

**PLEASANT VALLEY RECREATION & PARK DISTRICT
SENIOR CENTER
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**BOARD OF DIRECTORS
SPECIAL MEETING AGENDA
September 9, 2019**

5:30 P.M.

SPECIAL MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. ADOPTION OF AGENDA

5. OPEN COMMUNICATIONS/PUBLIC FORUM

In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. Pursuant to Government Code Section 54956, no business other than what is set forth in this special meeting agenda may be considered by the Board. If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card and wait until it comes up. Speakers will be allowed three minutes to address the Board.

6. NEW ITEMS – DISCUSSION/ACTION

A. Senior and Community Recreation Facility Design Selection

Staff will provide an update on the most recent presentations from LPA Architects, Inc. regarding the Senior and Community Recreation Facility project.

Suggested Action: It is recommended that the Board of Directors provide staff and the architectural firm of LPA direction and recommend a finalized Plan D for final consideration.

B. Introduction of Ordinance No. 10, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation

Ordinance No. 10 addresses Board Member compensation for Board related services which are subject to limits set for by California law.

Suggested Actions: It is recommended the Board review and introduce Ordinance No. 10, revise the first sentence of Section 1 of Resolution No. 583 to increase the amount of the compensation for each Director for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board to \$105. (continued on next page)

1. Requesting a MOTION to read the complete Ordinance No. 10 title – Ordinance No. 10, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation.
2. And then Consider a MOTION to Approve the introduction and first reading of the District's Ordinance No. 10, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation.

7. ORAL COMMUNICATIONS

Informal items from Board Members or staff not requiring action.

8. ADJOURNMENT

Note: Written materials related to this agenda 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 two business days preceding the scheduled Special 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 (805) 482-1996, extension 24. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: September 9, 2019

**SUBJECT: SENIOR AND COMMUNITY RECREATION FACILITY
DESIGN SELECTION**

SUMMARY

The Pleasant Valley Recreation and Park District Board of Directors approved the architectural firm of LPA for the Senior and Community Recreation Facility project. The firm has provided architectural services to entail community outreach, preparation of four draft design concepts, a rough order of magnitude cost estimates, structural assessment, and operations and maintenance costs.

BACKGROUND

At the June 28, 2018 Special Board Meeting, the District reviewed the Needs Assessment Study and confirmed that Plan 2 (approximately 31,272 square feet) would be the preferred plan to meet the community's needs for senior and community recreation facility space. On September 26, 2018, the City confirmed the same plan, Plan 2, as its preferred plan to meet the community's needs for senior and community recreation facility space and committed up to \$8 million towards the cost of constructing the new facilities.

In order to confirm the cost of the construction, both agencies agreed to hire a qualified, California-licensed architectural firm to further refine, with public input, the Plan 2 concept, create specific design concept alternatives, conduct parking analyses, and calculate refined cost estimates. On March 6, 2019 the Board approved a professional service agreement with LPA for the architectural design services for the Senior and Community Recreation Facility project.

ANALYSIS

LPA has been working collaboratively with the District, the Liaison Committee, and the community to draft four concept designs. As part of the design process they have attempted to integrate the new facilities with the current facilities, and performed a site analysis, cost estimations, and structural assessments, as well as reviewed operations and maintenance costs.

As part of the Community Engagement process they have held two Community Workshops. As part of Community Workshop #1 the architects gave an overview of the overall project, as well as a list of spaces which were included from the Needs Assessment study.

Program Space Blocks*

- a) Large Fitness Room
- b) Large Multi-Purpose Room
- c) Medium Activity Room
- d) Gymnasium
- e) Lobby

Attendees were then divided into small groups to generate design ideas and placement of rooms/spaces within the facility. These designs were refined and played a key role in the architectural design for the four (4) alternative designs as part of Workshop #2.

With information from the Community meetings, the District will be able to better plan for the renovation as this project continues to move forward and as the District Board reviews the draft plans.

FISCAL IMPACT

There is no fiscal impact associated with this action at this time.

RECOMMENDATION

It is recommended that the Board of Directors provide staff and the architectural firm of LPA direction and recommend a finalized Plan D for final consideration.

ATTACHMENTS

- 1) Senior and Community Recreation Facility PowerPoint (43 pages)



Senior and Community Recreation Facility

Board Meeting - September 9, 2019



Project Schedule



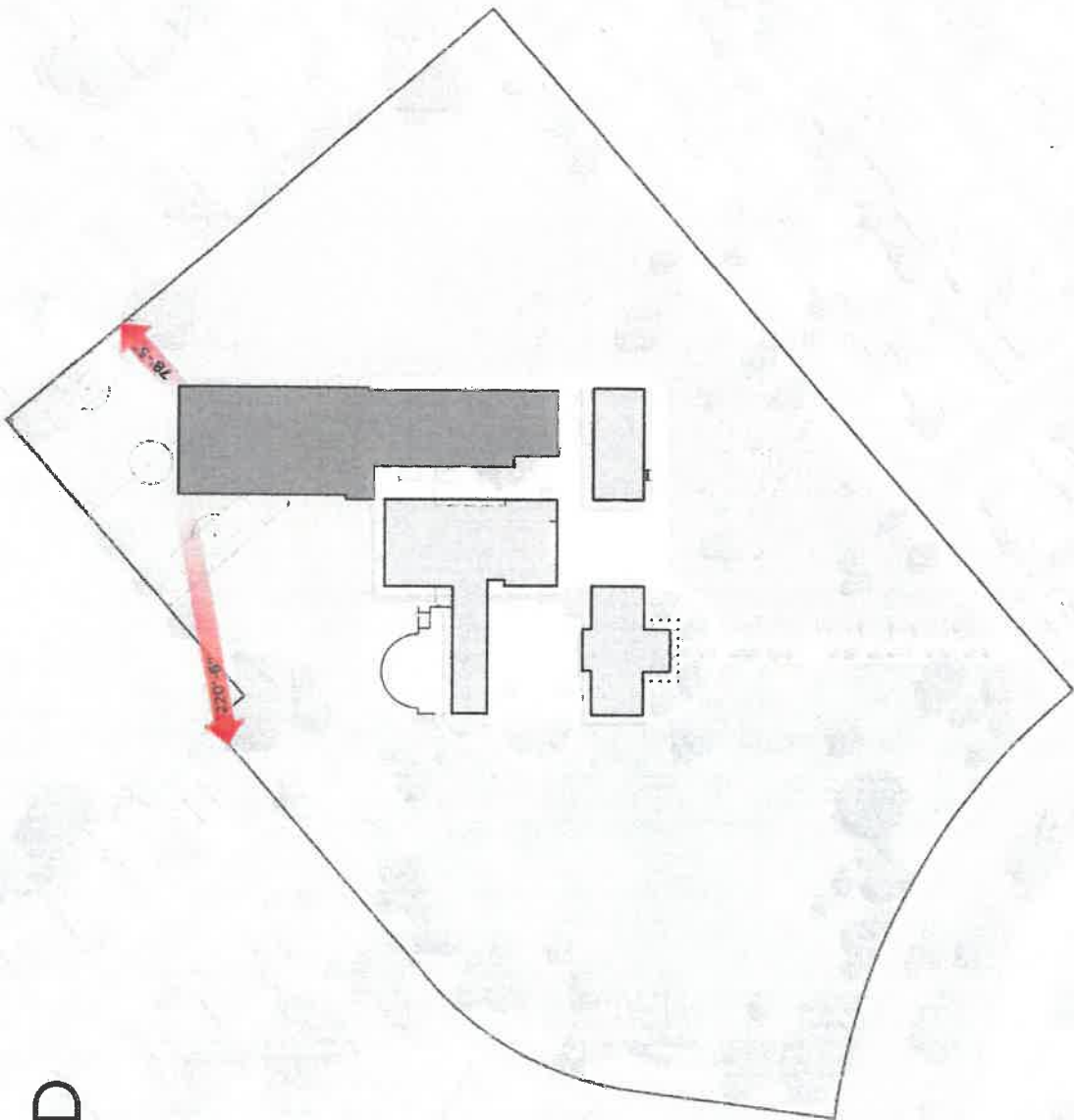
Interview/Team Selection	February 11, 2019
Preplanning Services Kickoff, Gather Background Resources	March 26 – April 22, 2019
Community Outreach Community Workshop 1 - Programming	April 23, 2019
Conceptual Site Planning, Building Design	April 24 – June 5, 2019
Community Outreach Community Workshop 2 – Site Planning	June 6, 2019
Cost & Operational Estimates, Renderings Production Executive Review Liaison Committee Workshop 3 Board Meeting Liaison Committee Workshop 4 Board Meeting Joint Session	July 11, 2019 July 29, 2019 August 27, 2019 September 9, 2019 September 16, 2019

