

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – CONFERENCE ROOM
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**POLICY COMMITTEE
AGENDA**

February 17th, 2026

3:00 P.M.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. LEGISLATIVE ADVOCACY POLICY**
- 5. BOARD BYLAWS POLICY**
- 6. ORAL DISCUSSION**
- 7. ADJOURNMENT**

Note: 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 day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee 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 us 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: POLICY COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER

DATE: February 17, 2026

SUBJECT: LEGISLATIVE ADVOCACY POLICY

BACKGROUND

The Pleasant Valley Recreation and Park District’s Legislative Advocacy Policy was adopted by the Board of Directors on June 5, 2019. The policy was established in response to situations where time-sensitive state or federal legislation affected the District and required prompt action, often outside the District’s regular Board meeting schedule. The policy provides authority and guidance for the General Manager to submit letters of support, opposition, or concern on behalf of the District, consistent with Board-adopted Advocacy Priorities.

Since adoption, the policy has guided the District’s participation in legislative advocacy efforts, including responses to legislative alerts issued by the California Special Districts Association (CSDA) and California Association of Recreation and Parks Districts (CARPD). Given the evolving legislative environment and changes in regulatory, fiscal, and operational issues affecting special districts, it is appropriate to periodically review the policy to ensure it continues to reflect the District’s priorities, practices, and risk tolerance.

This item is intended to initiate a review by the Policy Committee to determine whether the existing Legislative Advocacy Policy remains appropriate and effective, and to identify any potential updates or refinements for consideration by the Board of Directors.

ANALYSIS

The Legislative Advocacy Policy establishes clear procedures and Advocacy Priorities that allow the District to respond efficiently and consistently to legislation that may have an impact on District operations, governance, finances, infrastructure, and human resources. The policy balances the need for timely advocacy with appropriate Board oversight, including requirements that all measures related to tax increases or the creation of new taxes be brought before the full Board for consideration.

Since 2019, the legislative landscape affecting recreation and park districts has continued to evolve, with increased activity related to labor laws, infrastructure funding, environmental regulation, public transparency requirements, and state-mandated programs. A Policy Committee review provides an opportunity to:

- Confirm that the existing Advocacy Priorities remain aligned with current District goals, operational realities, and strategic direction.
- Evaluate whether any priority areas should be clarified, expanded, consolidated, or removed.
- Assess whether procedural elements, reporting expectations, or delegation of authority remain appropriate.
- Ensure continued compliance with applicable legal constraints, including California Government Code sections related to legislative advocacy and the use of public funds.
- Determine whether any updates are needed to reflect current best practices among special districts and partner agencies.

Staff are not recommending specific policy changes at this time. Instead, staff seeks the Policy Committee's input on whether the District remains on track under the existing policy framework or whether modifications should be explored and brought forward for further Committee review and then for formal Board consideration.

FISCAL IMPACT

There is no direct fiscal impact associated with adopting this policy.

RECOMMENDED ACTION

It is recommended that the Policy Committee review the Legislative Advocacy Policy and provide directions to staff regarding whether any changes or updates should be developed, and, upon completion of that review, forward the Policy to the full Board of Directors for final consideration.

ATTACHMENTS

- 1) Legislative Advocacy Policy (5 pages)



PLEASANT VALLEY RECREATION AND PARK DISTRICT

LEGISLATIVE ADVOCACY POLICY Board Approved June 5, 2019

PURPOSE

The purpose of the policy is to guide Pleasant Valley Recreation and Park District (“District”) officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited, the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with "one voice" as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide the District General Manager discretion to advocate in the District’s best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of the District.

POLICY GOALS

- Advocate the District’s legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and District staff on the legislative process and key issues and legislation that could have a potential impact on the District.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the District and the region.

POLICY PRINCIPLES

The Board of Directors recognizes the need to protect District interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors.

This policy provides the District General Manager the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set **ADVOCACY PRIORITIES** to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without Board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the Board of Directors at a regularly scheduled board meeting for formal direction from the Board of Directors.

Generally, the District will not address matters that are not pertinent to the District's local government services, such as social issues or international relations issues.



