

# 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

Rizal Aliga  
Robert Briseño  
Stacey Kennington  
Wendell Quigley

## GENERAL MANAGER

Gabe Lanusse

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 Special Meeting Agenda**

Thursday, September 7, 2023

Administrative Office-Board Room, 401 Amador Street, Vallejo, CA 94590  
6:30 p.m.

### **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. Please state your name and whether you are speaking as an individual, or are speaking for an organization, in which case, please state the name of the organization. Each individual speaker may speak for up to three minutes, and an individual representing an organization may speak up to five 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, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization.

6) **Committee Updates**

The Chairperson for Ad-Hoc and Standing Committees will provide any updates to the full board.

7) **Consent Calendar**

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

**Public Comment**

7.1 Approve Board Minutes – August 24, 2023

7.2 Accept Facility and Development Committee Minutes – August 22, 2023

7.3 Accept Policies and Personnel Committee Minutes – August 28, 2023

7.4 Accept McIntyre Ranch Committee Minutes – August 25, 2023



**8) Financials:**

Public Comment

Approve Payment of Bills 8/1/2023 through 8/31/2023 (Casey)

**9) Discussion/Action Items:**

Public Comment

**9.1** Fiscal Year 2022-23 Marketing Recap and 2023-2024 Marketing Plan (Lanusse)

**9.2** User Agreement for Jane’s Good Horses, McIntyre Ranch Wool and Diane Taron Davis, LCSW, for the Use of McIntyre Ranch (Lanusse)

**10) Staff Updates**

Public Comment

**10.1** Recreation Services Director

**10.2** Parks and Facilities Director

**10.3** Interim Finance Director

**10.4** General Manager

**11) Discussion/Action Items:**

Public Comment

Designation of Negotiators for Potential Easement to McIntyre Ranch (for the portion of St. John’s Mine Road above the second cattle guard) (Legal Counsel)

**12) Closed Session:**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Government Code section 54956.8

Property: Portion of St. John’s Mine Road above the second cattle guard.

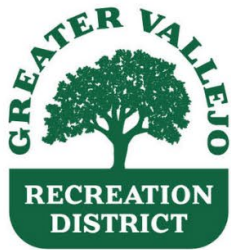
Agency Negotiator(s): TBD under Agenda Item 11

Negotiating Parties: John & Vel Snell, Gary & Evelyn Harris, Vic Azevedo, Buck Rogers, Ronney Rogers-Running, Tracy Williams and John Scott

Under Negotiation: Price and/or terms of payment

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

**14) Meeting Adjourn**



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### Greater Vallejo Recreation District Board of Directors MINUTES August 24, 2023 – 401 Amador Street 6:30 p.m.

#### 1) Call to Order

Chairperson Briseño called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., August 24, 2023, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

#### 2) Pledge of Allegiance

Chairperson Briseño led the pledge.

#### 3) Roll Call

**Present:** Chairperson Robert Briseño; Vice Chairperson Wendell Quigley, Secretary Rizal Aliga

**Staff:** General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Recreation Services Director, Antony Ryans; Parks and Facilities Director, Salvador Nuño; Board Clerk, Kimberly Pierson

**Excused:** Director Stacey Kennington

#### 4) Approval of Agenda

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

#### 5) Public Comment:

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

1 Speaker

#### 6) Committee Updates

The Chairperson for Ad-Hoc and Standing Committees will provide any updates to the full board. Chairperson Briseño inquired on the minutes from the Programs and Publicity Committee, since only one Director was present at the meeting it was not officially a meeting. Minutes will be pulled from consent calendar.



## 7) **Consent Calendar**

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

Public Comment-none

7.1 Approve Board Minutes – August 10, 2023

~~7.2 Accept Programs and Publicity Committee Minutes – August 8, 2023~~

Item 7.2 Removed. Director Quigley offered the motion, seconded by Director Aliga to approve the consent calendar. Motion passed.

## 8) **Action Items:**

Public Comment-none

### **8.1 Approve letter of support for the City of Vallejo to receive designation as American World War II Heritage City. (Lanusse)**

Director Quigley offered the motion, seconded by Director Aliga to approve a letter of support for the City of Vallejo to receive designation as American World War II Heritage City. Motion passed.

## 9) **Staff Updates**

Public Comment-none

### **9.1 Recreation Services Director**

- Announced the Fall Activity Guide will be completed and will be online Friday.
- Gave an update on the Camping under the Stars event-70 participants attended.
- Gave an update on Leaven Kids tenancy at South Vallejo Community Center. Tentative move in date is September 5<sup>th</sup>.
- Praised staff for the Poochella Event held at City Park. Announced that Subaru was a sponsor and donated \$500 to the event.
- Announced upcoming Pickleball classes to be held at Amador, Castlewood and Glen Cove courts.

### **9.2 Parks and Facilities Director**

- Provided an update on the Franklin facility.
- Announced there will be a presentation at a future board meeting regarding the Lake Dalwigk grant project.
- Announced the City of Vallejo will be installing electric vehicles charging stations at Vallejo Community Center, South Vallejo Community Center and North Vallejo Community Center.
- Announced the Vallejo Heights Neighborhood Association will be having their annual picnic at Terrace Park on Saturday.

### **9.3 General Manager**

- Introduced the Interim Finance Director-Sue Casey.



- Gave an update on the recent walkthrough with a State Representative regarding the Prop. 68 RIRE Grant project at Setterquist Park.
- Announced the new Human Resources Manager will start on September 5<sup>th</sup>.
- Announced upcoming interviews for the Finance Director position on September 7<sup>th</sup>.
- Announced that he attended the groundbreaking for the expansion of the Vine Trail.

**10) Executive Session:** at 7:01pm Chairperson Briseño convened to executive session.

Public Comment-None

**10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION**, pursuant to Government Code section 54957

Title: General Manager

Meeting reopened at 8:38pm

Chairperson Briseño reported that information was exchanged, and direction was given.

**11) Action Items:**

Public Comment-None

**11.1 Discussion and Possible Action on General Manager Compensation**

Director Quigley offered the motion, seconded by Director Aliga to hire a consultant to give feedback on setting a pay range for General Manager for future contract. Motion passed.

Board Direction: Hire a consultant to give feedback on setting a pay range for General Manager for future contract. Direction: Have staff provide list of consulting options to the board. Possible task for new HR Director. Would like a monthly status report. Board would like to be involved in the selection process.

**12) Announcements and Comments from Board Members**

Director Aliga announced that next Thursday in the Vallejo Main Street program- Hot August Nights in downtown Vallejo.

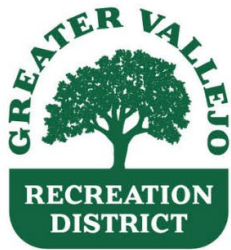
**13) Meeting Adjourn**

Director Quigley offered the motion, seconded by Director Aliga to adjourn the meeting at 9:00 p.m. Motion passed.

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**Rizal Aliga, Board Secretary**

**Date**



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## Facility and Development Committee Minutes Tuesday, August 22, 2023 4:00 p.m. Administrative Office-Board Room 401 Amador Street

**In attendance:** Director Quigley, Director Aliga, General Manager Gabe Lanusse, Parks and Facilities Director Nuño

Meeting began: 4:00 PM

### 1. Public Comment

No public comment.

### 2. Dan Foley Artificial Field Replacement:

Parks and Facilities Director gave an update on the status of the bidding process for this project. Staff is working with legal counsel on the procurement to award the project.

### 3. Franklin Middle School Site:

Parks and Facilities Director gave an update on the Gym and the fields. Staff met with PAL to discuss the transitioning of the maintenance. Staff began mowing the fields and cutting the weeds. We are also working on installing our alarm system; we are waiting for the school district to authorize removal of their alarm, and adding our alarm system. Staff is also working with floor companies to obtain quotes to do the GYM floors. A question that came up from the Committee is to start thinking about how we would be naming this GYM.

### 4. Cunningham Aquatic Complex Restroom Improvements:

Parks and Facilities Director reported that the bids received were rejected and will be going out again; staff is working with our legal counsel to add additional documents and language to the RFB for Cunningham restrooms improvements.

### 5. 395/401 Amador Street Update:

Parks and Facilities Director reported that we awarded the job and are working with our legal counsel to generate the contract for the improvements of 395 building. Once we are in contract with the construction company, staff will be scheduling a job site meeting.



**6. Lake Dalwigk Park Improvements:**

Parks and Facilities Director had a meeting with all the stake holders and the consultant to review 30% of the plans and clarify other items for this project. we will be continuing to have meetings frequently since this project has to be completed by June 2024. One of the ideas for this project from the Committee is the possibility of adding a dog park; staff mentioned that this was not part of the original proposal; however, will let the group know about this idea.

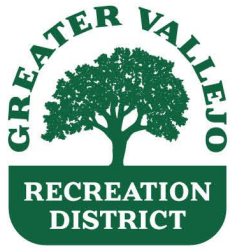
**7. Hanns Park ADA/Restroom Upgrades:**

Parks and Facilities Director reported that the job is getting close for completion; staff received a proposal from the same contractor to build some of the stairways for the Disc golf course at the Park. If we decide to move forward, once the stairways are completed, then we can call the City inspector to do the final inspection.

**8. City of Vallejo EV Charger Program-Vallejo Community Center, North South Vallejo Community Centers:**

Parks and Facilities reported that the City is working with a contractor to install EV Chargers at VCC, SVCC, and North Vallejo Community Center. They will have their electricity and meter, and if the chargers get vandalized, the company will be responsible for making the repairs. The City is anticipating to start this project in the next 3-4 weeks.

