



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

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. Documents will also be available electronically at <https://www.gvrd.org/about-us/agendas-minutes/>

Greater Vallejo Recreation District Board of Directors

AGENDA-REGULAR MEETING

November 10, 2022

Administrative Office – Board Room

401 Amador Street

6:30 p.m.

- 1) **Call to Order**

- 2) **Pledge of Allegiance**

- 3) **Roll Call**

- 4) **Approval of Agenda**

- 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.

- 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.
 - A) **Approve Board Minutes-October 27, 2022**
 - B) **Accept Facility and Development Committee Minutes – October 17, 2022**

- 8) **Financials:**
Approve Financial Statement as of 10/31/2022 (Harman)
Approve Payment of Bills 10/1/2022 through 10/31/2022 (Harman)
- 9) **Executive Session:**
CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code section 54956.9 (d)(2) 2 Cases: Cleo Clark, Gretha Wilkerson
- 10) **New Business:**
A) Board Action on Government Tort Claims Pursuant to Government Code Section 912.6 (Legal Counsel)
 i. Claim of Cleo Clark
 ii. Claim of Gretha Wilkerson
B) Approve a one-time schedule payment to staff from COVID-19 Fiscal Relief for Special Districts funds at a maximum cost to the District of \$36,000 (Harman)
- 11) **Administrative Items**
A) Update on McIntyre Ranch User Group Insurance (Lanusse)
B) Update on McIntyre Ranch Occupancy (Lanusse)
C) Discussion on Policy 4040-Board Officers (Legal Counsel)
- 12) **Staff Updates-Information Only**
A) Human Resources Director
B) Finance Director
C) Recreation Superintendent
D) Maintenance Superintendent
E) General Manager
- 13) **Announcements and Comments from Board Members:**
- 14) **Meeting Adjourn:**

Next meeting: December 8, 2022 –Board Meeting



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Greater Vallejo Recreation District Board of Directors

MINUTES

October 27, 2022 – 401 Amador Street

6:30 p.m.

1) Call to Order:

Chairperson Bowen called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., October 27, 2022, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) Pledge of Allegiance:

Chairperson Bowen led the pledge.

3) Roll Call:

Present: Chairperson Bowen; Vice-Chairperson McDonald; Secretary Rizal Aliga (Director Aliga excused himself from the meeting at 6:44pm; Directors; Wendell Quigley, Robert Briseño

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

4) Approval of Agenda:

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

5) Public Comment:

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

5 Speakers

Chairperson Bowen called for a recess at 6:44pm. He reconvened the meeting at 6:47pm.

6) **Presentation:**
Leaven Kids Proposed Usage of South Vallejo Community Center – Mark Lillis, CEO

Mr. Lillis requested the board approve a reduction in fees for Leaven Kids for the use of the center. Grant funding will be used to cover rental/staffing fees.

7) **Committee Updates:**

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

No Updates.

B) **Purpose and Progress of current ad hoc committees**

4 Speakers

McIntyre Ranch: Directors McDonald, Briseño; Purpose: Determine next steps for McIntyre Ranch. Formed June 9, 2022

After discussion, Chairperson Bowen replaced committee member McDonald with Director Quigley. The purpose of the ad hoc committee did not change. Legal Counsel stated the public are welcome to attend ad hoc meetings.

Sports Center: Directors McDonald, Aliga; Purpose: Research what it will take to get a new sports complex for the community. Formed July 14, 2022

No changes were made.

Proposed with City of Vallejo: Directors McDonald, Briseño Purpose: Discuss issues of mutual concern with the City of Vallejo. Pending approval from City Council. Formed February 9, 2022. Members appointed February 24, 2022.

After discussion, Chairperson Bowen dissolved the ad hoc committee.

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 particular item will be removed from the consent calendar and will be considered separately.

A) **Approve Board Minutes-October 13, 2022**

B) **Accept Programs and Publicity Committee Minutes – October 11, 2022**

C) **Accept Budget and Finance Committee Minutes – October 11, 2022**

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

Chairperson Bowen called for a recess at 7:56pm. He reconvened the meeting at 8:05pm.

9) **Administrative Items:**

5 Speakers

Update on McIntyre Ranch from Legal Counsel and General Manager:
Status of Property

Current Users Insurance
Status of New User Agreement

After updates the board gave the following direction:

Provide an insurance update at every board meeting
Ensure there is no one living at the ranch
Submit insurance to CAPRI for review
Continue to negotiate a new user agreement

10) New Business:

Board Authorization to Declare Equipment Surplus Property – 1 Truck

2009 Ford F-550

License # 1515755

VIN# 1FDAF56R89EA93982

ID # 110

Director Briseño offered the motion, seconded by Director McDonald to declare 1 Ford Truck Surplus Property. Motion passed.

11) Staff Updates-Informational Only

A) Human Resources Director

· Provided an update on staff recruitment and recent full-time hires.

B) Finance Director

· No additional updates.

C) Recreation Superintendent

· Recognized the Parks and Recreation Departments for a great event at City Park.

D) Maintenance Superintendent

· Provided an update on sports field renovations.
· Announced the end of the Visitor Services season.

E) General Manager

· Invited the Board of Directors to the December all-staff meeting.
· Provided an update on the Vallejo Seaweed League.
· Announced plans to re-release the RFP for the South Vallejo Community Center.

12) Announcements and Comments from Board Members:

None

13) Executive Session: At 9:48pm Chairperson Bowen convened Executive Session

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code section 54956.9 (d)(2) 2 Cases

At 10:01pm Chairperson Bowen reconvened regular session and reported the following: Information given, no direction given.

14) Meeting Adjourn:

Director Quigley offered the motion, seconded by Director Briseño to adjourn the meeting at 10:02p.m. Motion passed.

Rizal Aliga, Board Secretary

Date

DRAFT



Agenda 7-B

BOARD COMMUNICATION

Date: November 10, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Facility and Development Committee meeting October 17, 2022

RECOMMENDATION

To accept the minutes from Facility and Development Committee from the October 17, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Facility and Development Committee Minutes from October 17, 2022



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**Facility and Development Committee Minutes
Monday, October, 2022
5:30 p.m.
Administrative Office-Board Room
401 Amador Street**

In attendance: Director Aliga, General Manager Lanusse, Maintenance Superintendent Nuno

Meeting began: 5:30 PM

1. Public Comment

No public comment.

