

**PLEASANT VALLEY RECREATION & PARK DISTRICT
SENIOR CENTER at COMMUNITY CENTER PARK
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
June 5, 2024**

5:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #770

1. CALL TO ORDER

A. 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 District's negotiators, Mary Otten, Kathryn Drewry, Justin Kiraly and Board Counsel, regarding labor negotiations with the employee organization, Service Employees International Union 721.

C. Reconvene into Regular Meeting

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. 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.

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 Special Board Meetings of April 19, 27 and May 7, 2024 and Regular Board Meeting of May 7, 2024

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

District's disbursements dated on or before April 30, 2024.

C. Financial Reports

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for April 2024.

D. Consideration and Approval of Resolution No. 763 Updating Authorized Signatures for Wire Transfers with Ventura County Treasury Pool

The start of every fiscal year the District Board is required to approve a resolution updating the signatures as to who is authorized to sign and/or may authorize wire transfers for Pleasant Valley Recreation and Park District from the Ventura County Treasury Pool.

- E. Consideration and Approval of a Second Reading for the Adoption of Ordinance No. 14, an Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation**
Following Public Resource Code Section 5784.15, Ordinance No. 14 will replace Ordinance No. 13 in its entirety, setting Board member compensation from \$115.75 per meeting to \$121.50 per meeting, both respectively not to exceed five meetings or activities per month.
- F. Consideration and Approval of a Three-Year Agreement with Springbrook Holding Company, LLC for Access to the Cloud-based Springbrook Software and Transition Support**
Approval of a three-year Agreement with financial software company, Springbrook Holding Company for the annual fees and cost of transitioning from the desktop to the cloud-based platform starting in FY 2024-2025.
- G. Consideration and Approval of Updated Job Descriptions**
The final task from the 2023 Class and Compensation Study is the revision and update of the job descriptions for all 29 job classifications for the District.
- H. Consideration and Approval of a Workplace Violence Prevention Plan**
Per California Labor Code Section 6401.9 via S.B. No. 553, the District is required to adopt a comprehensive workplace violence prevention plan to identify and address potential workplace violence hazards.
- I. Consideration and Adoption of Resolution No. 764 Requesting that the General District Election to be held on November 5, 2024, be Consolidated with other Elections called to be Held on the Same Day and in the Same Territory**
District elections have always been consolidated with County elections in order to save the District from having to hold its own election at a cost of about \$65,000.
- J. Consideration and Adoption of Resolution No. 765, Stating that in the Event of a Tie Vote, the Winner in the Board Member Elections will be Determined by Drawing Lots**
In the event of a tie vote, the District must provide the County Elections Office with the method by which the District plans to resolve the tie.
- K. Consideration and Approval of Request for Bid for Demolition and Construction Services for the Senior Center and Auditorium Restrooms Remodel Design Project**
This RFP will address professional services for the demolition and construction phases of the remodeling of the bathrooms in the Auditorium Dressing Rooms and the Senior Center.
- L. Consideration and Approval of the Purchase of Playground and Exercise Equipment for Lokker Park**
Utilizing Omnia® Purchasing Alliance, the District will enter into an agreement with PlayCore Wisconsin, Inc. dba Play & Park Structures to purchase new playground and fitness equipment for Lokker Park.
- M. Consideration and Approval of the Request for Proposals for the Hardscape and Landscape Construction for the Playground Renovation Project at Lokker Park**
This RFP will consist of services for the construction of the site work for the Lokker Park Playground Renovation Project.
- N. Consideration and Authorization for a Sole Source Purchase and Installation of a Wheelchair Lift for the Auditorium Stage at the Community Center**
The District will enter into an agreement with McKinley Elevators for the purchase and installation of a Garaventa Xpress II Incline Wheelchair Lift for the Community Center Auditorium stage.
- O. Notice and Approval for a Purchase Order for Urgency Repair Costs for the Repair of Mechanical Seal and Plate for the Irrigation Booster Pump at Pleasant Valley Fields for \$5,362.23**

Upon replacement of the irrigation booster pump motors and impellers, a new leak on the plate holding the motors was discovered. This urgent repair covers the cost of the parts, labor, and tax for the plate replacement, ensuring any undisrupted operations of the irrigation system.

7. PUBLIC HEARING

A. Consideration and Adoption of Resolution No. 766, Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of Assessments for FY 2024-2025 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District

The budget for the services and improvements that would be funded by the proposed assessments was developed by Staff in cooperation with SCI Consulting Group.

Suggested Action: A MOTION to Adopt Resolution No. 766 Approving the Engineer's Report, Confirming the Diagram and Assessment, and Ordering the \$47.56 Levy of Assessment for Fiscal Year 2024-25 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District.

B. Consideration and Adoption of Resolution No. 767 to Adopt Required Findings and Authorizing the General Manager to Enter into an Energy Service Contract with SitelogIQ, Inc.

