

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 Meeting Agenda

Thursday, November 9, 2023

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

6:30 p.m. – Regular Session

Public Comment on Items on the Agenda

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

Lake Dalwigk Park Improvement Project- (Interwest Group)

5) **Approval of Agenda**

6) **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.

7) **Committee Updates**

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

8) **Consent Calendar**

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

Public Comment

8.1 Approve Board Minutes – October 26, 2023



8.3 Accept Policies and Personnel Committee Minutes – October 23, 2023

8.4 Accept Facility and Development Committee Minutes – October 24, 2023

9) Financials:

Public Comment

9.1 Accept Finance Statement through 10/31/2023 (Parkhurst)

9.2 Accept Payment of Bills 10/1/2023 through 10/31/2023 (Parkhurst)

10) Action Items:

Public Comment

10.1 Resolution 2023-04 of The Board Of Directors of The Greater Vallejo Recreation District Declaring McIntyre Ranch as Surplus Land and Directing Staff to Explore Opportunities to Declare McIntyre Ranch as Exempt Surplus Land (Legal Counsel)

10.2 Approve 1st Read Policy 2030- Holidays (Sorvari)

10.3 Authorize the General Manager to award the project and enter into a contract with Construction West Services, Inc. in the amount of \$536,720 for the restroom and ADA upgrades at Cunningham Aquatic Complex (Nuño)

10.4 Approve Policy 3073- Cunningham Aquatic Complex Rules and Procedures (Sorvari)

11) Staff Updates

Public Comment

11.1 Recreation Services Director

11.2 Parks and Facilities Director

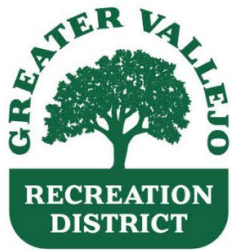
11.3 Human Resources Director

11.4 Finance Director

11.5 General Manager

12) Announcements and Comments from Board Members

13) Meeting Adjourn



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Wendell Quigley

GENERAL MANAGER

Gabe Lanusse

Greater Vallejo Recreation District Board of Directors
MINUTES
October 26, 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., October 26, 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; Director Stacey Kennington

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

4) Approval of Agenda

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

5) Presentations:

Classroom Aquarium Education Program (CAEP) “Trout in the Classroom”-
Doug Darling and Kristy Love

Doug Darling gave a presentation on the program and thanked GVRD for their ongoing support. He also shared thank you cards from the children who participate in the program.

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.

None



7) Committee Updates

The Chairperson for Ad-Hoc and Standing Committees will provide any updates to the full board.
None

8) Consent Calendar

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

Public Comment-none

8.1 Approve Board Minutes – October 12, 2023

8.2 Accept Programs and Publicity Committee Minutes – October 10, 2023

Director Quigley offered the motion, seconded by Director Kennington to approve the consent calendar. Motion passed.

9) Financials:

Public Comment-none

Accept Finance Statement through 9/30/2023 (Parkhurst)

Director Quigley offered the motion, seconded by Director Aliga to approve the finance statement through 9/30/2023. Motion passed.

10) Action Items:

Public Comment

Board Authorization to Declare Surplus Property – 4 Trucks (Nuño)

2008 Ford Ranger X-Cab

License # 1300598

VIN # 1FTYR14E58PA64526

ID # 1127

2006 Ford Ranger

License # 1171101

VIN # 1FTYR10U76PA27021

ID # 1121

2007 Ford F-250

License # 1216909

VIN # 1FTNF20597EA45561

ID # 1106

2007 Ford Ranger XL

License # 1216921

VIN # 1FTYR10E97PA76717

ID # 1129

Director Quigley offered the motion, seconded by Director Aliga to declare four trucks as surplus property. Motion passed.

11) Staff Updates

Public Comment-1 Speaker

11.1 Recreation Services Director

- Announced a recent trip to the National Recreation and Park Association conference and thanked the board for the opportunity.
- Announced a successful Paint and Sip Party, held in October and announced details for the November session.
- Gave details on the annual Nightmare on Glenn Street.



- Shared a newspaper article on the Adaptive Rec Spooky Halloween event-held at Children’s Wonderland on October 25th.

11.2 Parks and Facilities Director

- Announced the recent interview process for a Maintenance Worker I Position. Once filled the parks maintenance department will be 100% staffed.
- Announced a successful Visitor Services season.

11.3 Finance Director

- Gave an update on fiscal years 2021-2022 and 2022-2023 audit progress.
- Gave an update on financial reporting and concerns/restrictions with the current software.

11.4 Human Resources Director-Given by General Manager

- Announced staffing levels for full-time employees is at 97%.
- Updated the board on staff training and tracking.

11.5 General Manager

- Announced the upcoming December All Staff Training and Meeting.
- Updated the board on City Park outreach meetings.
- Announced the recent Heritage Hispanic Festival had great vendor turnout and plan to hold again next year.
- Announced details regarding sailing ships being moved from Hyde Pier in San Francisco to Mare Island.

12) Executive Session: at 7:13pm Chairperson Briseño convened to executive session.

Public Comment-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(s): General Manager, Gabe Lanusse and Board Chairperson, Robert Briseño

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

Meeting reopened at 7:36pm



Chairperson Briseño reported: information was provided and direction was given.

13) Announcements and Comments from Board Members

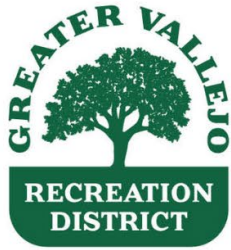
Director Quigley made a proposal to cancel the 2nd Board meeting in December.

Director Aliga announced attendance at the recent E40 street naming ceremony. He shared the districts plans for Franklin and was given contact information for E40.

14) Meeting Adjourn

Director Quigley offered the motion, seconded by Director Kennington to adjourn the meeting at 7:39 p.m. Motion passed.

Rizal Aliga, Board Secretary



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Wendell Quigley

GENERAL MANAGER

Gabe Lanusse

Policies and Personnel Committee Minutes Monday, October 23, 2023 6:30 p.m. Administrative Office-Board Room 401 Amador Street

In Attendance: Director Briseño, Director Kennington General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

Meeting Began: 6:35 pm

Public Comment

None.

1. Policy 3074 – Fee Waiver for Community Organizations

- Directors Briseño and Kennington said the version sent to the P&P Committee was not the version with the changes suggested during the August P&P Committee meeting and discussed some of the changes that were recommended.
- General Manager said the Policy will need to be delayed due to City of Vallejo's new Municipal Code, Chapter 5.24, Outdoor Festivals.
- Next Step: It was agreed to delay conversation until the Committee discussed Item 6 on the agenda.

2. Policy 2320 – Disaster Service Worker Designation

- The Directors discussed that the policy was approved by the Board of Directors in 2020. Director Briseño asked why it was on the P&P Committee Agenda again.
- The General Manager explained it was not implemented due to the COVID-19 Pandemic and subsequently there was a question regarding the ability to terminate employees if they refuse to take the Oath. Legal said the District can and is required to terminate employees and not hire employees who refuse to take the Disaster Service Worker Oath.
- Next Step – General Manager will notify the unions and implement during the first of the year, 2024.



3. Staff Confidentiality Agreement

- Human Resources Director presented the Agreement and explained the need for a confidentiality agreement for employees who have access to confidential information and access to private and personal information.
- The HR Director explained the Agreement would be signed by new employees with the on-boarding paperwork and by current employees.
- Directors Briseño and Kennington suggested there be a policy written that states the purpose and procedures for the Confidentiality Agreement.
- Next Step: Develop a staff Confidentiality Policy

4. Marketing Coordinator Position

- The General Manager explained that the new position will need to be delayed for budget reasons and until after the Marketing Consulting Agency's contract expires in June of 2024.
- Director Briseño suggested the position report to the General Manager so they can be a strategic partner with the General Manager and Department Directors. Having the position as a Coordinator reporting to a Director would not give them influence over the Department Directors.
- Next Step: Research Marketing job descriptions and present to the P&P Committee before March 1, 2023 (contingent on 2024-2025 budget).

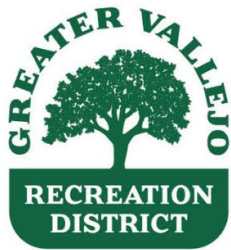
5. City of Vallejo Municipal Code, Chapter 5.24, Outdoor Festivals

- Discussion around who from the city of Vallejo brought the Municipal Code to the General Manager's attention.
- Next Step: Take back to P&P Committee after the General Manager has a formal meeting with the City of Vallejo.

6. Policy 2030 – Holidays

- The Human Resources Director explained the corrections needed around the use and cash out of the Floating Holiday.
- Added: "*calendar*" to one floating holiday per year; *may be used immediately upon supervisor approval and will be paid out if not used during the calendar year.*
- Director Briseño and Director Kennington approved of the changes and suggested next time to present the policies with redline edits.
- Next Step: Present to Board of Directors for approval on November 9, 2023.

Meeting Adjourned at 7:20 pm



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GENERAL MANAGER

Gabe Lanusse

Facility and Development Committee Minutes Tuesday, October 24, 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 Nuno

Meeting began: 4:00 PM

1. Public Comment

No public comment.

2. Sheveland Park-Garden Naming Request:

General Manager Lanusse reported that a former City Council member reached out to him to propose naming the Sheveland Park Garden after Patricia Gatz. Patricia Gatz was a volunteer that helped take care of the garden with other volunteers. The Committee will continue the discussion with former City Council member regarding this proposal.

3. Amador Courts-Greater Vallejo Tennis Assoc. (GVTA) Proposal:

Parks and Facilities Director Nuno reported that staff received a proposal from GVTA about converting an area next to the restroom and the tennis courts to a patio area. This includes grading and pouring concrete. The Committee recommends having a landscape architect to check on this and see what is needed to be in compliance with the codes and the possibility of having it in a different location near the tennis courts. Other comments from the Committee were looking into adding bleachers.

4. Dan Foley Artificial Field Replacement:

Parks and Facilities Director Nuno stated that the company doing the replacement of the artificial is making progress; they have completed all the removal and working on the irrigation for the quick couplers. The materials are on order and should arrive in the second week of November; this project would most likely be completed in December weather permitting.



5. Franklin Middle School Site:

Parks and Facilities Director Nuno reported that the floors were refinished, and staff had a meeting with the Recreation department on site to work on other things needed for them for the opening of the GYM. General Manager Lanusse reported that he will be attending the School District meeting in November to speak about the awarded Prop 68 grant to make improvements on the sports fields area.

6. Cunningham Aquatic Complex Restroom Improvements:

Parks and Facilities Director Nuno reported that bids for the restroom and ADA improvements went out again and the bid opening is scheduled for October 25th. Staff also reported that is working with the engineer on the design for the shade structure.

7. 395/401 Amador Street Upgrades:

Parks and Facilities Director Nuno reported that the contractor working on 395 building is making progress; they are about to complete all the electrical and the plumbing. The City is scheduled to do the inspection and if all is in compliance, the contractor will be working on the drywall.

8. Lake Dalwigk Park Improvements:

Parks and Facilities Director Nuno reported that staff continues working on the improvements with Interwest, City, and VFWD. Interwest will be doing a presentation to GVRD board of directors at the November board meeting. The Committee discussed the possibility of adding a dog park after these improvements since the dog Park was not part of the original proposal. Staff would be doing community outreach.

9. Hanns Park ADA/Restrooms Upgrades:

Parks and Facilities Director Nuno reported that the ADA improvements by the restrooms are completed, and the contractor is waiting on the railing material to complete the stairway for the disc golf. Some improvements were also made to the parking lot. Once everything is completed, we will be contacting the City for a final inspection.

