



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
Ward Stewart

GENERAL MANAGER

Gabe Lanusse

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

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

Board of Directors Meeting Agenda

Thursday, March 13, 2025

Administrative Office-Board Room, 401 Amador Street, Vallejo, CA 94590

6:30 p.m. – Regular Session

Public Comment on Items on the Agenda

If you wish to speak on an item under discussion by the Board of Directors which appears on this Agenda, you may do so upon receiving recognition from the Chairperson of the Board. Please state your name and whether you are speaking as an individual, or are speaking for an organization, in which case, please state the name of the organization. Each individual speaker may speak for up to three minutes, and an individual representing an organization may speak up to five minutes.

1. Call to Order
2. Pledge of Allegiance
3. Welcome New Board Director
4. Roll Call
5. Approval of Agenda:
6. Public Comment:

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



7. Committee Updates:

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

8. Consent Calendar:

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

8.1 Approve Board Minutes – February 27, 2025

8.2 Accept Budget and Finance Committee Minutes-February 12, 2025

8.3 Accept Policy and Personnel Committee Minute –February 19, 2025

8.4 Accept Facility and Development Committee Minutes-February 26, 2025

9. Financials:

9.1 Accept Payment of Bills 2/1/25 through 2/28/25 (Parkhurst)

9.2 Accept Financial Statement through 1/31/2025 (Parkhurst)

9.3 Accept Financial Statement through 2/28/2025 (Parkhurst)

10. Staff Updates:

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. Meeting Adjourn:

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

Next Meeting: March 27, 2025



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Greater Vallejo Recreation District Board of Directors Minutes

Thursday, February 27, 2025- 401 Amador Street, Vallejo, CA 94590
6:30 p.m. – Regular Session

1. Call to Order

Chairperson Briseño called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., February 27, 2025, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2. Pledge of Allegiance

Chairperson Briseño led the pledge of allegiance.

3. Roll Call

Present: Chairperson Robert Briseño; Vice-Chairperson Tom Starnes; Secretary Thomas Judt; Director Rizal Aliga

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

4. Approval of Agenda

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

5. Public Comment-1 Speaker- Councilmember Gordon

(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

Director Aliga provided an update on the Facility meeting held the previous day. He shared that two community members attended the meeting-John Riley for the disc golf course and Councilmember Palmares for River Park.

Director Judt provided an update on the February 11th Program and Publicity Committee meeting. He shared details on conversations regarding the Rock the Mic event, metrics, marketing. Posed the question - how does staff define marketing.

7. Consent Calendar

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

7.1 Approve Board Minutes – February 13, 2025

7.2 Accept Publicity and Programs Committee Minutes-February 11, 2025

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

8. Action Items-1 Speaker-Item 8.2

8.1 Discussion and Possible Action on General Manager Performance Evaluation Process Proposal from Daniel Keen Consulting (Chairperson Briseño)

Daniel Keen joined the meeting virtually and provided an overview of the proposal.

Director Judt offered the motion, seconded by Director Starnes to approve the proposal the facilitate the General Manger Performance Evaluation Process. Motion passed.

8.2 Discussion and Possible Action on Greater Vallejo Recreation and Open Space Foundation (Lanusse)

After discussion, direction was given to the General Manger to reach out to the CEO of the Solano Community Foundation to gather additional information.

8.3 Designation of Real Property Negotiator(s) for McIntyre Ranch: Government Code Section 54956.8 (Lanusse)

Director Judt offered the motion, seconded by Director Starnes to designate the General Manager as the Real Property Negotiator and authorize him to enter into an agreement with a realtor for McIntyre Ranch. Motion passed.

9. Staff Updates

9.1 General Manager

- Provided details on a missing VCUSD payment and investigation steps being taken.



- Announced he found a realtor for the McIntyre property. He is still interviewing realtors for the Colusa Street property.
- Announced he will have pool data including revenue and expenses at the next board meeting.
- Provided details on a recent meeting with the school district regarding parking at the sports gym.
- Announced that GVRD has received the Special District Leadership Foundation's Certificate of Transparency Excellence. Thanked staff members Jeffrey Worrell and Kimberly Pierson.

9.2 Recreation Services Director

- Announced the pool is reopening on Monday. Thanked Director Nuño for his departments efforts during the process.
- Shared that two staff members attended the Jr. Giants commissioner camp in San Francisco.
- Announced that he's connected with Planet Fitness and is exploring partnership possibilities.

9.3 Parks and Facilities Director

- Announced staff continues to prep baseball fields for the upcoming season. Leagues are requesting early field access.
- Announced the server was relocated to 395 today. Internet was down for a few hours, but it was a successful move.
- Announced the district has taken possession of the Crest Ranch property from VCUSD. Locks will need to be changed; they would like their locks returned.
- Announced that staff completed their annual pesticide handler training.
- Details were shared about a recent meeting with city staff discussing homelessness in our parks. They requested our priorities.
- Details were shared about Cunningham pool upgrades. Should be fully open on March 14th.
- Provided an update on proposals received for the Prop. 68 Franklin project. Interviews are scheduled.

