fees and all security, deposits, setup/take-down, staffing, and other direct costs. This option provides meaningful District support for a youth-serving nonprofit organization while maintaining partial cost recovery.
2. **Approve the Full Waiver of Eligible Facility Fees**
Approve a 100% waiver of eligible facility rental fees totaling \$3,931.00, while continuing to require payment of security, deposits, setup/take-down, staffing, and other applicable direct costs.
3. **Approve a Different Partial Waiver**
Approve a waiver at an amount or percentage determined by the Board. This option allows the Board to provide a different level of financial support while maintaining partial facility cost recovery.
4. **Deny the Request**
Require the applicant to pay all applicable facility rental and operational fees in accordance with the District's adopted fee schedule.

ENVIRONMENTAL REVIEW

This action is not considered a project under the California Environmental Quality Act (CEQA) and is therefore exempt from environmental review.

PROPOSED ACTION

Discussion and possible action to approve a 50% facility fee waiver totaling \$1,965.50 for Support For Actively Rising Youth's Robbin Mackbee Firefighter/EMS Youth Academy 10th Annual Awards and Recognition Ceremony to be held November 7, 2026, at the Dan Foley Cultural Center, with all required security, cleaning/damage deposit, setup/take-down, staffing, and other direct costs remaining the responsibility of the applicant.

DOCUMENTS AVAILABLE FOR REVIEW

Attachment A: 2026 Fee Waiver Request – Support For Actively Rising Youth / Robbin Mackbee Firefighter/EMS Youth Academy

Attachment B: Robbin Mackbee Firefighter/EMS Youth Academy Presentation



To Whom it May Concern with the Greater Vallejo Recreation District,

The Robbin Mackbee Firefighter EMS Youth Academy, a project that is managed by Support For Actively Rising Youth (SFARY), a 501(c)(3) non-profit organization that provides opportunities, resources and support for youth. Our primary partners are the City of Vallejo Fire Department, the Vallejo City Unified School District and Medic Ambulance Company. We are dedicated to providing life-saving skills and life-changing education to youth in Vallejo. Our program teaches high school students about fire safety and prevention, first-aid and CPR, as well as disaster preparedness. In addition, cadets gain valuable life skills including public speaking, fundamental civic responsibilities, and a variety of youth development topics that will assist youth in maximizing their potential.

For the past ten years, we have proudly offered the Robbin Mackbee Firefighter EMS Youth Academy to the community free of charge, ensuring that every interested young person has access to these vital opportunities. The City of Vallejo has continuously supported our efforts, both socially and financially, and we remain committed to giving back to this community that gives us so much. With the assistance of the Vallejo Fire Department and the V.C.U.S.D., our student/cadets have trained over 3,000 elementary children in Vallejo about fire prevention and safety.

On November 7th, 2026, we plan to host our 10th Year Annual Awards and Recognition Ceremony at the Dan Foley Cultural Center. This event celebrates the dedication and achievements of our student/cadets. We invite their families and friends to learn about the many accomplishments they have had over the academy year. We provide awards and acknowledgements for those who have gone above and beyond. Additionally we invite high standing community members from the City of Vallejo, Vallejo Fire Department, Medic Ambulance Company, VCUSD, and many more, to participate in this celebration. Through food, stories, and celebration, we look forward to this end of the year event.

We are excited about the opportunity to collaborate with the Greater Vallejo Recreation District on this special occasion. GVRD is a cornerstone of our community, and we value the opportunity to strengthen our partnership. We sincerely appreciate your time, generosity, and ongoing support of programs that uplift Vallejo's youth and the community as a whole.



Our Organization and Leadership:

The Robbin Mackbee Firefighter/EMS Youth Academy is a program sponsored by Support For Actively Rising Youth (SFARY). SFARY is managed by a board of directors which includes: Retired Battalion Chief Byron Berhel (Founder/C.E.O), Deborah Berhel (Co-Founder), Cheryl Maier, Dr. Aleisha Dobbins Ph.D, Battalion Chief Kieth Cormier, and Battalion Chief Rico Rincon. Additionally, SFARY has key staff members such as Nick Berhel (C.O.O) and Lisa Grant-Dawson (C.F.O). The Robbin Mackbee Firefighter EMS Youth Academy has two staff members overseeing all of its program needs, Taylor Queen (Program Manager) and Crystal Fraire (Academy Director). We also empower our youth to step up in peer leadership roles as lieutenants.

The Awards and Recognition Ceremony:

Our end of the year event is a 2 hour event dedicated to the recognition and celebration of our cadets. Activities include a drill presentation from our cadets, speeches describing the many events and accomplishments throughout the year, live music, a catered dinner, a video recap created by our Media Arts Team, and to wrap up the evening the cadets receive their badges, certifications, and awards! This event's attendees include our cadets, staff, cadet families and friends, and key community members. Overall it is a celebration and a memorable event for all attendees.

Community Benefit and Anticipated Impact:

Our program has three core values: Academic Achievement, Community Service and Self-Discipline. We instill these values into our cadets throughout the 9 month program. Cadets attend every Saturday morning throughout these 9 months and are provided a uniform, breakfast, life-saving knowledge, and certifications, all free of charge. These cadets have worked hard to better themselves, on their own time, and deserve to be recognized and celebrated. Not only do the cadets themselves benefit from this event, but their families are able to appreciate the hard work their children have put in. Additionally, this event allows us to spread awareness to our community of the importance of learning fire safety, CPR, First Aid, and joining their local Community Emergency Response Teams (CERT). At the event you can sign up to take classes in any of those aforementioned topics. We anticipate approximately 200 guests, mostly family, friends, and supporters, all attending to support something positive in their community.

Facility Request:

Our event will take place at the wonderful Dan Foley Cultural Center on November 7th.. We have requested usage of the Lake Room, Vista Room, and Refreshment Center. We want to ensure we have a comfortable amount of space for all of our attendees. Additionally we will be catering food, presenting awards, and much more which perfectly fit the Dan Foley Space.



Total amount of requested fee waivers / Financial Need:

Our event and overall program are provided at no cost to participants. Attendees are not charged for any services, and all cadets have the opportunity to participate fully in the program regardless of their economic circumstances.

We believe that every member of our community should have an equal opportunity to participate, and this would not be possible without the generosity, goodwill, and support of our community partners and sponsors.

Support For Actively Rising Youth is a 501(c)(3) nonprofit organization that makes the Robbin Mackbee Firefighter/EMS Youth Academy possible by the continued support and assistance of our community. Attached is an outline of the fees associated with using the Dan Foley facility for the requested date and time.

We respectfully hope that as much of these costs as possible can be waived or reduced. We completely understand that providing the facility at no cost may not be possible, and we sincerely appreciate any level of assistance you may be able to offer. Any support would make a meaningful difference in helping us continue to provide this program free of charge to the youth in our community.

Thank you for considering our request and for supporting our mission to ensure that every young person has access to meaningful opportunities, regardless of their financial circumstances.