Adjourned at 5:09 PM



**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of September 30, 2023
All Funds Combined**

Assets

Cash - Solano County	1,269,171.80	
Cash - General Account - Bank of the West	(262,964.83)	
Cash - Payroll Account - Bank of the West	489.49	
Cash - Umpqua Bank Account	1,680,301.25	
Cash - Retiree Benefit Trust Fund	1,298,519.88	
Accounts Receivable	(152,986.28)	
Total Assets		<u><u>\$3,832,531.31</u></u>

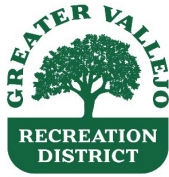
Liabilities

Accounts Payable	15,108.34	
Payroll Related Payables	6,939.59	
Building Deposits Payable	32,122.91	
Amount Due Customers - Etrak	4,095.78	
Total Liabilities		<u><u>\$58,266.62</u></u>

Net Assets

Fund Balance- Unrestricted Operating Reserve	3,582,226.92	
Fund Balance - Restricted Retiree Benefit	1,298,519.88	
Fund Balance - Designated Reserve 15%	1,775,158.70	
Excess Revenues Over Expenses	(2,881,640.81)	
Total Net Assets		<u><u>\$3,774,264.69</u></u>

<u>Total Liabilities and Net Worth</u>		<u><u>\$3,832,531.31</u></u>
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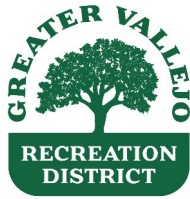


**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of October 31, 2023
General Fund & Measure K Combined**

General Fund Departments	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
Revenue				
Administration & General Support	60,048	6,401,659	6,341,611	0.94%
Planning & Development	0	0	0	0.00%
Facilities	0	0	0	0.00%
Visitor Services	88,046	198,900	110,854	44.27%
Landscaping & Grounds (Includes Mcyintre Ranch)	0	0	0	0.00%
Recreation	412,403	1,620,203	1,207,800	25.45%
Capital Improvements	0	4,150,000	4,150,000	0.00%
Total Revenue	560,496	12,370,762	11,810,266	4.53%
Expense				
Administration & General Support	750,072	2,444,633	1,694,561	30.68%
Planning & Development	51,522	190,494	138,973	27.05%
Facilities	153,839	600,505	446,666	25.62%
Visitor Services	59,109	173,111	114,002	34.15%
Landscaping & Grounds	386,746	1,418,115	1,031,369	27.27%
Recreation	999,539	3,128,790	2,129,251	31.95%
Capital Improvements	332,893	3,637,000	3,304,107	0.00%
Contingency Reserve	0	191,743	191,743	0.00%
Retiree Medical Benefit - OPEB	0	50,000	50,000	0.00%
Total Expense	2,733,720	11,834,391	9,100,671	23.10%
Excess (Deficiency) of Revenue Over Expense	(2,173,223)	536,371	2,709,594	

Measure K Departments	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
Revenue				
Administration	0	2,380,000	2,380,000	0.00%
Total Revenue	0	2,380,000	2,380,000	0.00%
Expense				
Administration & General Support	11,944	93,400	(81,456)	12.79%
Facilities	309,827	889,576	(579,749)	34.83%
Landscaping & Grounds	95,322	266,164	(170,842)	35.81%
Recreation	187,375	809,083	(621,708)	23.16%
Capital Improvements	103,949	798,000	(694,051)	13.03%
Total Expense	708,418	2,856,223	(2,147,805)	24.80%
Excess (Deficiency) of Revenue Over Expense	(708,418)	(476,223)	51,393	

General Fund & Measure K Combined	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
General Fund & Measure K Revenue Combined	560,496	14,750,762	(14,190,266)	3.80%
General Fund & Measure K Expense Combined	3,442,137	14,690,614	(11,248,477)	23.43%
Total General Fund & Measure K Combined Excess (Deficiency) of Revenue Over Expense	(2,881,641)	60,148	(2,941,789)	



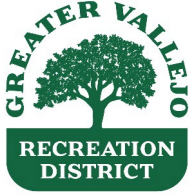
**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of October 31, 2023
General Fund Summary**

Departments	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
Revenue				
Administration & General Support	60,048	6,401,659	6,341,611	0.94%
Planning & Development	0	0	0	0.00%
Facilities	0	0	0	0.00%
Visitor Services	88,046	198,900	110,854	44.27%
Landscaping & Grounds (Includes Mcyintre Ranch)	0	0	0	0.00%
Recreation	412,403	1,620,203	1,207,800	25.45%
Capital Improvements	0	4,150,000	4,150,000	0.00%
Total Revenue	560,496	12,370,762	11,810,266	4.53%
Expense				
Administration & General Support	750,072	2,444,633	1,694,561	30.68%
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Visitor Services	59,109	173,111	114,002	34.15%
Landscaping & Grounds	386,746	1,418,115	1,031,369	27.27%
Recreation	999,539	3,128,790	2,129,251	31.95%
Capital Improvements	332,893	3,637,000	3,304,107	0.00%
Contingency Reserve	0	191,743	191,743	0.00%
Retiree Medical Benefit - OPEB	0	50,000	50,000	0.00%
Total Expense	2,733,720	11,834,391	9,100,671	23.10%
Excess (Deficiency) of Revenue Over Expense	(2,173,223)	536,371	2,709,594	



Greater Vallejo Recreation District
Financial Report Year-to-Date
07/01/23 - 10/31/23
General Fund Departments Detailed

Revenue	Departments	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
001	Administration	60,048	6,401,659	6,341,611	0.94%
007	Human Resources	0	0	0	0.00%
100	Finance	0	0	0	0.00%
Total Administration & General Support		60,048	6,401,659	6,341,611	0.94%
200	Planning & Development	0	0	0	0.00%
300	Facilities	0	0	0	0.00%
301	Visitor Services	88,046	198,900	110,854	44.27%
310	Landscaping & Grounds	0	0	0	0.00%
312	Mcintyre Ranch	0	0	0	0.00%
Total Landscaping & Grounds		0	0	0	0.00%
010	Recreation Administration	3,700	3,500	(200)	105.71%
415	Children's Wonderland	16,523	53,200	36,677	31.06%
430	Break Camp	36,803	69,740	32,937	52.77%
450	Vallejo Community Center	41,262	100,232	58,970	41.17%
451	Foley Cultural Center	74,786	199,552	124,766	37.48%
460	Sports	9,266	90,332	81,066	10.26%
465	Community Events	2,112	12,300	10,188	17.17%
480	ExLP	55,755	203,100	147,345	27.45%
481	After School Programs	65,993	339,300	273,307	19.45%
486	Teen Services	0	79,475	79,475	0.00%
490	Adaptive Recreation	240	330	90	72.73%
720	North Vallejo Community Center	12,737	26,800	14,063	47.53%
721	South Vallejo Community Center	23,765	64,235	40,470	37.00%
730	Cunningham Pool	69,462	378,107	308,645	18.37%
Total Recreation		412,403	1,620,203	1,207,800	25.45%
906	Capital Expenditures	0	4,150,000	4,150,000	0.00%
Total Revenue		560,496	12,370,762	11,810,266	4.53%
Expense					
001	Administration	528,753	1,599,803	1,071,050	33.05%
007	Human Resources	85,020	395,039	310,019	21.52%
100	Finance	136,299	449,791	313,492	30.30%
Total Administration & General Support		750,072	2,444,633	1,694,561	30.68%
200	Planning & Development	51,522	190,494	138,973	27.05%
300	Facilities	153,839	600,505	446,666	25.62%
301	Visitor Services	59,109	173,111	114,002	34.15%
310	Landscaping & Grounds	386,746	1,368,115	981,369	28.27%
312	Mcintyre Ranch	0	50,000	50,000	0.00%
Total Landscaping & Grounds		386,746	1,418,115	1,031,369	27.27%
010	Recreation Administration	128,895	496,173	367,278	25.98%
415	Children's Wonderland	39,872	101,126	61,254	39.43%
430	Break Camp	103,154	184,435	81,281	55.93%
450	Vallejo Community Center	44,776	215,163	170,387	20.81%
451	Foley Cultural Center	77,255	312,033	234,778	24.76%
460	Sports	15,893	109,544	93,651	14.51%
465	Community Events	10,769	101,394	90,625	10.62%
480	ExLP	135,631	316,780	181,149	42.82%
481	After School Programs	113,277	534,131	420,854	21.21%
486	Teen Services	478	62,472	61,994	0.77%
490	Adaptive Recreation	897	34,664	33,767	2.59%
720	North Vallejo Community Center	27,080	69,286	42,206	39.08%
721	South Vallejo Community Center	23,733	69,306	45,573	34.24%
730	Cunningham Pool	277,828	522,283	244,455	53.19%
Total Recreation		999,539	3,128,790	2,129,251	31.95%
906	Capital Improvements	332,893	3,637,000	3,304,107	9.15%
	Contingency Reserve	0	191,743	191,743	0.00%
	Retiree Medical Benefit - OPEB	0	50,000	50,000	0.00%
Total Expense		2,733,720	11,834,391	9,100,671	23.10%
General Fund Excess (Deficiency) of Revenue Over Expense		(2,173,223)	536,371	2,709,594	



Greater Vallejo Recreation District
Financial Report Year-to-Date
as of October 31, 2023
Measure K Fund Summary

Department	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
Revenue				
Administration	0	2,380,000	2,380,000	0.00%
Total Revenue	0	2,380,000	2,380,000	0.00%
Expense				
Administration & General Support	11,944	93,400	81,456	12.79%
Facilities	309,827	889,576	579,749	34.83%
Landscaping & Grounds	95,322	266,164	170,842	35.81%
Recreation	187,375	809,083	621,708	23.16%
Capital Improvements	103,949	798,000	694,051	0.00%
Total Expense	708,418	2,856,223	2,147,805	24.80%
Excess (Deficiency) of Revenue Over Expense	(708,418)	(476,223)	232,195	



Greater Vallejo Recreation District
Financial Report Year-to-Date
07/01/23 - 10/31/23
Measure K Fund Departments Detailed

Revenue	Departments	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
001	Administration	0	2,380,000	2,380,000	0.00%
Total Revenue		0	2,380,000	2,380,000	0.00%
Expense					
001	Administration	11,944	91,400	79,456	13.07%
007	Human Resources	0	0	0	0.00%
100	Finance	0	2,000	2,000	0.00%
Total Administration & General Support		11,944	93,400	81,456	12.79%
300	Facilities	309,827	889,576	579,749	34.83%
312	McIntyre Ranch	0	0	0	0.00%
310	Landscaping & Grounds	95,322	266,164	170,842	35.81%
Total Landscaping & Grounds		95,322	266,164	170,842	35.81%
010	Recreation Administration	30,785	30,000	(785)	
415	Children's Wonderland	29,168	85,000	55,832	34.32%
430	Break Camp	0	0	0	
450	Vallejo Community Center	4,410	17,500	13,090	25.20%
451	Foley Cultural Center	22,637	67,000	44,363	33.79%
460	Sports	7,729	62,900	55,171	12.29%
465	Community Events	0	8,960	8,960	0.00%
480	ExLP	0	0	0	
481	After School Programs	0	0	0	
486	Teen Services	0	16,332	16,332	0.00%
490	Adaptive Recreation	0	2,790	2,790	0.00%
720	North Vallejo Community Center	3,711	12,800	9,089	28.99%
721	South Vallejo Community Center	6,267	18,800	12,533	33.33%
730	Cunningham Pool	82,669	487,001	404,332	16.98%
Total Recreation		187,375	809,083	621,708	23.16%
906	Capital Improvements	103,949	798,000	694,051	13.03%
	Contingency Reserve	0	0	0	0.00%
	Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expense		708,418	2,856,223	2,147,805	24.80%
General Fund Excess (Deficiency) of Revenue Over Expense		(708,418)	(476,223)	232,195	

