



# GREATER VALLEJO RECREATION DISTRICT

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

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

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

General Manager  
Gabriel Lanusse

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

## Greater Vallejo Recreation District Board of Directors

### MINUTES

July 22, 2021

6:30 p.m.

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

(The Zoom platform is ADA compliant)

**1) Call to Order:**

Chairperson Briseno called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., July 22, 2021.

**2) Pledge of Allegiance:**

**3) Roll Call:**

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

**Staff:** General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Finance Director, Penny Harman; Human Resources Manager, Casey Halcro; Interim Recreation Superintendent Antony Ryans and Board Clerk, Kimberly Pierson

**Excused:** Maintenance Superintendent, Salvador Nuno

**4) Approval of Agenda:**

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

**5) Presentation:**

**A) Disc Golf – John Riley**

John Riley and fellow community members gave a presentation for a proposed Disc Golf course at Hanns Park.

**B) Overview of the Policy Making Process (Halcro)**

Human Resources Manager Halcro gave an overview on the process for changing a policy.

**6) Public Comment:**

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

Naomi- Carquinez Quad Squad

Micah-Basketball Court at Washington Park

Corby-Carquinez Quad Squad

Madeline-Carquinez Quad Squad

John C. – Item 5 A-Disc Golf

**7) Consent Calendar:**

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

**A) Approve Board Minutes-July 8, 2021**

**B) Accept the Facility and Development Committee Minutes-June 17, 2021**

**C) Accept the Policies and Personnel Committee Minutes-July 12, 2021**

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

**8) Financials:**

**A) Approve Financial Statement as of 6/30/2021 (Harman)**

Director Salvadori offered the motion, seconded by Director McDonald to approve the Financial Statement as of 6/30/2021. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen, McDonald Noes: none; absent: none abstain: none. Motion passed unanimously.

**B) Approve Payment of Bills 6/1/2021 through 6/31/2021 (Harman)**

Finance Director Harman provided details on a few of the larger payments: Director Lea offered the motion, seconded by Director Bowen to approve the Payment of Bills 6/1/2021 through 6/30/2021. Roll call vote: ayes: Directors: Lea, Briseno, Bowen, McDonald Noes: none; absent: none abstain: Director Salvadori. Motion passed.

**9) New Business:**

**A) Approve the Addition of a New Full-Time Job Position-Human Resource Coordinator-Approximate Cost of \$80,000 per Year (Halcro)**

Director Briseno offered an amended motion, seconded by Director McDonald to approve the addition of a new full-time job position-Human Resource Coordinator with a pay scale between the Admin. Support (39S) and Coordinator (46S). Director McDonald then withdrew her second. Motion was restated and offered by Director Briseno, seconded by Director Bowen. Roll call vote: ayes: Directors: Briseno, Bowen Noes: Directors: Lea, Salvadori, McDonald absent: none abstain: none. Motion did not pass. Item will return to the Policy and personnel Committee for review.

**B) Appointment of Real Property Negotiators** (Franklin Middle School property, 501 Starr Avenue., Vallejo) (**Lanusse/Legal Counsel**)  
Director Savadori offered the motion, seconded by Director Bowen to appoint the General Manager and Legal Counsel as real property negotiators. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen, McDonald Noes: none; absent: Bowen, McDonald abstain: none. Motion passed unanimously.

**10) Old Business:**

**Approve Revised General Manager Evaluation Timeline (Halcro)**

Director Savadori offered the motion, seconded by Director Bowen to approve the General Manager timeline with one date change, June 24<sup>th</sup> to August 26<sup>th</sup>. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen, McDonald Noes: none; absent: abstain: none. Motion passed unanimously.

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

**A) Maintenance Superintendent-Given by the General Manager**

- Provided an update on lighting at North Vallejo Park.
- Gave an update on Participatory Budgeting projects at South Vallejo Community Center and Setterquist Park

**B) Finance Director**

- Provided an update on the status of the Fiscal Year 2019-2020 audit
- Informed the board of an upcoming amendment to the 2021-2022 budget.

**C) Human Resources**

- Provided an update on two recently filled Supervisor positions

**D) Recreation Department**

- Announced an upcoming in-person event at Children's Wonderland-"Parks N Rex Day."
- Provided an update on the Fall Activity Guide

**E) General Manager**

- Informed the board, a tour of the Colusa Street property will take place after September 10<sup>th</sup>.
- Provided an update on Prop. 68 grant applications.

**12) Administrative Items:**

**A) Discussion on Policy #4060-Committees of the Board of Directors'**

Board discussed the history of committee assignments and Policy #4060.

**B) Board Authorization for Director McDonald to attend the CSDA - Special District Leadership Academy Conference. September 26-29, 2021 in South Lake Tahoe.**

Director Savadori offered the motion, seconded by Director Lea to authorize Director McDonald to attend the CSDA Special District Leadership Academy conference. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen, McDonald Noes: none; absent: abstain: none. Motion passed unanimously.

**13) Executive Session:** At 8:46p.m. Chairperson Briseno convened to executive session held via Zoom breakout room.

- A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL):** Regarding potential lease from Vallejo City Unified School District of part of the Franklin Middle School site, 501 Starr Avenue, Vallejo. Negotiating Parties: Vallejo Unified School District (Mitchell Romao). Called pursuant to Government Code section 54956.8
- B) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION:** Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case (Workers Compensation).
- C) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Title: Legal Counsel Pursuant to Government Code Section 54957(b)(1).**

**14) Report out on Executive Session:**

At 9:47p.m. Chairperson Briseno convened to regular session and reported:  
Item 13A: Information provided. Direction given by the Board of Directors  
Item 13B: Information given  
Item 13C: Information given, Direction provided

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

Director McDonald announced that she met a local real estate agent who has a waterfront property for sale for \$600,000.