2. Dan Foley Artificial Field Assessment Presentation:

Bob Milano from Loyd Consulting Group LLC did a presentation on the findings of the assessment of the artificial field.

3. Solar Options-Centrica Business Solutions Presentation:

A representative from Centrica Business Solutions did a presentation for a GVRD energy and infrastructure upgrade project.

4. 395/401 Amador Street Building Improvements:

Maintenance Superintendent Nuno reported that the contractor is continuing to work on the 401 building, and staff is generating a punch list to go over with the contractor. Also 395 building was asbestos abated by a contractor and will still have to come back to do two closets where we have the server. Staff is working with an engineer to do a resubmittal to the City for additional work on 395 building.

5. McIntyre Ranch Update:

Maintenance Superintendent Nuno reported that staff is working with a company to do an inspection of the cottage, do an asbestos and lead assessments of the buildings, and a tree assessment from a tree company.

6. Vallejo Community Center Improvements:

Maintenance Superintendent reported that the contractor continues to make progress on the kitchen; the appliances are getting installed. The contractor is also working on doing some painting of the interior of the facility and will be installing new floors. The electrical upgrade still pending; waiting on PG&E.

7. Hiddenbrooke Park Bocce Ball Courts Improvements:

Maintenance Superintendent Nuno reported that the conversion of the courts is close for completion. Staff did a walk-through with the contractor, and they will be making some corrections on the installation of the artificial.

8. Wilson Avenue Private Property:

Maintenance Superintendent Nuno reported that staff reached out to the property owner to request information. The property owner stated that he is submitting plans to the City for development, and if GVRD is interested on this property the owner is asking for 780k and the transaction must be made immediately; otherwise, it will be developing soon.

9. Dan Foley and Wilson Field Bleachers:

Maintenance Superintendent Nuno reported that staff is working with an architect to design the Wilson and Dan Foley baseball field bleachers. Staff will be meeting on site with the architect to look at these fields.

10. Dan Foley Cultural Center Roof Improvement:

Maintenance Superintendent Reported that a roof company will be starting to work on making roof repairs of the Cultural Center building. The roof company is trying to get this completed before the heavy rains arrive.

Adjourned at 7:22 PM

**Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
October 31, 2022**

Assets

Cash - Solano County	2,710,967.99	
Cash - General Account - Bank of the West	124,988.94	
Cash - Payroll - Bank of the West	(8,655.83)	
Cash - Umpqua Bank - Reserve Account	1,627,567.74	
Cash - Retiree Benefit Trust Fund	1,298,411.72	
Accounts Receivable	<u>(248,323.45)</u>	
		<u>Total Assets</u> <u>5,504,957.11</u>

Liabilities

Accounts Payable	25,803.05	
Payroll Related Payables	(4,717.72)	
Building Deposits Payable	29,698.00	
Amount Due Customers - Etrak	<u>4,095.78</u>	
Total Liabilities		54,879.11

Net Assets

Fund Balance - Restricted Operating Reserve	500,000.00	
Fund Balance - Unrestricted Operating Reserve	5,051,472.94	
Fund Balance - Restricted Retiree Benefit	1,298,411.72	
Fund Balance - Designated Reserve 15%	1,627,567.74	
Excess Revenues Over Expenses	<u>(3,027,374.40)</u>	
Total Net Assets		<u>5,450,078.00</u>

Total Liabilities and Net Assets 5,504,957.11

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of October 31, 2022
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	37,804	8,027,837	7,990,033	0.47%
Facilities	0	0	0	0.00%
Park Maintenance & Visitor Service	91,617	218,400	126,783	41.95%
Recreation	364,651	1,398,151	1,033,500	26.08%
Capital Improvements	0	3,324,690	3,324,690	0.00%
Total Revenues	494,072	12,969,078	12,475,006	3.81%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	814,665	2,410,942	1,596,277	33.79%
Planning & Development	57,258	188,741	131,483	30.34%
Facilities	345,659	1,450,172	1,104,513	23.84%
Visitor Services	43,776	155,433	111,657	28.16%
Landscaping & Grounds	524,007	2,160,910	1,636,903	24.25%
Recreation	1,095,507	3,116,168	2,020,661	35.16%
Capital Improvements	640,573	3,485,447	2,844,874	0.00%
Contingency Reserve	0	1,265	1,265	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expenditures	3,521,445	12,969,078	9,447,633	27.15%
Net Revenues Over (Expenditures)	(3,027,373)	0	3,027,373	

Greater Vallejo Recreation District
Financial Report Year-to-Date
7/2022-10/2022
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	37,804	8,027,837	7,990,033	0.47%	37,804
200	Planning & Development	0	0	0	0.00%	
300	Facilities	0	0	0	0.00%	-
301	Visitor Services	91,617	218,400	126,783	41.95%	
310	Landscaping & Grounds	0	0	0	0.00%	91,617
010	Recreation Administration	800	5,148	4,348	0.00%	
415	Children's Wonderland	23,778	59,560	35,782	39.92%	
430	Break Camp	15,580	49,305	33,725	31.60%	
450	Vallejo Community Center	3,069	0	(3,069)	0.00%	
451	Foley Cultural Center	76,037	200,000	123,963	38.02%	
460	Sports	16,043	116,120	100,078	13.82%	
465	Community Events	1,400	13,600	12,200	10.30%	
480	ExLP	(62)	166,542	166,604	-0.04%	
481	After School Programs	104,716	280,000	175,284	37.40%	
486	Teen Services	0	2,200	2,200	0.00%	
490	Therapeutic Recreation	105	6,100	5,995	1.72%	
720	North Vallejo Community Center	9,618	29,035	19,418	33.12%	
721	South Vallejo Community Center	29,523	54,846	25,323	53.83%	
730	Cunningham Pool	84,045	415,695	331,650	20.22%	364,651
Total Revenues		494,071	9,644,388	9,150,317	5.12%	494,071

