

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
ADMINISTRATIVE BUILDING, ROOM 6  
1605 E. BURNLEY ST., CAMARILLO, CA**

**BOARD OF DIRECTORS  
SPECIAL MEETING AGENDA  
December 15, 2022**

**5:30 P.M.**

**SPECIAL MEETING**

**Please Note: In keeping in alignment with current orders from the Ventura County Health Officer, face coverings are not required but are welcomed and encouraged in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.**

**This meeting will take place both in person and remotely in accordance with Government Code section 54953(e) *et seq.* (AB 361). Members of the public can observe and participate in the meeting as follows:**

**1. Zoom Meeting Information:**

**Meeting Link: <https://us06web.zoom.us/j/84522506999>**

**Webinar ID: 845 2250 6999**

**Phone Number: 16699006833**

- 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 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.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

#### 4. ADOPTION OF AGENDA

#### 5. OPEN COMMUNICATIONS/PUBLIC FORUM

In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. Pursuant to Government Code Section 54956, no business other than what is set forth in this special meeting agenda may be considered by the Board. If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card and wait until it comes up. Speakers will be allowed three minutes to address the Board.

#### 6. NEW ITEMS – DISCUSSION/ACTION

##### A. Installation of Elected District Board Members

The two recently reelected board members will be installed.

##### Suggested Actions:

- 1) The Clerk of the Board will administer the Oath of Office and seat the following:
  - a. Robert Kelley – Board member representing District 2
  - b. Elaine Magner – Board member representing District 4

##### B. Selection of Chair, Vice-Chair and Secretary for the 2023 Board of Directors

As part of the Board bylaws and rules of procedures, the Board of Directors shall reorganize by electing its officers for a one-year term each year.

##### Suggested Actions:

- 1) Receive Nominations and by majority vote, appoint the position of Board Chair
- 2) Receive Nominations and by majority vote, appoint the position of Board Vice Chair
- 3) Receive Nominations and by majority vote, appoint the position of Board Secretary

#### 7. ADJOURNMENT

**Note:** Written materials related to this agenda 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 two business days preceding the scheduled Special 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 (805) 482-1996, extension 24. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Dylan Gunning, Administrative Analyst**

**DATE: December 15, 2022**

**SUBJECT: SELECTION OF CHAIR, VICE-CHAIR AND  
SECRETARY FOR THE 2023 BOARD OF DIRECTORS**

**BACKGROUND**

As part of the Board bylaws and rules of procedures, the Board of Directors shall reorganize by electing its officers for a one-year term each year as follows: (i) at its regular December Board meeting, or (ii) in an election year, at the first meeting after the election results have been certified, and within 45 days of the general district election.

The Board selects one of its members to serve as Chair to run Board meetings and be the primary speaker on behalf of the District at various functions throughout the year. The Vice-Chair is the Director called upon to perform the duties of the Chair should the Chair be unavailable. The Secretary primarily signs documents approved by the Board of Directors. New positions become effective immediately after voting and Board approval.

**FISCAL IMPACT**

There is no fiscal impact with this item.

**RECOMMENDATION**

It is recommended the Board of Directors select three Directors to serve in the positions of Chair, Vice-Chair, and Secretary for 2023.

**ATTACHMENTS**

- 1) Nomination Sheets for 2023 Chair, Vice-Chair and Secretary Positions (3 pages)



# Pleasant Valley Recreation & Park District

1605 E. Burnley St., Camarillo, CA 93010  
Phone: (805) 482-1996 Fax: (805) 482-3468 www.pvrpd.org

**BOARD OF DIRECTORS**  
ROBERT KELLEY  
ELAINE MAGNER  
BEV DRANSFELDT  
JORDAN ROBERTS  
MARK MALLOY

**GENERAL MANAGER**  
MARY OTTEN

Nomination for Chair: \_\_\_\_\_

A nomination by Director \_\_\_\_\_

and seconded by Director \_\_\_\_\_

Voting was as follows:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

Nomination for Chair: \_\_\_\_\_

A nomination by Director \_\_\_\_\_

and seconded by Director \_\_\_\_\_

Voting was as follows:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_



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MARK MALLOY

**GENERAL MANAGER**  
MARY OTTEN

Nomination for Vice-Chair: \_\_\_\_\_

A nomination by Director \_\_\_\_\_

and seconded by Director \_\_\_\_\_

Voting was as follows:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

Nomination for Vice-Chair: \_\_\_\_\_

A nomination by Director \_\_\_\_\_

and seconded by Director \_\_\_\_\_

Voting was as follows:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_



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JORDAN ROBERTS  
MARK MALLOY

**GENERAL MANAGER**  
MARY OTTEN

Nomination for Secretary: \_\_\_\_\_

A nomination by Director \_\_\_\_\_

and seconded by Director \_\_\_\_\_

Voting was as follows:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

Nomination for Secretary: \_\_\_\_\_

A nomination by Director \_\_\_\_\_

and seconded by Director \_\_\_\_\_

Voting was as follows:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_