

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
December 3, 2015**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #552

- 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. District Highlights (Amy Stewart, Recreation Services Manager)
 - B. Community Volunteer Recognition (Michele Kostenuik, Administrative Analyst)
 - C. Full-time Employee Recognition
 - D. Friends of the Camarillo Dog Parks
- 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 speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date 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 Meeting November 5, 2015 and Special Meeting November 19, 2015

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

Approval of District's disbursements dated on or before November 23, 2015.

C. Financial Report

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for October 31, 2015.

D. Approval of Agreement Between the District and Southern California Edison for Easement at Woodcreek Park

Agreement with Southern California Edison for easement at Woodcreek Park for well.

8. NEW ITEMS-DISCUSSION/ACTION

A. Consideration and Approval to Deposit District Funds into Ventura County Pool and Multi-Bank Securities (MBS)

Staff will deposit the Tax Apportionment Funds into Ventura County Pool and invest 30% of the Quimby Funds into Multi-Bank Securities (MBS).

Suggested Action: A MOTION to approve depositing Tax Apportionment Funds into Ventura County Pool and invest 30% of the Quimby Funds into Multi-Bank Securities.

B. Consideration and Approval of Board Meeting Calendar 2016

Yearly review of meeting dates for the upcoming calendar year.

Suggested Action: A MOTION to approve the Board Meeting Calendar for 2016.

C. Board Officer Elections

Every December the Board of Directors elects their officers for the next calendar year; newly elected officers take their new seats at the January Regular Board Meeting.

Suggested Actions: Nominations for Chair, Vice-Chair and Secretary will be requested until all three positions are filled.

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

- A. Chairperson Magner
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance and Personnel
- E. Foundation for Pleasant Valley Recreation and Parks
- F. 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 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
CO-SPONSORED GROUP
ANNUAL UPDATE**

Group: Friends of Camarillo Dog Park **Date:** 11/22/2015

A representative from your organization must attend the following PVRPD Board Meeting on:
Thursday, December 3rd, 6:00pm City Hall Chambers located at 601 Carmen Drive, CA

OFFICERS	NAME	ADDRESS	EMAIL	CELL PHONE
Chair	Cheryl Marks	Camarillo	Chair.FCDP@gmail.com	805-987-4129 - Home
Vice Chair	N/A			
Treasurer	Lisa J, Goldstein	Camarillo	FCDP.Treasurer@gmail.com	805-445-1302 - Home
Secretary	Stephanie Mottard - Pro Tem	Camarillo	Stephaniesfcc@aol.com	805-388-7659 - Home

Number of participants last year: 7 Board Members, 700+ FB Followers, 500+ Email Subscribers
 Projected number of participants upcoming year: 5 Board Members, 700+ FB Followers, 500+ Email Subscribers

Changes Organization has made from previous year: We have been borrowing items from our board members for years, tables, coolers, pop-ups, etc. This year, and part of last, FCDP was able to buy items to help us at our events (tables, coolers, trashcans, rolling cart, pop-ups, etc). Our board members have been so generous through the years, allowing FCDP to borrow their personal items, although FCDP can now afford to have their own setup items. We also had many more volunteers this year at our events and this has helped FCDP greatly as we grow. FCDP Board members did a tremendous job of community outreach this year to bring in new volunteers.

Comments for the PVRPD Board of Directors: Thank you to the PVRPD Board of Directors and Staff once again for helping us have another successful year. We could not do what we do at the dog parks without PVRPD's continued support.

Primary Facility (ies) Used? Camarillo Grove, Mission Oaks & Springville
 What Time are Board Meetings Held? 6:30pm
 Where are Board Meetings Held? Community Center or Restaurants
 When are new Board Members Elected? January
 When are new Board Members Installed? February

Pleasant Valley Recreation and Park District Liaison: Amy Stewart

Please attach a copy of your By-Laws to this form. N/A

Please Complete and Return the Annual Update and Financial Statement by Friday, Nov 21 and return to:

Amy Stewart
 1605 E. Burnley Street, Camarillo, CA 93010
 Phone: 482-1996 x 14
 Fax: 805-482-3468

Form Completed by (print): Lisa J. Goldstein
 Sign:

Date 11/22/2015
 Date 11/22/15
 1/23



**PLEASANT VALLEY RECREATION AND PARK DISTRICT
COMMUNITY SERVICE GROUP - ANNUAL REVIEW
FINANCIAL STATEMENT**

NAME OF ORGANIZATION

Friends of Camarillo Dog Parks

Last Year's Financial Statement

Proposed Budget/Goals 2016

Period: Jan 2015-Nov 22, 2015 (11 Months)

Period: 2016

CHECKING

CHECKING

Beginning Balance: \$ 16,712.28

Beginning Balance: \$ 18,017.52

Revenue:

Revenue:

Direct Public Support: \$ 804.19

Direct Public Support: \$ 500.00

Fundraisers: \$ 8,711.00

Fundraisers: \$ 2,500.00

Rattlesnake Aversion: \$ 3,065.00

Rattlesnake Aversion: \$ 2,000.00

Total Revenue \$ 12,580.19

Total Revenue \$ 5,000.00

Expenses:

Expenses:

Advertising/Promo \$ 745.81

Advertising \$ 300.00

Benches (MO, SV & CG) \$ 3,402.16

Contribution To PVRPD - for General \$ 2,000.00

Cam Grove Fence Screen \$ 1,175.04

Maintenance & Supplies \$ 1,000.00

Cam Grove - Kiosk Fix \$ 70.98

FCDP Operating Expenses \$ 200.00

FCDP Logo Wear \$ 2,709.09

Misc. Expense - MO & SV \$ 966.26

MO Bricks & Install \$ 1,071.13

Poop Signs (MO, SV & CG) \$ 271.98

Operating Supplies \$ 744.31

Web Domains/Hosting \$ 118.19

Total Expense: \$ 11,274.95

Total Expense: \$ 3,500.00

Ending Balance: \$ 18,017.52

Ending Balance: \$ 19,517.52

Total Spent per park to date:

Cam Grove: \$ 6,631.13

Mission Oaks: \$ 19,856.33

Springville: \$ 27,012.36

TOTAL \$ 53,499.82

(Direct to park improvements)

List Savings/CDs/Investments here:

Savings Account	\$ _____
CD Account ____ month	\$ _____
CD Account ____ month	\$ _____
Investment Account	\$ _____
Other Account	\$ _____
Total Other Accounts	\$ _____
Checking + Other	\$ _____

List Savings/CDs/Investments here:

Savings Account	\$ _____
CD Account ____ month	\$ _____
CD Account ____ month	\$ _____
Investment Account	\$ _____
Other Account	\$ _____
Total Other Accounts	\$ _____
Checking + Other	\$ _____



PLEASANT VALLEY RECREATION AND PARK DISTRICT
COMMUNITY SERVICE GROUP - ANNUAL REVIEW
FINANCIAL STATEMENT

NAME OF ORGANIZATION

Friends of Camarillo Dog Parks

FCDP From Inception

Period: Oct 2010-Nov 22, 2015

CHECKING

Beginning Balance: \$ -

Revenue:

Direct Public Support: \$ 25,393.73

Fundraisers: \$ 46,130.04

Rattlesnake Aversion: \$ 10,532.00

Total Revenue \$ 82,055.77

Expenses:

Cam Grove \$ 6,631.13

Mission Oaks \$ 19,856.33

Springville \$ 27,012.36

Advertising/Promo \$ 2,623.44

FCDP Logo Wear \$ 6,052.31

Operations \$ 1,403.42

Web Domains/Hosting \$ 459.26

Total Expense: \$ 64,038.25

Ending Balance: \$ 18,017.52

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
November 5, 2015**

1. CALL TO ORDER

Call to Order

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 6:02 p.m. by Chairperson Magner.

2. PLEDGE OF ALLEGIANCE

Karen Roberts led the pledge.

3. ROLL CALL

Roll Call

Ayes: Malloy, Kelley, Dixon, Mishler, Chairperson Magner

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Amy Stewart, Administrative Analyst and Clerk of the Board Michele Kostenuik, Customer Service Representative and Board Recording Secretary Karen Roberts, Recreation Supervisors Jane Raab and Lanny Binney, Human Resource Specialist Kathryn Drewry, Steven Hintz, Linda Catherine Le, Dan Hurst, Chris Rowland, Darwin Rowland, Laura Hrabosky, Patricia Hawkins, Mark Schienbein, Carolyn Park, Kelly Smith, Carrie Bak, Steve Smith, Rene Randel, Joe Perry, Elizabeth Brooks, Andrew Dolan, Paige Harper, Lindsay Pelascino, Bryan Monka, Lee Gunther, Merle Power, Connie Martel, Carolyn Delory and Maria Camargo.

4. AMENDMENTS TO THE AGENDA

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the agenda as presented.

**Motion to
Approve the
Agenda as
Presented**

Voting was as follows:

Ayes: Malloy, Mishler, Kelley, Dixon, Chairperson Magner

Noes:

Absent:

Motion Carried

Carried

5. PRESENTATIONS

A. District Highlights

Customer Service Representative Karen Roberts presented the highlights of the District's October and November activities, programs and events. The October 30th Community Halloween Party was successful with thousands in attendance for the games, costume contests, and movie in the park. A Senior Halloween Dance and a Halloween Dance for Special Needs teens and adults were held in October along with the semi-annual Senior Rummage Sale. In sports, there are many Open Play Sports programs running for all ages and Cosmos Track has opened spring registrations. The Aquatic Center is still running strong with evening and Saturday swim lessons, birthday parties

and lifeguard certifications. The Parks Department reported the completion of the reclaimed water project at Pleasant Valley Fields.