<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	548,846	1,554,923	1,006,077	35.30%	
007	Human Resources	129,103	410,048	280,945	31.48%	
100	Finance	136,716	445,971	309,255	30.66%	814,665
200	Planning & Development	57,258	188,741	131,483	30.34%	57,258
300	Facilities	345,659	1,450,172	1,104,513	23.84%	345,659
301	Visitor Services	43,776	155,433	111,657	28.16%	43,776
310	Landscaping & Grounds	524,007	2,160,910	1,636,903	24.25%	524,007
010	Recreation Administration	135,519	408,720	273,201	33.16%	
415	Children's Wonderland	72,807	208,340	135,533	34.95%	
430	Break Camp	54,669	190,272	135,603	28.73%	
450	Vallejo Community Center	6,095	17,562	11,467	34.70%	
451	Foley Cultural Center	121,885	353,972	232,087	34.43%	
460	Sports	64,746	209,219	144,473	30.95%	
465	Community Events	16,551	79,998	63,447	20.69%	
480	ExLP	120,078	300,786	180,708	39.92%	
481	After School Programs	119,601	369,336	249,735	32.38%	
486	Teen Services	333	7,883	7,550	4.22%	
490	Therapeutic Recreation	292	9,377	9,085	3.11%	
720	North Vallejo Community Center	16,087	47,720	31,633	33.71%	
721	South Vallejo Community Center	22,559	60,220	37,661	37.46%	
730	Cunningham Pool	344,287	852,763	508,476	40.37%	1,095,507
	Deferred Maintenance	640,573	3,485,447	2,844,874	18.38%	640,573
	Contingency Reserve	0	1,265	1,265	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		
Total Expenditures		3,521,446	12,969,078	9,447,632	27.15%	3,521,446

Net Revenues Over (Expenditures)	(3,027,374)	(3,324,690)	(297,316)	(3,027,374)
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**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of October 31, 2022
Measure K**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	0	2,250,000	2,250,000	0.00%
Total Revenues	0	2,250,000	2,250,000	0.00%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	13,638	91,000	77,362	14.99%
Facilities	196,766	877,892	681,126	22.41%
Landscaping & Grounds	147,306	685,551	538,245	21.49%
Recreation	180,989	580,912	399,923	31.16%
Capital Improvements	140,316	385,000	244,684	0.00%
Total Expenditures	679,015	2,620,355	1,941,340	25.91%
Net Revenues Over (Expenditures)	(679,015)	(370,355)	308,660	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2022-10/2022
 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	0	2,250,000	2,250,000	0.00%	
007	Human Resources	0	0	0		
100	Finance	0	0	0		-
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	Therapeutic 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		
Total Revenues		0	2,250,000	2,250,000	0.00%	0

<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	13,638	89,000	75,362	15.32%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	13,638
200	Planning & Development	0	0	0		
300	Facilities	196,766	877,892	681,126	22.41%	196,766
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	147,306	685,551	538,245	21.49%	147,306
010	Recreation Administration	25,349	10,000	(15,349)		
415	Children's Wonderland	6,085	83,923	77,838	7.25%	
430	Break Camp	0	0	0		
450	Vallejo Community Center	1,939	9,879	7,940	19.63%	
451	Foley Cultural Center	29,751	62,000	32,249	47.98%	
460	Sports	7,596	40,597	33,001	18.71%	
465	Community Events	218	8,612	8,394	2.53%	
480	ExLP	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	86	4,707	4,621	1.84%	
490	Therapeutic Recreation	51	2,777	2,726	1.84%	
720	North Vallejo Community Center	4,213	12,672	8,459	33.25%	
721	South Vallejo Community Center	6,952	14,000	7,048	49.66%	
730	Cunningham Pool	98,750	331,745	232,995	29.77%	180,989
	Deferred Maintenance	140,316	385,000	244,684	36.45%	140,316
	Contingency Reserve	0	0	0	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0	0.00%	
Total Expenditures		679,015	2,620,355	1,941,340	25.91%	679,015

Net Revenues Over (Expenditures) **(679,015)** **(370,355)** **308,660** **(679,015)**



Greater Vallejo Recreation District
Revenue and Expense Variance Report
October 2022

	For October Only				Cumulative through October				Adopted Budget	Projected at Year End	Variance	Notes	
	Anticipated		Actual		Anticipated		Actual						
	%	\$	Actual	Over/(Under)	%	\$	Actual	Over/(Under)					
REVENUES													
Property Taxes	0.0%	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$7,920,599	\$7,920,599	\$0		
Other Admin Revenues	3.8%	\$4,000	\$6,908	\$2,908	21.6%	\$23,213	\$37,804	\$14,591	\$107,238	\$174,647	\$67,409		
Maintenance	5.7%	\$12,500	\$8,138	(\$4,362)	29.4%	\$64,133	\$91,617	\$27,484	\$218,400	\$311,995	\$93,595		
Recreation	7.9%	\$110,200	\$83,424	(\$26,776)	28.3%	\$395,363	\$364,652	(\$30,711)	\$1,398,151	\$1,289,547	(\$108,604)		
Capital Improvements									\$3,324,690	\$3,324,690	\$0		
Total Revenues		\$126,700	\$98,470	(\$28,230)		\$482,708	\$494,073	\$11,365	\$12,969,078	\$13,021,477	\$52,399	1	
EXPENSES													
Administration	7.2%	\$167,900	\$134,571	(\$33,329)	31.9%	\$745,529	\$814,665	\$69,136	\$2,338,116	\$2,554,939	\$216,823		
Maintenance	6.3%	\$247,400	\$208,911	(\$38,489)	26.0%	\$1,029,238	\$970,700	(\$58,538)	\$3,955,256	\$3,730,301	(\$224,955)		
Recreation	8.0%	\$250,000	\$237,809	(\$12,191)	32.2%	\$1,004,058	\$1,095,508	\$91,450	\$3,116,168	\$3,399,991	\$283,823		
Capital Improvements	8.3%	\$289,292	\$177,104	(\$112,188)	25.0%	\$871,362	\$640,573	(\$230,789)	\$3,485,447	\$3,485,447	\$0		
Contingency Reserve									\$1,265	\$1,265	\$0		
Retire Benefit-OPEB									\$0	\$0	\$0		
Total Expenses		\$954,592	\$758,395	(\$196,197)		\$3,650,186	\$3,521,446	(\$128,740)	\$12,896,252	\$13,171,943	\$275,691	2	
									Change in Fund Balance	\$72,826	(\$150,465)	(\$223,291)	

