

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
September 1, 2021**

**Please Note: Under current orders from the Ventura County Health Officer, all individuals, (whether vaccinated or unvaccinated) are required to wear a face covering at all times in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.**

**5:00 P.M.            CLOSED SESSION**

**1. CALL TO ORDER**

**A. Recess to Closed Session**

**B. Closed Session**

**1) Conference with Labor Negotiations**

The Board will conduct a closed session, pursuant to Govt. Code Section 54957.6, with the District's negotiators, Mary Otten, Kathryn Drewry, and Board Counsel, regarding labor negotiations with the employee organization, SEIU Local 721.

**C. Reconvene into Regular Meeting**

**6:00 P.M.            REGULAR MEETING**

**NEXT RESOLUTION #691**

**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 any agenda item(s), or add any emergency agenda item(s).

**5. PRESENTATIONS**

**A. Part-Time Employee Recognition**

**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 Board Meeting of July 7, 2021 and Special Board Meeting of August 13, 2021**

Approval receives and files minutes.

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

District's disbursements dated on or before June 30, 2021 and July 31, 2021

**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 2021.

**D. Annual Updates and Two-Year Agreement Between the District and Community Service Groups**

AYSO, CGSA, Cosmos, Cougars, CPBA, CYBA, Eagles, and PVST annual financial updates.

**E. Consideration and Approval of Request for Proposals for the Freedom Pickleball Project**

The purpose for this Request for Proposals (RFP) is to obtain architectural design concepts, plans, and cost estimations for the renovation of the land.

**F. Consideration and Approval of Request for Proposals for User Fees and Cost Recovery Study**

This Request for Proposals will initiate fulfillment of Strategy A of Goal 1.1 under Strategic Focus Area 1.0. *Sustained Financial Stability* of the 2021-2026 Strategic Plan.

**G. 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.

**H. Consideration and Approval of Request for Proposals for One New Fleet Vehicle**

The purchase of a new vehicle will assist the District in moving forward in both fleet management and economization and result in the decommissioning of a 1989 Toyota pick-up with almost 200,000 miles.

**I. Consideration and Approval of Notice of Inviting Bids for Parking Lot Repairs, Slurry and Re-Striping at Mission Oaks Park**

As part of the budgeting process, the Board of Directors approved \$100,000 in the FY 2021/2022 Capital Improvement Budget for the parking lot repairs at the Mission Oaks front parking lot.

**J. Consideration and Approval of Request for Proposals for LED Tennis Court Lights**

As the District continues to improve facilities and reduce expenditures, staff has identified tennis court lighting as a way to reduce utility costs as well as staff time.

**8. NEW ITEMS – DISCUSSION/ACTION**

**A. Consideration of a Construction Agreement and a Use and Maintenance Agreement with Miracle League of Camarillo**

Staff have been working with Miracle League over the course of the past year to define the specific location, the Construction Agreement, as well as the Use and Maintenance Agreements.

Suggested Actions: A MOTION to Approve both the Construction Agreement and the Use and Maintenance Agreement with Miracle League of Camarillo.

**B. Consideration and Approval of Bid Award for the Remodeling of the Community Center Kitchen**

Board approval would award the bid to Burner Construction Corp. and the kitchen remodel would begin September 20, 2021.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into an agreement between the District and Burner Construction Corp. for the demolition, construction, and installation of the Community Center Kitchen Remodel.

**C. Consideration and Approval of Resolution No. 687 Approving the Budget Transfers and Adjustments for FY 2021-2022**

The District typically brings back budget adjustments at mid-year; however, since the adoption of the budget on July 7, 2021, three opportunities have materialized: 1) Community Development Block Grant, 2) Capital Improvement Equipment Purchase, and 3) City of Camarillo Christmas Parade Contribution.

Suggested Actions: A MOTION to:

- 1) Approve budget adjustments for:
    - a) \$42,428 for the Community Development Block Grant - Fund 50
    - b) \$35,000 Camarillo Christmas Parade
    - c) \$8,190 Capital Improvement Item – 2013 Wiedenmann
- AND**
- 2) Approve budget transfers for:
    - a) \$15,000 transfer from Fund 10-Division 503 to Fund 10-Division 520
    - b) \$14,550 transfer from Fund 10-Division 503 to Fund 10-Division 505
- AND**

- 3) Adopt Resolution No. 687 to Approve Budget Adjustments/Transfers for FY 2021-2022.

**D. Consideration and Approval of Resolution No. 688, Adopting a District Financial Reserve Policy**

Adjusting the policy to add the Compensated Absences category will assist the District with ever shifting economic changes and the continued goal for ensured financial stability.

Suggested Actions: A MOTION to Approve Resolution No. 688, adopting a District Financial Reserve Policy.

**E. Consideration and Approval of Resolution No. 689, Adopting a Financial Investment Policy**

This policy is a working document that will grow and adapt with both the District's needs and legislative changes.

Suggested Actions: A MOTION to Approve Resolution No. 689, adopting a Financial Investment Policy.

**F. Consideration and Approval of Resolution No. 690, Adopting the District's Financial Debt Policy**

This policy would supersede the debt policy approved on July 1, 2009.

Suggested Actions: A MOTION to Approve Resolution No. 690 adopting the District's Financial Debt Policy.

**G. Consideration and Approval for Parking Lot Repairs, Slurry and Re-Striping at Springville Park**

The lower parking lot at Springville Park was last sealed in 2008 and is in serious need of repair.

Suggested Action: A MOTION to Approve the General Manager to enter into agreement with Pavement Coatings Company for the asphalt repairs needed at the lower parking lot located at Springville Park in the amount of Twenty-three thousand six hundred dollars and twenty-two cents (\$23,600.22).

**H. Consideration and Approval of Service Contract with Disability Access Consultants, LLC to Perform and Produce an American with Disabilities Act Self-Evaluation and Transition Plan for the District**

The depth of expertise needed to complete this required plan is extensive and necessitates the services of expert consultants educated, trained, and experienced in both the ADA and the California Building Code to ensure the District is compliant and providing accessibility to District programs, services and activities.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into a contract for consulting services with Disability Access Consultants, LLC to complete an ADA Transition Plan and Self-Evaluation for \$82,880.00.

**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. Chairman Malloy
- B. Ventura County Special District Association/California Special District Association
- C. Ventura County Consolidated Oversight Board - Report
- D. Santa Monica Mountains Conservancy
- E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy
- F. Ad Hoc Committees – 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.