9.4 Human Resources Director

- Announced the January employee of the month-Marina Cruise and Kim Franco
- Provided details on AB2561-new legislation regarding employment vacancies in local public agencies.



9.5 Finance Director-Given by General Manager

- Provided an update on the status of the 2021-2022 financial audit.

10. Announcements and Comments from Board Members: 1 Speaker

Chairperson Briseño announced and provided details on the upcoming Fishing in the City event. Encouraged board members to attend. Also announced the upcoming Vallejo Rotary Annual Wine Raffle and provided details.

Director Aliga shared details on his recent vacation to the Philippines, which included Vallejo Sister City events. He met the Director of Parks for the cities of Baguio, Philippines and San Antonio, Texas.

11. Meeting Adjourn: 7:55pm

Thomas Judt, Board Secretary



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GENERAL MANAGER

Gabe Lanusse

Budget and Finance Committee – Meeting Minutes Wednesday, February 12, 2025 1:00 p.m. Administrative Office – Board Room 401 Amador Street

In attendance: Director Judt, Director Briseño
General Manager Lanusse, Finance Director Parkhurst
Financial Consultant, Sue Casey

Meeting began: 1:02 P.M.

1. Public Comment.

There was one public attendee present at this meeting.

2. Assign Committee Chairperson

Director Brisenno and Director Judt agreed that Director Judt would assume the Chairperson role for the 2025 Budget & Finance Committee.

3. Discuss FY21-22 Audit Status – Guest Speaker Justin Williams, MUN CPA.

Justin Williams, for MUN CPA's firm, was present via Zoom to discuss the status of the FY 21-22 audit. Mr. Williams and Director Judt met during a presentation that Mr. Williams gave during a CSDA leadership Conference. Mr. Williams discussed the need to get GVRD caught up on the audit. Currently, it is close to being complete. Will be ready to present audited financials at the March 27th Board Meeting.

Not uncommon for Districts to be behind this in their audits. The plan to get caught up starts with field work in the beginning of June. Then starting the FY23-24 audit in the Fall. Should be caught up with the audits in around a year.

Director Judt asked Mr. Williams about what creates a negative General Fund Balance. Mr. Williams stated that the district does not have a negative fund balance. Director Parkhurst confirmed that Measure K is reported at a negative balance, which began in historical years. However, because Measure K isn't set up as a separate Fund, MUN reports that the General Fund with Measure K activity absorbed into the General Fund. To Create a Fund for Measure K, it would be a significant "lift" as the district would have to go back to 2012, which was the beginning of the life of Measure K activity. Mr. Williams Exited the Zoom Meeting.



Note: Mr. Williams spoke of March 20th Board meeting; staff confirmed the Board Meeting will be on March 27th. Director Parkhurst will follow up on the date with MUN.

4. Discuss Legal Counsel Budget.

General Manager spoke on RPL Law firm has overspent the budget on legal expense. A portion of that was related to the Prop. 68 Grant for Franklin Field; the district will be reimbursed through the grant revenue. General Manager projects that we will finish the Fiscal year over budget by approximately \$40-\$55K over budget (provided no unforeseen lawsuits). General Manager is working with Andrew to provide a report that reports the billing by activity category. Director Judt asked the G. M. if there is value working with Andrew. G.M. affirms the value working with Andrew.

Referring back to Item 3 – Measure K Fund:

Director Briseno stated he agrees that Measure K should be properly reconciled and adjusted but doesn't agree with Mr. Williams' statement of how the fund should be reconciled. Director Briseno feels that the clean-up should be easier and faster than suggested. Director Judt suggested that we create a separate fund for the Prop. 68 Franklin Field Grant.

Back to Legal Counsel in item 4:

Director Briseno requested that, because the legal counsel is an employee of the board and there is no opportunity for the board to manage Andrew's time, that staff begin providing a report to the board with more robust details on Legal Spend in a high-level format by category of services. This way staff and the Board can monitor legal expenditure. General Manager Lanusse will work with Andrew to obtain such a report.

5. Updated Cash Flow Projections.

Director Parkhurst provided an updated version of the most recent Cash Flow Projections. Director Briseno confirmed that we project that we will start the next Fiscal Year in the relatively same cash position as when we started (approximately \$200K more). Director Parkhurst further added that the fundamental difference between current and future fiscal years is that more accurate and responsible budgets will be produced as the staff is reporting accurate revenue and cash balances as opposed to previous fiscal years. Projected Revenue and Expenditures related to Prop. 68 Franklin Field Grant has been removed as work is not expected to begin until the next fiscal year. Director Judt suggested we ask the City of Vallejo for more money to help keep the pool open and help the district. Director Briseno disagreed as he feels more money would be paid just to keep operations as they are; more services would be wanted for more money. Director Briseno believes that the staff can do more to manage revenue over expenditure. He also reminded staff that he needs accurate reporting of the swimming pool



activity. Director Judt inquired about what is needed to provide the cost allocation of labor and supplies. He offered to share a workbook that he uses to track revenue and expenses. General Manager Lanusse feels staff at the pool can track these costs. He will follow up with staff to get this information by 2nd Board Meeting in March. Director Briseno also suggested that staff have conversations with the City of Vallejo and the School District about what the issues are that need to be worked through so the district can get paid. Communication needs to be to the point and direct that we need to get paid. General Manager Lanusse mentioned he has been in communication with the school district, but a little softer conversation. Director Briseno replied that he feels we need to increase the intensity of our communication. Director Judt and Director Briseno discussed the need to provide direction to the General Manager to have these direct conversations with the city and the school district.