B. Senior Wii Bowling Tournament Recognition

Recreation Supervisor Jane Raab introduced the Pleasant Valley Wii Bowling Team which won 3rd place in the Annual Ventura County Wii Bowling Tournament held November 5. The recognized players were Lee Gunther, Merle Power, Connie Martel, and Carolyn Delory.

C. Camarillo Youth Basketball Association

Recreation Supervisor Lanny Binney introduced President Mark Schienbein of the Camarillo Youth Basketball Association (CYBA). The organization had over 570 players last year with about 550 players this year. The Dons travel program has been able to retain Camarillo players who are performing well in the competitive league. The B League is having difficulty in finding volunteers especially league commissioners. The Boys 7th grade team was combined with the Boys 8th grade team so that the two grade levels would be able to participate in the recreational league.

D. Camarillo PONY Baseball Association

Recreation Supervisor Lanny Binney introduced Joe Perry, president and Rene Randel, treasurer of the Camarillo PONY Baseball Association (CPBA). The volunteer organization is celebrating its 40th year and is open to all age groups from 4 yrs to 18 yrs. Baseball season runs from Fall Ball through tournaments in July and had about 760 players. The Advanced Baseball Teams will be opening up to lower age divisions, the 8 and 9-10 year olds this next season.

E. Pleasant Valley Recreation & Parks Foundation

Director Dixon presented the highlights of the Foundation's first fundraiser, the Autumn Bluegrass Party for the Parks held at the Lamb Ranch on October 10. Major sponsors and volunteers were thanked for their support.

6. PUBLIC COMMENT

Chairperson Magner accepted five speaker cards from Administrative Analyst and Clerk of the Board Michele Kostenuik. The first speaker, Bryan Monka of Monka Soccer Academy in Camarillo stated that MSA FC has resubmitted an application to the District to be a community service organization as defined by the District's ordinances. Over 70% of the youth organization members are Camarillo residents and MSA is the only local non-profit organization offering competitive, developmental and united teams to Camarillo. Mr. Monka requested that MSA FC have a seat at the table and their application be reconsidered.

Patricia Hawkins of Camarillo stated that MSA FC meets the criteria to be a community service organization as defined in the District's ordinances. Ms. Hawkins mentioned that MSA FC offers a competitive soccer team with lower fees. She stated that MSA would like to use PV Fields for practice, not for games or tournaments. She stated that MSA families have helped to build the fields too and noted the strong team spirit as evidenced by the green shirts from the many MSA youth in the audience.

Chris Rowland of Camarillo stated that their family started with MSA through the District's programs. AYSO and the Eagles were not meeting their needs for their son. Mr. Rowland verified with a public records request that there was no policy, resolution or open discussion regarding the limitation of a sport to one recreational league and one competitive league other than on the community service group application. Mr. Rowland recommended that the current general manager review the current rules in place and have them keep pace with the economic and demographic demands of the community. Mr. Rowland stated that currently the Eagles have no boys' teams for ages U9 to U13. He said that this is not serving the community and that PV Fields should be for the community. MSA addresses the needs of the community and should be reconsidered for community service status.

Darwin Rowland of Camarillo played with MSA for three years and noted that there are no U8 boys teams with the Eagles. Darwin currently practices at Freedom Park, but the grass is dead and the players have trouble hearing their coaches because of the street traffic. Darwin requested that MSA players be able to practice on better fields like PV Fields.

Laura Hrabosky of Camarillo requested the reconsideration of the denial of MSA FC community service group application. The family has played with AYSO, but her son wanted a more competitive level. Many of the MSA families did not know that when they signed up with MSA FC that they would be denied access to practice at PV Fields. Ms. Hrabosky stated that MSA will pay for field access and would like to know what it will take to gain access. Ms. Hrabosky stated that MSA FC is the only Camarillo based option for her son.

7. CONSENT AGENDA

- A. Minutes for Regular Meeting October 7, 2015
- B. Warrants, Accounts Payable & Payroll thru October 22, 2015
- C. Financial Report
- D. Consideration and Approval of Agreement Between the District and Southern California Edison For Easement at Springville Development
- E. Consideration and Approval of Resolution No. 549 to Loan Funds from Capital Account to the General Fund Account

Director Mishler requested that Agenda Item 7A *Minutes for Regular Meeting October 7, 2015* be pulled for discussion. Director Malloy requested that Agenda Item 7E *Consideration and Approval of Resolution No. 549 to Loan Funds from Capital Account to the General Fund Account* be pulled for discussion.

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the amended Consent Agenda.