SitelogIQ, Inc. has completed a districtwide audit of facilities and developed an energy efficiency program that will help the District lower utility costs, provide additional disaster response resources, and support clean and renewable energy initiatives.

Suggested Action: A MOTION to Adopt Resolution No. 767 adopting the required findings and authorizing the General Manager to enter into an Energy Service Contract with SitelogIQ, Inc.

C. Consideration and Adoption of Resolution No. 768 Approving an Equipment Lease/Purchase Agreement and an Escrow and Account Control Agreement with Respect to the Acquisition, Financing and Leasing of Certain Equipment for Public Benefit and Making Certain Determinations Relating Thereto; and Authorizing Certain Other Actions in Connection Therewith

This agreement is for the financing of the energy upgrade program proposed by SitelogIQ, Inc. for District facilities.

Suggested Action: A MOTION to Adopt Resolution No. 768, a Resolution of the Board of Directors of the Pleasant Valley Recreation and Park District to adopt required findings and authorize the General Manager to enter into a Finance Agreement with Oppenheimer & Co., Inc. to fund energy related improvements.

D. Consideration and Approval of a First Reading for the Adoption of Ordinance No. 15 to establish an Informal Bid Process under the California Uniform Public Construction Cost Accounting Act (CUPCCAA)

The District has the opportunity to follow the California Uniform Public Construction Cost Accounting Act which allows for informal bidding on projects up to \$200,000 and no bid requirements of projects up to \$60,000. An Informal Bid Ordinance is needed to utilize these thresholds.

Suggested Actions: A Recommendation that the Board review and introduce Ordinance No. 15 by:

1. Making a MOTION to read the complete Ordinance No. 15 title – *Ordinance No. 15, An Ordinance of the Pleasant Valley Recreation and Park District to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (Section 2200, et. seq. of the Public Contract Code)* and to waive further reading;

AND

2. Making a MOTION to APPROVE the introduction and first reading of the District’s *Ordinance No. 15, An Ordinance of the Pleasant Valley Recreation and Park District to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code)*.

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration to Receive the Report from FM3 on the Voter Opinion Survey for the Future Multi-Generational Community Recreation Facility and Provide Staff with Direction and Next Steps

District approved contractor FM3 conducted a Voter Opinion Survey for a prospective financing measure for the future Multi-Generational Community Recreation Facility.

Suggested Action: Receive the report and offer guidance to determine the subsequent course of action(s) for the Multi-Generational Community Recreation Facility.

B. Consideration and Approval of Preliminary Fiscal Year 2024-2025 Budgets for the General Fund, Assessment District Fund, Quimby Fee Fund, Park Impact Fee Fund, Community Development Block Grant Fund, and Restricted Donations Fund

Every year staff brings a budget before the Board of Directors requesting approval for the next fiscal year’s budget. This is the preliminary FY 2024-2025 Budget.

Suggested Action: A MOTION to Approve the Preliminary Fiscal Year 2024-2025 Budget with a final approval scheduled for the July 3, 2024, Board meeting through a public hearing.

C. Consideration and Approval of Resolution No. 769 Adopting the Special Event Policy

After a year of implementation of the new Special Event Policy, Staff is recommending revisions to the policy to enhance the efficiency and effectiveness of the policy.

Suggested Action: A MOTION to Approve Resolution No. 769, adopting revisions to the Special Event Policy.

D. Consideration and Approval of Request for Proposal Award to MIG, Inc. for Consulting Services for the Comprehensive Parks and Recreation Master Plan and Authorization of General Manager to Enter into a Professional Services Agreement not to Exceed \$150,000

Staff is seeking authorization from the Board to award the bid proposal for consulting services for the Comprehensive Parks and Recreation Master Plan.

Suggested Action: A MOTION to Approve the revised request for proposal award and Authorize the General Manager to enter into a Professional Services Agreement with MIG, Inc. for Consulting Services for the Comprehensive Parks and Recreation Master Plan not to exceed \$150,000.

E. Consideration and Approval to Make a Payment to Reduce the District's CalPERS Unfunded Liability Using Fiscal Year 2024 Savings

There is an expectation of excess revenue in the FY 2024 budget and an option for this excess is to make an additional payment of the District's Unfunded Accrued Liability (UAL) for the 2.5% @ 55 plan.

Suggested Actions: A MOTION for the Board to approve two concurrent directions:

1. Direct Staff to make a CalPERS ADP of \$350,000 to the 2.5% @ 55 plan, \$61,555 for the 2% @ 60 plan, and \$44,102 for the 2% @ 62 plan using Fiscal Year 2024 excess revenue;

AND

2. Direct Staff to, if necessary, make a budget transfer(s) from Services and Supplies budget to Personnel budget to cover any additional budget needed to make the payment.

9. 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 Malloy

B. Ventura County/California Special District Association

C. Santa Monica Mountains Conservancy

D. Standing Committees – Finance, Personnel

E. Foundation for Pleasant Valley Recreation and Parks

F. General Manager's Report

G. Board Members

10. 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.