

# 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, July 13, 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) **Approval of Agenda**

5) **Public Comment:**

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

6) **Committee Updates**

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

7) **Consent Calendar**

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

**Public Comment**

7.1 Approve Board Minutes-June 28, 2023-Special Meeting

7.2 Accept Facility and Development Committee Minutes-June 20, 2023

**8) Action Items:**

**Public Comment**

- 8.1** Authorize the General Manager to award the project and enter into a contract with DMR Builders Corporation in the amount of \$774,345 for the remodel at 395 Amador Street (Nuño)
- 8.2** Approve Changes to Policy 4060-Committees of the Board of Directors (Legal Counsel)
- 8.3** Discussion on Possible Extension of Resolution 2022-07-Temporarily suspending collection of entrance fees at Children's Wonderland (Ryans)
- 8.4** Approve 3-Year Memorandum of Understanding between Greater Vallejo Recreation District and IBEW 1245 for 2023-2026 (Lanusse)

**9) Financials:**

**Public Comment**

- 9.1** Approve Financial Statement through 6/30/2023 (Harman)
- 9.2** Approve Payment of Bills 6/1/2023 through 6/30/2023 (Harman)

**10) Staff Updates**

**Public Comment**

- 10.1** Recreation Superintendent
- 10.2** Finance Director
- 10.3** Maintenance Superintendent
- 10.4** General Manager

**11) Executive Session:**

**Public Comment**

- 11.1** PUBLIC EMPLOYEE PERFORMANCE EVALUATION; pursuant to Government Code section 54957  
Title: General Manager

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

**13) Meeting Adjourn**



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Ron Bowen  
Robert Briseño  
Wendell Quigley

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Gabe Lanusse

**Greater Vallejo Recreation District Board of Directors**  
**MINUTES-SPECIAL MEETING**  
**June 28, 2023 – 401 Amador Street**  
**6:30 p.m.**

**1) Call to Order:**

Vice-Chairperson Quigley called a special meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., June 28, 2023, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

**2) Pledge of Allegiance:**

Vice-Chairperson Quigley led the pledge.

**3) Roll Call:**

**Present:** Vice Chairperson Wendell Quigley, Secretary Rizal Aliga; Director Ron Bowen

**Staff:** General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Recreation Superintendent, Antony Ryans; Maintenance Superintendent, Salvador Nuño; Finance Director, Penny Harman; Board Clerk, Kimberly Pierson

**Excused:** Chairperson Robert Briseño

**4) Approval of Agenda-**

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

**5) Public Comment:**

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

None

6) **Presentations:**

**Recognition of Director Bowen or over 7 Years of Service to GVRD (Lanusse)**

General Manager Lanusse thanked Director Bowen for his service and presented a gift and certificate of appreciation.

7) **Committee Updates:**

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

No updates

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-May 25, 2023-Regular Meeting

**8.2** Accept Facility and Development Committee Minutes-May 9, 2023

**8.3** Accept Policies and Personnel Committee Minutes-May 22, 2023

**8.4** Accept Programs & Publicity Committee Minutes-June 6, 2023

Director Aliga offered the motion, seconded by Director Bowen to approve the consent calendar. Motion passed.

9) **Action Items:**

Public Comment-None

**9.1 Approve Lease Agreement with Vallejo City Unified School District for the use of the athletic fields and gymnasium at the former Franklin Middle School Site for a 30-Year Term (Lanusse)**

Director Bowen offered the motion, seconded by Director Aliga to approve Lease Agreement with Vallejo City Unified School District for the use of athletic fields and gym and Franklin Middle School. Motion passed.

**9.2 Approve Updates to Policy 3075-Use of Community Centers (Ryans)**

Director Bowen offered the motion, seconded by Director Aliga to approve updates to Policy 3075 with one change-remove top row of security guard table. Motion passed.

**9.3 Approve Changes to Policy 4060-Committees of the Board of Directors (Legal Counsel)**

Direction given to bring policy back to the board of directors. No action taken.

**9.4 Approve First Read of New Policy 3073-Cunningham Aquatic Complex Rules and Procedures (Ryans)**

Director Bowen offered the motion, seconded by Director Aliga to approve New Policy 3073. Motion passed.

**9.5 Approve 3-Year Memorandum of Understanding between Greater Vallejo Recreation District and SEIU Local 1025 for 2023-2026 (Lanusse)**

Director Bowen offered the motion, seconded by Director Aliga to approve the 3-Year Memorandum of Understanding between GVRD and SEIU Local 1025. Motion passed.

**10) Financials:**

Public Comment-None

**10.1 Approve Financial Statement through 5/31/2023 (Harman)**

Director Quigley offered the motion, seconded by Director Aliga to approve the financial statement through 4/30/2023. Motion passed.

**10.2 Approve Payment of Bills 5/1/2023 through 5/31/2023 (Harman)**

Director Quigley offered the motion, seconded by Director Aliga to approve the payment of bills 4/1/2023 through 4/30/2023. Motion passed.

**11) Staff Updates**

Public Comment – 1 comment on 11.2

**11.1 General Manager**

- Provided an update on the succession planning survey.
- Announced an upcoming invitation to community forum regarding trash, theft and unhoused.
- Announced that recruitment for the HR Director position is closed.

**11.2 Maintenance Superintendent**

- Provided updates on North Vallejo Park, Lake Dalwigk and Vallejo Skate Park.
- Announced preparations for July 4<sup>th</sup> in the parks

**11.3 Finance Director**

- Announced retirement.

**11.4 Recreation Superintendent**

- Announced the kickoff of the Bands and Brews event and passed out flyers.

**12) Executive Session: at 8:00pm Vice-Chairperson Quigley convened to executive session**

Public Comment -None

**12.1 Conference with Labor Negotiators; pursuant to Government Code Section 54957.6**

Agency Designated Representative: General Manager

Employee Organizations: International Brotherhood of Electrical Workers Local Union 1245 (IBEW); Service Employees International Union Local 1021 (SEIU)  
Unrepresented Employees: Superintendents, Finance Director, Board Clerk, and Human Resources Clerk

**12.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION;** pursuant to Government Code Section 54957

Title: General Manager

at 9:06pm Vice-Chairperson Quigley reconvened to regular session and reported the following:

**12.1-**Information given, and direction provided

**12.2-**Board approved General Manager Evaluation. Director Aliga will meet with the General Manager to deliver the evaluation.

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

Directors Aliga and Quigley offered sentiments for Director Bowen. Director Bowen thanked staff for their continued support during his time on the board.

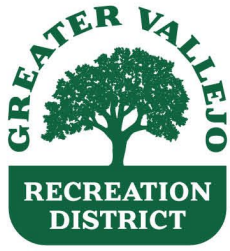
**14) Meeting Adjourn**

Director Aliga offered the motion, seconded by Director Bowen to adjourn the meeting at 9:10 p.m. Motion passed.

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Rizal Aliga, Board Secretary

Date



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## GENERAL MANAGER

Gabe Lanusse

### Facilities Committee Minutes Tuesday June 20, 2023 4:00 p.m. Administrative Office-Board Room 401 Amador Street

**In attendance:** Director Aliga, Director Quigley, General Manager Lanusse,  
**Absent:** Sal Nuno

Meeting began: 4:00 p.m.

#### 1. Public Comment

N/A

#### 2. Dan Foley Artificial Field Replacement

Staff are working with the consultant to produce working documents to go out to bid for the field replacement. They should have a timeline soon as to when the field will be closed due to replacement.

#### 3. McMannus Field Design

McMannus field at Dan Foley Park has had a architecture firm do design work related to drainage, seating, and other upgrades. The estimate will be provided to the committee at the next meeting. As costs are in the millions to redo the entire site. One design has it as a mixed use. it may need to have the work done in phases. More researching will be done.

#### 4. City Park Concept Design

City Park outreach has provided input regarding what they would like to see for upgrades. Included were overhead designs which includes a multi-use court for basketball, Tai Chi, and reduced horseshoe pits, corn hole, and more picnic benches. An artist rendering will be coming next before more community outreach.

#### 5. Wilson Park Designs

A discussion occurred regarding the concession building, restrooms, and other proposed updates to the site. An architecture firm is working on field designs, as well as bleachers. We will have more at the next meeting.

**6. Franklin Middle School**

Discussion occurred regarding the lease. It will go to the board for approval at the next board meeting.

**7. McIntyre Ranch Updates**

Tree work is nearly complete, and the neighbors have provided a response regarding what GVRD would like to do at the ranch.

**8. Vallejo Community Center Improvements**

Upgrades to electrical is in the process, and HVAC designs will be coming soon. Following that, we will get estimates to install HVAC, which it does not have. This makes for the auditorium to become very warm during the summer.

**9. Cunningham Aquatic Complex Restroom Improvements**

Restroom upgrades and expansion are currently in the RFP stage with the bid opening due for August 10<sup>th</sup>. The next large project is the shade structure, then the parking lot. The parking lot was to be the responsibility of the City of Vallejo.

**10. 395/401 Amador Street Upgrades.**

A bid opening for the 395 remodel is due very soon. 401 is nearly complete with updates, technology, and plumbing.

**Items for future discussion:**

1. Homeless cars in fields at parks. Fears of fires.
2. Future Dog park locations
3. Staff report on all fees paid to the City of Vallejo for improvements to 395 and 401 buildings, which are owned by the City of Vallejo.
4. Children's Wonderland
5. Hanns Park

Adjourned at 4:54 pm





## Agenda 8.1

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### BOARD COMMUNICATION

Date: July 13, 2023

**TO:** Board Chairperson and Directors

**FROM:** Salvador Nuno, Maintenance Superintendent

**SUBJECT:** Authorize the General Manager to award the project and enter into a contract with DMR Builders Corporation in the amount of \$774,345 for the remodel at 395 Amador Street

### **BACKGROUND AND DISCUSSION**

In 2022 GVRD engaged in contract with OK Construction for the remodel of 401 Amador Street and the restrooms at 395 Amador Street. Prior to construction, we hired a company to do an assessment and discovered that the 395 building was contaminated with asbestos and lead in 99% of the building materials. In a separate contract GVRD had the lead and asbestos abated by a contractor. Staff worked with an engineer to generate the plans for a new HVAC system, electrical, plumbing, and finishes, and the plans were submitted and approved by the City. Ok Construction completed their portion of the contract, and it was determined that the extra work was too large to warrant a change order.

In June of 2023 GVRD solicited for bids to complete the remaining portions of 395 Amador Street building project along with new HVAC, Electrical, AV, and interior finishes. The low bidder for the project was DMR Builders Corporation in the amount of \$774,345.

### **RECOMMENDATION**

Allow our General Manager Gabe Lanusse to award the project and enter into contract with DMR Builders Corporation after DMR Builders provides all the required contract documentation and proves to be a responsive and responsible bidder in the amount of \$774,345.

### **FISCAL IMPACT**

\$774,345

### **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**

The building is currently unable to be utilized by the public for registration and recreation services. If this project is postponed the cost could rise and the public would be losing more time without a proper registration facility.

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

**DOCUMENTS AVAILABLE FOR REVIEW**

Bid Tabulation

DMR Builders Corporation Bid

**GVRD Recreation Office Remodel**

**Bid Results Sheet**

June 29, 2023 -2:10pm

401 Amador Street, Vallejo, CA 94590

Business Name	License #	DIR #	Bid Amount	Bid Bond	Addenda	Conference
Grant Const.			1,043,500	✓	✓	✓
DMR Builders			774,345	✓	✓	✓
SWS Const.			1,585,000	✓	✓	✓
TGN Build			999,000	✓	✓	✓
JPB Designs			1,027,000	✓	✓	✓
Construction West			798,450	✓	✓	✓
Cal Custom Remodel			1,270,000	✓	✓	✓

Witness Signature: 

Date: 6/29/23

Witness Signature: 

Date: 6/29/23

**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:

**GVRD RECREATION OFFICE REMODEL  
395 Amador St.  
Vallejo, CA 94590**

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, and a completed bidder information sheet. 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.**

Receipt and compliance with the following addenda to the contract documents (if any) is acknowledged:

Addendum # 1 6/15/23 Addendum# 2 6/21/23 Addendum# \_\_\_\_\_ Addendum# \_\_\_\_\_  
*(GWS)* *(GWS)*

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 (company) name: DMR BUILDERS

By: [Signature]  
(Signature)

GODENAR DA SILVA JR.  
Name (type or print)

Title: PRESIDENT Date: 6/29/23

**BID PROPOSAL**

**Project: GVRD RECREATION OFFICE REMODEL, 395 Amador St, Vallejo, CA**

**Base Bid**

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

\$ 774,345

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 calendar 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 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.

NAME OF BIDDER (COMPANY) DMR BUILDERS

CSLB # 1033280 Type A+B Exp 5/31/24 DIR # 1000058288 Exp 6/30/25

ADDRESS 2725 GUERNEVILLE RD. SANTA ROSA, CA 95401

By   
(Signature)

(Print name) GODEMAR DA SILVA JR

Title: PRESIDENT

Date: 6/29/23

**IMPORTANT: The responsibility of determining quantities rests with contractor.**

**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:

DMR BUILDERS

Corporation is incorporated in the State of:

CALIFORNIA

**LISTING OF SUBCONTRACTORS**

As part of the bid for the construction of the work, the following listing of subcontractors is made in accordance with section 4104 of the Public Contract Code of the State of California. If there are no subcontractors, so state on this form. If more sheets are necessary, please copy this form.