Adjourned at 4:54 PM



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### **Policies and Personnel Committee Minutes Monday, August 28, 2023 6:30 p.m. Administrative Office-Board Room 401 Amador Street**

**In attendance:** Director Kennington, Director Briseño,  
Human Resources Clerk Morehouse  
**Absent:** General Manager Lanusse

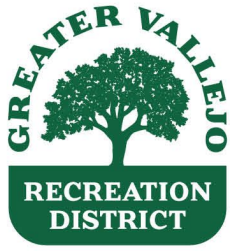
Meeting began: 6:32 pm

**1. Public Comment**  
N/a

**2. Policy 3074 – Fee Waiver for Community Organizations**

- a. Legal Counsel commented that the policy currently includes “other district charges” as something that cannot be waived. It was recommended to remove that item from the “cannot waive” list. Committee agrees to this.
- b. Legal Counsel asked regarding the fees currently eligible for waiver, what does “permit fees” include? Looking at our fee schedule, it’s not clear what “permit fee” covers.
- c. Committee would like to clarify if the event is free or is there a charge for the event.
- d. Committee asked how do we define what the Organization is? This is found on page 2, 3b. Committee recommends that we change this to being open to the public and if it is free or a fee will be applied.
- e. Committee recommends changing a mistake on the Facility rental fee waiver request form the word Facilitie(S) and should be Facilities.
- f. Committee recommends adding next to Fundraiser Yes or No, if a fee will be charged for the event. If a fee will be charged for the event, what is the fee.
- g. Committee recommends on the second page of the Facility rental fee waiver request form to move the line that is after Security Deposit and move it to before, so it is aligned with Facility Rental & Permits with the line being first.





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### 3. Discussion on New Policy Requirement by Vallejo City Unified School District (VCUSD) – Child Sexual Abuse and Molestation Prevention

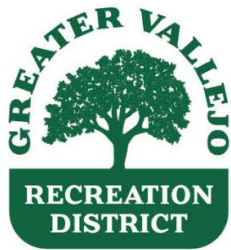
- a. Committee recommends that Legal Counsel & Human Resources Director look over this policy to make sure that the District is compliant with the current law.
- b. A draft copy of a new policy titled Abuse and Molestation Policy #3076 that staff put together from using the sample policy given by the VCUSD was given to the Committee. Committee commended that this was well thought out. VCUSD requires a written policy on the prevention of child abuse for each organization that they contract with that has contact with students.

c.

### 4. Update on HR Director Position

- a. Staff gave the update that the new HR Director will be starting September 5, 2023.
- b. Committee requested that there be a narrative on the new HR Director at the next Board Meeting.

Adjourned at 6:53 pm



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## McIntyre Ranch Committee Minutes

Directors: Briseño and Quigley

Friday, August 25, 2023

11:00 a.m.

Administrative Office – Board Room

401 Amador Street

**In attendance:** Director Quigley; Director Briseño; General Manager Lanusse; Recreation Services Director Ryans; Parks and Facilities Director Nuño; Board Clerk Pierson

Meeting began: 11:00 am

### 1. Public Comment

Speakers: 2

### 2. McIntyre Ranch Status Updates: Discussion of property, including trees, water systems, structures.

Speakers: 8

Director Nuño updated the committee on the ranch water system, trees, and structures.

Comments for Recreation Staff:

- Create a schedule for programs happening at the ranch and any overnight stays.
- Create a budget for McIntyre Ranch.
- Develop a plan for open space/recreation programs.
- Meet with the caretakers before November for historical knowledge.
- Develop partnerships for the ranch

Comments for Maintenance Staff:

- Perform an evaluation of all the buildings, including ADA compliance.
- Perform a study on the drainage of the property.
- Have the Fire Marshall do an inspection of the property for fire prevention compliance.
- Identify any hazards in the property.
- Service the fire extinguishers
- Need to have a plan for the water tank.

Director Briseño brought up concerns from his recent visit to the ranch: poison oak, drainage near the tack house, fire control and programming.



**3. Identification of General Manager as Negotiator for Portion of St. John's Mine Road Above the Second Cattle Guard with McIntyre Ranch Neighbors** (John & Vel Snell, Gary & Evelyn Harris, Vic Azevedo, Buck Rogers, Ronney Rogers-Running, Tracy Williams and John Scott)  
Speakers: 2

Director Briseño made a request to have one or both committee members as a negotiator. Director Quigley asked the General Manager to read the response received from the neighbors. The General Manager also read GVRD's initial proposal to the neighbors.

DRAFT



**4. Closed Session:** Committee convened to closed session at 12:43pm  
Speakers: None

CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Government  
Code section 54956.8

Property: Portion of St. John's Mine Road above the second cattle guard.

Agency Negotiator: General Manager

Negotiating Parties: John & Vel Snell, Gary & Evelyn Harris, Vic Azevedo, Buck Rogers, Ronney Rogers-Running, Tracy Williams and John Scott

Under Negotiation: Price and/or terms of payment

Committee reconvened to regular session at 1:25pm and reported the following:  
Guidance given to General Manager

**5. Meeting Adjourn**

Meeting adjourned at 1:30pm

# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70387	08/02/2023	Morgan Alarm Co., Inc	\$5,896.09
70388	08/02/2023	PROforma	\$1,634.53
70389	08/03/2023	Vallejo Omega	\$250.00
70390	08/03/2023	Vallejo Omega	\$250.00
70391	08/03/2023	Vallejo Omega	\$250.00
70392	08/03/2023	Steve Landaker	\$800.00
70393	08/03/2023	Mitch Woods	\$1,200.00
70394	08/03/2023	Bayshore Materials	\$31.68
70395	08/03/2023	Bert Williams & Sons Inc	\$514.47
70396	08/03/2023	Grainger	\$32.61
70397	08/03/2023	Kelly-Moore Paint Co.-NorCal CPC	\$649.76
70398	08/03/2023	Tecogen	\$2,852.19
70399	08/03/2023	Victory Stores	\$404.15
70400	08/03/2023	AAA Business Supplies & Interiors	\$593.63
70401	08/03/2023	ABC Napa Valley Sewer & Drain	\$320.00
70402	08/03/2023	Big Creek Lumber & Building Material	\$0.00
70403	08/03/2023	Big Creek Lumber & Building Material	\$0.00
70404	08/03/2023	Big Creek Lumber & Building Material	\$851.19
70405	08/03/2023	Brady Industries	\$215.71
70406	08/03/2023	AT&T	\$47.43
70407	08/03/2023	Cintas Corporation	\$633.60
70408	08/03/2023	Clark Pest Control	\$358.00
70409	08/03/2023	Comcast	\$363.48
70410	08/03/2023	Commercial Energy Of Montana	\$2,700.30
70411	08/03/2023	Commercial Pool Systems, Inc	\$5,581.50
70412	08/03/2023	Ewing Irrigation Products, Inc.	\$97.97
70413	08/03/2023	EZ Tree, Inc.	\$87,898.75
70414	08/03/2023	Norma Gallo	\$750.00
70415	08/03/2023	Glen Cove Communtiy Association	\$40.00
70416	08/03/2023	Vanesa Herrera	\$400.00
70417	08/03/2023	Kay Cady-Johnson	\$2,761.50
70418	08/03/2023	Ena Johnson	\$145.00
70419	08/03/2023	Jump Jump And Away	\$10.00
70420	08/03/2023	Koff & Associates	\$218.75
70421	08/03/2023	Lincoln Aquatics	\$2,333.23
70422	08/03/2023	Julie Myers	\$21.27
70423	08/03/2023	NuCO2	\$346.80
70424	08/03/2023	Ring Central Inc.	\$1,210.83
70425	08/03/2023	SiteOne Landscape Supply	\$4,827.06
70426	08/03/2023	Turf Star, Inc.	\$681.36
70427	08/03/2023	Verde Design Inc	\$2,948.00
70428	08/03/2023	Veritiv Operating Company	\$381.99
70429	08/03/2023	Orlando Wynn	\$3,600.00
70430	08/07/2023	Bayshore Materials	\$151.80
70431	08/07/2023	AAA Business Supplies & Interiors	\$163.25
70432	08/07/2023	American Sanitation Inc	\$1,300.00
70433	08/07/2023	Big Creek Lumber & Building Material	\$278.03
70434	08/07/2023	Clark Pest Control	\$250.00
70435	08/07/2023	Harvey Overhead Door	\$180.00
70436	08/07/2023	Les Schwab Tires	\$1,366.31
70437	08/07/2023	Moore Design Group	\$1,162.50
70438	08/07/2023	Regional Government Services	\$1,017.75
70439	08/07/2023	Security Enforcement Alliance	\$14,220.20
70440	08/07/2023	Underground Vaults & Storage, Inc.	\$115.76
70443	08/09/2023	Prisco Manglona	\$132.25
70444	08/10/2023	Big Creek Lumber & Building Material	\$31.44

# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70445	08/10/2023	Saviano Company, Inc.	\$7,000.00
70446	08/10/2023	General Plumbing Supply Co	\$344.57
70447	08/10/2023	P G & E	\$2,783.76
70448	08/10/2023	AAA Business Supplies & Interiors	\$65.00
70449	08/10/2023	Sanyade Baruti	\$9.00
70450	08/10/2023	Bay Area Driving School	\$235.20
70451	08/10/2023	Big Creek Lumber & Building Material	\$5.87
70452	08/10/2023	Break It Down Soul Line Dance	\$201.00
70453	08/10/2023	BrightView Landscape Services, Inc.	\$836.00
70454	08/10/2023	Children's Network Of Solano County	\$750.00
70455	08/10/2023	Commercial Pool Systems, Inc	\$3,719.54
70456	08/10/2023	Construction West	\$81,439.70
70457	08/10/2023	Isabella Fogli	\$76.11
70458	08/10/2023	Rita Fryar	\$280.00
70459	08/10/2023	Gene's Auto Repair	\$1,072.08
70460	08/10/2023	Philip Graham Jr	\$369.00
70461	08/10/2023	Karen Houston	\$390.00
70462	08/10/2023	Maya Hunter	\$64.00
70463	08/10/2023	Jolly Ice Cream	\$91.00
70464	08/10/2023	Jason Jones	\$792.00
70465	08/10/2023	Jump Jump And Away	\$759.01
70466	08/10/2023	Chigusa Kanzan	\$80.00
70467	08/10/2023	Steven Logoteta	\$176.00
70468	08/10/2023	Virlynda Luciano	\$285.00
70469	08/10/2023	M & M Sanitary LLC	\$667.45
70470	08/10/2023	Lorna Mandap	\$461.30
70471	08/10/2023	Calvin McCullough Jr.	\$331.20
70472	08/10/2023	Emely Mendez	\$28.03
70473	08/10/2023	Metropolitan Life Insurance Company	\$11,317.35
70474	08/10/2023	MUN CPA's	\$13,000.00
70475	08/10/2023	Julie Myers	\$52.00
70476	08/10/2023	David Nagal	\$60.00
70477	08/10/2023	NuCO2	\$209.58
70478	08/10/2023	Preferred Alliance, Inc.	\$42.00
70479	08/10/2023	Quench USA, Inc.	\$44.90
70480	08/10/2023	Iris Ramos	\$68.69
70481	08/10/2023	Johana Rios	\$50.00
70482	08/10/2023	Theodore Rocha	\$339.60
70483	08/10/2023	Patricia Rodriguez	\$750.00
70484	08/10/2023	Sebrenia Saunders	\$600.00
70485	08/10/2023	Saviano Company, Inc.	\$16,900.00
70486	08/10/2023	Jesus Segura	\$250.00
70487	08/10/2023	Patricia Stewart	\$400.00
70488	08/10/2023	United Way Bay Area	\$750.00
70489	08/10/2023	Frankie Valentine-Flores	\$801.00
70490	08/10/2023	Jose Vazquez	\$750.00
70442	08/11/2023	California State Disbursement Unit	\$130.15
70491	08/11/2023	Samantha Froehlich	\$17.98
70492	08/11/2023	John Marshall	\$400.00
70493	08/11/2023	The Go Game	\$2,280.00
70494	08/15/2023	US Bank Corporate Payment System	\$38,746.55
70495	08/17/2023	Jolly Ice Cream	\$318.50
70496	08/17/2023	Vallejo Omega	\$1,750.00
70497	08/17/2023	Horizon	\$1,197.83
70498	08/17/2023	Bert Williams & Sons Inc	\$320.04
70499	08/17/2023	Garton Tractor Inc	\$354.34

# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70500	08/17/2023	Renne Public Law Group LLP	\$9,608.20
70501	08/21/2023	Angelito Or Loana Claudio	\$1,211.00
70502	08/23/2023	Bayshore Materials	\$90.68
70503	08/23/2023	Bert Williams & Sons Inc	\$14.62
70504	08/23/2023	Express Shirt Printing	\$1,263.65
70505	08/23/2023	General Plumbing Supply Co	\$600.29
70506	08/23/2023	Kelly-Moore Paint Co.-NorCal CPC	\$288.10
70507	08/23/2023	P G & E	\$40.14
70508	08/23/2023	State Of California	\$256.00
70509	08/23/2023	ABC Napa Valley Sewer & Drain	\$480.00
70510	08/23/2023	Ryan Allen	\$103.09
70511	08/23/2023	Chris Andrade	\$137.96
70512	08/23/2023	Bay Area Air Quality Mgmt District	\$115.00
70513	08/23/2023	Enrique Bastida	\$400.00
70514	08/23/2023	Big Creek Lumber & Building Material	\$0.00
70515	08/23/2023	Big Creek Lumber & Building Material	\$436.27
70516	08/23/2023	Brady Industries	\$54.14
70517	08/23/2023	Rosa Bueno	\$400.00
70518	08/23/2023	AT&T	\$188.35
70519	08/23/2023	C-DAT	\$180.00
70520	08/23/2023	City Of Foster City	\$567.00
70521	08/23/2023	CivicPlus LLC	\$30,785.00
70522	08/23/2023	Comcast	\$725.33
70523	08/23/2023	Commercial Pool Systems, Inc	\$3,487.62
70524	08/23/2023	Vincent Foster Jr	\$300.00
70525	08/23/2023	GreatAmerica Financial Services	\$1,852.57
70526	08/23/2023	Kaiser Permanente-OHSS	\$40.00
70527	08/23/2023	Lincoln Aquatics	\$1,297.41
70528	08/23/2023	Lloyd Engineering	\$3,628.00
70529	08/23/2023	Minuteman Press	\$745.00
70530	08/23/2023	Moore Design Group	\$1,360.00
70531	08/23/2023	Municipal Resource Group, LLC	\$8,908.83
70532	08/23/2023	Julie Myers	\$200.00
70533	08/23/2023	National Aquatic Services Inc	\$974.80
70534	08/23/2023	NuCO2	\$628.66
70535	08/23/2023	Fabiola Perez	\$400.00
70536	08/23/2023	Renne Public Law Group LLP	\$18,316.73
70537	08/23/2023	Security Enforcement Alliance	\$1,088.00
70538	08/23/2023	Sherwin-Williams	\$72.43
70539	08/23/2023	SiteOne Landscape Supply	\$1,881.51
70540	08/23/2023	Jasarah Stafford	\$580.00
70541	08/23/2023	Tanuan Leyte Assumption Foundation	\$750.00
70542	08/23/2023	Turf Star, Inc.	\$453.34
70543	08/23/2023	Verdin	\$4,770.00
70544	08/23/2023	Veritiv Operating Company	\$877.76
70545	08/23/2023	Kelly-Moore Paint Co.-NorCal CPC	\$236.52
70546	08/23/2023	Big Creek Lumber & Building Material	\$7.47
70547	08/23/2023	Platt Electric Supply	\$330.98
70549	08/24/2023	Sanyade Baruti	\$9.00
70550	08/25/2023	Bert Williams & Sons Inc	\$6.49
70551	08/25/2023	Big Creek Lumber & Building Material	\$103.58
70552	08/25/2023	Crown Hill Materials	\$59.06
70553	08/25/2023	Pape Machinery, Inc	\$1,114.45
70554	08/28/2023	P G & E	\$19,561.38
70555	08/29/2023	California State Disbursement Unit	\$130.15
70556	08/31/2023	Express Shirt Printing	\$3,360.60

# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70557	08/31/2023	Grainger	\$51.20
70558	08/31/2023	Kelly-Moore Paint Co.-NorCal CPC	\$200.22
70559	08/31/2023	Morgan Alarm Co., Inc	\$750.75
70560	08/31/2023	P G & E	\$41.76
70561	08/31/2023	Pace Supply Co.	\$387.76
70562	08/31/2023	Victory Stores	\$38.21
70563	08/31/2023	AAA Business Supplies & Interiors	\$159.78
70564	08/31/2023	Dayna Asbury	\$131.63
70565	08/31/2023	Dave Bang Associates, Inc	\$1,140.79
70566	08/31/2023	Enrique Bastida	\$400.00
70567	08/31/2023	Big Creek Lumber & Building Material	\$501.82
70568	08/31/2023	Mike Brown Electric Co.	\$9,813.30
70569	08/31/2023	AT&T	\$50.68
70570	08/31/2023	Guillermo Campos	\$400.00
70571	08/31/2023	Comcast	\$996.39
70572	08/31/2023	Cougar Mountain Software	\$400.00
70573	08/31/2023	Crown Hill Materials	\$4,126.39
70574	08/31/2023	Gene's Auto Repair	\$1,922.73
70575	08/31/2023	Green Valley Aloha Saw & Mower	\$1,286.92
70576	08/31/2023	James Janecki	\$90.00
70577	08/31/2023	Carl Johnson	\$30.00
70578	08/31/2023	Stan Kulyavtsev	\$60.00
70579	08/31/2023	Les Schwab Tires	\$1,598.08
70580	08/31/2023	Monica Ligons	\$35.00
70581	08/31/2023	Moore Recreation Therapy & Consulti	\$1,500.00
70582	08/31/2023	Tennea Nelson	\$400.00
70583	08/31/2023	PDF Designs, Inc	\$460.00
70584	08/31/2023	Preferred Plumbing And Drain	\$835.00
70585	08/31/2023	R & D Termite And Pest Control	\$300.00
70586	08/31/2023	Resource Design Interiors	\$259.24
70587	08/31/2023	Regional Government Services	\$460.00
70588	08/31/2023	Renne Public Law Group LLP	\$10,883.25
70589	08/31/2023	Ring Central Inc.	\$879.71
70590	08/31/2023	Jasmine Robinson	\$196.00
70591	08/31/2023	Security Enforcement Alliance	\$7,567.50
70592	08/31/2023	SiteOne Landscape Supply	\$301.59
70593	08/31/2023	Sarah Stillwachs	\$30.00
70594	08/31/2023	SwingSetMall.com	\$437.00
70595	08/31/2023	The Go Game	\$684.00
70596	08/31/2023	Uline Shipping Supplies	\$6,699.52
70597	08/31/2023	Veritiv Operating Company	\$22.84
70598	08/31/2023	Calmat Co DbA Vulcan Materials Co	\$429.96
70599	08/31/2023	Wisconsin Lighting Lab	\$4,051.00
<b>Bank Totals</b>			<b>\$536,562.63</b>

**Report Selection Criteria**

<b>Bank Account:</b>	Start	End
<b>Date Range:</b>	GEN	GEN
<b>Item Date:</b>	Custom	
<b>Document Number:</b>	08/01/2023	08/31/2023
<b>Payee:</b>	Start	End
	Start	End



**BR Bank Register Report**  
**Greater Vallejo Recreation District (0GVRD)**

**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

GVRD

# FY 2022-23 Recap

## Marketing Review

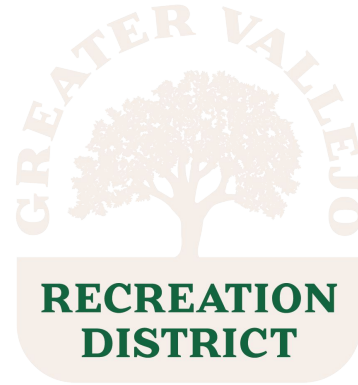
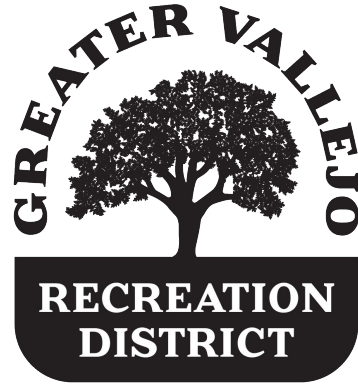
# Brand Refresh

Initial marketing efforts included an updated logo, brand colors and fonts. Verdin played to the strengths of the original GVRD logo, pulling elements that resonated with current staff and community stakeholders.