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70778	10/02/2023	P G & E	\$3,938.64
70779	10/02/2023	Roto-Rooter	\$150.00
70780	10/02/2023	Cintas Corporation	\$167.96
70781	10/02/2023	Kim Hawkins	\$400.00
70782	10/02/2023	Kay Cady-Johnson	\$3,838.80
70783	10/02/2023	National Academy Of Athletes	\$1,171.10
70784	10/02/2023	NBS	\$2,948.00
70785	10/02/2023	Destiny Perkins	\$38.65
70786	10/02/2023	Veritiv Operating Company	\$436.84
70787	10/02/2023	Orlando Wynn	\$3,600.00
70788	10/02/2023	Continuant, Inc.	\$2,150.84
70789	10/02/2023	Lincoln Aquatics	\$2,000.05
70790	10/02/2023	Renne Public Law Group LLP	\$38,176.37
70796	10/02/2023	Abigail Hernandez	\$1,127.00
70797	10/02/2023	Noel Parkhurst	\$44.00
70793	10/03/2023	Georgia House Graphics	\$1,625.00
70792	10/06/2023	California State Disbursement Unit	\$130.15
70795	10/06/2023	Antony Ryans	\$150.00
70798	10/13/2023	Moises Arroyo	\$400.00
70799	10/13/2023	Justin Calonia Entertainment Services	\$300.00
70800	10/16/2023	Margarita Villegas	\$750.00
70801	10/17/2023	Construction West	\$94,009.15
70802	10/17/2023	DMR Builders	\$143,121.05
70803	10/17/2023	HY Floor & Gameline Painting	\$39,381.00
70804	10/17/2023	Lloyd Engineering	\$4,388.00
70805	10/18/2023	Ryan Allen	\$119.47
70806	10/18/2023	Ira Ayers	\$50.00
70807	10/18/2023	Sanyade Baruti	\$33.00
70808	10/18/2023	Monika Boros	\$75.00
70809	10/18/2023	Break It Down Soul Line Dance	\$252.00
70810	10/18/2023	Marina Cruise	\$397.01
70811	10/18/2023	Diana Diaz	\$296.00
70812	10/18/2023	Face Painting By Anna Lea	\$180.00
70813	10/18/2023	Melanie Gomez	\$750.00
70814	10/18/2023	Carmen Guzman	\$750.00
70815	10/18/2023	Karen Houston	\$472.50
70816	10/18/2023	Jason Jones	\$744.00
70817	10/18/2023	Steven Logoteta	\$97.00
70818	10/18/2023	Virlynda Luciano	\$273.70
70819	10/18/2023	Lorna Mandap	\$620.38
70820	10/18/2023	Carmen Martinez Calderon	\$750.00
70821	10/18/2023	Calvin McCullough Jr.	\$1,323.00
70822	10/18/2023	Steven Milton	\$400.00
70823	10/18/2023	National Council Of Negro Women	\$580.00
70824	10/18/2023	Paulina Padilla Ramos	\$750.00
70825	10/18/2023	Destiny Perkins	\$13.36
70826	10/18/2023	Jose Ramirez	\$400.00
70827	10/18/2023	Johana Rios	\$750.00
70828	10/18/2023	Theodore Rocha	\$94.50
70829	10/18/2023	Lisa Sorvari	\$38.00
70830	10/18/2023	The Arc Solano	\$750.00
70831	10/18/2023	Frankie Valentine-Flores	\$1,036.00
70832	10/18/2023	US Bank Corporate Payment System	\$19,326.56
70833	10/19/2023	Deberah Carey	\$132.25
70834	10/20/2023	California State Disbursement Unit	\$130.15
70835	10/20/2023	Bayshore Materials	\$316.19

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70836	10/20/2023	Bert Williams & Sons Inc	\$245.79
70837	10/20/2023	Foster Lumber Yards	\$154.10
70838	10/20/2023	Kelly-Moore Paint Co.-NorCal CPC	\$198.09
70839	10/20/2023	P G & E	\$122.09
70840	10/20/2023	State Of California	\$576.00
70841	10/20/2023	Tecogen	\$2,541.44
70842	10/20/2023	Alhambra	\$205.86
70843	10/20/2023	American Compliance Services, LTD	\$1,836.00
70844	10/20/2023	Big Creek Lumber & Building Material	\$650.59
70845	10/20/2023	BrightView Landscape Services, Inc.	\$836.00
70846	10/20/2023	AT&T	\$385.94
70847	10/20/2023	C-DAT	\$210.00
70848	10/20/2023	Cintas Corporation	\$104.18
70849	10/20/2023	Angelito Or Loana Claudio	\$1,246.00
70850	10/20/2023	Comcast	\$545.22
70851	10/20/2023	Commercial Energy Of Montana	\$3,827.06
70852	10/20/2023	Commercial Pool Systems, Inc	\$512.64
70853	10/20/2023	Cougar Mountain Software	\$461.41
70854	10/20/2023	Ewing Irrigation Products, Inc.	\$656.80
70855	10/20/2023	Garton Tractor Inc	\$15.04
70856	10/20/2023	GEA Energy Consulting & Engineering	\$4,950.00
70857	10/20/2023	George's Towing Co.	\$210.00
70858	10/20/2023	Glen Cove Communtiy Association	\$40.00
70859	10/20/2023	GreatAmerica Financial Services	\$2,013.28
70860	10/20/2023	Griffin Technology Acadamies	\$400.00
70861	10/20/2023	Jolly Ice Cream	\$243.00
70862	10/20/2023	Kaiser Permanente-OHSS	\$105.00
70863	10/20/2023	Charles Lomeli, Cty Tax Collector	\$332.22
70864	10/20/2023	M & M Sanitary LLC	\$556.76
70865	10/20/2023	Minuteman Press	\$41.52
70866	10/20/2023	Montage Enterprises, Inc	\$43.45
70867	10/20/2023	Municipal Resource Group, LLC	\$7,056.25
70868	10/20/2023	Pitney Bowes, Inc.	\$199.46
70869	10/20/2023	Preferred Alliance, Inc.	\$84.00
70870	10/20/2023	Profile Display, Inc	\$99.00
70871	10/20/2023	Security Enforcement Alliance	\$0.00
70872	10/20/2023	Security Enforcement Alliance	\$12,325.00
70873	10/20/2023	Sherwin-Williams	\$293.75
70874	10/20/2023	SiteOne Landscape Supply	\$2,412.41
70875	10/20/2023	Turf Star, Inc.	\$132.60
70876	10/20/2023	Uline Shipping Supplies	\$4,263.31
70877	10/20/2023	Vallejo Adult School	\$60.00
70878	10/20/2023	Verdin	\$6,906.99
70879	10/20/2023	Veritiv Operating Company	\$575.08
70880	10/20/2023	Von Touye Diving & Leak Detection	\$900.00
70881	10/20/2023	Jose Famalette	\$899.90
70882	10/20/2023	Samantha Froehlich	\$84.38
70883	10/20/2023	Derrick Leonard	\$112.00
70884	10/24/2023	Barbara Schmidt	\$132.25
70885	10/24/2023	Vanessa Rodriguez	\$350.00
70886	10/24/2023	Grace Taylor	\$400.00
70887	10/24/2023	Ami Benavidez	\$8.08
70888	10/24/2023	Jose Famalette	\$200.43
70889	10/24/2023	Ariane Fleiderman	\$260.00
70890	10/24/2023	Jeremias Morgado	\$187.74
70891	10/24/2023	Sharon Sandhu	\$80.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70892	10/24/2023	Brice Sweet	\$150.00
70893	10/26/2023	Adrienne Studer	\$50.00
70894	10/26/2023	Audrey Tucker	\$132.25
70895	10/26/2023	Thomas Arie Donch	\$1,000.00
70896	10/26/2023	Audrey Tucker	\$383.77
70897	10/27/2023	Eileen Brown	\$281.00
70898	10/27/2023	Deberah Carey	\$132.25
70899	10/27/2023	Kerry Carmody	\$132.25
70900	10/27/2023	Richard Conzelmann	\$683.70
70901	10/27/2023	Jose Famalette	\$132.25
70902	10/27/2023	Patricia Gloyd	\$132.25
70903	10/27/2023	Penny Harman	\$430.08
70904	10/27/2023	Cynthia Hewitt	\$208.52
70905	10/27/2023	Jerome Lohr	\$385.16
70906	10/27/2023	Prisco Manglona	\$132.25
70907	10/27/2023	Roger Maryatt	\$281.00
70908	10/27/2023	Jeremias Morgado	\$132.25
70909	10/27/2023	Randy Nicks	\$281.00
70910	10/27/2023	Nancy Ortiz	\$132.25
70911	10/27/2023	Steve Pressley	\$132.25
70912	10/27/2023	Francis Radziewicz	\$132.25
70913	10/27/2023	Joan Russell	\$132.25
70914	10/27/2023	Anita Sailas	\$264.54
70915	10/27/2023	Barbara Schmidt	\$132.25
70916	10/27/2023	Audrey Tucker	\$132.25
70917	10/27/2023	Adeline Varni	\$132.25
70918	10/30/2023	P G & E	\$19,913.79
70919	10/31/2023	Bert Williams & Sons Inc	\$271.07
70920	10/31/2023	CSDA	\$9,300.00
70921	10/31/2023	Hall's Safe Lock & Alarm Co.	\$3,050.40
70922	10/31/2023	Vallejo Convention & Visitors Bureau	\$110.00
70923	10/31/2023	Victory Stores	\$250.00
70924	10/31/2023	ABC Napa Valley Sewer & Drain	\$945.00
70925	10/31/2023	American Sanitation Inc	\$234.93
70926	10/31/2023	AT&T	\$160.50
70927	10/31/2023	B & G Tires Of Vallejo	\$30.00
70928	10/31/2023	Big Creek Lumber & Building Material:	\$0.00
70929	10/31/2023	Big Creek Lumber & Building Material:	\$1,167.29
70930	10/31/2023	Jessica Blanco	\$153.93
70931	10/31/2023	AT&T	\$55.46
70932	10/31/2023	Isela Castro	\$483.00
70933	10/31/2023	Comcast	\$955.25
70934	10/31/2023	Commercial Pool Systems, Inc	\$4,651.61
70935	10/31/2023	Vincent Concepcion	\$900.55
70936	10/31/2023	Continuant, Inc.	\$468.00
70937	10/31/2023	Cougar Mountain Software	\$1,650.00
70938	10/31/2023	Dependable Septic System, Inc	\$185.00
70939	10/31/2023	G & S Paving	\$15,827.00
70940	10/31/2023	Green Valley Aloha Saw & Mower	\$2,924.00
70941	10/31/2023	John Howland Architect	\$800.00
70942	10/31/2023	Les Schwab Tires	\$751.54
70943	10/31/2023	Charles Lomeli, Cty Tax Collector	\$32.16
70944	10/31/2023	Nicole Lowery, CPRS District 2	\$165.00
70945	10/31/2023	Minuteman Press	\$41.52
70946	10/31/2023	Miracle Playsystems Inc.	\$11,033.55
70947	10/31/2023	Jeunesse Monroe Speed	\$220.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70948	10/31/2023	Municipal Resource Group, LLC	\$1,300.00
70949	10/31/2023	Ring Central Inc.	\$886.01
70950	10/31/2023	Saviano Company, Inc.	\$16,000.00
70951	10/31/2023	Sherwin-Williams	\$7,189.50
70952	10/31/2023	Sierra Truck And Van, Inc.	\$357.47
70953	10/31/2023	SiteOne Landscape Supply	\$495.54
70954	10/31/2023	Sally Thompson	\$750.00
70955	10/31/2023	Javier Tiburcio	\$750.00
70956	10/31/2023	Turf Star, Inc.	\$1,531.76
70957	10/31/2023	Verizon Wireless	\$1,845.98
70958	10/31/2023	G & S Paving	\$15,827.00
Bank Totals			\$552,673.86

Report Selection Criteria

	Start	End
Bank Account:	GEN	GEN
Date Range:	Custom	
Item Date:	10/01/2023	10/31/2023
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 10.1

BOARD COMMUNICATION

Date: November 9, 2023

TO: Board Chairperson and Directors

FROM: Gabe Lanusse, General Manager

REVIEWED BY: Andrew Shen, Legal Counsel

SUBJECT: Board Authorization to Declare McIntyre Ranch Surplus Land and Direct Staff to Explore Opportunities to Declare McIntyre Ranch as Exempt Surplus Land

BACKGROUND AND DISCUSSION

Per the Board Chairperson's request, we are presenting the attached resolution and recommendation to the Board of Directors.

1. McIntyre Ranch

In 1986, the Greater Vallejo Recreation District ("GVRD") purchased the approximately 22-acre McIntyre Ranch property. Although GVRD has conducted some limited activities on the property, it has never used or developed the property to what GVRD had hoped would be its full potential. The principal reason for this lack of development has been the absence of explicitly defined legal access to the property.

Vehicles may only access McIntyre Ranch through St. John's Mine Road. The lower portion of the road, directly adjacent to Columbus Parkway, is a public road and maintained by the City of Vallejo. The status of the upper, northern portion of the road (beyond the second cattle guard) has been disputed.

The City of Vallejo previously contended the upper portion was public as well, while the property owners on the upper portion argued it was a private road. In September 2016, two of the property owners on upper St. John's Mine Road sued the City of Vallejo, asking (among other issues) that the court find and declare that the upper portion is a private road. (*Rogers v. City of Vallejo*, Solano County Superior Court, Case No. FCS047739.) In June 2020, the court entered a judgment in favor of the private property owners, thus ruling that the upper portion is not a public road. GVRD was not a party to that litigation.

At the current time, GVRD does not have a written, recorded grant of easement for access along the upper portion of St. John's Mine Road. Over the past months, GVRD has attempted to engage the property owners living along St. John's Mine Road in discussions regarding a potential easement that would allow regular public access to

McIntyre Ranch. The majority of the neighboring property owners have refused to engage in these discussions at all. The property owners that have met with the Board Chair and the General Manager have refused to provide any meaningful public access across the disputed portion of St. John's Mine Road.