6. Meeting Adjourned at 3:40 PM.



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GENERAL MANAGER

Gabe Lanusse

**Policies and Personnel Committee Minutes
Special Meeting
Wednesday, February 19, 2025
1:30 p.m.
Administrative Office-Board Room
401 Amador Street**

In Attendance: Director Briseño, Director Starnes, General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

Meeting Began: 1:30 pm

1. **Public Comment:** None
2. **Assign Committee Chairperson:** Director Starnes was chosen as Chairperson.
3. **Committee Orientation for new Committee Members:** The General Manager provided information regarding the purpose of the Committee and that the Committee makes recommendations to the full Board of Directors and does not make decisions.
4. **Policy Review**
 - 4.1 Policy 0000-Introduction
 - The Human Resources Director (HR Director) explained that a previous Committee recommended changing or removing the first six bullets under “Objectives” in the policy because the District is not currently focusing on acquiring land and they are not in line with the District’s fiscal situation.
 - Director Starnes said he did not think organizational objectives are included in a policy manual and should be separate like a mission statement. He recommended not making any changes at this time.
 - HR Director asked if the objectives align with the District’s Master Plan when it is time to update.
 - Director Briseño recommended it be revised later; the Committee’s time is better served on policies needing updated and any change in policy should not restrict the District in its operations.



- Next Steps: No current action. Consider reviewing objectives when the District's Master Plan is updated.

5. Discussion Items:

5.1 Policy Priorities –

- HR Director explained that a policy tracking spreadsheet was created years ago and staff would like to know if Directors have any policy amendment priorities. HR Director also let the Committee know that there are some policies created that should not have been policies, but instead operational procedures.
- Director Briseño agreed that departments should have standard operating procedures and create new policies only if there is a need.
- Director Starnes asked staff if there are policies they think need to be updated to manage the District. HR Manager said the priority is to update and create policies based on labor and employment law changes and District needs. Legal and District staff discussed removing personnel policies from the Policy Manual and creating an Employee Handbook that would go to the Board for approval. Committee members liked the idea.
- Both Directors agreed they will defer to staff as to what policy needs to be amended or updated. There was a discussion about including (at a future date) creating a cost-recovery policy. The Directors recommended the District decide what to put in cost recovery and how much to charge.

5.2 Policy and RR Review Process – there was a brief discussion regarding policies and RR going to department-specific committee first then Policy and Personnel Committee OR going to only the department-specific committee. Further discussion is needed on this topic.

Meeting Adjourned: 2:24 pm



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Gabe Lanusse

Facility and Development Committee Minutes
Wednesday, February 26, 2025
1:30 p.m.
Administrative Office-Board Room
401 Amador Street

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

Meeting began: 1:51 PM

1. Public Comment

None.

2. Assign Committee Chairperson:

The Committee assigned Director Aliga to be the Chairperson.

3. River Park- Community member request to add a dog park:

City Council member Charles Palmares commented on the possibility of adding a dog park at River Park similar to the Point Isabel dog park in Richmond. He mentioned that City staff are interested on searching for grants that would help build the dog park. General Manager Lanusse mentioned that there are some sensitive areas in the Park and that Vallejo Flood and Wastewater District would probably have the map showing the sensitive areas from when they did the pipe work at River Park. GVRD and City staff would have to get a cost estimate for building the dog park and for the maintenance.

4. Hanns Park- Disc Golf Community request to expand the Disc Golf Course:

Jon Riley who is part of the Vallejo Disc Golf reported that there is a UDisc app that allows players to track their playing and shared the stats. Jon would like to add four more teepads and have talked to the unions to help with the installation, and GVRD would have to pay for the concrete and gravel and provide a backhoe operator. Jon said that the Disc Golf course was well received by the surrounding neighbors. The committee recommended having staff meet on site and get a cost estimate, and if other requirements are needed if building these teepads.



5. Lake Dalwigk Improvements:

Parks and Facilities Director Nuño reported that staff had a walkthrough with the consultant overseeing the project. They noted things that need to be done before doing the punch list walkthrough with the construction company. The City inspector inspected the restrooms and gave a temporary occupancy permit, their inspector is requesting to add an ADA path of travel from the playground to the restrooms. City staff and the consultant are looking for ways to add this to the existing pathway to meet ADA requirements. The consultant said they still have some funding from contingency to possibly make these corrections.

6. Crest Ranch Property- Transfer from VCUSD:

Parks and Facilities Director Nuño reported that they received the keys for the property and staff will be meeting with the School District staff on site to deactivate the alarm system. Staff will work on changing the locks to our locks and will start the maintenance of this property. Staff mentioned that we should start thinking about what we would like to do with the property.

