



# Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles  
by providing safe parks and innovative and fun  
recreation programs for all residents.

## BOARD OF DIRECTORS

Rizal Aliga  
Robert Briseño  
Thomas Judt  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

In accordance with California Government Code Section 54957.5, materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's Administrative Office, 401 Amador Street, Vallejo, CA during normal business hours or electronically at <https://www.gvrd.org/board-meetings-committees>.

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, August 22, 2024

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 Standing Committees will provide any updates to the full board.

7) **Consent Calendar**

**Public Comment**

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.

Approve Board Minutes – August 8, 2024



**8) Action Items:**

- 8.1 Discussion and Possible Action on General Manager Recommendations for the Disposition and Use of McIntyre Ranch (Lanusse)
- 8.2 Discussion and Possible Action on General Manager Goal Setting Proposal from Daniel Keen Consulting (Chairperson Aliga)
- 8.3 Approval for Interested Board Members to attend the 2024 Special District Leadership Conference in San Rafael on November 3-6, 2024 (Lanusse)
- 8.4 Approve Changes to Policy 2015 - Hours of Work and Overtime (Sorvari)
- 8.5 Approve Changes to Rule and Regulation 2015 - Hours of Work and Overtime (Sorvari)
- 8.6 Approve Changes to Policy 2280 - Volunteer Services (Sorvari)
- 8.7 Approve Changes to Rule and Regulation 2280 - Volunteer Services (Sorvari)
- 8.8 Approve Changes to Policy 1020 – Conflict of Interest (Sorvari)

**9) Financials:**

Adopt Resolution 2024-04 Establishing Accounting and Financial Reporting Thresholds for Leases and Subscription-Based Technology Agreements (Parkhurst)

**10) Staff Updates**

Public Comment

- 10.1 General Manager
- 10.2 Recreation Services Director
- 10.3 Parks and Facilities Director
- 10.4 Human Resources Director
- 10.5 Finance Director

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

**12) Executive Session**

Public Comment

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**, pursuant to Government Code section 54957  
Title: General Manager

**13) Meeting Adjourn:**

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We regularly meet on the second and fourth Thursdays of each month at 6:30pm  
Next Meeting: Thursday, September 12, 2024

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# Greater Vallejo Recreation District

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## BOARD OF DIRECTORS

Rizal Aliga  
Robert Briseño  
Thomas Judt  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

## Greater Vallejo Recreation District Board of Directors

### MINUTES

August 8, 2024 – 401 Amador Street

6:30 p.m.

#### 1) Call to Order

Chairperson Aliga called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., August 8, 2024, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

#### 2) Pledge of Allegiance

Chairperson Aliga led the pledge.

#### 3) Roll Call

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

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

#### 4) Approval of Agenda

Director Starnes offered the motion, seconded by Director Briseño to approve the agenda with one change to move 5.2 before 5.1. Motion passed.

#### 5) Presentations:

##### **5.2-Daniel Keen Consulting: Facilitated Performance Reviews for General Managers**

Danile Keen provided details and pricing for his Facilitated Performance Review process.

##### **5.1-Proposal for McIntyre Ranch by Vallejo Project**

Scheduled presenter could not attend meeting.

#### 6) Public Comment: 1 Speaker

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



## 7) **Committee Updates**

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

Director Starnes wanted to let Director Nuño know that his supervisors did an excellent job of filling in while he was on vacation.

Chairperson Aliga announced that a couple of his committee meetings were cancelled due to his work schedule.

## 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 – July 25, 2024

**8.2** Accept Facility and Development Committee Minutes-July 23, 2024

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

## 9) **Staff Updates**

Public Comment-None

### **9.1 General Manager**

- Gave an update on National Night Out events.
- Announced staff is looking into a Cybersecurity Grant.
- Announced staff had a meeting to compile a list of needed park & facility updates.
- Announced a CSDA Budget Cycle program.

### **9.2 Recreation Services Director**

- Announced that staff attended a National Night Out event and will also attend the SolTrans Community Block Party.
- Announced that Recreation Coordinator Courtney Collier's last day at the district will be August 14<sup>th</sup>.
- Provided an update on GVRD's 80<sup>th</sup> Anniversary Event happening on Saturday at Blue Rock Springs Park.

### **9.3 Parks and Facilities Director**

- Recognized Supervisors Javier and Chris for doing a great job during his vacation.
- Provided an update on the Lake Dalwigk project.
- Announced the district received \$80K in reimbursement for a prior Participatory Budgeting project.
- Announced a community resource fair special event happening in City Park on Saturday.



- Announced some upcoming Vallejo Watershed Alliance events and meetings.

#### **9.4 Human Resources Director**

- Announced there were no Employee of the Month nominations for the July.

#### **9.5 Finance Director**

- Provided an update on the audit status.
- Congratulated Director Nuño for pushing to get the Participatory Budget reimbursement from the City of Vallejo.
- Provided an update on the status of the 2024-25 Budget Book.
- Announced VCUSD provided \$83k of reimbursements to families in GVRD Kids Club programs for the 2023-24 FY.
- Provided an update on payroll processing since the position became vacant.

#### **10) Announcements and Comments from Board Members**

Director Briseño announced a SolTrans Community Block Party happening Friday from 3-7pm at 311 Sacramento Street.

Director Judt announced that he attended last night's Vallejo City Unified School District Board meeting and the 2x2 meeting that was held today at City of Vallejo and requested to have GVRD join the 2x2.

Chairperson Aliga received an email regarding the Olympic Team USA Break Dancing watch party at South Vallejo Arts and Cultural Complex tomorrow from 7am-5pm. Also received mail regarding a Solano County Farm Bureau networking mixer with Erin Hannigan at Vallejo Brewing Company on Aug 15<sup>th</sup> 5-7pm.

#### **11) Executive Session-** at 7:39pm Chairperson Aliga convened to executive session. Public Comment-None

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**, pursuant to Government Code section 54957

Title: General Manager

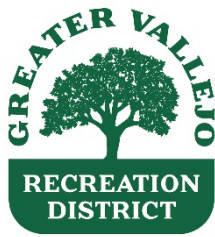
at 9:18pm Chairperson Aliga re-convened to regular session and reported the following: Feedback shared, and direction given.

#### **12) Meeting Adjourn**

Director Starnes offered the motion, seconded by Director Aliga to adjourn the meeting at 9:19pm. Motion passed.

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**Tom Starnes, Board Secretary**



## Agenda 8.1

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### BOARD COMMUNICATION

Date: August 22, 2024

**TO: Board Chairperson and Directors**

**FROM: Gabe Lanusse, General Manager**

**SUBJECT: Disposition and Use of McIntyre Ranch**

#### **BACKGROUND AND DISCUSSION**

McIntyre Ranch has been a point of discussion for many years as to what to do with the property. A few years ago, the issue of whether the road was public or private came to the courts, and it was determined that from the second cattle guard, it was not a public road. Use of the road by GVRD was not explicitly addressed, and access has been subject to questions.

Recently, at the July 25, 2024, board meeting, the Board of Directors were to discuss the future of McIntyre Ranch. At that meeting, the Board of Directors directed the General Manager to provide three (3) options for the disposition and use of the property. After review of the history, and discussion with staff regarding costs and details, the GM has provided the following three options:

1. Retain the property and use for recreational purposes
2. Sell or transfer the property
3. Swap the property with the City of Vallejo

#### **1. Retain the property and use for recreational purposes**

One possibility is to keep the property under GVRD ownership. Multiple items do factor into costs associated with bringing the property up to current codes, as well as making improvements. We have attached an estimated price sheet regarding a range of possible improvements to the road, structures, water supply, water tanks, and other known related items, based upon the potential recreational uses of the McIntyre Ranch property. For the full range of potential recreational uses, we developed an initial estimate of over \$12,000,000. Alternatively, GVRD could conduct an updated assessment study, estimated to cost at least \$170,000.

Another item to consider is that the property sits at the end of the St. John's Mine Road, and the neighboring homeowners have taken the position that GVRD should contribute to the maintenance of the road. Current costs are difficult to ascertain, as a formal estimate has not been performed. As the Board is also aware, the neighboring homeowners have also taken the position that they should be consulted regarding the intensity of use of the road (e.g., number of trips, number of days for public, etc.).

Once basic infrastructure repairs and improvements have been made for public use, management for recreational opportunities would need to begin. This will have to be decided beforehand, to help guide the expenditures for improvements.

For GVRD to retain the property, there are two primary options for management.

- GVRD runs programming and maintenance.
- An outside company/non-profit runs programming and maintenance.

With these two, there are many nuances as to what occurs on the property, hours and days of the week, and daily/weekly/monthly use. This may require expanding current staffing of part-time employees, full-time employees, or even a full-time ranger to be stationed on site.

In summary, retaining McIntyre Ranch would likely require large up-front costs to update the site, development of a use plan, potential compliance with regulatory requirements (such as CEQA), and annual expenses which will depend on how GVRD can use the site.

## **2 Sell or transfer the property**

A common misconception is that the property was gifted to the GVRD. The property was purchased in 1986 for \$565,000 by GVRD. It was appraised at \$500,000 in 1984. Currently the property has been declared surplus land, and GVRD has fielded a few inquiries for the sale of this property, although we have not received any defined proposals.

The property is zoned for parkland/open space, and we are unsure the ease or difficulty of rezoning the property to residential. The other challenging item are the unknowns regarding access to McIntyre Ranch through St. John's Mine Road and the potential views of the neighboring homeowners.

One difficulty in selling the McIntyre Ranch property is that it has been challenging to obtain an appraisal for the property. Given its zoning and the road access issues, we have been unable to obtain a precise value for the property that would be important for any negotiations.

Candidates to purchase or receive the property would be Solano Land Trust, as they nearly surround the GVRD property, adjacent landowners, or a municipal entity.

## **3. Swap the property with the City of Vallejo**

This is a possibility for GVRD and the City of Vallejo to discuss further. Due to the 9/11 attacks, safety and security of drinking water and their facilities have come under scrutiny. Recently the City of Vallejo purchased a home to act as a buffer between one of their sites.

In 2017, I had discussed the possibility of the GVRD purchasing some park and recreation sites from the City so that GVRD could pursue grants, and other financial

funding, to make improvements. The idea was mostly well received by the 13 City representatives I have discussed this with since 2017. As the City was slowly coming out of bankruptcy, and had liens on some properties, this could be a benefit to both parties. This could reduce their debt load, and GVRD would have more responsibilities and buy in regarding maintenance of their own properties. We would not have to depend on the City to provide a letter of intent for the Master Lease.

