



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Robert Briseno
Gary Salvadori
Ron Bowen
Sheryl Pannell Lea
Adjoa McDonald

General Manager
Gabriel Lanusse

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

Greater Vallejo Recreation District Board of Directors

AGENDA
June 10, 2021
6:30 p.m.

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

(The Zoom platform is ADA compliant)

The public may attend and make a public comment by visiting:

<https://zoom.us/j/622641170>

You may also call in at +1 669 900 9128 US - Meeting ID: 622 641 170

At the beginning of the remote meeting the Board Clerk will ask if anyone wishes to comment on either a specific agenda item or an item not on the agenda but within the jurisdiction of the board. If you need assistance or have questions, please call Kimberly Pierson at 707-648-4604.

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda
- 5) Presentation:
General Manager's Annual Summary of Results
- 6) Public Comment:
Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.
- 7) 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.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

- A) Approve Board Minutes-May 27, 2021
- B) Accept the Facility and Development Committee Minutes-May 20, 2021

8) **Financials:**

- A) Approve Financial Statement as of 5/31/2021 (Harman)
- B) Approve Payment of Bills 5/1/2021 through 5/31/2021 (Harman)

9) **New Business:**

- Approve Annual General Manager Evaluation Timeline. (Halcro)

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

- A) Maintenance Superintendent
- B) Finance Director
- C) Human Resources
- D) Recreation Department
- E) General Manager

11) **Executive Session: Will be held via Zoom breakout room**

- A) **Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager):** Service Employees International Union Local 1021, (SEIU) negotiations; pursuant to Government Code section 54957.6
- B) **Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager):** International Brotherhood of Electrical Workers Local Union 1245, (IBEW) negotiations; pursuant to Government Code section 54957.6
- C) **Conference With Legal Counsel- Pending Litigation:** *Alward vs. City of Vallejo and Greater Vallejo Recreation District*, Solano County Superior Court Case No. FCS052971; pursuant to paragraph (d)(1) of Government Code section 54956.9

12) **Administrative Items:**

- A) Board of Director's Committee Selection Form for 2021-2022
- B) Board of Directors-Executive Staff Mingle
June 22, 2021: 5:30pm-7:30pm-Children's Wonderland

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

14) **Meeting Adjourn:**

Next meeting: June 24, 2021

General Manager Report

Fiscal Year 2020-2021

ADMINISTRATION

ACCOMPLISHMENTS

STRUCTURE

- ▶ As a result of COVID-19, the District is reorganizing its structure. We have also implemented a hiring freeze, which is having a negative effect as we have to adjust frequently.
- ▶ Multiple meetings with Unions regarding safety and COVID
- ▶ Shifted the front desk to the Recreation department, as most transactions were for those resources.
- ▶ Reviewed the structure of the finance department and implemented changes, will continue to make updates with finance director.
- ▶ Reviewed phone systems, and made updates.
- ▶ Moved to Cloud based server system!!! Servers were way past usefulness.
- ▶ Worked with City of Vallejo to appoint one board position to replace the late Karen Sims. We welcomed Adjoa McDonald as her replacement for the next three years.

STRUCTURE- GRANTS/IMPACT FEES and PARKS and OPEN SPACE FOUNDATION

- ▶ Began pursuing multiple grant opportunities.
- ▶ Applied for 6 Propositions 68 grants to improve 4 GVRD sites, and two school district sites.
- ▶ Grants have come to the forefront for funding.
- ▶ Pursued Impact Fees from City of Vallejo.
- ▶ Staff created Logo for the Foundation, and created an easy way to make donations for events or general donations.

STRUCTURE-SYSTEMS

- ▶ Began 10 year master plan study.
- ▶ Policy Manual has received comments, and updating process has begun.
- ▶ 5 of 6 lease agreements are under review and negotiations are ongoing.
- ▶ Produced Annual Report for FY 2019-2020
- ▶ Negotiations with the unions IBEW, and SEIU began in 2021
- ▶ Working with executive staff regarding their individual negotiations

STRUCTURE-OUTREACH

- ▶ Attended Chamber of Commerce meetings through ZOOM, to promote GVRD and work with other groups in Vallejo.
- ▶ Attended non-GVRD events through ZOOM.
- ▶ Joined in partnership with Solano Land Trust regarding Outerspatial application. This will connect trails and parks on a phone App.
- ▶ Attended workshops regarding Highway 37 improvements, and environment projects connected to the project.
- ▶ Worked with Solano Land Trust regarding their Master Plan.
- ▶ Attend Committee of Land and People meetings
- ▶ Continual outreach to other Parks and Recreation Districts on work during COIVD
- ▶ Reviewed the marketing department to provide input on its construct.

STAFFING

- ▶ Hired an Accounting Specialist. It was more cost effective than paying for an agency when the position became vacant due to promotion.
- ▶ Hired an Aquatics Coordinator from the frozen list (position became vacant)
- ▶ Froze all other positions until budget improved.

- ▶ Reviewed Budget, and have proposed the following positions to be backfilled...
- ▶ Hire a Maintenance Supervisor- Position became vacant
- ▶ Hire a Facilities Supervisor-Position became vacant due to retirement
- ▶ Hire a Recreation Superintendent-Position became vacant due to retirement
- ▶ Project Manager was released and will be contracted out on as needed basis

STAFFING

- ▶ Two more Recreation positions to become vacant. Determining structure.
- ▶ *Proposed additional/new positions in the budget...*
- ▶ Park Maintenance Worker
- ▶ Human Resources Coordinator
- ▶ Marketing Coordinator

HUMAN RESOURCES

ACCOMPLISHMENTS

HUMAN RESOURCES

- ▶ Lead COVID response and navigated changing laws, shared pertinent information with Executive team.
- ▶ Worked on interpretation of Policies during COVID
- ▶ Helped find testing sites and then pivoted due to COVID
- ▶ Began classification study
- ▶ Updated the Injury Illness and Prevention Plan, per CAPRI review
- ▶ Added two part-time staff to assist the department, then reduced due to COVID
- ▶ Reworking the Human Resource Information System (HRIS) to update processes and timeclock integration to our Cougar Mountain system in finance
- ▶ Had to relocate the HR office due to foundation issues

FINANCE

ACCOMPLISHMENTS

FINANCE

- ▶ Passed the budget for Fiscal year 2020-2021
- ▶ Replaced current auditor, who was in their 10th year. This fiscal year was the first year of the new contract
- ▶ Still awaiting audit for Measure K from previous auditor to present to the Measure K committee
- ▶ Policy for OPEB to be completed this year, getting assistance from CalMuni
- ▶ Accounts created for individual departments regarding specific software
- ▶ Created a specific account for Recreation Management
- ▶ Reporting income and expenses altered for Board reports, as requested by Board

FINANCE

- ▶ Worked with Finance department to make shifts in budget
- ▶ Working with Finance department to enhance cross training
- ▶ Working with the Finance Director regarding structure of staff responsibilities
- ▶ Reviewing procedures with Finance Director
- ▶ Worked on proposed Capital Improvements schedule for the next three years
- ▶ Allocated Measure K as a fund, as opposed to a budget item for better management

FINANCE

- ▶ Developing a dashboard.
- ▶ Revised part time pay scale for 2021 to be more competitive and reduce compression.
- ▶ Working on revising part time pay scale for 2022 to include the minimum wage increase.
- ▶ Created an independent Capital Improvement Project Budget (906)
- ▶ Created a Measure K rollover line item in the Capital Improvement Project (906) budget
- ▶ Have a clearer picture of what the Contingency Reserve is used for

PARK MAINTENANCE

ACCOMPLISHMENTS

PARKS

- ▶ Revisited scope of improvement for amenities and fields.
- ▶ Worked with other agencies to assist regarding homeless concerns in our parks.
- ▶ Worked with Solano RCD on a grant improving Lake Dalwigk.
- ▶ Developing an office with restroom and shower facilities for staff at Richardson Corporation Yard.
- ▶ PB- Staff is working on getting proposals from Landscape contractors to build two landscape gardens at SVCC and Setterquist Park.
- ▶ Lake Dalwigk Park- Staff continue working with Solano RCD on the habitat restoration project, should be completed this year.
- ▶ Grant Mahony Park- Staff worked with the Rose Society on the installation of Benches, trellises, upgrading the irrigation, and adding new plants. Staff also worked on the addition of the Labyrinth.
- ▶ City Park Playground- Staff worked with Leather & Associates on the repairs of the wood structure.
- ▶ Terrace Park- Old bleachers were removed and replaced with two new sets of bleachers.
- ▶ Replaced two scoreboards at Callen field and Madren field

FACILITIES

ACCOMPLISHMENTS

FACILITIES

- ▶ Cunningham Pool- Staff worked with the contractor doing the renovations of the large Pool and the construction of the new pool. PDF designs is working on the plans for the upgrades of the restrooms and all the ADA.
- ▶ Staff worked with roof companies on the replacement of the roof at BRS cinder block building, Wilson Park Restrooms, and Wilson Park concession stand building. Currently in the process of replacing the roof at VCC, Amador restrooms, and the garage.
- ▶ Facilities needs assessment- Staff worked with Dude Solutions on the needs assessment and currently working on the work order system upgrade.
- ▶ Crest Ranch Park- Basketball courts were renovated by a contractor.
- ▶ Highlands Park- Basketball court was renovated; currently in the process of making upgrades in the bocce ball courts.
- ▶ Began ADA interior upgrades for 395 and 401 Amador complex.
- ▶ Assisting in the development of VCC kitchen
- ▶ Created a Labyrinth at Grant Mahoney Park with assistance from Vibe Solano
- ▶ Mirrored the City of Vallejo's Capital Improvement project format.