Brand Refresh

# Logo





# BRAND GUIDELINES

---

## Typography

As with our logo, consistent use of the brand typefaces reinforces GVRD's overall brand identity and personality.

**Battlefin** and **Work Sans** are the primary typefaces and should be used as often as possible, while Helvetica may be used for internal and digital use as needed. Helvetica compliments the brand standards, has a professional appearance and is available on most computers.

## Header

### SUBHEAD

The above header is set in Battlefin. The subhead and this body copy are set in Work Sans. All styles and weights are acceptable for use.

Example typography properties:

Properties for **headers**: Black weight, green.

Properties for **SUBHEADS**: Medium weight, green, all caps.

Properties for body copy: Regular weight, dark green.

#### **Purchase Battlefin:**

[myfonts.com/products/black-battlefin-163724](https://myfonts.com/products/black-battlefin-163724)

#### **Download Work Sans:**

[fonts.google.com/specimen/Work+Sans](https://fonts.google.com/specimen/Work+Sans)

## Color Palette

CMYK colors are used for any basic printed materials (posters, brochures, documents, menus etc). RGB colors are used for any digital materials (social media, e-newsletters, website, TV advertisements). The web safe colors are similar to RGB and are only used for digital materials. The six-digit code is an easy way to add precise colors when changing web design preferences.

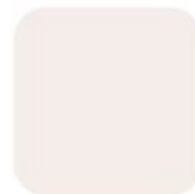
### PRIMARY PALETTE:



C 88 | M 35 | Y 87 | K 28  
R 16 | G 101 | B 64  
#106540



C 81 | M 55 | Y 77 | K 76  
R 9 | G 36 | B 23  
#092417



C 3 | M 5 | Y 6 | K 0  
R 244 | G 237 | B 233  
#f4ede9

### SECONDARY PALETTE:



C 7 | M 25 | Y 99 | K 0  
R 238 | G 189 | B 31  
#eebd1f



C 0 | M 50 | Y 100 | K 14  
R 216 | G 130 | B 25  
#d88219



C 29 | M 6 | Y 4 | K 0  
R 176 | G 212 | B 232  
#b0d4e8

Brand Refresh

# Tone & Personality



Brand Personality

Fun

Simple

Trusted

Inclusive

Welcoming

Multifaceted



# GVRD Brand Tone Sheet



## Brand Personality

Fun  
Simple  
Trusted  
Inclusive  
Welcoming  
Multifaceted



## Tone of Voice

The GVRD tone of voice is upbeat, and encouraging. It is knowledgeable and helpful, and takes on the role of guiding the community toward fun and meaningful activities. When communicating as the Greater Vallejo Recreation District, instill trust by being clear with information and presenting it in a warm and inviting way.

## If GVRD was a character

it would be represented by the positive voice of Ted Lasso. A strong sense of values, healthy recreation, community, and lifting others up all drives the character behind this personality. We're friendly, we're fun and we're consistent.

## Messaging Examples

**Make your next family reunion or work party one for the record books by reserving a sports field or court! Who's up for pickleball?**

**Time outdoors boosts our health, enriches our families and lifts our moods! How can our parks improve your life?**

**Get your kids off the screens and into nature! Our Fall 2022 calendar of youth programs is out now.**

Marketing Review

# Annual Report



## Recreation Services

### 5 Community Events

Fishing in the City  
Parks N' Rex Day  
Bands and Brews June 2022  
Turkey Drive  
Winter at Wonderland



*Thank you to our sponsors who supported the events this year!*

### Sports Programs

Co-Ed Soccer Program more than 100 participants joined us for this free four-week program. GVRD partnered with the City of Vallejo and Council Member Diaz to provide this fun sports experience to the community.



### Community Centers

Foley Cultural Center  
Vallejo Community Center  
Norman C. King South Vallejo Community Center  
North Vallejo Community Center

**Renovations:**  
Foley Cultural Center—interior upgrades  
Vallejo Community Center—kitchen upgrades



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### Children's Wonderland

Free Admission for Vallejo residents:  
September 1, 2021

*Thank you to our Board of Directors for approving FREE admission for Vallejo Residents beginning September 1, 2021 for one year.*



### Youth Services

In-person Kids Club and Expanded Learning Programs returned for the 2021–2022 school year.

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### Aquatics

Floating Pumpkin Patch

Free Kids Day

**Parks  
Make  
Life  
Better!**



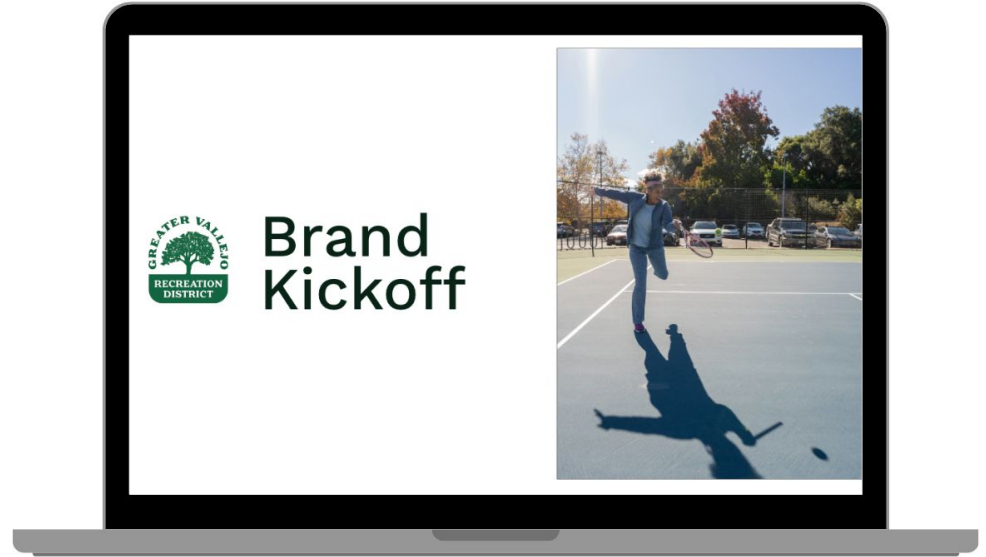
### Recreation Services

Filled 4 previously frozen Full-Time positions — 3 Recreation Coordinators and 1 Recreation Supervisor.

## Marketing Review

# Lunch & Learn

In March, Verdin hosted a virtual Lunch & Learn event for GVRD staff to learn about the new brand. This included a review of the new logo, fonts and colors, as well as the importance of maintaining a brand identity. Additionally, there was a walk through of how to use the Verdin-created templates in Canva so that GVRD staff can create their own branded content. A recording of this presentation was shared with the team for future reference.



## Marketing Review

# Business Card & Letterhead

**Gabe Lanusse,  
M.P.A.**

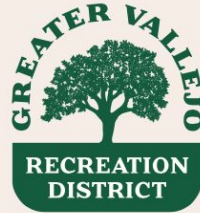
GENERAL MANAGER

707.648.4603

glanusse@gvrd.org

gvrd.org

395 Amador Street Vallejo, CA 94590



## 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

Rizal Aliga  
Robert Briseño  
Stacey Kennington  
Wendell Quigley

### GENERAL MANAGER

Gabe Lanusse

Marketing Review

# Table Cover



6FT



Pantone P 150-15 C

Marketing Review

# Photoshoot



Brand Campaign

# Your Day, Enriched.





## Brand Campaign Description

# Your Day, Enriched.

Verdin utilized the assets from the photoshoot to create three 15-second videos that ran as paid advertisements. They were strategically placed on websites that target GVRD's key audiences.

This campaign acknowledges that the benefits of parks and recreation services are at once different for each individual and universally felt. It's all about enrichment.

It shows the community value they might not have known was right here in their neighborhood. It's your day, your family, your life — enriched.