I would recommend pursuing a land swap would be for Gibson Park, which is more commonly known as the 395 and 401 GVRD offices, Vallejo Community Center, Children's Wonderland, Callen Field/ tennis courts, and Vallejo Parent Nursery School. This would not include the Senior Center, which currently belongs to the City of Vallejo. The City was also interested in the purchase of a property located adjacent to Crest Ranch Park. We could also transfer that property for the Gibson Property.

Such a transfer would be beneficial for both parties, as the Water Department would receive a buffer zone around its water tank at McIntyre Ranch at no cost and reduce debt. GVRD would receive park and recreation land which could be utilized by more Valloans.

### **RECOMMENDATION**

The Board to discuss and narrow down their choice.

### **FISCAL IMPACT**

For option one, it would be estimated over \$10 million dollars, with ongoing maintenance costs, and possible recreation costs depending on use. A third party management may reduce annual costs, but not start up costs.

For option two, it would be fees associated with the cost of selling the property. Possibly 6%-8% of the sale price.

For option three, an increase in costs would be possibly \$6,000 to \$10,000 for sewer and water, as we already maintain the Gibson Park area. Sewer and water would be additional annual costs, as we do not pay for them since the property is owned by the City of Vallejo.

### **ALTERNATIVES CONSIDERED**

To be determined by BOD

### **ENVIRONMENTAL REVIEW**

To be evaluated, as needed.

### **PROPOSED ACTION**

Narrow down selection

### **DOCUMENTS AVAILABLE FOR REVIEW**

Attachment "A" estimate of repairs and upgrades



## Planning - Level Cost Estimate

Greater Vallejo Recreation District

Item	Qty	Unit Price	Total	
<b>Project Start-Up</b>				
Mobilization, bonding, and Project Staking	LS	allow	-	\$32,000
Staging and Traffic Control, other General Conditions	LS	allow	-	\$32,000
Contingency- Level of estimate accuracy	allow	15%	-	\$9,600
<b>Projects Start-Up TOTAL</b>				<b>\$73,600</b>

<b>Ecological Center (preparation)</b>				
Driveway - A.C. pavement 12' wide w/turnouts	LF	500	\$154.00	\$77,000.00
Base Rock Surface Road - 10' wide	LF	550	\$32.00	\$17,600.00
Water System Connection	LF	500	\$32.00	\$16,000.00
Contingency - Level of estimate accuracy	allow	15%		\$16,590.00
<b>Research Center Total</b>				<b>\$127,190.00</b>

<b>Central Farm and Equestrian Area</b>				
Structural Assessment - Barn	LS	allow	\$32,000.00	\$20,000.00
Restore/Improve Barn (actual cost det. By Structural Assessment)	LS	allow	\$1,000,000.00	\$1,000,000.00
Tack House- Masonry Repairs and Minor Improvements	LS	allow	\$8,000.00	\$10,000.00
Cabin - Minor Repairs and Improvements	LS	allow	\$8,000.00	\$8,000.00
Stables- Minor Improvements, and roof	LS	allow	\$9,500.00	\$9,500.00
Septic Design and install	LS	allow	\$75,000.00	\$75,000.00
Restroom- Prefab 4 stall	LS	allow	\$450,000.00	\$450,000.00
Parking- Base Rock, 50 cars or 16 Truck/ Horse Trailers	SF	18,000	\$5.00	\$90,000.00
ADA Pathways	SF	20,000	\$15.00	\$300,000.00
Pasture and Garden Areas Fencing	LF	10,000	\$10.00	\$100,000.00
Contingency - Level of estimate accuracy	allow	15%		\$153,675.00
<b>Central Farm and Equestrian Area TOTAL</b>				<b>\$2,216,175.00</b>

<b>Nature Center and Overnight Environmental Camp</b>				
Nature /Conference Center	SF	3,600	\$450.00	\$1,620,000.00
Restroom and Shower Buildings - Prefab	EA	4	\$250,000.00	\$1,000,000.00
Terrace Area - new concrete patio	SF	2,000	\$15.00	\$30,000.00

Terrace Area - Picnic Tables	EA	10	\$1,500.00	\$15,000.00
Terrace Area - Shade Structure, 20' X 40'	SF	800	\$50.00	\$40,000.00
Landscape Area Renovation	SF	60,000	\$8.00	\$480,000.00
Parking - A.C. Paved, 24 cars	SF	10,800	\$18.00	\$194,400.00
Sewage Tank and Disposal Field	LS	allow	\$150,000.00	\$150,000.00
Contingency - Level of estimate accuracy	allow	15%		\$529,410.00
<b>Nature Center Area TOTAL</b>				<b>\$4,058,810.00</b>

<b>Pine Grove Area</b>				
Picnic Tables	EA	6	\$1,500	\$9,000.00
Benches, Fire Rings (2 benches per)	EA	2	\$2,000	\$4,000.00
Native Tree Plantings - Vegetation Management	LS	allow	\$20,000	\$20,000.00
Removal of Eucalutus trees	LS	allow	\$200,000	\$200,000.00
Contingency - Level of estimate accuracy	allow	15%		\$34,950.00
<b>Pine Grove Area Total</b>				<b>\$267,950.00</b>

<b>Utilities, Infrastructure, and Services</b>				
Engineering Study/Design - On - Site Water Supply and Delivery	LS	allow	\$70,000.00	\$70,000.00
Improvements to Ex. Water System OR connection to City Water	LS	allow	\$500,000.00	\$500,000.00
Fire Hydrants	EA	3	\$15,000.00	\$45,000.00
Vegetation Management, for fire and habitat	LS	allow	\$45,000.00	\$45,000.00
Drainage Improvements - Minor	LS	allow	\$10,000.00	\$10,000.00
Driveway Turnouts - A.C. Pave at 400' OC (incl. paving at Azevedo	EA	11	\$10,000.00	\$110,000.00
Re-Seal Existing Roads - 12' wide	LF	4,000	\$12.00	\$48,000.00
St Johns Mine Road Improvements - dear, trim , markings, signs	LS	allow	\$40,000.00	\$40,000.00
Carpool Parking Area - Base Rock, 13 cars, w/signs	SF	2,400	\$15.00	\$36,000.00
Contingency - Level of estimated accuracy	allow	15%		\$135,600.00
<b>Infrastructure TOTAL w/ Driveway Turnouts</b>				<b>\$1,039,600.00</b>

<b>Driveway Improvement Scenario 2 - Reconstruction to 20' Wide</b>				
Driveway and Main Road Widening - 20' wide	SF	80,000	\$20.00	\$1,600,000.00
Contingency - level of estimate accuracy	allow	15%		\$240,000.00
<b>Infrastructure TOTAL w/ Driveway Scenario 2</b>				<b>\$1,840,000.00</b>

<b>Implementations Steps</b>				
land Survey for design	allow		3%	\$288,699.75
Architecture, Lands, Arch., and Engineering (including design and	allow		8%	\$769,866.00
Biological and Archaeological services - permits and mitigations (CEQA)	LS	allow	\$200,000.00	\$200,000.00
Bidding Assistance and Construction Management	allow		15%	\$1,443,498.75
Contingent - Level of estimate accuracy	allow		15%	\$405,309.68
<b>Professional Services TOTAL</b>				<b>\$3,107,374.18</b>
<b>TOTAL PROJECT COST</b>				<b>\$12,730,699.18</b>

## Daniel Keen Consulting

August 9, 2024

Ms. Kimberly Pierson  
Assistant to the GM/Board Clerk  
Greater Vallejo Recreation District  
395 Amador Street  
Vallejo, CA 94590

Dear Ms. Pierson,

I am pleased to provide this proposal outlining the scope of work to facilitate a goal-setting process for your General Manager, Gabe Lanusse.

It is my understanding that the Board has already completed the annual evaluation process for the General Manager but would like assistance in developing his goals for the coming year. The primary objectives of this process would be to work with the General Manager to develop a set of proposed goals, seek Board feedback regarding the proposed goals, and facilitate a meeting of the Board and the General Manager to seek consensus on the goals. Ultimately, the agreed-upon goals should be aligned with the District's overall goals and strategic objectives.

### Scope of Work

The detailed scope of work follows.

1. Meeting with the General Manager

I will meet with the General Manager via Zoom or Teams to review the results of his recently completed performance evaluation and identify potential topics for his goals. We will review the current priorities of the Board, the opportunities and challenges the District is facing, and

previous goals that may have been established for him. We will review the concept of developing SMART goals, and I will share examples of SMART goals from other agencies. We will establish a timeframe for developing a set of proposed SMART goals which I will review prior to their distribution to the Board.

2. Interview Board members

I will conduct one-on-one interviews via Zoom or Teams with all members of the Board regarding the General Manager's proposed goals. I will seek the Board's feedback on the goals, identifying areas of consensus as well as those goals where there may not be full agreement. I will also seek Board feedback on topics which may not have been addressed by the General Manager's proposed goals. The interviews will be confidential, and feedback will be reported anonymously.

3. Prepare Report

I will prepare a brief report summarizing the feedback obtained from the interviews. The report will identify those goals which all Board members agree upon, as well as those where there was not a full consensus. The report will also identify topics or proposed goals that were not initially addressed by the General Manager.

4. Review Report with General Manager

I will review the report with the General Manager. If topics are identified in the interviews which were not addressed in his proposed goals, we will work together to prepare draft SMART goals addressing those topics. I will talk with the General Manager about his thoughts on any new goals so that he is prepared to discuss them with the Board.

5. Facilitate Meeting

I will facilitate a meeting via Zoom or Teams with the Board to review the interview feedback regarding the General Manager's goals. The General Manager will be present throughout the meeting and will participate in the discussion. The meeting will begin with a PowerPoint presentation summarizing the feedback from the interviews. We will review and discuss where there was consensus as well as disagreement regarding the goals, and any new goals proposed by Board members. The ultimate outcome of the meeting should be the establishment of clear goals for the General Manager that align with the strategic objectives of the Board, including identification of how his progress will be measured throughout the year (i.e., performance measures).

6. Prepare Summary Report

I will prepare a report following the meeting summarizing the goals and performance measures which were agreed upon.

## Deliverables

The following deliverables will be provided as part of the facilitated goal-setting process:

- One brief report summarizing the feedback obtained from the Board interviews.
- One report prepared at the conclusion, summarizing agreed-upon goals and performance measures.

## Timeline

The performance evaluation process will be conducted over a period of two months or less. This timeline is subject to change upon mutual agreement.

## Fee

The fee for the facilitated goal-setting process is \$4,500. This fee includes all expenses related to the process, including online meetings with the General Manager, conducting interviews with the Board, preparing the feedback report, facilitating the closed session with the Board via Zoom or Teams, and providing a memo which summarizes the proposed goals and performance measures for next year. In the event that an additional executive session meeting is needed, an additional fee of \$1000 will be charged per meeting. The fee includes professional liability insurance at \$1 million per occurrence/aggregate, general liability insurance at \$2 million per occurrence/\$4 million aggregate but does not include the costs for auto insurance or business license; if required, additional insurance or business license will be billed at actual cost.