7. Prop. 68 Project Update-Franklin:

Parks and Facilities Director Nuño reported that the RFP for the design and project management was closed and received a total of six proposals. Staff checked the proposals and selected two consultants for the interview. Once a consultant gets selected, staff will bring this to the board for their approval.

8. Cunninham Pool Upgrades:

Parks and Facilities Director Nuño gave an update on the progression of the project, staff is getting ready to reopen the pool in March. Staff is working with the contractor to get inspections completed. The project is expected to be completed by mid-March.

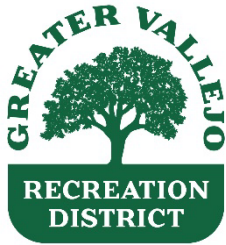
9. Meeting Adjourn:

Adjourned at 2:59 PM

Check Register Report
Greater Vallejo Recreation District
For February 2025

<u>ec</u> <u>k</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>	<u>Detail Notes</u>
73492	02/24/2025	P G & E	\$23,846.15		
73518	02/28/2025	US Bank Corporate Payment System	\$15,354.15	CalCard Master Statement Payment	
73485	02/14/2025	Security Enforcement Alliance	\$9,654.00	Security Services - Park Lock Ups & Center Events	
73425	02/03/2025	Lakeview Consulting LLC	\$7,964.00	Finance Consulting	
73488	02/14/2025	Verdin	\$6,815.41	Marketing Consultant	
73519	02/28/2025	Kay Cady-Johnson	\$6,262.20	Leisure Service Contract Instructor	
73491	02/19/2025	Ameritas Life Ins. Group	\$5,223.04		Employee Dental & Vision Premium
73466	02/13/2025	NetXperts, LLC	\$4,975.00	IT & Network Support Provider	
73467	02/13/2025	One People Tribe	\$4,975.00	Leisure Service Contract Instructor	
73482	02/14/2025	NetXperts, LLC	\$4,975.00	IT & Network Support Provider	
73490	02/18/2025	Isabel James	\$4,975.00		Leisure Service Contract Instructor
73487	02/14/2025	Tecogen	\$1,905.26	Energy Service - Cunningham Pool	
73479	02/14/2025	Commercial Energy Of Montana	\$1,740.33	Energy Service - Cunningham Pool	
73517	02/28/2025	American Swing Products, Inc.	\$1,529.72		
73422	02/03/2025	GreatAmerica Financial Services	\$1,523.68	Lease: District Copiers/ Printers	
73453	02/11/2025	Victor Wallace	\$1,512.00	Leisure Service Contract Instructor	
73452	02/11/2025	Frankie Valentine-Flores	\$1,417.15	Leisure Service Contract Instructor	
73481	02/14/2025	Famand Inc. Db a Indoor Environmental Svcs.	\$1,367.83		
73446	02/11/2025	Break It Down Soul Line Dance	\$1,299.00	Leisure Service Contract Instructor	
73442	02/03/2025	Verizon Wireless	\$1,164.97	Cell Phone Provider	
73475	02/14/2025	ABC Napa Valley Sewer & Drain	\$980.00		
73418	02/03/2025	Betty DalPorto	\$908.26	Retiree Benefit Stipend - Thru April 2025	
73497	02/24/2025	Betty DalPorto	\$908.26	Retiree Benefit Stipend - Thru April 2025	
73435	02/03/2025	Ring Central Inc.	\$882.26	District Phone System	
73477	02/14/2025	Brady Industries	\$851.20		
73462	02/13/2025	LGBTQ Minus Tobacco	\$750.00		
73515	02/25/2025	San Francisco Public Health Foundation	\$750.00		
73489	02/18/2025	Eco-Counter Inc	\$709.16		
73473	02/14/2025	Pace Supply Co.	\$604.47		
73447	02/11/2025	Karen Houston	\$553.70		
73451	02/11/2025	Frank Silveira	\$487.20	Leisure Service Contract Instructor	
73439	02/03/2025	Sherwin-Williams	\$463.46		
73416	02/03/2025	Richard Conzelmann	\$453.28	Retiree Benefit Stipend	
73496	02/24/2025	Richard Conzelmann	\$453.28	Retiree Benefit Stipend	
73420	02/03/2025	David Flowers	\$432.00	Retiree Benefit Stipend	
73499	02/24/2025	David Flowers	\$432.00	Retiree Benefit Stipend	
73423	02/03/2025	Penny Harman	\$430.08	Retiree Benefit Stipend	
73500	02/24/2025	Penny Harman	\$430.08	Retiree Benefit Stipend	
73476	02/14/2025	Big Creek Lumber & Building Materials	\$427.41		
73456	02/13/2025	Courtney Camper	\$400.00		
73465	02/13/2025	Robert Muelrath	\$400.00		
73469	02/13/2025	Melanie Starks	\$400.00		
73449	02/11/2025	Theodore Rocha	\$398.30		
73480	02/14/2025	Complete Welders Supply	\$340.54		
73468	02/13/2025	Javier Pena	\$324.00		
73454	02/12/2025	Jasmine Cervantes	\$308.00		
73464	02/13/2025	Lorna Mandap	\$284.20		
73410	02/03/2025	Eileen Brown	\$274.00	Retiree Benefit Stipend	
73428	02/03/2025	Roger Maryatt	\$274.00	Retiree Benefit Stipend	
73430	02/03/2025	Randy Nicks	\$274.00	Retiree Benefit Stipend	
73444	02/07/2025	Randy Nicks	\$274.00	Retiree Benefit Stipend	
73493	02/24/2025	Eileen Brown	\$274.00	Retiree Benefit Stipend	
73504	02/24/2025	Roger Maryatt	\$274.00	Retiree Benefit Stipend	
73506	02/24/2025	Randy Nicks	\$274.00	Retiree Benefit Stipend	
73437	02/03/2025	Anita Sailas	\$271.99	Retiree Benefit Stipend	
73511	02/24/2025	Anita Sailas	\$271.99	Retiree Benefit Stipend	
73474	02/14/2025	CITY OF VALLEJO	\$265.00		
73426	02/03/2025	Jerome Lohr	\$258.17	Retiree Benefit Stipend	
73502	02/24/2025	Jerome Lohr	\$258.17	Retiree Benefit Stipend	
73458	02/13/2025	Nanci De Loza	\$252.00		
73450	02/11/2025	Karen Silas	\$243.00	Leisure Service Contract Instructor	
73478	02/14/2025	C-DAT	\$238.00	Finger Print Services	
73483	02/14/2025	NuCO2	\$212.86		
73433	02/03/2025	R & D Termite And Pest Control	\$210.00		
73484	02/14/2025	R & D Termite And Pest Control	\$210.00		
73424	02/03/2025	Cynthia Hewitt	\$208.52	Retiree Benefit Stipend	
73501	02/24/2025	Cynthia Hewitt	\$208.52	Retiree Benefit Stipend	