Voting was as follows:

Ayes: Malloy, Mishler, Kelley, Dixon, Chairperson Wagner

Noes:

Absent:

Motion Carried

**Motion to
Approve
Amended
Consent Agenda**

Carried

Director Mishler noted that on page 13 of Agenda Item 7A, the number listed for AYSO players should read 2200 and not 4200.

Chairperson Wagner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve amended Agenda Item 7A.

**Motion to
Approve
Agenda Item 7A**

Voting was as follows:

Ayes: Mishler, Malloy, Kelley, Dixon, Chairperson Wagner

Noes:

Absent:

Motion Carried

Carried

Director Malloy explained that the cost to borrow the \$400,000 to \$500,000 from the capital account to the general fund account to cover end of the year expenses will only be about \$127 in interest. The loan will be repaid in December/January.

Chairperson Wagner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the amended Agenda Item 7E.

**Motion to
Approve
Agenda Item 7E**

Voting was as follows:

Ayes: Malloy, Mishler, Kelley, Dixon, Chairperson Wagner

Noes:

Absent:

Motion Carried

Carried

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of Resolution No. 550 & No. 551 Authorizing and Requesting Investment of Funds in the Ventura County Treasury Pool and Multi Banks Securities

Administrative Services Manager Leonore Young introduced the Honorable Steven Hintz, the Ventura County Treasurer/Tax Collector and Linda Catherine Le, the assistant Treasurer/Tax Collector. Mr. Hintz explained the workings of the Ventura County Treasury Pool's investment group and handed out information to the Board. Discussion included short term and long term commitments, liquidity, competitive bidding, large number of public agencies within the pool, oversight committee, increase in interest rates, Ventura County special district participation, and security. Ms. Young offered information on the Multi-Bank Securities rates.

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve Resolution No. 550 for Ventura County Pool and Resolution No. 551 for Multi-Bank Securities authorizing and requesting investment of funds in the Ventura County Pool and Multi-Bank Securities.

**Motion to
Approve Reso
No. 550 for
VCPool and
Reso No. 551
For MBS**

Voting was as follows:

Ayes: Malloy, Mishler, Kelley, Dixon, Chairperson Magner

Noes:

Absent:

Motion Carried

Carried

B. Capital Improvement Project Update for FY 2015-2016

Park Services Manager Bob Cerasuolo discussed a downsized capital improvement budget and recommended the following projects: 1) Springville Tennis Court Resurfacing 2) Lokker Park Basketball Court Resurfacing 3) PV Fields Slurry Seal in West Parking Lot 4) Camarillo Grove Pavilion Area #1 Wood Replacement 5) Camarillo Grove Pavilion #2 Shade Structure and 6) Charter Oak Tree Windrow. Discussion included timing of tree work with upcoming winds and rain, posting of educational signs regarding the strategy on tree maintenance, planting new trees before removing trees, and the need for a water truck to keep trees watered.

C. Consideration and Approval of Grant Application Submission for Santa Monica Mountains Conservancy

Administrative Analyst Michele Kostenuik reviewed phase one of the Open Space, Trails and Greenway Planning Study granted in January 2012. Project intent for phase two is to identify potential funding sources, create maps and boundaries, and identify priority areas around Camarillo Grove and near California State University Channel Islands. Discussion included Rincon Consultants, bike paths, Proposition 1 requirements, watershed tie-in, and matching funds.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to approve grant submission to Santa Monica Mountain Conservancy for phase two of the Open Space, Trail and Greenway Planning Study.

**Motion to
Approve SMMC
Grant
Submission**

Voting was as follows:

Ayes: Mishler, Dixon, Malloy, Kelley, Chairperson Magner

Noes:

Absent:

Motion Carried

Carried

D. Consideration and Approval of Grant Application Submission for Greenfields Outdoor Fitness

Administrative Analyst Michele Kostenuik requested authorization to apply for a Greenfields Outdoor Fitness grant for outdoor equipment at Arneill Ranch Park. Discussion included success of outdoor equipment at the Community Center, adaptability of equipment for seniors, children and special needs, request for seven to fourteen pieces, vandalism, additional exercise equipment such as a chin up bar, location and value of investment.

Chairperson Magner called for a motion. A motion was made by Director Dixon and seconded by Director Mishler to approve the grant submission to Greenfields Outdoor Fitness for exercise equipment at Arneill Ranch Park.

Motion to Approve Greenfields Grant Submission

Voting was as follows:

Ayes: Dixon, Mishler, Malloy, Kelley, Chairperson Magner

Noes:

Absent:

Motion Carried

Carried

E. Consideration and Approval of Medical Benefits and CalPERS Retirement Contributions for Non-Represented District Employees

Administrative Services Manager Leonore Young and Human Resource Specialist Kathryn Drewry presented the updated medical benefits and CalPERS contributions for non-represented employees to match that of the represented.

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Dixon to approve the medical benefits and CalPERS retirement contributions for non-represented District employees.