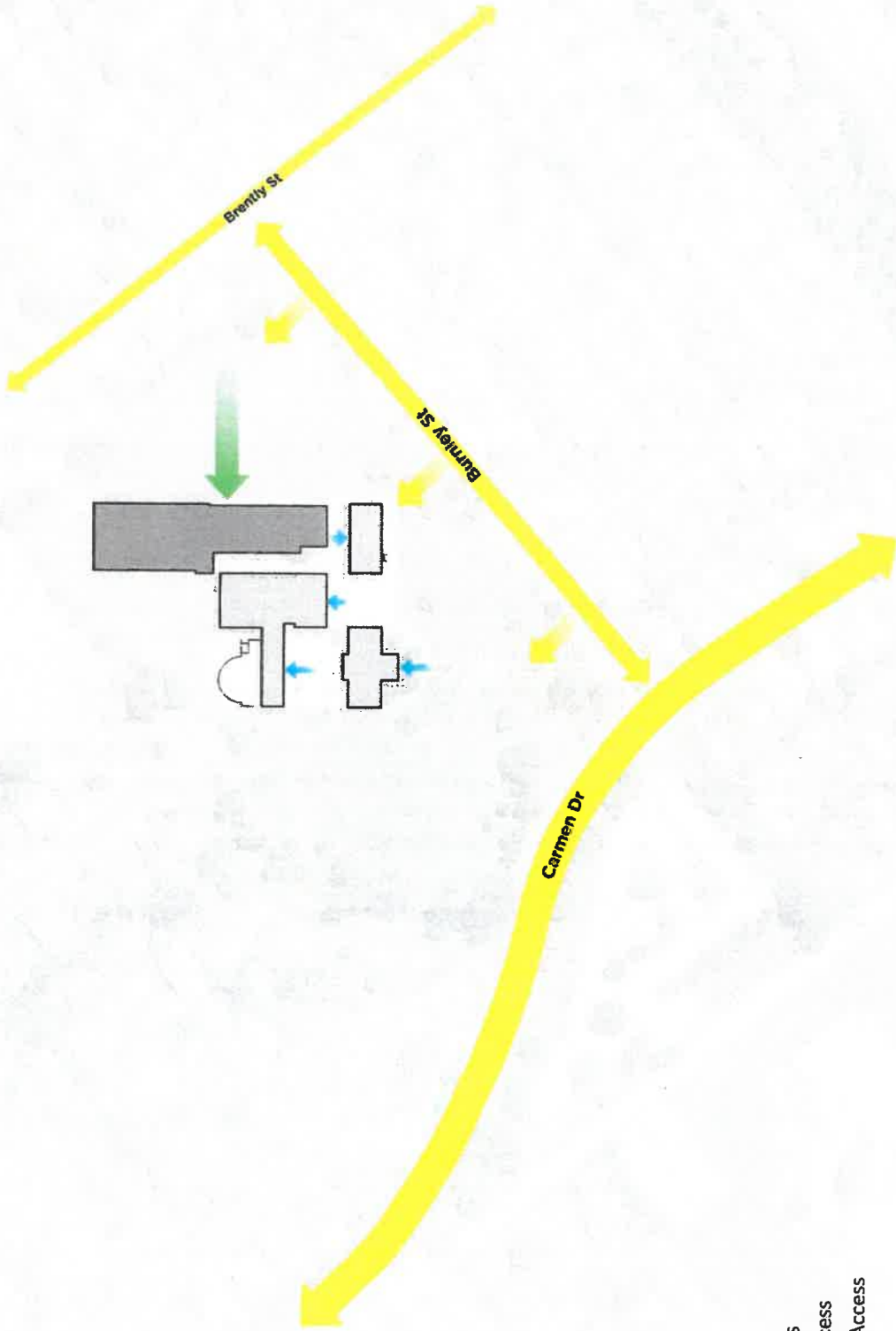


Workshop # 2 Results

Plan Refinement into Design Options

Option D





- Vehicular Access
- Primary Site Access
- Secondary Site Access

Option D



Option D

East Façade & Entry



Option D

Entry

PLEASANT VALLEY
COMMUNITY CENTER

LPA





Option D
North-East Facade

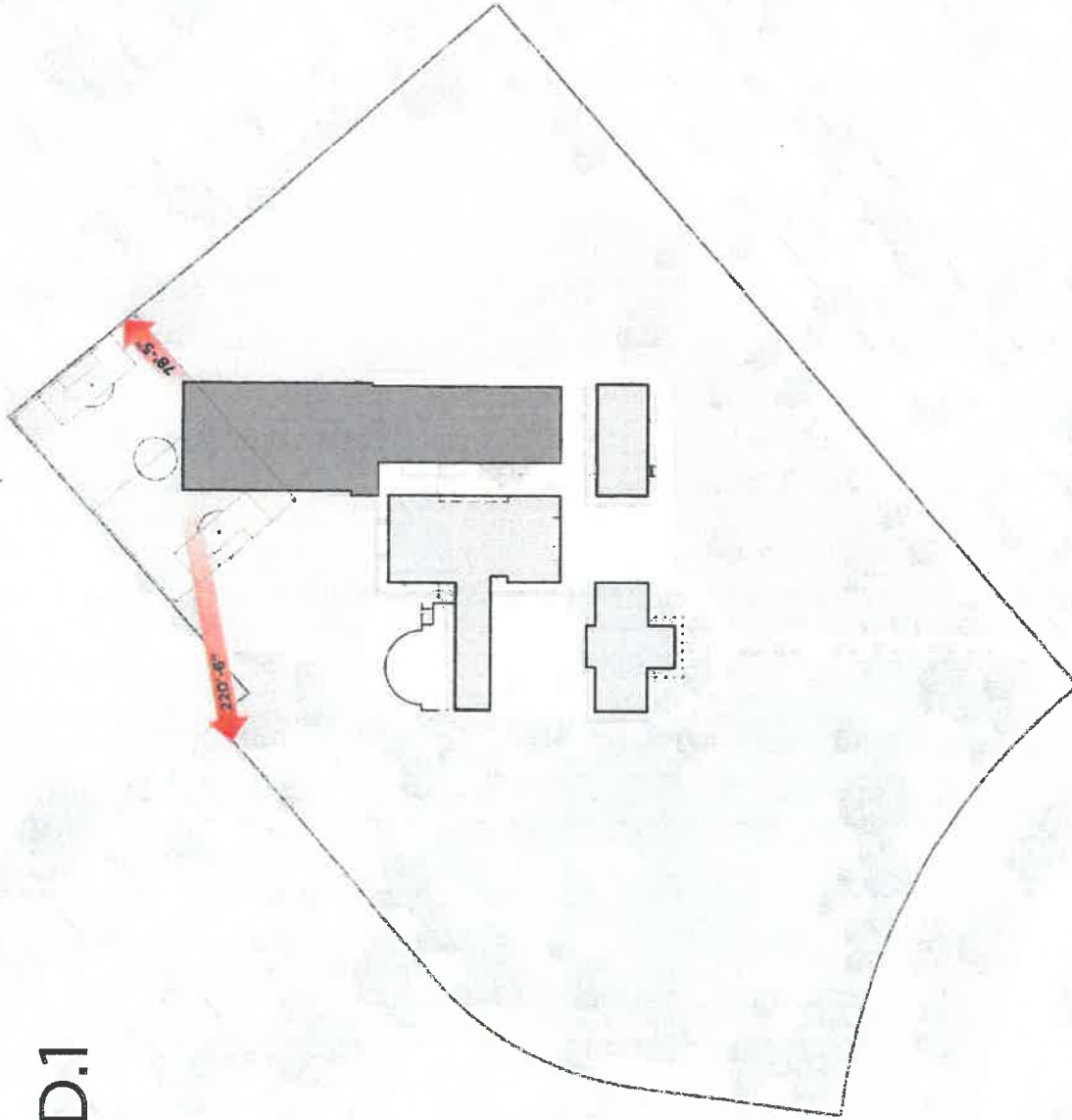


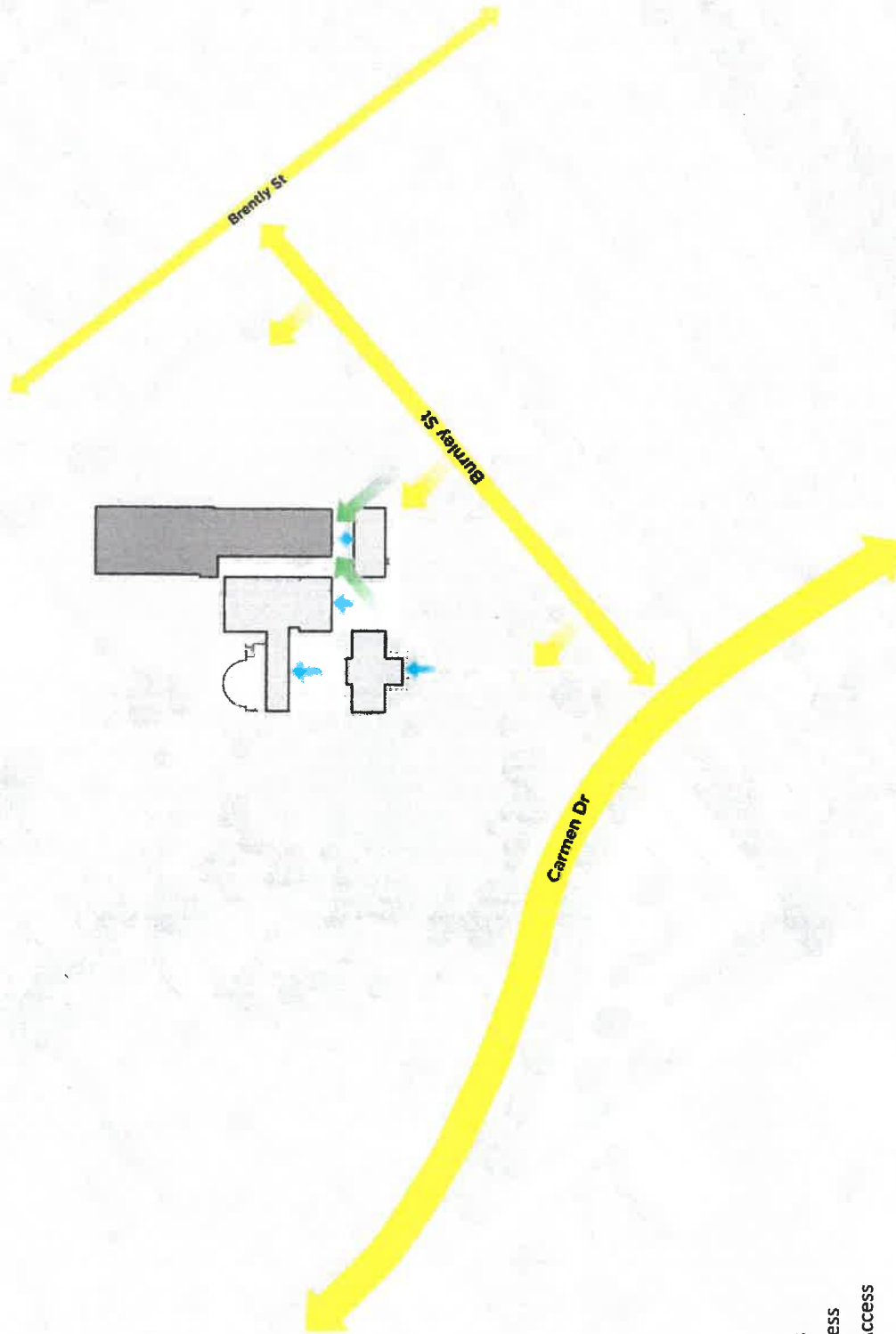
Option D
Interior Courtyard






Option D
Bird's Eye

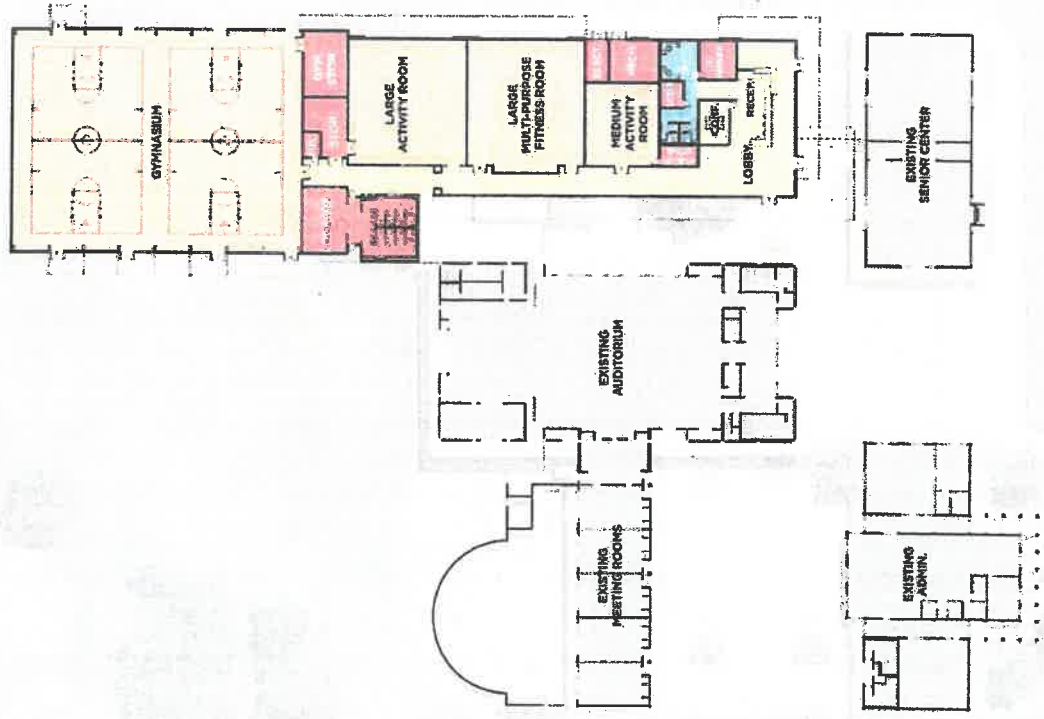
Option D.1





-  Vehicular Access
-  Primary Site Access
-  Secondary Site Access

Option D.1



Option D.1

East Façade & Entry



Option D.1

Entry





LPA

Option D1
Interior Courtyard & Entry



Option D.1
North-East Facade



Option D.1
Bird's Eye

LPA



ROM Construction Costs Summary

ROM Construction Budget Summary



Option B \$41,818,922



Direct/Hard Costs:
 Building: \$24,473,247
 Site: \$4,120,101
 Seismic Retrofit: \$1,424,942

Indirect/Soft Costs (35%): \$10,506,401
 A&E: 10%
 A&E Reimbursable: 2%
 Project Management: 5%
 Cost Estimating: 1%
 Testing & Inspections: 2%
 Geotechnical: 1%
 Green Building Comm: 1%
 Permits & Plan Check: 3%
 City Fees (0-5% range)
 School Fees
 Transportation Fees
 Construction Contingency 10%

FF&E (\$35/SF): \$1,294,230
 Furniture Fixtures & Equipment

Option D \$34,119,867



Direct/Hard Costs:
 Building: \$20,158,099
 Site: \$4,326,255
 Seismic Retrofit: N/A

Indirect/Soft Costs (35%): \$8,569,513
 A&E: 10%
 A&E Reimbursable: 2%
 Project Management: 5%
 Cost Estimating: 1%
 Testing & Inspections: 2%
 Geotechnical: 1%
 Green Building Comm: 1%
 Permits & Plan Check: 3%
 City Fees (0-5% range)
 School Fees
 Transportation Fees
 Construction Contingency 10%

FF&E (\$35/SF): \$1,066,030
 Furniture Fixtures & Equipment

Option D.1 \$34,370,215



Direct/Hard Costs:
 Building: \$20,336,712
 Site: \$4,326,255
 Seismic Retrofit: N/A

Indirect/Soft Costs (35%): \$8,632,038
 A&E: 10%
 A&E Reimbursable: 2%
 Project Management: 5%
 Cost Estimating: 1%
 Testing & Inspections: 2%
 Geotechnical: 1%
 Green Building Comm: 1%
 Permits & Plan Check: 3%
 City Fees (0-5% range)
 School Fees
 Transportation Fees
 Construction Contingency 10%

FF&E (\$35/SF): \$1,075,480
 Furniture Fixtures & Equipment



Program Detail Cost



Program Space	Size	Cost
Lobby	1000 SF	\$660,000
Reception	300 SF	\$200,000
Locker & Restrooms	1,300 SF	\$860,000
Custodial Closet	80 SF	\$55,000
General Building Storage	400 SF	\$265,000
Offices	150 SF	\$100,000
Staff Restroom	200 SF	\$135,000