GVRD expends a significant amount of ongoing staff time and funds to maintain McIntyre Ranch. Conservatively, these costs total approximately \$65,000 each year. McIntyre Ranch is a large property that requires tree maintenance and regular mowing to address the potential fire hazards. These maintenance obligations prevent GVRD from deploying its staff and funds to its other park and facilities, which could also benefit from additional upkeep.

2. Surplus Land Act

Local agencies, including special districts, may dispose of surplus land or exempt surplus pursuant to a procedure established by the Surplus Land Act, Government Code Sections 54220, et seq. Government Code Section 54221 defines "surplus land" as land owned by any local agency that its governing board formally declares in a public meeting to be no longer necessary for the agency's use. Applying this definition here, the GVRD Board of Directors may declare McIntyre Ranch as surplus land, upon a public declaration that the property is no longer necessary for the district's use.

To assess the future of McIntyre Ranch, declaring the McIntyre Ranch to be surplus land would allow the Board of Directors to explore options for disposing or selling the property. Declaring McIntyre Ranch to be surplus land does not require GVRD to dispose or sell the property.

Declaring McIntyre Ranch to be surplus land would begin the process of required notifications set forth in the Surplus Land Act. Upon declaring McIntyre Ranch as surplus, GVRD would notify the following entities before starting any negotiations for the disposal or sale of the property:

- Affordable housing agencies;
- Affordable housing developers;
- The California Department of Housing and Community Development;
- Local park and recreation departments in Solano County;
- Regional park authorities in Solano County;
- The California State Resources Agency;
- The Vallejo Unified School District; and
- The City of Vallejo.

After receiving these notices, the listed entities would have a "right of first refusal" to engage GVRD in good-faith discussions regarding the disposition or sale of McIntyre Ranch. If they do not express an interest in the property or the negotiations are unsuccessful, then GVRD may engage other private parties or public agencies regarding the disposition or sale of McIntyre Ranch.

Given the current under-utilization of McIntyre Ranch and the GVRD resources expended to maintain it, the GVRD Board of Directors can make the finding that the property is no longer necessary for the agency's use and declare McIntyre Ranch to be surplus.

Alternatively, or in parallel, GVRD staff may explore whether it is possible to categorize McIntyre Ranch as "exempt surplus land" under Government Code Section 54221. Among other scenarios, McIntyre Ranch could qualify as exempt surplus land if GVRD is exchanging it for another property necessary for the GVRDs use or is transferring it to another local, state, or federal agency. If McIntyre Ranch is exempt surplus land, GVRD does not need to proceed through the noticing requirements listed above.

RECOMMENDATION

Approve the resolution declaring McIntyre Ranch as surplus land and directing staff to explore opportunities to declare it as exempt surplus land.

Without an explicit guarantee of access to McIntyre Ranch by the public, GVRD has been unable use the property to its full potential. While the GVRD must follow the Surplus Land Act's noticing procedures, this formal process allows the district to canvass potential options for beneficial public uses – affordable housing or open-space operated by other recreational and park agencies. After completing this process, GVRD can more fully explore options for the future disposition or use of the property.

COMMITTEE REVIEW

None

ENVIRONMENTAL REVIEW

This is not a project as defined by the California Environmental Quality Act pursuant to Section 15378(b)(2) and (b)(5) of Title 14 of the California Code of Regulations as it is an administrative activity that will not result in physical changes to the environment.

PROPOSED ACTION

Approve the proposed resolution declaring McIntyre Ranch to be surplus land and directing staff to explore opportunities to declare McIntyre Ranch as exempt surplus land.

DOCUMENTS AVAILABLE FOR REVIEW

Draft resolution
Parcel map of property



RESOLUTION NUMBER 2023-04

RESOLUTION 2023-04 OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT DECLARING MCINTYRE RANCH AS SURPLUS LAND AND DIRECTING STAFF TO EXPLORE OPPORTUNITIES TO DECLARE MCINTYRE RANCH AS EXEMPT SURPLUS LAND

BE IT RESOLVED by the Board of Directors of the Greater Vallejo Recreation District as follows:

WHEREAS, the Surplus Land Act (Government Code sections 54220 – 54234) governs the disposal of “surplus land” by local agencies, including Greater Vallejo Recreation District (“GVRD”);

WHEREAS, GVRD currently owns, in fee simple, an approximately 22-acre park site (known as the McIntyre Ranch) located at 1 St. John’s Mine Road, Vallejo, California, and although GVRD has conducted some limited activities on the property, it has never used or developed the property to its full potential;

WHEREAS, the principal reason for this lack of development has been the absence of clearly defined legal access to the property and despite its best efforts, GVRD has been unable to reach an agreement with the neighboring property owners regarding a potential grant of easement that would explicitly authorize regular public access to McIntyre Ranch; and

WHEREAS, GVRD expends a significant amount of ongoing staff time and funds to maintain McIntyre Ranch that diverts resources from the other parks and facilities that GVRD must maintain for the public;

WHEREAS, declaring McIntyre Ranch to be surplus land would allow the Board of Directors to explore options for disposing or selling the property; and

WHEREAS, GVRD staff can also explore options to declare McIntyre Ranch to be “exempt” surplus land, such as an exchange for another property necessary for the GVRD’s use or a transfer of the property to another local, state, or federal agency.

NOW, THEREFORE, the Board of Directors hereby RESOLVES and DECLARES as follows:

1. McIntyre Ranch is surplus and not necessary for GVRD’s use; and
2. Staff should explore opportunities to declare McIntyre Ranch as exempt surplus land.

PASSED AND ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on November 9, 2023, by the following vote:

Ayes:

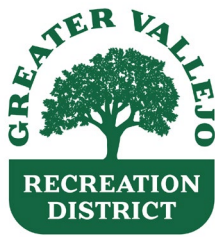
Noes:

Absent:

Attest: _____
Kimberly Pierson, Board Clerk

Robert Briseño, Board Chairperson





Agenda 10.2

BOARD COMMUNICATION

Date: November 9, 2023

TO: Board Chairperson and Directors

FROM: Lisa Sorvari, Human Resources Director

SUBJECT: First Review Policy #2030 - Holidays

BACKGROUND AND DISCUSSION

Updated the Floating Holiday information to allow automatic payout if not used by the end of the calendar year and to allow use upon hire instead of after completion of the probationary period. Current policy is contradictory as it states staff may not use the Floating Holiday until after the probationary period but will lose it if they do not use it by the end of the calendar year.

This policy has been reviewed by the Policies & Procedures Committee and by legal.

RECOMMENDATION

Approve the updated staff Holidays Policy upon first review.

FISCAL IMPACT

None.

ALTERNATIVES CONSIDERED

Approve latest draft with no changes.
Approve latest draft with recommendations.
Approve as is.
Approve with recommendations.
Reject
Reject with recommendations.
Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve

DOCUMENTS AVAILABLE FOR REVIEW

Policy #2030

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Holidays **(Updated)**
POLICY NUMBER: 2030

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

New Years Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Cesar Chavez' Birthday	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day;	July 4
Labor Day	First Monday in September
Indigenous Peoples' Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
½ day Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Employee's Choice of Date

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

When an employee is taking an authorized leave when a holiday occurs, the holiday shall not be charged against leave.

If a non-exempt employee works on any of the holidays listed above, compensation will be at double time (2) for all hours worked on the holiday as specified in Policy #2015, Hours of Work and Overtime. Exempt employees required to work a full day on a holiday will be allowed to take another day off in lieu of the holiday.

Each ~~full-time~~ full-time employee will receive one floating holiday per calendar year. New employees will be allocated the floating holiday on the first day of employment, ~~but it may not be used prior to the completion of the probationary period and they may use immediately upon supervisor approval. The~~ If the floating holiday ~~must be~~ is not used within the calendar year, it will be paid out to employee in January of the following year. ~~it is given and may not be carried over into the next year~~ At termination of employment for any reason, the District shall compensate the employee for any unused floating holiday at the rate of pay at the time of termination. The floating

holiday is to be scheduled to cause the least inconvenience to the District and must be approved by the [General Manager or designee](#). employee's supervisor in advance.

DRAFT



Agenda 10.3

BOARD COMMUNICATION

Date: November 9, 2023

TO: Board Chairperson and Directors

FROM: Salvador Nuno, Parks and Facilities Director

SUBJECT: Authorize the General Manager to award the project and enter into a contract with Construction West Services, Inc. in the amount of \$536,720 for the restroom and ADA upgrades at Cunningham Aquatic Complex

BACKGROUND AND DISCUSSION

In 2020 GVRD engaged in contract with Adams Pool Solutions for the repairs of the pool and adding a small pool. After these improvements were made, the City requested to continue making the ADA improvements and add more restrooms to be in compliance. Staff worked with an engineer to generate the plans for the remodel of the existing restrooms for ADA and adding additional restrooms. The plans were submitted and approved by the City. In October of 2023 GVRD solicited for bids for the restrooms and ADA improvements. The low bidder was rejected, and the second lowest bidder is Construction West Services Inc in the amount of \$536,720.

RECOMMENDATION

Allow our General Manager Gabe Lanusse to award the project and enter into contract with Construction West Inc after the contractor provides all the required contract documentation and proves to be a responsive and responsible bidder in the amount of \$536,720.

FISCAL IMPACT

\$536,720

ALTERNATIVES CONSIDERED

- Approve.
- Approve with recommendations.
- Reject.
- Reject with recommendations.
- Let the proposal sit with no action taken.

COMMITTEE REVIEW

This project has been discussed at the Facility Committee Meetings.

ENVIRONMENTAL REVIEW

This is not a new project as defined by the California Environmental Quality Act (“CEQA”)

PROPOSED ACTION

City requested to make these improvements. If this project is postponed the cost could continue rising.

Staff recommends approving a motion to move forward with the project.

DOCUMENTS AVAILABLE FOR REVIEW

Bid Tabulation

Construction West Inc Bid

**Cunningham Aquatic Complex
Restroom and ADA Upgrades Re-Bid #1**

Bid Results Sheet

October 25, 2023 - 2:10pm

401 Amador Street, Vallejo, CA 94590

Business Name	License #	DIR #	Bid Amount	Bid Bond	Conference	Non Colusion
Bhogal Bros Construction	944775	1000041847	\$589,200	X	X	X
Rejected/ Incomplete TGN Build Inc	1049427	1000832282	\$466,500	X	X	X
Construction West Services Inc.	964217	1000002197	\$536,720	X	X	X
WestCal Design and Build Inc	1005863	1000028650	\$859,000	X	X	X
DMR Builders Inc	1033280	1000058288	\$551,150	X	X	X
FRC Inc	715667	1000002179	\$828,000	X	X	X

Witness Signature:



Date:

10-25-23

Witness Signature:



Date:

10/25/23

**SECTION 00410
BID FORMS**

BID PROPOSAL

TO: THE GREATER VALLEJO RECREATION DISTRICT

The undersigned, as bidder, proposes and agrees, if this bid is accepted, that the bidder will contract with the Greater Vallejo Recreation District to furnish all tools, equipment, apparatus, facilities, labor, materials and superintendence and to pay all freight, transportation and handling charges, and all federal, state and local sales and use taxes, necessary to complete the following work:

**Cunningham Aquatic Complex Restroom and ADA Improvements Re-Bid #1
801 Heartwood Ave.
Vallejo, CA 94591**

Submission of this bid, the award of the contract, and the form, execution and performance thereof, shall be in accordance with provisions of the contract documents pertaining to the work, which documents have been examined by the undersigned bidder and are incorporated herein by reference.

The undersigned has carefully checked the figures on this bid and assumes full responsibility for their accuracy.

This bid is genuine and is not sham or collusive, or made in the interest or on behalf of any person not herein named, and the undersigned, as bidder, has not in any manner sought by collusion to secure for himself an advantage over any other bidder.

Attached to this bid and made a part hereof are a bid guarantee bond (or Cashiers Check equal to 10% of total Bid), a listing of subcontractors, a completed bidder information sheet; Acknowledgement of Addendum(s); and a Non-Collusion Affidavit. Also include a statement of past experience, including a brief description of the jobs, the dates they were performed, the location of the jobs, the names of the project owners and their contact persons and information, and the dollar value of the jobs to your company.

If awarded the contract, the undersigned bidder agrees to enter into the contract and to furnish the required performance and payment bonds within the time specified in the contract documents. Bidder agrees to perform the work described in the CONTRACT DOCUMENTS for the unit prices or lump sum prices stated on the Bid.

Base Bid

Base bid includes all of the work necessary described in the plans and specifications in Base Bid area only.