OUR AWARDS AND RECOGNITION CEREMONY

Presented By:

The Robbin Mackbee Firefighter
EMS Youth Academy

A PROJECT OF
SFARY
SUPPORT FOR ACTIVELY RISING YOUTH



About Us:

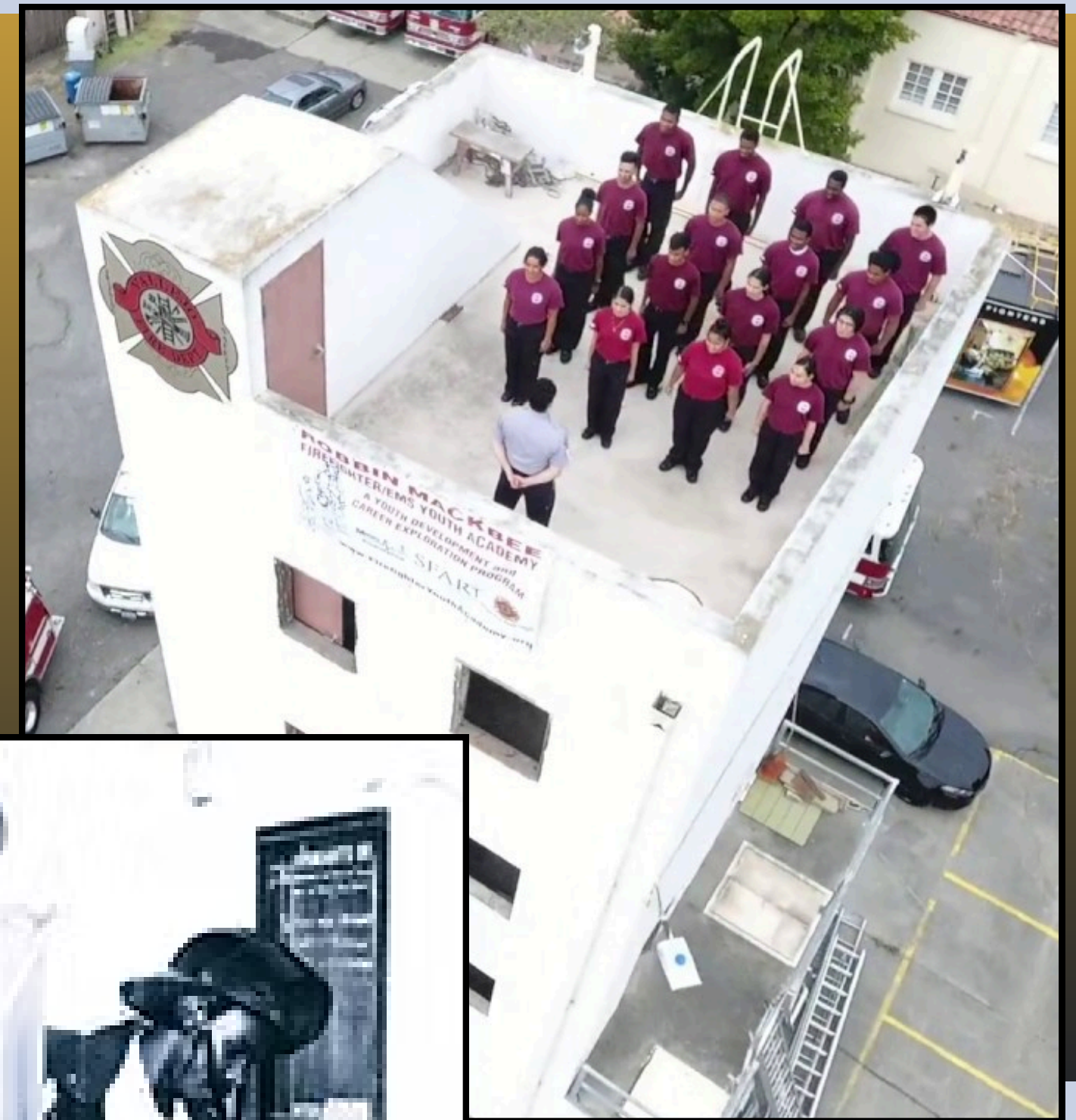
Managed by the 501C3 Non-Profit Support
for Actively Rising Youth (SFARY)

Partnered with Vallejo Fire Department, Medic
Ambulance, and Vallejo School District

Focused on Youth Development and
Career Exploration for youth (ages 13-
18) in the Greater Vallejo Area

Dedicated to imbuing participants with the
three Core Values:

- 1) Academic Achievement
- 2) Community Service
- 3) Self-Discipline



Named in Honor of fallen Vallejo Firefighter Robbin Mackbee

Our Cadets Achievements:

Learned:

- 1) Fire Safety, Science, and Extinguishment
- 2) Basic Life Support CPR/AED, First Aid, EMS operations
- 3) Disaster Preparedness, Light Search and Rescue, Disaster Psychology and much more...

Certified in:

- BLS CPR
- Stop the Bleed
- Community Emergency Response Teams

Pushed themselves:

- During Physical Challenges
- Written Topic Tests
- To go Outside their Comfort Zone

AND OVERALL STAYING COMMITTED TO OUR CORE PRINCIPLES, BOTH IN AND OUTSIDE OF OUR PROGRAM



Commitment to Community:



Fire Safety and Prevention Trailer



Media Arts Program



Stop Drop and Roll



Community CPR Classes



CERT



Community Clean Ups

Organization & Leadership

SFARY Board of Directors



Mrs. Deborah Berhel



Retired Battalion Chief Byron Berhel (Founder/ C.E.O)



Battalion Chief Kieth Cormier



Dr. Aleisha Dobbins Ph.D



Battalion Chief Rico Rincon



Ms. Cheryl Maier

Organization & Leadership

Program Leaders



Nick Berhel; COO



Crystal Fraire; Academy Director



Taylor Queen; Program Manager



Lisa Grant-Dawson; CFO

We also empower cadets to become leaders amongst their peers as lieutenants.

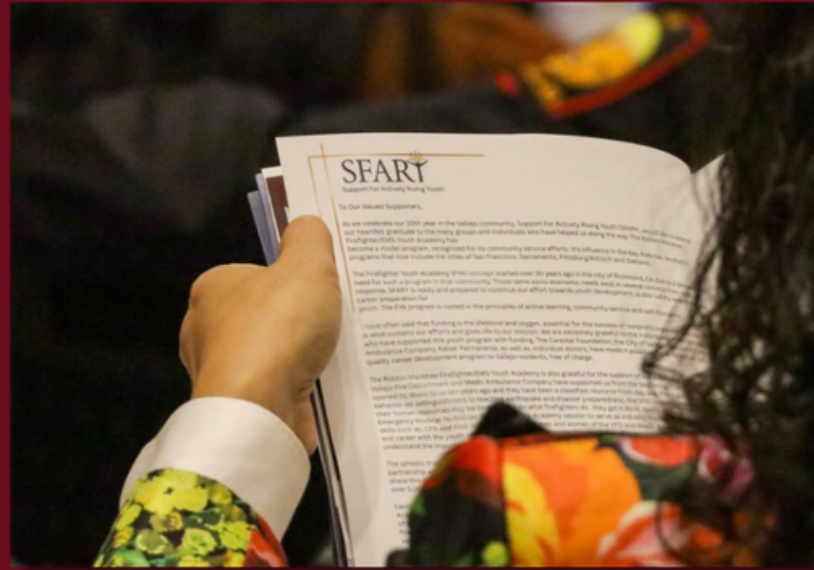


The Awards and Recognition Ceremony:



- Doors Open
- Cadet Entrance Drills
- The Star Spangled Banner ~performed by Santiago Gutierrez
- Dinner is served
- History of the Firefighter Youth Academy
- Recognition of Vallejo Fire Department
- Recognition of Medic Ambulance Company
- Special Presentation from Medic Ambulance
- CERT and Donation Raffle
- Recognition of Program Sponsors
- Video Presentation
- Appreciation of the Core Principles
- Badge Pinning
- Closing Remarks

Community Benefit and Anticipated Impact:



Facility Request:



Dan Foley Cultural Center



Total amount of requested fee waivers / Financial Need:

Anything Helps!