Notes: 1. While Recreation revenues continue to be under budget, both Admin and Maintenance revenues are over budget. Overall, revenues at the end of October 2022 are over budget by \$11K
2. At the end of October 2022, Recreation and Admin are both over budget on Expenses. However, Maintenance and Capital Improvements are both underbudget, creating a net under budget of \$128K.
Providing we continue in this pattern, the Change in Fund Balance will begin to even out over the next 8 months.

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
68552	10/04/2022	Bayshore Materials	\$152.36
68553	10/04/2022	General Plumbing Supply Co	\$829.36
68554	10/04/2022	All Star Rents	\$557.56
68555	10/04/2022	ABC Napa Valley Sewer & Drain	\$380.00
68556	10/04/2022	Big Creek Lumber & Building Material:	\$46.25
68557	10/04/2022	Jonathan Cook	\$225.00
68558	10/04/2022	Dvorson's Food Service Equipment	\$2,256.66
68559	10/04/2022	Joe Gatmen	\$48.19
68560	10/04/2022	Georgia House Graphics	\$1,300.00
68561	10/04/2022	Elizabeth Kendrick	\$30.00
68562	10/04/2022	Julie Myers	\$267.00
68563	10/04/2022	NBS	\$2,953.00
68564	10/04/2022	Solano Pride Center	\$750.00
68565	10/04/2022	The Office City	\$119.38
68566	10/04/2022	Pace Supply Co.	\$67.53
68567	10/04/2022	Alhambra	\$202.68
68568	10/04/2022	American Public Works Association	\$255.30
68569	10/04/2022	Orlando Wynn	\$3,600.00
68570	10/05/2022	Bell Plastics	\$3,641.77
68571	10/05/2022	Grainger	\$23.18
68572	10/05/2022	Morgan Alarm Co., Inc	\$1,129.99
68573	10/05/2022	Tri-City Fence	\$2,432.05
68574	10/05/2022	Vallejo Fire Extinguisher	\$45.42
68575	10/05/2022	Luz Amezcua	\$25.00
68576	10/05/2022	Big Creek Lumber & Building Material:	\$57.16
68577	10/05/2022	BPX Printing & Graphics	\$225.27
68578	10/05/2022	C-DAT	\$240.00
68579	10/05/2022	City Of Foster City	\$1,560.00
68580	10/05/2022	FASTSIGNS-American Canyon	\$108.38
68581	10/05/2022	Preferred Alliance, Inc.	\$210.00
68582	10/06/2022	Larry's Produce	\$2,100.00
68583	10/06/2022	Solano Pride Center	\$225.00
68584	10/07/2022	Larry's Produce	\$60.00
68585	10/07/2022	Partition King	\$6,520.00
68586	10/11/2022	BHI Management Consulting	\$6,400.00
68587	10/13/2022	SEIU LOCAL #1021	\$245.10
68588	10/13/2022	Hannah Best	\$450.00
68589	10/13/2022	Jack & Jill	\$245.00
68590	10/13/2022	Jason Jones	\$228.00
68591	10/13/2022	P G & E	\$23.70
68592	10/13/2022	AT&T	\$63.49
68593	10/13/2022	Big Creek Lumber & Building Material:	\$84.01
68594	10/13/2022	AT&T	\$145.62
68595	10/13/2022	Candido Construction	\$21,750.00
68596	10/13/2022	Chun Chan	\$119.00
68597	10/13/2022	Favaro, Lavezzo, Gill, Caretti & Heppe	\$5,407.50
68598	10/13/2022	Soledad Gallegos	\$59.50
68599	10/13/2022	Green Valley Aloha Saw & Mower	\$444.64
68600	10/13/2022	Koff & Associates	\$393.75
68601	10/13/2022	Melissa Lopez	\$119.00
68602	10/13/2022	Minuteman Press	\$404.43
68603	10/13/2022	Resource Design Interiors	\$15,872.58
68604	10/13/2022	Streamline	\$300.00
68605	10/13/2022	The Office City	\$283.38
68606	10/13/2022	Underground Vaults & Storage, Inc.	\$115.76
68607	10/13/2022	Vallejo Rotary Club	\$220.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
68608	10/17/2022	US Bank Corporate Payment System	\$19,842.99
68609	10/18/2022	Bay Area Driving School	\$27.30
68610	10/18/2022	Break It Down Soul Line Dance	\$201.00
68611	10/18/2022	Daniel Capenhurst	\$50.00
68612	10/18/2022	Ana Chavez	\$400.00
68613	10/18/2022	Amanda Granzio	\$50.00
68614	10/18/2022	Lucy Gray	\$50.00
68615	10/18/2022	Abigail Hernandez	\$934.50
68616	10/18/2022	Karen Houston	\$330.60
68617	10/18/2022	Vivian Johnson	\$50.00
68618	10/18/2022	Derrick Leonard	\$48.00
68619	10/18/2022	Steven Logoteta	\$75.00
68620	10/18/2022	Love Roycia	\$68.00
68621	10/18/2022	Virlynda Luciano	\$64.80
68622	10/18/2022	Lauren Lukens	\$187.00
68623	10/18/2022	Lorna Mandap	\$321.30
68624	10/18/2022	Jim Radetich	\$40.00
68625	10/18/2022	Delmeisha S Richard	\$100.00
68626	10/18/2022	Theodore Rocha	\$273.60
68627	10/18/2022	Mario Samayoa	\$359.44
68628	10/18/2022	Millicent Scott	\$50.00
68629	10/18/2022	Jesus Segura	\$150.00
68630	10/18/2022	Lauren Shook	\$7.50
68631	10/18/2022	Adrienne Studer	\$50.00
68632	10/18/2022	Itzel Valencia	\$50.00
68633	10/18/2022	Frankie Valentine-Flores	\$624.00
68634	10/18/2022	Morena Weise	\$80.00
68635	10/18/2022	Laura Wilson	\$187.00
68636	10/18/2022	Brian Woods	\$50.00
68637	10/19/2022	Dayna Asbury	\$52.65
68638	10/19/2022	Benjamin Ceryes	\$160.00
68639	10/19/2022	Jamie Cope	\$160.00
68640	10/19/2022	Garen Cruz	\$160.00
68641	10/19/2022	Emery Dillon	\$160.00
68642	10/19/2022	Jacob Dortch	\$165.00
68643	10/19/2022	Natalie Fisher	\$185.00
68644	10/19/2022	Francesca Fogli	\$160.00
68645	10/19/2022	Samantha Froehlich	\$73.13
68646	10/19/2022	Joe Gatmen	\$41.13
68647	10/19/2022	Marina Goulart	\$286.26
68648	10/19/2022	Tristan Johnson	\$150.00
68649	10/19/2022	Mackenzie Kawashiri	\$160.00
68650	10/19/2022	Arielle Keating	\$160.00
68651	10/19/2022	Ian King	\$160.00
68652	10/19/2022	Justin Palacios	\$160.00
68653	10/19/2022	Derrick Poblette-Reyes	\$150.00
68654	10/19/2022	Jackson Ramirez	\$160.00
68655	10/19/2022	Bryce Yee	\$150.00
68656	10/20/2022	Metropolitan Life Insurance Company	\$4,850.55
68657	10/21/2022	Joseph Dotson	\$700.00
68767	10/21/2022	SEIU LOCAL #1021	\$275.10
68658	10/24/2022	Horizon	\$33.77
68659	10/24/2022	Bayshore Materials	\$269.32
68660	10/24/2022	Bert Williams & Sons Inc	\$183.75
68661	10/24/2022	Express Shirt Printing	\$2,584.21
68662	10/24/2022	General Plumbing Supply Co	\$576.07