Motion to Approve Non-Represented Employees

Voting was as follows:

Ayes: Malloy, Dixon, Kelley, Mishler, Chairperson Magner

Noes:

Absent:

Motion Carried

Carried

9. INFORMATIONAL ITEMS

- A. Chairperson Magner – Chairperson Magner thanked staff for all the work that may not be seen by the public. The Community Halloween Carnival was a great success with the community.
- B. Ventura County Special District Association/California Special District Association – CSDA – Nothing to report.
- C. Santa Monica Mountains Conservancy – Director Mishler attended the November 2nd meeting. Discussed was the Caltrans transfer of property along the 405 Freeway to SMMC for an animal corridor. Also, up to 1 million dollars will be approved for a study of the LA River channel for a single master plan that will tie together the 84 agencies along the channel.

- D. Standing Committees – Finance – Director Malloy stated that the presence of reclaimed water at PV Fields will show a significant savings in the next few years along with better rates for electrical in the future. Personnel – Chairperson Magner and Director Mishler are working on the District employee handbook to include the non-represented and represented equally.
- E. Foundation for Pleasant Valley Recreation and Parks – Director Dixon stated that the Foundation is planning for next year’s fundraising event and looking for members to join also.
- F. General Manager’s Report – Ms. Otten mentioned that drilling for the new well at Woodcreek Park has begun and should be completed by Thanksgiving.

10. ORAL COMMUNICATIONS

Director Kelley thanked those who spoke during the Public Comment section. Director Mishler clarified that as children leave the AYSO program, other children join so that their numbers stay consistent. Available practice space at Pleasant Valley Fields is organized by the District and takes into consideration field maintenance and sustainability. Director Mishler will speak with any parent who has a concern about space availability. Director Malloy acknowledged Chairperson Magner’s year as board chair. Chairperson Magner closed the meeting in honor of Todd Terres who recently passed away.

11. ADJOURNMENT

Chairperson Magner adjourned the meeting at 8:36 p.m.

Respectfully submitted,

Karen Roberts
Recording Secretary

Approval,

Elaine Magner
Chairperson

**Pleasant Valley Recreation and Park District
Minutes of Special Meeting
November 19, 2015**

1. FIRST OPEN SESSION/CALL TO ORDER

Call to Order

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:00 p.m. by Chairperson Magner.

2. PLEDGE of ALLEGIANCE

Mary Otten led the pledge.

3. ROLL CALL

Roll Call

Ayes: Malloy, Kelley, Dixon, Mishler, Chairperson Magner

Absent:

Also present: General Manager Mary Otten, Park Services Manager Bob Cerasuolo, Administrative Analyst and Clerk of the Board Michele Kostenuik, Park Supervisor Matthew Parker, Recreation Services Manager Amy Stewart, Administrative Services Manager Leonore Young, Customer Service Representative and Board Recording Secretary Karen Roberts, John Brockus, Jaimi Breckley and Brandon Mann.

4. PUBLIC COMMENT

None.

5. CLOSED SESSION

A. Public Employee Performance Evaluation (Govt. Code Section 54957)

Title: General Manager

6. RECONVENE INTO SECOND OPEN SESSION [Govt. Code Section 54957.7]

Disclosure of actions taken in closed session, as applicable [Govt. Code Section 54957.7]. No action.

7. CALL TO ORDER

Second call to order at 6:10 p.m.

8. ADOPTION OF AGENDA

Agenda accepted as presented.

9. OPEN COMMUNICATIONS

None.

10. CONSIDERATION AND APPROVAL OF AGREEMENT BETWEEN THE DISTRICT AND SOUTHERN CALIFORNIA EDISON FOR EASEMENT AT WOODCREEK PARK

General Manager Mary Otten presented the request for an easement for Southern California Edison (SCE) at Woodcreek Park for the new well. Discussion included

underground easement vs above ground easement options, property involved within the easement, project length and SCE approval. Staff will bring the easement request back after discussion with SCE.

11. CONSIDERATION AND APPROVAL OF REQUEST FOR PROPOSAL (RFP) AND SPECIFICATIONS FOR LANDSCAPE MAINTENANCE SERVICES

Park Supervisor Matthew Parker presented the specifications and RFP for landscape maintenance services. The current service contract expires November 2015. Discussion included the inclusion of a total park bid along with individual park bids, preference for one contractor over multiple contractors, liability insurance amounts and bidder response, recommendation of \$3,000,000 liability insurance requirement, wording clarifications, and tree debris in street bike paths.

Chairperson Magner called for a motion. A motion was made by Director Kelley and seconded by Director Malloy to approve the specifications for landscape maintenance services with an amended increase of \$3,000,000 liability insurance.