FACILITIES

- ▶ BRS- Contractor is currently working on the demolition of the Caretaker house, should be completed this month.
- ▶ 401- Contractor is working on the seismic retrofit of the HR offices.
- ▶ 395/401- The electrical service was upgraded in both buildings.
- ▶ COVID 19- Staff continued working during the pandemic, some staff had to take care of their families and some staff also got exposed with COVID-19.
- ▶ Amador tennis courts lights upgrades- LED lights retrofit, before there was a section of the courts that was not getting enough lighting to play a night.
- ▶ Working with a company on the installation of ionization devices in our HVAC systems to improve the air quality in our buildings.
- ▶ Richardson Madren Field- In the process of fixing and upgrading the lights, last time the lights in the field were functioning was about 15 years ago.
- ▶ Dan Foley Cultural Center- We are in the process of removing the interior popcorn ceiling and painting the interior.

RECREATION

ACCOMPLISHMENTS

RECREATION

- ▶ COVID-19 adaptation. A year of gymnastics; mental and physical.
- ▶ Began to look at a true cost analysis of how we operate.
- ▶ Fee policy presented to committee.
- ▶ Fee Schedule formatted and updated.
- ▶ Reworked the facility rental to include COVID guidelines.
- ▶ Began to restructure department, functions, locations, and use of facilities.
- ▶ Began to reevaluate special events per COVID and evaluate demand for any event.
- ▶ Children's Wonderland pursuit of upgrades and grant opportunities.
- ▶ Evaluated cost for all programming.
- ▶ Contacting other Parks and Recreation agencies to look at trends in operations.

RECREATION

- ▶ Offered COVID testing in partnership with Solano County Public Health at SVCC. 100,000+ samples collected from March 2020 to present. In spring of 2021 vaccines were offered.
- ▶ Safely implemented Summer Camps for 4 weeks during pandemic.
- ▶ Developed a reopening plan to operate Youth, Aquatics Camps & Centers.
- ▶ Safely Reopened Children's Wonderland after being closed for a year.
- ▶ Updated Red Cross Training material for Aquatic classes.
- ▶ Offered lap swim to participants during the pandemic.
- ▶ Reduced program budgets across the Rec Department by 1 million dollars.
- ▶ Created "Virtual Rec on the Go" at-home programming and uploaded activities to District website and social media platforms.
- ▶ Offered Virtual After School programs in partnership with VCUSD.

RECREATION

- ▶ Updating Sports Lease Agreements.
- ▶ Transitioned GVRD Sports facilitated programs to Contractual offerings.
- ▶ Offered a variety of free Community Programs throughout the year: Meals on Wheels (Seniors), Drive-thru Trick-or-Treating, Turkey Basket Giveaway, Santa Visits (in partnership with VFD), and gave out 150+ toys to youth at Drive-thru Toy Giveaway.
- ▶ Solano County Office of Education & First 5 Partnership Pre-Kindergarten Academy to be offered at NVCC June 2021.
- ▶ Claudio's Martial Arts classes began in May of 2021 on the Veranda at FCC.
- ▶ The sold-out Ballet Folklorico classes began at FCC in May 2021.
- ▶ The very popular Teacher Kay's Alpha Pals was offered virtually during the pandemic (Sept 2020) and sold-out each session through June 2021.
- ▶ Food Bank of Solano County and Contra Costa serving families and Seniors at SVCC/NVCC throughout the pandemic.

MRG Recommendation Matrix

REVIEWED BY THE GVRD BOARD OF DIRECTORS, AND PRIORITIZED 2020

ADMINISTRATION

Recommendation	Priority	Status	Responsibility
Ensure that the General Manager focuses on overall operations and develops a strong management team that supports future goals.	1	On Going	GM/Board
Ensure that the General Manager delegates day-to-day operations to management team members.	2	On Going	GM
Ensure that the General Manager attends NRPA Director's School.	3	Summer2022	GM
Ensure that the General Manager and Management staff pursue the NRPA'S CPRP or CPRP Certification.	4	Plan for FY 21/22	GM
Appoint the General Manager as the Chief Financial Officer of the District with direct responsibility for all financial operations.	5	Hold off	Board

GVRD DISTRICT BOARD

Recommendation	Priority	Status	Responsibility
Coordinate an annual retreat in addition to regular meetings, to explore strategic initiatives and develop annual work plans.	1	COVID	GM
Develop clear goals and expectations annually for the General Manager to implement; include short-term, mid-term, and long-term goals and direction.	1	for GM annual evaluation	Board
Consider re-structuring Board meetings to ensure greater community access and involvement; approved and posted meeting dates and times should focus on regular business. Closed sessions should take place before the general meeting.	2	COVID	Board
Develop a more cohesive working relationship with the City Council and County Supervisors to better meet the needs of residents and implement strategic initiatives efficiently and effectively.	2		Board
Utilize the Board to promote recreation, services and parks in alignment with District goals.	3	Need definitions	Board
Direct and support the District to develop a plan to complete the NRPA CAPRA Accreditation program.	4	Long range	Board/GM

PERSONNEL and STAFFING

Recommendation	Priority	Status	Responsibility
Develop procedures for use of part-time/seasonal positions that clearly define salary range, job title and assignments.	1	Wages done Classification in process	GM/HR
Seek Board authorization and approval of a new updated temporary position and salary schedule.	1	DONE	GM/Board
Develop an employee training program that includes both internal and external training opportunities.	2	In Process.	HR
Develop performance plans for division managers and the Finance Director.	2	In Process	GM
Develop a succession plan that reflects the opportunity to move through the ranks of the organization based on qualifications, education and experience.	4	Created 2013, update projected for 202	GM

STRATEGIC PLANNING

Recommendation	Priority	Status	Responsibility
Identify a Strategic Planning approach and methodology that is compatible with the District's resources; initiate a Strategic Planning process.	2	Hire consultant to set up. To begin after Master Plan	GM
Involve staff, Board, and community partners in the Strategic Planning process.	2	Set up dates	GM
Implement goals and strategies that are defined within the plan for a three- to five-year time frame.	2		GM
Update the District Master Plan to meet future demographics, community trends, and best practices.	1	In process. To be completed in Mid 2021	GM

POLICIES and PROCEDURES

Recommendation	Priority	Status	Responsibility
Establish a policy for reviewing and updating policies and procedure on a regular basis. The policy should provide the procedures for review and revision of policies and procedure as well as authority of approval.	1	In Process	GM/HR/Consult
Develop one centrally stored location for all policies for easy staff access. This can be digital with a hard copy in the Administration office.	1	In Process	GM/HR/
Develop and implement the use of a matrix of policies and procedures that indicates last review by the Committee and revision.	1	In Process	GM/HR /consult
Establish a Policy and Procedure Committee with members from various staff levels to review and recommend revisions.	3	Committee In place unions reviewing	GM/HR/Unions

EVALUATION and ASSESSMENT

Recommendation	Priority	Status	Responsibility
Develop a policy on evaluation philosophy to implement District wide; evaluations regarding functional efforts, i.e. logistics, number of people, as well as beneficial efforts that impact on the community; change behavior of teens; or health of seniors.	1	Part of 10 year master plan	GM/F/HR/Rec
Develop the parameters for seeking program, services and facility evaluations.	2	Part of 10 year master plan	GM/Rec./Maint
Design specific measurement tools for different outcomes; provide a variety of evaluations for staff to use in appropriate areas of operation.	2	Part of 10 year master plan	GM/Rec./Maint
Identify which evaluation tool to use in programs, services and facilities.	2	Part of 10 year master plan	GM/Rec./Maint
Train staff to understand the benefits of each evaluation tool and how to administer it.	3		GM/Rec./Maint
Establish performance measures and evaluations for all programs, services and facilities.	3	May take a while to do all.	GM/Rec./Maint

BEST PRACTICES and TRENDS

Recommendation	Priority	Status	Responsibility
District should make a commitment to engage in local, regional and national trends and implement new programs and services as resources are available.	1	Started	Board/GM/Admin
Designate District marketing staff as leaders and facilitators of trend tracking and best practices development.	1	Reviewed Marketing staff RFP to be created	GM/Admin
Participate in the NRPA METRICS benchmark and comparison program.	2	After GM trains w/NRPA	GM
Incorporate the NRPA Congress into staff training for National exposure to trends and CPRS Conference for State trends.	3	After review of NRPA	GM/Admin
Continue active participation in the regional networks provided by the CPRS.	4	Currently ongoing	GM/HR/Admin

PROGRAMS and FACILITIES

Recommendation	Priority	Status	Responsibility
Review and discuss joint use agreements more frequently at the General Manager level, such as quarterly.	1	Set up on calendar	GM/Clerk
Develop a General Manager Community Roundtable and implement a regular meeting for recreational service providers to share programs, services and resources, such as biannual.	1	Set up on calendar	GM/Clerk
Utilize local/trade publications and social media to get the word out about programs, services and parks.	2	Define roles with Marketing	Admin/marketing
Identify and confirm program core services early in the Strategic Plan process at the Board and management level; provide direction that connects core service philosophy with program development.	3	10 Year Master plan	Gm/admin/ Conslt
Identify new program themes to incorporate into service delivery; develop new programs that meet the District's requirements and core services.	3	Programs committee to review	Board/Rec
Develop and analyze an evaluation process that will determine the resident likes and community trends.	4	Programs committee to review	Board/Rec