Look at those smiling faces :)

**Thank You
for your
Support!**



Agenda 9.2

BOARD COMMUNICATION

Date: September 10, 2026

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

FROM: Andrew Shen, Legal Counsel

SUBJECT: Updated Conflict of Interest Waiver for Renne Public Law Group

BACKGROUND

1. Conflict of Interest Rules for Attorneys

Attorneys practicing in California are subject to conflict of interest rules established by the California Rules of Professional Conduct. Among other restrictions, these conflict of interest rules address a law firm's obligations when it is representing clients with potentially divergent interests.

One such circumstance arises when a law firm is simultaneously representing two clients with potentially divergent interests, even if the law firm's representation of each client involves entirely unrelated matters. In this situation, even though the matters are unrelated, law firms should inform their clients of the circumstances and seek a written waiver of this potential conflict of interest from each client. To address client concerns, it is common for law firms to separate (or "screen") the individual attorneys representing each respective client.

Renne Public Law Group (RPLG) began its representation of GVRD in January 2023. In that time, there have been occasions in which the City of Vallejo (City) has sought to retain RPLG in unrelated matters. To fulfill its obligations under the California Rules of Professional Conduct, RPLG has sought conflict of interest waivers from GVRD as described below.

2. First Conflict of Interest Waiver – February 22, 2024

At its February 22, 2024 meeting, the Board of Directors (Board) approved a request from RPLG for a conflict of interest waiver. The need for the waiver arose from the City's request that RPLG provide assistance with internal investigations.

At that time, Legal Counsel was handling two GVRD matters involving the City, transfer of the Crest Ranch property and impact fees.

To support the waiver, RPLG agreed not to assign attorneys advising GVRD on Crest

Ranch and impact fees to also advise the City on the internal investigations. The conflict of interest waiver also provided that RPLG would not represent either agency in litigation against the other.

A copy of the February 22, 2024, conflict of interest waiver is attached.

3. Second Conflict of Interest Waiver – September 25, 2025

On September 25, 2025, RPLG presented a second conflict of interest waiver to the Board. In this second conflict of interest waiver, RPLG informed the Board that the internal investigations addressed in the February 22, 2024, waiver had concluded. However, the City had again engaged RPLG to conduct an independent third-party investigation.

In support of this second waiver, RPLG agreed to similar conditions regarding attorney assignments, providing that attorneys advising GVRD on impact fees, the Master Lease, and potential real property matters would not also advise the City on any investigations. This second waiver also provided that RPLG would not represent either agency in litigation against the other.

A copy of the September 25, 2025, conflict of interest waiver is attached.

4. Proposed Conflict of Interest Waiver

The proposed conflict of interest waiver is similar to the prior waivers described above. The investigation addressed by the September 25, 2025, waiver has concluded, and the City engaged RPLG to conduct another independent third-party investigation.

The proposed conflict of interest waiver proposes similar conditions regarding attorney assignments and potential litigation. The waiver also provides a brief update regarding GVRD matters involving the City.

Thank you for your consideration, and I look forward to any questions.

COMMITTEE REVIEW

None

DOCUMENTS AVAILABLE FOR REVIEW

Attachment A: First Conflict of Interest Waiver, approved February 29, 2024
Attachment B: Second Conflict of Interest Waiver, approved September 25, 2025
Attachment C: Proposed Conflict of Interest Waiver



350 Sansome Street | Suite 300
San Francisco, CA 94104

Andrew Shen
Senior Counsel
415. 848. 7254
ashen@publiclawgroup.com

February 29, 2024

Honorable Board of Directors
Greater Vallejo Recreation District
395 Amador Street
Vallejo, CA 94590

Dear Board of Directors,

I write to inform you of a potential conflict of interest and seek your waiver of this conflict of interest on behalf of the Greater Vallejo Recreation District (“GVRD”). The potential conflict of interest arises from RPLG’s current representation of the City of Vallejo (“City”).

The City recently engaged Renne Public Law Group (“RPLG”) to provide legal assistance with upcoming labor negotiations on behalf of the City. Likewise, the City previously engaged RPLG to provide legal assistance with certain internal investigations.

The potential conflict of interest is as follows. RPLG represents GVRD as District Counsel through Senior Counsel Andrew Shen. As District Counsel, Mr. Shen is currently advising GVRD regarding three matters that may implicate the City. The first matter is a potential real estate transaction for the Crest Ranch Property known as “Country Club Crest Unit No. 8.” As you are aware, the current parties to this transaction are the City and the Vallejo City Unified School District. But it is possible that at a future date, GVRD will become more directly involved in this transaction with the City. The second matter involves the collection and disposition of impact fees that the City collects under the Vallejo Municipal Code for park, recreational, and open space uses. As you know, the City and GVRD are in discussions regarding these impact fees and how GVRD may best access fees collected by the City. The third matter relates to the Master Lease between GVRD and the City, which addresses the agencies’ responsibilities with respect to park maintenance and management. GVRD plans to propose a revised Master Lease that will involve further discussions with the City and its City Attorney’s Office. At this time, none of these matters have risen to an actual conflict of interest or any direct adversity. But out of an abundance of caution, RPLG wishes to address any potential conflict of interest as soon as possible.

While the aforementioned GVRD issues are entirely unrelated to the matters on which RPLG represents the City, RPLG’s representation of GVRD may result in adversity against the City in the future. But to be clear, in no instance will RPLG represent GVRD in any litigation against the City, and vice versa.

February 29, 2024

Page 2

Under Rule 1.7 of the Rules of Professional Conduct, where there is a potential conflict of interest generated by the firm's concurrent representation of two clients, we are required to obtain a written waiver from each client to proceed. By this letter, we provide the complete proposed terms for the limited conflicts waiver and request GVRD's consent to the same. We have asked the City, through City Attorney Veronica Nebb, to execute a similar waiver.

We do not believe that there is a risk that our representation of either client will be materially limited by the representation of both parties, as the services RPLG will provide to GVRD and the City relate to entirely separate matters. RPLG believes that our attorneys and staff will be able to simultaneously provide competent and diligent representation to the City and GVRD in these respective matters.

To support this waiver, RPLG will not assign attorneys and staff advising GVRD on the above real estate, impact fee, and Master Lease matters to also advise the City on labor negotiations and internal investigations.

We are happy to discuss this further with you and invite your questions and you of course may, in your discretion, consult with other legal counsel concerning the terms of this waiver agreement. To memorialize your consent regarding RPLG's representation of GVRD and the City and thus waive the conflict as set forth here, please sign below and return your signed waiver to us at your earliest convenience.

Sincerely,



Andrew Shen

Consent and Waiver

I have read the disclosure set forth above and, on behalf of the Greater Vallejo Recreation District, and per the Board of Directors' approval at its February 22, 2024, regular meeting, hereby waive the conflict of interest identified above.