Gymnasium (2 Courts @ 50 x 94)	13,000 SF	\$8,600,000
Gym Storage	500 SF	\$330,000
Medium Activity Room	1,200 SF	\$800,000
Large Activity Room	3,200 SF	\$2,200,000
Large Multi-Purpose/Fitness Room	3,200 SF	\$2,200,000



Operational Study / Cost Recovery Summary

Operational Study / Cost Recovery Summary



Option B



Anticipated Expenses:
\$623,650

Anticipated Revenues:
\$168,856

Anticipated Cost
Recovery Rate:
27.1%

Option D



Anticipated Expenses:
\$768,861

Anticipated Revenues:
\$168,856

Anticipated Cost
Recovery Rate:
22.0%

Option D.1



Anticipated Expenses:
\$707,858

Anticipated Revenues:
\$168,856

Anticipated Cost
Recovery Rate:
23.9%

Option D

Operational Cost vs. Revenue

* These numbers are reflective of new revenue and do not reflect existing program revenue



Operations

Personnel (full & part time staff)	\$521,620
Commodities (supplies, uniforms, etc.)	\$21,375
Contractual (utilities, training, etc.)	\$175,866
Replacement Fund (\$\$ for improvements)	\$50,000

Total Estimated \$768,861

Operational Assumptions

- Operating 75 hours a week
- Full-time staff: 2 Recreational Specialists, 1 Ground Maintenance, and 2.75 Customer Service Representatives
- Part-time staff: Facility Supervisor (40 Hrs), Customer Service (32 Hrs), Customer Service (36 Hrs), Ground/Maintenance (48 Hrs)

Revenue

Daily Fees	\$4,296
Membership Fees	\$36,000
Programs	\$79,000
Other (birthdays, vending, & rentals)	\$49,560

Total Estimated \$168,856

Revenue Assumptions

- 6 non-members will enter a day each paying \$2
- 300 Monthly Pass Sold each month at \$10 per pass. This represents less than 1% of the projected population
- Program revenue assumes 125 participants paying an average of \$50 per month

Option D.1

Operational Cost vs. Revenue

* These numbers are reflective of new revenue and do not reflect existing program revenue



Operations

Personnel (full & part time staff)	\$460,617
Commodities (supplies, uniforms, etc.)	\$21,375
Contractual (utilities, training, etc.)	\$175,866
Replacement Fund (\$\$ for improvements)	\$50,000

Total Estimated \$707,858

Operational Assumptions

- Operating 75 hours a week
- Full-time staff: 1 Recreational Specialists, 1 Ground Maintenance, and 2.75 Customer Service Representatives
- Part-time staff: Facility Supervisor (40 Hrs), Customer Service (32 Hrs), Customer Service (36 Hrs), Ground/Maintenance (48 Hrs)

Revenue

Daily Fees	\$4,296
Membership Fees	\$36,000
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Other (birthdays, vending, & rentals)	\$49,560