PARK and FACILITY MAINTENANCE

Recommendation	Priority	Status	Responsibility
Establish a deferred maintenance budget line item.	1	Created for 2020	Maint/Finance
Initiate a joint communication, planning and development program for maintenance at the General Manager level.	1	Assigned between Project Manager and Maint. Superintendent.	GM/maint/finance
Incorporate regular maintenance planning and review, and joint communication, as a core assignment for the General Manager.	2	Assigned between Project Manager and Maint. Superintendent.	Gm/Maint
Review park and facility needs that require daily, weekly, and monthly monitoring and incorporate the time needed to complete tasks on the master calendar	2	Assigned between Project Manager and Maint. Superintendent.	Maint
Develop Resource Management and Maintenance plans to identify and implement levels of service and maintenance standards for parks and facilities.	3	Assigned between Project Manager and Maint. Superintendent.	Maint
Review the compatibility of recreation use and maintenance; for example, off-leash dog areas in active/heavy recreation areas may be unsanitary.	3	Assigned between Project Manager and Maint. Superintendent.	Maint/Rec
Establish a vendor list for maint. to expedite services.	4	Assigned between Project Manager and Maint. Superintendent.	Maint

CUSTOMER SERVICE

Recommendation	Priority	Status	Responsibility
Develop a customer service policy that is clear and defines procedures that can be measured.	1	Priority	GM/HR/Rec/Main
Review and examine the “welcome” provided at all facilities; adopt new standards for creating an inviting atmosphere and pleasant experience.	1	Priority	GM/HR/Rec
Provide customer service training on a regular basis; informal and/or formal at least monthly.	3	Develop a schedule	HR
Provide expectations and descriptions for staff appearance; dress code policy; labor agreements: collared shirts at all times, t-shirts for maintenance and projects.	4	Incorporate into policy	HR

CLIMATE, CULTURE and STRUCTURE

Recommendation	Priority	Status	Responsibility
Develop and implement more regular and robust all-staff meeting opportunities.	1	COVID-19	GM/HR/Admin
Increase the time District managers spend in the field and at the program level with all staff.	2	Utilize electronic communications with staff	Managers
Explore and implement a team building program for the staff at all levels.	3	To be developed	Admin/HR
Plan, develop, and implement a staff rotation program/procedure; consider implementation in mid-2019 with tenured part-time staff.	4	Recreation to do	HR/Admin

COMMUNITY OUTREACH

Recommendation	Priority	Status	Responsibility
Develop an overall District philosophy for increasing community outreach.	1	10 Year Master plan	Consultant
Identify all community groups, nonprofit organizations, and neighborhood affiliates and create a community resource file for staff.	1		Board/ GM
Create a plan for connecting community groups with programs and services; target a small number of groups to start and increase connections on a regular schedule.	2		Board
Consider these new connections as hosts for recreation programs within neighborhoods, such as churches and nonprofits.	3		Rec.
Share the community resource file with the general community (to enhance new resident experiences and connect others).	4		Rec.

MARKETING

Recommendation	Priority	Status	Responsibility
Develop a marketing and social media plan for the District that is closely associated with community outreach.	1	Contract out	GM/Admin/Markt
Coordinate with other community recreational providers and City/County services to complement offerings, reduce duplication, and reach broader audiences.	1		Rec.



Questions or Comments?

► Thank you.



GREATER VALLEJO RECREATION DISTRICT

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

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Greater Vallejo Recreation District Board of Directors

MINUTES
May 27, 2021
6:30 p.m.

Due to Solano County and the State of California's shelter in place orders our Board Meeting will be held remotely via Zoom Meetings
(The Zoom platform is ADA compliant)

1) **Call to Order**

Vice-Chairperson Salvadori called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., May 27, 2021.

2) **Pledge of Allegiance**

3) **Roll Call**

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

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

Excused: Chairperson Robert Briseno

4) **Approval of Agenda**

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

None

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-May 13, 2021

B) Accept the Policy and Personnel Committee Minutes-May 10, 2021

C) Accept the Budget and Finance Committee Minutes-May 17, 2021

D) Accept the Programs and Publicity Committee Minutes – April 5, 2021

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

7) Financials:

A) Approve Preliminary Budget for Fiscal Year 2021-2022 (Harman)

Director Bowen offered the motion, seconded by Director Lea to approve the Preliminary Budget for Fiscal Year 2021-2022. Roll call vote: ayes: Directors: Lea, Salvadori, Bowen, McDonald absent: Briseno abstain: none. Motion passed.

8) New Business:

A) Approve evaluation form, process, and timeline for legal counsel Evaluation. (Halcro)

Director Bowen offered the motion, seconded by Director Lea to approve the evaluation form, process, and timeline for legal counsel evaluation. Roll call vote: ayes: Directors: Lea, Salvadori, Bowen, McDonald absent: Briseno abstain: none. Motion passed.

B) Approve Annual General Manager Evaluation Timeline. (Halcro)

Direction given to bring timeline back to next board meeting. No action taken.

9) Staff Reports-Informational Only:

A) Maintenance Superintendent

- Provided an update on the status of the city Park Playground repairs
- Informed the Board about a proposed Disc Golf course at Hanns Park
- Informed the Board that the LED lighting retrofit at the Amador tennis courts has been completed.
- Informed the Board that he received a scholarship to attend the annual California Assoc. of Recreation and Park Districts (CARPD) conference.

B) Finance Director

- Provided an update on the new Arc-Time tracking software.
- Informed the Board of a request for new bank signature cards.

C) Human Resources

- Gave an update on the upcoming transition to a new Human Resources Information System (HRIS)
- Provided an update on current recruitment for open Full-Time positions.

D) Recreation Department

- Recreation Supervisor, Sandy Tawaratsumida gave a presentation on Community Center programming.

E) General Manager

- Provided an update on the Eden Housing deferred impact fees.
- Informed the Board that the Interim Recreation Superintendent has resigned.
- Provided an update on lease negotiations with the School District for the Franklin Middle School property
- Provided an update on the American Rescue Plan.
- Gave an update on the bocce ball courts.
- Provided information on recent discussions with the Vallejo Police Department regarding safety.

10) Executive Session: At 7:46p.m. Vice-Chairperson Salvadori convened to executive session held via Zoom breakout room.

A) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): International Brotherhood of Electrical Workers Local Union 1245, (IBEW) negotiations; pursuant to Government Code section 54957.6

B) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Service Employees International Union Local 1021, (SEIU) negotiations; pursuant to Government Code section 54957.6

At 8:11p.m. Vice-Chairperson Salvadori convened to regular session and reported the following:

Item A-Information given to the Board. Board heard information.

Item B- Information given to the Board. Board commented and gave direction.

11) Administrative Items:

Board Retreat:

June 5, 2021: 10am-2pm – Foley Cultural Center

12) Announcements and Comments from Board Members:

Director McDonald announced an upcoming event at VINO Godfathers providing free COVID vaccines.

Director Bowen announced that he may miss the June 10th Board Meeting.

Director Salvadori would like to start having Board Meetings in person. Would like to have the board room up and ready by July.

13) Meeting Adjourn:

Director McDonald offered the motion, seconded by Director Lea to adjourn the meeting at 8:25 p.m. Roll call vote: ayes: Directors: Lea, Salvadori, Bowen, McDonald absent: Briseno abstain: none. Motion passed.

Ron Bowen, Board Secretary

Date



Agenda 7-B

BOARD COMMUNICATION

Date: June 10, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: **Accept the Minutes from the Facility and Development Committee meeting May 20, 2021**

RECOMMENDATION

To accept the minutes from Facility and Development Committee from the May 20, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Facility and Development Committee Minutes from May 20, 2021



GREATER VALLEJO RECREATION DISTRICT

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

Board of Directors
Sheryl Pannell Lea
Robert Briseno
Gary Salvadori
Ron C. Bowen
Adjoa McDonald

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

General Manager
Gabe Lanusse

Facility and Development Committee Minutes

Thursday, May 20, 2021

10:30 a.m.

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

In attendance: Director Bowen, Director McDonald, Danny Bernardini, Maintenance Superintendent Nuno

Meeting began 10:30 am

1. Disc Golf Presentation:

Danny Bernardini did a presentation about a proposal to build a disc golf course at Hanns Park. He mentioned that we could have nine baskets and a practice basket on this site; and we would need the baskets, concrete tee pads, and signs. Recommendations from the committee is to come back and present an estimate of how much it would cost the District to build the disc golf course at Hanns Park.

2. Capital Improvement Projects:

General Manager Lanusse reported that a CIP ranking list was sent to the Board for their review and ranking. We can still make changes in the CIP list since we have until mid-June.

3. Vallejo Community Center Upgrades:

Maintenance Superintendent Nuno reported that the kitchen design was changed and needs to be re-submitted to the city for revisions. General Manager Lanusse mentioned that staff will be getting an engineer's estimate on how much it would cost to build the kitchen to present to the board for direction. Maintenance Superintendent Nuno also reported that a roof construction company will be replacing the roof at VCC. The roof started to leak in the last winter season and was noted for replacement in the facilities needs assessment.

4. Blue Rock Springs Caretaker House:

Maintenance Superintendent Nuno reported that the contractor doing the demolition is making progress. The contractor is waiting for PG&E to come on site and relocate the existing electrical meter attached to the house wall. Once this is done, it will be attached to a pole that was installed by the contractor.

5. Seismic Retrofit- 401 Amador St:

Maintenance Superintendent Nuno reported that the contractor continues to make progress on the project. The contractor removed dirt under the foundation to have the clearance required from the joist to the ground. They will continue with the installation of concrete foundation piers and coordinating with the city for the inspections.