By: 

Rizal Aliga, Chair, Greater Vallejo Recreation District Board of Directors

Date: 03/01/2024



350 Sansome Street | Suite 300
San Francisco, CA 94104

Andrew Shen
Partner
415. 848. 7254
ashen@publiclawgroup.com

September 25, 2025

Honorable Board of Directors
Greater Vallejo Recreation District
395 Amador Street
Vallejo, CA 94590

Dear Board of Directors,

I write to inform you of a potential conflict of interest and seek your waiver of this conflict of interest on behalf of the Greater Vallejo Recreation District ("GVRD"). The potential conflict of interest arises from RPLG's current representation of the City of Vallejo ("City"). The following updates the conflict of interest waiver previously approved by the Board of Directors ("Board") on February 29, 2024. A copy of the prior waiver is attached for reference.

The City recently engaged Renne Public Law Group ("RPLG") to conduct an independent third-party investigation. The prior investigations referenced in the February 29, 2024, have concluded. RPLG has not been engaged by the City for any labor negotiations, but it may do so in the future.

The potential conflict of interest is as follows. RPLG represents GVRD as District Counsel through Partner Andrew Shen. As District Counsel, Mr. Shen is currently or potentially advising GVRD regarding three types of matters that implicate the City. The first matter involves the collection and disposition of impact fees that the City collects under the Vallejo Municipal Code for park, recreational, and open space uses. As you know, the City and GVRD are in discussions regarding these impact fees and how GVRD may best access fees collected by the City. The second matter relates to the Master Lease between GVRD and the City, which addresses the agencies' responsibilities with respect to park maintenance and management. GVRD plans to propose a revised Master Lease that will involve further discussions with the City and its City Attorney's Office. Neither of these matters have risen to an actual conflict of interest or any direct adversity. The third potential matter would include any real property transactions between GVRD and the City. At this time, GVRD and the City are not in discussions or negotiations regarding any real property transactions. But it is possible that such matters may arise in the future. Despite the absence of any actual conflict of interest, RPLG wishes to address these potential conflict of interests.

While the aforementioned GVRD issues are entirely unrelated to the matters on which RPLG represents the City, RPLG's representation of GVRD may result in adversity against

September 25, 2025

Page 2

the City in the future. But to be clear, in no instance will RPLG represent GVRD in any litigation against the City, and vice versa.

Under Rule 1.7 of the Rules of Professional Conduct, where there is a potential conflict of interest generated by the firm's concurrent representation of two clients, we are required to obtain a written waiver from each client to proceed. By this letter, we provide the complete proposed terms for the limited conflicts waiver and request GVRD's consent to the potential conflicts identified above. We will ask the City, through City Attorney Veronica Nebb, to execute a similar waiver.

We do not believe that there is a risk that our representation of either client will be materially limited by the representation of both parties, as the services RPLG will provide to GVRD and the City relate to entirely separate matters. RPLG believes that our attorneys and staff will be able to simultaneously provide competent and diligent representation to the City and GVRD in these respective matters.

Consistent with the prior waiver, RPLG will not assign attorneys advising GVRD on the above impact fee, Master Lease or potential real property matters to also advise the City on its recently-initiated investigation and any potential labor negotiations for the City.

In an abundance of caution, I also want to inform you of RPLG's specific assignments for the City and GVRD matters. Managing Partner Jon Holtzman is currently supervising the aforementioned independent investigation for the City. Jon is also planning on advising GVRD on its upcoming labor negotiations in 2026, as he did in 2023. While Jon may be involved in both matters simultaneously, neither of these matters involve both GVRD and the City, and we do not see any reason that his involvement in these two very distinct matters would impact our representation of GVRD.

We are happy to discuss this further with you and invite your questions and you of course may, in your discretion, consult with other legal counsel concerning the terms of this waiver agreement. To memorialize your consent regarding RPLG's representation of GVRD and the City and thus waive the potential conflicts as set forth here, please sign below and return your signed waiver to us at your earliest convenience.

Sincerely,



Andrew Shen

September 25, 2025

Page 3

Consent and Waiver

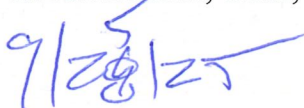
I have read the disclosure set forth above and, on behalf of the Greater Vallejo Recreation District, and per the Board of Directors' approval at its September 25, 2025, regular meeting, hereby waive the conflict of interest identified above.

By:



Robert Briseño, Chair, Greater Vallejo Recreation District Board of Directors

Date:





350 Sansome Street | Suite 300
San Francisco, CA 94104

Andrew Shen
Partner
415. 848. 7254
ashen@publiclawgroup.com

September 10, 2026

Honorable Board of Directors
Greater Vallejo Recreation District
395 Amador Street
Vallejo, CA 94590

Dear Board of Directors,

I write to inform you of a potential conflict of interest and seek your waiver of this conflict of interest on behalf of the Greater Vallejo Recreation District (“GVRD”). The potential conflict of interest arises from RPLG’s current representation of the City of Vallejo (“City”). The following updates the conflict of interest waivers previously approved by the Board of Directors (“Board”) on February 29, 2024, and September 25, 2025. Copies of the prior waivers are attached for reference.

The City recently engaged Renne Public Law Group (“RPLG”) to conduct an independent third-party investigation. Please note that the prior investigation referenced in the September 25, 2025, conflict of interest waivers has concluded. Otherwise, RPLG is not handling any matters for the City.

The potential conflict of interest is as follows. RPLG represents GVRD as District Counsel through Partner Andrew Shen. As District Counsel, Mr. Shen is currently or potentially advising GVRD regarding three types of matters that implicate the City.

The first matter involves the collection and disposition of impact fees that the City collects under the Vallejo Municipal Code for park, recreational, and open space uses. As you know, the City and GVRD are in discussions regarding these impact fees and how GVRD may best access fees collected by the City. The second matter relates to the Master Lease between GVRD and the City, which addresses the agencies’ responsibilities with respect to park maintenance and management. GVRD has not yet formally started any discussions with the City regarding the Master Lease, but they may begin in the near future. The third potential matter would include any real property-related contracts or transactions between GVRD and the City. At this time, GVRD and the City are not in negotiations regarding any real property transactions. But it is possible that such matters may arise in the future. Currently, GVRD and the City are in the process of reviewing and approving (1) a maintenance agreement for the Crescent Park Tot Lot Playground and (2) a sublease of 500 Amador Street. None of these matters have risen to actual adversity.

September 10, 2026

Page 2

While the aforementioned GVRD issues are entirely unrelated to the matters on which RPLG may represent the City, RPLG's representation of GVRD could result in adversity against the City in the future. But to be clear, in no instance will RPLG represent GVRD in any litigation against the City, and vice versa.

Under Rule 1.7 of the Rules of Professional Conduct, where there is a potential conflict of interest generated by the firm's concurrent representation of two clients, we are required to obtain a written waiver from each client to proceed. By this letter, we provide the complete proposed terms for the limited conflicts waiver and request GVRD's consent to the potential conflicts identified above. We will ask the City, through City Attorney Veronica Nebb, to execute a similar waiver.