Name of Subcontractor: ProSpectra

Business Address: 4017 Whipple Rd, Union City, CA 94587

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

License: 740392 Exp. 9/30/23 Dir: 1000003810 Type: C-15, C-54, C-61  
Exp. 6/30/25

Portion of Work to be done and its dollar value:

Flooring, \$54,994

Name of Subcontractor: Shasta Wood Products

Business Address: 3383 Pacific Trail Cottonwood, CA 96022

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

License: 642876 Dir: 1000009609 Type: C-6  
Exp. 4/30/24 Exp. 6/30/24

Portion of Work to be done and its dollar value:

casework / countertop, \$78,826

Name of Subcontractor: TOP Notch Mechanical

Business Address: 1337 N Market Blvd. #200 Sacramento, CA 95834

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

License: 972009 Exp. 2/29/2024 Dir: 1000017371 Type: C-20  
Exp. 6/30/26

Portion of Work to be done and its dollar value:

HVAC, \$163,000

**LISTING OF SUBCONTRACTORS**

As part of the bid for the construction of the work, the following listing of subcontractors is made in accordance with section 4104 of the Public Contract Code of the State of California. If there are no subcontractors, so state on this form. If more sheets are necessary, please copy this form.

Name of Subcontractor: North Bay Drywall

Business Address: P.O. Box 7340 Cotati, CA 94931

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

License: 1035251 Exp. 1/31/2024 Dir: 100054143 Exp. 6/30/24  
Type: B, C-9

Portion of Work to be done and its dollar value:

Drywall, \$48,034

Name of Subcontractor: Cell Contracting Services

Business Address: 1842 Harms Dr. Pleasanton, CA 94566

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

License: 907068 Exp. 6/30/25 Dir: 1000018574 Exp. 6/30/24  
Type: C-7, C-10, B

Portion of Work to be done and its dollar value:

Electrical, \$185,000

Name of Subcontractor: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Portion of Work to be done and its dollar value:



**BID BOND**

KNOW ALL MEN BY THESE PRESENT:


That DMR Builders as Principal, and United Surety Insurance Company, a corporation, organized and existing under and by virtue of the laws of the State of Nebraska 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 Attached 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.

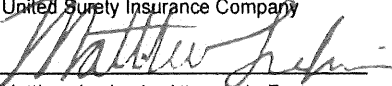
THIS CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted a bid to the Greater Vallejo Recreation District, State of California, for all work specifically described in the accompanying bid;

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 29th day of June, 20 23.

DMR Builders  
By:   
Principal (Seal)

United Surety Insurance Company  
By:   
Matthew Leskanic, 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.



**UNITED CASUALTY AND SURETY INSURANCE COMPANY**  
 US Casualty and Surety Insurance Company  
 United Surety Insurance Company

**POWER OF ATTORNEY**

Agency No: 171333

KNOW ALL MEN BY THESE PRESENTS: That United Casualty and Surety Insurance Company, a corporation of the State of Nebraska, and US Casualty and Surety Insurance Company and United Surety Insurance Company, assumed names of United Casualty and Surety Insurance Company (collectively, the Companies), do by these presents make, constitute and appoint: **Mark D. Leskanic, Matthew Leskanic, Greg Angel, Colin Warner, Lauren Leskanic**

its true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute and acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include riders, amendments, and consents of surety, providing the bond penalty does not exceed Five Million & 00/100 Dollars (\$5,000,000.00). This Power of Attorney shall expire without further action on December 31<sup>st</sup>, 2024.

This Power of Attorney is granted under and by authority of the following resolutions adopted by the Board of Directors of the Companies at a meeting duly called and held on the 1<sup>st</sup> day of July, 1993:

Resolved that the President, Treasurer, or Secretary be and they are hereby authorized and empowered to appoint Attorneys-in-Fact of the Company, in its name and as its acts to execute and acknowledge for and on its behalf as Surety any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected Officers of the Company in their own proper persons.

That the signature of any officer authorized by Resolutions of this Board and the Company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereunto affixed, this 21st day of June, 2023



**UNITED CASUALTY AND SURETY INSURANCE COMPANY**  
 US Casualty and Surety Insurance Company  
 United Surety Insurance Company

*Michael T. Porsch*

Michael T. Porsch, Treasurer

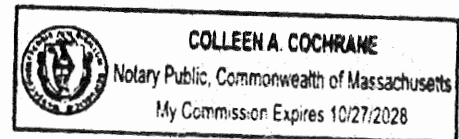
Corporate Seals

Commonwealth of Massachusetts  
 County of Middlesex ss:

On this 21st day of June, 2023, before me, Colleen A. Cochrane, a notary public, personally appeared, Michael T. Porsch, Treasurer of United Casualty and Surety Insurance Company, US Casualty and Surety Insurance Company and United Surety Insurance Company, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person(s), or the entity on behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the Commonwealth of Massachusetts that the foregoing paragraph is true and correct.  
 WITNESS my hand and seal.

*Colleen A. Cochrane* (Seal)  
 Notary Public Commission Expires: 10/27/2028



I, Robert F. Thomas, President of United Casualty and Surety Insurance Company, US Casualty and Surety Insurance Company and United Surety Insurance Company do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect, furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Newton, Massachusetts this 29th day of June, 2023

Corporate Seals



*Robert F. Thomas*

Robert F. Thomas, President

## 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 Sonoma )

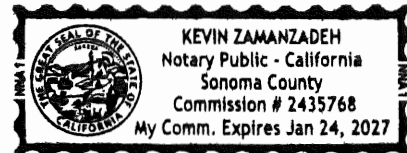
On 6/29/2023 before me, Kevin Zamanzadeh, Notary Public  
(insert name and title of the officer)

personally appeared Godemar Da Silva Jr.,  
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  (Seal)



Principal Acknowledgment

State of \_\_\_\_\_ }  
County of \_\_\_\_\_ } ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me personally came \_\_\_\_\_ to me known and who being by me duly sworn, did depose and say that he is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in and which executed the above instrument; that he knows the seal of said corporation, that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation, and that he signed his/her name thereto by like order.

My commission expires \_\_\_\_\_  
Notary Public

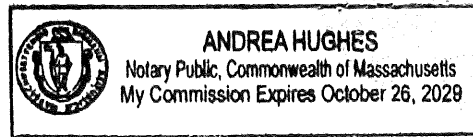
Surety Acknowledgment

State of Massachusetts }  
County of Middlesex } ss:

On this 29th day of June, 2023, before me personally came Matthew Leskanic to me known, who, being by me duly sworn, did depose and say that he/she is an attorney-in-fact of United Surety Insurance Company the corporation described in and which executed the within instrument; that he knows the corporate seal of said corporation; that the seal affixed to the within instrument is such corporate seal, and that he signed the said instrument and affixed the said seal as Attorney-in-Fact by authority of the Board of Directors of said corporation and by authority of this office under the Standing Resolutions thereof.

My commission expires October 26, 2029

Andrea Hughes  
Notary Public



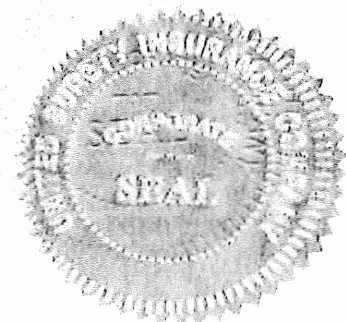
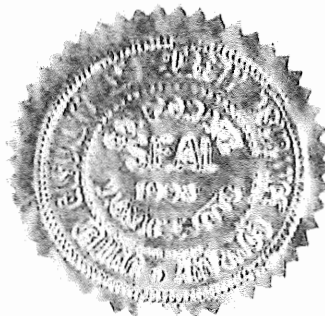
**United Casualty and Surety Insurance Company**  
**DBA United Surety Insurance Company**  
**Newton, Massachusetts**  
**Statement of Assets, Liabilities, and Surplus**  
**Year Ended December 31**

	Year Ended	
	<u>2022</u>	<u>2021</u>
<b><u>Admitted Assets</u></b>		
Cash and Short Term Investments	\$ 31,465,020	\$ 20,377,739
Stocks	8,768,938	17,168,177
Bonds	7,551,512	956,164
Uncollected Premiums & Agents' Balances	1,435,198	1,203,732
Other Assets	<u>1,545,047</u>	<u>257,589</u>
<i>Total Net Admitted Assets</i>	<i>\$ 50,765,715</i>	<i>\$ 39,963,401</i>
<b><u>Liabilities</u></b>		
Funds Held as Collateral	\$ 21,026,579	\$ 9,185,872
Unearned Premium	6,512,401	4,579,947
Losses	1,469,311	1,070,642
Other Expenses	415,552	318,732
Taxes, Licenses, and Fees	180,394	121,675
Loss Adjustment Expenses	221,268	310,884
Payable to Parent or Affiliates	1,277,138	370,027
Ceded Reinsurance Payable	173,769	103,004
Other Liabilities	<u>318</u>	<u>47,507</u>
<i>Total Liabilities</i>	<i>\$ 31,276,730</i>	<i>\$ 16,108,290</i>
<b><u>Capital and Surplus</u></b>		
Paid In Surplus	\$ 16,615,161	\$ 16,615,161
Unassigned Surplus	378,079	4,744,205
Common Stock	2,600,000	2,600,000
Less Treasury Stock	<u>104,255</u>	<u>104,255</u>
<i>Total Capital and Surplus</i>	<i>\$ 19,488,985</i>	<i>\$ 23,855,111</i>

I, Michael Porsch, Treasurer and Secretary of United Casualty and Surety Insurance Company, hereby certify that the above is an exact copy of the financial statement of the Company dated December 31, 2022 and is a true and correct statement of the condition of United Casualty and Surety Insurance Company as of that date.

IN TESTIMONY WHEREOF, I have set my hand and affixed the seal of the Company this 6<sup>th</sup> day of March 2023.

By Michael Porsch  
Michael Porsch, Treasurer and Secretary



DMR Builders Previous Work Experience **Other Than** to School Districts, Community College Districts & County Offices of Education.

- 1.) County of Napa (South Campus)
  - 1.) 2018
  - 2.) Tenant Improvements
  - 3.) Time Given: 60 cal days Completion time: 50 cal days
  - 4.) \$183,332.00
  - 5.) Ginny Leija (707) 259-6718
  - 6.) Napa, Ca
  - 7.) 0 stop notices
  - 8.) 0 lawsuits
  - 9.) 0 liquidated damages
  
- 2.) Alexander Valley Vineyards
  - 1.) 2019
  - 2.) Administration Office Remodel
  - 3.) Time given n/a Completion time: 61 cal days
  - 4.) 258,259.00
  - 5.) Rob Cantu (707) 542-3213
  - 6.) Healdsburg, Ca
  - 7.) 0 stop notices
  - 8.) 0 lawsuits
  - 9.) 0 liquidated damages
  
- 3.) County of Mendocino – Treasure-Tax Collector Office Remodel
  - 1.) 2020
  - 2.) Tenant Improvements
  - 3.) Time Given: 60 days completion time: 60 days
  - 4.) \$283,500.00
  - 5.) Doug Anderson 707-234-6054
  - 6.) Ukiah, Ca
  - 7.) 0 stop notices
  - 8.) 0 lawsuits
  - 9.) 0 liquidated damages
  
- 4.) County of Marin – Tomales Village Community Services District
  - 1.) 2020
  - 2.) Park Gazebo
  - 3.) Time Given: 45 days completion time:30 days
  - 4.) \$130,000.00

- 5.) Jose Ortiz (707) 878-2767
- 6.) Tomales, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

5.) Town of Ross – Town Hall Seismic Retrofit

- 1.) 2020
- 2.) Seismic Retrofit
- 3.) Time Given: 15 days/9 days to complete
- 4.) \$50,305.12
- 5.) Richard Simonitch (415) 453-1453 ext. 115
- 6.) Ross, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

6.) Ukiah Breakroom Refresh - County of Mendocino

- 1.) 2021
- 2.) Breakroom T.I
- 3.) Time Given: 35 days/10 days to complete
- 4.) \$17,750.00
- 5.) Doug Anderson 707-234-6054
- 6.) Ukiah, Ca
- 7.) 0 Stop Notices
- 8.) 0 Lawsuits
- 9.) 0 Liquidated Damages

7.) 125 University Ave Public Safety T.I City of Berkeley

- 1.) 2021
- 2.) Public Safety Building Tenant Improvement
- 3.) Time Given 165 days/155 days to complete
- 4.) \$293,000.00
- 5.) Nick Cartagena 732-245-7388
- 6.) Berkeley, Ca
- 7.) 0 Stop Notices
- 8.) 0 Lawsuits
- 9.) 0 Liquidated Damages

8.) Rohnert Park Senior Center ADA Improvements City of Rohnert Park

- 1.) 2022
- 2.) ADA Improvements

- 3.) Time Given: 150 days/110 days to complete
- 4.) \$272,281.00
- 5.) Laura Holt 707-588-3308
- 6.) Rohnert Park, Ca
- 7.) 0 Stop Notices
- 8.) 0 Lawsuits
- 9.) 0 Liquidated Damages

9.) L&M Motel (Homekey) City of Healdsburg

- 1.) 2023
- 2.) Rehab of Motel to turn into transitional housing. 22 rooms in total
- 3.) Time Given: 95 days/ 120 days to complete due to unforeseen change orders
- 4.) \$1,605,883.00
- 5.) Stephen Sotomayer 707-431-3396
- 6.) Healdsburg, Ca
- 7.) 0 Stop Notices
- 8.) 0 Lawsuits
- 9.) 0 LD's

10.) Shimada Friendship Park City of Richmond

- 1.) 2023
- 2.) Public Park Restroom & Roof Renovation
- 3.) Time Given: 90 days/ 99 days due to changer orders
- 4.) \$247,025.00
- 5.) Yader Bermudez 510-774-6300
- 6.) Richmond, Ca
- 7.) 0 Stop Notices
- 8.) 0 Lawsuits
- 9.) 9 LD's



DMR Builders Previous Work Experience in Reference to School Districts, Community College Districts & County Offices of Education.