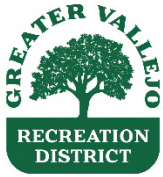
73486	02/14/2025	Sherwin-Williams	\$195.47	
73411	02/03/2025	Deberah Carey	\$185.08	Retiree Benefit Stipend
73412	02/03/2025	Kerry Carmody	\$185.08	Retiree Benefit Stipend
73419	02/03/2025	Jose Famalette	\$185.08	Retiree Benefit Stipend
73421	02/03/2025	Patricia Gloyd	\$185.08	Retiree Benefit Stipend
73427	02/03/2025	Prisco Manglona	\$185.08	Retiree Benefit Stipend
73429	02/03/2025	Jeremias Morgado	\$185.08	Retiree Benefit Stipend
73431	02/03/2025	Nancy Ortiz	\$185.08	Retiree Benefit Stipend
73432	02/03/2025	Steve Pressley	\$185.08	Retiree Benefit Stipend
73434	02/03/2025	Francis Radziewicz	\$185.08	Retiree Benefit Stipend
73436	02/03/2025	Joan Russell	\$185.08	Retiree Benefit Stipend
73438	02/03/2025	Barbara Schmidt	\$185.08	Retiree Benefit Stipend
73440	02/03/2025	Audrey Tucker	\$185.08	Retiree Benefit Stipend
73441	02/03/2025	Adeline Varni	\$185.08	Retiree Benefit Stipend
73443	02/07/2025	Kerry Carmody	\$185.08	Retiree Benefit Stipend
73494	02/24/2025	Deberah Carey	\$185.08	Retiree Benefit Stipend
73495	02/24/2025	Kerry Carmody	\$185.08	Retiree Benefit Stipend
73498	02/24/2025	Jose Famalette	\$185.08	Retiree Benefit Stipend
73503	02/24/2025	Prisco Manglona	\$185.08	Retiree Benefit Stipend
73505	02/24/2025	Jeremias Morgado	\$185.08	Retiree Benefit Stipend
73507	02/24/2025	Nancy Ortiz	\$185.08	Retiree Benefit Stipend
73508	02/24/2025	Steve Pressley	\$185.08	Retiree Benefit Stipend
73509	02/24/2025	Francis Radziewicz	\$185.08	Retiree Benefit Stipend
73510	02/24/2025	Joan Russell	\$185.08	Retiree Benefit Stipend
73512	02/24/2025	Barbara Schmidt	\$185.08	Retiree Benefit Stipend
73513	02/24/2025	Audrey Tucker	\$185.08	Retiree Benefit Stipend
73514	02/24/2025	Adeline Varni	\$185.08	Retiree Benefit Stipend
73415	02/03/2025	Comcast	\$178.64	Internet Provider: Multiple Locations
73470	02/13/2025	Visions In Education Charter School	\$174.00	
73409	02/03/2025	Big Creek Lumber & Building Materials	\$172.44	
73471	02/14/2025	Bert Williams & Sons Inc	\$166.62	
73448	02/11/2025	Steven Logoteta	\$142.00	Leisure Service Contract Instructor
73414	02/03/2025	Cintas Corporation	\$102.93	
73459	02/13/2025	Kavell Dickerson	\$97.00	
73461	02/13/2025	Nonashla James	\$90.00	
73463	02/13/2025	Virlynda Luciano	\$89.60	Leisure Service Contract Instructor
73455	02/13/2025	Ryan Allen	\$73.29	
73417	02/03/2025	Culligan Quench	\$51.86	
73445	02/11/2025	Bay Area Driving School	\$34.99	
73457	02/13/2025	Marina Cruise	\$31.78	
73472	02/14/2025	General Plumbing Supply Co	\$23.44	
73413	02/03/2025	Central Vallley Builders	\$21.76	
73460	02/13/2025	Kimberly Franco	\$18.76	



