

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
February 4, 2021**

**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 Thursday, February 4, 2021 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 Chairman will read the emailed comments aloud.**
 - b. Phone – Please call the PVRPD office at 805-482-1996, ext. #101 by 3:00 pm on Thursday, February 4, 2021 and provide your name, your phone number and your item of interest. You will then call into the meeting no later than 6:00 PM by using the following information:**

**Dial-in: 1-425-655-0001
Access Code: 182 092 4693#
Password: 92384572**

The Board Chair will be provided a list of all callers who have indicated they would like to make a comment. When your name is called, you will be prompted to unmute your phone by pressing *6. You will have 3 minutes to address the Board. If you have no public comment, you may also choose to just listen.

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #669

- 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. **Capital Projects Update**
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 Meetings of January 6, 2021**
Approval receives and files minutes.
 - B. **Warrants, Accounts Payable & Payroll**
District's disbursements dated on or before December 31, 2020.
 - C. **Financial Reports**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for December 2020.
 - D. **Consideration and Adoption of Resolution No. 665 Directing SCI Consulting Group to Prepare the FY 2021-2022 Engineer's Report for the Assessment District**
The purpose of this Engineer's Report is to help the District establish the budget for the services that would be funded by the FY 2021-2022 assessments.
 - E. **Consideration and Approval of the Purchase of Fleet Vehicle**
Funding in the FY 2020-2021 Capital Projects budget in the amount of \$30,000 was allocated to purchase a new fleet vehicle. This vehicle will replace one that was involved in an accident.
 - F. **Request for Proposals for a District Recreation Management System**
Staff is considering the solicitation of bids to either source a contract with a new recreation management software vendor or renegotiate the current contract with ACTIVENet which runs over \$10,000 more than other competitors.
8. **NEW ITEMS – DISCUSSION/ACTION**
 - A. **Consideration and Approval of Budget Transfer and Adoption of Resolution No. 666 Approving the Mid-Year Budget Adjustments for FY 2020-2021**
Half-way through the fiscal year, staff reviews the budget line items to determine if any adjustments need to take place in order to bring the budget more in line with what the projected revenue or expense will be on June 30, 2020.

Suggested Actions: A MOTION to:

- 1) Approve a budget transfer of \$108,305 from Recreation Administration to Aquatics **AND**
- 2) Adopt Resolution No. 666 to Approve Mid-Year Budget Adjustments for FY 2020-2021.

B. Consideration and Approval of a Six-Week Turf Maintenance & Rest Closure at Springville Dog Park

Staff is requesting that the Springville Dog Park be closed for a six-week period to address all turf maintenance issues in the first two weeks and give the turf a four-week rest period. A temporary dog park will be located at the west end of Freedom Park near the restrooms.

Suggested Action: A MOTION to Approve the closure of Springville Dog Park for turf maintenance and approve a temporary dog park to be located at Freedom Park.

C. Consideration of Extension of Paid Sick and Family Leaves under the Family First Coronavirus Response Act (FFCRA) to March 31, 2021

Staff is requesting an extension of paid sick and family leave to assist District employees who may still be dealing with the effects of the current COVID-19 pandemic which necessitate dealing with childcare issues and/or working remotely.

Suggested Action: A MOTION to Adopt Resolution No. 667 approving an extension to the FFCRA paid sick and family leaves for District employees until March 31, 2021.

D. Consideration and Approval of Extension of Workers' Compensation Coverage for Volunteers

In order to facilitate continued volunteer service, the CAPRI Board of Directors recently resolved to make District volunteers eligible to be covered under our CAPRI Workers' Compensation insurance at no additional cost.

Suggested Action: A MOTION to Adopt Resolution No. 668 approving the coverage of volunteers under the PVRPD CAPRI Workers' Compensation Insurance.

E. Consideration and Review of Updated Salary Schedule

The updated salary schedule reflects changes resulting from the October 2020 tentative agreement with SEIU regarding COLA for eligible employees.

Suggested Action: A MOTION to Approve the updated classification and salary listing for eligible employees.

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

- A. Chairman Malloy
- 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 – Pickleball
- 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.