Motion to Approve RFP For Landscape Services with Increased Insurance

Voting was as follows:

Ayes: Kelley, Malloy, Mishler, Chairperson Magner

Noes: Dixon

Absent:

Motion Carried

Carried

12. CONSIDERATION AND APPROVAL OF AGREEMENT BETWEEN THE DISTRICT AND COMSTOCK HOUSING INCORPORATED FOR WATER CONSERVATION PROJECT

General Manager Mary Otten presented the proposed agreement between the District and Comstock Housing, Inc. for the integration of water conservation. Brandon Mann with Comstock explained that Comstock would fund the installation of Smart Controllers and updated irrigation equipment and soil supplements for a water savings which they can then use as credit to develop homes within the Camrosa Water District. Discussion included acre-feet, irrigation system warranty, annual inspections, length of drought, Camrosa approval in December, timeline, developer fees, remote web-based control systems to sense water flow and leaks, and increases to liability insurance.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to approve the agreement Comstock Housing, Inc. to incorporate a water conservation project.

Motion to Approve Water Project With Comstock

Voting was as follows:

Ayes: Mishler, Dixon, Malloy, Chairperson Magner

Noes: Kelley

Absent:

Motion Carried

Carried
12/23

13. REVIEW AND DISCUSSION OF THE PARK RANGER PROGRAM, OPERATION MANUAL, AND USE OF FORCE

General Manager Mary Otten explained the current Park Ranger program and presented information for review. Currently, the role of the Park Rangers is as ambassadors for the District with no defense options. Discussion involved peace officer training, District specifications for what defense options the rangers can carry, costs and liability increases, collaboration with Camarillo Police and Sheriff Departments, criminal versus civil, Park Ranger safety, and 2-way radio connection. Staff will evaluate costs of training and options, look at direction and job description and bring back in January or February.

14. ORAL COMMUNICATIONS

The Board thanked staff for the reports. Chairperson Magner suggested that staff take a look at liability insurance increase and its impact.

15. ADJOURNMENT

Chairperson Magner adjourned the meeting at 7:39 p.m.

Respectfully submitted,

**Karen Roberts
Recording Secretary**

Approval,

**Elaine Magner
Chairperson**

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Leonore Young, Administrative Services Manager

DATE: December 3, 2015

SUBJECT: FINANCE REPORT - OCTOBER

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for October 31, 2015.

ANALYSIS OF COMPARATIVE FINANCIAL THRU OCTOBER 31, 2015

Attached you will find the PVRPD Summary Financial Statement for the period of July 1, 2015 through October 31, 2015 with a year-to-date comparison for the period of July 1, 2014 through October 31, 2014.

REVENUES

Total revenue for the 4th month ending October 31, 2015 has decreased \$665,814 over the same period as last year. This decrease is primarily due to the following two items: 1) Park Dedication Fee (Quimby Fee) in the amount of \$615,709 from AMLI in July 2014 and 2) NRPA Grant in the amount of \$75,000 received in fiscal year 2014-2015. The District's actual revenue is up in comparison to prior year by \$24,894 if the Quimby Fee and NRPA Grant revenue from prior year is removed. This is due to an increase of \$16,517 in public passes and \$13,141 increase in Donations. Actual revenues have reached 6.70% of the annual adopted budgeted.

EXPENDITURES

Personnel Expenditures decreased for fiscal year 2015-2016 by \$20,673 in comparison to personnel expense for the same period as fiscal year 2014-2015. This is a result of staff contributing more towards their own retirement and health benefits. Payroll is currently 29.58% of budget or 3.75% below budget.

Service and Supply Expenditures have decreased \$130,397 in comparison to the same time period as last year. The decrease is primarily due to water and electrical expenses along with a decrease in the computer hardware/software line item. Staff has been very diligent in keeping track of water usage for all parks, making sure the District is meeting the water reduction limits. The sporadic rain storms that have happened in the past few months have played a part in the lower cost of water for the District also. Electric is down in comparison to the same four months as last year due to decrease in usage at Pleasant Valley Fields. The computer hardware/software line item is down also in comparison to fiscal year 2014-2015 due to the software crash that occurred in the fall of 2014 which required additional expenses to restore the software.

There has been no activity in Capital Expenditures for the 4th month of fiscal year 2015-2016.

FISCAL IMPACT

The District is under the approved budget by 3.80% and managers will continue to make a concerted effort to continue to spend under the adopted budget during this fiscal year to help build reserves.

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for October 31, 2015.