We do not believe that there is a risk that our representation of either client will be materially limited by the representation of both parties, as the services RPLG will provide to GVRD and the City relate to entirely separate matters. RPLG believes that our attorneys and staff will be able to simultaneously provide competent and diligent representation to the City and GVRD in these respective matters.

Consistent with the prior waivers, RPLG will not assign attorneys advising GVRD on the above impact fees, the Master Lease or potential real property matters to also advise the City on its recently-initiated investigation.

We are happy to discuss this further with you and invite your questions and you of course may, in your discretion, consult with other legal counsel concerning the terms of this waiver. To memorialize your consent regarding RPLG's representation of GVRD and the City and thus waive the potential conflicts as set forth here, please sign below and return your signed waiver to us at your earliest convenience.

Sincerely,



Andrew Shen

September 10, 2026

Page 3

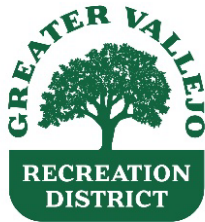
Consent and Waiver

I have read the disclosure set forth above and, on behalf of the Greater Vallejo Recreation District, and per the Board of Directors' approval at its September 10, 2026, regular meeting, hereby waive the conflict of interest identified above.

By:

Thomas Judt, Chair, Greater Vallejo Recreation District Board of Directors

Date:



Agenda 9.4

BOARD COMMUNICATION

Date: September 10, 2026

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

FROM: Andrew Shen, Legal Counsel

SUBJECT: **Adopt Resolution 2026-07 Regarding Salaries and Wage Increase (Effective August 16, 2026) for Unrepresented Employees**

BACKGROUND AND DISCUSSION

There are six full-time Unrepresented employees at the Greater Vallejo Recreation District ("GVRD"): Finance Director, Recreation Director, Parks and Facilities Director, Human Resources Director, Human Resources Coordinator, and Board Clerk. 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 August 13, 2026, regular meeting, the Board of Directors ("Board") adopted successor memoranda of understanding with its recognized employee unions, Service Employees International Union ("SEIU") Local 1021 and International Brotherhood of Electrical Workers ("IBEW") Local 1245, for July 1, 2026, through June 30, 2029. The adopted memoranda of understanding with SEIU and IBEW provided an immediate 3.5% wage increase for their members, effective the first full pay period following the adoption of the MOUs by the Board (August 16, 2026).

Staff has prepared the attached 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 proposed resolution also provides unrepresented employees with the same immediate 3.5% wage increase, also effective August 16, 2026.

RECOMMENDATION

Adopt a Resolution formally establishing salaries for unrepresented employees and approving wage increases, effective August 16, 2026.

FISCAL IMPACT

The proposed Resolution provides for a 3.5% wage increase, effective August 16, 2026. The total cost of the unrepresented employee wage increase is expected to have a moderate fiscal effect for the remainder of the fiscal year.

ALTERNATIVE ACTIONS CONSIDERED

None

COMMITTEE REVIEW

None

DOCUMENT AVAILABLE FOR REVIEW:

Attachment A: Resolution 2026-07 of the Greater Vallejo Recreation District Regarding Salaries and Wage Increase (Effective August 16, 2026) for Unrepresented Employees



RESOLUTION NUMBER 2026-07

A RESOLUTION OF THE GREATER VALLEJO RECREATION DISTRICT REGARDING SALARIES AND WAGE INCREASE FOR UNREPRESENTED EMPLOYEES

WHEREAS, the Greater Vallejo Recreation District ("GVRD") has six full-time unrepresented employees: Finance Director, Recreation Director, Parks and Facilities Director, Human Resources Director, Human Resources Coordinator, and Board Clerk; and

WHEREAS, GVRD's unrepresented employees do not belong to any of the GVRD's recognized employee labor 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; and

WHEREAS, GVRD recently reached agreement with the Service Employees International Union Local 1021 on a new MOU, adopted by the Board on August 13, 2026, providing a wage increase of 3.5%, effective August 16, 2026; and

WHEREAS, GVRD recently reached agreement with the International Brotherhood of Electrical Workers Local 1245 on a new MOU, adopted by the Board on August 13, 2026, providing a wage increase of 3.5%, effective August 16, 2026; and

WHEREAS, GVRD desires to adopt a salary resolution for unrepresented employees that provides the same wage increase for its unrepresented employees;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors for the Greater Vallejo Recreation District hereby formally establishes and memorializes the salaries of its unrepresented employees, as of July 1, 2025, as shown in Exhibit A, attached hereto and incorporated herein; and

NOW, THEREFORE, BE IT ALSO RESOLVED that the Board of Directors for the Greater Vallejo Recreation District hereby authorizes a 3.5% wage increase for its unrepresented employees, effective August 16, 2026, as shown in Exhibit B, attached hereto and incorporated herein.

ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on the 10th day of September 2026 by the following vote:

Ayes:

Noes:

Absent:

Attest: _____
Kimberly Pierson, Board Clerk

GVRD Board Chairperson, Thomas Judt

Pay Range Table - Full Time - Unrepresented Staff									
Effective 07/01/25									
<u>Range</u>	<u>Title</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
43	Human Resources Coordinator	Hourly 7/1/25	30.41	31.94	33.54	35.22	36.98	38.83	40.79
		Bi-weekly	2,432.80	2,555.20	2,683.20	2,817.60	2,958.40	3,106.40	3,263.20
		Monthly	5,271.07	5,536.27	5,813.60	6,104.80	6,409.87	6,730.53	7,070.27
		Annually	63,252.80	66,435.20	69,763.20	73,257.60	76,918.40	80,766.40	84,843.20
63	Assistant to the GM/Board Clerk	Hourly 7/1/25	46.44	48.76	51.20	53.77	56.46	59.28	62.26
		Bi-weekly	3,715.20	3,900.80	4,096.00	4,301.60	4,516.80	4,742.40	4,980.80
		Monthly	8,049.60	8,451.73	8,874.67	9,320.13	9,786.40	10,275.20	10,791.73
		Annually	96,595.20	101,420.80	106,496.00	111,841.60	117,436.80	123,302.40	129,500.80
67	Recreation Services Director	Hourly 7/1/25	55.77	58.57	61.51	64.58	67.81	71.20	74.77
		Bi-weekly	4,461.60	4,685.60	4,920.80	5,166.72	5,424.80	5,696.31	5,981.34
		Monthly	9,666.80	10,152.13	10,661.73	11,193.87	11,753.73	12,341.33	12,960.13
		Annually	116,001.60	121,825.60	127,940.80	134,334.72	141,044.80	148,104.03	155,514.83

Pay Range Table - Full Time - Unrepresented Staff									
Effective 08/16/26									
Range	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
43	Human Resources Coordinator	Hourly 8/16/26	31.47	33.06	34.71	36.45	38.27	40.19	42.22
		Bi-weekly	2,517.95	2,644.63	2,777.11	2,916.22	3,061.94	3,215.12	3,377.41
		Monthly	5,455.56	5,730.04	6,017.08	6,318.47	6,634.22	6,966.10	7,317.73
		Annually	65,466.65	68,760.43	72,204.91	75,821.62	79,610.54	83,593.22	87,812.71
63	Assistant to the GM/Board Clerk	Hourly 8/16/26	48.07	50.47	52.99	55.65	58.44	61.35	64.44
		Bi-weekly	3,845.23	4,037.33	4,239.36	4,452.16	4,674.89	4,908.38	5,155.13
		Monthly	8,331.34	8,747.54	9,185.28	9,646.33	10,128.92	10,634.83	11,169.44
		Annually	99,976.03	104,970.53	110,223.36	115,756.06	121,547.09	127,617.98	134,033.33
67	Recreation Services Director Parks and Facilities Director Human Resources Director Finance Director	Hourly 8/16/26	57.72	60.62	63.66	66.84	70.18	73.69	77.39
		Bi-weekly	4,617.76	4,849.60	5,093.03	5,347.56	5,614.67	5,895.68	6,190.69
		Monthly	10,005.14	10,507.45	11,034.89	11,585.66	12,165.11	12,773.28	13,413.73
		Annually	120,061.66	126,089.50	132,418.73	139,036.44	145,981.37	153,287.67	160,957.85