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

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
68663	10/24/2022	P G & E	\$971.36
68664	10/24/2022	R & S Erection Of Vallejo, Inc	\$285.00
68665	10/24/2022	State Of California	\$224.00
68666	10/24/2022	Tecogen	\$2,155.59
68667	10/24/2022	AT&T	\$63.49
68668	10/24/2022	Big Creek Lumber & Building Material:	\$247.49
68669	10/24/2022	BrightView Landscape Services, Inc.	\$836.00
68670	10/24/2022	AT&T	\$95.64
68671	10/24/2022	Angelito Or Loana Claudio	\$1,393.00
68672	10/24/2022	Clean America Janitorial LLC	\$3,600.00
68673	10/24/2022	Comcast	\$344.65
68674	10/24/2022	Commercial Pool Systems, Inc	\$904.78
68675	10/24/2022	Construction West	\$148,037.55
68676	10/24/2022	Crown Hill Materials	\$283.11
68677	10/24/2022	FASTSIGNS-American Canyon	\$498.53
68678	10/24/2022	Jack & Jill	\$416.00
68679	10/24/2022	Kaiser Permanente-OHSS	\$310.00
68680	10/24/2022	Lloyd Engineering	\$1,273.00
68681	10/24/2022	M & M Sanitary LLC	\$299.65
68682	10/24/2022	Minuteman Press	\$1,001.91
68683	10/24/2022	Moore Design Group	\$2,844.17
68684	10/24/2022	MUN CPA's	\$3,000.00
68685	10/24/2022	Municipal Resource Group, LLC	\$2,137.50
68686	10/24/2022	Peak Software Systems, Inc.	\$2,351.28
68687	10/24/2022	Cassandra Pierson	\$80.00
68688	10/24/2022	Quench USA, Inc.	\$42.42
68689	10/24/2022	RRM Design Group	\$707.50
68690	10/24/2022	Sierra Truck And Van, Inc.	\$1,307.91
68691	10/24/2022	Soaring Phoenix	\$5,400.00
68692	10/24/2022	The Office City	\$278.29
68693	10/24/2022	Uline Shipping Supplies	\$1,098.74
68694	10/24/2022	Verdin	\$8,244.26
68695	10/24/2022	Calmat Co DbA Vulcan Materials Co	\$72.26
68696	10/25/2022	Sidney Nickolas	\$153.53
68697	10/25/2022	Northern Fire Inspection Inc	\$2,610.00
68698	10/26/2022	Laura Bowers	\$153.53
68699	10/26/2022	Eileen Brown	\$283.00
68700	10/26/2022	Deberah Carey	\$153.53
68701	10/26/2022	Kerry Carmody	\$153.53
68702	10/26/2022	Richard Conzelman	\$724.26
68703	10/26/2022	Jose Famalette	\$153.53
68704	10/26/2022	Patricia Gloyd	\$153.53
68705	10/26/2022	Cynthia Hewitt	\$214.63
68706	10/26/2022	Jerome Lohr	\$341.59
68707	10/26/2022	Prisco Manglona	\$153.53
68708	10/26/2022	Roger Maryatt	\$153.53
68709	10/26/2022	Jeremias Morgado	\$153.53
68710	10/26/2022	Sidney Nickolas	\$153.53
68711	10/26/2022	Randy Nicks	\$283.00
68712	10/26/2022	Nancy Ortiz	\$153.53
68713	10/26/2022	Steve Pressley	\$153.53
68714	10/26/2022	Francis Radziewicz	\$153.53
68715	10/26/2022	Joan Russell	\$153.53
68716	10/26/2022	Anita Sailas	\$234.53
68717	10/26/2022	Barbara Schmidt	\$283.00
68718	10/26/2022	Audrey Tucker	\$153.53