## Facilitator

I will conduct all work outlined in this proposal, including conducting interviews, preparing the written reports and facilitating the meeting with the Board. My brief qualifications are summarized below:

- Former city manager for 22 years in five diverse communities across the State of California: La Palma, Seaside, Novato, Concord and Vallejo.
- Extensive experience facilitating city manager and other executives' performance evaluation processes; has facilitated more than 45 processes in the last three years.
- Experienced coach and career mentor for chief executives and aspiring city managers.
- Worked as a consultant for two firms over three years, serving primarily local government and non-profit agencies. Started sole proprietor business in April 2023,

focused on performance evaluation work for local government executives; more than 15 clients to date.

- Past facilitator for the annual California City Management Foundation (CCMF) New and Future City Managers Seminar; frequent presenter on the city manager hiring and evaluation process.
- Developed a reputation for strong, ethical leadership with an emphasis on assisting cities in crisis including Vallejo, California, which had just emerged from bankruptcy, and Seaside, California, which had dismissed its previous city manager.
- Extensive experience working with mayors, city council members and other elected officials. As city manager, worked successfully with many “divided” councils.
- Former senior advisor for the League of California Cities and the International City-County Management Association, a volunteer position providing ongoing personal and professional advice to over 23 city and county managers in the northern coastal counties of California from Sonoma County to the Oregon border.
- Past president of the League of California Cities’ City Managers Department; former board member of the California City Management Foundation.
- ICMA-Credentialed Manager; held American Institute of Certified Planners Certification for 30 years.
- Bachelor of Arts in Political Science, UCLA; Master of Public Administration, USC; Master of Planning, USC.

## Conclusion

Establishing clear, measurable goals is an important part of a successful performance evaluation for your General Manager. I am confident that your Board will find the process I have outlined above productive and helpful in providing clear guidance to the General Manager, while giving each Board member a meaningful opportunity to provide feedback about his goals. Regular productive conversations regarding performance and goals are an excellent way to maintain healthy working relationships between the General Manager and his Board. I look forward to the opportunity to work with them on this important process.

Sincerely,



Daniel E. Keen  
Consultant



**BOARD COMMUNICATION**

**Date: August 22, 2024**

TO: Board Chairperson and Directors

FROM: Gabe Lanusse, General Manager

SUBJECT: Board Authorization for interested Board Directors to attend CSDA's 2024 Special District Leadership Academy Conference

BACKGROUND AND DISCUSSION

CSDA's Special District Leadership Academy (SDLA) is a comprehensive governance leadership conference for elected and appointed Directors/Trustees.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Policy #409 Training, Education and Conferences states "attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs."

RECOMMENDATION

Approve the request for Board Directors to attend the SDLF Annual Conference.

ALTERNATIVES CONSIDERED

Deny the request.



COST

\$790 Early Bird Pricing for CSDA Members (before Oct. 13, 2024)

\$490-additional attendees from same district

Mileage and Bridge Toll Reimbursement

Optional: Hotel \$166 +taxes, fees/per night

COMMITTEE REVIEW

None

PROPOSED ACTION

Board Authorization for interested Directors to attend the CSDA -Special District Leadership Academy in person conference November 3-6<sup>th</sup> in San Rafael, CA.

DOCUMENTS AVAILABLE FOR REVIEW

- A. Policy 4090-Training, Education and Conferences
- B. Conference Brochure

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Training, Education and Conferences  
**POLICY NUMBER:** 4090

It is the policy of the Greater Vallejo Recreation District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts.

Attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.

# ACHIEVING DISTRICT GOALS... TOGETHER.

## Three Opportunities for Training Throughout The State!



- February 4 – 7, 2024 - San Luis Obispo
- April 14 – 17, 2024 – San Diego
- November 3 – 6, 2024 – San Rafael

*All New Sessions for Returning Attendees (San Diego and San Rafael)*



CSDA's 2024  
**Special District  
Leadership Academy Conference**

*A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees*



**California Special  
Districts Association**

*Districts Stronger Together*

# BOARD & STAFF LEARN TO WORK AS A TEAM.

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.



Complete all Four Modules of the **Special District Leadership Academy** as Virtual Workshops

**Module 1: Governance Foundations**

February 21 – 22, 2024  
9:00 a.m. – 12:00 p.m. each day

**Module 2: Setting Direction / Community Outreach**

April 3 – 4, 2024  
9:00 a.m. – 12:00 p.m. each day

**Module 3: Board's Role in Finance and Fiscal Accountability**

September 25 – 26, 2024  
9:00 a.m. – 12:00 p.m. each day

**Module 4: Board's Role in Human Resources**

December 4 – 5, 2024  
9:00 a.m. – 12:00 p.m. each day



FOR DIRECTORS AND TRUSTEES

## CERTIFICATE IN SPECIAL DISTRICT GOVERNANCE

Designed to acknowledge special district board members and trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.

1112 I Street, Suite 200, Sacramento, CA 95814 • t: 916.231.2909 • www.sdlf.org

# ATTEND

## CSDA'S SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE

Local boards are the reason why local control is local. Special district boards are the voices of the community, and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.

Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

***Whether you're new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!***

### Attendees will learn:

- Working as a team: The roles of the board and staff in your district
- Attributes and characteristics of highly effective boards
- How culture, norms, values, and operating styles influence the district
- Specific jobs that the board must perform
- How individual values, skills, and knowledge help to shape how effective boards operate
- The importance of moving from "I" to "we" as the governance team
- The board's role in setting direction for the district
- The board's role in finance and fiscal accountability
- And much more!



### SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference, reducing SDRMA member's annual contribution amount.



SHOWCASE YOUR DISTRICT'S  
COMMITMENT TO EXCELLENCE

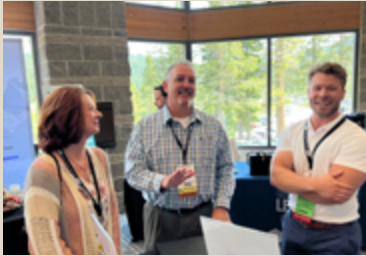
# DISTRICT OF DISTINCTION ACCREDITATION

Designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district.



# FIRST-TIME ATTENDEE

## SCHEDULE OF EVENTS



### SUNDAY

**5:30 – 7:00 p.m.**  
**REGISTRATION AND NETWORKING RECEPTION**

Take a moment to connect with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

### MONDAY

**8:30 – 10:00 a.m.**  
**BUILDING A FOUNDATION FOR GOOD GOVERNANCE**

*\* This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this conference session, the instructor will lay the groundwork for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall wellbeing of the district
- The traits of effective board members
- What good governance means and how to effectively put it into practice
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building

**10:00 – 10:30 a.m.**  
**BREAK** (All Attendees)

**10:30 a.m. – 12:30 p.m.**  
**BUILDING A FOUNDATION FOR GOOD GOVERNANCE** (continued)

**12:30 – 1:30 p.m.**  
**LUNCH PROVIDED** (All Attendees)

**1:45 – 3:00 p.m.**  
**DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS**

*\* This session covers Module 4 of the Special District Leadership Academy: Board’s Role in Human Resources.*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board’s role in human resources
- Recognizing HR red flags and positive indicators
- Developing and maintaining essential HR policies
- Covering confidentiality and legal liabilities
- Evaluating the general manager

**3:00 – 3:30 p.m.**  
**BREAK** (All Attendees)

**3:30 – 4:30 p.m.**  
**DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS** (continued)

**5:30 – 7:00 p.m.**  
**SIP AND SAVOR EVENING RECEPTION**



*Sponsored by the Special District Risk Management Authority (SDRMA)*

Join us for a lively evening of networking and refreshments.

### TUESDAY

**8:30 – 10:00 a.m.**  
**FULFILLING YOUR DISTRICT’S MISSION: CHARTING THE COURSE**

*\* This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session will highlight the importance of setting the direction for your district. Learn the critical components of direction-setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district’s mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

**10:00 – 10:30 a.m.**  
**BREAK** (All Attendees)

**10:30 – 12:00 p.m.**  
**FULFILLING YOUR DISTRICT’S MISSION: CHARTING THE COURSE** (continued)

**12:00 – 1:00 p.m.**  
**LUNCH PROVIDED** (All Attendees)

**1:15 – 2:45 p.m.**  
**GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH**

*\* This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This conference session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences
- Responding to public input
- Media relations
- Legislative outreach and advocacy

**2:45 – 3:00 p.m.**  
**BREAK** (All Attendees)



# RETURNING ATTENDEE

## SCHEDULE OF EVENTS

**SDLA Graduate? Join us for our Returning Attendee Track with Two Days of Breakout Sessions with topics such as:**

- Promoting Civility in a Time of Heightened Partisanship and Polarization
- Rules of Engagement
- Community Outreach
- Financial Reporting
- Board / Manager Relationship Best Practices
- Leading Challenging Board Meetings

Check the SDLA Website for Returning Attendee Track Session details when agenda is confirmed. Returning Attendee Track available only in San Diego and San Rafael.

**3:00 – 4:00 p.m.**  
**GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH**  
*(continued)*

**OPEN EVENING**

**WEDNESDAY**

**8:30 – 10:00 a.m.**  
**SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?**

*\* This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This conference session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts.

Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

**10:00 – 10:15 a.m.**  
**BREAK** *(All Attendees)*

**10:15 a.m. – 12:00 p.m.**  
**SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?** *(continued)*

**12:00 p.m.**  
**GRADUATION CERTIFICATE DISTRIBUTION**

*First-time attendees must attend all sessions and turn in their completed certificate application in order to receive their certificate at the conclusion of the conference.*



**SUNDAY**

5:30 – 7:00 p.m.

**REGISTRATION AND NETWORKING RECEPTION**

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

**MONDAY**

**8:30 a.m. – 12:30 p.m.**  
**BREAKOUT SESSIONS**

**10:00 – 10:30 a.m.**  
**BREAK** **(ALL ATTENDEES)**

**12:30 – 1:30 p.m.**  
**LUNCH PROVIDED** **(ALL ATTENDEES)**

**1:45 – 4:30 p.m.**  
**BREAKOUT SESSIONS**

**3:00 – 3:30 p.m.**  
**BREAK** **(ALL ATTENDEES)**

**5:30 – 7:00 p.m.**  
**SIP AND SAVOR EVENING RECEPTION**

*Sponsored by the Special District Risk Management Authority (SDRMA)*



Join us for an entertaining evening of networking and refreshments.