\$ 536,720.00

The undersigned agrees that, upon written acceptance of this bid, the successful bidder will within ten (10) calendar days receipt of written notice, execute a formal contract agreement with the Greater Vallejo Recreation District (GVRD).

It is agreed that this bid may not be withdrawn for the period of sixty (60) calendar days from the opening thereof.

Contractor shall commence the work of construction under the contract within ten (10) calendar days following GVRD's giving notice to proceed. Contractor shall diligently pursue the work to completion by 120 working days from commencement. Additional time shall be granted for extra work that is approved by GVRD.


In the event contractor does not complete the work within the time limit so specified, contractor shall pay to GVRD liquidated damages in the amount of Three Hundred Dollars (\$300.00) per calendar day for each and every calendar day's delay in finishing the work beyond the completion date so specified.

The bidder has independently investigated the jobsite, the soil conditions under the jobsite, and all other conditions that might affect the progress of the work, and the bidder is satisfied with those conditions. The bid price includes payment for all work that may be done by the successful bidder to overcome unanticipated underground conditions. Any information that GVRD may have furnished to bidder about underground conditions or other job conditions is for the bidder's convenience only, and GVRD does not warrant that the conditions are as thus indicated. Bidder is satisfied with all job conditions, including underground conditions, and has not relied upon information furnished by GVRD.

The terms and conditions of the final contract when executed shall control and supersede anything herein to the contrary or inconsistent with such contract.

IMPORTANT: The responsibility of determining quantities rests with contractor.

Bidder (company) name: Construction West Services Inc.

By: 
(Signature)

Alistair R Kettlewell
Name (type or print)

Title: President Date: 10/25/23

BIDDER'S ACKNOWLEDGEMENT


BIDDER acknowledges receipt of the following ADDENDA:

Addendum #1 _____ Addendum #2 _____ Addendum #3 _____

Addendum #4 _____ Addendum #5 _____ Addendum #6 _____

BIDDER agrees to perform the work described in the CONTRACT DOCUMENTS for the unit prices or lump sum prices stated on the attached BID PROPOSAL.

(Please type or print)

Signature 

Address 837 Arnold Dr. Suit 220, Martinez, CA 94553

Title President

Date 10/25/23

License Number 964217

DIR Registration Number 1000002197

Telephone Number 925-387-8177

Email bids@cw-si.com

SEAL – if BID is by a Corporation

Attest

(If Bidder is a corporation, show State in which incorporated): California

The full names and residences of all persons and parties interested in the foregoing Proposal as principals are as follows:

(NOTICE): Give first and last names in full; in case of corporation, give names of President, Secretary, Treasurer, and Manager; and in case of partnership and

joint ventures, give names and Post Office addresses of all the individual members.

BIDDER INFORMATION SHEET

Bidder must check one of the following classifications to identify its type of business organization and must furnish all information required under that classification. Please type or print your answers.

BIDDER IS AN INDIVIDUAL

Bidder's name as it appears on State Contractor's License is:

.....

BIDDER IS A PARTNERSHIP

Bidder's firm name, individual or partnership, as it appears on State Contractor's License is:

.....

The full names of all the partners as they appear on State Contractor's License are:

.....

.....

.....

.....

.....

.....

County in which any Certificate of Doing Business Under a Fictitious Name is filed (if none, so state):

.....

BIDDER IS A CORPORATION.

The full name of the corporation as it appears on the State Contractor's License is:

Construction West Services Inc.

.....

Corporation is incorporated in the State of:

California

.....

LISTING OF SUBCONTRACTORS

In compliance with the provisions of Section 4100-4107 of the Government Code of the State of California, and any amendments thereof, each Bidder shall set forth below the name, license number, and the location of the mill, shop or office of each subcontractor who will perform work or labor or render service to the contractor in or about the construction of the work or improvements in an amount in excess of one-half of one percent (0.5%) of the general contractor's total bid or \$10,000 (whichever is greater), and the portion of the work which will be done by each subcontractor. All subcontractors shall hold an appropriate license for the work to be performed. The subcontractor's license shall be in good standing with the Contractor State License Board.

No contractor or subcontractor may be listed on a bid for this public works project unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5. No contractor or subcontractor may be awarded a contract for this public works project unless registered with the DIR pursuant to Labor Code section 1725.5. This public works project is subject to compliance monitoring and enforcement by the DIR.

If the contractor fails to specify a subcontractor for any portion of the work to be performed under the contract, Contractor shall be deemed to have agreed to perform such portion, and shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the work, as to which no subcontractor was designated in the original bid shall be permitted in cases of public emergency or necessity, and then only after a finding reduced in writing as a public record of the Legislative Body of the Greater Vallejo Recreation District.

If there are no subcontractors, so state on this form. If more sheets are necessary, please copy this form.

Name of Subcontractor: Fine Line Sawing and Drilling

Business Address: 37651 Sycamore Street, Newark, CA

Type of License; License Number; License Expiration Date, DIR number:
CS; Exp. 10/31/2024; DIR #1000006774; License # 697710

Portion of Work to be done and its dollar value:
Concrete Demo \$10,000.00

Name of Subcontractor: Elite Waterproofing & Epoxy Flooring

Business Address: 2545 W. 10th Street, Suite H, Antioch, CA 94509

Type of License; License Number; License Expiration Date, DIR number:

C61/DIR; 1067870; Exp. 02/28/2025; DIR # 1000943220

Portion of Work to be done and its dollar value:

Epoxy Flooring \$24,000.00

Name of Subcontractor: G & S Paving and Striping

Business Address: 13 Gold Run Court, Oakley, CA 94561

Type of License; License Number; License Expiration Date, DIR number:

C12; 961703; Exp. 06/30/2025; DIR # 1000004524

Portion of Work to be done and its dollar value:

Grading, Paving, Striping \$36,643.60

LISTING OF SUBCONTRACTORS

In compliance with the provisions of Section 4100-4107 of the Government Code of the State of California, and any amendments thereof, each Bidder shall set forth below the name, license number, and the location of the mill, shop or office of each subcontractor who will perform work or labor or render service to the contractor in or about the construction of the work or improvements in an amount in excess of one-half of one percent (0.5%) of the general contractor's total bid or \$10,000 (whichever is greater), and the portion of the work which will be done by each subcontractor. All subcontractors shall hold an appropriate license for the work to be performed. The subcontractor's license shall be in good standing with the Contractor State License Board.

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If the contractor fails to specify a subcontractor for any portion of the work to be performed under the contract, Contractor shall be deemed to have agreed to perform such portion, and shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the work, as to which no subcontractor was designated in the original bid shall be permitted in cases of public emergency or necessity, and then only after a finding reduced in writing as a public record of the Legislative Body of the Greater Vallejo Recreation District.

If there are no subcontractors, so state on this form. If more sheets are necessary, please copy this form.

Name of Subcontractor: American Sheet Metal Partition Co. Inc.

Business Address: 5027 Roberts Avenue, McClellan, CA 95652

Type of License; License Number; License Expiration Date, DIR number:

C43; 277769; Exp. 05/31/2025; DIR #1000008490

Portion of Work to be done and its dollar value:

Partitions \$20,635.00

Name of Subcontractor: Skyhawk Electric

Business Address: 349 Robin Circle, Vacaville, CA 95687

Type of License; License Number; License Expiration Date, DIR number:

C10; 1009471; Exp. 12/31/23; DIR # 1000036481

Portion of Work to be done and its dollar value:

Electrical \$19,400.00

Name of Subcontractor: ~~Frost Tile Company, Inc.~~

Business Address: ~~121 Sandhurst Ct., Vallejo, CA 94591~~

Type of License; License Number; License Expiration Date, DIR number:

~~CS4; 836437; Exp. 05/31/2024; DIR # 1000037153~~

Portion of Work to be done and its dollar value:

~~Ceramic Tile \$88,777.00~~

B.N.T Tile inc

502 main st Wheatland CA 95692

CS4; 1022374; Exp 01/31/2025; DIR 1000046452

Ceramic tile \$82,415.00

LIST OF QUALIFICATIONS

LIST OF PREVIOUS SIMILAR JOBS

NAME OF BIDDER:

Construction West Services Inc.

Each Bidder shall submit with this bid a statement setting forth Bidder's experience and business standing. Along with the statement, Bidder shall list three or more projects that Bidder has constructed, showing their original bid costs and overall costs when constructed, the names, addresses and current telephone number(s) of the owners of the said projects, whether the Bidder has been a party to litigation or arbitration involving construction activities, the names and jurisdiction of all such litigation or arbitration and whether the Bidder has ever filed for bankruptcy or become insolvent.

Construction West Services Inc. is a full service construction company based in the San Francisco Bay Area and serving Northern California. With over 35 years of experience, Construction West takes pride in our reputation for staying on buget and on schedule. ~~Contruction West is fully licensed, bonded and insured, as well as in good standing with and pre qualified in many school districts. Our efficent work ethic plus our versititaly make~~ it easy to ensure our clients recieve as much "bang for their buck" as possible without compromising a high quality finished product.

Please see attached for completed projects.

Completed Projects

Project Name: FSUSD Marquee Installation at Various Sites

Location: 5 School Sites

Owner: Fairfield-Suisun Unified School District

Owner Contact: Rachel Dula

Address: 2490 Hillborn Rd, Fairfield, CA 94534

Architect: Hibser Yamauchi Architects, Inc.

Construction Manager: Pantheon PM

Description of Project: Marquee Installation at various sites

Initial Contract: \$194,700.00

Original Scheduled Completion Date: September 2023

Time Extensions Granted: 0

Actual Completion Date: September 2023

Number and Amount of Stop Notices and Liens: None

Amount of Liquidated Damages: None

Nature of Claims: None

Project Name: VUSD Hemlock/ACE Portable Improvement

Location: 400 Hemlock Ave., Vacaville, CA 95688

Owner: Vacaville Unified School District

Owner Contact: Derick Brickner

Address: 401 Nut Tree Road, Vacaville, CA 95687

Architect: Hibser Yamauchi Architects, Inc.

Construction Manager: CPM

Description of Project: Portable Improvement

Initial Contract: \$226,239.00

Final Cost of Construction: N/A

Original Scheduled Completion Date: December 2022

Time Extensions Granted: 0

Actual Completion Date: December 2022

Number and Amount of Stop Notices and Liens: None

Amount of Liquidated Damages: None

Nature of Claims: None

Project Name: Vallejo Community Center Kitchen, ADA, and Electrical Upgrades

Location: 225 Amador St., Vallejo, CA 94590

Owner: Greater Vallejo Recreation District

Owner Contact: Chris Andrade

Address: 395 Amador St., Vallejo, CA 94590

Architect: PDF Designs, Inc.

Construction Manager: N/A

Description of Project: Interior remodel of an existing 640-sq. ft. community-use, commercial-grade kitchen facility

Initial Contract: \$653,870

Final Cost of Construction: N/A
Original Scheduled Completion Date: November 2022
Time Extensions Granted: 0
Actual Completion Date: N/A
Number and Amount of Stop Notices and Liens: None
Amount of Liquidated Damages: None
Nature of Claims: None

Project Name: SRVUSD District Office Alterations
Location: 699 Old Orchard Dr., Danville, CA 94526
Owner: San Ramon Valley Unified School District
Owner Contact: Victor Manansala
Address: 3280 Crow Canyon Rd., San Ramon, CA 94583
Architect: tBP/Architecture
Construction Manager: Kitchell CEM
Description of Project: Remodel
Initial Contract: \$676,289
Final Cost of Construction: N/A
Original Scheduled Completion Date: November 2022
Time Extensions Granted: 0
Actual Completion Date: N/A
Number and Amount of Stop Notices and Liens: None
Amount of Liquidated Damages: None
Nature of Claims: None

Project Name: Grant Mahony Park Pathway Light Project
Location: 818 Mariposa St., Vallejo, CA 94590
Owner: Greater Vallejo Recreation District
Owner Contact: Chris Andrade
Address: 395 Amador St., Vallejo, CA 94590
Architect: John Howland Architecture
Construction Manager: N/A
Description of Project: Installation of pathway lighting
Initial Contract: \$93,192
Final Cost of Construction: N/A
Original Scheduled Completion Date: August 2022
Time Extensions Granted: 0
Actual Completion Date: N/A
Number and Amount of Stop Notices and Liens: None
Amount of Liquidated Damages: None
Nature of Claims: None

Project Name: Vacaville Miscellaneous Repairs
Location: 4219 Rolling Hills Lane, Vacaville, CA 95688
Owner: California Housing Foundation
Owner Contact: Dan Schenkel

