

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
October 7, 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. The meeting will also be live streamed on YouTube at:
<https://www.youtube.com/channel/UCCjEyMW3h472YEO9gI3Qgig>**
- 3. 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, October 7, 2020 to the Recording Board Secretary at kroberts@pvrrpd.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, October 7, 2020 and provide your name, your phone number and your item of interest. Board staff will call you on October 7 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.

WORKSHOP – QUARTERLY FINANCIAL UPDATE

Information will be provided by staff.

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #662

- 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**

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 Regular Board Meeting of September 2, 2020 and Special Board Meeting of September 12, 2020**

Approval receives and files minutes.

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

District's disbursements dated on or before September 25, 2020.

C. **Financial Reports**

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

D. **Community Service Organization Report and Annual Approval**

Consideration of the annual report from the Camarillo Cosmos Track Club.

8. **NEW ITEMS – DISCUSSION/ACTION**

A. **Consideration and Approval of the 2020 Camarillo Christmas Parade: Santa Hits the Road**

With the continued prevalence of COVID-19 and the impacts on traditional District programming, staff have adapted the 2020 Camarillo Christmas Parade: Santa Hits the Road to meet current State, County, and CDC guidelines and recommendations.

Suggested Action: A MOTION to Approve and authorize the 2020 Camarillo Christmas Parade: Santa Hits the Road special event.

B. **Consideration and Approval of a Professional Services Agreement with Lauterbacher & Associates, Architects Inc. for the Design and Construction Plans for Community Center Kitchen Remodel**

This project would expand capacity and use of the 51-year-old Community Center kitchen.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into a professional services agreement between the District and Lauterbach & Associates, Architects Inc. for the design and construction plan documents for the Community Center Kitchen remodel.

C. **Consideration and Approval of Request for Proposal Specifications for Landscape Maintenance of the Pleasant Valley Fields Sports Complex**

District staff evaluated the current landscape maintenance service contract and determined some specifications needed to be amended to satisfy current needs of the site. The issuance of

any Request for Proposal using the proposed specifications will be brought back in the future for separate consideration.

Suggested Action: A MOTION to Approve the Request for Proposal specifications for the maintenance of the Pleasant Valley Fields Sports Complex Landscaping.

D. Consideration and Approval to Extend the Landscape Maintenance Service Contract Between the District and Natural Green Landscape Inc.

Currently, the District has a maintenance contract that requires the contractor to maintain 25 park sites that include the following items: turf, tree clearance and shrubs, clean walkways, and empty trash cans.

Suggested Action: A MOTION to Approve one of the following options:

- 1) the extension of the landscape maintenance services contract between the District and Natural Green Landscape Inc. OR
- 2) for staff to initiate a Request for Proposal and extend the current contract for one (1) month or until the RFP process is finalized OR
- 3) the expiration of the current contract and approve the commencement of District staff to maintain all park sites OR
- 4) the allowance of the current contract to expire (February 15, 2021) and have staff initiate a Request for Proposal (RFP) for contractual services.

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.