



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
Thomas Judt
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

In accordance with California Government Code Section 54957.5, materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's Administrative Office, 401 Amador Street, Vallejo, CA during normal business hours or electronically on our [website](#).

In compliance with the Americans with Disabilities Act, Special assistance for participating in this meeting can be obtained by contacting the District Office at 707-648-4604. A 48-hour notification would enable the District to make reasonable accommodations to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Board of Directors Meeting Agenda

Thursday, January 9, 2025

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. Election of Board Officers:
 - 4.1 Nomination and election of Chairperson
 - 4.2 Nomination and election of Vice-Chairperson
 - 4.3 Nomination and election of Secretary
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 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.

- 8.1 Approve Board Minutes – December 12, 2024
- 8.2 Accept Policy and Personnel Committee Minutes-December 16, 2024
- 8.3 Accept Facility and Development Committee Minutes-December 18, 2024

9. Staff Updates:

- 9.1 General Manager
- 9.2 Recreation Services Director
- 9.3 Parks and Facilities Director
- 9.4 Human Resources Director
- 9.5 Finance Director

10. Announcements and Comments from Board Members:

11. Executive Session:

- 11.1 Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

Agency Designated Representative: General Manager Gabe Lanusse

Unrepresented Employees: Finance Director, Parks and Facilities Director, Human Resources Director, Recreation Director, Board Clerk and Human Resources Coordinator

- 11.2 Public Employee Performance Evaluation; pursuant to Government Code Section 54957

Title: General Manager

12. Meeting Adjourn:

We regularly meet on the second and fourth Thursdays of each month at 6:30pm

Next Meeting: January 23, 2024

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Officers
POLICY NUMBER: 4040

The officers of the Board shall consist of a Chairperson, a Vice-chairperson and a Secretary. The election shall take place each year at the first regular meeting held in January. Nominees for the position of Chairperson must have two (2) years' experience as a Director on the Board. The terms of officers shall be for one year. Officers shall have the same rights as the other members of the Board in regards to voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

The Chairperson shall preside at all meetings of the Board, appoint committees, call special meetings when deemed necessary, execute all documents, papers and warrants on behalf of the Board, and act as liaison officer between the public and the Board. The Chairperson shall preserve order and decorum and shall decide questions of order subject to appeal to the entire Board.

The Vice-chairperson shall perform the duties of the chairperson in his/her absence. The Vice-chairperson is empowered to call special meetings of the Board upon the inability of the Chairperson to do so.

The Secretary shall keep, or cause to be kept, full and complete records of the proceedings of all meetings of the Board and give, or cause to be given, notice of all regular and special meetings. The Secretary shall attest all documents. The Secretary shall also be the clerk of the Board and shall perform all of the duties imposed by law upon the clerk. In the absence of both the Chairperson and Vice-chairperson, the Secretary will assume the duties of the Chairperson.

The Board employs legal counsel on a contract basis to advise the Board on legal questions as they arise. Legal counsel is answerable to the Board and represents the District through the Board.

- Legal counsel works on a day-to-day basis in conjunction with the General Manager.
- All questions of law requiring Board action shall be referred to the legal counsel for opinion.
- The contracting law firm shall serve as the legal counsel for the District.
- On issues outside the sphere of expertise of the contracting law firm and with the prior approval of the Board, matters may be referred to other legal firms who have the requisite knowledge.



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Greater Vallejo Recreation District Board of Directors Minutes

Thursday, December 12, 2024- 401 Amador Street, Vallejo, CA 94590
6:30 p.m. – Regular Session

1. Call to Order

Chairperson Aliga called a special meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., December 12, 2024, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2. Pledge of Allegiance

Chairperson Aliga led the pledge of allegiance.

3. Roll Call

Present: Chairperson Rizal Aliga; Secretary Tom Starnes; Directors Thomas Judt, Robert Briseño

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

4. Approval of Agenda

Director Starnes offered the motion, seconded by Director Judt to approve the agenda. Motion passed.