**TUESDAY**

**8:30 a.m. – 12:00 p.m.**  
**BREAKOUT SESSIONS**

**10:00 – 10:30 a.m.**  
**BREAK** **(ALL ATTENDEES)**

**12:00 – 1:00 p.m.**  
**LUNCH PROVIDED** **(ALL ATTENDEES)**

**1:15 – 4:00 p.m.**  
**BREAKOUT SESSIONS**

**2:45 – 3:00 p.m.**  
**BREAK** **(ALL ATTENDEES)**

**4:00 p.m.**  
**CONFERENCE ENDS FOR RETURNING ATTENDEES**



**February 4 – 7, 2024**

**Embassy Suites  
by Hilton San Luis Obispo**

333 Madonna Rd, San Luis Obispo, CA 93405

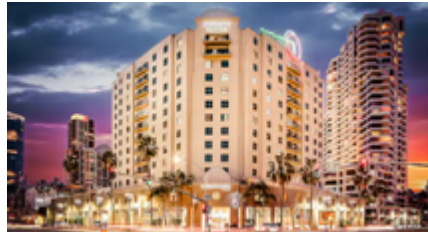
HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$149 plus tax and fees per day. The room reservation cut-off is January 11, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration.

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, and complimentary guest room Wi-Fi.



**EARLY BIRD DISCOUNT:** The early bird discount for this location requires registration on or before Thursday, January 11, 2024.

Cancellations must be in writing and received by CSDA no later than January 11, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after January 11, 2024. Substitutions are acceptable and must be done in writing no later than January 26, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.



**April 14 – 17, 2024**

**Embassy Suites  
by Hilton San Diego Bay Downtown**

601 Pacific Hwy, San Diego, CA 92101

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block are available at the rate of \$194\* or prevailing federal per diem at time of check in plus tax. The room reservation cut-off is March 19, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration. \*current federal per diem as of 9/14/23 but subject to change

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, \$40/night overnight parking, and complimentary guest room Wi-Fi.



**EARLY BIRD DISCOUNT:** The early bird discount for this location requires registration on or before Tuesday, March 19, 2024.

Cancellations must be in writing and received by CSDA no later than March 19, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after March 19, 2024. Substitutions are acceptable and must be done in writing no later than April 5, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.



**November 3 – 6, 2024**

**Embassy Suites  
by Hilton San Rafael - Marin County**

101 McInnis Parkway, San Rafael, CA 94903

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$166 plus tax and fees per day. The room reservation cut-off is October 13, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration.

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, \$7/night overnight parking, and complimentary guest room Wi-Fi.



**EARLY BIRD DISCOUNT:** The early bird discount for this location requires registration on or before Sunday, October 13, 2024.

Cancellations must be in writing and received by CSDA no later than October 13, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after October 13, 2024. Substitutions are acceptable and must be done in writing no later than October 25, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.





# 2024 Registration Form

## Special District Leadership Academy Conference

(Use one form per registrant)

### Three Ways to Register

- **Register online** by visiting the SDLA Conference website at [sdla.csda.net](http://sdla.csda.net).
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cassandra Strawn at [membership@csda.net](mailto:membership@csda.net) or call toll-free at the number listed above.



Name/Title:		
<input type="checkbox"/> First-time Attendee <input type="checkbox"/> Returning Attendee		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:	
Emergency Contact - Name & Phone:		
<b>WHICH CONFERENCE WILL YOU BE ATTENDING?</b>		
<input type="checkbox"/> FEBRUARY 4 – 7, 2024 - SAN LUIS OBISPO EARLY BIRD DISCOUNT: JANUARY 11, 2024  <input type="checkbox"/> CSDA Member                      \$720 <input type="checkbox"/> Non-member                              \$1,080  <b>AFTER JANUARY 11</b> <input type="checkbox"/> CSDA Member                      \$775 <input type="checkbox"/> Non-member                              \$1,160	<input type="checkbox"/> APRIL 14 – 17, 2024 - SAN DIEGO EARLY BIRD DISCOUNT: MARCH 19, 2024  <input type="checkbox"/> CSDA Member                      \$720 <input type="checkbox"/> Non-member                              \$1,080  <b>AFTER MARCH 19</b> <input type="checkbox"/> CSDA Member                      \$775 <input type="checkbox"/> Non-member                              \$1,160	<input type="checkbox"/> NOVEMBER 3 – 6, 2024 - SAN RAFAEL EARLY BIRD DISCOUNT: OCTOBER 13, 2024  <input type="checkbox"/> CSDA Member                      \$720 <input type="checkbox"/> Non-member                              \$1,080  <b>AFTER OCTOBER 13</b> <input type="checkbox"/> CSDA Member                      \$775 <input type="checkbox"/> Non-member                              \$1,160
<b>SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!</b>		
<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT</b> <input type="checkbox"/> CSDA Member                      \$490 <input type="checkbox"/> Non-member                              \$735	<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT</b> <input type="checkbox"/> CSDA Member                      \$545 <input type="checkbox"/> Non-member                              \$820	
<b>Payment</b>		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:		Acct. Number:
Expiration Date:	CVC:	Authorized Signature:
<b>Special Needs (including Dietary, all special dietary needs must be indicated in advance of conference)</b>		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csda.net/about-csda/who-we-are](http://www.csda.net/about-csda/who-we-are).



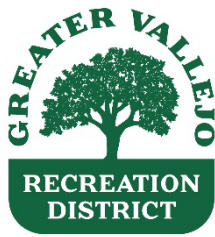
## Steady as you go.

When your team and ours all pull together, you get the sure-footed stability you need to proceed with confidence. As an extension of your staff, we are always at the sidelines delivering service and expertise. For everything from Workers' Compensation and Property/Liability coverages to Health Benefits options available throughout California, we are here to keep you going strong. For more information, visit [sdrma.org](http://sdrma.org).

**SDRMA**  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

*Maximizing Protection. Minimizing Risk.*

800-537-7790 • [SDRMA.ORG](http://SDRMA.ORG) 26



**Agenda 8.4**

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**BOARD COMMUNICATION**

**Date: August 22, 2024**

**TO: Board Chairperson and Directors**

**FROM: Lisa Sorvari, Human Resources Director**

**SUBJECT: Approve Amended Policy 2015, Hours of Work and Overtime**

**BACKGROUND AND DISCUSSION**

This policy was amended to provide clarification. This is the Board's first review.

**RECOMMENDATION**

Approve the amended Policy upon first review.

**FISCAL IMPACT**

None.

**ALTERNATIVES CONSIDERED**

Approve as is.

Approve with recommendations.

Reject.

Reject with recommendations.

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

Policy #2015

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# Greater Vallejo Recreation District

## POLICY MANUAL

POLICY TITLE: Hours of Work and Overtime (Amended)

POLICY NUMBER: 2015

~~The calculation of hours of work each day shall be consecutive except for interruptions for meal periods.~~ A basic workweek is ~~normally generally~~ defined to consist of five (5) consecutive ~~work days~~ workdays Monday through Friday. Due to the varied types of ~~operations in the District~~ District operations, alternative workweeks may be scheduled. For overtime purposes, the workweek is defined as Sunday through Saturday. Employees shall be at their designated work area ready to work at the start of their scheduled shift.

Employees who work over five (5) hours a day ~~are required by law to shall~~ take a lunch break of not less than 30 minutes unless the work day will be completed in six hours. All full time employees are to take their meal period prior to the start of the fifth hour in their scheduled shift. Employees who work over 10 hours per day are required to take a second lunch break of not less than 30 minutes. Employees scheduled to work six hours a day may submit a request in writing to waive their lunch break subject to supervisor's approval. The "on duty" meal period requires prior approval from their supervisor and shall be used only in extraordinary circumstances. Employees are to be relieved of all duty during the meal period. Occasionally when the nature of the work prevents an employee from being relieved of all duty during the break, an "on duty" meal period may be taken and counted as time worked. This requires prior approval from their supervisor. Employees shall ~~be entitled to receive~~ a rest period of 15 minutes for every four (4) hours worked. Employees shall not combine rest periods or add them to meal periods. The rest periods shall also not be used to allow an employee to ~~come in early before~~ arrive late to the start of their shift or leave early at the end of their shift. Rest periods will be counted as time worked.

Overtime is defined as time worked in excess of 40 hours in a workweek, ~~and time worked on a designated holiday~~. Except for emergency call-outs, employees must obtain prior authorization from their

Approved 3/8/2007

2015-1

Revised 6/26/2008, 6/2012, 3/2013, 12/2016

~~Revised 6/2012~~

~~Revised 3/2013~~

~~Approved 12/2016~~

supervisor to work overtime. Employees ~~considered to be non-exempt~~covered by the Fair Labor Standards Act may choose compensatory time off for all overtime worked except emergency call outs. (See Rule and Regulation RR2015) Compensatory time off shall be credited at the rate of time and one-half (1½) for hours worked over 40 hours, and double time (2) for hours worked on a holiday. If the definition of overtime in this policy differs from or as noted in current bargaining agreements, the bargaining agreements shall supersede.

Because the District is held accountable for the expenditure of public funds, all employees, including exempt employees, will be required to complete and submit a bi-weekly time report setting forth all hours worked. The District reserves its right to make schedule changes to minimize overtime.

Approved 3/8/2007

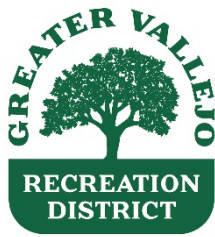
2015-2

Revised 6/26/2008, 6/2012, 3/2013, 12/2016

~~Revised 6/2012~~

~~Revised 3/2013~~

~~Approved 12/2016~~



**Agenda 8.5**

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**BOARD COMMUNICATION**

**Date: August 22, 2024**

**TO: Board Chairperson and Directors**

**FROM: Lisa Sorvari, Human Resources Director**

**SUBJECT: Approve Amended RR 2015, Hours of Work and Overtime**

**BACKGROUND AND DISCUSSION**

This Rules and Regulations was amended to provide clarification. This is the Board's first review.

**RECOMMENDATION**

Approve the amended Rules and Regulations upon first review.

**FISCAL IMPACT**

None.

**ALTERNATIVES CONSIDERED**

Approve as is.

Approve with recommendations.

Reject.

Reject with recommendations.

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

Rules and Regulations #2015

# Greater Vallejo Recreation District

## Rules and Regulations

POLICY NUMBER/TITLE: 2015 Hours of Work and Overtime (Amended)

Rule and Regulation: RR2015

~~Employee work time belongs to the District.~~ Employees should refrain from doing “personal” ~~things~~ conducting personal business during work time. ~~If personal calls are necessary, they~~ Personal calls need ~~to~~ should be held to a minimum. Solicitation, whether for personal gain or fundraisers, should not be done at the work site or on District time.