Marketing Review

# Paid Media



Paid Media Performance

**302,922 Impressions**

**712 Clicks**

**0.23% Avg. Click-Thru Rate**

**77.73% Avg. Video Completion Rate**

## Paid Media Performance

- Programmatic pre-roll videos have performed consistently well throughout the year with small fluctuations that were optimized for performance
- Overall completion rates remained close to or above industry averages

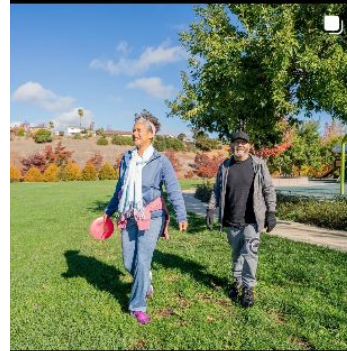
Marketing Review

# Social Media



**Join Our Lifeguard Squad**  
Training and jobs available!

**LIFEGUARD**



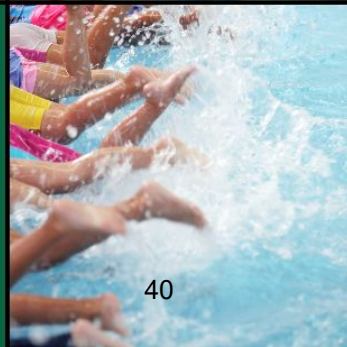
**There's a little park in Vallejo...**



**Community Testimonials**

Great park for hiking short distances. It's got a playground and bathrooms. It's a very large park. We saw peacocks and other birds!

Lillian F. Google





Marketing Review

# Social Graphics



Social Media Presence

## **FY 2022-23 Goals:**

- Increase Instagram followers and engagement by 15%
- Increase Facebook fans and engagement by 10%
- Increase Twitter followers and engagement by 10%

# Facebook Results

## Performance Summary

View your key profile performance metrics from the reporting period.



Organic and Paid

Impressions

**414,600** ↗ 48.2%

Engagements

**29,106** ↗ 102.7%

Post Link Clicks

**5,128** ↗ 60.1%

Engagement Rate (per Impression)

**7%** ↗ 36.8%

# Facebook Results

Audience Metrics	Totals	% Change
<b>Followers</b>	6,061	↗ 11.7%
<b>Net Follower Growth</b>	633	↗ 79.8%
<b>Fans</b>	5,496	↗ 4.1%
<b>Net Page Likes</b>	190	↘ 23.4%
<b>Organic Page Likes</b>	241	↘ 33.8%
<b>Paid Page Likes</b>	0	→ 0%
<b>Page Unlikes</b>	51	↘ 56%

# Instagram Results

## Performance Summary

View your key profile performance metrics from the reporting period.



Organic and Paid

Impressions

**329,805** 1,210.5%

Organic Engagements

**4,873** 463.4%

Profile Actions

**534** 1,012.5%

Engagement Rate (per Impression)

**1.5%** 57%

# Instagram Results

Audience Metrics	Totals	% Change
<b><u>Followers</u></b>	<b>1,979</b>	<b>↗ 45.9%</b>
<b><u>Net Follower Growth</u></b>	<b>624</b>	<b>↗ 4,060%</b>
<b><u>Followers Gained</u></b>	796	↗ 3,880%
<b><u>Followers Lost</u></b>	172	↗ 3,340%

# Twitter Results

## Performance Summary

View your key profile performance metrics from the reporting period.



Impressions

**11,046** ↗ 119.5%

Engagements

**379** ↗ 379.7%

Post Link Clicks

**55** ↗ 816.7%

Engagement Rate (per Impression)

**3.4%** ↗ 118.5%

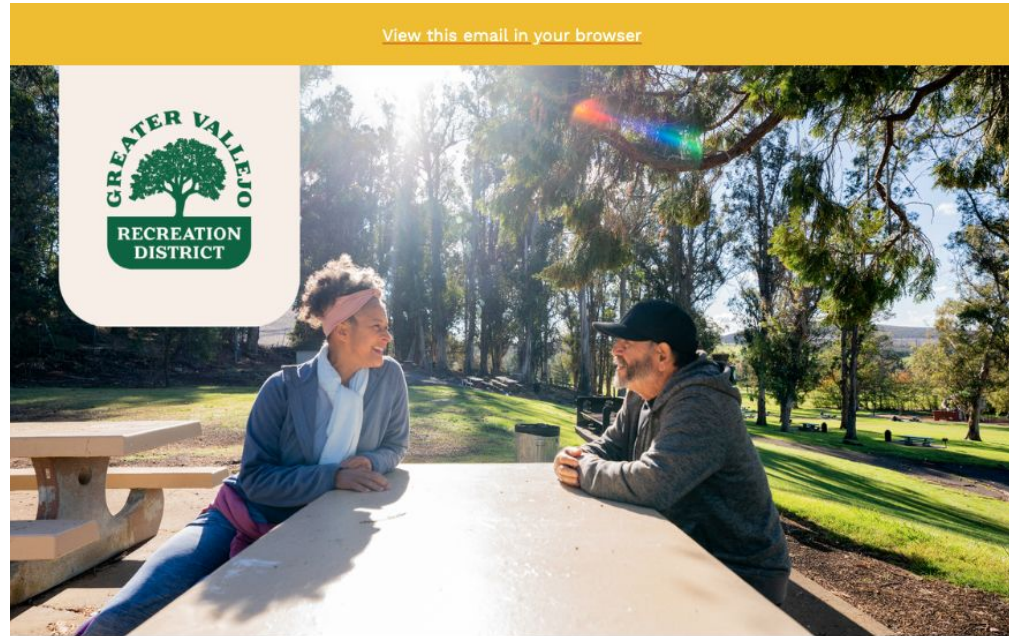
# Twitter Results

Audience Metrics	Totals	% Change
<b>Followers</b>	<b>669</b>	<b>↗ 3.2%</b>
<b>Net Follower Growth</b>	<b>21</b>	<b>↗ 1,150%</b>
<b>Followers Gained</b>	54	↗ —
<b>Followers Lost</b>	33	↗ 1,550%
<b>Following</b>	<b>329</b>	<b>↗ 1.9%</b>



Marketing Review

# Email Marketing



## Welcome to Our Newsletter

Cue the fanfare! Welcome to our brand-new email newsletter, your best monthly source for the latest and greatest information from the Greater Vallejo Recreation District. Each month, we'll fill you in on the latest updates from our crew, let you know about big upcoming events, and maybe even have a little fun. Thank you for subscribing! Read on to see our highlights for the weeks ahead.

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## Monthly E-Newsletter

Verdin designed an e-newsletter template in Mailchimp using the new GVRD brand elements (fonts, colors, logos, photos). The subscriber base received a newsletter every month with information about upcoming events, updates, community center happenings, Measure K projects, a wellness tip and more.

Email Marketing Presence

**278** Subscribers

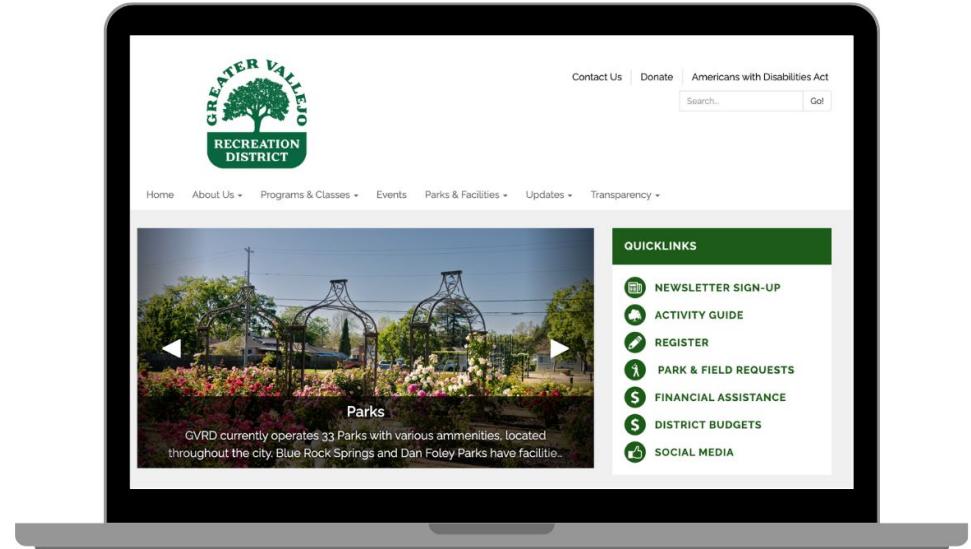
**49.8%** Average Open Rate

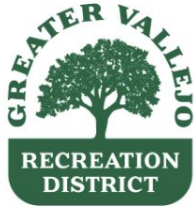
**7.7%** Average Click Rate

## Marketing Review

# Website

Verdin established a goal of increasing the annual website sessions by 10% in the 2022-23 fiscal year. A session is a group of user interactions with a website within a certain time period. The following slide shows the annual website stats with results from Google Analytics.