5. Public Comment-NONE

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.) To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization

6. Committee Updates-NONE

The Chairperson for Standing Committees will provide any updates to the full board

7. Consent Calendar

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

- 7.1 Approve Board Minutes – November 21, 2024-Special Meeting
- 7.2 Accept Programs and Publicity Committee Minutes-November 12, 2024
- 7.3 Accept Policy and Personnel Committee Minutes-November 18, 2024
- 7.4 Accept Budget and Finance Committee Minutes-October 15, 2024
- 7.5 Accept Budget and Finance Committee Minutes – November 19, 2024

Director Starnes offered the motion, seconded by Director Judt to approve the consent calendar. Motion passed.

8. Action Items

8.1 Approve Resolution 2024-08 Authorizing Execution of Property Transfer Agreement with the Vallejo City Unified School District Regarding Crest Ranch Property Lot 647, known as Country Club Crest Unit No. 8 (Legal Counsel)

Director Starnes offered the motion, seconded by Director Briseño to approve Resolution 2024-08. Roll Call Vote: Ayes: Aliga, Briseño, Starnes, Judt, Noes: None, Abstain: None, Absent: None Motion passed.

8.2 General Manager Summary of CALPELRA Conference (Lanusse)

The General Manager gave a summary of sessions he attended at the recent CALPELRA conference.

8.3 Discussion and Possible Action-Remove Two Positions from the Current Organization Chart (Recreation Supervisor and Project Manager) (Lanusse)

Director Briseño offered the motion, seconded by Director Judt to remove two positions (Recreation Supervisor and Project Manager) from the current organization chart. Roll Call Vote: Ayes: Briseño, Starnes, Judt, Noes: Aliga, Abstain: None, Absent: None, Motion passed.

8.4 Discussion and Possible Action on current Board Appointment (Lanusse)

Director Starnes offered the motion, seconded by Director Briseño: (1) Chairperson to work with Legal Counsel and GM to compose a letter to the entire Board of Supervisors pleading case to fill vacancy, and (2) Chairperson to individually communicate with any Supervisor, as he finds appropriate, in order to fill vacancy. Motion passed.

9. Financials

Accept Payment of Bills November 1 through November 30, 2024 (Parkhurst)

Director Starnes offered the motion, seconded by Director Judt to approve the payment of bills November 1-30, 2024. Motion passed.

10. Staff Updates

10.1 General Manager

- Announced a firm has been selected for the Fee Study.
- Provided an update on parking at Franklin Gym.
- Announced that the Board Clerk and Administrative Assistant are working on new website ADA requirements.
- Congratulated Director Judt on receiving the SDLP Certificate in Special District Governance.

10.2 Recreation Services Director

- Provided updates on the holiday events. Thanked McDonalds for breakfast for Adaptive Recreation Brunch, Grinch Breakfast and Breakfast with Santa. Thanked the Vallejo Fire Department for transporting Santa during the Tree Lighting.

10.3 Parks and Facilities Director

- Working with City of Vallejo on homeless encampments.
- Announced the Lake Dalwigk ribbon cutting-December 19th at 11am

10.4 Human Resources Director

- Announced November Employee of the Month – Jonathan Burton.
- Announced the Staff Holiday Pot Luck and Gift Exchange- December 20th.
- Announced the December All Staff meeting is being moved to January.
- Provided details on a recent de-escalation training held by the Solano County Sheriff's Department.

10.5 Finance Director

- Announced a candidate has been selected for the Accounting Clerk II position. Start date should be early January.
- Provided an update on audit progress.
- Announced the closing date for the finance and HR/Payroll RFP.

11. Announcements and Comments from Board Members: None

12. Executive Session At 8:08pm Chairperson Aliga convened to executive session.

Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

Agency Designated Representative: General Manager

Unrepresented Employees: Finance Director, Parks and Facilities Director, Human Resources Director, Recreation Director, Board Clerk and Human Resources Coordinator

At 8:39pm Chairperson Aliga re-convened to regular session and reported the following:
Information provided and direction given.

13. Meeting Adjourn: 8:39pm



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Gabe Lanusse

Policies and Personnel Committee Minutes Monday, December 16, 2024 3:30 p.m. Administrative Office-Board Room 401 Amador Street

In Attendance: Director Aliga, Director Judt, General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

Meeting Began: 3:32 pm

1. Public Comment

None.