6. Bocce Ball Courts Upgrades:

Maintenance Superintendent reported that our GM met with the bocce ball club to talk about the possibility of converting the two courts into artificial bocce ball courts. This was proposed before by a group of people that came to one of our meetings. Nuno contacted the president of the bocce ball club, and they will be discussing this in their meetings with the players.

7. Foley Cultural Center Upgrades:

Maintenance Superintendent Nuno reported that a contractor will be removing the popcorn ceiling in the Cultural Center, and they will also be doing painting of the interior. Staff is working with a designer to have a selection of colors.

8. City Park Playground Repairs:

Maintenance Superintendent Nuno reported that last year Leathers & Associates did an assessment of the playground and recommended to do repairs since there was dry rot showing in the wood structure. Staff has been in communication with the Stakeholders since this was a community-built playground. Staff and Leathers and Associates are currently working on the repairs noted on the assessment.

9. Franklin Middle School Lease:

General Manager Lanusse reported that is waiting on the School District regarding the lease with our second redline version.

Adjourned at 11:45 am

Next Meeting: June 17, 2021

**Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
May 31, 2021**

Assets

Cash - Solano County	6,019,565.45
Cash - General Fund - Bank of the West	449,930.19
Cash - Payroll - Bank of the West	7,198.45
Cash - Umpqua Bank - Reserve Account	1,627,264.29
Cash - Retiree Benefit Trust Fund	1,298,178.87
Accounts Receivable	<u>0.00</u>

Total Assets 9,402,137.25

Liabilities

Accounts Payable	30,105.84
Payroll Related Payables	(18,850.63)
Building Deposits Payable	33,504.12
Amount Due Customers - Etrak	<u>2,530.00</u>

Total Liabilities 47,289.33

Net Assets

Fund Balance - Restricted Operating Reserve	3,400,000.00
Fund Balance - Unrestricted Operating Reserve	2,585,152.27
Fund Balance - Restricted Retiree Benefit	1,298,178.87
Fund Balance - Designated Reserve 15%	1,627,264.29
Excess Revenues Over Expenses	<u>444,252.49</u>

Total Net Assets 9,354,847.92

Total Liabilities and Net Assets 9,402,137.25

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of May 31, 2021
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	7,660,002	7,314,326	(345,676)	104.73%
Buildings & Trades	14,759	200,000	185,241	7.38%
Park Maintenance & Visitor Service	200,602	119,900	(80,702)	167.31%
Recreation	407,745	1,652,772	1,245,027	24.67%
Total Revenues	8,283,108	9,286,998	1,003,890	89.19%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	1,866,490	1,974,030	107,540	94.55%
Planning & Development	152,271	168,116	15,845	90.57%
Buildings & Trades	1,340,766	1,708,902	368,136	78.46%
Visitor Services	93,528	114,234	20,706	81.87%
Landscaping & Grounds	1,460,421	1,761,977	301,556	82.89%
Recreation	2,003,918	3,461,687	1,457,769	57.89%
Deferred Maintenance	921,463	0	(921,463)	0.00%
Contingency Reserve	0	98,052	98,052	0.00%
Retiree Medical Benefit - OPEB	200,000	0	(200,000)	0.00%
Total Expenditures	8,038,857	9,286,998	1,248,141	86.56%
Net Revenues Over (Expenditures)	244,251	0	(244,251)	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2020-5/2021
 All Funds Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	7,660,002	7,314,326	(345,676)	104.73%	7,660,002
200	Planning & Development	0	0	0	0.00%	
300	Buildings & Trades	14,759	200,000	185,241	7.38%	14,759
301	Visitor Services	200,602	119,900	(80,702)	167.31%	200,602
310	Landscaping & Grounds	0	0	0	0.00%	-
010	Recreation Administraion	1,800	15,000	13,200	12.00%	
415	Children's Wonderland	4,839	61,590	56,751	7.86%	
430	Break Camp	10,683	100,388	89,705	10.64%	
450	VCC	425	53,595	53,171	0.79%	
451	FCC	19,275	176,438	157,163	10.92%	
460	Sports	60,655	87,338	26,683	69.45%	
465	Community Programs	4,188	21,558	17,370	19.43%	
480	ExLP	149,750	525,520	375,770	28.50%	
481	After School Programs	5,447	358,519	353,073	1.52%	
486	Teen Services	(20)	4,213	4,233	-0.47%	
490	R.E.A.C.H.	0	3,000	3,000	0.00%	
720	NVCC	(113)	22,463	22,576	-0.50%	
721	SVCC	(342)	38,599	38,941	-0.89%	
730	Cunningham Pool	151,158	184,551	33,393	81.91%	407,745
Total Revenues		8,283,108	9,286,998	1,003,890	89.19%	8,283,108

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	1,240,397	1,325,843	85,446	93.56%	
007	Human Resources	290,026	340,394	50,368	85.20%	
100	Finance	336,066	307,793	(28,273)	109.19%	1,866,490
200	Planning & Development	152,271	168,116	15,845	90.57%	152,271
300	Buildings & Trades	1,340,766	1,708,902	368,136	78.46%	1,340,766
301	Visitor Services	93,528	114,234	20,706	81.87%	93,528
310	Landscaping & Grounds	1,460,421	1,761,977	301,556	82.89%	1,460,421
010	Recreation Administration	412,417	357,518	(54,899)	115.36%	
415	Children's Wonderland	32,128	136,759	104,631	23.49%	
430	Break Camp	96,044	195,877	99,833	49.03%	
450	VCC	91,199	193,606	102,407	47.11%	
451	FCC	139,305	306,995	167,690	45.38%	
460	Sports	109,206	167,281	58,075	65.28%	
465	Community Programs	30,302	84,150	53,848	36.01%	
480	ExLP	288,247	550,630	262,383	52.35%	
481	After School Programs	160,239	540,769	380,530	29.63%	
486	Teen Services	965	7,237	6,272	13.33%	
490	R.E.A.C.H.	943	6,383	5,440	14.77%	
720	NVCC	52,345	134,779	82,434	38.84%	
721	SVCC	87,074	177,974	90,900	48.93%	
730	Cunningham Pool	503,503	601,729	98,226	83.68%	2,003,918
	Deferred Maintenance	0	0	0		
	Contingency Reserve	0	98,052	98,052	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		
Total Expenditures		6,917,392	9,286,998	2,369,606	74.48%	6,917,392
Net Revenues Over (Expenditures)		1,365,716	0	(1,365,716)		1,365,716

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of May 31, 2021
Measure K**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	2,102,739	2,066,404	(36,335)	101.76%
Total Revenues	2,102,739	2,066,404	(36,335)	101.76%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	41,312	112,000	70,688	36.89%
Buildings & Trades	823,965	827,944	3,979	99.52%
Landscaping & Grounds	385,491	534,015	148,524	72.19%
Recreation	402,979	634,747	231,768	63.49%
Total Expenditures	1,653,747	2,108,706	454,959	78.42%
Net Revenues Over (Expenditures)	448,992	(42,302)	(491,294)	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2020-5/2021
 Measure K Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	2,102,739	2,066,404	(36,335)	101.76%	
007	Human Resources	0	0	0		
100	Finance	0	0	0		2,102,739
200	Planning & Development	0	0	0		
300	Buildings & Trades	0	0	0		
301	Visitor Services	0	0	0		
310	Landscaping and Grounds	0	0	0		
010	Recreation Administration	0	0	0		
415	Children's Wonderland	0	0	0		
430	Break Camp	0	0	0		
450	VCC	0	0	0		
451	FCC	0	0	0		
460	Sports	0	0	0		
462	Mare Island Sports Center	0	0	0		
465	Special Events	0	0	0		
475	Cool School	0	0	0		
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	0	0	0		
490	R.E.A.C.H.	0	0	0		
720	NVCC	0	0	0		
721	SVCC	0	0	0		
730	Cunningham Pool	0	0	0		

Total Revenues	2,102,739	2,066,404	(36,335)	101.76%	2,102,739
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<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	41,312	110,000	68,688	37.56%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	41,312
200	Planning & Development	0	0	0		
300	Buildings & Trades	823,965	827,944	3,979	99.52%	823,965
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	385,491	534,015	148,524	72.19%	385,491
010	Recreation Administration	18,413	0	(18,413)		
415	Children's Wonderland	7,036	84,064	77,028	8.37%	
430	Break Camp	0	0	0		
450	VCC	10,614	13,762	3,148	77.13%	
451	FCC	31,428	61,270	29,842	51.29%	
460	Sports	17,740	68,861	51,121	25.76%	
465	Community Services	2,904	43,415	40,511	6.69%	
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	119	2,786	2,667	4.27%	
490	R.E.A.C.H.	95	2,229	2,134	4.27%	
720	NVCC	6,043	9,900	3,857	61.04%	
721	SVCC	13,433	20,640	7,207	65.08%	
730	Cunningham Pool	295,153	327,820	32,667	90.04%	402,979
	Deferred Maintenance	0				
	Contingency Reserve	0				
	Retiree Medical Benefit - OPEB	0				

Total Expenditures	1,653,747	2,108,706	454,959	78.42%	1,653,747
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Net Revenues Over (Expenditures)	448,993	(42,302)	(491,295)		448,993
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Greater Vallejo Recreation District Revenue and Expense Variance Report May, 2021