**Interim General Manager Report
September 10, 2026**

Solano County 2 X 2: The district heard from the Solano County Administrator Office regarding the 2 X 2 resolution. The Assistant County Administrator met with Supervisors James and Brown regarding the 2 X 2 District Resolution. Both Supervisors meet regularly with their appointees to GVRD and as such did not feel that a 2x2 was necessary at this time. However, they stated that the District General Manager could reach out any time as they are always happy to coordinate and collaborate.

JLSP Foundation: The district met with the JLSP Foundation on Monday, August 31, 2026. The JLSP Foundation operates transitional housing in Vallejo with capacity for 20+ residents, primarily serving justice-impacted adults and veterans. They are registered 501(c)(3) and an approved vendor with both Solano County Probation and California state parole. They are interested in a partnership with the district to put together a small workforce pilot around existing needs: litter pickup, trail or grounds maintenance, event setup, facilities support, or other areas of work. The district is looking into the logistics of implementing such a program. There are two issues currently to consider, and they are funding the workers, which the district does not have and whether it is a violation of the labor agreements.

Vallejo City Unified School District: As a result of the meeting with the Vallejo City Unified School District Superintendent, GVRD is collaborating with the school district to promote programs and services and to educate the student core about the scholarship program. Attachment "A" lays out the district's action plan to utilize the school district peachjar communication system to educate the student core of programs/services/scholarship opportunities.

Franklin Project Update - Vallejo Flood and Wastewater District: The district met with the Vallejo Flood and Water District (VFWD) to discuss plan review comments and permit-related fees assessed to the Franklin project. Initially VFWD assessed the GVRD with the sewer fees but confirmed that the ongoing sewer fees and the repairs associated with school district infrastructure should be routed back to the school district. These items will not hold up the project's progress.

As for the capacity fees, VFWD clarified that these fees cannot be waived under any circumstances. However, there may be some allowance if historical impervious area has previously been permitted and paid for. This would depend on verification of past payments from the School District. The current capacity fees are approximately \$64,705 per acre, based on the pavement area included in the project.

GVRD School-Based Outreach & Marketing Strategy
Vallejo Unified School District, Charter & Private Schools

Purpose

Recreation Services will implement a coordinated school-based marketing and outreach strategy to increase awareness of Greater Vallejo Recreation District (GVRD) programs, events, scholarships, and youth engagement opportunities among Vallejo students and families.

The strategy will establish a consistent presence within Vallejo City Unified School District (VCUSD), charter schools, and private schools while improving GVRD's ability to communicate directly with families throughout the school year.

The primary goals are to:

- Increase awareness of GVRD recreation opportunities among Vallejo youth and families.
- Expand access to programs for families who may not currently engage with GVRD.
- Increase awareness and utilization of scholarship opportunities.
- Strengthen participation among teens and traditionally harder-to-reach age groups.
- Gather youth and family feedback to help guide Measure P-supported recreation investments.
- Provide consistent English and Spanish outreach materials to improve accessibility.
- Establish stronger working relationships with schools and school administrators.

1. VCUSD Outreach – Peachjar

Peachjar will serve as one of GVRD's primary digital distribution tools for reaching VCUSD students and families. Recreation Services will coordinate regular electronic flyer distribution through the platform rather than limiting school outreach to individual or occasional program announcements.

Planned Peachjar Promotions

GVRD will prioritize distribution of:

Seasonal Activity Guides

- Spring/Summer Activity Guide
- Fall/Winter Activity Guide
- Registration opening announcements
- Direct links and QR codes to online registration

Monthly Programs & Community Events

- Major GVRD community events
- Youth recreation programs
- Camps and school-break activities
- Aquatics and swim lessons
- Sports programs and leagues
- Children's Wonderland activities
- Free and low-cost recreation opportunities

Scholarship Opportunities

- GVRD youth scholarship program
- Scholarship application periods
- Eligibility and application information
- English and Spanish scholarship materials

Measure P Youth Engagement

- Measure P Youth Recreation Survey
- Opportunities for youth to provide input on recreation priorities
- Measure P-funded programs and activities
- Special free or reduced-cost youth opportunities supported through Measure P

Teen-Specific Opportunities

- Teen programs and special events

- Teen Council and youth leadership opportunities
- Counselor-in-Training opportunities
- Volunteer and community service opportunities
- Teen recreation, sports, and enrichment activities
- Youth employment and workforce-development opportunities, when available

2. Targeted School-Based Marketing

GVRD will move beyond a one-size-fits-all approach by aligning marketing materials with the age groups served by individual schools.

Elementary Schools

Primary messaging will focus on:

- Before- and after-school recreation
- School-break and summer camps
- Swim lessons
- Youth sports
- Children's Wonderland
- Family and community events
- Scholarships
- Free and low-cost programs

Middle Schools

Primary messaging will focus on:

- Teen and pre-teen programming
- Sports and aquatics
- Camps
- Special events
- Leadership opportunities
- Scholarships

- Measure P Youth Survey and engagement opportunities

High Schools

Primary messaging will focus on:

- Teen-specific recreation
- Counselor-in-Training opportunities
- Volunteer/community service hours
- Teen Council and leadership
- Employment opportunities
- Aquatics and sports
- Measure P engagement
- Scholarships and reduced-cost recreation opportunities

This approach will allow GVRD to distribute information that is more relevant to students rather than sending every promotional item to every school.

3. Charter & Private School Outreach

Because not all Vallejo students attend VCUSD schools, Recreation Services will develop and maintain a distribution network for local charter and private schools.

GVRD will identify a primary administrative or family-engagement contact at each school and establish a recurring process for distributing recreation information.

Outreach may include:

- Digital flyers for school newsletters and parent communications
- Activity Guide distribution
- Printed flyers when appropriate
- QR codes directing families to registration and scholarship information
- Monthly event information
- Teen opportunity announcements
- Measure P Youth Survey distribution
- Back-to-school and family engagement events

- School resource fairs and community nights

The goal will be to establish consistent access to families regardless of which Vallejo school system their children attend.

4. English & Spanish Outreach

To increase accessibility and better reach Vallejo families, priority school-based marketing materials will be developed in both English and Spanish.

Bilingual materials will be prioritized for:

- Activity Guide/registration announcements
- Scholarship opportunities
- Measure P Youth Survey
- Major community events
- Camps and youth programs
- Teen opportunities
- Important registration or participation deadlines

Where practical, English and Spanish information will be incorporated into the same flyer or communication so families can immediately access information in their preferred language.