1.) Marin Community College District (K15 Temporary Campus Bookstore)

- 1.) 2019
- 2.) Design Built ADA Parking Stalls and Ramp, HVAC, Concrete
- 3.) Date to be Complete By: April 3 2020 Completed By: March 2 2020
- 4.) \$304,566.20
- 5.) Saleh Meheban (408) 832-5536
- 6.) Kentfield, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

2.) Bellevue Unified School District (Meadowview Elementary School)

- 1.) 2019 - September
- 2.) Siding and Dry Rot Repair
- 3.) Time given: 30 Cal days Time completed: 28 Cal days
- 4.) \$186,560.00
- 5.) Roger Farrell (707) 542-5197 x9
- 6.) Santa Rosa, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

3.) Bellevue Unified School District (Early Learning Center)

- 1.) 2020 - July
- 2.) Gutter Demo and Fascia Repair
- 3.) Time Given: 60 days/ completed 45 days
- 4.) \$272,356.74
- 5.) Roger Farrell (707) 542-5197 x9
- 6.) Santa Rosa, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

4.) Petaluma City School District

- 1.) 2021 - September
- 2.) Kenilworth Jr. H.S HVAC Alterations
- 3.) Time Given: 60 days /Completed 65 days

- 4.) \$1,061,511.06
- 5.) Lisa Davis (707) 763-5600
- 6.) Petaluma, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

5.) San Rafael City Schools

- 1.) 2021 - April
- 2.) Davidson Middle School Potable Demo
- 3.) Time Given: 45 days/ completed 70 days due to change orders.
- 4.) \$378,470.21
- 5.) Teri Mather (510) 906-2123
- 6.) San Rafael, CA
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

6.) Santa Rosa City Schools

- 1.) 2021 - April
- 2.) Maria Carrillo High School Press Box
- 3.) Time Given 135 days/completed.
- 4.) \$295,431.33
- 5.) Beth Brose (916) 370-0352 cell
- 6.) Santa Rosa, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

7.) Novato Joint Unified School District

- 1.) 2021 - September
- 2.) Portable Demo and Science Classroom Conversion
- 3.) Time Given – 65 days /completed
- 4.) \$494,947.66
- 5.) Michael Woolard - [mwoolard@nUSD.org](mailto:mwoolard@nUSD.org)
- 6.) Novato, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

8.) Calistoga Joint Unified School District

- 1.) 2021 - January
- 2.) Calistoga Jr. High School Restroom Renovations

- 3.) Time Given – 30 days/ completed
- 4.) \$118,695.00
- 5.) Krt Maness-
- 6.) Calistoga, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

9.) Petaluma City Schools

- 1.) 2022 - May
- 2.) Casa Grande H.S Outdoor Plaza
- 3.) Time Given 30 days/completed
- 4.) \$706,886.15
- 5.) Lisa Davis 707-763-5600
- 6.) Petaluma, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

10.) Oakgrove School District

- 1.) 2022 - August
- 2.) Oakgrove E.S Window Replacement
- 3.) Time Given 45 days/completed
- 4.) \$424,259.29
- 5.) Sandra Murphy RGM Kramer 925-586-7018
- 6.) Sebastopol, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages

11.) Waugh School District

- 1.) 2022 - August
- 2.) Corona Creek E.S Outdoor Lunch Shelter
- 3.) Time Given 60 days/completed
- 4.) \$365,466.03
- 5.) Bryan Valdez Counterpoint 707-824-8440
- 6.) Petaluma, Ca
- 7.) 0 stop notices
- 8.) 0 lawsuits
- 9.) 0 liquidated damages



## Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify:

**Entity Name:** DMR BUILDERS  
**File Number:** C4126149  
**Registration Date:** 03/06/2018  
**Entity Type:** DOMESTIC STOCK CORPORATION  
**Jurisdiction:** CALIFORNIA  
**Status:** ACTIVE (GOOD STANDING)

As of April 4, 2021 (Certification Date), the entity is authorized to exercise all of its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the Certification Date and does not reflect documents that are pending review or other events that may affect status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of April 5, 2021.

**SHIRLEY N. WEBER, Ph.D.**  
**Secretary of State**

**Certificate Verification Number: Y8X9EEZ**

To verify the issuance of this Certificate, use the Certificate Verification Number above with the Secretary of State Certification Verification Search available at <http://www.sos.ca.gov/secretaryofstate/certification>.



## Agenda 8.2

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### BOARD COMMUNICATION

Date: July 13, 2023

**TO: Board Chairperson and Directors**

**FROM: Gabe Lanusse**

**SUBJECT: Changes to Policy 4060 - Committees of the Board of Directors.**

#### **BACKGROUND AND DISCUSSION**

Staff and the Board of Directors have discussed this item primarily to line up the appointment of committees with the designation of Board of Directors designations for Chair, Vice-Chair and Secretary. As it is currently, the slate of officers occurs at the first meeting in January, and then committees are appointed in June. Having the Board titles in January, and then appointment of the committees following the Board slate will fall into a better alignment. Normal rotations of the Board of Directors end in December, and begin in January.

Other aspects of this policy are the roles of committee members, selection of committee chair, quorum for committee meetings, when they can be canceled, ad hoc meetings, and other items suggested for changes.

#### **RECOMMENDATION**

Approve second read.

#### **FISCAL IMPACT**

Minor impact on staff time if meetings need to be cancelled at the last minute and rescheduled. Committee meetings are part of the staff duties.

#### **ALTERNATIVES CONSIDERED**

Approve  
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 4060

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# Greater Vallejo Recreation District

## POLICY MANUAL

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

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

~~The members of Chair of each committee shall be chosen by mutual agreement by the designated committee members agree upon a committee chair, and if there is no agreement can be reached, then by seniority the more senior member of the committee will become the chair. If there is a tie regarding seniority, then the Board Chair will designate the committee's chair. The Ddesignation of committee Chairs should strive to give shall strive to provide all Board members with opportunities to gain experience. If a Board member chairs multiple committees, it would benefit the District and Board to strive to have for that Director-Board member to reduce the number of committees they chair.~~

The following shall be standing committees of the Board:

- Budget and Finance Committee;
- Facility and Development Committee;
- Policies and Personnel Committee;
- Publicity, Program, and Community Relations Committee;
- McIntyre Ranch Committee; and
- Sports Center Committee.

The Board Chairperson shall appoint such ad hoc committees as ~~may be~~ deemed necessary or advisable by ~~himself/herself themselves~~ the Chair and/or the Board. To qualify as an ad hoc committee, the committee must be temporary (i.e., exist for less than a year), be advisory (i.e., no final decision-making authority), and have a discrete task or goal rather than a continuing jurisdiction over a range of policy issues. The Board Chairperson shall outline the duties of the ad hoc committees shall be outlined at the time of formation or appointment, and the committee shall be considered dissolved when its it has made its final report recommendations has been made or

it has run out of time. Ad hoc committees may, but are not required to, post meeting notices and agendas and allow the public to attend.

The General Manager ~~or the General Manager's designee~~ shall be an ex-officio member of all committees. ~~The chairperson of e~~Each committee chair shall inform the ~~chairperson of~~ the Board as to the business transacted at each ~~committee b~~Board meeting.

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

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board ~~of Directors.~~ As with Board meetings, a quorum of the committee must be present to hold a committee meeting; since each committee has only two members, both committee members must be present to convene. Should a third member of the Board ~~with wish~~ to attend meetings of any standing committee, they may do so as an observer only and may not ask questions or make statements during the meeting, nor participate in any manner.

#### **The Board's standing Budget and Finance Committee**

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

#### **The Board's standing Facility and Development Committee**

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

#### **The Board's standing Policies and Personnel Committee**

This committee shall study and ~~make recommend~~recommendations for the compensation and welfare of District Staff. This committee shall ~~also, as needed, include a meet and confer meet~~ with the General Manager regarding the items and conditions of the General Manager's employment by the District. This committee shall review ~~the~~ functions of District staff and other policies not assigned to other committees.

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

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

#### **The Board's standing McIntyre Ranch Committee**

This committee shall study and make recommendations for the District's uses of and plans for McIntyre Ranch. This committee shall also solicit feedback and participation from interested community members and groups.

**The Board's standing Sports Center Committee**

This committee shall engage in planning and make recommendations for a District Sports Center Complex.

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





RESOLUTION NUMBER 2022-07

**RESOLUTION 2022-07 OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT TO EXTEND RESOLUTION 2021-05 TEMPORARILY SUSPENDING COLLECTION OF ENTRANCE FEES AT CHILDREN'S WONDERLAND, FOR VALLEJO RESIDENTS FOR A PERIOD OF ONE YEAR**

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

WHEREAS, the COVID-19 pandemic limited the number of activities that were available for families. Children's Wonderland (CW) is a gated park operated by GVRD where families with young children can play safely. In August 2021, the Board of Directors passed Resolution 2021-05 waiving entrance fees to Children's Wonderland Park for a one-year time frame, which is set to end on August 31, 2022. The Board of Directors determined that it is in best interest of the community to extend the fee waiver for another on-year term.

WHEREAS, waiving entrance fees will give more access to the Vallejo community. Structuring appropriate staffing, creating outreach for more beneficial park hours, and increasing the number of concessions will improve use and create a larger draw to families looking for affordable activities for their families. Fees will continue to be charged for non-resident visitors, reserving birthday parties, some special events, reserving picnic areas, and to reserve the entire park for private events.

NOW THEREFORE, the Board of Directors hereby RESOLVES as follows: All Children's Wonderland entrance fees are waived from September 1, 2022 through August 31, 2023

ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on the 25th day of August 2022 by the following vote:

Following Roll Call Vote: Ayes: Bowen, Briseño, Aliga, Quigley  
Noes: 0  
Absent: McDonald  
Abstained: 0

Adopted: [Signature]  
Ron Bowen, Chairperson

Attest: [Signature]  
Kimberly Pierson, Board Clerk



## Agenda 8.4

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### BOARD COMMUNICATION

Date: July 13, 2023

**TO:** Board Chairperson and Directors

**FROM:** Gabe Lanusse

**SUBJECT:** Approve 3-Year Memorandum of Understanding between Greater Vallejo Recreation District and IBEW 1245.

### **BACKGROUND AND DISCUSSION**

GVRD negotiating team has concluded negotiations for the new agreement for July 1 2023 through June 30 2026 with IBEW on behalf of the GVRD Board of Directors. The current agreement was a two-year agreement that was negotiated during COVID and expires June 30<sup>th</sup> 2023. Many hours were spent negotiating with IBEW and the negotiating team would like to thank them, and the Board, for what we interpret as a good contract for both sides.

The previous agreements the District has had with the employee groups have been extremely conservative because of COVID. The last agreement provided for pay increase totaling 3.5% for two years. The District has appreciated the cooperation that has existed between the agency and its employee unions. This has allowed the District to continue to offer parks, facilities, and the recreational programming, that the residents of Vallejo have come to expect.

The new agreement provides salary increases annually to the employees for a total of 14.5% over three years. The health insurance plans stay the same for single, and plus one. Family plan will see an increase from 70% (seventy percent) to 75% (Seventy-five percent). Dental benefit to increase from \$2000 (two thousand) to \$2200 (two thousand, two hundred) annually. The cap will remain on health premiums, and an increase from \$225 (two hundred twenty-five dollars) to \$400 (four hundred dollars) for opting out of our medical plan. An increase in vacation buy back with an increase hour for hour is included. Time keeping will go from ¼ hour to 1/10 of an hour. The floating holiday will be cashed out at the end of the year, if not used. This meets current law as an employee cannot lose it. The grievance procedure has been updated, and probation remains one year in length with the step increase at the end of the year, vacation allowed at six months, and the opportunity to contribute to a 457 plan at six months as well. This agreement helps provide for our employees, and addresses aspects of retention, and heading towards being competitive in wages. A compensation

study will also begin with a consultation to IBEW, with a meet and confer when completed. Language regarding Union orientation was memorialized, even though the practice has been going on since the Janus ruling. The “me too” clause does not include wage increases that are a result of the compensation study for specific classifications. For example, if a Recreation Coordinator in SEIU had an adjusted increase of 2%, this does not mean that any IBEW member would also see an increase of 2% if the study showed they should receive a 1% increase.

IBEW took the proposals to their membership for ratification, and it was approved on June 29<sup>th</sup> 2023.

### **RECOMMENDATION**

Approve Memorandum of Understanding between Greater Vallejo Recreation District and IBEW.

### **FISCAL IMPACT**

The costs were not finalized at the time of this report due to staff vacation. The final cost for the agreement will be provided at the Board meeting.

### **ALTERNATIVES CONSIDERED**

GVRD negotiating team and the negotiating team for IBEW met and worked on this agreement for multiple sessions from January through June. Many alternatives were considered and discussed with reports to the GVRD board. The GVRD negotiating team kept within the guidelines and directions provided by the board. The GVRD board provided direction on many aspects. In the end, IBEW and the GVRD negotiating team felt that the agreement reached was the best for all.

### **ENVIRONMENTAL REVIEW**

N/A

### **PROPOSED ACTION**

Approve Memorandum of Understanding between Greater Vallejo Recreation District and IBEW, and authorize the Chairman of the Board of Directors to sign the agreement.

### **DOCUMENTS AVAILABLE FOR REVIEW**

a. Final Draft Agreement.

<b>Greater Vallejo Recreation District</b>
<b>International Brotherhood of Electrical Workers (IBEW)</b>
<b>MOU 2023 - 2026</b>
<b>Board Ratification</b>
<b>July 13, 2023</b>

**1. Term**

ARTICLE 1. TERMS OF AGREEMENT:

This Agreement shall become effective July 1, ~~2021~~2023.