	For May Only			Cumulative through May			Adopted Budget	Projected at Year End	Variance	Notes	
	Anticipated	Actual		Anticipated	Actual						
	%	\$	Over/(Under)	%	\$	Over/(Under)					
REVENUES											
Taxes	0.0%	\$0	\$0	96.3%	\$6,863,054	\$7,189,959	326,905.40	\$7,239,959	\$113,961		
Administration	9.8%	\$18,400	\$19,102	77.1%	\$145,142	\$470,043	324,901.10	\$480,043	\$291,715		
Maintenance	7.0%	\$22,300	\$40,786	73.6%	\$235,509	\$215,362	(20,146.96)	\$255,362	(\$64,538)		
Recreation	8.5%	\$140,900	\$92,861	85.5%	\$1,413,762	\$407,745	(1,006,016.76)	\$507,745	(\$1,145,027)		
Capital Projects	0.08%	\$1,300	\$1,322	91.7%	\$1,393,840	\$1,393,840	\$0	\$1,520,000	\$0		
Total Revenues		\$182,900	\$154,071		\$10,051,306	\$9,676,949	(374,357.22)	\$10,003,109	(\$803,889)		
EXPENSES											
Administration	7.5%	\$148,800	\$51,648	84.0%	\$1,658,185	\$1,866,490	208,304.80	\$2,222,012	\$247,982		
Parks Maintenance	10.9%	\$410,300	\$325,307	81.0%	\$3,040,115	\$3,046,985	6,869.51	\$3,761,710	\$8,481		
Recreation Programs	8.4%	\$290,200	\$189,555	80.0%	\$2,769,350	\$2,003,918	(765,431.60)	\$2,504,898	(\$956,790)		
Capital Projects	0.08%	\$1,300	\$16,813	91.7%	\$1,393,840	\$921,463	(\$472,377)	\$1,520,000	\$0		
Total Expenses		\$850,600	\$577,323		\$8,861,490	\$7,838,856	(1,022,634.29)	\$10,008,619	(\$700,327)		
Change in Fund Balance											
								98,052	-\$5,510	-\$103,562	

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64866	05/04/2021	Atkinson, Andelson, Loya Ruud & Ror	\$2,578.79
64867	05/04/2021	Jessica Brown	\$167.30
64868	05/04/2021	Clean America Janitorial LLC	\$3,600.00
64869	05/04/2021	Calvin McCullough Jr.	\$1,872.50
64870	05/04/2021	National Academy Of Athletes	\$1,824.90
64871	05/04/2021	Wisconsin Lighting Lab	\$3,251.26
64872	05/05/2021	SEIU LOCAL #1021	\$365.06
64873	05/05/2021	Franchise Tax Board	\$516.68
64874	05/05/2021	IBEW 1245	\$564.24
64875	05/06/2021	O'Connor Lumber	\$579.04
64876	05/06/2021	P G & E	\$21.54
64877	05/06/2021	AT&T	\$89.95
64878	05/06/2021	Platt Electric Supply	\$1,252.54
64879	05/06/2021	Priemer Chemical	\$1,340.00
64880	05/06/2021	Roman Iron Works	\$1,500.00
64881	05/06/2021	Saviano Company, Inc.	\$5,000.00
64882	05/06/2021	SiteOne Landscape Supply	\$1,339.50
64883	05/06/2021	BrightView Landscape Services, Inc.	\$836.00
64884	05/06/2021	Clean America Janitorial LLC	\$3,600.00
64885	05/06/2021	Commercial Pool Systems, Inc	\$4,388.97
64886	05/06/2021	Elizalde Construction	\$5,800.00
64887	05/06/2021	Lift Off, LLC	\$13,350.00
64888	05/06/2021	Tru Green	\$325.00
64889	05/10/2021	Angelito Or Loana Claudio	\$791.00
64890	05/11/2021	General Plumbing Supply Co	\$887.99
64891	05/11/2021	O'Connor Lumber	\$0.00
64892	05/11/2021	O'Connor Lumber	\$0.00
64893	05/11/2021	O'Connor Lumber	\$1,114.09
64894	05/11/2021	Pace Supply Co.	\$251.61
64895	05/11/2021	Tri-City Fence	\$4,000.00
64896	05/11/2021	B & G Tires Of Vallejo	\$1,431.54
64897	05/11/2021	City Of Vallejo	\$376.00
64898	05/11/2021	Clark Pest Control	\$142.00
64899	05/11/2021	Cole Supply Co., Inc.	\$1,548.39
64900	05/11/2021	Devil Mountain Nursery	\$304.47
64901	05/11/2021	Romeo Doque	\$30.00
64902	05/11/2021	FASTSIGNS-American Canyon	\$205.91
64903	05/11/2021	GreatAmerica Financial Services	\$1,525.85
64904	05/11/2021	Green Valley Aloha Saw & Mower	\$434.28
64905	05/11/2021	Kay Cady-Johnson	\$2,720.00
64906	05/11/2021	M & M Sanitary LLC	\$162.56
64907	05/11/2021	Platt Electric Supply	\$156.11
64908	05/11/2021	Techline Sports Lighting	\$67,718.34
64909	05/11/2021	The Office City	\$169.15
64910	05/11/2021	Turf Star, Inc.	\$91.38
64911	05/12/2021	P G & E	\$6,474.20
64912	05/12/2021	Action Broadcasting Services	\$255.00
64913	05/12/2021	Ryan Allen	\$30.00
64914	05/12/2021	AT&T	\$44.24
64915	05/12/2021	Comcast	\$253.20
64916	05/12/2021	Quench USA, Inc.	\$42.42
64917	05/12/2021	Roman Iron Works	\$1,500.00
64918	05/13/2021	US Bank Corporate Payment System	\$17,802.20
64919	05/13/2021	AT&T	\$138.22
64920	05/13/2021	Giancarlo Cestoni	\$30.00
64921	05/13/2021	Comcast	\$84.94

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

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Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64922	05/13/2021	Maribel Estrada	\$30.00
64923	05/13/2021	Lift Off, LLC	\$100.00
64924	05/13/2021	Markstaar.com	\$18,717.24
64925	05/13/2021	Yvonne Portillo	\$59.50
64926	05/13/2021	Saviano Company, Inc.	\$3,500.00
64927	05/13/2021	Sheena Taylor	\$155.00
64928	05/13/2021	Orlando Wynn	\$3,200.00
64929	05/18/2021	Bayshore Materials	\$55.00
64930	05/18/2021	Bert Williams & Sons Inc	\$57.43
64931	05/18/2021	Grainger	\$307.45
64932	05/18/2021	O'Connor Lumber	\$399.50
64933	05/18/2021	P G & E	\$33.18
64934	05/18/2021	State Of California	\$64.00
64935	05/18/2021	Griselda Aguirre-Sayno	\$155.00
64936	05/18/2021	Alhambra	\$19.03
64937	05/18/2021	B & G Tires Of Vallejo	\$861.06
64938	05/18/2021	Cal Fire	\$680.34
64939	05/18/2021	AT&T	\$46.70
64940	05/18/2021	Angelito Or Loana Claudio	\$1,197.00
64941	05/18/2021	Clean America Janitorial LLC	\$400.00
64942	05/18/2021	Crown Hill Materials	\$56.34
64943	05/18/2021	Dude Solutions, Inc.	\$24,025.55
64944	05/18/2021	GreenPlay LLC	\$1,535.45
64945	05/18/2021	Greater Vallejo Recreation District	\$100,000.00
64946	05/18/2021	Jena Phillips	\$432.00
64947	05/18/2021	Pump Repair Service Co.	\$6,247.01
64948	05/18/2021	Andrea Raynor	\$350.00
64949	05/18/2021	Aniyah Smith	\$80.00
64950	05/18/2021	Turf Star, Inc.	\$555.25
64951	05/18/2021	Underground Vaults & Storage, Inc.	\$105.00
64952	05/18/2021	Veritiv Operating Company	\$1,054.05
64953	05/20/2021	Jack & Jill	\$183.00
64958	05/20/2021	Ryan Allen	\$20.64
64959	05/20/2021	Mary Ann Bea	\$59.50
64960	05/20/2021	Marshall Berggren	\$30.00
64961	05/20/2021	Favaro, Lavezzo, Gill, Caretti & Heppe	\$3,457.50
64962	05/20/2021	Kiefer Aquatics	\$799.40
64963	05/20/2021	Lincoln Aquatics	\$1,089.65
64964	05/20/2021	Andrea Mendoza	\$100.00
64965	05/20/2021	Moore Design Group	\$4,506.25
64966	05/20/2021	RRM Design Group	\$7,193.10
64954	05/21/2021	SEIU LOCAL #1021	\$366.46
64955	05/21/2021	Franchise Tax Board	\$100.00
64956	05/21/2021	IBEW 1245	\$564.24
64957	05/21/2021	Franchise Tax Board	\$552.75
64967	05/26/2021	Tri-City Fence	\$2,153.99
64968	05/26/2021	ALL STAR RENTS	\$1,927.81
64969	05/26/2021	DMV Renewal	\$10.00
64970	05/26/2021	Ariane Fleiderman	\$260.00
64971	05/26/2021	Flora Flores	\$400.00
64972	05/26/2021	Glen Cove Community Association	\$40.00
64973	05/26/2021	Edgar Hernandez	\$705.00
64974	05/26/2021	Leathers Associates	\$11,847.65
64975	05/26/2021	Platt Electric Supply	\$1,346.30
64976	05/26/2021	R & D Termite And Pest Control	\$105.00
64977	05/26/2021	Ring Central Inc.	\$818.04

