

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
December 1, 2016**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #569

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. AMENDMENTS TO THE AGENDA - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.

5. PRESENTATIONS

- A. District Highlights/Spotlight on Parks
- B. Community Volunteer Recognition
- C. Full-time Employee Recognition
- D. Friends of the Camarillo Dog Parks

6. 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 speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.

7. 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 Meeting of November 3, 2016

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

Approval of District's disbursements dated on or before November 21, 2016.

C. Financial Report

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for October 31, 2016.

8. NEW ITEMS-DISCUSSION/ACTION

A. Swearing In of New Board Members

Newly elected Board of Directors will be sworn in.

B. Board Officer Elections

Every December the Board of Directors elects their officers for the next calendar year; newly elected officers take their new seats at the January Regular Board Meeting.

Suggested Actions: Nominations for Chair, Vice-Chair and Secretary will be requested until all three positions are filled.

C. Consideration and Approval of Regular Board Meeting Dates for 2017

Yearly review of meeting dates for the upcoming calendar year.

Suggested Action: A MOTION to Approve the dates for the Regular Board Meetings for calendar year 2017.

D. Needs Assessment Agreement

Proposals have been submitted for review for the Needs Assessment Agreement.

Suggested Actions: A MOTION to Approve and 1) Review the proposals received in response to the Needs Assessment Request for Proposals (RFP) 2) Authorize General Manager to enter an agreement with RJM to perform Phase 1 of the District Needs Assessment.

E. Consideration and Adoption of Resolution No. 568 Requesting a Loan from the Capital Account to the General Fund Account

Adoption of temporary loan from the Capital Account to the General Fund Account will provide funds for personnel costs and operations.

Suggested Actions: A MOTION to Adopt Resolution No. 568 directing staff to loan funds from the Capital Account to the General Fund Account.

F. Recommend and Approve Staff to Send Out Request For Proposals (RFP) for Legal Counsel

Bid specifications are included in the District's RFP for Legal Counsel Services.

Suggested Actions: A MOTION to Approve the attached bid specifications and RFP for the solicitation of new legal counsel.

G. Consideration, Selection, and Vote for a LAFCo Special District Alternate Member

A run-off election for the Ventura LAFCo Special District Alternate Member is needed because a majority vote was not obtained in the October election. A vote is needed to select a candidate and by motion, cast the Board's vote for the selected candidate.

Suggested Actions: A Motion to Approve the selection and vote for a LAFCo special district alternate member.

H. Consideration and Discussion on a State of the District Annual Meeting

Consideration is to be given as to the need for a State of the District annual meeting.

Suggested Actions: Give staff direction.

I. Recognition of the 2016 Board Chairman

Staff will provide a memento of appreciation.

9. INFORMATIONAL ITEMS, which do not require action, will be reported by members of the Board and staff:

- A. Chairman Mishler
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Personnel and Finance
- E. Foundation for Pleasant Valley Recreation and Parks
- F. General Manager's Report

10. ORAL COMMUNICATIONS- Informal items from Board Members or staff not requiring action.

11. 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.