ATTACHMENTS

- 1) District Unaudited Manager Version Financial Statement as of October 31, 2015
(2 pages)

**Pleasant Valley Recreation and Park District
PVRPD:SUMMARY(Unaudited) from Great Plains
Year to Date Comparison
Statement of Revenues and Expenditures
For the period July 1, 2015 through October 31, 2015**

Account	Current Month October	PREVIOUS Year To Date 2015	CURRENT Year To Date 2016	BUDGET TOTAL Adopted 7/1/15	BUDGET REMAINING	% Of Budget Used 33%
DISTRICT WIDE REVENUE						
Tax Apportionment	5110 29,832.89	43,243.24	29,832.89	5,625,055.00	5,595,222.11	0.53%
Supplemental Assess Roll	5240			168.00	168.00	0.00%
Assessment Income	5500 1,993.06		1,993.06	1,017,150.00	1,015,156.94	0.20%
Park Dedication Fees (Quimby Fee)	5400	615,709.00		-	-	0.00%
District Wide Revenue	31,825.95	658,952.24	31,825.95 (627,126.29)	6,642,373.00	6,610,547.05	0.48%
RECREATION AND PARK REVENUE						
Public Fees	5510 34,150.13	225,239.80	220,787.35	610,177.00	389,389.65	36.18%
Certification Income	5512			-	-	#DIV/0!
Public Passes	5520 6,651.45	30,379.80	29,605.88	71,217.00	41,611.12	41.57%
Facility Rentals	5530 26,580.44	77,503.90	94,020.30	269,769.00	175,748.70	34.85%
Veteran's Field Rental	5531 692.25	2,204.75	803.25	12,000.00	11,196.75	6.69%
BMX Track Rental	5532 300.00	750.00	1,180.00	3,300.00	2,120.00	35.76%
RC Track Rental	5533	1,200.00	600.00	2,400.00	1,800.00	25.00%
Roller Hockey Rink Rental	5534		7,800.00		(7,800.00)	0.00%
Facility Cleaning Fee	5505				-	#DIV/0!
Park Patrol Citations	5506 686.00	1,689.07	1,532.22	900.00	(632.22)	100.00%
Plan Check Fee	5507			100.00	100.00	0.00%
Dividends Pardec Prior Yrs	5460			14,200.00	14,200.00	0.00%
Cell Tower Income	5535 15,481.62	31,933.73	34,902.52	93,381.00	58,478.48	37.38%
Indemnity Income	5545			5,000.00	5,000.00	0.00%
Senior Dues	5550 110.00	499.00	707.00	1,800.00	1,093.00	39.28%
Senior Services Income	5515 280.00	1,340.00	1,705.00	2,200.00	495.00	77.50%
Activity Guide Income	5555 1,100.00	3,200.00	1,500.00	6,000.00	4,500.00	25.00%
Vending Commissions	5525 116.80	153.59	484.27	940.00	455.73	51.52%
Banner Income	5562			900.00	900.00	0.00%
Donations	5570 14,517.86	73,538.40	86,679.78	92,350.00	5,670.22	93.86%
Donations for CIP Projects	5571			-	-	#DIV/0!
Grant - NRPA	5572	75,000.00		-	-	#DIV/0!
Other Misc. Income	5575 4,760.39	18,027.68	19,743.35	34,335.00	14,591.65	57.50%
Over/Under	5580	4.12		(96.00)	(96.00)	0.00%
Incentive Income	5585 16.78	838.34	2,924.82	17,075.00	14,150.18	17.13%
Reimbursement - ROPS	5600			136,000.00	136,000.00	0.00%
Other Interest Income	5310 207.42	1,193.02	1,031.57	5,573.00	4,541.43	18.51%
Recreation and Park Revenue	105,651.14	544,695.20	506,007.31	1,379,521.00	873,513.69	36.68%
TOTAL GENERAL FUND REVENUE	137,477.09	1,203,647.44	537,833.26 (665,814.18)	8,021,894.00	7,484,060.74	6.70%
GENERAL FUND EXPENDITURES						
Regular Wages	6100 156,500.38	661,120.63	614,320.05	2,173,806.00	1,559,485.95	28.26%
Overtime Wages	6101 745.69	4,226.70	2,854.56	17,162.00	14,307.44	16.63%
Part-Time Wages	6110 42,838.52	206,228.60	211,056.29	689,336.00	478,279.71	30.62%
Retirement	6120 50,942.20	149,008.38	103,976.27	373,844.00	269,867.73	27.81%
Part-Time 457 Pension	6121 135.22	540.88	540.88	4,100.00	3,559.12	13.19%
Employee Group Insurance	6130 23,108.19	97,958.98	97,550.04	283,043.00	185,492.96	34.46%
Worker's Compensation	6140 20,912.68	31,736.33	41,825.36	98,228.00	56,402.64	42.58%
Unemployment Insurance	6150			7,500.00	7,500.00	0.00%
PERS Unfunded Liability	6170 14,506.00		58,024.00	174,072.00	116,048.00	33.33%
Other Post Employee Benefit Exp	6161			-	-	0.00%
Personnel Expenditures	309,688.88	1,150,820.50	1,130,147.45 (20,673.05)	3,821,091.00	2,690,943.55	29.58%
Telephone	6210 1,246.09	4,760.06	4,635.12	18,792.00	14,156.88	24.67%
Internet Services	6220 577.00	2,187.52	2,008.00	10,488.00	8,480.00	19.15%
Pool Supplies	6310 5,272.48	2,063.99	6,418.36	15,000.00	6,581.64	42.79%
Janitorial Supplies	6320 5,222.82	19,900.02	17,681.58	46,100.00	28,418.42	38.35%
Kitchen Supplies	6330 34.99	194.25	40.98	1,395.00	1,354.02	2.94%
Food Supplies	6340 1,033.53	2,676.02	2,575.09	8,253.00	5,677.91	31.20%
Water Maint. & Service	6350 143.15	468.90	332.70	1,320.00	967.30	25.20%
Laundry/Wash Service	6360	104.75		350.00	350.00	0.00%
Janitorial Services	6370			3,000.00	3,000.00	0.00%
Medical Supplies	6380	270.18	365.03	1,745.00	1,379.97	20.92%
Insurance - Liability	6410 16,791.84	32,711.66	33,583.68	103,043.00	69,459.32	32.59%
Fuel	6510 3,732.11	15,143.48	11,296.36	48,000.00	36,703.64	23.53%
Vehicle Maintenance/Repair	6520 1,048.35	5,852.58	7,243.70	37,800.00	30,556.30	19.18%
Office Equipment & Repair	6530	(155.63)		1,175.00	1,175.00	0.00%
Computer Equip.-Maint./Repair	6540	3,554.83		5,248.00	5,248.00	0.00%
Bldg.Maintenance/Repair	6610 12,716.35	16,521.21	26,957.62	90,300.00	63,342.38	29.85%