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64978	05/26/2021	Solano Land Trust	\$6,000.00
64979	05/26/2021	Verizon Wireless	\$1,513.80
64980	05/26/2021	ALL STAR RENTS	\$5,080.49
64981	05/27/2021	Gary Bowers	\$505.96
64982	05/27/2021	Eileen Brown	\$289.00
64983	05/27/2021	Deberah Carey	\$181.48
64984	05/27/2021	Kerry Carmody	\$181.48
64985	05/27/2021	Richard Conzelman	\$744.96
64986	05/27/2021	Jose Famalette	\$181.48
64987	05/27/2021	Patricia Gloyd	\$181.48
64988	05/27/2021	Cynthia Hewitt	\$214.63
64989	05/27/2021	Jerome Lohr	\$269.24
64990	05/27/2021	Prisco Manglona	\$181.48
64991	05/27/2021	Roger Maryatt	\$181.48
64992	05/27/2021	Jeremias Morgado	\$181.48
64993	05/27/2021	Sidney Nickolas	\$181.48
64994	05/27/2021	Randy Nicks	\$289.00
64995	05/27/2021	Nancy Ortiz	\$181.48
64996	05/27/2021	Steve Pressley	\$181.48
64997	05/27/2021	Francis Radziewicz	\$181.48
64998	05/27/2021	Joan Russell	\$181.48
64999	05/27/2021	Anita Sailas	\$194.07
65000	05/27/2021	Barbara Schmidt	\$289.00
65001	05/27/2021	Audrey Tucker	\$181.48
65002	05/27/2021	Adeline Varni	\$181.48
Bank Totals			\$385,923.59

Report Selection Criteria

	Start	End
Bank Account:	GEN	GEN
Date Range:	Custom	
Item Date:	05/01/2021	05/31/2021
Document Number:	Start	End
Payee:	Start	End

Report Type: Single Line
Sort Items By: Date
Includes Items posted from these source modules: AP
Includes Items with status: Outstanding Cleared Voided
Includes Items of the Activity Type: Check
Includes Activity Notes: No
Includes Bank Notes: No

Search For 1: Amount
Search For 2: greater than or equal to
Search For 3: \$0.00
And/Or: Or
Search For 4: Amount
Search For 5: less than
Search For 6: \$0.00



Agenda 9

BOARD COMMUNICATION

Date: June 10, 2021

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: Approve Annual General Manager Evaluation Timeline

BACKGROUND AND DISCUSSION

As part of the responsibilities as Board members, and as listed in GVRD Policy 4080, Board – GM Relationship, requires you to review the performance of the General Manager on an annual basis. This review is intended to be a comprehensive and objective evaluation of his performance for the past year. It is also intended to give guidance and help set priorities on use of time and resources in the coming year.

Below is the recommended timeline to complete the evaluation for 2020-21. We can adjust the timeline, if necessary, with the vote of the board members.

RECOMMENDATION

To commence general manager evaluation process.

ALTERNATIVES CONSIDERED

To modify the timeline with board approval.

SCHEDULE

Performance Review Schedule

	Meeting*
1. Performance Review forms and GM initial summary of results/progress distributed to Board members	*June 10, 2021
2. Initial completed Performance Review forms returned to HR Manager for tabulation	June 17, 2021
3. Combined draft Performance Review presented to Personnel Committee	*July TBD

4. Final Performance Review forms due back to HR Manager	*July TBD (after Personnel Committee meeting)
5. Closed session to discuss Performance Review with GM	*July 22, 2021
6. Final Performance Review prepared for signatures of Board Chairperson and GM	*July 22, 2021

** adjustments to this schedule may be made with mutual consent of the Board and General Manager*

**GENERAL MANAGER
2021 PERFORMANCE EVALUATION**

(July 1, 2020 – June 30, 2021)

The rating system is as follows:

- 4** = Excellent; Outstanding Performance
- 3** = Performing; Above Expectations
- 2** = Performing; Meets Expectations
- 1** = Performing; Needs Improvement

Name: _____

ASSISTING BOARD OF DIRECTORS WITH ITS POLICY-MAKING ROLE

A. Providing Information

- | | | | | |
|---|---|---|---|---|
| 1. Does the General Manager keep you informed, in a timely manner, of the things you want to know about? | 1 | 2 | 3 | 4 |
| 2. Do reports provide adequate information and analysis to help you make sound decisions? | 1 | 2 | 3 | 4 |
| 3. Are agenda items and supporting documents appropriate and brought to you in sufficient time for deliberations? | 1 | 2 | 3 | 4 |
| 4. Based on the Board meeting agendas, are appropriate topics introduced in a timely manner? | 1 | 2 | 3 | 4 |
| 5. Does the General Manager follow up promptly on Board requests for information or action? | 1 | 2 | 3 | 4 |
| 6. Are Board packets relatively free of errors and omissions? | 1 | 2 | 3 | 4 |

B. Providing Advice

- | | | | | |
|---|---|---|---|---|
| 1. Does the General Manager demonstrate adequate knowledge of district affairs? | 1 | 2 | 3 | 4 |
|---|---|---|---|---|

- | | | | | |
|--|---|---|---|---|
| 2. Does the General Manager exercise good good judgment? | 1 | 2 | 3 | 4 |
| 3. Does the General Manager consider alternatives before making recommendations? | 1 | 2 | 3 | 4 |
| 4. Does the General Manager plan ahead and recognize potential problems? | 1 | 2 | 3 | 4 |
| 5. Rate the quality of analysis that accompanies recommendations? | 1 | 2 | 3 | 4 |

INTERNAL ADMINISTRATION

A. Financial Management

- | | | | | |
|---|---|---|---|---|
| 1. Are you comfortable with the General Manager's approach to budget preparation and review? | 1 | 2 | 3 | 4 |
| 2. Is the General Manager effective in controlling costs through economical utilization of manpower, materials and equipment? | 1 | 2 | 3 | 4 |
| 3. Does the General Manager have sufficient knowledge of financial matters? | 1 | 2 | 3 | 4 |
| 4. Does the General Manager provide you with sufficient information on the financial status of the District? | 1 | 2 | 3 | 4 |

B. Personnel Management

- | | | | | |
|--|---|---|---|---|
| 1. Is the General Manager successful in guiding people so that they work together as a team toward common objectives? | 1 | 2 | 3 | 4 |
| 2. Does the General Manager develop and motivate personnel so that they are increasingly effective in performing their duties? | 1 | 2 | 3 | 4 |

- | | | | | |
|--|---|---|---|---|
| 3. Is the General Manager effective in promoting positive employer-employee relations? | 1 | 2 | 3 | 4 |
| 4. Is the General Manager effective in his dealings and relationships with unions? | 1 | 2 | 3 | 4 |

EXTERNAL RELATIONS

A. Citizen Relations

- | | | | | |
|---|---|---|---|---|
| 1. Does the General Manager generally make a positive impression on citizens of the District? | 1 | 2 | 3 | 4 |
| 2. Is he effective in handling disputes and/or complaints involving those who utilize district services and facilities? | 1 | 2 | 3 | 4 |

B. Community Relations

- | | | | | |
|---|---|---|---|---|
| 1. Does the General Manager participate in community activities and events? | 1 | 2 | 3 | 4 |
| 2. Is the GM active with community organizations and collaborative with other agencies? | 1 | 2 | 3 | 4 |

PERSONAL CHARACTERISTICS

A. Communications

- | | | | | |
|---|---|---|---|---|
| 1. Is the General Manager approachable? | 1 | 2 | 3 | 4 |
| 2. Do you feel he is a good listener? | 1 | 2 | 3 | 4 |

B. Management Style

- | | | | | |
|---|---|---|---|---|
| 1. Does the General Manager demonstrate interest and enthusiasm in performing his duties? | 1 | 2 | 3 | 4 |
| 2. Does he have sufficient leadership Characteristics? Does GM demonstrate Establishing & measuring expectations and goals for the employees of the district? | 1 | 2 | 3 | 4 |

3. Does the General Manager show initiative and creativity in dealing with issues, problems and unusual situations? 1 2 3 4

4. Is the General Manager open to new ideas and suggestions for change? 1 2 3 4

The overall rating is not an average of the numerically rated questions. It is to reflect the overall performance rating.

OVERALL RATING 1 2 3 4

Comments:

Areas of improvement:



Maintenance Department Board Report

6/10/2021

Parks and Facilities

- North Vallejo Park- Staff is coordinating with an electrical contractor to upgrade and fix the Park lighting.
- City Park Playground- A company added surfacing material and we reopened the playground.
- VCC- Roof Company began working with the roof replacement, and they should be done in a couple weeks.
- BRS Caretake house- Contractor will meet with PG&E on June 7th for the relocation of the electrical meter; then the contractor will move forward to complete this project.
- Weed abatement- Staff continues with the mowing at Hanns Park and River Park.
- Dan Foley Park- Contractor is scheduled to remove the popcorn ceiling in the Cultural Center on June 7th.
- Madren Field- Contractor is making progress with the repairs and installation of the LED lights, this project should be completed by June 9th.
- We have interviews scheduled for the Parks and Facilities Supervisor positions on June 10th and June 17th.
- Working with a company on the installation of ionization devices in our HVAC systems to improve the air quality in our buildings.



Finance Department Board Report

6/10/2021

FY 2021-2022 Budget Process

- Following the approval of the Draft Budget for FY 2021-2022, it is now available for public review. We will make adjustments where necessary before submitting the Final Budget to the board on June 24th.

