

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
July 1, 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 4:00 pm on Wednesday, July 1, 2020 to the Recording Board Secretary at [kroberts@pvrpd.org](mailto: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 4:00 pm on Wednesday, July 1, 2020 and provide your name, your phone number and your item of interest. Board staff will call you on July 1 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.**

**5:30 P.M.**

**CLOSED SESSION**

**1. CALL TO ORDER**

**A. Recess to Closed Session**

**B. Closed Session**

**1) 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 #658**

**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. **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.)**
6. **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 June 3, 2020**  
Approval receives and files minutes.
  - B. **Warrants, Accounts Payable & Payroll**  
District's disbursements dated on or before May 31, 2020.
  - C. **Financial Reports**  
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for May 2020.
  - D. **Consideration and Adoption of Resolution No. 653 Declaring July as Park and Recreation Month**  
Resolution No. 653 recognizes the need for parks and recreation and draws attention to the District's goals of furthering health, wellness, conservation, and social opportunities by providing equitable programs and events
  - E. **Consideration and Approval of Resolution No. 654 Updating Authorized Signatures for Wire Transfers with Ventura County Treasury Pool**  
Approval of the resolution updates the signatures as to who is authorized to sign and/or authorize wire transfers for the District from the Ventura County Treasury Pool.
  - F. **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.
  - G. **Consideration and Adoption of Resolution No. 655 Amending the Conflict of Interest Code**  
Every even year, the District is required to review the Conflict of Interest Code and make changes if necessary. Recent position classification changes mean corresponding changes to the Code are required.
  - H. **Consideration and Adoption of Resolution No. 656 for Appropriation Amount Subject to Gann Limitation, FY 2020-2021**  
Special districts are required by law to calculate their appropriations limit and present the calculation with their annual audit.
  - I. **Consideration and Approval of Recreation Supervisor - Aquatics Job Description**  
The District performs a yearly review of the job descriptions to ensure that they and the salary listing correctly reflect the changes within the District's workforce.
7. **PUBLIC HEARING** – **A Public Hearing on the District Budgets FY 2020-2021**
  - A. **Consideration and Adoption of Resolution No. 657 for Fiscal Year 2020-2021 Budgets for the General Fund, the Assessment District and Quimby Expenses**

The preliminary budgets were approved by the Board at the June 3, 2020 Board Meeting. Approval allows for the adoption of the FY 2020-2021 General Fund, Assessment District and Quimby budgets.

Suggested Actions: Conduct the Public Hearing and then consider a MOTION to Approve and Adopt Resolution No. 657, 2020-2021 Fiscal Year Budgets.

**8. NEW ITEMS – DISCUSSION/ACTION**

**A. Consideration and Approval of Salary Range Increase for Administrative and Development Analyst**

The Administrative Analyst position has taken on responsibilities that are vital to our organization such as large community studies, cost saving projects, grants, IT services, as well as other analytical projects with all departments.

Suggested Action: A MOTION to Approve the salary range increase for the Administrative and Development Analyst positions.

**B. California Special District Association (CSDA) Board of Directors Election, (Seat C) Coastal Network**

The California Special Districts Association (CSDA) is seeking Special District Board Members or their General Managers for the CSDA Board of Director Seat C 2021-2023 term.

Suggested Action: A MOTION to Approve and select a candidate for CSDA Board of Directors, Seat C to receive the District's vote.

**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.