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

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Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
68719	10/26/2022	Adeline Varni	\$153.53
68720	10/26/2022	United States Treasury	\$1,351.01
68721	10/26/2022	Johnny Bell	\$90.00
68722	10/26/2022	Sharon Brown	\$400.00
68723	10/26/2022	Sierra Cardinale	\$119.00
68724	10/26/2022	Rebekah Cervantes	\$80.00
68725	10/26/2022	Katie DeClaire	\$30.00
68726	10/26/2022	Gerado Or Maria Delfin	\$48.00
68727	10/26/2022	Daniel Delgadillo	\$48.00
68728	10/26/2022	Carmen Dominguez	\$300.00
68729	10/26/2022	Russell Echeverria	\$100.00
68730	10/26/2022	Aurlia Goins	\$119.00
68731	10/26/2022	Prisma Gonzalez	\$50.00
68732	10/26/2022	Nicolby Griffin	\$400.00
68733	10/26/2022	Tony Gross	\$536.00
68734	10/26/2022	Stephanie Jones	\$50.00
68735	10/26/2022	David Litmon	\$48.00
68736	10/26/2022	Karla Marquez	\$230.00
68737	10/26/2022	Macy Morgan	\$50.00
68738	10/26/2022	Nandi Peterson	\$30.00
68739	10/26/2022	Miguel Angel Sanchez	\$400.00
68740	10/26/2022	Jonathan Tain	\$48.00
68741	10/26/2022	Jordan Walmsley	\$153.00
68742	10/27/2022	Bert Williams & Sons Inc	\$117.47
68743	10/27/2022	CSDA	\$8,810.00
68744	10/27/2022	General Plumbing Supply Co	\$216.37
68745	10/27/2022	Kelly-Moore Paint Co.-NorCal CPC	\$97.62
68746	10/27/2022	Morgan Alarm Co., Inc	\$2,800.06
68747	10/27/2022	Tri-City Fence	\$1,830.56
68748	10/27/2022	Vallejo Convention & Visitors Bureau	\$110.00
68749	10/27/2022	Ryan Allen	\$110.13
68750	10/27/2022	American Compliance Services, LTD	\$4,501.00
68751	10/27/2022	Big Creek Lumber & Building Material	\$275.34
68752	10/27/2022	BrightView Landscape Services, Inc.	\$2,442.75
68753	10/27/2022	Clark Pest Control	\$135.00
68754	10/27/2022	Comcast	\$525.07
68755	10/27/2022	DMV Renewal	\$10.00
68756	10/27/2022	Favaro, Lavezzo, Gill, Caretti & Heppe	\$6,198.98
68757	10/27/2022	Jacks & Racks	\$4,425.00
68758	10/27/2022	Kay Cady-Johnson	\$4,452.00
68759	10/27/2022	Monarch Engineering	\$10,840.00
68760	10/27/2022	Preferred Alliance, Inc.	\$126.00
68761	10/27/2022	Ring Central Inc.	\$862.47
68762	10/27/2022	Safeguard Inspections, LLC	\$425.00
68763	10/27/2022	SiteOne Landscape Supply	\$11,872.40
68764	10/27/2022	Specified Play Equipment Co.	\$1,588.74
68765	10/27/2022	The Office City	\$161.23
68766	10/31/2022	BHI Management Consulting	\$4,200.00
68768	10/31/2022	P G & E	\$15,109.68
Bank Totals			\$407,999.37



Agenda 9-B

BOARD COMMUNICATION

Date: November 10, 2022

TO: Board Chairperson and Directors

FROM: Penny Harman, Finance Director

SUBJECT: Approve a one-time off schedule payment to staff from COVID-19 Fiscal Relief for Special Districts funds at a maximum cost to the District of \$36,000

BACKGROUND AND DISCUSSION

The State of California 2021 Budget Act appropriated \$100 million one-time General Fund to provide fiscal relief to **Independent special districts** for revenue losses or unanticipated costs incurred due to the COVID-19 public health emergency.

The Greater Vallejo Recreation District applied for a portion of the fund and was granted \$594,359. We received this funding in January 2022.

The application requested total revenue for FY 2018-2019 and for FY 2020-2021:

FY 2018-2019	\$10,442,517
FY 2020-2021	<u>8,845,206</u>
Revenue loss	\$ 1,597,311

The employee union SEIU has requested that part of this grant be provided to full time employees as a one-time off schedule, one-time payment. SEIU had stated that other agencies had provided this bonus to show appreciation to their employees that worked on site during the pandemic. This was discussed at the August 8, 2022 Budget & Finance Committee. There was a split opinion by the committee on whether to award a payment to staff. The GM stated that during contract negotiations, IBEW was offered a one-time off schedule, one-time payment and that Union preferred to have a percentage added to their salary. During negotiations, the offer was also made for two SEIU employees, but was rejected. The membership also received a percentage added to their salary. This opinion was contested that there were strings attached to receiving the one-time payment for the two employees. The GM noted that there were no strings attached in his records, as there wasn't with the IBEW. SEIU also requested that the payment go to all employees. Guidance from the committee that if it were to occur, that this payment only be offered to employees who were employed at the time. The application to the state requested FY 18-19 to set the benchmark. FY 20-21 was used to compare losses. The number of staff during 20-21 was 33. Current number of staff who are currently employed is 24 who qualify. When asked what amounts were provided at other municipalities, SEIU replied that it was \$1,000 at some agencies. The agencies mentioned were Cities or Counties. No special districts were known to provide this at the time. It was also noted by SEIU that gas prices were at a peak price, and this would help alleviate high gas prices.

Cost to District:

24 Full Time employees @ \$ 500 each - \$12,000
@ \$1,000 each - \$24,000
@ \$1,500 each - \$36,000

RECOMMENDATION

Staff (Finance Director and General Manager) consider this inappropriate to provide a recommendation to receiving a one-time payment as this directly benefits them.

ALTERNATIVE ACTIONS

Reject the proposal

Approve the proposal and decide upon an amount.

Approve the proposal, make changes, and decide upon an amount.