### Overtime Procedures

The following rules are applicable to hourly employees or as noted in a current bargaining agreement:

- ~~\_\_\_\_\_~~ Hours of work for purposes of overtime calculation includes all hours in paid status including annual and sick leave, as well as compensatory and holiday time off.
- Except for emergency call outs, all overtime work must be pre-approved.
- ~~The employees’~~ timesheets shall include all hours worked and the reasons for working hours worked and for overtime.
- ~~• Timesheets must record all hours worked.~~
- ~~For all call-outs, the reason for, location of, and work performed are to be noted on the timesheet.~~ Compensatory time is calculated at a rate ~~of and~~ one and one half (1 ½) hours for actual time worked for every paid hour with a minimum of 2 hours recorded, ~~or as noted in current bargaining agreements.~~
- All ~~overtime work performed over~~ paid hours over 40 hours in a work week, shall be ~~calculated at~~ compensated at a rate of one and one half (1 ½) hours for actual time worked times the regular rate of pay.
- ~~Without prior written approval from the general manager, work~~ Work performed by an employee on behalf of a non-GVRD ~~District~~ activity is ~~excluded from overtime~~ not compensable without prior approval from the General Manager.
- ~~Employees For GVRD recognized holidays, fulltime employees must be approved in~~ receive advanced approval from by the General Manager to work on ~~one of these holidays.~~ a District-observed holiday.
- ~~• For Part time staff any off site mandated training seminars, work related meetings shall be compensated. Pre approval for mandated attendance shall be given by the General Manager.~~

Approved 3/8/2007

Revised 6/26/2008  
Approved 6/2012  
Revised 1/2013  
Approved 12/2016

RR2015-1

- Employees directed by the General Manager or Department Manager to represent the District at any meetings, including Board meetings, City Council meetings, commission meetings, community activity meetings, etc., will be compensated according to the overtime policy.
- Where possible, and with supervisory approval, employees may adjust their normal work schedule to accommodate ~~known~~ overtime activities. Employees who opt to flex their schedule must do so in during the same or following bi-weekly pay period workweek (Sunday through Saturday).
- The District reserves ~~its the~~ rights to make schedule changes to minimize overtime.

Overtime and call-out for Fair Labor Standards Act, LA-Exempt Status Employees

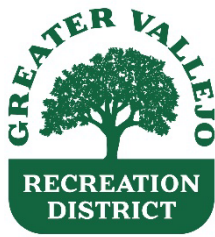
~~E— According to the Fair Labor Standards act, Exempt status is not employees who are exempt from the Fair Labor Standards Act (not paid by the hour) are not entitled to the payment of overtime, in lieu of payment the Board of Director's authorizes 9 paid Executive Leave days per fiscal year, to compensate for extra time worked.~~

Approved 3/8/2007

Revised 6/26/2008  
Approved 6/2012  
Revised 1/2013  
Approved 12/2016

RR2015-2





**Agenda 8.6**

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**BOARD COMMUNICATION**

**Date: August 22, 2024**

**TO: Board Chairperson and Directors**

**FROM: Lisa Sorvari, Human Resources Director**

**SUBJECT: Approve Amended Policy 2280, Volunteer Services**

**BACKGROUND AND DISCUSSION**

This Policy was amended to provide clarification and updated information and is the Board's first review.

**RECOMMENDATION**

Approve the amended Rules and Regulations upon first review.

**FISCAL IMPACT**

None.

**ALTERNATIVES CONSIDERED**

Approve as is.

Approve with recommendations.

Reject.

Reject with recommendations.

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

Policy #2280

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Volunteer Services (Amended)  
**POLICY NUMBER:** 2280

### Volunteer Definition and Qualifications

A volunteer is any individual who performs services for the ~~Greater Vallejo Recreation~~ District without compensation, remuneration or other consideration and who otherwise meets the requirement of the policy.

### Volunteer Status

Under no circumstances shall volunteers be considered employees or independent contractors of the ~~Greater Vallejo Recreation~~ District. Volunteers shall not receive wages, salary, compensation or other valuable consideration for the performance of ~~his or her~~their services. Volunteers may be reimbursed ~~of costs~~for expenses related to volunteer work at the discretion of their supervisors.

### Scope of Activity

The role of a volunteer is to assist, but not to replace the responsibilities or authority of any ~~Greater Vallejo Recreation~~ District employee.

### Safety requirements

Except in the case of an emergency, volunteers shall not administer first aid or other medical assistance. All volunteers are asked to work diligently to maintain safe and healthful working conditions and adhere to proper operating practices and procedures and safety policies to prevent injury and illness.

### Use of Tobacco Products/ Drug and Alcohol Abuse

Volunteers will adhere to the ~~Greater Vallejo Recreation District~~District's Drug and Alcohol Abuse, Policy Number 2190 and use of Tobacco Products, Policy Number 2195.

### Confidentiality

No volunteer shall be permitted to access, review, disclose, or use conditional confidential customer/-employee data~~ae~~, or participate in conversations in which confidential information is discussed. Each volunteer shall keep strictly confidential all information he or she may ~~learn~~have access to during the course ofwhile performing services.

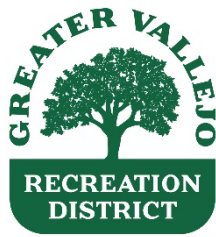
### Volunteer Training

The ~~Greater Vallejo Recreation~~ District coordinator or supervisor will be responsible for training the volunteer assigned to them to perform the specific duties associated with their assignments. Volunteers are also required to attend Mandatory Child Abuse and Neglect Prevention and Reporting training if they work with children.

### Volunteer Workers' Compensation Insurance

An unpaid person who qualifies pursuant to the previous of Labor Code Sections 3361.5 and 3363.5, and any amendment thereto, who is authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for anyVolunteers are covered under injury sustained by them while engaged in the performance of services for the District under its direction and control. The Legislature of the State of California has provided through legislation authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policythe District's Workers Compensation Insurance for work-related injuries or illnesses. (Policy Title:Refer to Policy 2115, Volunteer Workers' Compensation Insurance, for more information.Policy Number: 2115)

DRAFT



**Agenda 8.7**

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**BOARD COMMUNICATION**

**Date: August 22, 2024**

**TO: Board Chairperson and Directors**  
**FROM: Lisa Sorvari, Human Resources Director**  
**SUBJECT: Approve Amended RR 2280, Volunteer Services**

**BACKGROUND AND DISCUSSION**

This Rules and Regulations was amended to provide clarification and updated information and is the Board's first review.

**RECOMMENDATION**

Approve the amended Rules and Regulations upon first review.

**FISCAL IMPACT**

None.

**ALTERNATIVES CONSIDERED**

Approve as is.  
Approve with recommendations.  
Reject.  
Reject with recommendations.

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

RR #2280

# Greater Vallejo Recreation District

## **POLICY MANUAL RULES AND REGULATIONS**

POLICY TITLE: 2280 Volunteer Services (Amended)

POLICY NUMBER: RR2280

### Before Volunteer Services Begin

1. Volunteer applicants must ~~fill out~~complete the following ~~three~~ forms; Volunteer Application, Volunteer ~~Waiver of Liability Agreement, Waiver and Release, and Workers Compensation~~Volunteer Background Questionnaire. Completed forms ~~go to the Recreation Superintendent or the Maintenance and Development Manager, depending on the volunteer work the applicants' desire. Each department will maintain paperwork. are kept secure in the human resources department.~~
2. Volunteer applicants must obey the following ~~criminal fingerprinting guidelines~~background check guidelines:
  - a. All ~~adult~~volunteers over the age of 17 must be fingerprinted and incur the fee, exception: parent volunteers in the ~~sSports pPrograms~~ are exempt from the fingerprinting requirement ~~as long as if staff is are~~ on site and supervising.
  - b. ~~Underage volunteers~~Volunteers under the age of 18 cannot be fingerprinted, and therefore must be supervised at ~~all~~ times. At no point should these volunteers be left alone with children or other ~~underage~~volunteers under the age of 18.
3. Once volunteers have submitted the ~~three required~~ forms and ~~their fingerprints clear~~ the District receives acceptable results from the Department of Justice, the Recreation ~~Services Director~~Superintendent or the ~~Maintenance and Development Manager~~Parks and Facilities Director will refer approved volunteers to a coordinator ~~Recreation Supervisor~~ or ~~Park the~~ Landscape Supervisors for duties.

### Volunteer Supervision

The Recreation ~~Superintendent~~ Services Director or the ~~Maintenance and Development Manager~~ Parks and Facilities Director assume the responsibility of supervising each volunteer unless they delegate the responsibility to another supervisor or coordinator.

### Volunteer Timesheets

Volunteers ~~are to turn in~~must submit their completed timesheets to their supervisor for signature. Volunteers should ~~follow the same GVRD timesheet that all GVRD employees follow. complete the same timesheet that District staff complete.~~

### Volunteer Breaks/Lunch Periods

~~Like employees, volunteer must also follow California Labor Code (CLC). Please~~ Volunteers should refer to GVRD Policy 2015 regarding Hours of Work and Overtime for CLC laws. breaks and lunch periods.

### Volunteer Support

Volunteers should first seek resolution with their supervisor if they have concerns about their assignments, incomplete training, and/ or inadequate supervision. If such efforts do not result in an effective resolution, volunteers should contact the Recreation ~~Superintendent Services Director~~ or ~~Maintenance and Development Manager~~ the Parks and Facilities Director.

#### Volunteer Conduct

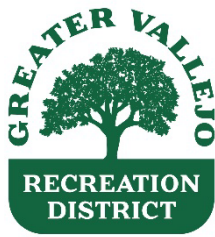
Volunteers will serve as positive role models, use appropriate language, and discuss age appropriate topics when assigned to assist minors. Volunteers should be prompt and dependable. If volunteers are ill or an emergency occurs, they must notify their supervisor or leave a message with the front staff.

#### Volunteer Mandatory Reporter Training

Volunteers who work with or around children are required to attend a two-hour Mandatory Child Abuse and Neglect Prevention and Reporting Training.

#### Dress Code

The dress code for volunteers should be appropriate for their duties, and also comfortable for any task they may be assigned.



**Agenda 8.8**

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**BOARD COMMUNICATION**

**Date: August 22, 2024**

**TO: Board Chairperson and Directors**

**FROM: Lisa Sorvari, Human Resources Director**

**SUBJECT: Approve Amended Policy 1020, Conflict of Interest**

**BACKGROUND AND DISCUSSION**

Per the FPPC, the District must review and update its Conflict of Interest Policy to align with any changes to the Districts staff or reporting structures.

**RECOMMENDATION**

Approve the amended Policy upon first review.

**FISCAL IMPACT**

None.

**ALTERNATIVES CONSIDERED**

Approve as is.

Approve with recommendations.

Reject.

Reject with recommendations.