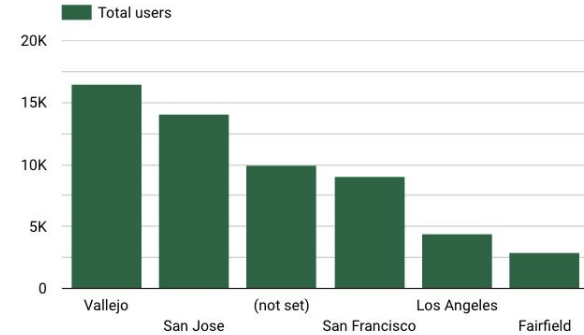




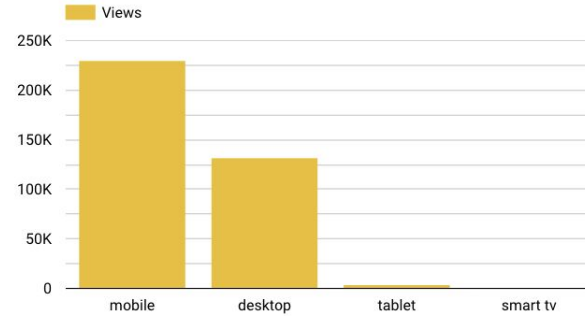
Website Stats:

Sessions	Engaged sessions	Total users	New users	Views	Sessions per user	Engagement rate
144,933	87,717	92,969	91,358	367,313	1.56	60.52%
↑ 252.3%	↑ 240.5%	↑ 277.2%	↑ 272.6%	↑ 224.8%	↓ -6.6%	↓ -3.3%

Viewer Locations:



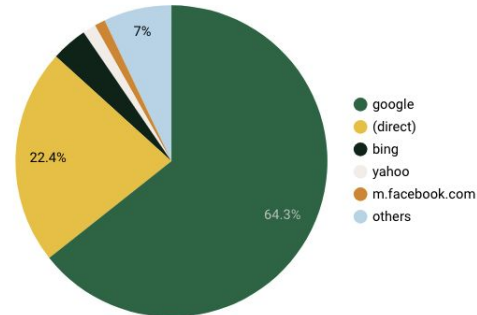
Device Type:



Top Pages:

	Page title	Sessions
1.	Greater Vallejo Recreation District	49,370
2.	Cunningham Aquatic Complex - Grea...	16,512
3.	Children's Wonderland - Greater Valle...	15,152
4.	Activity Guide - Greater Vallejo Recre...	9,940
5.	Lap Swimming - Greater Vallejo Recr...	7,508
6.	Group Swim Lessons - Greater Vallej...	6,821
7.	Programs & Classes - Greater Vallejo ...	6,146
8.	Current Job Openings! - Greater Valle...	5,528

Traffic Sources:



Next Steps

# FY 2023-24 Game Plan



## FY 2023-24 Budget

# Marketing

GVRD | Budget: \$80,000



### Detailed Spending

	Budget	Actual	Proj.	Proj.	Proj.	Proj.	Proj.	Proj.	Proj.	Proj.	Proj.	Proj.	Proj.	TOTAL	Remaining
		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Account Management	\$14,400	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$14,400	\$0
Creative Development	\$12,000	\$990	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,010	\$12,000	\$0
Email Marketing	\$12,000	\$990	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,010	\$12,000	\$0
Social Media	\$18,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$18,000	\$0
Media Planning	\$2,750	-	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$2,750	\$0
Media Buy	\$20,850	\$90	\$1,901	\$1,901	\$1,901	\$1,901	\$1,901	\$1,901	\$1,901	\$1,901	\$1,901	\$1,901	\$1,750	\$20,850	\$0

### Summary: Actual to Budget

	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	TOTAL
Invoice Totals	\$80,000	\$4,770	\$6,851	\$6,851	\$6,851	\$6,851	\$6,851	\$6,851	\$6,851	\$6,851	\$6,851	\$6,851	\$6,720	\$80,000	
Added Value (Not Included in Budget)		\$3,030												\$3,030	

## Paid Media Plan

- Programmatic Video Pre-Roll: \$13,750
  - Build brand awareness and increase usage of services among target audiences by showing them why GVRD is the go-to entity for parks and recreation information.
- Social Boosted Posts (FB & IG): \$1,550
  - Boosted posts bring engagement and help build community among those that interact. Boosted posts are great for special events and increasing consideration.
- Display Ads: \$5,500
  - Display will drive brand awareness and clicks to the website. It retargets those that have interacted with ads to increase conversion rates.



## Ad Creative

- **Programmatic Video Pre-Roll**
  - Verdin will update the 15-second video ads using the photoshoot assets from the 2022-23 fiscal year. We will continue the “Your Day, Enriched” campaign to push brand awareness. We will also create another 15-second video that focuses on e-newsletter sign ups to gain more subscribers.
- **Social Boosted Posts (FB & IG)**
  - We will choose social posts each month that deserve a boost (events, time-sensitive information, etc.) and designate the monthly budget towards them. This will increase reach and engagement.
- **Display Ads**
  - Verdin has created display ads using the same “Your Day, Enriched” campaign theme. These GIF ads feature photo assets from the photoshoot and a CTA to drive traffic to the GVRD website.

## Goal Metrics

- Paid Media
  - Programmatic Video Pre-Roll
    - CTR: 0.20%
    - VCR: 70%
  - Programmatic Display
    - CTR: 0.20%
- Social
  - Instagram Engagements: 5,000
  - Facebook Engagements: 32,000
  - Twitter Engagements: 450
- E-Newsletter
  - Increase subscribers by 50%

Thank you

Questions or discussion?

# McIntyre Ranch Report

8/15/23

**Letter received by Director Quigley  
8-17-2023**

On April 27th a recommendation was made to the board awarding Jane Mitchell and Diane Taran Davis, the existing tenants of McIntyre Ranch, a use agreement for six months terminating November 1, 2023. The recommendation was amended to include overnight privileges and then approved by the board.

As allowed by the use agreement, Jane's Good Horses submitted class proposals as did Dee Taran Davis and Elsbeth Beglinger for GVRD approval in May. They coordinated the classes so that the community would have an opportunity to experience this unique facility every weekend. Those classes were never approved or scheduled.

Janes Good Horses increased her commercial liability insurance, Dee Taran Davis professional insurance was already at the 2 mil/4 mil level. McIntyre Ranch Wool was unable to increase their current insurance of 1/2mil until just recently. So the activities of that business have been suspended since May 1.

We have maintained the property from the gate to the water tank mowing and watering the green areas. Issues with the pump have kept us from doing as much irrigation as we would have normally done. Fenced areas are checked on a regular basis and repaired as needed. Hiking and riding trails within the ranch are maintained.

The cottage has been cleared of personal property. The barn has been emptied with only one more truckload to move. The tack house is used as a therapy office and storage. The plan is to have both rooms emptied now that a workshop has been found off site.

The stable is currently in regular use and so cleaned on a daily basis.

McIntyre Ranch Wool rehomed all of the animals in early March after receiving the notice from the board to vacate the ranch. Jane continues to care for her horses making use of the barn, paddocks and pastures. The pastures do not support the animals, their feed is primarily hay, which along with veterinary care are the major expenses of the horses. No additional animals have been added to the ranch.

The gates are only open when students are scheduled for lessons or clients have appointments. There have been two dates where groups were approved to use the yurt through GVRD. Without approval for any other activities there has been no access for the public.

Dee Taran Davis  
Jane Mitchell  
Niki Beglinger  
Melody McKee



# GREATER VALLEJO RECREATION DISTRICT

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

Address: 395 Amador Street, Vallejo, CA 94590 | Website: [www.gvrd.org](http://www.gvrd.org)

## User Agreement

**Organizations:** JANE’S GOOD HORSES, MCINTYRE RANCH WOOL, AND DIANE TARON DAVIS, LCSW

**Organization Primary Contact:** Diane Taron Davis

**Contact Number:** \_\_\_\_\_

**Organization Secondary Contact:** Jane Mitchell

**Contact Number:** \_\_\_\_\_

### AGREEMENT

THIS AGREEMENT is entered into as of the 1st day of May 2023, by and between the Greater Vallejo Recreation District (“**GVRD**”) and Jane’s Good Horses, McIntyre Ranch Wool, and Diane Taron Davis, LCSW, for the use of McIntyre Ranch (“**Property**”). **The term of this Agreement is from May 1, 2023, to November 1, 2023.**

Jane’s Good Horses, McIntyre Ranch Wool, Diane Taron Davis, LCSW, and Jane Mitchell (collectively, “**User**”) agree to follow and enforce the rules of conduct listed below for their participants, officials, and spectators. They also assume responsibility and supervision of the property and spectators during use. Failure to follow rules of conduct may result in GVRD’s immediate termination of this Agreement. These rules are **subject to change** by GVRD. GVRD has the right to check the Property during scheduled use via staff or through technology.

### 1. SCOPE OF USE

- A. User may only engage in the following activities and classes during the six-month term of this Agreement. All activities and classes are subject to GVRD’s approval. GVRD will provide a class list on a weekly basis, and will update daily, as needed. GVRD will provide software for registration of rentals and activities.
  - a. User may provide Coyote Club sessions, according to a schedule approved by GVRD.
  - b. User may provide McIntyre Ranch Wool sessions, according to a schedule approved by GVRD. But User may not bring any animals to the Property for McIntyre Ranch Wool sessions.
- B. The following conditions shall govern User’s occupancy of the Property.
  - a. User cannot provide any activities and classes, for compensation or otherwise, without prior written approval from GVRD or as set forth in this Agreement.
  - b. User may not rent any portion of the Property, and User may not authorize any third parties to establish any ongoing activities on the Property.
  - c. User shall check people in for GVRD-authorized activities and classes, including rental of yurt, picnic sites, programs, and classes.
  - d. GVRD must provide prior approval for any instructors.



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- e. Diane Taron Davis may continue her personal counseling services at McIntyre Ranch but may not provide such counseling more than 20 hours per week. Diane Taron Davis will only meet with her clients in the office located in the tack house.
- f. Except for horses already present as of April 30, 2023, User may not house any animals on the property. User must relocate its horses from the property by November 1, 2023.
- g. Jane's Good Horses may continue to operate on the Property. User may also host GVRD Horse Day events, as approved by GVRD.
- h. During the term of this Agreement, only Diane Taron Davis, Jane Mitchell, Melody McKee, and Nicki Beglinger may remain on the Property overnight. User shall provide GVRD with a schedule regarding their overnight stays.
- i. GVRD staff may access property, as needed, to conduct maintenance, during and after normal work hours.
- j. User shall remove the garden located on the Property by November 1, 2023.
- k. User shall prevent unauthorized third parties from taking water from the Property.