Total Estimated \$168,856

Revenue Assumptions

- 6 non-members will enter a day each paying \$2
- 300 Monthly Pass Sold each month at \$10 per pass. This represents less than 1% of the projected population
- Program revenue assumes 125 participants paying an average of \$50 per month



5-Year Model

Option D

Projected Recovery Over 5 Years



Category	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$768,861	\$776,550	\$784,315	\$800,001	\$816,001
Revenues	\$168,856	\$185,742	\$195,029	\$200,880	\$204,897
Difference	\$600,005	\$590,808	\$589,286	\$599,122	\$611,104
Recovery	22.0%	23.9%	24.9%	25.1%	25.1%
Capital Improvement	\$50,000	\$100,000	\$150,000	\$200,000	\$250,000

Option D.1

Projected Recovery Over 5 Years



Category	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$707,858	\$714,937	\$722,086	\$736,528	\$751,259
Revenues	\$168,856	\$185,742	\$195,029	\$200,880	\$204,897
Difference	\$539,002	\$529,195	\$527,057	\$535,648	\$546,362
Recovery	23.9%	26.0%	27.0%	27.3%	27.3%
Capital Improvement	\$50,000	\$100,000	\$150,000	\$200,000	\$250,000

Projected Recovery Beyond 5 Years



Operation Expectations: Estimated short fall of \$600,000 each year

Estimated Shortfall After:

Estimated Shortfall	Option B \$450,000	Option D \$600,000	Option D.1 \$530,000
5 Years	(\$2.25M)	(\$3M)	(\$2.65M)
10 Years	(\$4.5M)	(\$6M)	(\$5.3M)
15 Years	(\$6.75M)	(\$9M)	(\$7.95M)
20 Years	(\$9M)	(\$12M)	(\$10.6M)
25 Years	(\$11.25M)	(\$15M)	(\$13.25M)
30 Years	(\$13.5M)	(\$18M)	(\$15.9M)