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

Policy #1020

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# Greater Vallejo Recreation District

## POLICY MANUAL

POLICY TITLE: Conflict of Interest ([Amended](#))  
POLICY NUMBER: 1020

The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted regulation Title 2, Division 6, Section 18109-18997, of the California Code of Regulations (“CCR”) that contains the terms of standard conflict of interest code, which can be incorporated by reference in agency’s code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to confirm amendments in the Political reform Act. Therefore, the terms of the 2 California Code of Regulations Section 18730 and any amendments there to duly adopted by the Fair Political Commissions are hereby incorporated by reference and, along with the members of the Board of Directors and employees designated below. Constitute the ~~conflict of interest~~[conflict-of-interest](#) code of the Greater Vallejo Recreation District.

Designated employee, listed below shall file statements of economic interest with the Districts Filing Officer \*, who will make the statements available for public inspection and reproduction. Upon receipt of the statements, the filing officer shall ensure the general manager’s statement is filed, online using the Solano County E Disclosure website. The Districts filing officer will retain all other designated ~~employees~~[employees](#)’ statements.

Directors ~~and/or~~[and/or](#) employees, who have authority to establish policy or make decisions concerning the investment of public monies, are considered under the CA Government Section 87200 for full disclosure. Employees who have purchasing only authorities, are not required to complete The Real Property disclosure form contained within the Form 700 packet, and as such are considered to be “Limited Disclosures” ~~filer~~[filer](#).

### DESIGNATED EMPLOYEES- CA Government Section 87200- Full ~~\_~~Disclosure Position

General ~~m~~[M](#)anager- Filed with the county on E Disclosure  
Board Members ~~\_~~(5) Maintained at the GVRD Main Office  
~~Maintenance Superintendent (1) Maintained at the GVRD Main Office~~ Finance Director ~~\_~~ (1)  
Maintained at the GVRD Main Office.  
[Human Resources Director - \(1\) Maintained at the GVRD Main Office](#)  
[Parks & Facilities Director - \(1\) Maintained at the GVRD Main Office](#)  
Recreation ~~Superintendent~~[Services Director](#) ~~\_~~ (1) Maintained at the GVRD Main Office. [Project  
Manager](#) ~~\_~~(1) Maintained at the GVRD Main Office.

[Approved 4/28/2006](#)

[Revised 12/14/2006, 05/2014,](#)

[Electronic Copy Created 06/21/2021](#)



~~HR Manager – (1) Maintained at the GVRD Main Office.~~

Designated EMPLOYEES- CA Government Section 87200- Limited Disclosure  
Position

~~Recreation Supervisor (s) (3) Maintained at the GVRD Main Office~~

~~Maintenance-Facilities Supervisor – Parks and Landscape (1) Maintained at the GVRD Main Office~~

~~Maintenance\_Landscape Supervisor – \_Facilities (1) Maintained at the GVRD Main Office~~

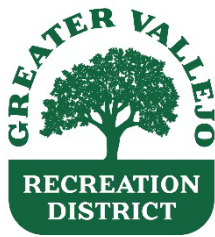
~~Recreation Supervisor - (23) Maintained at the GVRD Main Office~~

\* Board Clerk/Assistant to the General Manager

Approved 4/28/2006

Revised 12/14/2006, 05/2014,

Electronic Copy Created 06/21/2021



## Agenda 9

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### BOARD COMMUNICATION

Date: August 22, 2024

**TO:** Board Chairperson and Directors

**FROM:** Noel Parkhurst, Finance Director

**SUBJECT:** Reporting Leases and Subscription-Based Information Technology Arrangements

#### **BACKGROUND AND DISCUSSION**

Governmental Accounting Standards Board (GASB) Statement No. 87 Leases increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources, (explained below), based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

#### **Deferred Inflow and Outflow of Resources Explained**

The financial statements of state and local governments contain two items not found in the financial statements of companies or not-for-profits: *deferred outflows of resources* and *deferred inflows of resources*. Part of the reason why some people are confused about what deferrals are stems from the name given to them by the Governmental Accounting Standards Board (GASB), the organization that establishes accounting and financial reporting rules for U.S. governments below the federal level. The names *deferred outflows* and *deferred inflows* suggest that the flow of resources into a government (such as cash receipts or accounts receivable) and out of a government (such as cash payments and accounts payable) will not happen until sometime in the future. But that is not the case.

When a government receives resources, it generally reports revenue in its income statement. When it provides resources, it generally reports expenses (or expenditures in its governmental funds). Occasionally, the resources a government receives or provides during the year are related to a future period. As a result, the government *defers* reporting revenues or expenses until that future period arrives. In other words, despite their name, deferred outflows and deferred inflows are not postponements of outflows

and inflows of resources but, rather, *postponements of reporting them as expenses and revenues*, respectively.

One example of a deferral relates to government grants with time restrictions. Most grants from the federal and state governments are not received until a government has met a grant program's eligibility requirements – usually by spending money on a specific service or program, such as park restoration or construction – and subsequently applies for reimbursement. Imagine, though, that a special district receives a state government grant in 2023 that it is not allowed to spend until 2025. If that grant has no eligibility requirements (or the special district already has met the eligibility requirements), all the special district has to do is wait until the time restriction expires before spending the money. The special district temporarily reports the grant money received as a deferred inflow; when 2025 arrives, the special district eliminates the deferral and reports the grant as revenue.

Consider the same example, but from the perspective of the state providing the time restricted grant. Until 2025, the state reports the grant payment as a *deferred outflow*. When 2025 begins, the state eliminates the deferral and reports the grant as expense. That essentially is the mirror image of the way the special district accounts for the transaction.

As this example illustrates, deferrals can be used to ensure that governments report revenues and expenses in the proper years. This helps to meet an important objective of governmental financial statements – to provide the public with information for assessing *interperiod equity*. Stated differently, a reader of government financial statements should be able to tell whether a government is *living within its means* each year. There is a general expectation that governments should not spend more each year than they take in.

There are sometimes good reasons to pay for something over time. It may be financially prudent for a government to take out a loan to purchase new vehicles; since the vehicles will be used to provide services for several years, paying for them over several years may make sense. However, a government cannot routinely spend more than its income on recurring annual costs of operating and providing services without exhausting its savings, pushing today's costs onto future taxpayers, or accelerating future income to the present. All of those actions would deepen the government's financial problems.

In this regard, government finances are much like personal finances. If a person earns \$100,000 annually after taxes but spends \$110,000, how do they pay for the \$10,000 above and beyond their earnings? If they have savings, they might withdraw from their account. Or they might borrow the money by using a credit card. Neither option is limitless; eventually, the savings account will be emptied, and the credit card will be maxed out if one continues to spend above their income. Furthermore, using up savings and borrowing increase one's cost of living because of the lost interest income on the savings and the interest charges on the outstanding credit card balance. The reporting of deferrals by governments helps to ensure that the appropriate revenues and

expenses are reported each year, enabling the most accurate assessment of whether a government has balanced its checkbook, so to speak.

#### Effective Date of GASB 87

The requirements of this GASB 87 are effective for fiscal years beginning after December 15, 2019 [extended to June 15, 2021], and all reporting periods thereafter. The District will be subject to GASB 87 reporting standards for the Fiscal Year 2021/22.

#### GASB Statement No. 96

GASB Statement No. 96 provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. The District will be subject to GASB 96 reporting standards in the Fiscal Year 2022/23.

#### Summary

Staff have reviewed both GASB Statements 87 Leases and 96 Subscription-Based Information Technology Arrangements (SBITAs) and recommends that the District establish a minimum threshold for reporting Leases and SBITA's to a Net Present Value (NPV) of less than >1% of Fixed Assets for the applicable fund.

By establishing a minimum threshold for reporting, the Board will eliminate the need to account for and report on any Lease or SBITA that is immaterial to the financial position of the District, increasing efficiency in the Finance Department.

#### **RECOMMENDATION**

Adopt a resolution establishing a threshold for reporting leases in accordance with Governmental Accounting Standards Board (GASB) Statement No. 87, and for reporting Subscription-Based Information Technology Arrangements (SBITA'S) in Accordance with Governmental Accounting Standards Board (GASB) Statement No. 96.

#### **FISCAL IMPACT**

None

#### **ENVIRONMENTAL REVIEW**

N/A

#### **ALTERNATIVES CONSIDERED**

1. Decline to adopt the resolution; or

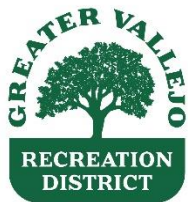
2. Provide staff with additional direction.

**ATTACHMENTS**

Attachment A: Resolution 2024-04

Attachment B: GASB Summary Statement No. 87 Leases

Attachment C: GASB Summary Statement No. 96 Subscription-Based Information  
Technology Arrangements (SBITAS)



**RESOLUTION NO 2024-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT ESTABLISHING A THRESHOLD FOR REPORTING LEASES IN ACCORDANCE WITH GASB STATEMENT NO. 87 AND FOR REPORTING SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (SBITA'S) ACCORDANCE WITH GASB STATEMENT NO. 96.**

**WHEREAS**, GASB 87 Leases increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities; and

**WHEREAS**, The requirements of this Statement are effective for fiscal years beginning after December 15, 2019 [ extended to June 15, 2021], and all reporting periods thereafter; and

**WHEREAS**, The District is subject to GASB 87 reporting standards for the FY 2022; and

**WHEREAS**, GASB 96 provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended; and

**WHEREAS**, The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter; and

**WHEREAS**, The District is subject to GASB 96 reporting standards in the FY 2023; and

**WHEREAS**, By establishing a minimum threshold for reporting, the District will eliminate the need to account for and report on any Lease or SBITA that is immaterial to the financial position of the District, increasing efficiency in the Finance Department.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Greater Vallejo Recreation District hereby establishes the minimum threshold for reporting Leases pursuant to GASB 87 and SBITA's pursuant to GASB 96 to a Net Present Value (NPV) of less than >1% of Net Assets for each applicable fund.

**PASSED AND ADOPTED** this 22nd day of August 2024.

Following Roll Call Vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstained: \_\_\_\_\_

Adopted: \_\_\_\_\_  
Rizal Aliga, Chairperson

Attest: \_\_\_\_\_

[GASB Home](#) >> [Standards & Guidance](#) >> [Pronouncements](#) >> [Summary - Statement No. 87](#)

## SUMMARY - STATEMENT NO. 87

### SUMMARIES / STATUS

#### SUMMARY OF STATEMENT NO. 87

##### LEASES

(ISSUED 06/17)

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

#### Definition of a Lease

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this Statement.

