

**PLEASANT VALLEY RECREATION & PARK DISTRICT
CITY OF CAMARILLO, CITY HALL COUNCIL CHAMBERS
601 CARMEN DR., CAMARILLO, CALIFORNIA**

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
July 6, 2022**

Please Note: In keeping in alignment with current orders from the Ventura County Health Officer, face coverings are not required but are welcomed and encouraged in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.

This meeting will take place both in person and remotely in accordance with Government Code section 54953(e) *et seq.* (AB 361). Members of the public can observe and participate in the meeting as follows:

- 1. Attend in person or you may observe the PVPRD Board meeting via live broadcast on the Local Government Channels – Spectrum Channel 10 and Frontier Channel 29.**
- 2. The meeting will also be live streamed on YouTube at:
<https://www.youtube.com/channel/UCCjEyMW3h472YEO9gI3Qgig>**
- 3. Zoom Meeting Information:**
 - Meeting Link: <https://us06web.zoom.us/j/83398486034>**
 - Webinar ID: 833 9848 6034**
 - Phone Number: 1-669-900-6833**
 - a. Cell Phone/Computer with Microphone: Click on the Zoom webinar link included above. Enter your name so we may call on you when it is your turn to speak. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by clicking the “Raise Hand” button. Follow the instructions below regarding speaking.
 - b. Phone – If you wish to make a comment by phone during the public comment section of the meeting or on a specific agenda item, please call into the listed phone number above and when prompted, enter the Webinar ID and Passcode. After entering those items, you will be admitted to the meeting and your line will be muted. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by dialing *9. Then, follow the speaking instructions below.

Speaking Instructions

When it is your turn to speak, the Chair will call your name or the last four digits of the phone number you are calling from. You will have three minutes to address the Committee. **Please ensure all background noise is muted (TV, radio, etc.)** You will be prompted to unmute your microphone/phone. Unmute your device and begin by stating your name. After three minutes has elapsed your microphone will be muted, and the next speaker will be invited to speak.

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #717

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**

3. **AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete any agenda item(s), or add any emergency agenda item(s).
4. **PRESENTATIONS**
 - A. **Introduction – New Staff**
5. **PUBLIC COMMENT** - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to make comments about a matter within the Board’s subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agendized item for discussion. Speakers will be allowed three minutes to address the Board.
6. **CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired, the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
 - A. **Minutes for Regular Board Meeting of June 1, 2022 and Special Board Meeting of June 8, 2022**

Approval receives and files minutes.
 - B. **Warrants, Accounts Payable & Payroll**

District's disbursements dated on or before May 31, 2022.
 - C. **Financial Reports**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for May 2022.
 - D. **Review and Approval of Surplus Supplies and Equipment List**

The Board can review the current equipment list provided for the uniform disposal of District owned surplus personal property.
 - E. **Consideration and Adoption of Resolution No. 714 for Appropriation Amount Subject to Gann Limitation, FY 2022-2023**

Every fiscal year staff brings a resolution requesting that the Board adopt a resolution setting the Gann Limit for the upcoming Fiscal Year.
 - F. **Consideration and Approval of Three-Year Agreement between the Pleasant Valley Recreation and Park District and Freedom Park BMX Raceway, Inc. for the Operation of the BMX Track**

The proposed length of the Agreement is three (3) years beginning September 2022 and expiring August 2025.
 - G. **Review and Approve Updated Job Descriptions**

The Recreation Department’s job descriptions have been updated to exclude redundancies and minimize the need for outdated duties.
 - H. **Consideration and Approval of Request for Proposals for an Employee Classification and Compensation Study**

It is considered a best practice to conduct an agency wide employee classification and compensation study every five to seven years.
 - I. **Consideration and Adoption of Resolution No. 715 Declaring July as Park and Recreation Month**

Each year, the Board has chosen to recognize the value and importance of recreation and parks as a cornerstone to the health and wellness of residents.