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LEGISLATIVE ADVOCACY PROCEDURES

It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Monitoring legislation is a shared function of the Board of Directors and General Manager. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The General Manager will act on legislation utilizing the following procedures:

1. The General Manager shall review requests that the District take a position on legislative issues to determine if the legislation aligns with the District's current approved Advocacy Priorities.
2. The General Manager will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, the District response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the District, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the General Manager. The General Manager shall advise staff to administer the form of advocacy, typically via letters signed by the General Manager on behalf of the Board of Directors.
4. All draft legislative position letters initiated by the General Manager shall state whether the District is requesting "support", "support if amended", "oppose", or "oppose unless amended" action on the issue and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the District, e.g. "the funding the District will lose due to this bill could pay for X capital improvements."
 - a. Support - legislation in this area advances the District's goals and priorities.
 - b. Oppose - legislation in this area could potentially harm, negatively impact or undo positive momentum for the District, or does not advance the District's goals and priorities.
5. The General Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the General Manager.
6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the District shall be included as a copy or "cc" on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a "cc" on legislative letters.



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7. A position may be adopted by the General Manager if any of the following criteria are met:
 - a. The position is consistent with the adopted ADVOCACY PRIORITIES;
 - b. The position is consistent with that of organizations to which the District is a member, such as the California Special Districts Association; or
 - c. The position is approved by the Board of Directors.
8. All measures relating to increases in taxation or the creation of new taxes must be brought before the District Board of Directors regardless of the position of the California Special Districts Association or other groups of which Pleasant Valley Recreation and Park District is a member.
9. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the General Manager will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Directors.

ADVOCACY PRIORITIES

The following priorities have been determined within the Policy Committee and shall be considered for periodic review.

I. Revenue, Finances, and Taxation

- Support legislation which protects special districts' resources from the shift or diversion of revenues without the consent of the affected districts.
- Support legislation that protects and preserves special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.
- Support legislation that creates dedicated funding streams at the regional, state, or federal levels that allow the District to maximize local revenues, offset and leverage capital expenditures, and maintain District goals and standards.
- Support legislation that increases public funding for parks and recreation projects and programs.
- Support legislation which encourages local governments to assess impact fees to mitigate potential increases in local park system usage.

II. Governance and Accountability

- Support legislation that enhances special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches.



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- Support legislation which protects meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.
- Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.
- Promote legislation that supports local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

III. Human Resources and Personnel

- Oppose legislation that impedes local administration of labor relations, and legislation that would require, impose, or expand compulsory binding arbitration for public employees.
- Oppose legislation that increases the cost of benefits or the cost of administering benefits.
- Oppose legislation that requires local governments to provide specific benefits to employees.
- Oppose legislation that removes local authority to determine the level of benefits to be provided to employees.
- Oppose legislation that reduces local control over public employee disputes and/or imposes regulations from an outside governmental agency or special interest group.
- Oppose legislation that imposes restrictive and overburdensome reporting of employee benefits and payroll.
- Support legislation which maintains special districts' ability to exercise local flexibility by minimizing state mandated contract requirements.
- Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

IV. Infrastructure, Innovation, and Investment

- Support legislation that encourages prudent planning for investment and maintenance of long-term infrastructure.
- Support legislation that preserves contracting flexibility and fiscal tools and incentives needed to help special districts meet changing demands.
- Oppose legislation imposing restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

**LEGISLATIVE ADVOCACY POLICY
Board Approved June 5, 2019**

V. Successor Agencies/Redevelopment

- Support legislation that reduces the amount of Redevelopment Property Tax Trust Fund (RPTTF) revenues allocable to successor agencies.
- Oppose legislation that returns local governments' ability to enact property tax increment financing or other redevelopment tools.
- Oppose legislation that re-authorizes Redevelopment Agencies in any form.
- Support legislation which requires Successor Agencies to wind down current holdings and redistribute funding to affected local agencies.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: February 17, 2026

**SUBJECT: REVIEW AND DIRECTION REGARDING BOARD
BYLAWS AND RULES OF PROCEDURE**

BACKGROUND

It has been five years since the Board last reviewed the Board Bylaws and Rules of Procedure. In accordance with best practices for governance and consistent with Government Code Section 54954(a) and Public Resources Code Section 5784.13, staff are bringing the Board Bylaws and Rules of Procedure before the Policy Committee for review and discussion.

The District is required to establish policies and procedures for the orderly and efficient operation of Board business. Traditionally, the Policy Committee reviews existing bylaws for potential updates and makes recommendations to the full Board for approval.

ANALYSIS

During the last review in 2021, the major changes were reflected below:

- Section 2.B. Election – Election of Board officers after a District election has been specified to occur at the first regular or special board meeting after election results have been certified and no later than 45 days after the election.
- Section 3.E. Procedures & Order – Robert’s Rules of Order has been specifically removed from the Bylaws for reasons of complexity. However, at the recommendation of the District’s Attorney, Rosenberg’s Rules of Order have been substituted. They are generally accepted to be less complex than Robert’s Rules, and many cities and agencies use them.

