

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
September 2, 2020**

**This meeting will be conducted pursuant to the provisions of the Governor's
Executive Orders N-25-20 and N-29-20 and the order of the Ventura County Public Health
Officer issued March 20, 2020 (Stay Well at Home)**

In order to minimize the spread of COVID-19, the Council Chambers will not be open to the public. To observe and/or participate in the Board meeting from the comfort of your home or other Stay Well at Home-compliant location:

- 1. You may observe the PVPRD Board meeting via live broadcast on the Local Government Channels – Spectrum Channel 10 and Frontier Channel 29.**
- 2. Public Comment options:**
 - a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 3:00 pm on Wednesday, September 2, 2020 to the Recording Board Secretary at kroberts@pvrpd.org. The Recording Board Secretary will print your email, distribute copies to all Board members prior to the meeting and the Chair will read the emailed comments aloud.**
 - b. Phone – You may call the PVRPD office at 805-482-1996, ext. #101 by 3:00 pm on Wednesday, September 2, 2020 and provide your name, your phone number and your item of interest. Board staff will call you on September 2 during the time for general Public Comments which is usually around 6:05 pm or at the appropriate time for a comment pertaining to a specific agenda item to allow you to state your comments.**

5:00 P.M.

CLOSED SESSION

1. CALL TO ORDER

A. Recess to Closed Session

B. Closed Session

- 1) Conference with Legal Counsel – Anticipated Litigation - The Board will conduct a closed session, pursuant to Government Code sections 54956.9(d)(2) and (d)(3), to consider the claim of Andrew Peralta. The claim is available for inspection pursuant to Government Code sec. 54957.5.**
- 2) Conference with Legal Counsel – Litigation
The District Board will conduct a closed session, pursuant to Government Code section 54956.9(d)(2), to confer with legal counsel; there is a significant exposure to litigation in one case.**

C. Reconvene into Regular Meeting

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #663

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

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 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. (Please note the options available to provide public comment listed above for this meeting.)

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 Special Board Meeting of June 29, 2020 and Regular Board Meeting of July 1, 2020 and Special Board Meeting of July 1, 2020

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

District's disbursements dated on or before August 21, 2020.

C. Financial Reports

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for June and July 2020.

D. Community Service Organization Report and Annual Approval

Consideration of Camarillo American Youth Soccer Organization Region 68 (AYSO), Camarillo Eagles Soccer Club, Camarillo Cougars Football Club, Camarillo PONY Baseball Association, and Pleasant Valley Swim Team.

E. Consideration and Adoption of Resolution No. 658 Declaring Designated District Restrooms be Kept Open Anytime a Local or Federal Incident that Affects Ventura County is Declared

Adoption of this resolution will allow the District to be responsive to the potential shortfalls which may arise such as a lack of available public restrooms for the working community during a local emergency.

F. Consideration and Approval of Change in Cell Tower Lessee at 5901 Mission Oaks

New Cingular Wireless PCS, LLC has informed the District of their intention to assign its interests in the lease to Octagon Towers, LLC. per the Board authorization of the execution of an estoppel certificate and ground consent form provided by Thompson Hine LLP.

G. Adoption of Resolution No. 659 Amending the Bylaws for the Pleasant Valley Recreation and Park District Board

Resolution 583, adopted in January 2018, still limits the total amount each Director can receive per month to \$500.

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of a Professional Services Agreement with Withers and Sandgren, Ltd. for the Creation of Construction Documents Enabling the Phased Completion of the Arneill Ranch Park Renovation Project

Due to the need for renovation of the park, staff is presenting a portion of the project to be funded using Quimby fees, so that the District can implement the project as designed in a phased process.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into a professional services agreement with Withers & Sandgren, Ltd. for the planning and creation of construction documents enabling the phased construction of the Arneill Ranch Park Renovation Project.

B. Consideration and Adoption of Resolution No. 660, Updated District Reserve Policy

This policy will reflect changes due to the economic situation and the continued goal for ensured financial stability for the District.

Suggested Action: A MOTION to Approve and adopt Resolution No. 660, updating the District's Reserve Policy.

C. Consideration and Approval of the Purchase of a Rheem 10-Ton High Efficiency Gas Heating and Air Conditioning Unit for the Administration Building

The 31-year-old HVAC system on the Administration Building has reached a point where it can not be repaired any longer due to core cracks and fused cooling fins.

Suggested Action: A MOTION to Approve:

1. The purchase and installation of a Rheem 10-Ton 208-230 volts 3phase Commercial Duty High Efficiency Gas Heating and Air Conditioning Unit with AirWorks Solutions
AND
2. A budget adjustment in the amount of \$14,520 to the Capital Budget in Fund 10.

D. Adoption of Resolution No. 661 Updating the District Record Retention Policy and Retention Schedule

The intent of this report is to provide the Board with information regarding the update of the Record Retention Schedule that provides staff direction with how to classify and store District Records.

Suggested Action: A MOTION to Adopt Resolution No. 661, updating the District Record Retention Policy and Retention Schedule.

E. Consideration and Adoption of Resolution No. 662 Nominating a Board Member for the Local Agency Formation Commission Special District Regular Member Seat

Per state law, Ventura County special districts are required to nominate a representative to the LAFCo regular member seat.

Suggested Action: A MOTION to adopt Resolution No. 662 to nominate a board member for one of two special district seats on the Ventura County Local Agency Formation Commission (LAFCo).

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

- A. Chair Magner
- 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 – Miracle League, Nexus Study
- G. Foundation for Pleasant Valley Recreation and Parks
- H. 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.