GVRD will continue evaluating community needs and opportunities for additional language access as the outreach strategy develops.

5. Consistent Marketing Calendar

Recreation Services will establish a school outreach calendar to ensure information is distributed consistently and early enough for families to participate.

Seasonally:

Activity Guide releases, registration openings, camps, aquatics, sports, and seasonal programming.

Monthly:

Upcoming GVRD events, free activities, youth programs, and important registration deadlines.

Quarterly:

Scholarship reminders, Measure P engagement, teen opportunities, and broader GVRD recreation awareness.

As Needed:

New programs, special opportunities, youth employment, volunteer opportunities, program openings, and time-sensitive announcements.

Marketing will be scheduled in advance whenever possible to provide schools with sufficient time to distribute information to families.

6. Strengthening School Relationships

Digital communication will be supplemented by direct relationship-building with schools.

Recreation Services will work to establish or strengthen relationships with:

- District administration
- School principals
- Family engagement/community liaisons
- School office staff
- Counselors
- Athletic departments
- After-school program staff
- Parent organizations
- Charter and private school administrators

GVRD will also seek opportunities to participate in:

- Back-to-school nights
- Resource fairs
- Open houses
- Parent nights
- School community events
- Youth and family engagement activities

These relationships will provide additional opportunities to promote recreation programs and better understand the needs of Vallejo youth.

7. Marketing Tools

GVRD will use multiple communication methods rather than relying on a single platform.

The school outreach strategy will incorporate:

- Peachjar
- School and district electronic newsletters
- Digital flyers
- Printed flyers and posters
- QR codes
- GVRD social media
- GVRD website
- Activity Guides
- School resource fairs and community events
- Direct communication with school administrators and family-engagement staff

All materials will maintain consistent GVRD branding and provide clear calls to action directing families to registration, scholarship applications, surveys, or additional information.

8. Tracking & Measuring Effectiveness

Recreation Services will monitor the effectiveness of the school outreach strategy and adjust efforts based on participation and engagement.

Potential performance measures include:

- Number of schools receiving GVRD materials
- Number of Peachjar campaigns distributed
- Estimated students/families reached
- English and Spanish materials distributed

- QR code scans and website traffic from school campaigns
- Measure P Youth Survey responses
- Scholarship applications
- Program registrations following major campaigns
- Teen participation
- Number of school outreach/resource events attended
- Number of active school partnerships

Where possible, unique QR codes or campaign links will be used to help identify which outreach methods are generating engagement and registrations.

9. Initial Implementation Priorities

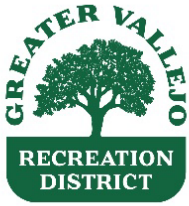
Recreation Services' initial implementation will focus on:

1. Establishing GVRD's VCUSD Peachjar submission and distribution process.
2. Developing a comprehensive contact list for VCUSD, charter, and private schools.
3. Creating a school marketing calendar aligned with GVRD's recreation calendar.
4. Developing standardized English/Spanish flyer templates.
5. Promoting the current Activity Guide and registration opportunities.
6. Launching school-based promotion of the Measure P Youth Survey.
7. Increasing promotion of GVRD youth scholarships.
8. Developing targeted elementary, middle, and high school communications.
9. Increasing teen-specific marketing and outreach.
10. Establishing tracking measures and reporting results to District leadership.

Desired Outcome

The goal is to transition GVRD's school outreach from periodic program promotion to a consistent, targeted, bilingual school marketing system that connects Vallejo students and families with recreation opportunities throughout the year.

By combining VCUSD's Peachjar platform with direct school relationships, charter and private school outreach, bilingual communications, and targeted messaging by age group, GVRD can expand its reach, increase awareness of available resources, strengthen youth participation, and ensure more Vallejo families know how to access affordable recreation opportunities.



Human Resources Department Board Update

9/10/2026

Permanent General Manager Recruitment

- Human Resources continues supporting Municipal Resource Group (MRG) and the Board of Directors in the recruitment and selection process for the District's permanent General Manager.

Benefits Administration

- Human Resources is preparing for the District's upcoming annual Open Enrollment period, scheduled for September 14 through October 9, 2026. HR is coordinating benefit information and employee communications to ensure staff have the resources and guidance necessary to review their benefit options and complete any desired enrollment changes within the designated period.
- Human Resources is auditing GVRD compliance in the IRS reporting of forms 1095 and 1094c for the following years: 2023, 2024, 2025, 2026 (current year).

Staffing Updates

- Since the last meeting, the District has processed five employee separations across the following positions:
 - Senior Recreation Leader
 - Recreation Leader
 - Lifeguard
 - Center Monitor
 - Assistant Coordinator
- During the same period, Human Resources onboarded three new employees in the following positions:
 - Custodian
 - Lifeguard/Swim Instructor
 - Recreation Leader – ExLP
- The following positions are currently unfilled and frozen: Recreation Coordinator (2), and Maintenance Worker I.
- Human Resources is reviewing the District's existing organizational chart and working toward updates to ensure it accurately reflects the District's current organizational structure and reporting relationships.

Training and Organizational Development

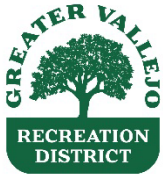
- Human Resources continues participating in CalPERS training and educational opportunities to strengthen internal expertise and support compliance with applicable retirement and benefits requirements.
- Supervisor training and leadership development remain ongoing priorities, with an emphasis on strengthening consistent management practices, employee relations, performance management, and organizational accountability.

Policy Review and Development

- Human Resources is partnering with Nancy Consult on the District's policy review project to review and update existing policies, ensure alignment with current legal requirements and District practices, and identify areas where additional clarification or updates may be needed.

Employee Relations and Risk Management

- Human Resources continues collaborating with legal counsel and external investigators on employment-related matters. These efforts support compliance with applicable laws, mitigation of organizational risk, and the timely and appropriate resolution of personnel matters.
- Human Resources continues providing guidance and support to District leadership regarding employee relations, leave administration, workplace accommodations, performance management, and other personnel matters.



Recreation Services Board Updates

9/10/2026

Activity Guide:

- The Fall/Winter Activity Guide is now available online and at GVRD facilities and shared community spaces, providing residents with information on upcoming programs, classes, and special events. Registration for Fall/Winter programming officially opened on Friday, August 21, giving the community early access to a variety of seasonal recreation opportunities. Recreation Services continues to promote the guide through digital outreach, community partners, and District facilities to increase awareness and participation. Staff will monitor registration trends throughout the season and continue targeted outreach to connect Vallejo residents with available programs and services.



Additional Project(s):

- The Recreation Services Director is conducting a comprehensive review of 15 selected program and service fees to evaluate potential fee adjustments. As part of this process, staff is analyzing the true cost of providing each program, including direct and indirect operating expenses, and determining the actual cost per participant. This analysis will help identify current subsidy and cost-recovery levels and provide a data-driven basis for any proposed fee increases. The goal is to establish fees that appropriately balance the District's operating costs, fiscal sustainability, and continued affordability and access for the community.