## 2. INSURANCE

- A. By May 1, 2023, User shall secure and keep a general commercial insurance policy covering personal injury and property damage in the amount of not less than \$2 million per occurrence, \$4 million aggregate with an insurance carrier acceptable to GVRD. User's insurance must name GVRD, and its officials, officers, employees, and agents as additional insured by endorsement. User shall also secure and maintain workers' compensation insurance if User has employees as required by State law. By May 1, 2023, User shall provide the certificate of insurance and additional insured endorsement to GVRD in a form and with carriers acceptable to the GVRD.
  - a. Such insurance shall name GVRD, its officers, employees, agents, and volunteers as additional insureds. User shall file certificates of such insurance with GVRD, which shall be endorsed to provide thirty (30) days' notice to the GVRD of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to May 1, 2023, GVRD may deny access to the Property.
  - b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the GVRD's self-insurance pool.
  - c. Requirements of specific coverage features, or limits contained in this Section 2 are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If User maintains higher limits than the minimums shown above, GVRD requires and shall be entitled to coverage for the higher limits maintained by the User. Any available insurance proceeds more than the specified minimum limits of insurance and coverage shall be available to GVRD.



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### 3. KEYS & GATES

- A. User is forbidden from duplicating any GVRD key(s).
- B. User is responsible for opening/closing and securing gates to McIntyre Ranch.

### 4. CONTRACTORS

- A. User must adhere to GVRD policies and procedures for hiring.

### 5. PROHIBITED ITEMS

- A. Possession and use of firearms are prohibited in GVRD parks, fields, pits, courts, and facilities, including GVRD's parking lots and associated properties.
- B. Use of tobacco products and tobacco substitutes such as vapors, are prohibited in GVRD parks, fields, pits, courts, and facilities, including GVRD's parking lots and associated properties, except for specifically designated areas.
- C. Consumption of alcohol or possession of unsealed containers are prohibited within GVRD's parks, fields, pits, courts, and facilities, including GVRD's parking lots, pathways, and associated properties, unless the organization has obtained an alcohol permit from GVRD.
- D. The use of ATVs or other such sport vehicles are prohibited within GVRD parks, fields, pits, courts, and facilities, including the parking lots, pathways, and associated properties.
- E. Inappropriate lewd and indecent conduct and language are prohibited within GVRD parks, fields, pits, courts, and facilities.

### 6. PERSONAL PROPERTY

- A. User is responsible for removal of their personal property from the parks, fields, pits, courts, and facilities after each event. GVRD shall not be responsible for any personal property left behind.
- B. User is liable for their park equipment, tools, and property. GVRD is not responsible for any lost, damaged, stolen equipment, and/or tools.
- C. User will be responsible for cleaning, maintaining, and restocking essential supplies of restrooms.

### 7. SUPERVISION

- A. A responsible adult, over the age of 18, must be always present during activities and events on the Property. That individual, and the designated representative named below, are responsible for the supervision of property, participants, and spectators during use.
- B. GVRD incurs no responsibility to supervise the User's activities in GVRD parks, fields, pits, courts, and facilities. The User and its members, guests and invitees use GVRD parks, fields, pits, courts, facilities, and equipment at their own risk.

### 8. PARKING

- A. No vehicles in unauthorized areas parking areas except emergency vehicles. All parking shall occur in designated parking areas and shall not occur on any grassed, landscaped, pathways or turf area. All parking signs must be followed.



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## 9. SIGNAGE

- A. User must receive prior approval for any temporary signage. A separate permit may be required and will be the User's responsibility to complete and obtain this permit, two weeks prior to reservation date.
- B. All temporary signage must be removed by the end of the term of this Agreement. Signage must follow GVRD Guidelines, per Policy 3070.

## 10. TRASH & JANITORIAL

- A. All trash shall be properly disposed of in the on-site trash containers. User shall be responsible for emptying trash containers on a routine basis. At no time shall trash be overflowing in containers or be left in undesignated areas. Failure to do so may result in additional fees. (Glass bottles are prohibited.)

## 11. MAINTENANCE

- A. Use of any parks, fields, pits, courts, and facilities may be disrupted at any time to perform necessary maintenance.
- B. User may not alter or install equipment without the prior written approval of the General Manager.
- C. Requests for upgrades must be approved by the General Manager.
- D. User shall maintain the area surrounding the tack house, the parking area between the tack house and barn, the area around the stables, and the lawn area below the yurt.
- E. User shall keep the roadway from the entrance of the property up to the parking lot in front of the tack house free of any debris.
- F. By November 1, 2023, User shall remove all items from the garage near entrance of the property and the barn.

## 12. GENERATORS

- A. Use of generators and fireworks in parks, fields, pits, courts, and facilities pits are prohibited.

## 13. DOGS

- A. User is responsible for all dog waste disposal on the Property.

## 14. PORTABLE RESTROOMS

- A. Restrooms will be placed in a mutually agreed upon location and will be sufficient for public use. User shall be responsible for the cost of placing, maintaining, servicing, and removal of one portable restroom. GVRD shall be responsible for the cost of placing, maintaining, servicing, and removal of a second portable restroom.

## 15. ALCOHOL

- A. Alcoholic beverages are prohibited in parks, fields, pits, courts, and facilities unless a specific Alcohol Permit from GVRD is issued. Permit must be obtained in person at the GVRD Front Office, 395 Amador Street, Vallejo, CA.
- B. Sale of alcohol is prohibited, unless an ABC license is obtained.





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## **16. DAMAGE OR LOSS**

- A. Any damage or loss to parks, fields, pits, courts, and facilities is the responsibility of the User. The User is liable for costs associated with callouts of public workers and officials and restoring and/or replacing any damages or losses.
- B. If the User refuses to pay, legal action may be taken.
- C. User will not be allowed to use any district facilities again until full payment has been made.

## **17. TERMINATION OF AGREEMENT**

- A. GVRD may terminate this Agreement for failure to observe any rules, regulations, and ordinances of the GVRD, or for any improper conduct.
- B. If incomplete or incorrect information regarding the nature of the event or expected attendance is given to GVRD staff, GVRD may immediately terminate this Agreement.
- C. Any publication of the proposed activity that occurs prior to GVRD approval may result in termination of this Agreement.
- D. Events that exceed attendance capacity may be immediately cancelled with no refund of fees and/or deposit.
- E. Fights, vandalism, or unacceptable behavior occurring during an event shall cause immediate cancellation of this Agreement with no refund of fees and/or deposit.
- F. Outside invoices, money due to the GVRD, and subleasing of parks, fields, pits, courts, and facilities for profit, will result in termination of this Agreement with no refund of fees, and or deposit.

## **18. AMPLIFIED SOUND**

- A. The use of any form of amplified sound is prohibited.

## **19. SALE OF FOOD AND MERCHANDISE**

- A. The sale of food requires a permit to be obtained from the Health Department of Environmental Health Services (707) 784-6765. The User is responsible for obtaining this permit before applicable activities or events.

## **20. SECURITY & SUPERVISION**

- A. Based on the size and type of the event, additional security and supervision may be required. Arrangements and costs are the responsibility of User.
- B. GVRD shall have the absolute right to enter premises herein specified, or any portion thereof, at all times.

## **21. ADA COMPLIANCE**

- A. In compliance with the Americans with Disabilities Act of 1990, User is prohibited from discriminating against individuals with disabilities in any events, programs, or activities.

## **22. GLASS CONTAINERS**



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- A. No glass containers are allowed in GVRD parks, fields, pits, courts, and facilities (GVRD Policy #3070, Use of Parks and Facilities.)

**RECREATIONAL OPPORTUNITIES FOR PERSONS WITH DISABILITIES:** We welcome persons with disabilities to participate in any class or activity offered by GVRD. We will make reasonable effort to accommodate the participants' special needs so that they may enjoy the recreational opportunities offered by our department.

**HOLD HARMLESS AND RELEASE AGREEMENT:** In consideration of participation in this Agreement, the User agrees to indemnify and hold harmless, and to release, waive, and discharge, the Greater Vallejo Recreation District, and its agents, officers and employees, and any community organization co-sponsoring the program, from any and all liability to any person or entity for any injury, including death, or property damage, arising out of or in any way connected with participation by the undersigned and/or other persons pursuant to this Agreement, including injuries or property damage, except those arising from the established active sole negligence or sole willful misconduct of GVRD or its employees. To the extent a release and/or waiver of any type is obtained from any participant in the event/activity, said release and/or waiver shall expressly include the district, its employees, agents, and representatives as released parties. Said provision(s) shall confirm that GVRD, its employees, agents and/or representatives are released from all claims or damages of any type which may arise or are in any way related to participation in said event/activity.

**My signature below signifies that: I am 21 years old or older; I agree to abide by all the conditions of this application; and I also agree to pay to the Greater Vallejo Recreation District all costs the district may incur as a result of any failure to fully comply with all of these conditions.**

**I HAVE READ THE ABOVE HOLD HARMLESS AND RELEASE AGREEMENT AND FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE SUFFERED.**

User(s) Name: \_\_\_\_\_ Date: \_\_\_\_\_

User(s) Signature: \_\_\_\_\_

User(s) Name: \_\_\_\_\_ Date: \_\_\_\_\_

User(s) Signature: \_\_\_\_\_

GVRD General Manager Name: \_\_\_\_\_ Date: \_\_\_\_\_

GVRD General Manager Signature: \_\_\_\_\_



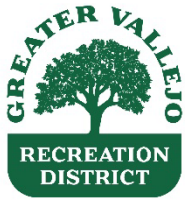
## GREATER VALLEJO RECREATION DISTRICT

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**Questions or concerns should be addressed to the General Manager, at (707) 648-4600. The User may also be requested to attend a GVRD Board meeting. Please note: if policies, rules, or laws are broken, a fee may be assessed, and the organization or individual may be banned from GVRD property for a designated length of time.**



## Recreation Department Board Updates

09/07/2023

### Activity Guide:



### Aquatics:

- We are gearing up for fall season and are excitedly planning for our first fall event; Floating Pumpkin Patch which takes place in October.