General Manager Board Update

3-13-2025

- Working with our IT regarding cyber security.
- Attended CARPD call regarding upcoming state legislation.
- Meeting with PAL regarding field maintenance, scheduling and use.
- Working with HR regarding employee issues and investigations.
- Fielding questions from Councilmembers regarding dog parks, trees, recreation software and other items.
- Conducted interviews to hire a Realtor in regards to Colusa Property.
- Working on the budget to actuals, and budget for FY 25-26
- Working with the Consultant, and the audit.
- Pool data was not completed in time for this board meeting.
- Conducted an exit interview. I will be meeting with HR to discuss raw data I have collected since 2017.



Recreation Services Board Updates

03/13/2025

Activity Guide:

- The production of the Summer Activity Guide is underway and still on schedule for the April in-hand date.

Aquatics:

- We have officially reopened for lap swim, with check-in temporarily taking place on the pool deck for a smoother entry process.
- Preparations for our spring swim lessons are well underway to ensure a successful and engaging season.
- Interest in our swim programs remains high, and we are pleased to share that the first three sessions of Levels 1-4 are already at full capacity.

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

- Children's Wonderland Park is now open on Wednesday-Monday! Additionally, we are pleased to announce that *Storytime with the Solano Library* will take place every Wednesday at 11:00 AM from May through October.
- GVRD is excited to celebrate the 20th anniversary of *Fishing in the City* on March 29th! The event committee has completed its final preparations to ensure a smooth and enjoyable experience for all attendees.
- We're also introducing a new schedule for our *Flavortown Food Truck Series*! Moving forward, the event will take place on Thursdays to provide greater accessibility and convenience for the community to enjoy summer evenings filled with great food and entertainment.
- The Adaptive Recreation team hosted an open-gym basketball event at the GVRD Sports Gym on February 26th from 11:00 AM to 1:00 PM. The event welcomed 12 participants, who enjoyed free-throw practice, basketball drills, and music in a fun and inclusive environment.
- The inaugural Roc the Mic Teen Summit took place on Friday, March 7th at the Foley Cultural Center. In collaboration with the Vallejo City Unified School District, GVRD welcomed 90 10th-grade students to participate in interactive breakout sessions focused on preparing youth for life after high

school. This event served as an important gateway program for expanding Teen Services, providing students with valuable resources and guidance for their future. We are excited about the opportunity to make this summit an annual tradition and continue supporting Vallejo's youth on their path to success.



Community Centers:

- On March 1st, the Foley Cultural Center was rented by the Theta Pi Chapter, Unincorporated / Chapter of Omega Psi Phi for a crab feed event, hosting approximately 450 guests. This event also served as a valuable opportunity to showcase the Foley Cultural Center as a premier venue for large gatherings.

Sports, Gym & Special Interest Classes:

- We are currently developing two new user agreements for sports organizations.

- Sarna League: We are collaborating with the Sarna League, which seeks exclusive use of the Franklin/PAL field. We are in the process of acquiring key documents to advance negotiations, including terms for field use beyond 2026. Given potential field renovations, the league may need to secure a secondary location. Notably, this organization is sponsored by the NFL, presenting potential opportunities for future partnerships.
- Athletes for a Better Community Inc.: This Bay Area basketball league aims to establish a partnership with GVRD to create a structured basketball program at the GVRD Sports Gym. Under this agreement, all participants will register through GVRD using the CivicRec system, ensuring streamlined scheduling and payment processing for each user.
- Longstanding Soccer Partner: We are also formalizing an agreement with our longest-standing soccer organization to further strengthen our partnership.
- These agreements will enhance community access to structured sports programs in soccer, basketball, football, and baseball, ensuring long-term benefits for local athletes.
- Additionally, we are working with the Blue Devils Marching Band to facilitate multiple private facility rentals. Last year, the Blue Devils became our first major revenue source for the newly opened Sports Gym, generating \$5,000 from an overnight stay at the facility. We are now drafting an invoice for multiple rental dates this summer, which has the potential to become a recurring annual revenue stream. As they travel throughout California, they have expressed interest in securing three rental dates for the upcoming season.
- We recently launched two new programs: TruPlay Soccer began this week at Dan Foley Turf Field, with seven participants registered (ages 7-14). This program is an exciting addition for our young athletes.
- Gigi's Preschool Experience also held its first session on Monday, March 3rd, with six registered participants (ages 2-6). This unique program takes place on a 40-foot converted school bus that rotates between different parks throughout Vallejo. This mobile format allows us to better serve parents who may have limited transportation options

Staffing:

- The 2nd round Recreation Supervisor interviews took place this week. We are still in the process of reviewing final candidates. A big thank you to HR for their assistance and efficiency throughout the recruitment process. We truly appreciate your support!