PEAK – Recreation Software

- Working with Recreation Department and Board Clerk Pierson on the transition to PEAK software. I am currently reviewing General Ledger accounts already existing in PEAK and determining which new ones to add.

Arc Time Tracking

- Continuing to work with Cougar Mountain Software and HR to implement the Arc Time Tracking system – new timekeeping system. HR and Finance have attended online training for the software on Friday, May 21, and Friday, June 4.

PARS (Public Agency Retirement Services)

- Working with Andrew Flynn, Managing Director at CalMuni on the preliminary assessment of our Retiree Benefit Trust Fund. He has requested copies of all documents related to our OPEB plan and investments, including the latest valuation report. I am currently compiling this documentation and will be emailing it to him. We are looking forward to completing the project of moving our Retiree Benefit Funds into an irrevocable trust with PARS (Public Agency Retirement Services).



Human Resources Board Report

6/10/2021

Personnel Update:

- For the first time in over a year, we are recruiting for multiple full-time positions. We've advertised our Facilities Supervisor, our Landscape Supervisor, and our Recreation Superintendent positions (see attached Recruitment Brochure and please feel free to spread the word).
- HR is assisting staff in onboarding PT staff in both Recreation and Parks/Facilities.

Classification Study:

- HR continues to work to finalize the classification study with various stakeholders.

Policy updates:

- HR and GM continue to work on policy updates and HR has reached out to Unions about possible policy updates in the near future.

HRIS:

- HR has teamed up with our Finance team to implement a new HRIS. We have started our first week of testing out the new system with a small group of full time employees. Wish us luck!.

Negotiations:

- HR and the GM continue to negotiate a new contract with SEIU and have finished negotiations with IBEW.

Training:

- HR and the GM are beginning the process of looking at training opportunities geared toward team and trust building for full-time employees.
- HR is working to ensure all employees are up-to-date on ongoing compliance with legally mandated trainings.



Greater Vallejo Recreation District is Now Hiring for:

RECREATION SUPERINTENDENT!

We're looking for an enthusiastic, innovative, passionate, creative, and highly motivated team builder!

[Download a job application on our website!](#)

Send filled out job application, resume, cover letter, and supplemental questionnaire to: hr@gvrd.org

JOB ANNOUNCEMENT

Position: Recreation Superintendent

Department: Recreation

Job Opening Date: June 1, 2021

Location: 395 Amador St. Vallejo

Position Type: Full Time Exempt, At-will Confidential

Compensation and Benefits

The annual salary for the Recreation Superintendent will be \$97,260.80 to \$118,248.00. An at-will contract will be offered to the top candidate with an initial one year term in this executive level salaried position.

Moving forward, the Recreation Superintendent will negotiate additional contract years and terms with the General Manager. Additionally, GVRD offers an excellent benefits package including:

- CalPERS Retirement for both Classic Members and New Members as defined by PEPRA. Employees are responsible for paying the employee portion of the CalPERS retirement contribution.
- Generous vacation, sick, executive, and holiday leave.
- Healthcare benefits include options for:
 - CalPERS medical insurance;
 - Dental, Vision (100% District paid);
 - Deferred Compensation (No employer match and only those cafeteria funds not used for benefits);
 - *Cash in lieu if not electing benefits in the amount of \$225 per month with proof of comparable, full medical insurance through another source.
 - Pet Insurance
 - Life Insurance: Employer paid life insurance and AD&D policies – \$50,000.
 - Voluntary Employee paid life insurance and AD&D options
 - Employee Assistance Program
 - Travel Assistance

The District

The Greater Vallejo Recreation District is a Special Service District that has been serving area residents for over sixty years. As a Special Service District, GVRD operates as a separate government agency from the City of Vallejo. GVRD manages 407 acres of public park space including 20 neighborhood parks, 10 community parks, 6 special purpose parks, and Olympic-size swimming pool and 4 community centers. GVRD maintains over 1,000 acres of public land.

GVRD is governed by a five-member Board of Directors. With 30 plus full time and approximately 155 part-time and seasonal employees, GVRD operates on a 2020-2021 fiscal year budget of approximately \$10 million for general fund operations, recreation revenue and Measure K. The Measure K funding is being utilized to purchase necessary equipment, improve parks, facilities.

The Position

GVRD is looking for a dynamic, innovative, energetic, passionate, and interdepartmental team builder to join our Executive Staff to plan, organize, and manage the Recreation Department. Our top candidate will develop, and administer the divisional budget, attend Board meetings, prepare and present verbal and written reports, conduct site visits, supervise Recreation staff, collaborate with other District departments and the community, and take our Recreation Department to the next level!

ESSENTIAL DUTIES & RESPONSIBILITIES

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Leads Recreation policy development and implementation.
- Prepares and submits a variety of reports, correspondence, grant requests, community notifications, press releases, and RFP/RFQs.
- Attends various meetings with internal and external committees. Facilitates direct report staff meetings.
- Drafts contracts and agreements. Conducts research into grants and submits applications.
- Manages Community Engagement and involvement in Recreational Services.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

Work requires managing and monitoring work performance of Recreational Services, including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

FISCAL RESPONSIBILITY

This position is responsible for department-wide financial decisions and has major fiscal responsibility. The top candidate will assure that appropriate linkages exist between budget requests and departmental goals and objectives. The Recreation Superintendent monitors budget plans and adjusts as necessary to help both the department and the district excel.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business, Public Administration, Recreation, or a related discipline
- Five (5) to seven (7) years' experience planning recreation programs, including supervisory experience, budget oversight, policy enforcement, and developing new recreational programming.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Required Licenses or Certifications
- American Red Cross First Aid and CPR
- Driver License
- Aquatics Related certifications preferred.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of budget oversight and management
- Modern office procedures, methods and computer equipment, including applicable software
- Principles and practices of employee supervision
- Current theories, principles, practices, and application of recreation
- Innovative Recreation Programming

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with District staff and Community members.
- Prepare clear and concise reports.

WORKING CONDITIONS & PHYSICAL DEMANDS.

This position is relatively free from unpleasant environmental conditions or hazards and is generally sedentary. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, salaried position on our Executive Team. Days and hours of work are generally Monday through Friday, 8:00 a.m. to 5:00 p.m. but there will also be occasions that require weekend and evening hours, including attending community events, responding to afterhours urgent needs, and coordinating response to afterhours alarms.

EEO STATEMENT

GVRD is an equal opportunity employer.



SUPPLEMENTAL QUESTIONNAIRE

Please respond to the questions below and include your one page response in your application packet.

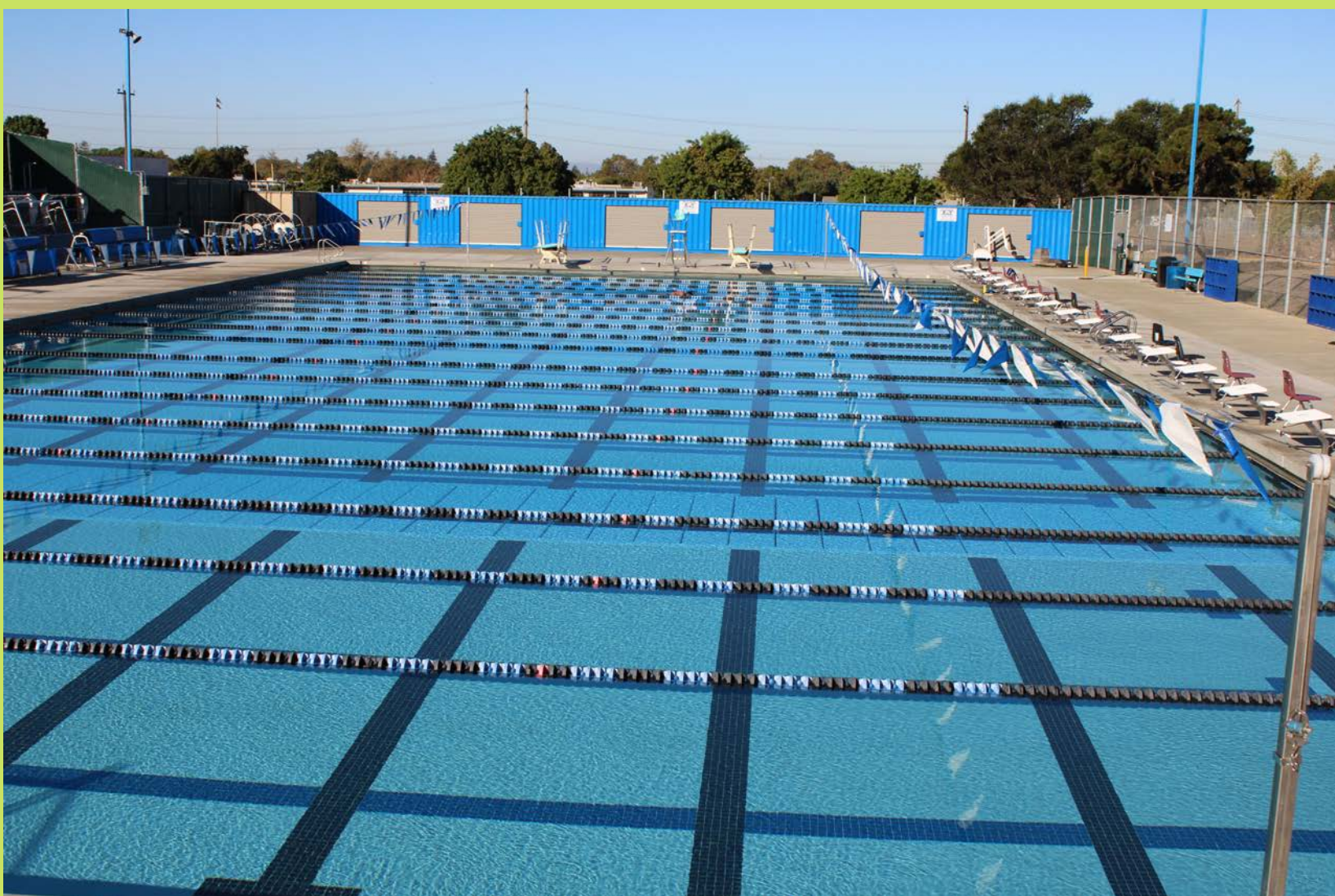
- ***Briefly describe your experience preparing annual recreation division budgets. Include the size and organization/complexity of the budget.***
- ***Provide three examples of community outreach and staff engagement that resulted in programs and services filling a need or bringing residents together in the community.***
- ***Briefly describe two innovative revenue generating programs you've championed, or program ideas you would like to bring to the community in the future.***
- ***Briefly describe the leadership framework you use for building trust and a team atmosphere both at the departmental level as well as interdepartmentally.***



Please send your full application packet, which should include a filled out job application (which can be downloaded here), your resume, the answers to the supplemental questionnaire, and a cover letter to hr@gvrd.org.