DOCUMENTS AVAILABLE FOR REVIEW

None

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Officers
POLICY NUMBER: 4040

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

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

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

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

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

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



Human Resources Board Updates

11/10/2022

Personnel Update:

- We continue to onboard and train new PT staff

Policy Update:

- Policy 2260 has been sent to Unions for review. GVRD is meeting with Unions to discuss revisions

Training:

- The HR Department will be attending the CALPELRA conference next week.
- HR continues to work with the GM to bring different training opportunities to GVRD staff.

Appreciation:

- HR appreciates and congratulates the Parks and Rec departments on great Halloween programming.
- HR appreciates and congratulates the Facilities department for their continued hard work to push our projects forward
- HR appreciates and congratulates the Finance team on the continued collaboration and hard work to improve systems and processes for employees
- HR appreciates and congratulates the Admin team on the hard work they are doing to make everything run seamlessly in the background. Have you noticed the incredible improvement in the presence of GVRD on social media? That's our Admin team!

HR is PROUD to work with so many wonderful departments doing really incredible work for GVRD and the citizens of Vallejo!!!!!!



Finance Department Board Update

11/10/22

Audit FY 20-21 and FY 21-22

- We have received the final audit reports from MUN CPA's. I have reached out to them to determine a date on which they can present the audit to the board. Now that this audit is complete, we will be able to schedule the audit for FY 21-22.

CalPERS Audit

- We received notification from the CalPERS Office of Audit Services that our agency has been selected as an employer to be included in their review of part-time employee membership enrollments. The objective of this review is to determine whether public agency and school employers are properly enrolling employees into membership in accordance with Government Code sections 20305 and 20281. Finance and HR have worked together to provide them with the information they have requested. They are reviewing that information and will contact us with a date for field work.

CalPERS Medical Plan Premiums for 2023

- We have received the medical plan premiums for 2023. The plan most used by District employees, Kaiser Permanente, has increased by approximately 6.6%. Anthem HMO and Access Blue Shield both decreased while PERS Gold Select and PERS Platinum Choice have increased. The amounts of the new premiums and payroll deductions effective January 1, 2023 have been provided to all staff.

Internal Controls

- We continue to implement internal controls as suggested by our auditing team.



Recreation Department Board Updates

11/10/2022

Activity Guide:

- The Spring Activity Guide is in full production.

Aquatics:

- Lifeguard staff have an in-house training on November 13th. The Aquatic team will be refreshing on all Lifeguard skills!

Community Centers:

- Teacher Kay's Preschool programs celebrated Halloween with a parade and trick-or-treat on October 31st.
- FCC will close December 5-18 for sound baffle installations.

Children's Wonderland & Community Events:

- The Department purchased an eco-counter that will count attendance for accuracy. Also, will track and save data which can be accessed with an app feature.
- The Department had three successful public events in October: Harvest Festival and Pup'kin Patch, and Nightmare on Glenn Street Trick-or-Treat Trail. Big thanks to our community partners: Rotary Club, Zumba Fit, Vallejo Fire Department. Just to name a few.
- Our Vallejo network continues to grow with sponsors and vendors that can be support for upcoming events.
- We are currently accepting donations and working on a canned food drive. Items can be donated through November 18th.

GREATER VALLEJO RECREATION DISTRICT

Giving thanks to our community!

Thanksgiving

**Parks
Make
Life
Better!**

DROP-OFF LOCATIONS:
AMADOR OFFICES
 401 Amador Street, Vallejo CA

CUNNINGHAM POOL COMPLEX
 801 Heartwood Avenue, Vallejo CA

FOOD DRIVE
ACCEPTING DONATIONS
OCTOBER 24 - NOVEMBER 18
M-F 9AM-4PM

Please donate non-perishable items foods such as:
 canned vegetables, instant potatoes, stuffing, or cranberry sauce.

TURKEY KIT DRIVE-N-GO
WEDNESDAY NOVEMBER 23RD
9:00AM-12:00PM

We are giving away kits with everything you need for a wonderful meal.



Pick-up Location:
AMADOR BUILDING
 401 Amador Street
 Vallejo, CA

**REGISTER BY FRIDAY NOVEMBER 18TH
 WHILE SUPPLIES LAST!**

For more information, contact:
 Events Coordinator
 (707) 648-5357 | recreation@gvrd.org

Staffing:

- Staff participated in a GVRD Halloween Costume Contest, and the Executive Team provided lunch to the staff.





Sports/Therapeutic Recreation:

- All fields will be shutting down and getting repaired/prepped for springtime.
- We have the have started talks with the Pecos League to potentially use Wilson field this upcoming season.

Youth Services:

- ExLP Rec Coordinator, Courtney Collier and VCUSD Site Coordinator, Eddie Barragan facilitated a training on “Community Building” on October 31st at the South Vallejo Community Center. 35 staff members from GVRD, VCUSD and Elevo attended the collaborative Professional Development Day.
- Youth Department is currently working on upcoming November 11th non-student day and Thanksgiving Break Camp. Both programs will be offered at the Foley Cultural Center.



Maintenance Department Board Update

11/10/22

Parks and Facilities

- Dan Foley Park
 - Contractor performed an underwater cleaning and inspection of the irrigation pump intake structure.
- Cunningham Pool
 - Had an inspection of the movable floor from the County Health Department.
- Children's Wonderland
 - Staff removed the hay bales and pumpkins after the Halloween event.
- McIntyre Ranch
 - Staff is working on getting a tree assessment from a tree company.
- Maintenance Staff
 - Consultant did a trust training for the Maintenance Workers I and II.
- Sports Fields
 - Grass fields are closed for the season and staff began doing renovations at Glen Cove and Wardlaw soccer field.
- Fleet
 - Staff worked on getting the vehicles smogs completed and submitted to the State.
- Facilities
 - Staff worked on getting all the buildings fire extinguishers serviced by a company.
 - Staff cleaned all the roof gutters on the buildings.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations				<input type="radio"/>	
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	6/1/2023	50%	<input type="radio"/>	Now that 395 building abatement was done; staff is working with Monarch Engineering to complete additional plans for 395 building for a re-submittal to the City.
VCC Kitchen					
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	12/31/2022	90%	<input type="radio"/>	The kitchen is getting close for completion; contractor is also working on painting and installing new floors.
Dan Foley Cultural Center Upgrades					
Phase design	7/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	8/1/2021	12/30/2022	80%	<input type="radio"/>	Baffle installation scheduled for first two weeks in December.
Dan Foley Cultural Center Roof				<input type="radio"/>	