- The recruitment process has begun for the full-time Recreation Coordinator position.
- We are saddened to see Joseph Gatmen, Recreation Coordinator, leave the District after 2 years of service. He has graciously accepted a full-time role with the City of Suisun as their Recreation Manager. He attributes his growth to GVRD, and we wish him the best of luck in his new endeavor.

Youth Services:

- At Cave Language Academy, Recreation Leader Ke'Shawn White has been engaging students in creative STEAM projects for upper-grade levels. His dedication and thoughtful planning have resulted in strong participation and enthusiasm from students, demonstrating the positive impact of well-structured programming.
- On Friday, March 14th, the Youth Department will host a one-hour Prom Boutique, providing free clothing and accessories to help teens complete their perfect look for this special occasion.
- Additionally, Spring Break Camps are set to take place from March 24 – April 4, 2025. We will offer two camps, Fun Seekers and Little Sprouts, at the Vallejo Community Center. This year, we are excited to introduce the first Spring FRESH Camp at Children's Wonderland, with an extended care option available at VCC.



Kudos:

- A huge thank you to Roslynn Brown, Recreation Coordinator for Aquatics, for her outstanding dedication and leadership in preparing for the pool reopening. She and her team worked tirelessly to train staff, provide important updates to swimmers, and ensure a smooth transition for visitors planning their return. We also appreciate her collaboration with maintenance staff to safely reopen the facility and her flexibility during the construction of the reception area. Roslynn, your hard work and commitment do not go unnoticed—we appreciate you!



Maintenance Department Board Update

3/13/2025

Parks and Facilities

- Glen Cove Waterfront Park
 - Vallejo Watershed Alliance is having a volunteer cleanup event on Saturday March 15th at Lake Shabot along the shoreline from 9Am-12Pm.
 - Staff will be working on getting the Park ready for the Fishing in the City event scheduled for March 29th.
- Wilson Park
 - The repairs to the Park restrooms that were damaged by a vehicle are completed by the contractor.
- Crest Ranch Property
 - Staff had a meeting with the School District staff on site and will be changing the locks to GVRD locks.
- Hanns Park
 - The upper Hanns Park area was mowed in the Disc Golf area.
- Henry Park
 - City of Vallejo will be having a tree company to remove some hazardous trees in the Park area.
- 401 Building
 - Staff will be installing a window in the reception office.
- SVCC
 - Staff are working with a plumber to repair a section of the sewer line and adding cleanouts.
- Sports Fields
 - Staff continue working on getting the baseball fields ready for season.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
VCC HVAC					
Design Phase	6/1/2023	3/31/2023	100%	<input checked="" type="checkbox"/>	Engineer completed the design. On hold until funds available.
Permit Issued			0%	<input type="checkbox"/>	
Cunningham Pool Shade Structures					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued			0%	<input type="checkbox"/>	Received a proposal for engineering plans; we decided to postpone until funding is available.
RFP			0%	<input type="checkbox"/>	
Build			0%	<input type="checkbox"/>	
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	<input checked="" type="checkbox"/>	
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	
Build	1/8/2024	3/15/2025	95%	<input type="checkbox"/>	They should be completed soon, the City is working on getting proposals for the parking lot upgrades.
Lake Dalwigk Park Improvements					
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	1/5/2024	1/30/2024	100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	100%	<input checked="" type="checkbox"/>	
Build	5/1/2024	3/28/2025	95%	<input type="checkbox"/>	The consultant is working with contractor on completing a punch list; the City and the consultant are working on a plan for the ADA pathway from the playground to the restrooms.

BOARD PROJECTS UPDATE



Date

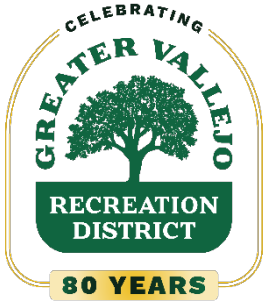
TASK	START	END	% COMPLETE	DONE	NOTES
Children's Wonderland Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	10/30/2024	100%	<input checked="" type="checkbox"/>	
Build	1/6/2024	4/30/2025	50%	<input type="checkbox"/>	Staff had a meeting with PG&E; tentative date for them for construction date is late April.
North Vallejo Community Center Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	10/30/2024	100%	<input checked="" type="checkbox"/>	
Build	1/6/2025	4/30/2025	0%	<input type="checkbox"/>	Staff had a meeting with PG&E; tentative date for them for construction date is late April.
Dan Foley Cultural Center Electrical Upgrade					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="checkbox"/>	This project is postponed until funding is available.
Permit Issued			0%	<input type="checkbox"/>	
RFP			0%	<input type="checkbox"/>	
Build			0%	<input type="checkbox"/>	

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Franklin Middle School					
Prop 68 Management RFP	1/1/2024	3/28/2025	98%	<input type="radio"/>	Proposals are due on February 19th; staff will review the proposals.
Design Phase			0%	<input type="radio"/>	
Permit Issued			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
SVCC EV Charging Stations					
Design Phase			100%	<input checked="" type="checkbox"/>	
Permit Issued			100%	<input checked="" type="checkbox"/>	
Build	5/13/2024	4/1/2025	80%	<input type="radio"/>	Contractor began with the installation; waiting on PG&E for a construction date.



