

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
October 5, 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/82850597038>**
  - Webinar ID: 828 5059 7038**
  - 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.

**5:00 P.M.**

**CLOSED SESSION**

**1. CALL TO ORDER**

**A. Recess to Closed Session**

**B. Closed Session**

**1) Public Employee Performance Evaluation and Compensation**

The District Board will hold a closed session with the District’s personnel officer and the General Manager, pursuant to Government Code Sections 54957 and 54957.6(a), to discuss the salary, compensation and fringe benefits provided to the General Manager.

**C. Reconvene into Regular Meeting**

**6:00 P.M.**

**REGULAR MEETING**

**NEXT RESOLUTION #725**

**2. PLEDGE OF ALLEGIANCE/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. Nature Center Update**

**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 agenda 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 September 7, 2022**

Approval receives and files minutes.

**B. Warrants, Accounts Payable & Payroll**

District's disbursements dated on or before August 31, 2022.

**C. Financial Reports**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for August 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 Approval of Regular Board Meeting Dates for 2023**

Due to scheduling conflicts, the staff is bringing this before the Board this month to finalize the schedule and confirm 2023 dates with the City of Camarillo.

**F. Consideration and Approval of Request for Bids for Trenchless Sewer Line Installation**

An inspection of the Community Center sewer lines determined that the lines are failing and need to be replaced.

**G. Consideration and Adoption of Resolution No. 722 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 October 7<sup>th</sup>, 2022 through November 5<sup>th</sup>, 2022 Pursuant to the Ralph M. Brown Act as Amended by Assembly Bill No. 361**

Adoption of Resolution No. 722 will allow continuation of the use of teleconference meeting procedures for another 30-day period.

**H. Consideration and Approval of Bid Specifications for the Demolition of the Pickleball Complex at Freedom Park**

The demolition of the Freedom Park pool is the next step in the process of creating a pickleball complex at Freedom Park.

**I. Consideration and Adoption of Resolution No. 723 Replacing the 2016 Employee Manual and 2019 Unrepresented Employee Manual with a Proposed Personnel Policy Manual**

Approval will adopt the updated Personnel Policy Manual which combined the rescinded 2016 Employee Manual and the Unrepresented Employee Manual into one document to cover all employees.

**7. PUBLIC HEARING**

**A. Approval of a First Reading for the Adoption of Ordinance No. 13, an Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation**

A public hearing is required in order to consider the first reading of Ordinance No. 13 which addresses setting Board compensation.

Suggested Actions: Review and introduce Ordinance No. 13 by:

1. Making a MOTION to read the complete Ordinance No. 13 title – *Ordinance No. 13, An Ordinance of The Board of Directors of The Pleasant Valley Recreation and Park District Setting Board Member Compensation* and to waive further reading;

**AND**

2. Making a MOTION to APPROVE the introduction and first reading of the District's *Ordinance No. 13, An Ordinance of The Board of Directors of The Pleasant Valley Recreation and Park District Setting Board Member Compensation*.

**8. NEW ITEMS – DISCUSSION/ACTION**

**A. Consideration and Approval of Agreement Between the District and Ventura Roller Sports**

In the spring of 2022, the District was approached about operating the roller hockey arena located at Freedom Park for youth and adult hockey programs.

Suggested Actions: A MOTION to Approve the Agreement between the District and Ventura Roller Sports.

**B. Consideration and Approval of Resolution No. 721 Adopting a District Special Event Policy**

Currently, no District-wide guideline exists to designate the difference between a Special Event facility reservation and a conventional facility reservation.

Suggested Action: A MOTION to Approve Resolution No. 721 adopting the Special Event Policy.

**C. Consideration of Opening New Investment Account with California CLASS for Holding Quimby, Capital, and Contingency Funds**

California CLASS is a new investment entity that would provide a higher rate of return on held cash than currently being earned.

Suggested Action: A MOTION to Approve the opening of a California CLASS account to hold contingency, Quimby, and other funds as necessary.

**D. Consideration and Adoption of Resolution No. 724 Nominating a Board Member to Fill the Term of 1/1/2023 – 12/31/2026 for the Regular or Alternate Special District Member of the Ventura County Local Agency Formation Commission**

LAFCo is seeking an individual to serve in the capacity of the Special District regular member or alternate to fill a four-year term ending December 31, 2026.

Suggested Action: A MOTION to Approve the adoption of Resolution No. 724 nominating a Board Member for the election of a Ventura LAFCo special district regular member or special district alternate member for the term beginning January 1, 2023 through December 31, 2026.

**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.