2. Discussion Items:

Policy 2090, Probation Period

- The Human Resources Director (HR Director) explained that changes were made to align the policy with the MOUs and the current practice of staff being placed on probation for 12 months instead of 6 months.
- The policy was clarified to make it clear that it applies to full-time employees, and not part-time employees.
- Added "...which will be the closest pay rate to the employee's current pay rate" after "If the position is at the lower classification, the employee will be offered the salary of the lower-level assignment..."
- Removed the word "rejection".
- Next Steps: HR Director will make suggested changes, send the policy to legal for review then send to SEIU and IBEW representatives to ask if they would like to Meet and Confer.

Policy Manual Introduction – Objectives (pg. 2)

- Director Judt wanted to know the last time the Objectives were updated because they seem to be outdated. The first six objectives discuss acquiring land, and the District has not acquired land in a long time. He questioned if the first six Objectives are in line with the District's current fiscal situation. "Maybe we should change to "maintaining" properties instead of acquiring".



- Both Directors Aliga and Judt agreed the Objectives should be reviewed at the next meeting and possibly updated. If the Board decides to reconsider the District's position, we should possibly discuss with the City of Vallejo how the parks are maintained. Director Judt said the new City Manager is conducting community outreach in the City of Vallejo and maybe we can join his meetings for community outreach.
- Director Aliga said the objective is to improve what we have and questioned how we can prove to the City that we are getting support outside, such as receiving grant funding. Can the new marketing position be responsible for applying for grants?
- Director Judt suggested the General Manager review updated objectives with staff to see how to align with budgeting if the Board decides to update them.
- The General Manager spoke about when the City of Vallejo wanted the District to acquire Mare Island Preserve, but the District could not afford to maintain the Preserve. Our objective is to improve our parks.
- Director Aliga suggested the District involve other entities within our jurisdiction to help maintain our services. Incorporate private entities to help support our parks.
- Judt stated the Objectives may be the outline of how we develop our policies and asked if we should include the community while reviewing and possibly updating the Objectives? Would this be a task for a new marketing person? He would like to focus on the last eight Objectives and the City of Vallejo's youth.
- The General Manager said it may take up to five months to collect data, hold community meetings, cross reference the 10-Year Master Plan with Objectives, and submit possible recommendations to the Board.
- Next Steps: General Manager will take to the full Board to discuss objectives, are there any we should add, any we should remove, and should we prioritize them? Should we conduct community outreach events?

Meeting Adjourned: 4:30 pm



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Facility and Development Committee Minutes
Wednesday, December 18, 2024
1:30 p.m.
Administrative Office-Board Room
401 Amador Street

In attendance: Director Briseño, Director Starnes, General Manager Lanusse, Parks and Facilities Director Nuño

Meeting began: 1:30 PM

1. Public Comment

No public comment.

2. Lake Dalwigk Park:

Parks and Facilities Director Nuño gave an update on the status of this project. The contractor continues to work on the project. We have until the end of this month to complete the project. We have the ribbon cutting scheduled for Thursday December 19th at 11am; however, the project will not be completed by then. The restrooms still need to be signed off from the building department, and picnic tables along with other items have not arrived.

3. Fee Study:

General Manager Lanusse reported that staff had the first kick off meeting with the consultant selected to do the fee study. They will be coordinating with staff to meet with the departments to collect the information. They will provide recommendations on how often we should do a fee study and the implementation of the fees increase. This fee study would be more data driven.

4. Electrical Upgrades-Children's Wonderland and North Vallejo Community Center:

Parks and Facilities Director Nuño reported that will be generating contracts to have a contractor do the electrical upgrades in these two areas. These upgrades were noted on the facilities needs assessment. The Committee suggested to look for grants that would fund electrical upgrades projects. Staff mentioned that would get in contact with City staff to find out if there are any grants for electrical upgrades projects since most of these properties are City owned.



5. Impact Fees Update:

General Manager Lanusse mentioned that he is working with the City to receive funding for the CIP projects. Recently it was on the City counsel agenda to approve the funds requested by GVRD for the Pool. GVRD spent over a million dollars for CIP. General Manager Lanusse mentioned that going forward the Park impact funds from the City would be front loaded for future projects.