Human Resources Board Update

March 13, 2025

FEBRUARY EMPLOYEE OF THE MONTH!

Congratulations to Dayna Asbury, Accounting Clerk III!

Dayna went above and beyond her normal job duties by training and assisting our new payroll employee. Dayna is always willing to give her assistance despite her own workload, and always with a positive attitude. She has been instrumental assisting payroll, particularly during the short holiday weeks when deadlines are moved up.

BUDGETED VERSUS ACTUAL HEADCOUNT

Total Full Time Filled: 34 Total Full Time Open: 3
Total Part Time Filled: 145 Total Part Time Open: 59

ADMINISTRATIVE/FINANCE/HR POSITIONS				
JOB TITLE	POSITIONS BUDGETED	POSITIONS FILLED	POSITIONS OPEN	POSITIONS FROZEN
Accounting Clerk II	2	2	0	0
Administrative Assistant	1	1	0	0
Clerk of the Board/Asst. GM	1	1	0	0
Finance Director	1	1	0	0
General Manager	1	1	0	0
Human Resources Coord.	1	1	0	0
Human Resources Director	1	1	0	0
TOTALS	8	8	0	0

FACILITIES AND PARKS POSITIONS, FULL TIME				
JOB TITLE	POSITIONS BUDGETED	POSITIONS FILLED	POSITIONS OPEN	POSITIONS FROZEN
Parks & Facilities Director	1	1	0	0
Facilities Supervisor	1	1	0	0
Lead Maintenance Worker	3	2	1	0
Maintenance Worker I	9	8	0	1
Maintenance Worker II	2	2	0	0
Parks Supervisor	1	1	0	0
TOTALS	19	17	1	1

FACILITIES AND PARKS POSITIONS, PART TIME				
JOB TITLE	POSITIONS BUDGETED	POSITIONS FILLED	POSITIONS OPEN	POSITIONS FROZEN
Maintenance Equip. Op.	2	2	0	0
Maintenance Worker	7	4	3	0
Visitor Services Coordinator	1	0	1	0
Visitor Services Monitor	8	0	6	2
TOTALS	18	6	10	2

RECREATION POSITIONS, FULL TIME				
JOB TITLE	POSITIONS BUDGETED	POSITIONS FILLED	POSITIONS OPEN	POSITIONS FROZEN
Administrative Support	1	1	0	0
Recreation Coordinator	7	5	1	0
Recreation Director	1	1	0	0
Recreation Supervisor	3	1	1	1
TOTALS	12	9	2	1

RECREATION POSITIONS, PART TIME				
JOB TITLE	POSITIONS BUDGETED	POSITIONS FILLED	POSITIONS OPEN	POSITIONS FROZEN
Administrative Clerk	3	2	0	1
Assistant Coordinator	11	6	1	4
Center Monitor	10	9	1	0
Custodian	3	3	0	0
Lifeguard	46	26	20	0
Pool Specialist	10	7	3	0
Recreation Leader	75	55	20	0
Recreation Leader II	2	1	0	1
Senior Lifeguard	18	16	2	0
Senior Rec. Leader	16	14	2	0
TOTALS	194	139	49	6



Finance Department Board Update

March 13, 2025

Updates in the Finance Department

- Update on FY 21-22 Audit Progress.
 - Staff received the Draft Audited Financials with Management Letter on February 25th.
 - Staff completed and submitted MD&A on March 6th.
 - Staff completed and submitted Management Responses to Management Letter on March 7th.
 - Auditing CPA Firm is completing the process to finalize Audited Financials and provide Adjusting Journal Entries.
 - On schedule to present Final Financial statement to the Board at the March 27th Board Meeting.

- Update on remaining outstanding audit.
 - Auditing CPA Firm scheduled to begin field work for the FY 22-23 audit in the beginning of June.
 - Aggressive schedule estimates FY 22-23 audit to be completed and field work to begin for FY 23-24 audit sometime in the fall of 2025.

- Update on RFP for new Financial, HR & Payroll System.
 - ADP has been chosen by staff for the Payroll & HRIS system. A demonstration has been scheduled for March 21st.
 - Demonstrations with the ERP systems are being scheduled for the end of March.

- Budget Worksheets provided to Department Heads this week.

- Finance Director summarizes take aways from time spent at the California Society of Municipal Finance Officers' (CSMFO) 2025 Annual Conference.