The Agreement shall remain in full force and effect for a period of ~~three (3)~~two (2) years from the effective date, until June 30, ~~2023~~2026, as to all provisions set forth herein.

Upon ratification by Local 1245 membership and subsequent DISTRICT Board approval, the parties agree to address the following items through Letter of Agreement:

- a. The parties agree to begin review of the District's Policy 2190, including any applicable affected policies, to incorporate any accommodations directly related to CA State Proposition 26.
- b. Within twelve (12) months of DISTRICT Board approval of this Agreement, initiate and complete Letter of Agreement reflecting a uniform process and procedure for handling matters related to the Family Medical Leave Act, California Family Leave Act and California Pregnancy Disability Leave.

**2. Salary, Compensation Study, Additional Steps, Longevity, "Me Too" Clause, Commercial Driver Premium**

ARTICLE 4. SALARIES:

- a. ~~Commencing the pay period beginning July 1, 2021, all classifications covered by this Agreement shall receive a one and one quarter percent (1.25%) General Wage Increase (GWI):~~

~~1. Year two (2), effective July 1, 2022, all classifications covered by this Agreement shall receive a GWI of two and one quarter percent (2.25%).~~

Year 1: Effective the first full pay period in July 2023 or the first full pay period following ratification, whichever occurs later, all classifications covered by this Agreement shall receive a seven percent (7%) GWI.

Year 2: Effective the first full pay period in July 2024, all classifications covered by this Agreement shall receive a four percent (4%) GWI.

Year 3: Effective the first full pay period in July 2025, all classifications covered by this Agreement shall receive a three and a half percent (3.5%) GWI.

b. The District will consult with the Union to determine the parameters of a compensation study which shall be completed no later than June 30, 2024. Upon completion of the compensation study, the District and Union shall meet and confer for any potential market rate equity increases if applicable.

c. Addition of Two Steps to Wage Schedule

The District shall add two additional five percent (5%) steps to the current wage schedule. The first new step, Step 6, shall become effective the first full pay period in July 2023, and shall be available to any unit members who have served one year of satisfactory service in Step 5. Should an employee not qualify on that date in July 2023 due to tenure in the step, they shall qualify on their anniversary date.

The second new step, Step 7, shall become effective the first full pay period in July 2024, and shall be available to any unit members who have served one year of satisfactory service in Step 6. Should an employee not qualify due to tenure in the step, they shall qualify on their anniversary date.

In all other respects, Steps 6 and 7 shall function as current steps 1-5.

db. Commencing the pay period beginning July 1, 2018, employees covered by this Agreement shall pay seven percent (7%) of the employee contribution to PERS.

ee. Economic benefits are defined as: salaries, health and dental insurance, life insurance, and retiree health benefits.

fd. Step increases will be granted upon the successful completion of probation, which is twelve (12) months and six (6) months for promoted employees, unless extended. For employees who have received a promotional probation, they will receive a subsequent step increase one year after the date of promotion. For all employees, subsequent step increases shall occur in increments of one (1) year thereafter.

ge. Effective the first full pay period in July 1, 2012~~2023~~, Local 1245 members with twenty (20) years of uninterrupted service with DISTRICT, excepting that interruption in service due to DISTRICT layoffs, shall be entitled to a ~~two one and one-half~~ percent (~~21½~~%) salary longevity increase. In the event of DISTRICT layoff, the member must return to work within two (2) years after the layoff to obtain the benefit of this provision. Time while laid off will not count as time served.

hf. DISTRICT shall contribute on behalf of those employees in the employee classifications represented by Local 1245 the employee's contribution to the

Public Employees Retirement System (PERS) as required by said System, and two percent (2%) at age fifty-five (55), except as may be modified by this Agreement. AB340 created new pension formulas for employees hired after January 1, 2013, that are members of PEPRA. The Public Employees' Pension Reform Act of 2013 (PEPRA) and related Public Employees' Retirement law amendments in Assembly Bill 340 became law on September 12, 2012 and the provisions were effective January 1, 2013. The District and Local 1245, IBEW agreed to implement all PEPRA provisions, and all applicable amendments thereto. Effective January 1, 2013 all employees defined by PEPRA as "New members" in PERS 'Miscellaneous' classifications shall pay 50% of the total normal cost for the new Miscellaneous PERS pension formula of 2% at 62, actual employee contribution determined by PERS (on a pre-tax payroll deduction), with a three-year final compensation period.

~~ig.~~ No employee shall suffer a reduction in pay as a result of this Agreement.

~~jh.~~ If, during the term of the MOU, the District grants employees in any bargaining unit (1) an across-the-board increase to base salary/wage rate that exceeds any salary increases contained in this MOU, (2) an improved contribution rate to health benefits, or (3) any change in dental benefits, the District shall adjust these provisions contained in the parties' MOU so that they are equivalent to those granted to employees in that other bargaining unit. Such adjustments shall be effective at the time the benefits are granted to the employees in the other bargaining unit.

For the purposes of this Clause, the term "bargaining unit" refers to a bargaining unit where a single employee association has been granted exclusive representation rights (i.e., represented employees) pursuant to the Meyers-Milias-Brown Act. This Me-Too Clause shall not apply to any compensation increase based upon a class-specific compensation survey as set forth Section 4(b).

~~In the event DISTRICT gives a salary increase and/or economic benefit, as defined hereinabove, to any employee of DISTRICT, the employees covered by this Agreement shall be entitled to the same salary increase and/or economic benefit, as defined hereinabove, given to other DISTRICT employees. The parties hereto agree that the provisions of this subparagraph are not applicable to any salary increase and/or economic benefit provided to the General Manager, Assistant General Manager, Recreation Superintendent, Finance Director, Human Resources Manager, Maintenance Superintendent, and/or Board Clerk/Administrative Support Supervisor and any part-time employee earning less than Step 1 of the starting Maintenance Worker salary as of July 1, 2015. Part-time employees who are earning in excess of Step 1 of the starting Maintenance Worker salary as of July 1, 2015, are exempt from the provisions of this subparagraph. Pursuant to the coordinated bargaining negotiations~~

~~consisting of representatives of Local 1245, SEIU and DISTRICT, the in lieu of stipend and vision plan provisions if not utilized by IBEW members, but rather, by SEIU members or other employees of DISTRICT shall not trigger the provisions of the "me too" clause as set forth herein.~~

~~i. An employee with a valid Class B license shall receive a two and one-half percent (2½%) pay differential for the day of use only.~~

### 3. Sick Leave Call In Procedures and Timekeeping, Bereavement Leave

#### ARTICLE 13. SICK LEAVE:

...

b. Sick leave may be taken in one-tenth of an ~~(.25)~~ hour increments.

...

g. ~~In order to receive compensation while~~While absent on sick leave, the employee shall notify their immediate supervisor or the administration office by telephone call or other district approved electronic communication ~~with~~at least one (1) hour ~~after~~before the time set for the beginning of their daily duties. The employee must comply with the notification provision in this section on a daily basis during their absence on sick leave except when a doctor's certificate is provided no later than the fourth (4th) day of absence or the employee is hospitalized and unable to comply with this provision. (If in the initial contact the employee advises that the absence will encompass multiple days, the notification requirement is fulfilled; however, if applicable, the doctor's certificate requirement remains.

...

#### ARTICLE 16. POSTING SICK LEAVE AND ANNUAL LEAVE:

DISTRICT shall post the accrued sick leave, compensatory time, annual leave, and other forms of leave on each employee's paycheck for the term of this Agreement. Sick leave, annual leave, and compensatory time may be taken in ~~quarter~~one-tenth of an hour increments.

#### ARTICLE 17. SPECIAL LEAVE:

a. Each unit member shall be eligible for paid bereavement leave up to a maximum of ~~four~~5 (45) working days per bereavement for the death of the employee's spouse, parent, brother, sister, child, grandparent, grandchild, registered domestic partner, or the corresponding relation of the employee's spouse provided:

1. The unit member notifies the DISTRICT of his/her absence on the first (1st) day of such absence, or sooner if able to do so.

2. The absence occurs on a day the unit member was scheduled to work.
3. The unit member on request must provide sufficient proof as required by the DISTRICT.

In the event that the member is required to travel in excess of one thousand (>1,000) miles for the purposes of bereavement leave, a ~~fifth~~ ~~sixth~~ (5-6th) day of bereavement leave shall be added.

Bereavement leave which exceeds ~~four~~ ~~five~~ (4-5) days, or ~~five~~ ~~six~~ (5-6) days as set forth above, shall be deducted from the employee's annual leave or sick leave at the employee's option.

...

d. DISTRICT agrees to comply with the California Family ~~Rights~~ ~~Leave~~ Act (~~CFLACFRA~~) and the rules and regulations promulgated in implementing the Act, as required by law.

#### **4. New Member Benefits, Overtime and Holiday Compensation, Holidays, Floating Holiday Cashed Out, Annual Leave Timekeeping and Cash Out**

##### ARTICLE 5. OVERTIME AND HOLIDAY COMPENSATION:

a. ~~Employee's~~ Employees may elect to be compensated at the appropriate overtime rate or in Compensatory Time Off (CTO) for all overtime or holiday work as provided in paragraphs 5b and 5c. New District employees shall have access to any accrued but unused floating holidays or CTO upon date of hire.

b. The overtime rate for all employees covered by this Agreement shall be at the rate of time and one-half (1½) unless otherwise specified herein. Compensatory Time Off (CTO) is banked equal to the rate of pay it is earned under (i.e.: two hours of time and one-half is the equivalent of three (3) hours of CTO). Overtime is defined as any work in excess of eight (8) hours per day and forty (40) hours per week, except in the case of a modified work schedule, and in that instance overtime is defined as any work in excess of the scheduled work day and scheduled work week. Any employee who is required to work a fixed paid holiday shall be entitled to holiday pay as defined in subparagraph (d). If a holiday falls on an employee's day off, the employee Employees shall be entitled to receive eight (8) hours at the ~~straight time~~ ~~overtime~~ rate or may elect holiday compensatory time for any holiday enumerated in Article 19.

...

d. For all hours worked on any holiday (actual or observed) set forth in paragraph 19 of this Agreement, the employee shall receive overtime at the double-time rate or, if elected double compensatory time off. For each named holiday, an employee who works on the holiday or the day the holiday is



observed will receive double the straight time rate of pay for all hours worked, in addition to holiday pay at the straight time rate.

...

## ARTICLE 19. HOLIDAYS

a. ~~Thirteen~~Fourteen and one-half (~~13~~14 ½) holidays per year with pay shall be observed during the life of this Agreement:

- |                             |  |   |
|-----------------------------|--|---|
| (1)                         | Independence Day                                   | July 4                                  |
| (2)                         | Labor Day  | 1 <sup>st</sup> Monday in September     |
| (3)                         | <del>Columbus</del> <u>Indigenous People's</u> Day | 2 <sup>nd</sup> Monday in October       |
| (4)                         | Veterans Day                                       | November 11                             |
| (5)                         | Thanksgiving Day                                   | As set by the Governor and/or President |
| (6)                         | The day after Thanksgiving Day                     |   |
| (7)                         | One-half day on Christmas Eve Day                  | December 24                             |
| (8)                         | Christmas Day                                      | December 25                             |
| (9)                         | New Year's Day                                     | January 1                               |
| (10)                        | Martin Luther King Birthday                        | 3 <sup>rd</sup> Monday in January       |
| (11)                        | Washington's Birthday                              | 3 <sup>rd</sup> Monday in February      |
| (12)                        | Cesar Chavez                                       | March 31                                |
| (13)                        | Memorial Day                                       | Last Monday in May                      |
| <u>(14)</u>                 | <u>Juneteenth</u>                                  | <u>June 19</u>                          |
| ( <del>14</del> <u>15</u> ) | Floating   | (see paragraph 19c Section 19.c. below) |

b. If any of the above enumerated holidays falls on a Saturday, the preceding Friday shall be observed. If any of the above enumerated holidays falls on a Sunday, the following Monday shall be observed.

c. ~~The holiday commonly known as Lincoln's Birthday shall be designated as a floating holiday to be used by the employee at any time during that calendar year, if not used in the same calendar year as it occurs, it is waived.~~ With the exception of legitimate emergency needs, employees shall give their supervisor two (2) weeks' notice prior to the exercise of the floating holiday. Unused floaters shall be paid out at the end of the calendar year.



## ARTICLE 15. ANNUAL LEAVE:

a. During the first five (5) years of employment with DISTRICT, an employee shall be granted fifteen (15) days annual leave per year; after five (5) years employment, an employee shall be granted twenty (20) days annual leave per year. Annual leave may be taken in ~~.25~~one-tenth of an hour increments.

b. Annual leave may be accumulated up to a total of forty-five (45) days (not more than three hundred sixty (360) hours). Once an employee accumulates three hundred sixty (360) hours of annual leave, no additional annual leave shall be accumulated beyond three hundred sixty (360) hours. Annual leave earned over three hundred sixty (360) hours shall be forfeited by the employee unless there are extenuating circumstances determined by the General Manager or his designee. The employee shall not be penalized for any delay on the part of the DISTRICT in posting annual leave; however, it is the responsibility of the employee to track their annual leave. Requests for the use of annual leave to ensure that the employee not exceed three hundred sixty (360) hours shall not be unreasonably withheld by the DISTRICT.