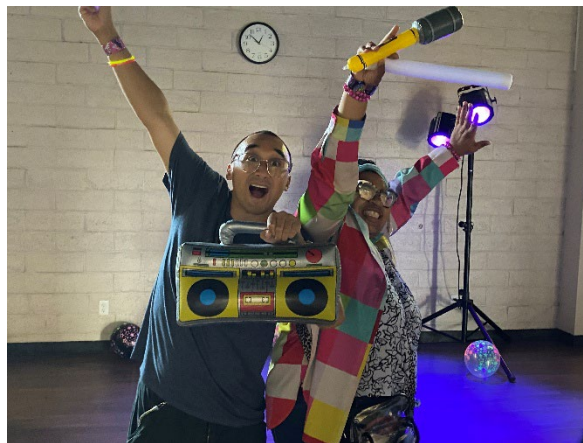
- The Recreation Services Director and staff recently met with the Vallejo City Unified School District (VCUSD) team to discuss potential field options for Jesse Bethel High School students while their athletic field undergoes renovations. GVRD and VCUSD are exploring available practice locations and scheduling options that could help minimize impacts to student-athletes during the renovation period. Discussions remain ongoing as both agencies evaluate operational needs and field availability. Staff will provide additional updates to the Board as more information becomes available.
- The Recreation Services Director recently reviewed the District's agreement with Visions in Education as part of GVRD's ongoing partnership to provide recreation opportunities for homeschooled students and families. Through this collaboration, participating students are able to access GVRD programs and activities that support recreation, enrichment, physical activity, and social engagement. This partnership continues to provide an important connection to recreation services for families who may not otherwise access these opportunities through a traditional school setting. Recreation Services looks forward to continuing this relationship and supporting greater access to quality recreational experiences throughout the community.
- The Recreation Services Director recently met with the Assistant to the General Manager and Board Clerk to begin organizing and designing a new GVRD website landing page in support of the District's partnership with the Solano Community Foundation. The landing page will provide the community with a centralized location to learn more about the partnership and opportunities to support GVRD programs and services. Staff is excited to move this initiative forward and expand opportunities for community investment in the District. A formal press release announcing the partnership is also being developed and is expected to be shared with the public shortly.

Aquatics:

- Recreation Services is excited to partner with Outdoor Afro, a nonprofit organization committed to expanding water education, water safety, and swimming as an essential lifesaving skill. Through this partnership, GVRD has launched the Making Waves – Learn to Swim Scholarship, providing financial support for beginner swim lessons for both children and adults. The scholarship helps reduce financial barriers to swim instruction while expanding access to critical water-safety skills within our community. This collaboration further supports GVRD's commitment to providing equitable and accessible recreation opportunities for Vallejo residents.

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

- On August 12, Adaptive Recreation hosted its 90s Summertime Soiree, welcoming 45 participants for an afternoon of music, dancing, creativity, and social connection. Participants enjoyed making bracelets with beads generously donated by Kristen at Creative Reuse of Vallejo, while showing off their best dance moves to favorite 90s throwback music. Feedback from participants was overwhelmingly positive, continuing to demonstrate the strong sense of community and belonging fostered through GVRD's Adaptive Recreation events. Recreation Services is proud to continue providing inclusive and engaging experiences that bring participants together in a fun and welcoming environment.



- Beginning in September, Children's Wonderland will transition to its fall operating schedule. The park will be open Wednesday through Monday from 11:00 a.m. to 4:00 p.m. and will remain closed on Tuesdays for regularly scheduled maintenance. The adjusted seasonal schedule will allow families to continue enjoying Children's Wonderland throughout the fall while providing dedicated time for staff to complete necessary park maintenance and upkeep.
- GVRD's Teddy Bear Picnic is back for its second year on Saturday, September 12, from 12:00–3:00 p.m. at Children's Wonderland. Following last year's event, which reached maximum capacity, Recreation Services is anticipating another strong turnout of families and their favorite teddy bears. This year's event will feature a variety of family-friendly activities, including a Teddy Bear Clinic, face painting, crafts, and a magic show to close out the afternoon. Staff is looking forward to another fun-filled event that creates lasting memories for families and their little teddy bears!

Community Centers:

- During the month of August, GVRD facilities continued to see strong rental activity, including five consecutive Sunday rentals at the Vallejo Community

Center with Fresh Start Church and three Saturday bookings at the Foley Cultural Center. Recreation Services has also received an inquiry from a church organization with connections to Hawaii and the Philippines regarding a potential six-month recurring Sunday rental at the North Vallejo Community Center. Staff is currently working with the prospective renter to explore availability, facility needs, and rental requirements. These ongoing and prospective rentals demonstrate continued interest in GVRD facilities while creating opportunities to increase facility utilization and generate rental revenue.

Outreach, Sports, Gym & Special Interest Programs:

- GVRD's Mobile Recess recently visited the Glen Cove community, providing free games, sports, recreational activities, and giveaways for local youth and families. The event welcomed 40 Vallejo youth and provided a fun, accessible environment that encouraged active play, community engagement, and meaningful connections. Mobile Recess continues to support GVRD's efforts to bring recreation directly into Vallejo neighborhoods and reduce barriers to participation. Recreation Services is currently finalizing participation and attendance data from the Spring and Summer Mobile Recreation season and looks forward to sharing the overall program impact with the Board soon.
- GVRD's Mobile Recess team participated in the Port of Culture Celebration, bringing interactive games and recreational activities to this community-wide event. Staff created opportunities for children and families to connect, play, and enjoy free recreation while engaging directly with the GVRD team. The event also provided an opportunity to increase awareness of GVRD programs, services, and upcoming activities available throughout the District. Participation in community events such as this continues to strengthen GVRD's visibility and connection with Vallejo residents.
- GVRD's free monthly Senior Social continues to provide a welcoming space for older adults to connect, socialize, and engage with their community, averaging approximately 20 participants per event. Recreation Services is pleased to confirm continued partnership support from Kaiser Permanente and Starbucks through the end of 2026. These partnerships help enhance the program while allowing GVRD to continue offering this valuable social opportunity at no cost to participants. Staff looks forward to building upon the program's momentum and continuing to create meaningful opportunities for senior engagement.

Staffing:

- As of September 10, Recreation Services continues to have two vacant full-time Recreation Coordinator positions, supporting Youth Services and Community Centers. Existing staff continue to maintain programs and

services while these key positions remain unfilled. Staff is hopeful that approval to move forward with recruitment will be received this calendar year, helping strengthen operational capacity and support the continued delivery of high-quality recreation services to the community.

Youth Services:

- GVRD's popular Fresh Camp Theatre & Performing Arts Camp wrapped up another successful summer season with 30 participants registered for the final session. Throughout the summer, young performers had the opportunity to build confidence, creativity, and performance skills while participating in productions including Mean Girls the Musical, Finding Nemo, and Seussical. The program provided youth with a fun and supportive environment to explore the performing arts while developing friendships and showcasing their talents. Recreation Services is proud of another successful Fresh Camp season and the continued enthusiasm from participants and families.



Kudos:

- Recreation Services would like to recognize Part-Time Administrative Clerk Brenda Miller for her outstanding teamwork and willingness to support the Finance Department with ongoing projects during a team member's absence. Since joining GVRD in April, Brenda has quickly demonstrated her flexibility, positive attitude, and commitment to assisting wherever needed. Her willingness to step beyond her regular responsibilities and support another department exemplifies the collaborative spirit we value across the District. Brenda has already proven to be an invaluable member of the GVRD team, and we greatly appreciate her continued contributions. Kudos, Brenda!