Address: 12009 California St. Suite 104, Redlands, CA 92374
Description of Project: Roof, deck, porch and siding repairs
Initial Contract: \$89,773
Final Cost of Construction: \$89,773
Original Scheduled Completion Date: June 2022
Time Extensions Granted: 0
Actual Completion Date: June 2022
Number and Amount of Stop Notices and Liens: None
Amount of Liquidated Damages: None
Nature of Claims: None

Project Name: Markham ES-Sidewalk Repair
Location: 101 Markham Ave., Vacaville, CA 95688
Owner: Vacaville Unified School District
Owner Contact: Kelly Burks
Address: 401 Nut Tree Rd., Vacaville, CA 95687
Architect:
Construction Manager: N/A
Description of Project: Replacement of concrete sidewalk, curb and gutter
Initial Contract: \$49,422
Final Cost of Construction: \$49,422
Original Scheduled Completion Date: April 2022
Time Extensions Granted: 0
Actual Completion Date: April 2022
Number and Amount of Stop Notices and Liens: None
Amount of Liquidated Damages: None
Nature of Claims: None

Project Name: BOTW Antioch Decommission
Location: 5009 Lone Tree Way, Antioch, CA 94509
Owner: Cushman & Wakefield
Owner Contact: Fabricio Quintor
Address: 2527 Camino Ramon, San Ramon, CA 94583
Description of Project: Branch Demo
Initial Contract: \$114,186
Final Cost of Construction: \$121,685
Original Scheduled Completion Date: December 2021
Time Extensions Granted: 0
Actual Completion Date: January 2022
Number and Amount of Stop Notices and Liens: None
Amount of Liquidated Damages: None
Nature of Claims: None

Owner: Cushman & Wakefield
Owner Contact: Fabricio Quintor
Address: 2527 Camino Ramon, San Ramon, CA 94583

Architect: HDL Design
Description of Project: Remove & replace teller line and lighting
Initial Contract: \$193,454
Final Cost of Construction: \$193,454
Original Scheduled Completion Date: December 2021
Time Extensions Granted: 0
Actual Completion Date: December 2021
Number and Amount of Stop Notices and Liens: None
Amount of Liquidated Damages: None
Nature of Claims: None

Project Name: Lafayette Community Center Restrooms Renovation
Location: 500 St. Mary's Rd., Lafayette, CA 94549
Owner: City of Lafayette
Owner Contact: John Warshaw
Address: 3675 Mt. Diablo Blvd. #210, Lafayette, CA 94549
Architect: PROTO Inc.
Construction Manager: Anchor CM
Description of Project: Renovation of commercial restrooms
Initial Contract: \$438,209
Final Cost of Construction: \$452,956
Original Scheduled Completion Date: January 2021
Time Extensions Granted: 0
Actual Completion Date: January 2021
Number and Amount of Stop Notices and Liens: None
Amount of Liquidated Damages: None
Nature of Claims: None

Project Name: John Baldwin Elementary School Stucco Repair
Location: 741 Brookside Drive, Danville, CA 94526
Owner: San Ramon Valley Unified School District
Owner Contact: Stuart Watson
Address: 699 Old Orchard Drive, Danville, CA 94526
Architect: N/A
Construction Manager: N/A
Description of Project: Stucco Repairs
Initial Contract: \$21,535.00
Final Cost of Construction: \$21,535.00
Original Scheduled Completion Date: July 2020
Time Extensions Granted: 0
Actual Completion Date: July 2020
Number and Amount of Stop Notices and Liens: None
Amount of Liquidated Damages: None
Nature of Claims: None

Project Name: Greenbrook Elementary School Stucco Repair

Location: 1475 Harlan Drive, Danville, CA 94526
Owner: San Ramon Valley Unified School District
Owner Contact: Stuart Watson
Address: 699 Old Orchard Drive, Danville, CA 94526
Architect: N/A
Construction Manager: N/A
Description of Project: Stucco Repairs
Initial Contract: \$26,279.00
Final Cost of Construction: \$26,279.00
Original Scheduled Completion Date: July 2020
Time Extensions Granted: 0
Actual Completion Date: July 2020
Number and Amount of Stop Notices and Liens: None
Amount of Liquidated Damages: None
Nature of Claims: None

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing representations and all other representations made in the undersigned's proposal attached hereto are true and correct.



Signature of: President, Secretary, Manager,
Owner or Representative

(Notary Acknowledgement)

Alistair R. Kettlewell, President

Print Name and Title

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

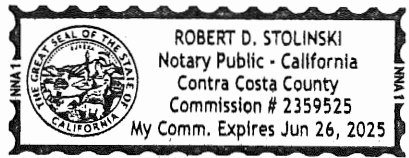
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Contra Costa)
On 10/24/2023 before me, Robert D. Stolinski, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Alistair R. Kettlewell
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Robert D. Stolinski
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

BID BOND

KNOW ALL MEN BY THESE PRESENT:

That Construction West Services Inc. as Principal, and The Ohio Casualty Insurance Company, a corporation, organized and existing under and by virtue of the laws of the State of New Hampshire and authorized to do surety business in the State of California, as surety, are held and firmly bound unto the Greater Vallejo Recreation District State of California, as Obligee, in the sum of Ten Percent of the Total Amount Bid***** Dollars (\$10%*****) for the payment of which sum well and truly to be made, we and each of us, bind ourselves, our heirs, executors, successors and assigns.

THIS CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted a bid to the Greater Vallejo Recreation District, State of California, for all work specifically described in the accompanying bid;

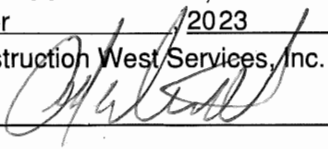
NOW, THEREFORE, if the aforesaid Principal is awarded the contract, and within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written contract in the prescribed form, in accordance with the bid, and files the two bonds, one guaranteeing faithful performance and the other guaranteeing payment for labor and materials as required by law, or if the said Principal shall fully reimburse and save harmless the obligee from any damage sustained by the Obligee through failure of the Principal to enter into the written contract and to file the required performance and labor and material bonds, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the Surety shall pay all costs incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the Court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 18th day of October 2023.

Construction West Services, Inc.

The Ohio Casualty Insurance Company

By: 

By: 

Principal (Seal)

John J. Daley, Attorney-in-Fact

Surety (Seal)

- NOTE: (1) Signatures of those executing for the surety must be properly acknowledged.
(2) This bond must be in an amount equal to at least ten percent (10%) of the amount of the bid.
(3) Bidders must use this form unless the surety company form is substantially the same.



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205138-984475

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Amy Chan, John J. Daley, Kenneth J. Goodwin

all of the city of Walnut Creek state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 1st day of April, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company
By: David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 1st day of April, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 18th day of October, 2023.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

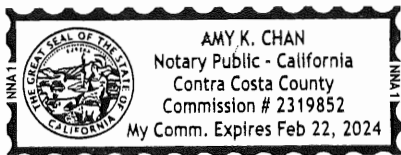
State of California

County of Contra Costa

On October 18, 2023 before me, Amy K. Chan, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared John J. Daley
Name(s) or Signer(s)

who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity~~(ies)~~, and that by his/~~her/their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.



Place Notary Seal Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal,

Signature 
signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document

Description of Attached Document

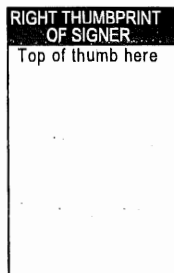
Title or Type of Document Bid Bond - Greater Vallejo Recreation Dist

Document Date: October 18, 2023 Number of Pages: One(01)

Signer(s) Other Than Named Above! N/A

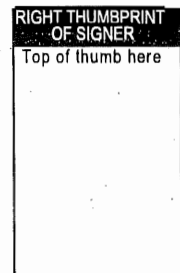
Capacity(ies) Claimed by Signer(s)

Signer's Name: John J. Daley
 Individual
 Corporate Officer --Title(s): _____
 Partner Limited General
 Attorney in Fact
 Trustee
 Guardian or Conservator
 Other: _____



Signer Is Representing: _____
The Ohio Casualty
Insurance Company

Signer's Name: _____
 Individual
 Corporate Officer --Title(s): _____
 Partner Limited General
 Attorney in Fact
 Trustee
 Guardian or Conservator
 Other: _____



Signer Is Representing: _____



Agenda 10.4

BOARD COMMUNICATION

Date: November 9, 2023

TO: Board Chairperson and Directors

FROM: Lisa Sorvari, Human Resources Director

SUBJECT: Final Review Policy #3073 Cunningham Aquatic Complex Procedures and Expectations

BACKGROUND AND DISCUSSION

The Department has determined there is a need to memorialize aquatic program requirements, safety protocol, and pool expectations for patrons. There has been some controversy regarding pool rules and program requirements. Having a policy to refer to makes it easier to reinforce the expectations of GVRD staff and provide accurate information to community members. Overall, this is a new policy proposed by GVRD program and supervisory staff. This policy has been reviewed by the committee, legal, and approved without changes as a first read to the Board of Directors.

RECOMMENDATION

Approve recommendation to have Board of Directors approve the Cunningham Aquatic Complex Procedures and Expectations.

FISCAL IMPACT

None.

ALTERNATIVES CONSIDERED

Approve latest draft with no changes.
Approve latest draft with recommendations.
Approve as is.
Approve with recommendations.
Reject
Reject with recommendations.
Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve

DOCUMENTS AVAILABLE FOR REVIEW

Policy #3073

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Cunningham Aquatic Complex Rules and Procedures
POLICY NUMBER: 3073

PURPOSE

The Greater Vallejo Recreation District (District) has established a policy for the benefit and protection of all aquatic facility users to ensure the safe operation of the swimming pools and to provide enjoyable recreation for all.

POLICY

The District reserves the right to refuse admittance into the Cunningham Aquatic Complex when the pool is at full capacity or when the District otherwise deems necessary for the health, welfare, and safety of its patrons.

PROCEDURE(S)

The following minimum criteria have been established for the safety of all facility users. Failure to abide by these rules and regulations may result in removal from the pool. Management and pool personnel reserve the right to address any behavior which is considered a safety risk, unsanitary, or a disturbance to other patrons.

General Rules:

1. No running, shoving, or general horseplay on the pool deck and in the pool.
2. Anyone using the pool(s) must wear proper swim attire, swimsuit, and sunscreen. Rash guards, goggles, and swim caps are recommended.
3. Swim diapers are required for children using the pool who are not toilet trained.
4. No playing or hanging on lane lines.
5. Diving is allowed in the deep end only.
6. See Aquatic Staff about swimming with sores or wounds.
7. No glass in the pool complex.
8. No gum or chewy candies allowed in the pool complex.
9. Food and drink must be kept in the bleachers.
10. Follow Aquatic Staff directions regarding procedures and policies during emergency situations.
11. Any behavior or action deemed unsafe or inappropriate by Aquatic Staff is prohibited.
12. The District is not responsible for any lost or stolen items.
13. Any person having active diarrhea or who had active diarrhea within the previous 14 days shall not be allowed to enter the pool.
14. Cigarettes, weapons, alcohol, tobacco, vapes, or illegal drugs are prohibited.
15. Clothing changes will be done in the appropriate locker room. No changing on deck.

Swim Lessons:

(All General Rules apply plus the following)

1. Swim Lesson participants must listen and follow the directions of the instructor.
2. No life vests or floatation devices allowed during swim lessons.
3. One hand must be on the pool wall when waiting for instruction.
4. Parents or attending adults must observe from the bleachers or designated areas.
5. A parent or attending adult must be on-site for children under the age of 7 or 48" tall.
6. Pre-registration is required for all swimming lessons.
7. Cancellations must be made before the first day of the class for a full refund.
8. Make-up classes are not offered for missed days. No exceptions.
9. If the District cancels any swim lessons, Aquatics Staff will call all affected participants. Cost will be prorated based on refund policy.

Recreation/Open Swim/Special Events:

(All General Rules apply plus the following)

1. Children under the age of 7 or 48" tall must be accompanied by an adult in the pool. Or the children must meet one of the following criteria listed below:
 - a. Children ages 7 and under may swim without being accompanied by an adult in the pool if they meet one of the following criteria: (a) take a swim test which would identify if the child can swim proficiently (b) show proof of the child being on a Competitive Swim Team.
2. Masks, fins, or snorkels must be approved for use by Aquatic Staff.
3. U.S. Coast Guard approved floatation devices (life vests) are allowed in the small training pool. A parent or guardian must be in the pool with any children using life vests and be no further than an arm's length away from the child.