1. Annual leave buyback program based on a calendar year: If an employee uses any annual leave during that year, they can apply only once during December 1<sup>st</sup> through 15<sup>th</sup> to sell back time that year up to ~~sixty (60)~~one hundred (100) hours. It is a "one (1) hour used for one (1) hour sellback". For example, if an employee uses thirty-two (32) hours of annual leave, at the end of the year the employee can sell back thirty-two (32) hours. In order to qualify, besides using annual leave, an employee must have ~~two hundred forty (240) hours of annual leave in their account at the time of requesting to sell their hours.~~at least 80 hours of annual leave remaining in their account after the sell back.

c. If a holiday(s) occurs in a period during which an employee is taking their annual leave, said holiday(s) shall not be considered a day of annual leave used by that employee.

d. During the first six (6) ~~month~~months of the probationary period for a new employee, annual leave will be accumulated but not available for use ~~by an employee~~.

### 5. Health Benefits

## ARTICLE 7. GROUP HEALTH INSURANCE:

a. During the term of this Agreement, DISTRICT shall pay one hundred percent (100%) for the maintenance of an employee's group health plan, except as set forth below; eighty percent (80%) for the maintenance of an employee plus one

(1) dependent's group health plan, except as set forth below; and, effective January 1, 2024, seventy-five percent (75%) for the maintenance of an employee and family group health plan, except as set forth below.

b. For the purposes of the group health insurance cap on the payment of any increases in the cost of said health insurance during the life of this Agreement, the medical insurance rates for calendar years ~~2024~~2024 and ~~2025~~2022 shall be at the insurance rate for calendar year ~~2024~~2024. The cap rate for calendar year ~~2026~~2023 shall be at the ~~2026~~2023 insurance rate.

...

f. Employees who opt to decline health insurance provided by DISTRICT shall receive a ~~Two~~Four Hundred ~~Twenty-five~~ Dollar (~~\$400~~\$225.00) monthly in lieu of payment. In order to qualify for this payment, the employee must provide to DISTRICT proof of health insurance coverage throughout the term of this Agreement.

...

#### ARTICLE 9. DENTAL PLAN:

DISTRICT shall pay the premium for each employee and all dependents of each employee for a dental plan inclusive of the limited orthodontic coverage in effect at the commencement of this Agreement. The coverage under this plan shall be the sum of Two Thousand Two Hundred Dollars (~~\$2,000~~2,200) per year per covered employee plus dependent(s). During Open Enrollment, employees covered under this Agreement shall have the option of enrolling in plans offered by the provider with higher coverage amounts, if such plans exist, and shall pay any additional premium costs in excess of the DISTRICT's normal contribution rate through payroll deduction.

### **6. Grievance Procedure**

#### ARTICLE 29. PROCEDURE FOR GRIEVANCE:

a. The term "grievance" means any dispute with respect to the application, interpretation or enforcement of this Agreement, as well as to questions or mediation hereunder.

b. Procedures for settlement of grievances:

(1) First Step: Any employee who believes that he/she has a grievance shall discuss such grievance with her/her immediate supervisor (designated for that purpose by the department head), with or without a Local 1245 representative, within five (5) regularly scheduled working day of the occurrence or knowledge of the event over which the employee believes

he/she is aggrieved. The immediate supervisor shall orally answer the grievance within two (2) regularly scheduled working days.

(2) Second Step:

- (a) If the employee is dissatisfied with the immediate supervisor's answer and desires to pursue the matter, the grievance shall then be reduced to writing and submitted to the division head or their designee within seven (7) scheduled working days after receipt of the immediate supervisor's oral answer.
- (b) The written grievance must:
  - (i) State the facts upon which it is based;
  - (ii) State when the event occurred;
  - (iii) Specify the paragraph(s) of the agreement allegedly violated;
  - (iv) Specify the desired resolution; and
  - (v) Be signed by the employee and the Local 1245 Business Representative or their designee.
- (c) Within three (3) regularly scheduled working days following appropriate submission of the written grievance, the division head and/or their designee, who has authority to resolve the grievance, shall meet with the employee and a Local 1245 representative to discuss the grievance. A written answer shall be given to the department head or their designee to the employee and the Local 1245 representative within five (5) regularly scheduled working days after the date of this Second Step meeting.

(3) Third Step:

- (a) If Local 1245 and employee are dissatisfied with the Second Step answer and decide to pursue the matter, the Local 1245 Business Representative or their designee shall notify the DISTRICT Human Resources Director in writing of their appeal within five (5) regularly scheduled workdays after receipt of the Second Step answer.
- (b) Within ten (10) regularly scheduled workdays, the Human Resources Director will make a decision regarding the appeal and notify Local 1245 and the employee of the decision.

(34) Third-Fourth Step:

- (a) If Local 1245 and employee are dissatisfied with the ~~Second~~ Third Step answer and decide to pursue the matter, the Local 1245

Business Representative or their designee shall notify the DISTRICT General Manager in writing of their appeal within five (5) regularly scheduled workdays after receipt of the ~~Second-Third~~ Step answer.

- (b) Within ten (10) regularly scheduled workdays, the General Manager will make a decision regarding the appeal and notify Local 1245 and the employee of the decision.

~~(4) Fourth Step:~~

- ~~(a) If Local 1245 and employee are dissatisfied with the Third Step answer and desire to pursue the matter, the Local 1245 Business Representative or their designee shall notify DISTRICT General Manager in writing of their appeal within five (5) regularly scheduled working days after receipt of the Third Step answer.~~
- ~~(b) Within ten (10) regularly scheduled working days after receipt by the said DISTRICT General Manager of Local 1245 and employee's notice of appeal, the grievance shall be reviewed and discussed at a meeting between the Grievance Committees of Local 1245 and DISTRICT. Within five (5) regularly scheduled working days after the date of said meeting, a written answer shall be given by DISTRICT's Grievance Committee to Local 1245's Grievance Committee, with a copy to the employee.~~

(5) Fifth Step:

- (a) If Local 1245 and the employee are dissatisfied with the Fourth Step answer and desire to pursue the matter to non-binding mediation, they shall so advise DISTRICT in writing within ten (10) regularly scheduled working days after receipt of the Fourth Step answer.
- (b) Such notice to DISTRICT shall specify the reasons the Fourth Step answer is considered unacceptable, that the matter is being referred to non-binding mediation and the name of Local 1245's representative for purposes of selecting an impartial mediator.
  - (i) DISTRICT and Local 1245 representatives shall jointly and promptly select an impartial mediator with whom they or their representative shall meet and to who they shall present the facts and their respective positions concerning the grievance.

- (ii) The impartial mediator shall have such reasonable time that he/she may require within which to render their decision, which at the parties' option may not be binding.
  - (iii) The impartial mediator shall not have any authority to add to, subtract from, change, or modify any provisions of this Agreement, but shall be limited solely to the application and interpretation of the Agreement as written.
  - (iv) The expenses and fees of the impartial mediator shall be shared equally by the parties.
- (c) In the event DISTRICT and Local 1245 are unable to agree mutually upon an impartial mediator, the California State Mediation/Conciliation Service shall be requested to submit a list of seven (7) recognized and qualified mediators to the parties. Immediately upon receipt of said list, said DISTRICT and Local 1245 representative shall alternatively strike a name from the list, and the last name remaining shall be designated as the impartial mediator.
- (d) The time limits at any step of the Grievance Procedure may be extended or waived by mutual agreement between the parties. Failure on the part of Local 1245 and/or employee to meet the specified time limit(s) shall preclude further processing of the grievance. Failure on the part of DISTRICT to meet such time limit(s) shall mean that the grievance ~~has been granted in favor of the employee, and it will therefore not be necessary to proceed to the next step of the Grievance Procedure.~~ will automatically advance to the next step of the Grievance Procedure.
- (e) Local 1245 representative(s) shall suffer no loss of pay from their regularly scheduled work for time necessarily spent investigating complaints and processing grievances hereunder.

~~(i) — Local 1245's Grievance Committee shall consist of no more than two (2) employees provided; however, that Local 1245 may designate not to exceed two (2) members of the Grievance Committee to attend any meeting with DISTRICT for the purpose of processing grievances.~~

~~(ii) — DISTRICT shall designate not to exceed two (2) representatives to attend joint Grievance Committee meetings.~~

~~(f) — A grievance concerning matters directly affecting five (5) or more employees in the bargaining unit shall be filed not later than ten (10) regularly scheduled working days following the occurrence which is being grieved and shall~~

~~be signed by the Chairperson of the Local 1245 Grievance Committee. Such grievance may be processed, at Local 1245's option, starting at the Second or Third Step of the Grievance Procedure.~~

~~(g) Local 1245 shall promptly inform DISTRICT in writing as to the membership of Local 1245's Grievance Committee and any changes in the makeup of said Committee.~~

~~(hf) Wherever the words "regularly scheduled working days" are used in this Agreement, such words shall be defined as those days which are scheduled for work, inclusive of holidays recognized under this Agreement.~~

(ig) Local 1245 employee representative shall ~~notify~~arrange the scheduling of Local 1245 business with their immediate supervisor as to their leaving the job on Local 1245 business. Reasonable advance notice must be given to include when and how long the person will be absent and when they are scheduled to return.

(jh) No more than one employee representative may be gone from their job to represent Local 1245 on the same ~~matter unless allowed for by the contract (i.e., Local 1245 negotiations and Grievance Committee)~~grievance.

## 7. Uniforms

### ARTICLE 25. UNIFORMS

Employees shall wear uniforms provided by DISTRICT while on the job. DISTRICT will provide five (5) pairs of shirts and pants and one Logo approved piece of outerwear upon employment, to be replaced every fifth (5th) fiscal year thereafter, and two (2) pairs of shirts and pants each fiscal year thereafter. District approved Logo sweatshirts will be provided the first year and every fiscal year thereafter. Uniforms, as described herein, will be replaced by the DISTRICT when damaged or otherwise unsuitable for use in public on an as-needed basis as determined by DISTRICT.

a. DISTRICT shall provide Local 1245 employees with a ~~One~~Two Hundred Fifty Dollar (~~\$150~~\$250.00) yearly boot allowance for replacement, maintenance, or the rebuilding of boots. In order to obtain the boot allowance, Local 1245 employees must purchase boots suitable for work and provide DISTRICT with written evidence thereof.

...



Greater Vallejo Recreation District  
Balance Sheet  
All Funds Combined  
June 30, 2023

**Assets**

Cash - Solano County	4,174,824.80
Cash - General Account - Bank of the West	14,267.34
Cash - Payroll - Bank of the West	190,855.48
Cash - Umpqua Bank - Reserve Account	1,680,301.25
Cash - Retiree Benefit Trust Fund	1,298,519.88
Accounts Receivable	<u>0.00</u>

**Total Assets** 7,358,768.75

**Liabilities**

Accounts Payable	8,173.77
Payroll Related Payables	48,064.53
Building Deposits Payable	38,566.54
Amount Due Customers - Etrak	4,095.78
Umpqua - CalPERS UAL	<u>52,537.85</u>

Total Liabilities 151,438.47

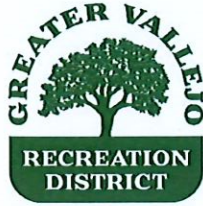
**Net Assets**

Fund Balance - Restricted Operating Reserve	800,000.00
Fund Balance - Unrestricted Operating Reserve	3,044,799.15
Fund Balance - Restricted Retiree Benefit	1,298,519.88
Fund Balance - Designated Reserve 15%	1,680,301.25
Excess Revenues Over Expenses	<u>383,710.00</u>

Total Net Assets 7,207,330.28

**Total Liabilities and Net Assets** 7,358,768.75





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

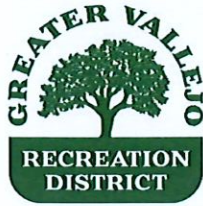
<u>Revenue</u>	<u>Actual</u> <u>Yr to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Amount</u> <u>Remaining</u>	<u>Percent</u>
Administration	7,870,500	8,027,837	157,337	98.04%
Facilities	0	0	0	0.00%
Park Maintenance & Visitor Service	256,231	218,400	(37,831)	117.32%
Recreation	1,656,450	1,398,151	(258,299)	118.47%
Capital Improvements	1,905,653	3,324,690	1,419,037	0.00%
<b>Total Revenues</b>	<b>11,688,834</b>	<b>12,969,078</b>	<b>1,280,244</b>	<b>90.13%</b>
<u>Expenses</u>	<u>Actual</u> <u>Yr to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Amount</u> <u>Remaining</u>	<u>Percent</u>
Administration & General Support	2,317,416	2,410,942	93,526	96.12%
Planning & Development	199,532	188,741	(10,791)	105.72%
Facilities	1,430,460	1,450,172	19,712	98.64%
Visitor Services	139,983	155,433	15,450	90.06%
Landscaping & Grounds	1,866,329	2,160,910	294,581	86.37%
Recreation	3,445,751	3,116,168	(329,583)	110.58%
Capital Improvements	1,905,653	3,485,447	1,579,794	0.00%
Contingency Reserve	0	1,265	1,265	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
<b>Total Expenditures</b>	<b>11,305,124</b>	<b>12,969,078</b>	<b>1,663,954</b>	<b>87.17%</b>
<b>Net Revenues Over (Expenditures)</b>	<b>383,710</b>	<b>0</b>	<b>(383,710)</b>	