### Community Centers:

- New classes will be offered in October. Two at Glen Cove courts, two at Vallejo Community Center, and four at North Vallejo Community Center. We are working towards offering more classes during the mornings for adults, seniors, and small children.
- The Department is working with One People Tribe to train staff on software and discuss logistics for operation.

### Children's Wonderland & Community Events:

- GVRD will be partnering with the Vallejo Literacy Alliance and will host "The Vallejo Kids' Book Fest" at Children's Wonderland on Saturday, September 16<sup>th</sup> from 10am-2pm This is a free event to the community. Kids will receive a new book, there will be live storybook readings, entertainment, and crafts.

- Entrance fees at the park will resume beginning Wed, September 6<sup>th</sup>.
- Flavor Town Tuesday's will resume through September, free entry 4-7pm, Tuesday, September 12<sup>th</sup> & 26<sup>th</sup>.
- "Mother of All Sales" Garage Sale is approaching on September 16<sup>th</sup>, 9am-2pm, Children's Wonderland parking lot. Participants are excited to bring their unique items to sell!
- We are planning a Hispanic Heritage Fiesta which will be held in October. Staff reached out to local Hispanic organizations and vendors for participation. This day will be filled with music, performances, food, and art. We are elated to celebrate the diversity and contributions of the Hispanic Community.

### **Sports/Adaptive Recreation (AR):**

- Intro into Pickleball started this month at the Castlewood courts with 6 participants registered for the program.
- New contract classes will be offered in October. Two at Glen Cove courts, two at Vallejo Community Center, and four at North Vallejo Community Center. Staff are working towards offering more classes during the morning for adults, seniors, and young children.
- We had a great turnout at our adaptive recreation audition time! Our follow up Talent Show for this event will be on September 20<sup>th</sup> and the Adaptive Community is very excited to bring their skills to show off! We have been reaching out to other caretakers to participate in our event, so we are expecting a larger crowd than the last one.

### **Staffing:**

- The Department is working with the GM to determine staffing for the Sports Gym.
- Recreation Services held its 1<sup>st</sup> Recreation Retreat reviewing Dept. expectations, District goals, and facilitation of team building activities with departmental staff.



**Youth Services:**

- Kid's Club and ExLP programs are still recruiting to fill vacancies in both programs.



# Maintenance Department Board Update

9/7/23

## Parks and Facilities

- Richardson Park
  - Narcotics Anonymous had a picnic community event on August 26<sup>th</sup>.
  
- North Vallejo Park
  - Waiting on the City to add the speed bump and do the striping of the Community Center parking lot.
  
- McIntyre Ranch
  - The tree Company continues making progress on the pruning of the trees.
  - Staff will be contacting the Fire Marshall to do an inspection on Fire prevention of the property.
  - Staff will be doing weed abatement.
  
- Setterquist Park
  - Had the walkthrough for the State representative on the basketball courts upgrades; thanks to Kimberly and Jeffrey for their help on submitting the documents to receive our reimbursement from the State.
  
- Weed Abatement
  - Staff worked on mowing River, High Glen, Hanns, and Beverly.
  
- Franklin
  - Coordinating with AT&T for the installation of the phone, internet, and fire alarm lines; received one proposal to do the GYM floors, waiting on other proposals.
  
- Trees planting
  - City staff will be meeting with us to discuss tree plating in our Parks from the State grant that was awarded to the City.
  
- Recruitment
  - We had the knowledge testing for the MW1 position; 8 candidates showed up to take the exam.

# BOARD PROJECTS UPDATE



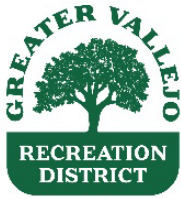
Date

TASK	START	END	% COMPLETE	DONE	NOTES
<b>395/401 Renovations</b>					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	3/30/2024	60%	<input type="checkbox"/>	Contractor began working on 395 building.
<b>VCC Kitchen</b>					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Proposed Board Approval	8/12/2022	11/18/2021	100%	<input checked="" type="checkbox"/>	
RFP	1/7/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
Build	4/18/2022	9/15/2023	95%	<input type="checkbox"/>	Received a construction date from PG&E scheduled for 9/24; after they complete the installation staff will contact the City for the final inspection.
<b>Cunningham Pool Shade Structures</b>					
Design/Assessment Phase	1/1/2023	9/30/2023	60%	<input type="checkbox"/>	PDF designs is working on the design; once is completed, we will submit to the City for their review and comments.
Permit Issued	10/1/2023	11/1/2023	0%	<input type="checkbox"/>	
RFP	12/2/2023	1/15/2024	0%	<input type="checkbox"/>	
Build	2/1/2024	4/1/2024	0%	<input type="checkbox"/>	
<b>Dan Foley Artificial Field</b>					
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	
Board Approval	12/1/2022	12/8/2023	100%	<input checked="" type="checkbox"/>	



TASK	START	END	% COMPLETE	DONE	NOTES
Design Phase	1/1/2023	6/21/2023	100%	<input checked="" type="checkbox"/>	The consultant is getting close to complete the plans.
RFP	8/1/2022	9/15/2023	100%	<input checked="" type="checkbox"/>	We received the proposals from the companies; we are working with the consultant to review what is included on the proposal.
Build	11/1/2023	12/31/2023	0%	<input type="checkbox"/>	
<b>Cunningham Pool ADA Upgrades</b>					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	<input checked="" type="checkbox"/>	City issued the permit.
RFP	6/21/2023	9/30/2023	0%	<input type="checkbox"/>	We received the bids but there were rejected; we are working with legal counsel to go out to bid again.
Build	11/1/2023	2/1/2024		<input type="checkbox"/>	
<b>Terrace Park Playground</b>					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	100%	<input checked="" type="checkbox"/>	
Build	9/15/2023	10/15/2023	0%	<input type="checkbox"/>	Playground vendor will be starting on the installation of the new playground in September.
<b>Children's Wonderland Shade Structures</b>					
Design/Assessment Phase	1/1/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
RFP	4/1/2022	9/1/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued			0%	<input type="checkbox"/>	This is on hold for now.
Build			0%	<input type="checkbox"/>	
<b>Setterquist RIRE Funds Upgrades</b>					
Design/Assessment Phase	1/1/2022	2/28/2023	100%	<input checked="" type="checkbox"/>	
RFP	1/1/2023	3/1/2023	100%	<input checked="" type="checkbox"/>	
Build	4/11/2023	7/28/2023	100%	<input checked="" type="checkbox"/>	This project is completed; we will be submitting all the documents to the State for the reimbursement.

TASK	START	END	% COMPLETE	DONE	NOTES
<b>Hanns Park Disc Golf</b>				<input type="radio"/>	
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	9/30/2023	98%	<input type="radio"/>	Staff installed the new signs; working on the welcome sign.
<b>Hanns Park Restrooms ADA Upgrades</b>				<input type="radio"/>	
Design/Assessment Phase	6/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2022	2/14/2023	100%	<input checked="" type="checkbox"/>	
RFP	3/17/2023	4/14/2023	100%	<input checked="" type="checkbox"/>	
Build	6/1/2023	9/15/2023	90%	<input type="radio"/>	Received a proposal from the same contractor to build stairs for the disc golf.
<b>Lake Dalwigg Park Improvements</b>				<input type="radio"/>	



## **Finance Department Board Update**

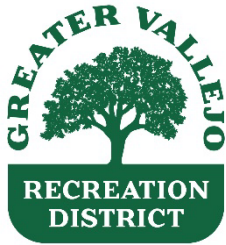
**09/07/23**

### **FY 23/24 Budget Process**

- I am getting acquainted with the District's accounting software – Cougar Mountain. It is different than most of the financial software I have used in the past, but I am learning! To produce the monthly budget to actual financial reports, I must first input the FY 23/24 adopted budget in the budget module. I was hoping to import the budget using excel, however, after I spent over an hour on the phone with Cougar Mountain, it appears there is not a simple way to do this. I am now entering the budget data manually and should have that finished by the end of next week, (09/08/23). Once completed, I will be able to prepare the monthly budget to actual reports for the Board meetings.
- After the adopted budget is entered in Cougar Mountain, we will be formatting the final adopted budget for the book binding. As part of this process all the general ledger accounts have been edited to provide ease of reading.
- Since the union contracts have now been finalized, we are also working on amendments to the FY 23/24 budget. The amended budget will include a budget for Franklin and updated justification worksheets.

### **Audit – FY 21/22**

- Most of the reports and documents have been uploaded via Suralink to the Auditors for FY 21/22. Of the 83 documents/reports requested, nine remain outstanding. We will be working on the remaining items as soon as time allows, so that the audit can be completed and presented to the Board in the near future.



## General Manager Board Update

9/7/2023

- I am working with the School District regarding the unsheltered population at Carquinez Park.
- Park staff received positive comments for trying to clean up Carquinez park at the unsheltered site, and surrounding area.
- The Human Resources Director began September 5<sup>th</sup>.
- First round of interviews for the Finance Director will occur of September 7<sup>th</sup>.
- I am working with staff to remedy the aquatics issues.
- I attended the California Special District Association for the past week. Sessions I attended covered the following topics: CSDA Chapter updates, The Heart of Leadership, LAFCO, CIP, Public events to build community Equity, Leadership vs Management, Storytelling for business, What to expect from your finance department, legislative update, Board roles and responsibilities, Guidance vs Directions, Cybersecurity, Reserves-What you should know.