JOIN US IN BUILDING COMMUNITY AND ENHANCING QUALITY OF LIFE THROUGH PEOPLE, PARKS, AND PROGRAMS!





Recreation Department Board Report

06/10/2021

Youth Programs and Events:

- The reopening of Children's Wonderland is off to a great start. To kick-off the reopening, Times Herald did a feature covering the reopening to guests after a year of being closed. For the month of June, the park is fully booked for birthday parties and private group rentals.
- Movie Under the Stars is returning to CW on June 19th. The park will proceed with normal park operations, close, and reopen its gates at 7:30pm for a showing of Akeelah and the Bee. This event is free to guests and concessions will be available for purchase for a nominal fee.
- This summer GVRD staff will offer to GVRD camps Fun in the Sun and FRESH (Future. Rising. Entertainer. Star. Headquarter at Children's Wonderland. Camps will operate from 7am-6pm, daily for 8, 1-week sessions beginning June 21st.
- VCUSD Expanded Learning Programs will be offering 10 free-based camps throughout the city from June 14th-July 16th to all VCUSD students. GVRD will provide staffing at all sites that offer this granted funded opportunity to youth.

Sports

- Summer is in full swing for the sports department. We are offering a variety of different programs, classes, and camps for all ages.
- Vallejo Little League has officially started practices and games at Callen field and Thurmon field, GVRD is helping by spreading awareness about the league and supporting them any way we can.
- We are very excited to be offering a variety of different programs at different and new locations in hopes to increase program participation in other areas of Vallejo.
- This summer will be the first time that a GVRD program is ran at Washington Park and Glen Cove Tennis Courts.

- Summer Sports Camps are open for registrations, we hope to increase community awareness as much as possible this week.

Aquatics:

- Spring Private Swim Lessons are still completely full. They end on 6/3.
- Summer Group & Private lessons begin on 6/14 and are filling up quickly.
- Summer Camps begin on 6/14 and are filling up quickly.
- Lap Swim Reservations are still in high demand with happy customers.
- Summer Lap Swim schedule and Etrak will go live soon.
- VJO will continue practicing during early mornings, afternoons, and Saturday mornings.
- Solano Polo will be using the deep end tank on Tuesday, Wednesday, Thursday from 4-6pm throughout the summer.
- SASO will be using the deep end tank from 9:30am-12:30pm Monday-Thursday throughout the summer.
- Water Exercise will begin on 6/14 on a weekly, Monday-Friday, reservation basis.
- Fresh Start Church has rented the shallow end on Saturday, June 12th for a baptism.

Community Centers:

- Teacher Kay ended the school year with 37 students. In-person and online Summer Camps start on June 21st.
- Outdoor Ballet Folklorico classes had 18 students for the 1st month (May).
- Partnership with Solano County Office of Education and First 5 confirmed for Pre-Kindergarten Academy, July 6-30. June session has been cancelled.
- Solano County scheduled on Sunday, June 13 at SVCC for 2nd dose of COVID vaccine.

- Contract Classes proposal was approved to resume indoors starting July 1st.
- Summer Activity Guide is now available at www.gvrd.org.



General Manager Board Report

6/7/2021

- Staff and I are working on the approved draft budget for fiscal year 21-22. We are reviewing projected incomes and have received an inquiry from the public about building an outdoor roller-skating rink.
- Represented employee negotiations are ongoing.
- I have received a response from the school District, and I am awaiting a response from our insurance carrier CAPRI . Legal and I reviewed the lease, and there are some new items that have us concerned.
- We held our board retreat Saturday, and I believe it went very well. Questions were answered, and new questions came up.
- I will begin assisting Solano Land Trust with their Master Plan. I was invited to attend their sessions to provide feedback.
- HR staff and I are working on policies regarding worker's compensation.
- June 22nd in the evening will be the Board and executive staff mixer.
- We will begin reviewing City of Vallejo section 3.18 regarding impact fees. A consultant may reach out to the board sometime in September.



Agenda 12-A

BOARD COMMUNICATION

Date: June 10, 2021

TO: Board Chairperson and Directors

FROM: Kimberly Pierson, Board Clerk

SUBJECT: Distribution of Committee Selection Form for Fiscal Year 2021-2022

BACKGROUND AND DISCUSSION

According to District Policy number 4060- Committees of the Board of Directors; “The Board Chairperson shall appoint and publicly announce the members of the standing committees for the ensuing fiscal year at the Board’s first regular meeting in July.”

Included in the board packet, is a Committee Selection form. The Chair asks for members of the board to please complete their requests for committee assignments for fiscal year 2021-2022 and return to the board clerk no later than the June 18, 2021, meeting. The Chair will make the assignments from those requests, and they will be accepted at the first board meeting in July.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Listing of Current GVRD Standing Committees
- b. Board Committee Assignment Nomination Form
- c. Policy 4060



BOARD COMMITTEES ASSIGNMENTS

JULY 1, 2020 - JUNE 30, 2021

Programs & Publicity Committee

Director's Sheryl Pannell Lea & Gary Salvadori*
Meets on the 1st Monday of the month at 1:30pm

Policies & Personnel Committee

Director's Sheryl Pannell Lea* & Robert Briseno
Meets on the 2nd Monday of the month at 10:00am

Facility & Development Committee

Director's Adjoa McDonald & Ron Bowen*
Meets on the 3rd Thursday of the month at 10:30am

Budget & Finance Committee

Director's Gary Salvadori & Robert Briseno*
Meets on the 3rd Monday of the month at 1:30pm

Inter-Agency Committee

Director Ron Bowen
 Alternate- None
Meets on the 4th Monday Bi-Monthly

*Committee Chairperson

Salvadori	McDonald	Lea	Bowen	Briseno
Budget & Finance	Facility & Development	Policies & Personnel	Inter-Agency	Budget & Finance
Programs & Publicity		Programs & Publicity	Facility & Development	Policies & Personnel

Greater Vallejo Recreation District
Committee Nominee Selection Form 2021-2022

Interagency Committee
Director
Meets Bi-Monthly

Budget & Finance Committee
Directors'

Policies, and Personnel Committee
Directors'

Facility & Development Committee
Directors'

Publicity/Program & Community Relations Committee
Directors'

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

Standing committees may be established that are advisory to the Board with respect to matters within their respective responsibility. At the first Board meeting in July, it will be determined which committees shall be activated and the Board Chairperson shall appoint and publicly announce the two members to be assigned to each of the standing committees, for the ensuing fiscal year. In addition, the chairperson shall appoint two members to represent the District on the City's Inter-Agency Committee

The following shall be standing committees of the Board:

- Budget and Finance Committee;
- Facility and Development Committee;
- Policies and Personnel Committee;
- Publicity, Program, and Community Relations Committee

The Board Chairperson shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

The General Manager shall be an ex-officio member of all committees. The chairperson of each committee shall inform the chairperson of the Board as to the business transacted at each committee meeting.

The Board's standing committees will meet on an as needed basis. May be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below said assignment may be made by the Board Chairperson, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review will be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors. Should a third member of the Board wish to attend meetings of any standing committee, they may do so as an observer only and may not ask questions or make statements during the meeting, nor participate in any manner.

The Board's standing Budget and Finance Committee

This committee shall work with the General Manager and other staff of the District on the annual budget(s), projections and other financial matters. This committee shall review the General Manager and Directors' expenses, annual audit and annual financial statement before publication. The committee will ensure that investment policies are followed and that funds are invested in a prudent manner with adequate protections to prevent misuse.

The Board's standing Facility and Development Committee

This committee shall study and recommend acquisitions of real property and type of facilities that should be planned for new acquisitions, all joint planning and developmental programs for District facilities, including any additional facility needs and development of present parks. This committee shall review and make final recommendations for facilities and/or developments. This committee shall review matters related to engineering and operation of facilities and short and long-range capital improvement plans.

The Board's standing Policies and Personnel Committee

This committee shall study and recommend the compensation and welfare of District staff. This committee shall include a meet and confer with the General Manager regarding the terms and conditions of the General Manager's employment by the District. This committee shall review the functions of District staff and other policies not assigned to other committees.

The Board's standing Publicity, Program and Community Relations Committee

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

The Chairperson shall appoint members to the City's Interagency Committee.