Director Bowen would like to have confirmation on whether board members receive a stipend for attending trainings and conferences. Would like to add the topic to an upcoming Policy Committee agenda.

Director Briseno mentioned a story he read regarding what makes a good playground.

Director Briseno mentioned the upcoming Shakespeare in the Park event and encouraged the board to attend one of the shows.

**16) Meeting Adjourn:**

Director Bowen offered the motion, seconded by Director Lea to adjourn the meeting at 9:55p.m. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen, McDonald Noes: none; absent: abstain: none. Motion passed unanimously.

  
\_\_\_\_\_  
**Ron Bowen, Board Secretary**

8/26/21  
\_\_\_\_\_  
**Date**



| ATTENDANCE SHEET   | PRESENT | EXCUSED |
|--------------------|---------|---------|
| Director Lea       | ✓       |         |
| Director Briseno   | ✓       |         |
| Director Salvadori | ✓       |         |
| Director Bowen     | ✓       |         |
| Director McDonald  | ✓       |         |
|                    |         |         |
|                    |         |         |
|                    |         |         |
|                    |         |         |

**DATE OF MEETING** July 22, 2021-6:30pm (Zoom Meeting)

Kimberly Pierson 7/22/2021  
Clerk of the Board      Date



**DATE OF MEETING: July 22, 2021- Board Meeting**

**AGENDA ITEM: Approval of Agenda**

| ROLL CALL VOTE SHEET | YEA | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Director Lea         | ✓   |     |         |        |
| Director Briseno     | ✓   |     |         |        |
| Director Bowen       | ✓   |     |         |        |
| Director Salvadori   | ✓   |     |         |        |
| Director McDonald    | ✓   |     |         |        |

**AGENDA ITEM: Approve Consent Calendar**

| ROLL CALL VOTE SHEET | YEA | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Director Lea         | ✓   |     |         |        |
| Director Briseno     | ✓   |     |         |        |
| Director Bowen       | ✓   |     |         |        |
| Director Salvadori   | ✓   |     |         |        |
| Director McDonald    | ✓   |     |         |        |

**AGENDA ITEM: Approve Financial Statement as of 6/30/2021**

| ROLL CALL VOTE SHEET | YEA | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Director Lea         | ✓   |     |         |        |
| Director Briseno     | ✓   |     |         |        |
| Director Bowen       | ✓   |     |         |        |
| Director Salvadori   | ✓   |     |         |        |
| Director McDonald    | ✓   |     |         |        |

**AGENDA ITEM: Approve Payment of Bills 6/1/2021-6/30/2021**

| ROLL CALL VOTE SHEET | YEA | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Director Lea         | ✓   |     |         |        |
| Director Briseno     | ✓   |     |         |        |
| Director Bowen       | ✓   |     |         |        |
| Director Salvadori   |     |     | ✓       |        |
| Director McDonald    | ✓   |     |         |        |

**AGENDA ITEM: Approve the Addition of a New Full-time Job Position-Human Resources Coordinator with a Pay Range Between Admin Support (39S) and Coordinator (46S)**

| ROLL CALL VOTE SHEET | YEA | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Director Lea         |     | ✓   |         |        |
| Director Briseno     | ✓   |     |         |        |
| Director Bowen       | ✓   |     |         |        |
| Director Salvadori   |     | ✓   |         |        |
| Director McDonald    |     | ✓   |         |        |

**AGENDA ITEM: Appointment General Manager and Legal Counsel as Real Property Negotiators with Vallejo Unified School District-Franklin Middle School**

| ROLL CALL VOTE SHEET | YEA | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Director Lea         | ✓   |     |         |        |
| Director Briseno     | ✓   |     |         |        |
| Director Bowen       | ✓   |     |         |        |
| Director Salvadori   | ✓   |     |         |        |
| Director McDonald    | ✓   |     |         |        |

**AGENDA ITEM: Approve Revised General Manager Evaluation Timeline with One Date Change: June 24 to August 26.**

| ROLL CALL VOTE SHEET | YEA | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Director Lea         | ✓   |     |         |        |
| Director Briseno     | ✓   |     |         |        |
| Director Bowen       | ✓   |     |         |        |
| Director Salvadori   | ✓   |     |         |        |
| Director McDonald    | ✓   |     |         |        |

**AGENDA ITEM: Board Authorization for Director McDonald to attend the CSDA-Special District Leadership Academy Conference**

| ROLL CALL VOTE SHEET | YEA | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Director Lea         | ✓   |     |         |        |
| Director Briseno     | ✓   |     |         |        |
| Director Bowen       | ✓   |     |         |        |
| Director Salvadori   | ✓   |     |         |        |
| Director McDonald    | ✓   |     |         |        |

**AGENDA ITEM: Meeting Adjournment**

| ROLL CALL VOTE SHEET | YEA | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Director Lea         | ✓   |     |         |        |
| Director Briseno     | ✓   |     |         |        |
| Director Bowen       | ✓   |     |         |        |
| Director Salvadori   | ✓   |     |         |        |
| Director McDonald    | ✓   |     |         |        |