Design/Assessment Phase	7/1/2022	8/28/2022	100%	✓	
RFP	7/1/2022	8/28/2022	100%	✓	
Permit Issued	10/1/2022	10/28/2022	100%	✓	
Build	10/24/2022	11/30/2022	0%	○	
Dan Foley Artificial Field					
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	100%	✓	Engineering consultant presented the assessment to the Facilities committee.
Board Approval	12/1/2022	1/1/2023	0%	○	
Design Phase	1/1/2023	2/28/2023	0%	○	
Permit Issued	3/1/2023	4/30/2023	0%	○	
RFP	5/1/2022	5/28/2023	0%	○	
Build	8/1/2023	8/31/2023	0%	○	
Richardson Electrical Upgrade					
Design Phase	3/1/2020	1/28/2022	100%	✓	
Permit Issued	2/3/2022	2/11/2022	100%	✓	
RFP	2/14/2022	3/31/2022	100%	✓	
Build	6/1/2022	12/30/2022	60%	○	Trenching and conduit runs complete; waiting for new equipment and PG&E work.
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	100%	✓	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	✓	City issued the permit.
RFP	11/1/2022	12/29/2022		○	Staff is working on the RFP.

Build	2/1/2023	5/1/2023		<input type="radio"/>	
PB Projects					
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	11/30/2022	98%	<input type="radio"/>	Contractor is close for completion on Setterquist; staff will do a final walk-through; signs are on order.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	11/30/2022	98%	<input type="radio"/>	Staff installed the new signs; working on the welcome sign.
Terrace Park Playground					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	11/30/2022	95%	<input type="radio"/>	Playground is working on the design making some revisions and waiting for another proposal.
Build	3/1/2023	5/30/2023	0%	<input type="radio"/>	
Children's Wonderland Shade Structures					
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	4/1/2022	10/14/2022	95%	<input type="radio"/>	waiting on the City to issue the permit.
Build	2/1/2022	3/1/2022	0%	<input type="radio"/>	

Hiddenbroke Bocce Ball Conversion				<input type="radio"/>	
Design/Assessment Phase	4/1/2022	5/28/2022	100%	<input checked="" type="radio"/>	Community outreach was done.
RFP	4/1/2022	6/29/2022	100%	<input checked="" type="radio"/>	
Build	8/22/2022	9/30/2022	98%	<input type="radio"/>	Staff completed the walk-through with the contractor; the contractor will work on making some corrections.
Setterquist RIRE Funds Upgrades				0	
Design/Assessment Phase	1/1/2022	12/31/2022	90%	<input type="radio"/>	Working with the engineer on the design and plans.
Permit Issued	1/1/2023	3/28/2023	0%	<input type="radio"/>	
RFP	4/1/2023	5/1/2023	0%	<input type="radio"/>	
Build	6/1/2023	8/28/2023	0%	<input type="radio"/>	



General Manager Board Update

11/7/2022

- At the last board meeting, the Board mentioned they had not been updated at prior board meetings regarding the status of insurance, and questioned the Chair, Legal Counsel, and the General Manager regarding their action to continue insurance negotiations and not sending a 90-day notice to leave. In reviewing the minutes, here is the timeline:

Thursday September 8th 2022, the board directed the negotiators to ensure that the user groups had coverage for the activities on the Ranch.

- 1) Require occupants to immediately cease all public activities and classes until a license agreement is in place.*
- 2) Work to get adequate insurance that GVRD's insurance carrier agrees with*
- 3) After adequate insurance is in place start negotiations for a short-term license agreement.*
- 4) If adequate insurance or a license agreement are not achievable give occupants a 90-day request to surrender the premises.*
- 5) Legal Counsel for GVRD will create a liability waiver and indemnification agreement to be signed by all occupants and volunteers included in item one of this motion.*

On Friday September 30th, the 21 days had transpired, and progress was being made regarding insurance coverage. Bargaining was being conducted in good faith, and activities were reduced to the coverage they had. Legal Counsel was in continuous discussions with the user group and their insurance company. I was also providing information back and forth with CAPRI, legal and the user group. Getting appropriate insurance was on a track to being achievable.

At the Board meeting on October 13th, legal counsel was absent, and Director Briseno was absent. I gave the most up to date information regarding the insurance and timeline to the board that night. Since discussions were moving forward in good faith, we continued.

At the Board meeting on October 27th, a few board members had said that they have not received any information regarding the status of insurance. More information was provided that night.

I hope this clarifies information regarding legal and staff's efforts.

- Communicated with staff, legal and McIntyre user group regarding insurance and condition of the cottage.
- The past two meetings with the City of Vallejo have been rescheduled.
- The past meeting with City of Vallejo's Economic Development Department was rescheduled.
- I had a meeting with City Staff regarding warming centers and have a follow up meeting with them and our Recreation Superintendent. This will impact our community centers programming and use.
- I had a meeting with an interested group regarding South Vallejo Community Center. They requested a timeline for the new RFQ. I plan to have it released before Thanksgiving and open until early January.
- I attended the Chamber meeting and thanked the services clubs for the assistance with the Halloween event at Children's Wondeland. I also asked for donations for the Thanksgiving food drive, and the Holiday toy drive.
- Staff and I researched the Legal Counsel applications, and the Board Clerk did a fantastic job with the spreadsheet and coordinating the interviews. I am double checking the background for the top candidate before I reach out to them.
- I will be attending training for negotiations November 15th-18th
- Our all-staff holiday luncheon is noon, December 7th. If you could please say a few words to staff, that would be appreciated. Please RSVP to the Board Clerk
- We are collecting food for our food drive, if you would like to donate food or money, please bring food to Antony and monetary donations can be made to the foundation via the website.
- Honor Veterans Day and enjoy your Thanksgiving.