J. Consideration and Adoption of Resolution No. 716 Proclaiming a Local Emergency Persists and Re-Authorizing the Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the District for the 30-Day Period Beginning July 6th, 2022 through August 5th, 2022 Pursuant to the Ralph M. Brown Act as Amended by Assembly Bill No. 361

Adoption of Resolution No. 716 will allow continuation of the use of teleconference meeting procedures for another 30-day period.

7. PUBLIC HEARING

A. Consideration and Approval of Resolution No. 717 for Fiscal Year 2022-2023 Budgets for the General Fund, the Assessment District, Quimby Fee Fund, Park Impact Fee Fund and Community Development Block Grant Fund

A public hearing is required before the District can adopt a resolution to adopt the Fiscal Year 2022-2023 budgets.

Suggested Actions: A MOTION to Adopt Resolution No. 717 to adopt the Fiscal Year 2022-2023 Budgets.

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of the Design Plans for the Pickleball Complex at Freedom Park

Staff is presenting two design plans of the Freedom Park Pickleball Complex for Board consideration.

Suggested Actions: A MOTION to Approve the design plans for the Pickleball Complex at Freedom Park.

B. Consideration and Approval of an Agreement between the Pleasant Valley Recreation and Park District, Camarillo PONY Baseball and United States Specialty Sports Association

The Pleasant Valley Recreation and Park District (District) is entering into a new agreement with Camarillo PONY Baseball Association (CPBA) and United States Specialty Sports Association (USSSA) for the use of the baseball fields at Freedom Park and Bob Kildee Park.

Suggested Action: A MOTION to Approve and authorize the District General Manager to enter into a new agreement with Camarillo PONY Baseball Association (CPBA) and United States Specialty Sports Association (USSSA) for the use of the baseball fields at Freedom Park and Bob Kildee Park that outlines the relationship between the District, CPBA and USSSA.

C. Consideration and Approval of an Agreement between the Pleasant Valley Recreation and Park District and FM3 Research to Perform a Voter Opinion Survey

After thorough review of four submitted proposals, the City of Camarillo Liaison Committee recommended FM3 Research for a Voter Opinion Survey.

Suggested Actions: A MOTION to Approve and authorize the General Manager to enter into an agreement with FM3 Research to perform a Voter Opinion Survey not to exceed \$35,000.

D. Consideration and Approval of Full-Time and Part-Time Year-Round Salary Schedule

The salary schedule is typically updated when job classifications are added or changed, if there is an adjustment made in minimum wage, or when the Board awards a COLA.

Suggested Action: A MOTION to Approve the updated 2022/2023 Salary Schedule which includes the 2% COLA for both represented and non-represented employees.

E. Consideration and Approval of Camarillo Grove Park Septic Tank Removal and Replacement

Failure of a septic tank at one of the Camarillo Grove Park restrooms will require the installation of a new septic system.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into an agreement with ACCO for the installation of a new septic system at the lower restrooms at Camarillo Grove Park in the amount of \$72,605.21 with a 15% contingency for a total not to exceed \$83,496 and allow a one-week closure of the entire park.

F. Consideration and Approval of the Designs of Turf Removal Sites

Due to recent drought conditions and water restrictions, the District has identified six parks where passive use turf areas can be removed. The first phase will focus on Valle Lindo, Lokker, Bob Kildee, and Community Center Parks.

Suggested Action: A MOTION to Approve the proposed turf removal designs for Valle Lindo, Lokker, Bob Kildee, and Community Center Parks.

9. ORAL COMMUNICATION - INFORMATIONAL ITEMS, which do not require action but relate to District business, will be reported by members of the Board and staff as follows:

- A. Chair Kelley
- B. Ventura County Special District Association/California Special District Association
- C. Ventura County Consolidated Oversight Board
- D. Santa Monica Mountains Conservancy
- E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy
- F. Ad Hoc Committees –City of Camarillo Liaison, Miracle League, Pickleball/Tennis
- G. Foundation for Pleasant Valley Recreation and Parks
- H. General Manager’s Report
- I. Board Members

10. ADJOURNMENT

Notes: The Board of Directors reserves the right to modify the order in which agenda items are heard. Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the Friday preceding the Wednesday Board meeting.

Announcement: Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.