#### Lease Term

The lease term is defined as the period during which a lessee has a noncancelable right to use an underlying asset, plus the following periods, if applicable:

- a. Periods covered by a lessee's option to extend the lease if it is reasonably certain, based on all relevant factors, that the lessee will exercise that option
- b. Periods covered by a lessee's option to terminate the lease if it is reasonably certain, based on all relevant factors, that the lessee will not exercise that option
- c. Periods covered by a lessor's option to extend the lease if it is reasonably certain, based on all relevant factors, that the lessor will exercise that option
- d. Periods covered by a lessor's option to terminate the lease if it is reasonably certain, based on all relevant factors, that the lessor will not exercise that option.

A fiscal funding or cancellation clause should affect the lease term only when it is reasonably certain that the clause will be exercised.

Lessees and lessors should reassess the lease term only if one or more of the following occur:

- a. The lessee or lessor elects to exercise an option even though it was previously determined that it was reasonably certain that the lessee or lessor would not exercise that option.
- b. The lessee or lessor elects not to exercise an option even though it was previously determined that it was reasonably certain that the lessee or lessor would exercise that option.
- c. An event specified in the lease contract that requires an extension or termination of the lease takes place.

#### Short-Term Leases

A short-term lease is defined as a lease that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Lessees and lessors should recognize short-term lease payments as outflows of resources or inflows of resources, respectively, based on the payment provisions of the lease contract.

#### Lessee Accounting



A lessee should recognize a lease liability and a lease asset at the commencement of the lease term, unless the lease is a short-term lease or it transfers ownership of the underlying asset. The lease liability should be measured at the present value of payments expected to be made during the lease term (less any lease incentives). The lease asset should be measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs.

A lessee should reduce the lease liability as payments are made and recognize an outflow of resources (for example, expense) for interest on the liability. The lessee should amortize the lease asset in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset. The notes to financial statements should include a description of leasing arrangements, the amount of lease assets recognized, and a schedule of future lease payments to be made.

#### **Lessor Accounting**

A lessor should recognize a lease receivable and a deferred inflow of resources at the commencement of the lease term, with certain exceptions for leases of assets held as investments, certain regulated leases, short-term leases, and leases that transfer ownership of the underlying asset. A lessor should not derecognize the asset underlying the lease. The lease receivable should be measured at the present value of lease payments expected to be received during the lease term. The deferred inflow of resources should be measured at the value of the lease receivable plus any payments received at or before the commencement of the lease term that relate to future periods.

A lessor should recognize interest revenue on the lease receivable and an inflow of resources (for example, revenue) from the deferred inflows of resources in a systematic and rational manner over the term of the lease. The notes to financial statements should include a description of leasing arrangements and the total amount of inflows of resources recognized from leases.

#### **Contracts with Multiple Components and Contract Combinations**

Generally, a government should account for the lease and nonlease components of a lease as separate contracts. If a lease involves multiple underlying assets, lessees and lessors in certain cases should account for each underlying asset as a separate lease contract. To allocate the contract price to different components, lessees and lessors should use contract prices for individual components as long as they do not appear to be unreasonable based on professional judgment, or use professional judgment to determine their best estimate if there are no stated prices or if stated prices appear to be unreasonable. If determining a best estimate is not practicable, multiple components in a lease contract should be accounted for as a single lease unit. Contracts that are entered into at or near the same time with the same counterparty and that meet certain criteria should be considered part of the same lease contract and should be evaluated in accordance with the guidance for contracts with multiple components.

#### **Lease Modifications and Terminations**

An amendment to a lease contract should be considered a lease modification, unless the lessee's right to use the underlying asset decreases, in which case it would be a partial or full lease termination. A lease termination should be accounted for by reducing the carrying values of the lease liability and lease asset by a lessee, or the lease receivable and deferred inflows of resources by the lessor, with any difference being recognized as a gain or loss. A lease modification that does not qualify as a separate lease should be accounted for by remeasuring the lease liability and adjusting the related lease asset by a lessee and remeasuring the lease receivable and adjusting the related deferred inflows of resources by a lessor.

#### **Subleases and Leaseback Transactions**

Subleases should be treated as transactions separate from the original lease. The original lessee that becomes the lessor in a sublease should account for the original lease and the sublease as separate transactions, as a lessee and lessor, respectively.

A transaction qualifies for sale-leaseback accounting only if it includes a sale. Otherwise, it is a borrowing. The sale and lease portions of a transaction should be accounted for as separate sale and lease transactions, except that any difference between the carrying value of the capital asset that was sold and the net proceeds from the sale should be reported as a deferred inflow of resources or a

deferred outflow of resources and recognized over the term of the lease.

A lease-leaseback transaction should be accounted for as a net transaction. The gross amounts of each portion of the transaction should be disclosed.

### **Effective Date and Transition**

The requirements of this Statement are effective for fiscal years beginning after December 15, 2019 [June 15, 2021], and all reporting periods thereafter. Earlier application is encouraged.

Leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated). However, lessors should not restate the assets underlying their existing sales-type or direct financing leases. Any residual assets for those leases become the carrying values of the underlying assets.

### **How the Changes in This Statement Will Improve Accounting and Financial Reporting**

This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

### **How the Board Considered Costs and Benefits in the Development of This Statement**

One of the principles guiding the Board's setting of standards for accounting and financial reporting is the assessment of expected benefits and perceived costs. The Board strives to determine that its standards address significant user needs and that the costs incurred through the application of its standards, compared with possible alternatives, are justified when compared to the expected overall public benefit. The Board considered the costs of both the individual provisions in this Statement and the Statement as a whole. The Board is cognizant that the costs of implementing the changes required by this Statement may be significant. However, the Board believes that the expected benefits that will result from the information provided through implementation of this Statement, both initially and on an ongoing basis, are significant.

To reduce the cost of implementation, this Statement includes an exception for short-term leases, as described above, and exceptions for contracts that transfer ownership, leases of assets that are investments, and certain regulated leases. In response to stakeholder feedback, this Statement excludes supply contracts and leases of inventory. In addition, this Statement includes cost-reducing provisions regarding reassessment of the lease term, requiring governments to report multiple-component contracts as a single lease unit when determining a best estimate for allocating the contract price to individual components is not practicable, and not requiring lessors to derecognize underlying assets, among other provisions.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other healthcare providers, and colleges and universities. Paragraph 3 discusses the applicability of this Statement.

## SUMMARY - STATEMENT NO. 96

### SUMMARIES / STATUS

#### SUMMARY OF STATEMENT NO. 96 SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS

(ISSUED 05/20)

This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended.

A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

The subscription term includes the period during which a government has a noncancellable right to use the underlying IT assets. The subscription term also includes periods covered by an option to extend (if it is reasonably certain that the government or SBITA vendor will exercise that option) or to terminate (if it is reasonably certain that the government or SBITA vendor will *not* exercise that option).

Under this Statement, a government generally should recognize a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability. A government should recognize the subscription liability at the commencement of the subscription term, —which is when the subscription asset is placed into service. The subscription liability should be initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments should be discounted using the interest rate the SBITA vendor charges the government, which may be implicit, or the government's incremental borrowing rate if the interest rate is not readily determinable. A government should recognize amortization of the discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods.

The subscription asset should be initially measured as the sum of (1) the initial subscription liability amount, (2) payments made to the SBITA vendor before commencement of the subscription term, and (3) capitalizable implementation costs, less any incentives received from the SBITA vendor at or before the commencement of the subscription term. A government should recognize amortization of the subscription asset as an outflow of resources over the subscription term.

Activities associated with a SBITA, other than making subscription payments, should be grouped into the following three stages, and their costs should be accounted for accordingly:

- ▶ Preliminary Project Stage, including activities such as evaluating alternatives, determining needed technology, and selecting a SBITA vendor. Outlays in this stage should be expensed as incurred.
- ▶ Initial Implementation Stage, including all ancillary charges necessary to place the subscription asset into service. Outlays in this stage generally should be capitalized as an addition to the subscription asset.
- ▶ Operation and Additional Implementation Stage, including activities such as subsequent implementation activities, maintenance, and other activities for a government's ongoing operations related to a SBITA. Outlays in this stage should be expensed as incurred unless they meet specific capitalization criteria.

In classifying certain outlays into the appropriate stage, the nature of the activity should be the determining factor. Training costs should be expensed as incurred, regardless of the stage in which they are incurred.

If a SBITA contract contains multiple components, a government should account for each component as a separate SBITA or nonsubscription component and allocate the contract price to the different components. If it is not practicable to determine a best estimate for price allocation for some or all

components in the contract, a government should account for those components as a single SBITA.

This Statement provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

This Statement requires a government to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.

#### **Effective Date and Transition**

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged. Assets and liabilities resulting from SBITAs should be recognized and measured using the facts and circumstances that existed at the beginning of the fiscal year in which this Statement is implemented. Governments are permitted, but are not required, to include in the measurement of the subscription asset capitalizable outlays associated with the initial implementation stage and the operation and additional implementation stage incurred prior to the implementation of this Statement.

#### **How the Changes in This Statement Will Improve Financial Reporting**

The requirements of this Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. That definition and uniform guidance will result in greater consistency in practice. Establishing the capitalization criteria for implementation costs also will reduce diversity and improve comparability in financial reporting by governments. This Statement also will enhance the relevance and reliability of a government's financial statements by requiring a government to report a subscription asset and subscription liability for a SBITA and to disclose essential information about the arrangement. The disclosures will allow users to understand the scale and important aspects of a government's SBITA activities and evaluate a government's obligations and assets resulting from SBITAs.

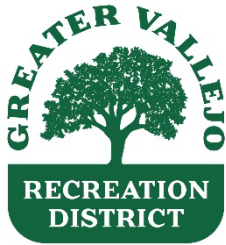
#### **How the Board Considered Costs and Benefits in the Development of This Statement**

One of the principles guiding the Board's setting of standards for accounting and financial reporting is the assessment of expected benefits and perceived costs. The Board strives to determine that its standards address significant user needs and that the costs incurred through the application of its standards, compared with possible alternatives, are justified when compared to the expected overall public benefit. The Board believes that the expected benefits that will result from the information provided through implementation of this Statement—more consistent accounting and financial reporting, and more comparable information about SBITAs—are significant and justify the perceived costs of implementation and ongoing compliance.

Certain decisions made by the Board were intended to provide cost relief. For example, the scope of this Statement excludes contracts with stand-alone tangible capital assets and contracts with a combination of a tangible capital asset and an insignificant software component. In addition, this Statement includes an exception for short-term SBITAs. This Statement also requires governments to report an entire multiple-component contract as a single SBITA when determining that a best estimate to allocate the contract price to multiple components is not practicable. Additionally, this Statement permits, but does not require, governments to include capitalizable outlays associated with the initial implementation stage and the operation and additional implementation stage in the measurement of the subscription asset recognized at transition.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other healthcare providers, and colleges and universities. Paragraph 3 discusses the applicability of this Statement.