**Greater Vallejo Recreation District**  
**Financial Report Year-to-Date**  
**7/2022-6/2023**  
**All Funds Detailed**

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	7,870,500	8,027,837	157,337	98.04%	7,870,500
200	Planning & Development	0	0	0	0.00%	
300	Facilities	0	0	0	0.00%	-
301	Visitor Services	256,231	218,400	(37,831)	117.32%	
310	Landscaping & Grounds	0	0	0	0.00%	256,231
010	Recreation Administration	3,700	5,148	1,448	0.00%	
415	Children's Wonderland	43,436	59,560	16,124	72.93%	
430	Break Camp	72,022	49,305	(22,717)	146.08%	
450	Vallejo Community Center	28,163	0	(28,163)	0.00%	
451	Foley Cultural Center	270,044	200,000	(70,044)	135.02%	
460	Sports	74,760	116,120	41,360	64.38%	
465	Community Events	4,852	13,600	8,748	35.68%	
480	ExLP	334,364	166,542	(167,822)	200.77%	
481	After School Programs	407,085	280,000	(127,085)	145.39%	
486	Teen Services	0	2,200	2,200	0.00%	
490	Adaptive Recreation	819	6,100	5,281	13.43%	
720	North Vallejo Community Center	31,905	29,035	(2,870)	109.88%	
721	South Vallejo Community Center	73,391	54,846	(18,545)	133.81%	
730	Cunningham Pool	311,909	415,695	103,786	75.03%	1,656,450
906	Capital Improvements	1,905,653	3,324,690	1,419,037	57.32%	1,905,653
<b>Total Revenues</b>		<b>11,688,833</b>	<b>12,969,078</b>	<b>1,280,245</b>	<b>90.13%</b>	<b>9,783,181</b>

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	1,499,273	1,554,923	55,650	96.42%	
007	Human Resources	368,505	410,048	41,543	89.87%	
100	Finance	449,637	445,971	(3,666)	100.82%	2,317,416
200	Planning & Development	199,532	188,741	(10,791)	105.72%	199,532
300	Facilities	1,430,460	1,450,172	19,712	98.64%	1,430,460
301	Visitor Services	139,983	155,433	15,450	90.06%	139,983
310	Landscaping & Grounds	1,866,329	2,160,910	294,581	86.37%	1,866,329
010	Recreation Administration	424,557	408,720	(15,837)	103.87%	
415	Children's Wonderland	243,082	208,340	(34,742)	116.68%	
430	Break Camp	143,401	190,272	46,871	75.37%	
450	Vallejo Community Center	63,835	17,562	(46,273)	363.48%	
451	Foley Cultural Center	353,624	353,972	348	99.90%	
460	Sports	141,096	209,219	68,123	67.44%	
465	Community Events	60,117	79,998	19,881	75.15%	
480	ExLP	492,261	300,786	(191,475)	163.66%	
481	After School Programs	442,041	369,336	(72,705)	119.69%	
486	Teen Services	1,163	7,883	6,720	14.75%	
490	Adaptive Recreation	2,398	9,377	6,979	25.57%	
720	North Vallejo Community Center	48,832	47,720	(1,112)	102.33%	
721	South Vallejo Community Center	83,885	60,220	(23,665)	139.30%	
730	Cunningham Pool	945,459	852,763	(92,696)	110.87%	3,445,751
906	Capital Improvements	1,905,653	3,485,447	1,579,794	54.67%	1,905,653
	Contingency Reserve	0	1,265	1,265	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		
<b>Total Expenditures</b>		<b>11,305,124</b>	<b>12,969,078</b>	<b>1,663,954</b>	<b>87.17%</b>	<b>11,305,124</b>

<b>Net Revenues Over (Expenditures)</b>	<b>383,710</b>	<b>0</b>	<b>(383,710)</b>	<b>(1,521,943)</b>
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Greater Vallejo Recreation District  
 Financial Report Year-to-Date  
 as of June 30, 2023  
 Measure K

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	2,022,802	2,250,000	227,198	89.90%
<b>Total Revenues</b>	<b><u>2,022,802</u></b>	<b><u>2,250,000</u></b>	<b><u>227,198</u></b>	<b><u>89.90%</u></b>
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	33,126	91,000	57,874	36.40%
Facilities	840,392	877,892	37,500	95.73%
Landscaping & Grounds	603,803	685,551	81,748	88.08%
Recreation	719,372	580,912	(138,460)	123.83%
Capital Improvements	330,577	385,000	54,423	0.00%
<b>Total Expenditures</b>	<b><u>2,527,270</u></b>	<b><u>2,620,355</u></b>	<b><u>93,085</u></b>	<b><u>96.45%</u></b>
<b>Net Revenues Over (Expenditures)</b>	<b><u>(504,468)</u></b>	<b><u>(370,355)</u></b>	<b><u>134,113</u></b>	

Greater Vallejo Recreation District  
 Financial Report Year-to-Date  
 7/2022-6/2023  
 Measure K Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	2,022,802	2,250,000	227,198	89.90%	
007	Human Resources	0	0	0		
100	Finance	0	0	0		2,022,802
200	Planning & Development	0	0	0		
300	Facilities	0	0	0		
301	Visitor Services	0	0	0		
310	Landscaping and Grounds	0	0	0		
010	Recreation Administration	0	0	0		
415	Children's Wonderland	0	0	0		
430	Break Camp	0	0	0		
450	Vallejo Community Center	0	0	0		
451	Foley Cultural Center	0	0	0		
460	Sports	0	0	0		
465	Community Events	0	0	0		
480	ExLP	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	0	0	0		
490	Adaptive Recreation	0	0	0		
720	North Vallejo Community Center	0	0	0		
721	South Vallejo Community Center	0	0	0		
730	Cunningham Pool	0	0	0		

<b>Total Revenues</b>	<b>2,022,802</b>	<b>2,250,000</b>	<b>227,198</b>	<b>89.90%</b>	<b>2,022,802</b>
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<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	33,126	89,000	55,874	37.22%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	33,126
200	Planning & Development	0	0	0		
300	Facilities	840,392	877,892	37,500	95.73%	840,392
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	603,803	685,551	81,748	88.08%	603,803
010	Recreation Administration	48,346	10,000	(38,346)		
415	Children's Wonderland	37,216	83,923	46,707	44.35%	
430	Break Camp	0	0	0		
450	Vallejo Community Center	25,759	9,879	(15,880)	260.75%	
451	Foley Cultural Center	55,668	62,000	6,332	89.79%	
460	Sports	21,102	40,597	19,495	51.98%	
465	Community Events	924	8,612	7,688	10.73%	
480	ExLP	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	199	4,707	4,508	4.22%	
490	Adaptive Recreation	66	2,777	2,711	2.38%	
720	North Vallejo Community Center	11,996	12,672	676	94.66%	
721	South Vallejo Community Center	23,298	14,000	(9,298)	166.41%	
730	Cunningham Pool	494,796	331,745	(163,051)	149.15%	719,372
	Capital Improvements	330,577	385,000	54,423	85.86%	330,577
	Contingency Reserve	0	0	0	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0	0.00%	

<b>Total Expenditures</b>	<b>2,527,269</b>	<b>2,620,355</b>	<b>93,086</b>	<b>96.45%</b>	<b>2,527,269</b>
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<b>Net Revenues Over (Expenditures)</b>	<b>(504,466)</b>	<b>(370,355)</b>	<b>134,111</b>	<b>(504,466)</b>
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## Greater Vallejo Recreation District Revenue and Expense Variance Report June 2023

	For June Only				Cumulative through June				Adopted Budget	Projected at Year End	Variance	Notes
	Anticipated		Actual		Anticipated		Actual					
	%	\$	Actual	Over/(Under)	%	\$	Actual	Over/(Under)				
<b>REVENUES</b>												
Taxes	3.7%	\$292,300	\$0	(\$292,300)	100.0%	\$7,920,599	\$7,674,450	(\$246,149)	\$7,920,599	\$7,674,450	(\$246,149)	1
Administration	22.9%	\$24,600	\$7,696	(\$16,904)	100.0%	\$107,238	\$196,049	\$88,811	\$107,238	\$196,049	\$88,811	
Parks & Facilities Main Recreation	26.4%	\$57,600	\$42,833	(\$14,767)	100.0%	\$218,400	\$256,231	\$37,831	\$218,400	\$256,231	\$37,831	
Capital Improvements	14.5%	\$202,200	\$115,415	(\$86,785)	100.0%	\$1,398,151	\$1,656,450	\$258,299	\$1,398,151	\$1,656,450	\$258,299	
<b>Total Revenues</b>		<b>\$576,700</b>	<b>\$165,943</b>	<b>(\$410,757)</b>		<b>\$9,644,388</b>	<b>\$11,688,833</b>	<b>\$138,792</b>	<b>\$12,969,078</b>	<b>\$11,688,833</b>	<b>(\$1,280,245)</b>	
<b>EXPENSES</b>												
Administration	10.8%	\$260,900	\$145,054	(\$115,846)	100.0%	\$2,410,942	\$2,317,416	(\$93,526)	\$2,410,942	\$2,317,416	(\$93,526)	
Maintenance	14.8%	\$584,400	\$339,055	(\$245,345)	100.0%	\$3,955,256	\$3,636,304	(\$318,952)	\$3,955,256	\$3,636,304	(\$318,952)	
Recreation Programs	12.0%	\$373,700	\$409,599	\$35,899	100.0%	\$3,116,168	\$3,445,751	\$329,583	\$3,116,168	\$3,445,751	\$329,583	
Capital Improvements	8.3%	\$289,300	\$66,466		100.0%	\$3,485,447	\$1,905,653	(\$1,579,794)	\$3,485,447	\$1,905,653	(\$1,579,794)	
Contingency Reserve									\$1,265			
Retiree Benefit-OPEB									\$0			
<b>Total Expenses</b>		<b>\$1,219,000</b>	<b>\$960,174</b>	<b>(\$325,292)</b>		<b>\$9,482,366</b>	<b>\$11,305,124</b>	<b>(\$82,895)</b>	<b>\$12,969,078</b>	<b>\$11,305,124</b>	<b>(\$1,662,689)</b>	

Change in Fund Balance \$0 \$383,709 \$382,444

Note 1: Final apportionment of property taxes is allotted in June. As of the printing of this report, we had not yet received the report from the County.

# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70031	06/07/2023	Bayshore Materials	\$141.97
70032	06/07/2023	Express Shirt Printing	\$1,265.82
70033	06/07/2023	P G & E	\$5,741.14
70034	06/07/2023	Vallejo Fire Extinguisher	\$65.19
70035	06/07/2023	ABC Muffler & Hitch Inc.	\$2,158.76
70036	06/07/2023	Big Creek Lumber & Building Material:	\$0.00
70037	06/07/2023	Big Creek Lumber & Building Material:	\$361.34
70038	06/07/2023	Cintas Corporation	\$648.41
70039	06/07/2023	Commercial Energy Of Montana	\$12,834.31
70040	06/07/2023	FASTSIGNS-American Canyon	\$267.07
70041	06/07/2023	GEA Energy Consulting & Engineering	\$3,960.00
70042	06/07/2023	Koff & Associates	\$525.00
70043	06/07/2023	Julie Myers	\$207.00
70044	06/07/2023	Hildah Kemunto Nyamwaro	\$400.00
70045	06/07/2023	Rhinos Roofing Company	\$13,581.00
70046	06/07/2023	Security Enforcement Alliance	\$1,360.00
70047	06/07/2023	Verbatim Solutions LLC	\$505.00
70048	06/07/2023	Visions In Education	\$216.00
70049	06/08/2023	California State Disbursement Unit	\$130.15
70050	06/12/2023	Horizon	\$560.33
70051	06/12/2023	California Glass Of Vallejo	\$2,125.00
70052	06/12/2023	Express Shirt Printing	\$1,058.82
70053	06/12/2023	Tecogen	\$1,927.26
70054	06/12/2023	Alhambra	\$259.82
70055	06/12/2023	American Sanitation Inc	\$368.05
70056	06/12/2023	Atkinson, Andelson, Loya Ruud & Ror	\$899.00
70057	06/12/2023	Big Creek Lumber & Building Material:	\$706.03
70058	06/12/2023	Brady Industries	\$3,034.84
70059	06/12/2023	BrightView Landscape Services, Inc.	\$836.00
70060	06/12/2023	Clark Pest Control	\$304.00
70061	06/12/2023	Commercial Pool Systems, Inc	\$1,334.38
70062	06/12/2023	Crown Hill Materials	\$455.12
70063	06/12/2023	Ewing Irrigation Products, Inc.	\$348.76
70064	06/12/2023	Andrea Gomez	\$750.00
70065	06/12/2023	Green Valley Aloha Saw & Mower	\$384.37
70066	06/12/2023	Heavenly Greens	\$5,147.10
70067	06/12/2023	Jolly Ice Cream	\$186.00
70068	06/12/2023	M & M Sanitary LLC	\$180.26
70069	06/12/2023	Post 550	\$1,056.00
70070	06/12/2023	SiteOne Landscape Supply	\$714.80
70071	06/12/2023	Teletrac Navman US Ltd.	\$2,089.20
70072	06/12/2023	Orlando Wynn	\$3,600.00
70073	06/14/2023	Bert Williams & Sons Inc	\$281.76
70074	06/14/2023	Kelly-Moore Paint Co.-NorCal CPC	\$10.91
70075	06/14/2023	Morgan Alarm Co., Inc	\$728.76
70076	06/14/2023	Pitney Bowes	\$201.25
70077	06/14/2023	State Of California	\$544.00
70078	06/14/2023	All Star Rents	\$144.04
70079	06/14/2023	AAA Business Supplies & Interiors	\$166.79
70080	06/14/2023	ABC Napa Valley Sewer & Drain	\$370.00
70081	06/14/2023	Big Creek Lumber & Building Material:	\$393.95
70082	06/14/2023	BOLT	\$2,650.41
70083	06/14/2023	BPX Printing & Graphics	\$405.49
70084	06/14/2023	Caliber Change Makers Academy	\$750.00
70085	06/14/2023	AT&T	\$188.03
70086	06/14/2023	C-DAT	\$510.00