Aquatic Break Camps:

(All General Rules apply plus the following)

1. Campers must listen to the camp counselor and follow their rules.
2. Participants must come prepared for the day. (Swimsuit, Towel, Water, Lunch, Shoes, etc.)
3. Campers must refrain from vulgar language.
4. Campers must participate in all activities.
5. Campers must not leave District property without permission.
6. Vandalism to equipment and our facility is prohibited.
7. Cell phones must be kept in a backpack and not used during camp hours unless approved by GVRD staff.
8. Campers must follow the "hands-off" policy. No fighting, pushing, or inappropriate contact allowed.

Lap Swim Program:

(All General Rules apply plus the following)

1. Lap swimming is for competent swimmers able to swim laps unassisted.
2. All Lap swimmers ~~under 17yrs. old~~ must ~~have signed~~ a waiver.
3. Lap swimmers ages 7 yrs. old and under must meet one of the following criteria: (a) take a swim test to identify if the child can swim proficiently (b) show proof of the child being on a Competitive Swim Team.
4. Lap swimming is intended to be a workout program, and patrons must make forward progress from wall to wall unassisted.
5. Lap swimming in designated lanes only. Lap swim lanes are posted in the front office.
6. Lanes are to be shared. If the lane has 3 or more people, patrons will need to circle swim.
7. Masks, fins, or snorkels must be approved for use by Aquatic Staff.

Lap Swim Etiquette:

1. Tap the foot of the patron to pass them while circle swimming.
2. Rest in the corner of the lane, out of the way of other patrons.
3. Ask guest(s) before hopping in a lane already in use.

Therapeutic Activities

1. Patrons 18 years and over may utilize the pool for therapeutic or rehabilitative activities.
2. We highly recommend that patrons consult with a doctor or therapist before engaging in any therapeutic or rehabilitative activities.
3. Water shoes must be worn at all times.
4. Appropriate swimwear must be worn at all times. Cotton fabrics are not permitted. Please ask a lifeguard if you are unsure about what to wear.
5. Swimming is not permitted.
6. All activities must stay above the water.
7. Face down floating is not permitted.
8. Times and lanes for therapeutic activities must be arranged ahead of time with the Aquatics Coordinator.

Emergency Action Procedures:

1. Distressed Victim (Can continue breathing and still call for help):
 - a. One long whistle blast.
 - b. Enter water with stride or compact jump.
 - c. Other lifeguards shift to cover rescuer's designated area.
 - d. Perform swimming extension rescue by handing tube to victim.
 - e. Tell the victim to hold onto the tube and swim them to safety.
 - f. The lifeguard who was on break will replace the primary rescuer.
 - g. Primary rescuer will fill out the accident report and return to the rotation.
2. Active Victim (Struggles to breathe and cannot call for help):

- a. One long whistle blast.
 - b. Enter water with stride or compact jump.
 - c. Other lifeguards shift to cover rescuer's designated area.
 - d. Perform rear rescue.
 - e. If extra help is needed, blow two long blasts and a second lifeguard will assist.
 - f. The lifeguard who was on break will replace the primary rescuer.
 - g. Primary rescuer will fill out the accident report and return to the rotation.
3. Submerged Victim (Still Conscious):
- a. One long whistle blast.
 - b. Enter water with stride or compact jump.
 - c. Other lifeguards shift to cover rescuer's designated area.
 - d. Perform a feet first surface dive and complete the submerged victim rescue.
 - e. If extra help is needed, blow two long blasts and a second lifeguard will assist.
 - f. Check the victim for level of consciousness and vitals.
 - g. The lifeguard who was on break will replace the primary rescuer.
 - h. Primary rescuer will fill out the accident report and return to the rotation.
4. Submerged Victim (Unconscious):
- a. One long whistle blast.
 - b. Enter water with stride or compact jump.
 - c. Other lifeguards shift to cover rescuer's designated area.
 - d. Perform a feet first surface dive and complete the submerged victim rescue.
 - e. If extra help is needed, blow two long blasts and a second lifeguard will assist.
 - f. Check victim for consciousness and vitals.
 - g. At this time, the pool should be cleared, 911 called, and backboard, first aid kit, AED and oxygen tanks bag-valve-mask (BVM) brought out to the rescuer.
 - h. Carry victim to nearest side of pool where backboard is waiting.
 - i. Lift victim out of pool on backboard.
 - j. A gloved secondary rescuer will perform a primary survey.
 - k. Rescue breathing and CPR will be administered as necessary.
 - i. Anytime breathing is necessary, use oxygen with the Bag Valve Mask (BVM).
 - ii. Anytime CPR is necessary, use the AED.
 - iii. Continue to care for the victim until the ambulance arrives.
 - iv. Fill out the necessary forms from the Critical Incident folder.
 - v. Re-open the pool only at the request of a full-time employee in a supervisory role..
5. Passive Victim without breathing (non-suspected spinal):
- a. Two long whistle blasts
 - b. Enter water with stride or compact jump.
 - c. Clear pool
 - d. Perform rear rescue.

- e. Check the victim for consciousness and vitals.
- f. At this time, the pool should be cleared, 911 called, backboard, 1st aid kit, AED and oxygen tanks (BVM) brought out to the rescuer.
- g. Carry victim to nearest side of pool where backboard is waiting.
- h. Lift Victim out of pool on backboard
- i. A gloved secondary rescuer will perform a primary survey.
- j. Rescue breathing and CPR will be administered as necessary.
 - i. Anytime breathing is necessary, use oxygen with the BVM.
 - ii. Anytime CPR is necessary, use the AED.
- k. Continue to care for the victim until the ambulance arrives.
- l. Fill out the necessary forms from the Critical Incident folder.
- m. Re-open the pool only at the request of a full-time employee.

6. Spinal Victim:

- a. Two long whistle blasts.
- b. Enter water with stride or compact jump unless the victim is near you or the side of the pool; then use an ease-in entry.
- c. Swim to the victim using heads up breaststroke and use either a head splint or head and chin support carry.
- d. Check the victim for consciousness and vitals, immediately.
- e. At this time, the pool should be cleared, 911 called, backboard, and first aid kit, AED and oxygen tanks (BVM) brought out to the rescuer.

If victim is breathing:

- f. Strap victim to backboard.
- g. Remove victims from the pool, care for shock and wait for ambulance to arrive.
- h. Fill out the necessary forms from the Critical Incident folder.
- i. Re-open the pool only at the request of a full-time employee.

If victim is not breathing:

- a. Relay vital information to lifeguards on deck
- b. Two secondary rescuers will get into the water with the backboard and sink the board for the primary rescuer.
- c. Once the victim is on the backboard, move to the nearest wall.
- d. Maintain control of the head and strap only the underarm strap
- e. Two lifeguards on deck will each grab one side of the head of the board and one side of the head of the victim.
- f. Lift the victim out of the water, (Use care not to bump backboard on deck.)
- g. A gloved secondary rescuer will perform a primary survey.
- h. Rescue breathing and CPR will be administered as necessary.
- i. Anytime breathing is necessary, use oxygen with the BVM.
- j. Anytime CPR is necessary, use the AED.

- k. Continue to care for the victim until the ambulance arrives.
- l. Fill out the necessary forms from the Critical Incident folder.
- m. Re-open the pool only at the request of a full-time employee.

7. On Deck Emergencies

- a. This includes all emergencies that occur out of the water at or near our facilities. Some examples include but are not limited to locker room injuries, falling from a high dive, fights, automobile accidents, and chemical burns.
- b. Check the victim for consciousness and vitals, immediately.
- c. Notify another staff member and call 911 if necessary.
- d. If the victims cannot move on their own, leave them where they are and wait for an ambulance.
- e. If a second rescuer is needed to assist in caring for the victim, clear the pool.
- f. First Aid, Rescue breathing, and CPR will be administered as necessary.
- g. Anytime breathing is necessary, use oxygen with the BVM.
- h. Anytime CPR is necessary, use the AED.
- i. Continue to care for victim until the ambulance arrives or they are capable of leaving or getting a ride from family or friends. (Staff members cannot give rides to victims)
- j. Continue to care for the victim until the ambulance arrives.
- k. Fill out the necessary forms from the Critical Incident folder.
- l. Re-open the pool only at the request of a full-time employee.

8. Patrons Under the Influence of Alcohol / Drugs. Patrons suspected to be under the influence of alcohol or drugs should not be allowed to enter the facility, but if they enter undetected follow the following procedures:

- a. Ask the patron(s) to leave the facility.
- b. If the patron remains in the facility, do not force the patron to leave and call 911.
- c. Keep other patrons away from the intoxicated patrons.
- d. Maintain visual of the intoxicated patron(s) and leave alone until police arrive.
- e. Do not allow intoxicated patron(s) in the water if possible.

9. Fight - In water:

- a. Attempt to stop the fight verbally or with a whistle.
- b. If unsuccessful, clear the pool immediately.
- c. If the fight is between small children, no less than two lifeguards enter the water and pull the children away from each other at the same time.
- d. If the fight is between teenagers or adults, call 911, and wait for the police.
- e. Do not enter the water unless the situation becomes life threatening for any victim(s).

10. Fight - On Deck:

- a. Attempt to stop the fight verbally or with a whistle.
- b. If unsuccessful, clear the area.
- c. If the fight is between small children, no less than two lifeguards pull the children away from

each other at the same time.

- d. If the fight is between teenagers or adults, call 911, and wait for the police.
- e. Do not intervene at any time unless the situation becomes life threatening, and staff can do so safely.

11. Lightning:

- a. Clear pool and gather patrons in locker rooms or courtyard.
- b. Keep patrons and staff away from all glass and tall metal poles.
- c. Avoid using the telephone.
- d. Allow patrons back in pool after 30 minutes with no lightning and/or thunder.
- e. If lightning continues, close the pool with a posted sign, leave equipment out, and do not cover it with tarps.
- f. The same procedures will apply to severe rainstorms and hailstorms, except the tarps will not be used to cover the pool.

12. Power Failure:

- a. Anytime the power goes out, call Facilities Supervisor to reset items in the pump room. If power failure occurs during the daylight hours, keep the pool open until the chlorine drops below 1.0 ppm.:
- b. If power failure occurs after sunset, while lights are in use:
 - i. Close the pool immediately.
 - ii. Clear the pool of all patrons.
 - iii. Check the bottom of the pool for any victims.
- c. If power remains off at the facility or in the area for 15 minutes or longer close the entire facility.
- d. Keep all patrons in the entry way or out front until all have left the facility area.

13. Natural Gas Leaks. If you smell a gas leak:

- a. Call PG&E and the Aquatics Coordinator immediately.
- b. If possible, shut off natural gas lines.
- c. Review Emergency Exit diagram.
- d. Evacuate staff and patrons through Emergency Exits upwind from the leak.
- e. Care for any staff or patrons affected by the gas.

14. Fire:

- a. Clear all patrons from affected area.
- b. Use fire extinguishers located throughout the facilities to put fire out.
- c. If the fire cannot be contained with fire extinguishers, call 911 immediately.
- d. Review Emergency Exist diagram and evacuate the facility through the Emergency Exits and keep patrons away from the facility.
- e. If possible, shut off natural gas lines.
- f. Care for any patrons injured by fire.
- g. Follow directions from the Fire Department.

15. Earthquake:

- a. Once the earthquake stops, clear the pool.
- b. Check the bottom of the pool for victims, cracks, etc.
- c. Evacuate patrons through Emergency Exits to a field upwind from the facilities.
- d. Check for natural gas leak in pump room connected to the Cogen unit and/or in the courtyard.
- e. If a natural gas leak is present, shut off the natural gas in the courtyard.
- f. Maintain crowd control.
- g. Care for any patrons injured.
- h. Call 911, if necessary.

16. Armed Robbery:

- a. All staff are to do exactly what the perpetrator says when staff feels their life is being threatened.
- b. Get a good mental picture for police description.
- c. Call 911.
- d. Fill out the incident report with all details.
- e. Close the pool if necessary.

17. Shooting / Drive by Shooting:

- a. While shooting takes place, drop and find cover.
- b. If guarding or in the guard stand, drop to the deck immediately.
- c. Call 911, whether during the shooting or immediately following.
- d. Care for any patrons injured.
- e. Maintain crowd control.
- f. Collect information pertaining to shooter(s) - sex, age, race, type of car, # of shooters, etc.

18. Bomb Threat:

- a. If a threat is made by phone, follow the Bomb Threat Telephone Procedure located on the next page.
- b. Call 911 immediately and follow directions.

