

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
September 6, 2023**

**This meeting will take place both in person and remotely in accordance with Government Code section 54953(e) *et seq.* (AB 2449). Members of the public can observe and participate in the meeting as follows:**

**1. Zoom Meeting Information:**

**Meeting Link:**

**<https://us06web.zoom.us/j/85453320639?pwd=dUIVczd2dFIROFYwR3ZGZjJvUzAvdz09>**

**Webinar ID: 854 5332 0639**

**Phone Number: 1-669-900-6833**

**Passcode: 995163**

- a. Cell Phone/Computer with Microphone: Click on the Zoom webinar link included above. Enter your name so we may call on you when it is your turn to speak. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by clicking the “Raise Hand” button. Follow the instructions below regarding speaking.
- b. Phone – If you wish to make a comment by phone during the public comment section of the meeting or on a specific agenda item, please call into the listed phone number above and when prompted, enter the Webinar ID and Passcode. After entering those items, you will be admitted to the meeting and your line will be muted. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by dialing \*9. Then, follow the speaking instructions below.

**Speaking Instructions**

When it is your turn to speak, the Chair will call your name or the last four digits of the phone number you are calling from. You will have three minutes to address the Committee. **Please ensure all background noise is muted (TV, radio, etc.)** You will be prompted to unmute your microphone/phone. Unmute your device and begin by stating your name. After three minutes has elapsed your microphone will be muted, and the next speaker will be invited to speak.

**5:00 P.M.**

**REGULAR MEETING**

**NEXT RESOLUTION #748**

**1. CALL TO ORDER**

**A. Open Meeting and Recess to Closed Session**

**B. Closed Session**

**i. Conference with Labor Negotiations**

The Board will conduct a closed session, pursuant to Government Code section 54957.6, with the General Manager, Human Resources Specialist, Administrative Services Manager, and District counsel, the District's negotiators, regarding labor negotiations with: (a) Service Employees International Union, Local 721, representing the District's employees, and (b) all other unrepresented employees.

**ii. Public Employee Performance Evaluation and Compensation**

The District Board will hold a closed session with the District's personnel officer and the General Manager, pursuant to Government Code Sections 54957 and 54957.6(a), to conduct an employee performance evaluation of the General Manager and to discuss the salary, compensation and fringe benefits provided to the General Manager.

**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. Summer 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.

**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 5, 2023, and Special Board Meeting of July 24, 2023**

Approval receives and files minutes.

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

District's disbursements dated on or before June 30, 2023 and August 31, 2023.

**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 2023.

**D. Park Impact Fee FY 2022-2023 Annual Report**

Park impact fees provide up front financing for the expansion of public facilities needed to serve a new development.

**E. Consideration and Approval of a Request for Qualifications for the Top Dressing Material for Pleasant Valley Fields**

The District is seeking a contractor to purchase soil materials to top dress athletic fields at Pleasant Valley Fields.

**F. Consideration and Approval to Issue a Request for Proposals for Architectural Design Services for Lokker Park**

Seeking landscape architectural design services to redesign and improve playgrounds and concrete walkways at Lokker Park.

**G. Consideration and Approval to Issue a Request for Proposals for Architectural Design Services for the Senior Center and Auditorium ADA Upgrades/Retrofit**

Seeking architectural design services to complete ADA renovations to the Senior Center bathrooms and provide ADA wheelchair accessibility to the Auditorium Stage.

**H. Consideration and Approval of Piggyback Purchase of Ford Maverick Hybrid Vehicle for the Park Services Manager**

The District seeks to purchase a Ford Maverick Hybrid vehicle through the California State Contract as approved in the FY 2024 Budget.

**I. Consideration and Approval of a Special Event by Camarillo Quilters Association for a Quilt Show and Boutique Sale in the Auditorium on April 19 & 20, 2024**

Per the District Special Event Policy, the Quilt Show and Boutique Sale Event Application by the Camarillo Quilters has met the criteria to be classified as a Special Event and now seeks Board Approval.

**J. Consideration and Approval of a Special Event by Celebration of Sober Sisters Fundraiser Dinner in the Auditorium on March 9, 2024**

Per the District Special Event Policy, the Celebration of Sober Sisters Fundraiser Dinner Event Application by the Celebration of Sober Sisters has met the criteria to be classified as a Special Event and now seeks Board Approval.

**K. Consideration and Approval to Authorize the General Manager to Sign to Accept the City of Camarillo Three Year (2023 – 2025) Community Funding Agreement for the Camarillo Christmas Parade**

The District and the City wish to enter into a three-year funding agreement to help fund the Camarillo Christmas parade with both monetary and in-kind services over the period of the agreement.

**8. PUBLIC HEARING**

**A. Consideration and Review of Amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities**

The Board is considering proposed amendments to the Ordinance No. 8 governing document. The public is encouraged to review the text of the proposed amendments in detail and then provide comments on the proposed amendments through this public hearing.

Suggested Actions: A MOTION to Approve the following actions:

1. Approve the reading of the complete Ordinance No. 8 title – *Ordinance No. 8, Governing the Use of Parks, Recreation Areas and Facilities* and to waive further reading;
2. And a MOTION to Approve the introduction and first reading of the District’s amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities.

**9. NEW ITEMS – DISCUSSION/ACTION**

**A. Consideration and Approval of a Three-Year Agreement between the Pleasant Valley Recreation and Park District and the Community Service Organizations**

If approved, terms for the community service organization agreements with the District will be extended until September 2026.

Suggested Actions: A MOTION to Approve the following actions:

1. Approve the updated agreement between the District and Community Service Organizations AND
2. Renew all Community Service Organizations that have completed their renewal process through September 14, 2026.

**B. Consideration and Approval of Bid Proposal Award for Landscape Maintenance Services at Pleasant Valley Fields Sports Complex**

District Staff are seeking authorization from the Board to award a contract for landscape maintenance services at Pleasant Valley Fields.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into an initial five (5) year agreement between the District and Showscapes, Inc. dba Treescap for Landscape Maintenance Services at Pleasant Valley Fields Sports Complex.

**C. Consideration and Approval of Bid Proposal Award for Custodial Maintenance Services at Pleasant Valley Fields Sports Complex**

District Staff are seeking authorization from the Board to award a contract for custodial maintenance services of park restrooms and amenities at Pleasant Valley Fields.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into an initial three (3) year agreement between the District and Executive Facilities Services, Inc. for Custodial Maintenance Services at Pleasant Valley Fields Sports Complex.

**D. Consideration and Approval for Purchase Order and Drawdown of Capital Reserves for Urgency Repair Costs for Pleasant Valley Fields Life Stations Pump Replacement and Station Repair Payable to Flo-Services, Inc. in an Amount Not to Exceed \$133,562.24**

Authorizing a purchase order to Flo-Services, Inc. to replace failing pumps for the restroom's sewer lift stations at Pleasant Valley Fields.

Suggested Action: A MOTION to Approve a purchase order and drawdown of Capital Reserves for emergency repairs completed and payable to Flo-Services, Inc. for an amount of \$121,420.22 plus an additional 10% contingency for unforeseen repairs and labor, for a total not to exceed \$133,562.24.

**10. 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. Chair Magner**
- B. Ventura County Special District Association/California Special District Association**
- C. Santa Monica Mountains Conservancy**
- D. Standing Committees – Finance, Liaison, Personnel, Policy**
- E. Ad Hoc Committees – Miracle League, Pickleball**
- F. Foundation for Pleasant Valley Recreation and Parks**
- G. General Manager's Report**
- H. Board Members**

**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.