6. Prop. 68 Project Update-Franklin:

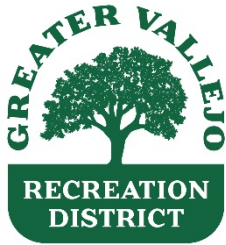
Parks and Facilities Director Nuño reported that they had the mandatory pre-proposal meeting and about eleven consultants attended the meeting. This meeting was to clarify and answer any questions about the RFP for the design, engineer and provide project management of this project. The proposals are due on February 19th.

7. Cunningham Pool Upgrades:

Parks and Facilities Director Nuño reported that the pool will be closed and will re-open in March to complete the renovations of the existing restrooms. The contractor will be working on completing the renovations, and staff will be using this time that the swimming pool is closed to replace old water valves.

8. Meeting Adjourn:

Adjourned at 2:24 PM



General Manager Board Update

1-9-2025

- Happy New Year.
- We received impact fees for the pool from the City of Vallejo. I will be working with city staff regarding receiving impact fees for the previous request of \$1,870,322.53
- There was an accounting error from the school district regarding ExLP. Due to their holiday closure for 2 weeks, we will resume figuring out how to receive funds of over \$300,000.
- We were able to pay invoices and make payroll for 2024. We received property tax funds on December 31, 2024.
- The RFP for the ERP went out before Thanksgiving, we have extended the deadline by two weeks.
- I continue working with HR regarding employee issues.
- I am compiling a brief summary of succession planning for the GM position, per request.
- The Pre-bid conference for the Franklin Gym was well attended.
- I provided two tours to prospective real estate agents for McIntyre. I may have one more scheduled next week. I am also working with the City of Vallejo regarding the possibility to do a land swap. I will also work with Director Starnes to review Commercial Real Estate agents in Vallejo. I have narrowed down the list.



Recreation Services Board Updates

01/09/2025

Activity Guide:

- The Spring Activity Guide is now available.



Aquatics:

- The pool is closed for improvements beginning December 23rd-March 2nd, 2025.
- Breakfast with The Grinch went well. Both sessions were at capacity with 35 participants registered, per session. Thanks to McDonalds for donating the breakfast to the event!



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

- Children's Wonderland is open weekends only, Fri-Sun only through the end of February for the winter season.

- GVRD hosted its Annual Toy Drive and received over 300 toys in donations and gave out all the toys to families during the Snow Many Toys Giveaway at Children's Wonderland on Friday, December 20th. Special thanks to Costco Vallejo, Toys for Tots, Vallejo Fire Department, Veno Godfather, Solano County Library, Santa Scot (who volunteers each year) and Club Pilates Benicia for all your support and toy donations. Also, thanks to Director Starnes for collecting a number of Toys in Partnership with Veno Godfather.



Community Centers:

- Staff will be looking into training opportunities for custodial and center monitor staff.

Sports, Gym & Special Interest Classes:

- The Junior Warriors program is quickly approaching, and teams are filling up quickly with limited spots left. Opening season begins on Saturday, January 25th at the GVRD Sports gym.
- Senior Social program for our active aging population began on Wednesday January 8th. This free program will be offered monthly. Local businesses will sponsor a month to provide pastries, and Starbucks will sponsor coffee and tea monthly.
- We received a \$1,000 donation for Youth Sports programs from a gracious patron of the community.

Staffing:

- Julie Myers, Recreation Supervisor left the District at the close of 2024. We thank Julie for her hard efforts and service to GVRD over the past 2 ½ years. The Department will open recruitment for this FT position and Recreation Coordinator position this month.

Youth Services:

- Youth Services staff hosted winter break camps for 2-weeks, beginning Monday, December 23rd. Both camps were capped at 20, participants each week. Camps were at capacity for both weeks of winter camp.

Kudos:

- I'd like to give kudos to Emely Mendez, Recreation Coordinator overseeing Community Events and Children's Wonderland for her drive and commitment to providing exemplary service and memorable events this Holiday Season, from the Turkey Giveaway to the Toy Drive. Putting on events is no easy task, and you handle yourself with so much professionalism and patience. Thank you for sharing your passion and creativity putting on great events for the community of Vallejo!



from the Recreation Services Team!