## BR Bank Register Report

### Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70087	06/14/2023	Clark Pest Control	\$150.00
70088	06/14/2023	Comcast	\$543.59
70089	06/14/2023	Commercial Pool Systems, Inc	\$3,719.54
70090	06/14/2023	Chris Curnutt Golf Instruction	\$400.00
70091	06/14/2023	GreatAmerica Financial Services	\$1,886.71
70092	06/14/2023	Grewal Engineering Associates, Inc	\$5,300.00
70093	06/14/2023	John Howland Architect	\$3,000.00
70094	06/14/2023	Les Schwab Tires	\$122.11
70095	06/14/2023	Tahmaya Leslie	\$400.00
70096	06/14/2023	Lloyd Engineering	\$7,256.00
70097	06/14/2023	Louie Concrete Construction	\$5,830.00
70098	06/14/2023	Municipal Resource Group, LLC	\$4,275.00
70099	06/14/2023	Cattie Parker	\$400.00
70100	06/14/2023	Darryl Pouncey	\$400.00
70101	06/14/2023	R & D Termite And Pest Control	\$285.00
70102	06/14/2023	Wendy Rodriguez	\$50.00
70103	06/14/2023	Saviano Company, Inc.	\$4,750.00
70104	06/14/2023	Armando Segura	\$150.00
70105	06/14/2023	Uline Shipping Supplies	\$2,171.08
70106	06/14/2023	Verde Design Inc	\$8,850.00
70107	06/14/2023	Verdin	\$12,073.03
70108	06/14/2023	Veritiv Operating Company	\$2,470.61
70109	06/14/2023	Sanyade Baruti	\$18.00
70110	06/14/2023	Bay Area Driving School	\$136.50
70111	06/14/2023	Break It Down Soul Line Dance	\$144.60
70112	06/14/2023	Abigail Hernandez	\$891.80
70113	06/14/2023	Jason Jones	\$408.00
70114	06/14/2023	Steven Logoteta	\$93.00
70115	06/14/2023	Virlynda Luciano	\$153.00
70116	06/14/2023	Lorna Mandap	\$398.30
70117	06/14/2023	Theodore Rocha	\$216.60
70118	06/14/2023	Frankie Valentine-Flores	\$979.80
70119	06/16/2023	California State Disbursement Unit	\$130.15
70120	06/21/2023	US Bank Corporate Payment System	\$27,342.47
70121	06/21/2023	Arolo Company, Inc	\$9,414.00
70122	06/21/2023	AV Structural Inc.	\$43,197.47
70123	06/21/2023	B & G Tires Of Vallejo	\$80.50
70124	06/21/2023	Bakehaus LLC	\$130.00
70125	06/21/2023	Big Creek Lumber & Building Material	\$32.02
70126	06/21/2023	BOLT	\$1,600.40
70127	06/21/2023	BPX Printing & Graphics	\$50.46
70128	06/21/2023	Arturo Chavez	\$750.00
70129	06/21/2023	Comcast	\$95.00
70130	06/21/2023	Commercial Pool Systems, Inc	\$4,418.59
70131	06/21/2023	Cougar Mountain Software	\$643.72
70132	06/21/2023	Joe Gatmen	\$296.78
70133	06/21/2023	Juan Gurdina	\$750.00
70134	06/21/2023	Alvon Johnson	\$1,000.00
70135	06/21/2023	Steve Landaker	\$700.00
70136	06/21/2023	M & M Sanitary LLC	\$150.22
70137	06/21/2023	Municipal Resource Group, LLC	\$1,125.00
70138	06/21/2023	RRM Design Group	\$2,618.50
70139	06/21/2023	Antony Ryans	\$600.00
70140	06/21/2023	Sherwin-Williams	\$52.79
70141	06/21/2023	Vallejo Cty Unified School District	\$6,306.25
70142	06/22/2023	Vincent Concepcion	\$4,050.00

## BR Bank Register Report

### Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70143	06/23/2023	Antony Ryans	\$50.00
70144	06/23/2023	Angelito Or Loana Claudio	\$1,302.00
70145	06/26/2023	Metropolitan Life Insurance Company	\$5,761.71
70146	06/27/2023	Horizon	\$522.66
70147	06/27/2023	Bert Williams & Sons Inc	\$37.92
70148	06/27/2023	AT&T	\$73.48
70149	06/27/2023	B & G Tires Of Vallejo	\$243.20
70150	06/27/2023	Big Creek Lumber & Building Material:	\$238.68
70151	06/27/2023	BOLT	\$1,439.86
70152	06/27/2023	City Of Foster City	\$540.00
70153	06/27/2023	CITY OF VALLEJO	\$16,892.07
70154	06/27/2023	Dog Waste Depot	\$928.66
70155	06/27/2023	Ewing Irrigation Products, Inc.	\$246.00
70156	06/27/2023	Martha Flores	\$750.00
70157	06/27/2023	Jasquez Harris	\$400.00
70158	06/27/2023	Tyeisha Hicks	\$400.00
70159	06/27/2023	Karen Houston	\$478.80
70160	06/27/2023	Kaiser Permanente-OHSS	\$256.00
70161	06/27/2023	Municipal Resource Group, LLC	\$2,475.00
70162	06/27/2023	NBS	\$2,960.80
70163	06/27/2023	Preferred Alliance, Inc.	\$126.00
70164	06/27/2023	Vallejo Cty Unified School District	\$205.63
70165	06/27/2023	Veritiv Operating Company	\$1,670.88
70166	06/27/2023	Verizon Wireless	\$3,172.04
70167	06/27/2023	GEA Energy Consulting & Engineering	\$3,960.00
70168	06/29/2023	Eileen Brown	\$281.00
70169	06/29/2023	Deberah Carey	\$132.25
70170	06/29/2023	Kerry Carmody	\$132.25
70171	06/29/2023	Richard Conzelmann	\$683.70
70172	06/29/2023	Jose Famalette	\$132.25
70173	06/29/2023	Patricia Gloyd	\$132.25
70174	06/29/2023	Cynthia Hewitt	\$208.52
70175	06/29/2023	Jerome Lohr	\$385.16
70176	06/29/2023	Prisco Manglona	\$132.25
70177	06/29/2023	Roger Maryatt	\$281.00
70178	06/29/2023	Jeremias Morgado	\$132.25
70179	06/29/2023	Randy Nicks	\$281.00
70180	06/29/2023	Nancy Ortiz	\$132.25
70181	06/29/2023	Steve Pressley	\$132.25
70182	06/29/2023	Francis Radziewicz	\$132.25
70183	06/29/2023	Joan Russell	\$132.25
70184	06/29/2023	Anita Sailas	\$264.54
70185	06/29/2023	Barbara Schmidt	\$132.25
70186	06/29/2023	Audrey Tucker	\$132.25
70187	06/29/2023	Adeline Varni	\$132.25
70188	06/29/2023	P G & E	\$15,483.83
70189	06/30/2023	Bert Williams & Sons Inc	\$829.21
70190	06/30/2023	General Plumbing Supply Co	\$59.48
70191	06/30/2023	Tri-City Fence	\$4,805.40
70192	06/30/2023	CITY OF VALLEJO	\$169.00
70193	06/30/2023	Big Creek Lumber & Building Material:	\$114.87
70194	06/30/2023	AT&T	\$47.09
70195	06/30/2023	Rosa Maria Cendejas	\$750.00
70196	06/30/2023	Cintas Corporation	\$621.24
70197	06/30/2023	CITY OF VALLEJO	\$12,457.94
70198	06/30/2023	Clark Pest Control	\$1,500.00



# BR Bank Register Report

## Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

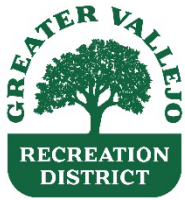
Document Number	Date	Payee Name / Description	Amount
70199	06/30/2023	Comcast	\$944.08
70200	06/30/2023	Commercial Energy Of Montana	\$4,984.77
70201	06/30/2023	Craftmaster Hardware LLC	\$1,758.93
70202	06/30/2023	Keisha Davis	\$750.00
70203	06/30/2023	Dependable Septic System, Inc	\$990.00
70204	06/30/2023	Kimberly Franco	\$113.31
70205	06/30/2023	King Clean LLC	\$500.00
70206	06/30/2023	Loralei Morehouse	\$56.66
70207	06/30/2023	Beatriz Munoz	\$550.00
70208	06/30/2023	NuCO2	\$801.53
70209	06/30/2023	Kim Pierson	\$55.28
70210	06/30/2023	Ring Central Inc.	\$879.43
70211	06/30/2023	Rozett Scott	\$72.00
70212	06/30/2023	Sherwin-Williams	\$22.20
70213	06/30/2023	Utility Cost Management LLC	\$909.54
70214	06/30/2023	Veritiv Operating Company	\$848.57
70215	06/30/2023	Big Creek Lumber & Building Material	\$39.85
70216	06/30/2023	Cintas Corporation	\$87.49
70217	06/30/2023	Complete Welders Supply	\$1,968.56
70218	06/30/2023	Kay Cady-Johnson	\$1,837.50
70219	06/30/2023	Sherwin-Williams	\$71.06
70220	06/30/2023	Uline Shipping Supplies	\$49.47
<b>Bank Totals</b>			<b>\$353,899.13</b>

**Report Selection Criteria**

<b>Bank Account:</b>	Start GEN	End GEN
<b>Date Range:</b>	Custom	
<b>Item Date:</b>	06/01/2023	06/30/2023
<b>Document Number:</b>	Start	End
<b>Payee:</b>	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



## Recreation Department Board Updates

07/13/2023

### Activity Guide:

- Production for the fall Activity guide will start this month.

### Aquatics:

- Aquatic camps and all lessons (private & group) are full for week three, Each camp is at capacity with 30 campers, per camp. Group lessons have 10 swimmers, per session.
- Staff continue to promote hiring Lifeguards at a high pace and will be conducting more interviews this month.

### Community Centers:

- Leaven Kids submitted their concept proposal for the remodel of the SVCC Art and Crafts room for the Leaven Kids program.

### Children's Wonderland & Community Events:

- Flavor Town Tuesdays is a huge hit with the community. There were 417 counted guests in attendance throughout the event. We're extending the event hours for July and Aug 4-8pm.
- The 1<sup>st</sup> Bands and Brews concert of the summer went well. There were over 200 patrons in attendance. Alvon Johnson and the All Stars did a great job and had guests up on their feet the entire evening!



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

- Our Adaptive Rec Summer BBQ was a great success with 53 registrants and 71 attendees. Soccer was a big hit as well as musical chairs. We are looking forward to doing more of these events in the future for the adaptive population.



## **Staffing:**

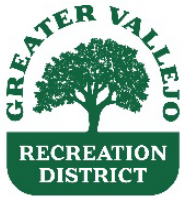
- Emely Mendez is our newest FT Recreation Coordinator overseeing Community Events and Outreach. She was formerly a PT employee working in a variety of capacities at GVRD before becoming FT.

## **Youth Services:**

- All youth camps are at capacity for this session. Camper take field trips every Thursday for the duration of the summer.



- FRESH Camp has a great 2-week camp. Campers put on a production of the hit musical, "Beauty and the Beast."



## **Finance Department Board Update**

**07/13/23**

**Welcome to FY 2023-2024!!!**

### **FY 23-24 Budget Process**

- Currently working on formatting the final budget in preparation for the book binding. I will be adding a budget for Franklin once that contract is finalized. Also, once the union contracts are completed, we will be presenting an amended budget to the Board for approval. I am working with staff to add clarifications to the justification worksheets to be presented with the amended budget. We are also editing account numbers to provide ease of reading.

### **End of Year**

- FY 2022-2023 has come to an end. We continue to work with staff to ensure all invoices, revenues, and any changes are submitted to the Finance Department for processing.

### **Audit – FY 21-22**

- We have submitted reports requested by the auditors through their Suralink website. The auditors have begun perusing our reports and asking for additional information. They will prepare a list of items to have available to them for sampling once they are onsite. The onsite audit will be held the week of July 24-28.

### **Union Negotiations**

- We have been working with the General Manager and HR to define and process all changes provided by the new contracts.



# Maintenance Department Board Update

7/13/23

## Parks and Facilities

- 4<sup>th</sup> of July
  - Staff did a great job getting the parks ready and the cleanup after the holiday; VWA also helped with the cleanup on July 5<sup>th</sup> at Dan Foley.
- North Vallejo Park
  - Staff is coordinating with a contractor to do the painting of the Basketball courts.
- McIntyre Ranch
  - The tree contractor is close for completion of the tree work; staff will be doing a site inspection and adding additional tree work.
  - Staff worked on fixing water leaks.
- Wilson Park
  - Staff worked on fixing water leak on the Soccer field.
  - City of Vallejo had their employee recognition event at the Park.
- BRS Park
  - Staff worked on getting the Park ready for Bands and Brews events.
  - The Vallejo Watershed Alliance will be having a cleanup and lunch for the volunteers on Saturday, July 15<sup>th</sup>.
- Weed Abatement
  - Parks department continues with the mowing and currently working on a second mowing at Beverly Park.
- Recruitment
  - We have a new full-time Maintenance Work employee in the Parks Department; we are also losing one full-time employee; we will be working on back filling the vacant position soon.