Total 30 Year Project Cost Summary



Option B



Estimated
Construction Cost:
\$41.8 M

Estimated 30YR
Revenue/Expenses:
\$13.5 M

Total Estimated
30YR Cost:
\$55.3 M

Option D



Estimated
Construction Cost:
\$34.1 M

Estimated 30YR
Revenue/Expenses:
\$18 M

Total Estimated
30YR Cost:
\$52.1 M

Option D.1



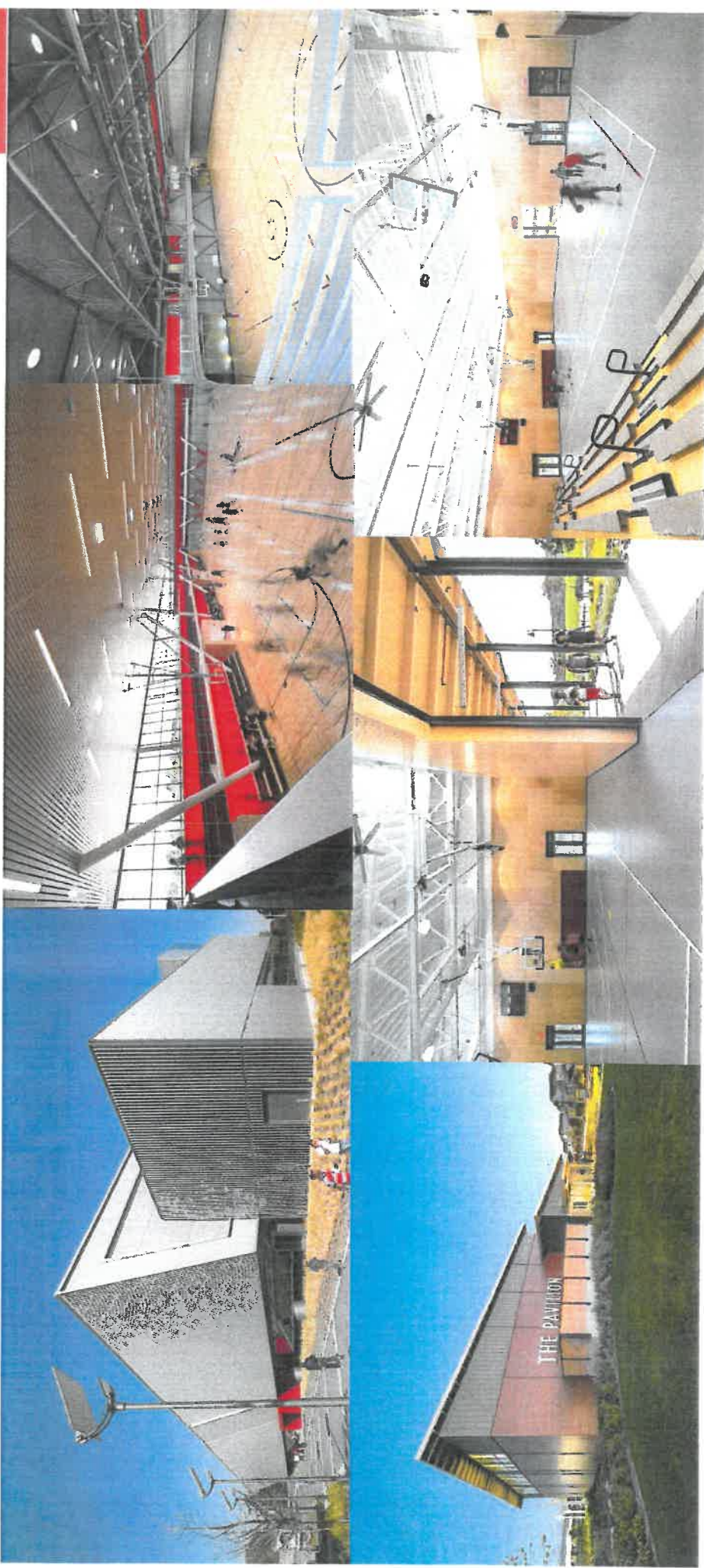
Estimated
Construction Cost:
\$34.4 M

Estimated 30YR
Revenue/Expenses:
\$15.9 M

Total Estimated
30YR Cost:
\$50.3 M

Gymnasium Images

Gymnasiums



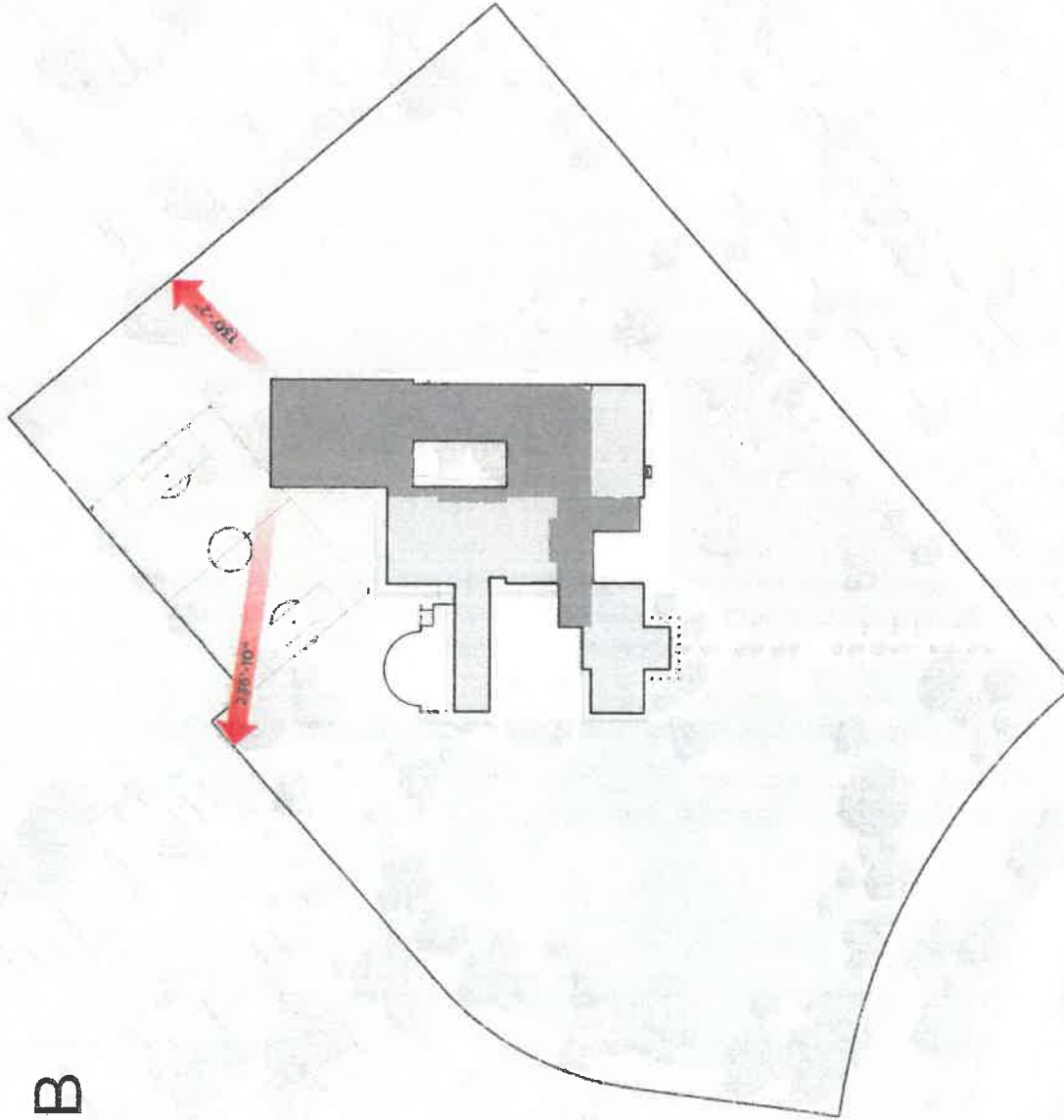
Gymnasiums

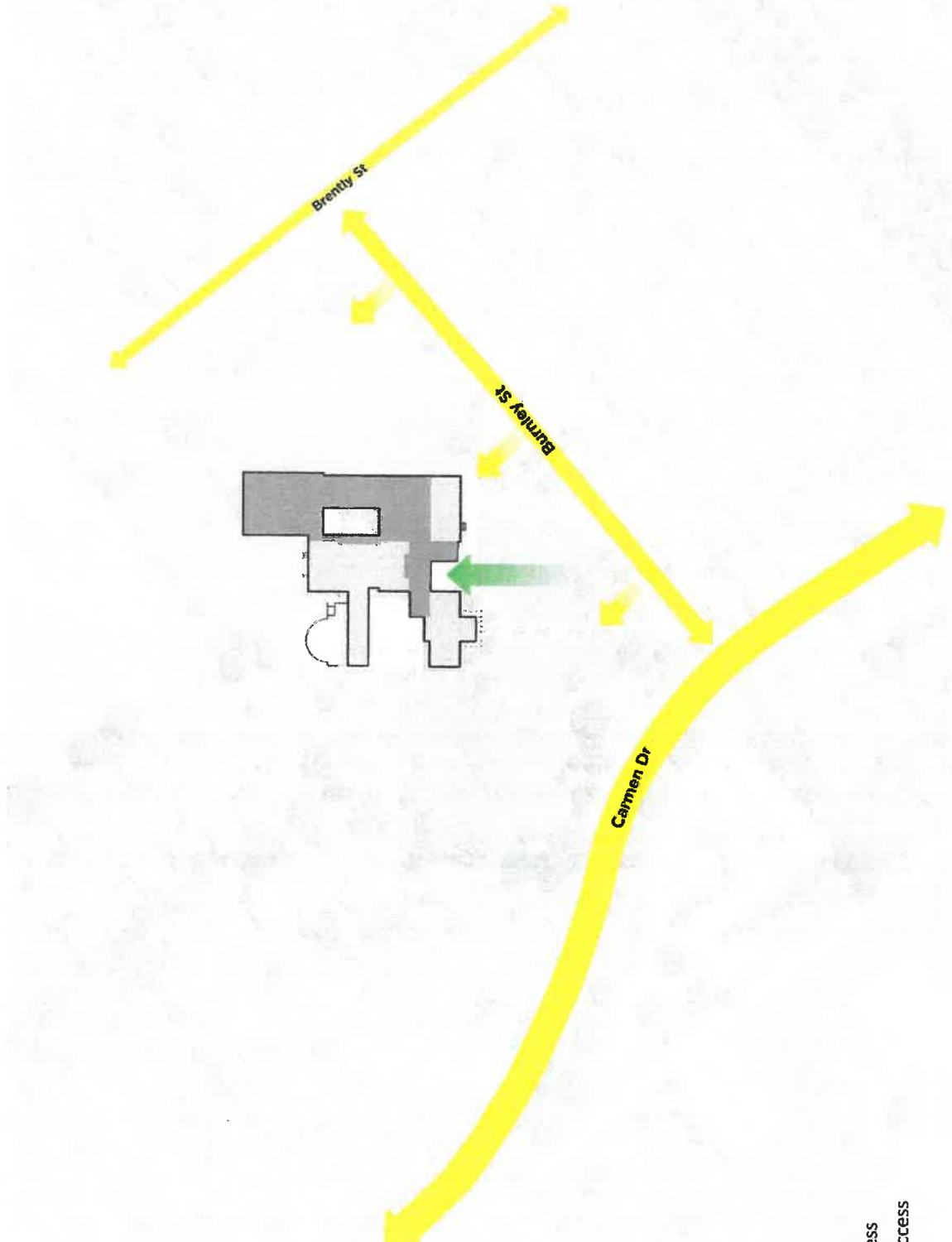







Changing Lives by Design™

Option B





-  Vehicular Access
-  Primary Site Access
-  Secondary Site Access

Option B





Option 2
www.Fair

LPA



PLEASANT VALLEY
COMMUNITY CENTER

LPA



LPA

Facade



Optima
+ Facade





Bird's Eye

LPA

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Megan Hamlin, Administrative Analyst

DATE: September 9, 2019

**SUBJECT: INTRODUCTION OF ORDINANCE NO. 10, AN
ORDINANCE OF THE BOARD OF DIRECTORS OF
THE PLEASANT VALLEY RECREATION AND PARK
DISTRICT SETTING BOARD MEMBER
COMPENSATION**

SUMMARY

The District is obligated to comply with several Government codes, in particular the Public Resource Code Section 5784.15. Each Board Member of the Board of Directors may receive per diem compensation for each day of service rendered, together with expenses, subject to limits set for by the law.