The current bylaws do not have any major outstanding issues. However, staff will have the District’s legal counsel review for any potential recommended changes.

FISCAL IMPACT

District staff does not anticipate a fiscal impact associated with approval of the revised Board Bylaws and Rules of Procedure for the conduct of Board Business.

RECOMMENDATION

It is recommended that the Policy Committee review the attached Board Bylaws and Rules of Procedure for the Conduct of Board Business and provide feedback. If no changes are recommended, the item will be forwarded to the full Board

ATTACHMENTS

- 1) Resolution No. 678 – Board Bylaws and Rules of Procedure (4 pages)

RESOLUTION NO. 678

BOARD BYLAWS AND RULES OF PROCEDURE

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ESTABLISHING BYLAWS AND RULES OF PROCEDURE FOR THE CONDUCT OF BOARD BUSINESS

WHEREAS, in accordance with Government Code section 54954(a) and Public Resources Code section 5784.13, the Board of Directors (“Board”) of the Pleasant Valley Recreation and Park District (“District”) must specify the time and place for the holding of regular Board meetings, and enact rules for Board proceedings; and

WHEREAS, the Board accordingly desires to establish Board Bylaws and Rules of Procedure for the orderly and efficient operation of Board business.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby establishes the following Board Bylaws and Rules of Procedure:

Section 1. Power & Authority of Board.

- (A) **The Board.** The Board is the legislative body of the District. The Board possesses and shall exercise its powers in accordance with the District’s principal act [the Recreation and Park District Law, Public Resources Code section 5780 et seq.], and other provisions of law governing the District and Board, including but not limited to the Ralph M. Brown Act (Government Code section 54950 et seq.).
- (B) **Roles & Responsibilities.** The Board is the District’s policy maker. The District General Manager together with District staff shall administer and implement Board policies and directives. The Board shall provide direction to District staff through the General Manager or designee on all new and/or major issues. Individual Board members shall not direct staff to initiate an action, project, or study, or prepare a report which is significant in nature (exceeding 10 hours to accomplish) without approval of the Chair or a majority of the Board. All Directors shall receive or be notified of information requested by an individual Board member. The Board and District staff shall strive to work together in a positive, professional relationship.

Section 2. Board Officers.

- (A) **Officers.** Pursuant to Public Resources Code section 5784.7, the officers of the Board are a Chair and Vice Chair, respectively. The Board shall also elect a Secretary. No member of the Board may hold more than one (1) office.
- (B) **Election.** The Board shall reorganize by electing its officers for one-year terms each year as follows: (i) at its regular December board meeting, or (ii) in an election year, at the first meeting after the election results have been certified, and within 45 days of the general district election.

- 1) **Chair**: The Chair shall: (a) preside at all meetings of the Board to preserve order and decorum; (b) call special meetings of the Board as may be necessary; (c) consult with the General Manager and District staff in the preparation of Board meeting agendas; (d) appoint the chairs and members of Board committees, and establish ad hoc or advisory committees; (e) act as Board spokesperson concerning District issues; (f) sign District documents, as required or appropriate; and (g) perform other duties as may be required by law.
- 2) **Vice Chair**: In the event of absence, resignation or inability of the Chair to perform those duties of office listed in the preceding paragraph, the Vice Chair shall perform such duties.
- 3) **Secretary**: The Secretary, through the employee Clerk of the Board, shall be responsible for: (a) keeping accurate minutes of all meetings; (b) providing advance and proper notice of meetings in accordance with law; (c) countersigning any District documents, as required or appropriate; and (d) carrying out other duties as may be required by law.
- 4) **Finance Officer**: Pursuant to Public Resources Code section 5784.9, the Board shall appoint a Finance Officer. The Board hereby appoints the General Manager as the Finance Officer.
- 5) **Pleasure of Directors**: Officers shall serve at the pleasure of the majority of the Directors. At a regular or special meeting, a majority of the total membership of the Board may: (a) elect a successor to fill any officer vacancy created by absence, resignation or inability to perform the duties of office; or (b) remove an officer prior to the expiration of his or her one-year term. In such event, the Board shall elect a Director to fill such position for the balance of the then-current one-year term.

Section 3. Board Meetings. All Board meetings shall be held in accordance with the Ralph M. Brown Act, Government Code section 54950 et seq., and any other requirements established by law.