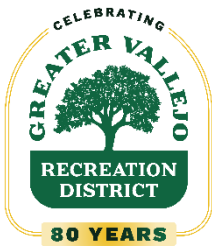




## General Manager Board Update

8-22-2024

- Finance is gathering requested documents, and we will send out the Quimby fee request to the City of Vallejo for the new training pool, which was installed three years ago.
- We are working on the transfer of the Crest Property from the School District, back to GVRD.
- We are working with the City regarding River Park, and the clean up process currently going on.
- The 80<sup>th</sup> party on August 10<sup>th</sup> was very well attended. We had a debrief, and staff is working on getting the final cost estimates, and other pertinent data for a future report.
- Staff and I worked on obtaining cost estimates for McIntyre.
- Colusa Street is now vacant. We have a couple of interested parties regarding the site. I will provide three options at a later date for the site.
- I am working with HR regarding MOU concerns.
- I was working on goals but have placed a hold until after the Board has a discussion with Mr. Keen.
- Kim Pierson is sending out dates for a Board mixer. A Strategic Planning workshop will be scheduled in the near future after goals are defined.



## Recreation Services Board Updates

08/22/2024

### Activity Guide:

- Registration for fall/winter opens this week.

### Aquatics:

- All 3 swim camps had a total of 499 youth campers in July. Our campers had a fun and safe time during the summer, getting to exercise, learning swim skills, while expressing their creativity through crafts and teamwork. We had an average of 12 youth, per week in our Junior Guard camp educating them about life-saving skills and what it means to be a lifeguard, hopefully inspiring youth to join in emergency care roles throughout Vallejo.
- Aquatics had an American Red Cross class with 9 students who all passed and now certified to be able to help save lives within the community of Vallejo.
- For swimming lessons, Aquatics served 903 youth in July averaging about 201 youth, per week. Our swim instructors taught water safety and swim skills that they can use to join water sports or help them with water safety. 18 adults, per signed up for swimming lessons and an average of 7 patrons, per week took adaptive swim lessons.
- Our staff is looking to accommodate 2 water polo teams for our upcoming late summer to early fall, they have about 60 kids total and are looking to host games and tournaments
- Aquatics is offering swim lessons for our fall season through October.
- Movies on Deck was held last Thursday, August 1<sup>st</sup> at the pool. 30 participants swim and enjoyed a showing of, "Kung Fu Panda 4."



- Katherine Marsden is Guard of the Week for her energetic instruction and patience with her students during swim lessons. Katherine comes to work each day eager to teach lessons and work alongside her peers!

**Community Centers:**



- Foley Cultural Community Center continues to host private events on weekend. The photo above was taken from a private event held last weekend at the facility. The facility is booked for private events all weekends in August.
- One People Tribe hosted a watch party for the Olympic Games Breakdancing Competition on August 9<sup>th</sup> at the South Vallejo Community Center.

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

- GVRD Hosted its Bands and Brews event of the season. We had great attendance of over 500 people. The community brought their lawn chairs, purchased brews and food from our vendors.





- Thanks to all you came out and supported the 80<sup>th</sup> Anniversary Celebration! We had 1,159 patrons throughout the day. Staff met with the GM to debrief the even. There are several areas of improvement coupled with a many successes from the event. Below are a few pictures from the event.



- Camping Under the Stars was this past weekend at Children’s Wonderland. There were 50 families registered for the event. Campers enjoyed a BBQ; movie and the Girl Scouts led a fire making demonstration. Next year we’d like to extend the wake-up time to give guests more time to sleep before departure.

**Sports/Gym:**

- New programs this Fall/Winter season, Adult Beginner Tennis will take place at the Amador Courts and Mat Pilates at the Vallejo Community Center.



- This summer, the GVRD Sports Gym has experienced outstanding success and vibrant community engagement. Our Friday Night Summer Drop-Ins have resonated deeply with Vallejo Residents, drawing an impressive 132 teens and 25 adults to our sessions. Simultaneously, our gym reservations for adults have surged, with over 850 users enjoying our facilities.
- We are thrilled to announce the successful installation of our new scoreboard and volleyball poles. A heartfelt thank you goes out to our dedicated maintenance team, whose expertise and hard work were instrumental in the seamless setup and installation of these new features.
- Our gym is also experiencing high demand from various sports leagues eager to make reservations, reflecting the growing interest and enthusiasm in our community. We also will be introducing Volleyball clinics, and re-introducing drop-in Pickleball

### **Staffing:**

- The FT Recreation Coordinator position is frozen due to budget constraints.

### **Youth Services:**

- Youth Services 1<sup>st</sup> Back-to-School Glam Jam event took place on Saturday, August 3<sup>rd</sup> from 11:00am-3:00pm at Children's Wonderland. GVRD received a \$500 donation from Target to purchase supplies. 94 youth are registered for the event.



- Youth Services is ready for back to school! Before School Programs opened at 3 sites, and ExLP After School Programs at 16 sites this week.

**Kudos:**

- I'd like to give a kudos to Parks and Maintenance team for all their support beautifying the park, providing staff, and assisting with the maintenance of Blue Rock Springs Park in preparation for the 80<sup>th</sup> Anniversary event. Thanks for all your help! Great job!



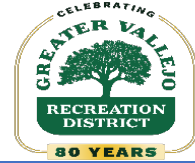
## Maintenance Department Board Update

8/22/2024

### Parks and Facilities

- Dan Foley Community Center
  - Vallejo Watershed Alliance had their annual planning meeting at the Visa room on Saturday August 17<sup>th</sup>.
- BRS Park
  - Staff did a great job assisting the Rec department on the 80<sup>th</sup> anniversary event.
- Borges Park
  - Staff worked on making repairs on the playground.
- McIntyre Ranch
  - The property lines survey is completed and sent to the County for recording.
- River Park
  - Staff met with the fire department on site and staff is planning to mow the areas near the encampments.
- Cunningham Pool
  - Had the annual inspection from the County, and no major corrections needed.
- Colusa Building
  - Staff had the walkthrough with the tenants since now they have vacated the building.
- Callen Field Building
  - The AC unit was vandalized, staff is working on making the repairs.

# BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
<b>VCC HVAC</b>					
Design Phase	6/1/2023	3/31/2023	100%	<input checked="" type="checkbox"/>	Engineer completed the design. On hold until funds available.
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
<b>Cunningham Pool Shade Structures</b>					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2023	8/28/2024	0%	<input type="checkbox"/>	Received a proposal for engineering plans; we decided to postpone until funding is available.
RFP			0%	<input type="checkbox"/>	
Build			0%	<input type="checkbox"/>	
<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"/>	
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	
Build	1/8/2024	2/1/2025	30%	<input type="checkbox"/>	New restrooms were completed; the rest of the work will be postponed until winter season to help with the budget.
<b>Hanns Park Disc Golf</b>					
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	9/12/2024	98%	<input type="checkbox"/>	We received the welcome sign; coordinating a ribbon cutting with the disc golf group.

# BOARD PROJECTS UPDATE



Date

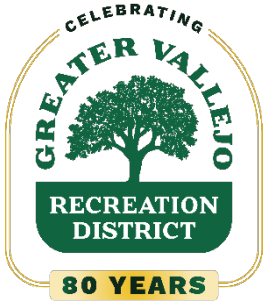
TASK	START	END	% COMPLETE	DONE	NOTES
<b>Lake Dalwrig Park Improvements</b>				<input type="radio"/>	
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	1/5/2024	13/30/2024	100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	100%	<input checked="" type="checkbox"/>	
Build	5/1/2024	10/20/2024	50%	<input type="radio"/>	The installation of the restroom is about 90% completed; the contractor is working on the electrical and the water connection.
<b>Children's Wonderland Electrical Upgrade</b>					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	9/15/2024	80%	<input type="radio"/>	Staff ordered the panel; should arrive soon.
Build	10/1/2024	12/1/2024	0%	<input type="radio"/>	
<b>North Vallejo Community Center Electrical Upgrade</b>					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	7/30/2024	0%	<input type="radio"/>	We received the electrical panels; staff will work on the RFP for the installation.
Build	10/1/2024	12/1/2024	0%	<input type="radio"/>	
<b>Dan Foley Cultural Center Electrical Upgrade</b>					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="checkbox"/>	This project is postponed until funding is available.

# BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Permit Issued			0%	<input type="radio"/>	
RFP			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
<b>Franklin Middle School</b>					
Prop 68 Management RFP	1/1/2024	9/15/2024	75%	<input type="radio"/>	The RFP documents were sent to our legal counsel for their review.
Design Phase			0%	<input type="radio"/>	
Permit Issued			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
Portable Buildings	1/1/2024	8/30/2024	80%	<input type="radio"/>	Staff ordered parts to fix the AC on one of the portables.
<b>SVCC EV Charging Stations</b>					
Design Phase			100%	<input checked="" type="checkbox"/>	
Permit Issued			100%	<input checked="" type="checkbox"/>	
Build	5/13/2024	9/29/2024	80%	<input type="radio"/>	Contractor began with the installation; waiting on PG&E for a construction date.



## Human Resources Board Update

August 22, 2024

- **KUDOS** to Recreation and Parks for organizing GVRD's 80<sup>th</sup> Anniversary Party! Fun time for all!
  
- **Training:**
  - HR Coordinator attended 8-hour "Communication Skills Training"
  - HR Director attended webinar "Keeping Up with Wage and Hour"
  
- **Safety Compliance:**
  - Indoor Heat Illness Prevention Plan – adding to the Injury and Illness Prevention Plan to comply with Cal/OSHA's Code of Regulations.
  - Evaluating and updating Injury and Illness Prevention Plan.
  
- **Policy Manual:**
  - Working with General Manager and Legal to prioritize policy updates.





## Finance Department Board Update

*August 22, 2024*

### **FY21/22 Financial Audit Status**

- GASB87 – Reporting of Leases have been accepted by the Auditor. Resolution has been presented in this evening's Board Meeting to set minimum reportable amounts is in line with the filing of Leases.
- The Asset Roll forward and Depreciation schedule has been provided to the Auditors.
- Indications that the Auditors are active on the audit engagement are evident. Additional Selections requested by auditor from prior items. Multiple previous items are being processed and accepted.

### **FY23/24 Fiscal Year End Close**

- Staff continues to work towards reconciling GL accounts.
- Final Property Tax and Measure K Revenues were provided by Solano County on Monday (08/19/2024). Staff can move forward on reconciling revenues.
- Progress gets us closer to providing Preliminary Financials for June 30, 2024.

### **Updates and Efforts in the Finance Department**

- Budget Workbook has been delayed as staff prioritizes projects and deliverables.
- Temporary payroll model proving to be successful, sustainable. Meantime, Director Parkhurst and HR Director Sorvari continue to work towards creating and filling the new payroll position.