BACKGROUND

It has been common practice to review and update policies and resolutions as necessary, according to current Governmental Code and Public Resource Code. In January 2018 the Board adopted Resolution No. 583 pursuant to the updated Public Resource Code (PRC) which included the following items: ethics training, sexual harassment training, and service rendered as a Director by request of the Board. This past year AB2329 was passed which updated compensation for board members.

ANALYSIS

There are two state laws which address the subject of compensation for board members of a recreation and park district and which are derived from PRC Chapter 4 Recreation and Park Districts Article 5 Boards of Directors and Officers Parks 5784.15 and California Water Code Section 20202.

Existing law from the PRC's Recreation and Park Districts provides that each member of the board of directors of a recreation and park district shall not receive compensation for more than six meetings of the board in a calendar month. The board of directors shall, commencing January 1, 2019 if the district compensates its members for more than five meetings in a calendar month, annually adopt a written policy based on a finding

supported by substantial evidence why more than five meetings per month are necessary for the effective operation of the district.

For the purposes of this section, a meeting of the board of directors includes but is not limited to regular meetings, special meetings, closed sessions, emergency meetings, board field trips, district public hearings, or meetings of a committee of the board as well as those items specified in Resolution No. 583.

Staff analyzed 2018 Board payment request forms to establish an individual average and an overall meeting average. Documents show individual averages range from 2.5 – 5.0 meetings annually. However, the combined Board Member average over 12 months is 3.6 meetings. Based on the findings, the Board of Directors would not have supported evidence to increase from 5 to 6 monthly meetings.

California Water Code Section 20202 provides as follows:

“In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.”

The proposed ordinance would increase Board Member compensation by 5% (\$5.00) to \$105 for each day of service not-to-exceed 5 days in a calendar month. The first sentence of Section 1 of Resolution No. 583 is revised to increase the amount of compensation for each Director for each day’s attendance at meetings of the Board or for each day’s service rendered as a Director by request of the Board to \$105.00.

FISCAL IMPACT

The proposed resolution would increase Board Member compensation by 5% (\$5.00) to \$105 for each day of service not-to-exceed 5 days in a calendar month. Sufficient funds are available in the General Operating Fund Account.

RECOMMENDED ACTION

It is recommended the Board review and introduce Ordinance No. 10, revise the first sentence of Section 1 of Resolution No. 583 to increase the amount of the compensation for each Director for each day’s attendance at meetings of the Board or for each day’s service rendered as a Director by request of the Board to \$105.

1. Requesting a MOTION to read the complete Ordinance No. 10 title – Ordinance No. 10, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation
2. And then Consider a MOTION to Approve the introduction and first reading of the District’s Ordinance No. 10, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation.

ATTACHMENTS

- 1) Ordinance No. 10 (2 pages)
- 2) Resolution No. 583 (4 pages)
- 3) Public Resource Code Section 5784.15 (1 page)
- 4) Board Compensation Payment Request (1 page)

ORDINANCE NO. 10

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT SETTING BOARD MEMBER COMPENSATION

WHEREAS, on January 3, 2018 the Board adopted Resolution No. 583 pursuant to Public Resources Code 5784.15 setting the compensation of Board Members; and

WHEREAS, the compensation for Directors for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board is \$100 under Resolution No. 583; and

WHEREAS, the Board desires to adjust Board Member compensation as permitted under State law; and

WHEREAS, this item was properly noticed for a public hearing by the Board of Directors on _____, 2019.

THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. – The recitals above are true and correct and incorporated herein by reference.

SECTION 2. – Permitted Compensation

- A. The first sentence of Section 1 of Resolution No. 583 is revised to increase the amount of compensation for each Director for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board to \$105.00.
- B. Directors may not receive compensation for services rendered for more than a total of 5 days in any calendar month per the Public Resources Code Section 5784.15.
- C. In addition to daily compensation authorized in subsection A, the Board authorizes the reimbursement of any actual costs, per Resolution No. 583, incurred by a Director when rendering services as a Director by request of the Board.

SECTION 3. – Future Adjustments to Compensation. Any future increases in compensation for Directors must be approved by an ordinance of the Board and the increase may not exceed the amount permitted by State law since the last increase.

SECTION 4. – This Ordinance will become effective 60 days from the date of adoption.

SECTION 5. – Except as expressly provided for in Section 1(A) above, all other provisions of Resolution No. 583 shall remain in full force and effect.

SECTION 6. - The Clerk of the Board of Directors shall certify to the passage of this Ordinance and cause the same to be posted and published in accordance with law.

PASSED AND ADOPTED this ____ day of _____, 2019, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Robert Kelley, Chairman, Board of Directors
Pleasant Valley Recreation and Park District

ATTESTED:

Dr. Neal Dixon, Secretary, Board of Directors
Pleasant Valley Recreation and Park District

RESOLUTION NO. 583

RESOLUTION OF THE BOARD OF DIRECTORS OF PLEASANT VALLEY RECREATION AND PARK DISTRICT SETTING COMPENSATION FOR DAYS OF SERVICE BY BOARD MEMBERS, REIMBURSEMENT OF BOARD MEMBER EXPENSES, PROVIDING FOR ETHICS TRAINING AND RELATED MATTERS

WHEREAS, California Public Resources Code Section 5784.15 provides that each member (“Director”) of the Board of Directors (“Board”) may receive per diem compensation for each day of service rendered, together with expenses, subject to limits set forth by law; and

WHEREAS, AB 1234 (Chapter 700, Statutes of 2005) added and amended certain statutory requirements, which among other things govern the receipt of per diem and expense reimbursement by Directors; and

WHEREAS, this resolution is intended to set forth the District’s policy and procedures for compensation and reimbursement of expenses of Directors, to ensure compliance with Public Resources Code Section 5784.15 and AB 1234.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. PER DIEM COMPENSATION/DAY OF SERVICE: Pursuant to Public Resources Code section 5784.15, each Director shall receive compensation from the District in an amount not to exceed one hundred dollars (\$100) per day, for the following:

- (A) Attendance by a Director at any Board meeting including, but not limited to, regular board meetings, special meetings, closed sessions, emergency meetings, Board field trips, district public hearings, or meetings of a committee of the Board.
- (B) Attendance at conferences, organized educational activities, or meetings when the Board hereby determines that such attendance has significant and meaningful link to purpose, policies and interests of the district and is therefore beneficial to the District such as events sponsored by:

- I. California Special Districts Association (CSDA)

- II. California Association of Recreation and Park Districts (CARPD)
- III. Santa Monica Mountains Conservancy
- IV. Ventura County Special Districts Association
- V. LAFCO
- VI. Designated by Board Chair

- (C) Attendance at meetings providing ethics training in accordance with Government Code section 53232.1(a)(3).
- (D) Attendance at meetings providing Sexual Harassment Prevention Training and Education in accordance with Government Code section 53237.1, which the Board deems to be part of the official duties of a Director.