# BOARD PROJECTS UPDATE



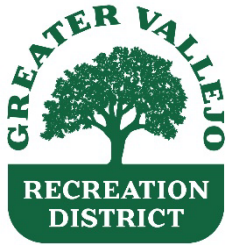
Date

TASK	START	END	% COMPLETE	DONE	NOTES
<b>395/401 Renovations</b>				<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	11/1/2023	60%	<input type="radio"/>	We received the bids for 395 building.
<b>VCC Kitchen</b>					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Proposed Board Approval	8/12/2022	11/18/2021	100%	<input checked="" type="checkbox"/>	
RFP	1/7/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
Build	4/18/2022	8/15/2023	95%	<input type="radio"/>	Had the inspection from PG&E of the new panel; waiting for a date from PG&E to do the connection of new electrical panel.
<b>Cunningham Pool Shade Structures</b>				<input type="radio"/>	
Design/Assessment Phase	1/1/2023	8/15/2023	60%	<input type="radio"/>	Staff is working on the design to present to the City for their approval.
Permit Issued	9/1/2023	10/1/2023	0%	<input type="radio"/>	
RFP	11/2/2023	12/15/2023	0%	<input type="radio"/>	
Build	1/1/2024	3/1/2024	0%	<input type="radio"/>	
<b>Dan Foley Artificial Field</b>				<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"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Design Phase	1/1/2023	6/21/2023	100%	<input checked="" type="checkbox"/>	The consultant is getting close to complete the plans.
RFP	8/1/2022	9/1/2023	0%	<input type="checkbox"/>	
Build	11/1/2023	12/31/2023	0%	<input type="checkbox"/>	
<b>Richardson Electrical Upgrade</b>					
Design Phase	3/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	2/3/2022	2/11/2022	100%	<input checked="" type="checkbox"/>	
RFP	2/14/2022	3/31/2022	100%	<input checked="" type="checkbox"/>	
Build	6/1/2022	7/30/2023	99%	<input type="checkbox"/>	PG&E completed the upgrade of the transformer; City will be doing the final inspection.
<b>Cunningham Pool ADA Upgrades</b>					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	<input checked="" type="checkbox"/>	City issued the permit.
RFP	6/21/2023	8/10/2023		<input type="checkbox"/>	The RFP was advertised on June 21st, and bids are due on August 10th.
Build	10/1/2023	1/1/2024		<input type="checkbox"/>	
<b>PB Projects</b>					
Design Phase	1/1/2020	3/24/2020	100%	<input checked="" type="checkbox"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	<input checked="" type="checkbox"/>	
Build	11/12/2021	7/15/2023	100%	<input checked="" type="checkbox"/>	Signs arrived and were installed; waiting on the City for the reimbursement of these projects.
<b>Terrace Park Playground</b>					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	100%	<input checked="" type="checkbox"/>	
Build	8/1/2023	8/30/2023	0%	<input type="checkbox"/>	Playground vendor is waiting on the equipment.

TASK	START	END	% COMPLETE	DONE	NOTES
<b>Children's Wonderland Shade Structures</b>				<input type="radio"/>	
Design/Assessment Phase	1/1/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
RFP	4/1/2022	9/1/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	5/1/2022	6/30/2023	80%	<input type="radio"/>	Submitted a design review application to the City; staff will be scheduling a meeting with City staff. This is on hold for now.
Build	7/1/2023	8/1/2023	0%	<input type="radio"/>	
<b>Setterquist RIRE Funds Upgrades</b>				<input type="radio"/>	
Design/Assessment Phase	1/1/2022	2/28/2023	100%	<input checked="" type="checkbox"/>	
RFP	1/1/2023	3/1/2023	100%	<input checked="" type="checkbox"/>	
Build	4/11/2023	7/28/2023	98%	<input type="radio"/>	
<b>Hanns Park Disc Golf</b>				<input type="radio"/>	
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	8/1/2023	98%	<input type="radio"/>	Staff installed the new signs; working on the welcome sign.
<b>Hanns Park Restrooms ADA Upgrades</b>				<input type="radio"/>	
Design/Assessment Phase	6/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2022	2/14/2023	100%	<input checked="" type="checkbox"/>	
RFP	3/17/2023	4/14/2023	100%	<input checked="" type="checkbox"/>	
Build	6/1/2023	7/15/2023	90%	<input type="radio"/>	Contractor is making progress with this project.
<b>Lake Dalwigk Park Improvements</b>				<input type="radio"/>	





## General Manager Board Update

7/13/2023

- Working on a budget update and reopener for August with new costs for FY 2023-2024. We will need to add Franklin Middle School to the budget. Working with staff regarding budget and to elaborate on justifications for line items.
- Met with Department Heads regarding Cal Card (credit card) spending.
- Working on negotiations with Unrepresented Staff and IBEW. IBEW have voted on the contract, and it will go to the board for approval.
- Staff have contacted the school district regarding Franklin School Site. No response most likely due to summer break.
- We have contacted the State of California regarding Prop 68 and Franklin Fields. I hope to hear something soon.
- Working with Human Resources regarding policies and working with the consultants regarding HR Director and Finance Director recruitment.
- I attended a community forum on Saturday July 8th regarding trash, theft and unhoused in our parks in the South Vallejo Area. Specifically, Carquinez park.
- PB voting has closed. We are waiting for the results as there are two items that are parks related.

# BOARD GM PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
<b>McIntyre Property</b>					
Assigned to Legal			<div style="width: 40%; background-color: green;">40%</div>	<input type="radio"/>	
GM			<div style="width: 20%; background-color: green;">20%</div>	<input type="radio"/>	
Legal definition of Use			<div style="width: 50%; background-color: green;">50%</div>	<input type="radio"/>	
Ammenities assesment	In progress		<div style="width: 10%; background-color: green;">10%</div>	<input type="radio"/>	
<b>Franklin Middle School</b>					
Negotiate terms			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	Board reccomends to move forward, but wants start up costs.
Approved or deny			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	Approved, now need to plan
<b>10 year Master Plan</b>					
	3/17/2020	10/28/2021	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
<b>3.18 Impact Fee study</b>					
Contract to update impact fee structure			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	consultant to present to City Staff
Discuss with City Staff			<div style="width: 75%; background-color: green;">75%</div>	<input type="radio"/>	
Approved by appropriate City Commision			0%	<input type="radio"/>	
Approved by City Council			0%	<input type="radio"/>	
Approved by Board			0%	<input type="radio"/>	
<b>Prop 68- Franklin Gym and Fields</b>					
Outreach and application			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Submitted application			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Site visit with State			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	

# BOARD GM PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Waiting to hear if approved.			100%	<input checked="" type="checkbox"/>	Project not selected
State still interested, placed in holding pattern			95%	<input type="checkbox"/>	Notified state
<b>Prop 68-Plunge</b>					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Withdrawn			100%	<input checked="" type="checkbox"/>	Withdrawn due to School District not being able to cover the gap in expenses.
<b>Prop 68- Wilson Park</b>					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Submitted application			100%	<input checked="" type="checkbox"/>	
Site visit with State			100%	<input checked="" type="checkbox"/>	
Waiting to hear if approved.			100%	<input checked="" type="checkbox"/>	Project not selected
<b>Prop 68 - Children's Wonderland</b>					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Submitted application			100%	<input checked="" type="checkbox"/>	
Site visit with State			100%	<input checked="" type="checkbox"/>	
Waiting to hear if approved.			100%	<input checked="" type="checkbox"/>	Project not selected
<b>Prop 68 - Washington Park</b>					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Submitted application			100%	<input checked="" type="checkbox"/>	

# BOARD GM PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Site visit with State			100%	✓	
Waiting to hear if approved.			100%	✓	Project not selected
<b>Prop 68 - Richardson Park</b>					
Outreach and application			100%	✓	
Submitted application			100%	✓	
Site visit with State			100%	✓	
Waiting to hear if approved.			100%	✓	Project not selected
<b>Grant Mahony Building Upgrades and Park Lighting</b>					
Set aside some money for repairs			100%	✓	
Meet with Engineer to have building and site eval.			100%	✓	
Lighting Project completed			100%	✓	
<b>PB Projects SVCC</b>					
Project approved by PB			100%	✓	Planters, irrigation, demonstration garden
Begin contract			100%	✓	
<b>PB Projects Setterquist</b>					
Project approved by PB			100%	✓	
Begin contract			100%	✓	
<b>Hanns Park Disc Golf</b>					
Part of Master Plan			100%	✓	
Get cost estimate, find funding source			100%	✓	

# BOARD GM PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Meet with stakeholders to design			100%	<input checked="" type="checkbox"/>	
Work with City			100%	<input checked="" type="checkbox"/>	
Order materials, install			90%	<input type="checkbox"/>	
Signage			25%	<input type="checkbox"/>	Waiting on Disc Golf Group
Stair cases			25%	<input type="checkbox"/>	Getting approval from planning department
<b>ADA upgrades to BRS</b>					
Design Plan/ approve			50%	<input type="checkbox"/>	
Construct			0%	<input type="checkbox"/>	
<b>ADA 395 and 401</b>					
395			40%	<input type="checkbox"/>	Plans ok, bid process received, next is construction
401			100%	<input checked="" type="checkbox"/>	
<b>McIntyre Ranch</b>					
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
<b>Impact Fees Request</b>					
Small Pool request \$240000		Jan. 2022	100%	<input checked="" type="checkbox"/>	
City states fees need to be reviewed before release of funds			30%	<input type="checkbox"/>	
Fees are in holding pattern			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
<b>OPEB</b>					
Consultant drafted policy			100%	<input checked="" type="checkbox"/>	

# BOARD GM PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Review by Finance committee (2)			66%	<input type="radio"/>	
Consultant brought in to work with finance Dept.			50%	<input type="radio"/>	
Board approval			0%	<input type="radio"/>	
			0%	<input type="radio"/>	
<b>CAL PERS REFI</b>					
Getting RFQ out to compare companies and costs			100%	<input checked="" type="checkbox"/>	
Refi Calpers			100%	<input checked="" type="checkbox"/>	
<b>Utilities Solar</b>					
City now states they will upgrade their buildings			100%	<input checked="" type="checkbox"/>	
			0%	<input type="radio"/>	
<b>Classification Study</b>					
Job classification redone			70%	<input type="radio"/>	SEIU in progress, Supervisors to review, then goes to employees
Brought in new consultant			100%	<input checked="" type="checkbox"/>	
IBEW			100%	<input checked="" type="checkbox"/>	
<b>Board Training</b>					
Determine needs			100%	<input checked="" type="checkbox"/>	consultant will reach out to board members after appointment.
Board training			100%	<input checked="" type="checkbox"/>	
Review other training			0%	<input type="radio"/>	
Schedule training			0%	<input type="radio"/>	
<b>Strategic Planning</b>					
RFP sent out			100%	<input checked="" type="checkbox"/>	
Reviewed by staff			100%	<input checked="" type="checkbox"/>	

# BOARD GM PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Brent Ives Consult			<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	<input checked="" type="checkbox"/>	
Board meeting for input			<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	<input checked="" type="checkbox"/>	
Staff and Consultant working on final product			<div style="width: 85%;"><div style="width: 85%;"></div></div> 85%	<input type="checkbox"/>	
<b>Marketing Division</b>					
Send out RFP			<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	<input checked="" type="checkbox"/>	
Contract			<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	<input checked="" type="checkbox"/>	
Develop 2 year plan			<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	<input checked="" type="checkbox"/>	
Updates			<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%	<input type="checkbox"/>	
at 1.5 yr, determine needs			<div style="width: 75%;"><div style="width: 75%;"></div></div> 75%	<input type="checkbox"/>	Staff reviewing what to contract, and what to keep. Need to determine funding for position.
<b>Annual Priority retreat</b>					
Goal setting to be part of Board training. Plan for fall			<div style="width: 30%;"><div style="width: 30%;"></div></div> 30%	<input type="checkbox"/>	Waiting on having full board, or at least 4
			<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	<input type="checkbox"/>	
<b>Present update to City Council</b>					
Scheduled for March 2022			<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	<input checked="" type="checkbox"/>	
Schedule for 2023			<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	<input type="checkbox"/>	Might be in Novemeber
<b>Use of Community Centers- South Vallejo Contract Use</b>					
RFQ			<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	<input checked="" type="checkbox"/>	
Interviews			<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	<input checked="" type="checkbox"/>	
Contracts			<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%	<input type="checkbox"/>	
Legal Review			<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	<input type="checkbox"/>	
Sign			<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	<input type="checkbox"/>	
Begin			<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	<input type="checkbox"/>	
<b>Use of Community Centers- Youth Center</b>					

# BOARD GM PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Develop goals/location			100%	<input checked="" type="checkbox"/>	
Determine funding			60%	<input type="checkbox"/>	
Begin programs			0%	<input type="checkbox"/>	
Review progress			0%	<input type="checkbox"/>	
Adapt			0%	<input type="checkbox"/>	
Review progress			0%	<input type="checkbox"/>	
<b>Annual retreats</b>					
Determine Team Building Activity			50%	<input type="checkbox"/>	
Determine date			25%	<input type="checkbox"/>	
Determine agenda for retreat			0%	<input type="checkbox"/>	
<b>VallejoNET</b>					
Update and reduce internet costs			75%	<input type="checkbox"/>	
Install new internet			75%	<input type="checkbox"/>	Schedule to update in 2023
<b>Board Tour of Facilities</b>					
Determine locations				<input type="checkbox"/>	
Determine dates				<input type="checkbox"/>	
				<input type="checkbox"/>	
<b>City Park Master Plan</b>					
Community Outreach			100%	<input type="checkbox"/>	
Work with architects for community design			50%	<input type="checkbox"/>	
Get costs, permits, etc.,				<input type="checkbox"/>	
Bid Process				<input type="checkbox"/>	
Construction				<input type="checkbox"/>	
Ribbon Cutting				<input type="checkbox"/>	



# BOARD GM PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
<b>Planning department changed zoning in parks</b>					
Review and propose changes			100%	<input type="radio"/>	
<b>Hire HR Director</b>					
Hire recruiting firm			100%	<input checked="" type="checkbox"/>	
Conduct search and hire			60%	<input type="radio"/>	
<b>Hire new law firm</b>					
RFP			100%	<input checked="" type="checkbox"/>	
Conduct search and interivews			100%	<input checked="" type="checkbox"/>	
Contract Negotiations			100%	<input checked="" type="checkbox"/>	
Sign Contract			100%	<input checked="" type="checkbox"/>	