Maintenance Department Board Update

1/9/2025

Parks and Facilities

- BRS
 - Staff is ordering Knox boxes for the gates requested by the Fire department.
 - Staff is investigating with City staff regarding the water level being too high in the lake and the cause of the water overflowing into the Golf course.
- CW
 - Staff will be helping on the removal of the Christmas decorations.
- Henry Park
 - Staff worked on ground down sections of the concrete pathway that were lifted causing a tripping hazard.
- Lake Dalwigk
 - We had the ribbon cutting and was well attended; I would like to thank our board members for attending this event and showing their support.
- Dan Foley Park
 - We had electrical wire theft for the park lighting; staff is working on restoring the lighting.
- Hanns Park
 - City of Vallejo paid a tree Company to remove a fallen tree by upper Hanns Park area by the Disc golf course.
- Glen Cove Park
 - Staff made repairs on the tennis/pickleball courts bleachers.
- 401 Building
 - We had a Company tented the building for termite treatment.
- Inspections
 - Staff is working on the yearly Parks and Facilities safety inspections.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
VCC HVAC					
Design Phase	6/1/2023	3/31/2023	100%	<input checked="" type="checkbox"/>	Engineer completed the design. On hold until funds available.
Permit Issued	11/1/2024	3/1/2025	0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
Cunningham Pool Shade Structures					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued			0%	<input type="checkbox"/>	Received a proposal for engineering plans; we decided to postpone until funding is available.
RFP			0%	<input type="checkbox"/>	
Build			0%	<input type="checkbox"/>	
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"/>	
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	
Build	1/8/2024	3/1/2025	40%	<input type="checkbox"/>	Contractor working on the demo of the restrooms and will start working on the plumbing.
Lake Dalwigk Park Improvements					
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	1/5/2024	1/30/2024	100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	100%	<input checked="" type="checkbox"/>	
Build	5/1/2024	1/30/2024	95%	<input type="checkbox"/>	Contractor still working on completing the items that are pending.

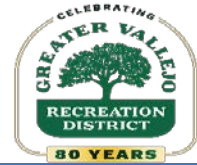
BOARD PROJECTS UPDATE



Date

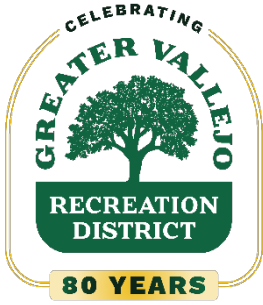
TASK	START	END	% COMPLETE	DONE	NOTES
Children's Wonderland Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	10/30/2024	100%	<input checked="" type="checkbox"/>	
Build	1/6/2024	3/1/2025	0%	<input type="checkbox"/>	We a contract with a contractor to do the electrical upgrades.
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	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	10/30/2024	100%	<input checked="" type="checkbox"/>	
Build	1/6/2025	3/1/2025	0%	<input type="checkbox"/>	We have a contract with a contractor to do the electrical upgrades.
Dan Foley Cultural Center Electrical Upgrade					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="checkbox"/>	This project is postponed until funding is available.
Permit Issued			0%	<input type="checkbox"/>	
RFP			0%	<input type="checkbox"/>	
Build			0%	<input type="checkbox"/>	
Franklin Middle School					
Prop 68 Management RFP	1/1/2024	2/15/2025	95%	<input type="checkbox"/>	Proposals are due on February 19th
Design Phase			0%	<input type="checkbox"/>	
Permit Issued			0%	<input type="checkbox"/>	
Build			0%	<input type="checkbox"/>	

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
SVCC EV Charging Stations					
Design Phase			100%	<input checked="" type="checkbox"/>	
Permit Issued			100%	<input checked="" type="checkbox"/>	
Build	5/13/2024	11/15/2024	80%	<input type="checkbox"/>	Contractor began with the installation; waiting on PG&E for a construction date.



Human Resources Board Update

January 9, 2025

December Employee of the Month

All Staff Meeting & Service Awards

- Thursday, January 30, 2025, Vallejo Community Center
 - 10am to 12pm - Safety Meeting and Service Awards
 - 12pm to 1pm - Catered Lunch

HR Projects

- Assisting General Manager with Succession Plan
- Revising performance assessment forms
- Making policy amendments and creating staff policies
- Reviewing performance management processes

Recruitment & Staffing

- Recreation Supervisor recruitment
- Onboarded Accounting Assistant II
- Onboarding part-time positions