A member of the Board of Directors may waive the compensation which must be designated prior to attendance.

The maximum compensation for each Director in any calendar month shall be five hundred dollars (\$500), *exclusive of expenses*. Directors may receive their actual and necessary traveling and incidental expenses incurred while on official business in accordance with Section 2 below.

2. REIMBURSEMENT OF EXPENSES:

- (A) Each Director shall be entitled to reimbursement of actual and necessary expenses incurred in the performance of official duties. Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. In accordance with Government Code section 53232.2, the District shall use the Internal Revenue Service (IRS) rates for reimbursement of such expenses as established in Publication 463 or any successor publication thereto.
- (B) If the lodging expenses are in connection with a conference or organized educational activity, conducted in compliance with subdivision of Section 54952.2, including but not limited to, ethics training, required by Article 2.4 (commencing with Section 53234), or as otherwise approved by the Board in accordance with Section 1, the costs shall not exceed the maximum group rate published by the conference or activity sponsor,

provided that lodging at the group rate is available to the board member at the time of booking. If the group rate is not available, the Director shall use comparable lodging that is consistent with the requirements of this policy. Each Director shall use government rates and group rates offered by a provider of transportation and lodging for travel and lodging when available.

- (C) All expenses that do not fall within this policy or the IRS reimbursable rates shall be subject to approval by the Board of Directors, in a public meeting, before the expense is incurred. Any such expenses not approved by the Board of Directors prior to being incurred will not be eligible for reimbursement.

I. The following expenses will not be reimbursed:

1. Alcoholic beverages
2. Parking or traffic violations
3. In-room movies
4. Laundry services
5. Entertainment
6. Expenses incurred on behalf of a spouse, dependent or traveling companion.

- (D) If a Board member chooses to incur additional costs that are above the rates established pursuant to this section and those costs have not been approved, then the Board member may do so at his or her own expense.

3. EXPENSE REPORTS:

- (A) Each Director shall submit expense reports within thirty (30) days after attendance at a meeting, conference, or event at which authorized or pre-approved reimbursement expenses were incurred; a Director shall submit a signed expense reimbursement request on a form approved by the District, together with valid receipts documenting each expense. All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.).
- (B) The Board secretary shall produce and distribute a quarterly report containing the expense reimbursements of the Directors. The report shall be presented to the Board on a quarterly basis.

4. BOARD MEMBER REPORTS: All Board members, either verbal or in writing, shall briefly report on meetings attended at District expense at the next regular scheduled Board meeting following the meeting for which the reimbursement is received.

5. ETHICS TRAINING: In accordance with Government Code section 53234, Directors and any designated employees shall receive at least two (2) hours of training in general ethics principals and ethics laws relevant to his or her public service every two (2) years. Certificates of completion of ethics training shall be maintained by the District for at least five (5) years.

6. SEXUAL HARASSMENT PREVENTION TRAINING AND EDUCATION: In accordance with Government Code section 53237.1, Directors and any designated employees shall receive at least two (2) hours of training in Sexual Harassment Prevention Training and Education within the first six months of taking office or commencing employment, and every two (2) years thereafter. Certificates of completion of this training shall be maintained by the District for at least five (5) years.

7. EFFECTIVE DATE: These Board Bylaws and Rules of Procedure shall take effect immediately and shall supersede Resolution No. 394 previously-adopted Board reimbursement of expenses, providing for ethics training and related matters.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this _____ day of _____, 2018, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Mark Malloy, Chairman, Board of Directors
PLEASANT VALLEY RECREATION AND PARK
DISTRICT

(SEAL)

ATTEST:

Elaine Magner, Secretary, Board of Directors
PLEASANT VALLEY RECREATION AND PARK DISTRICT



State of California

PUBLIC RESOURCES CODE

Section 5784.15

5784.15. (a) The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for attending each meeting of the board. The board of directors, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation received for attending meetings of the board.

(b) Board members shall not receive compensation for more than six meetings of the board in a calendar month. The board of directors shall, commencing January 1, 2019, if the district compensates its members for more than five meetings in a calendar month, annually adopt a written policy, based on a finding supported by substantial evidence, why more than five meetings per month are necessary for the effective operation of the district.

(c) In addition, members of the board of directors may receive their actual and necessary traveling and incidental expenses incurred while on official business.

(d) A member of the board of directors may waive the compensation.

(e) For the purposes of this section, a meeting of the board of directors includes, but is not limited to, regular meetings, special meetings, closed sessions, emergency meetings, board field trips, district public hearings, or meetings of a committee of the board.

(f) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(g) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

(Amended by Stats. 2018, Ch. 170, Sec. 5. (AB 2329) Effective January 1, 2019.)

2018

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Mtgs over 12 months
Malloy	3	2	4	3	4	4	3	2	4	4	3	3	39
Board Mtg	X	X	X	X	X	X	X		X	X	X	X	Average of 3.25 Meetings per month
Finance	X		X	X	X	X	X	X	X	X	X	X	
Special	X		X	X	X	X			X				
Special		X	X		X			X					
VCSDA						X				X			
Kelley	3	3	4	3	4	3	1	1	3	1	2	2	30
Board Mtg	X	X	X	X	X	X	X	X	X	X	X	X	Average of 2.50 Meetings per month
Personnel	X		X	X	X	X		X					
Special	X	X	X	X	X	X			X			X	
Special	X	X	X	X	X	X			X				
VCSDA		X											
Magner	6	4	7	4	6	6	3	5	5	3	7	4	60
Board Mtg	X	X	X	X	X	X	X	X	X	X	X	X	Average of 5.0 Meetings per month
Personnel	X		X	X	X	X	X	X	X	X	X	X	
Liaison	X		X	X	X	X	X						
Special	X		X	X	X	X			X				
Special			X	X	X	X							
VCSDA		X	X	X	X	X		X		X		X	
CSDA	X	X	X	X	X	X		X	X	X	X	X	
CSDA	X	X	X	X	X	X		X	X	X	X	X	
CSDA							X	X			X		
Dixon	3	3	5	3	4	3	2	0	4	2	3	1	33
Board Mtg	X	X	X	X	X	X	X		X	X	X	X	Average of 2.75 Meetings per month
Liaison	X		X	X	X	X	X						
Policy		X	X	X	X	X			X		X		
Policy			X	X	X	X			X		X		
Special	X		X	X	X	X			X				
Special			X	X	X	X			X				
VCSDA		X											
Mishler	4	4	6	5	5	7	2	4	5	4	4	4	54
Board Mtg	X	X	X	X	X	X	X	X	X	X	X	X	Average of 4.50 Meetings per month
Finance	X	X	X	X	X	X	X	X	X	X	X	X	
Policy		X	X	X	X	X	X	X	X	X	X	X	
Policy		X	X	X	X	X		X	X	X	X	X	
Special	X		X	X	X	X		X	X		X		
Special			X	X	X	X		X	X		X		
Special			X	X	X	X		X	X		X		
VCSDA		X		X	X	X		X		X		X	
SM Mtgs.	X		X	X	X	X		X	X	X	X	X	