- (A) **Regular Meetings**: The regular monthly Board meetings shall be held on the first Wednesday of each calendar month, commencing at 6:00 p.m., at the City of Camarillo, City Hall Council Chambers at 601 Carmen Drive, Camarillo, California 93010. The Community Center at 1605 E. Burnley Street, Camarillo California 93010 is allocated as an alternate meeting location in the event the primary location specified is unavailable due to unforeseen circumstances. The Board may adjourn any regular meeting to a specific time and place, as set forth in the order of adjournment and in accordance with law.
- (B) **Special Meetings**: A special meeting may be called at any time by the Chair or by a majority of Directors, in accordance with the Ralph M. Brown Act. Such meetings shall be held at the District office, unless otherwise specified in the written notice of the meeting.

- (C) **Emergency Meetings**: An emergency meeting may be called at any time, if an “emergency situation” exists as defined in the Ralph M. Brown Act.
- (D) **Quorum**: Three Directors constitute a quorum of the Board for the transaction of business. The Board shall act by ordinance, resolution or motion. Except as otherwise provided by law, a recorded majority vote of the total membership of the Board is required on each action. The Board shall keep a record of all its acts, including financial transactions.
- (E) **Procedures & Order**: Rules for order and procedure of Board meetings shall be determined by the Chair and subject to approval by a majority of the Board. Rosenberg’s Rules of Order shall be applied to or govern the procedures for the conduct of Board business. In the case of ambiguity or uncertainty in the application of rules to any procedure, the Chair may direct such question to the District’s Legal Counsel, who shall be the parliamentarian for the Board.
- (F) **Public Input**: Meeting agendas shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board’s consideration of an item, in accordance with the requirements of the Ralph M. Brown Act. Speakers shall be requested, but cannot be required, to fill out a speaker card and state their name and city of residence for the record and thereafter address their remarks to the Board. Speakers on non-agenda items may address only items that are within the subject matter jurisdiction of the Board. Speakers on agenda items may be deferred until the specific agenda item is taken for discussion. All speakers are limited to three (3) minutes. The total time allotted for all public input on any one agenda item shall be limited to one (1) hour, in the discretion of the Chair, taking into consideration the number of speakers filing a request to address the Board. All questions of staff or the District shall be directed to the Chair, who will decide if a question is appropriate and who will respond. Typically, public inquiries on technical matters shall be referred to the General Manager or other District staff.
- (G) **Voting**: Voting shall occur by voice vote, except that a roll call vote shall occur if the item is an ordinance, resolution, or contract, or if a roll call vote is requested by any Director or is otherwise required by law. The Chair shall determine whether an item has been approved or adopted.
- (H) **Disqualification For Conflict of Interest**: Any Board member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state the nature of such disqualification, recuse themselves, step down from the dais and leave the meeting room until the matter is concluded.
- (I) **Litigation & Confidential Information**:
- (1) **Closed Sessions**: Board members shall keep in complete confidence all written materials and information provided to them during closed session, to ensure that the District’s position is not compromised. Board members shall not discuss confidential information with anyone other than other Board members, the

General Manager or designee, and District Legal Counsel, and any such discussion shall be in accordance with the Ralph M. Brown Act.

(2) Negotiations: If the Board in closed session has provided direction on negotiations concerning a closed session item (e.g. real property negotiations, litigation, etc.), all contact(s) with the other party or its representative(s) will be by the designated District representative (Board member, General Manager or designee, or District Legal Counsel) representing the District. Unless designated as a representative, a Board member shall not have contact or discussion with the other party or its representative(s) during the negotiations period and shall not communicate any discussion or information occurring or provided in closed session.

Section 4. Board Committees. There shall exist the following standing committees of the Board: (a) Finance; (b) Foundation; (c) Liaison; (d) Long-Range Planning; (e) Personnel; and (f) Policy. Each committee is a "legislative body" and shall comply with applicable requirements of the Ralph M. Brown Act. Each committee shall determine the time and place for holding regular meetings.

Section 5. Amendments. These Board Bylaws and Rules of Procedure may be amended by a majority of the total membership of the Board.


Section 6. Effective Date. These Board Bylaws and Rules of Procedure shall take effect immediately and shall supersede Resolution No. 582 and all other previously adopted Board bylaws and procedures.

ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS on June 2, 2021, by the following vote:

Ayes: *Magner, Kelley, Dransfeldt, Roberts, Malloy*

Nays:

Abstain:


Mark Malloy
Chair, Board of Directors

Attested:


Elaine Magner
Secretary, Board of Directors