

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
January 5, 2022**

Please Note: Under current orders from the Ventura County Health Officer, all individuals, (whether vaccinated or unvaccinated) are required to wear a face covering at all times 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. Attend in person or 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 lived streamed on YouTube at:

<https://www.youtube.com/channel/UCCjEyMW3h472YEO9gI3Qgig>

3. Zoom Meeting Information:

Meeting Link:

<https://us06web.zoom.us/j/88181876427?pwd=aytLcmwrY3VDWDcwcUVwYmNaVkRnUT09>

Passcode: 337461

Phone Number: 1-669-900-6833

- 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.**

5:00 P.M. CLOSED SESSION

1. CALL TO ORDER

A. Board to discuss whether to add an AB 361 Resolution as an urgency item

B. Recess to Closed Session

C. Closed Session

1) Conference with Labor Negotiations

The Board will conduct a closed session, pursuant to Govt. Code Section 54957.6, with the District’s negotiators, Mary Otten, Kathryn Drewry, and Board Counsel, regarding labor negotiations with the employee organization, SEIU Local 721.

2) Public Employee Performance Evaluation (Govt. Code Section 54957) Title: General Manager

D. Reconvene into Regular Meeting

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #697

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. Holiday Events Recap

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 Meetings of December 2, 2021

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

District's disbursements dated on or before November 30, 2021.

C. Financial Reports

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for November 2021.

D. Consideration and Approval of Managed Information Technology Services Request for Proposals

The agreement with the District's current IT service provider, AllConnected Inc., expires on July 5, 2022.

E. Review and Approval of Surplus Supplies and Equipment List

The District adopted a surplus property disposal policy which outlines how the District disposes of surplus equipment and office supplies.

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration to Approve and Award Audit Services Contract and Authorize the General Manager to Execute Contract with Moss, Levy and Hartzheim

The District is reaching the end of a multi-year contract with Moss, Levy and Hartzheim which started July 1, 2013 and will end June 30, 2022.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into an agreement with Moss, Levy and Hartzheim for audit services for three years with a two-year extension upon written amendment.

B. Approval of 2022 Part Time Salary Schedule with Minimum Wage Impact

In the upcoming year minimum wage will increase to \$15.00 per hour and approval of the part time salary schedule is needed.

Suggested Action: A MOTION to Approve the 2022 part time salary schedule with minimum wage impact.

C. Consideration to Approve Resolution No. 696, Approving a Budget Adjustment for the Community Center Kitchen Project and Authorize the General Manager to Enter into a Change Order Agreement with the Contractor

Staff is requesting an increase in the budget to accommodate the antiquated plumbing and air handling system in the Community Center kitchen.

Suggested Actions: A MOTION to:

- 1) Adopt Resolution No. 696, approving a budget adjustment of \$43,915 to increase the total Community Center Kitchen renovation project budget (from Fund 30 Quimby Fees, RPD 186/187 Fairfield LLC) up to and not to exceed \$293,915 **and**
- 2) Authorize the General Manager to enter into a change order agreement with Burner Construction.

D. Consideration to Conduct the Annual Goal Setting Meeting

Discussion is needed for the planning of the 2022 Board Goal Setting Workshop.

Suggested Action: Provide staff direction.

E. Board Member Committee Assignments for 2022

Chairman Kelley will present the Board Committee assignments for 2022.

Suggested Action: None.

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 Kelley
- 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 –City of Camarillo Liaison, Miracle League, Pickleball/Tennis
- G. Foundation for Pleasant Valley Recreation and Parks
- H. General Manager’s Report
- I. 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.