19. Fecal Incident, Well-Formed Stool or Vomit:

- a. Clear the area.
- b. Check for adequate chlorine in the area.
- c. Remove as much of the material as possible using a net or scoop.
- d. Vacuuming is not recommended unless it discharges waste. (If the material is sent back to the filter, it may only spread the problem).
- e. Add additional disinfectant as necessary.
- f. Reopen the area after 30 minutes.

20. Diarrhea:

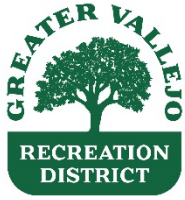
- a. Clear the pool.

- b. Add chlorine to raise the pool to 20 ppm, or equivalent using other disinfectants.
- c. Remove any chunks or pieces.
- d. Allow some time for the disinfectant to spread and work on the extra organic material. In addition, when applying disinfectants, avoid “hot” spots of disinfectant that swimmers may swim through.
- e. Allow about eight (8) hours of total downtime.
- f. Recheck for adequate chlorine.
- g. Reopen pool.

21. Emergencies with Limited Staff:

- a. Emergency Action Plan (EAP)'s w/ two people – use bystanders as appropriate and certifications allow.

DRAFT



Recreation Department Board Updates

11/09/2023

Activity Guide:

- Staff is reviewing the 1st draft of the spring Activity Guide.

Aquatics:

- The pool is getting ready for our first Christmas event; How The Grinch Crashed Breakfast. Participants will have the opportunity to take pictures with the Grinch himself, and enjoy light refreshments, and arts and crafts.

Community Centers:

- The lease agreement for One People Tribe programming at Norman C. King Center is almost completed and the contractor is tentatively scheduled to begin Dec 1st.
- Staff continue to work on reviewing new Course Proposals and reaching out to potential instructors to increase programming at the facilities. We're offering new classes in spring: Afro-Body Love, Chon Renee Dance, Creative Movement, and Silver Gloves Boxing just to name a few.

Children's Wonderland & Community Events:

- The gazebo project has started at Children's Wonderland and will provide shade over the reservable Humpty Dumpty birthday/picnic area.
- Nightmare on Glenn Trick-or-Treat lane was held Tuesday, October 31st, from 5-8pm at Children's Wonderland. We hit record numbers with 2,291 visitors throughout the event. Special thanks to community stakeholders: Vallejo Rotary Club, Sunset Rotary Club, Vallejo Police and Fire Departments, Crumbl Vallejo, Solano Library, and many more for their generous support and volunteerism!



Greater Vallejo Recreation District

GOBBLE, GOBBLE

GIVEAWAY!

FREE TURKEY DINNER KIT FOR FAMILIES IN NEED.

Now Accepting Donations
Registration Required!

DONATE TO: GREATER VALLEJO PARK,
RECREATION & OPEN SPACE
FOUNDATION

GREATER VALLEJO RECREATION DISTRICT

Parks Make Life Better!



SCAN ME

- Our Paint and Sip Party was held on November 3rd and had 10 painters enrolled.
- Our department has partnered with Costco of Vallejo to host our annual Toy Giveaway scheduled for Friday, December 15th, 4-7pm.



- We have our annual Gobble, Gobble Turkey Drive approaching soon. We are preparing to give away 75 Turkeys and sides to the community. GVRD seeks to provide Thanksgiving dinners to those who need it most and can celebrate with friends and family. With the support of many organizations, this event seeks to bring hope and joy to Vallejo residents.

Sports/Adaptive Recreation (AR):

- GVRD staff continue to work on staff schedules, recruitment, training material, and procedures for the sports gym.

Staffing:

- The Department is still recruiting candidates for PT positions for the Sports Gym. Also, we're looking for coaches to run the Junior Warriors program starting in January.
- Several FT Rec staff attended the Fall Forum workshop for Recreation professionals at Woodland Community Center on Thursday, November 2nd.

Youth Services:

- The Youth team is currently working and planning for the upcoming Fun on the Run Camp (no-school camp) on Nov. 10th, and Thanksgiving Break Camp.
- GVRD staff participated in Teacher Kay's Trick or Treat parade during their celebration at Foley Cultural Center on Halloween morning.





Maintenance Department Board Update

10/26/23

Parks and Facilities

- Children's Wonderland
 - Staff removed the hay bales and the pumpkins after the Halloween event.
- Hiddenbrooke Park
 - Contractor added wood boards on the bocceball courts.
- Glen Cove Waterfront Park
 - Vallejo Watershed Alliance and Solano Resource Conservation will be having a volunteer workday on November 19th from 9am- 11:30am.
- BRS Park
 - Staff assisted Solano Land Trust and Bay Area Ridge Trail on a service day on the trail on November 4th.
- Cunningham Pool
 - Contractor is making repairs on the control system for the movable floors.
- Sports Fields
 - Staff have begun doing the renovations on the grass fields; the renovations for Wardlaw soccer field will be done in January due to the accommodations to the user groups during the renovations of the artificial field.
- I took part of the interview panel assisting Vallejo Flood and Wastewater District conducting interviews for their recruitment for a community outreach specialist.
- I attended a three-day arborist training in Reno.

BOARD PROJECTS UPDATE

Date



TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations				<input type="radio"/>	
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	3/30/2024	65%	<input type="radio"/>	The contractor continues making progress, they will be starting to work on the drywall.
VCC HVAC					
Design Phase	6/1/2023	12/1/2023	80%	<input type="radio"/>	Staff is working with an engineer on the design.
Permit Issued	1/1/2024	3/1/2024	0%	<input type="radio"/>	
Proposed Board Approval	5/1/2024	5/31/2024	0%	<input type="radio"/>	
RFP	7/1/2024	8/28/2024	0%	<input type="radio"/>	
Build	9/1/2024	11/1/2024	0%	<input type="radio"/>	
Cunningham Pool Shade Structures				<input type="radio"/>	
Design/Assessment Phase	1/1/2023	11/30/2023	95%	<input type="radio"/>	The engineer is working on the final requirements need for the design to submit to the City for their review.
Permit Issued	11/1/2023	12/31/2023	0%	<input type="radio"/>	
RFP	2/2/2024	3/15/2024	0%	<input type="radio"/>	
Build	4/1/2024	6/1/2024	0%	<input type="radio"/>	
Dan Foley Artificial Field				<input type="radio"/>	
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"/>	
Design Phase	1/1/2023	6/21/2023	100%	<input checked="" type="checkbox"/>	

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
RFP	8/1/2022	9/15/2023	100%	<input checked="" type="checkbox"/>	
Build	10/9/2023	12/31/2023	30%	<input type="checkbox"/>	Contractor continues working on the removal of the artificial.
Cunningham Pool ADA Upgrades					
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	10/28/2023	70%	<input type="checkbox"/>	Bids are do on October 27th.
Build	12/1/2023	3/1/2024		<input type="checkbox"/>	
Terrace Park Playground					
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	1/15/2023	1/30/2024	0%	<input type="checkbox"/>	Received the playground parts; waiting on the contractor to begin with the installation.
Children's Wonderland Shade Structure					
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"/>	
Build	11/1/2023	1/1/2024	10%	<input type="checkbox"/>	Contractor begun with the installation of one shade structure.
Amador Courts Resurfacing					
Design/Assessment Phase	8/1/2023	8/28/2023	100%	<input checked="" type="checkbox"/>	
RFP	8/2/2023	9/1/2023	100%	<input checked="" type="checkbox"/>	
Build	10/23/2023	11/15/2023	90%	<input type="checkbox"/>	Contractor starting on the week on October 23rd.

BOARD PROJECTS UPDATE



Date

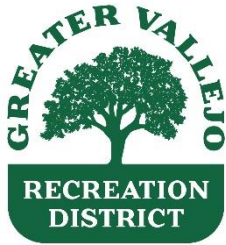
TASK	START	END	% COMPLETE	DONE	NOTES
Hanns Park Disc Golf				<input type="radio"/>	
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	11/30/2023	98%	<input type="radio"/>	Contractor poured the concrete for the stairways; waiting on the railing, will be meeting with the Disc golf group for the welcoming sign.
Hanns Park Restrooms ADA Upgrades				<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	11/31/2023	95%	<input type="radio"/>	will be scheduling the final City inspection.
Lake Dalwigk Park Improvements				<input type="radio"/>	
Design Phase	5/1/2023	10/31/2023	90%	<input type="radio"/>	Interwest will be doing a presentation at the board meeting in November.
Permit Issued	11/1/2022	11/30/2023	0%	<input type="radio"/>	
RFP	12/1/2023	12/31/2023	0%	<input type="radio"/>	
Build	2/1/2024	5/1/2024	0%	<input type="radio"/>	
Children's Wonderland Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	50%	<input type="radio"/>	City issue the permit; working to get the approval from PG&E
RFP	12/1/2023	12/30/2023	0%	<input type="radio"/>	
Build	2/1/2024	4/1/2024	0%	<input type="radio"/>	
North Vallejo Community Center Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/30/2023	50%	<input type="radio"/>	City issue the permit; working to get the approval from PG&E
RFP	12/1/2023	12/30/2023	0%	<input type="radio"/>	

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Build	2/1/2024	4/1/2024	0%	<input type="radio"/>	
Franklin Middle School					
floors Renovations	4/1/2023	10/8/2023	100%	<input checked="" type="checkbox"/>	
Internet & Alarm	6/1/2023	11/30/2023	80%	<input type="radio"/>	Staff is working with the School District on the Fire alarm.
Tree Removals	11/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	All the hazardous trees were removed by a tree company.
				<input type="radio"/>	



Human Resources Board Update

11/09/2023

Staff Update:

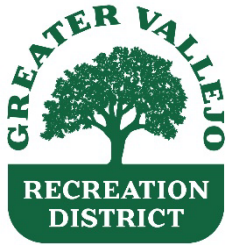
- Maintenance Worker I started Friday, 11/3/2023.
- We continue to onboard and train new part-time staff.

Policy Update:

- **Policy 2320** Disaster Service Worker Designation – Possible Meet and Confer with unions.
- **Policy 3074**, Fee Waiver – Personnel & Policy Committee reviewed on 10/23/23. Policy on hold due to City of Vallejo Muni Code Chapter 5.24 – Outdoor Festivals and Other Uses of Public Buildings and Grounds
- **Policy 3076** Child Abuse and Molestation Prevention – To legal for second review.

Staff Appreciation:

- Changed service awards from pins to a list of gifts to choose from on *ThingsRemembered* website. Gifts are grouped by cost and number of years of service with GVRD.



Finance Director Board Update

11/09/2023

Audit FY 21-22 and FY22-23

- We have made progress on completing the outstanding items for FY21-22 audit. I have established weekly meetings with the Senior Auditing Manager to maintain momentum. Auditing firm will not be able to begin FY22-23 audit until April-May. I asked to reserve timeslots for GVRD to ensure availability and avoid any additional delays.

Financial Reporting

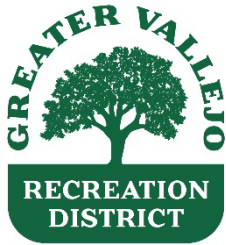
- Continuing efforts to make improvements with the layout of Financial Reports in Cougar Mountain so that they are accurate, useful, and more consistent with reporting standards of government and special districts.

FY23/24 Budget

- Consultant, Sue Casey, is continuing efforts to complete adjustment to the Approved FY 22-23 budget. The plan is for adjustments to be presented to the Budget and Finance Committee in December for discussion and to the Board meeting for further discussion and Board approval in a subsequent Board Meeting.

Looking Ahead

- As the calendar year end approaches, I am working with the Finance Team to review year end due dates, processes and related tasks in preparation.
- Budget Season is right around the corner. Preparation and Planning for budget development will start taking up time slots on my calendar soon.



General Manager Board Update

11/9/2023

- We are working diligently regarding the budget, funding and reporting in the finance department.
- Ongoing coordination with facilities and Rec. staff regarding the Gym and Franklin. Floors are completed for basketball, volleyball, and pickleball. We are checking on dodgeball with insurance.
- I spoke to the School Board at their meeting regarding prop 68 and Franklin improvements. I gave a little background, and thanked them for approving the lease. They asked some questions regarding the Plunge and funding.
- I attended the chamber Government Advisory Committee.
- The City will be holding interviews for the vacant City appointed board of director positions. There are currently 5 applicants. I provided some direction and questions and will be attending the interviews.
- City Park design outreach will be on Thursday November 9th 5pm to 6pm.
- Meet with Dee prior to move out date. They found a place for the horses, and Dee for her office. I would like to thank them for their work over the years.
- We held a chapter meeting for CSDA.