Account	Current Month October	PREVIOUS	CURRENT	BUDGET	BUDGET	% Of Budget
		Year To Date 2015	Year To Date 2018	TOTAL Adopted 7/1/15	REMAINING	Used 33%
Bldg. Eqpt. Maint./Repair	6620	1,274.18	1,751.58	10,800.00	9,048.44	16.22%
Improvements/Maintenance	6630	723.30	1,949.94	24,500.00	22,550.06	7.98%
Incidental Costs-Assessment	6709	15,075.02	15,348.25	27,500.00	12,151.75	55.81%
Grounds Maintenance	6710	11,693.26	15,267.68	95,180.00	78,116.78	20.03%
Contracted Landscaping Services	6720	51,836.31	105,288.53	395,900.00	292,775.88	26.05%
Contracted Pest Control	6730		103,124.12	2,000.00	2,000.00	0.00%
Rubbish & Refuse	6740	6,348.31	18,369.64	51,100.00	31,834.57	37.70%
Vandalism/Theft	6750		4,784.70		(4,784.70)	#DIV/0!
Memberships & Dues	6810	175.00	3,298.99	12,272.00	11,277.00	8.11%
Office Supplies	6910	2,254.23	7,242.64	23,897.00	16,518.80	30.88%
Postage/Freight & Express Mail	6920	624.90	6,233.91	23,600.00	17,001.70	27.96%
Advertising	6930	1,060.32	2,098.73	10,600.00	15,529.88	6.39%
Printing Charges	6940	1,321.14	4,722.11	17,516.00	14,063.18	19.71%
Bank & ActiveNet Charges	6950	2,255.76	19,870.07	38,020.00	18,282.29	51.91%
Approp.-Redev./Collection Fees (est)	6960	30,507.67	130,566.67	366,092.00	244,061.33	33.33%
Minor Furniture Fixtures & Equipment	6980	76.41	314.85	4,070.00	1,520.93	62.63%
Computer Hardware/Software	6990	14.99	24,370.54	18,852.00	18,837.01	0.08%
Fingerprint Fees-HR	7010	281.00	661.00	1,705.00	1,137.00	33.31%
Fire & Safety Inspection Fees	7020		1,150.30	5,088.00	5,088.00	0.00%
Business Permit & License Fees	7030	259.00	133.01	4,825.00	4,492.36	6.89%
State License Fee	7040		512.50			0.00%
Legal Services	7110	6,831.00	3,634.00	73,815.00	61,959.33	16.06%
Typeset & Print Services	7115		11,433.31	11,892.22	38,807.78	23.46%
Instructor Services/Payment	7120	14,189.38	54,737.60	139,186.00	82,366.67	40.80%
PERS Administrative Fees	7125	103.28	342.31	1,249.00	387.23	69.00%
Audit Services	7130	4,000.00	4,000.00	5,500.00	10,950.00	50.23%
Medical & Health Services-HR	7140	275.00	590.00	870.00	2,500.00	34.80%
Security Services	7150	433.50	1,364.68	4,588.00	2,994.74	34.70%
Entertainment Services	7160		700.00	1,950.00	1,543.21	20.86%
Business-Services	7180	8,434.73	18,852.03	72,268.00	48,943.74	32.27%
Umpire&Referee Services	7190	260.00	670.00	1,900.00	1,310.00	31.05%
Publications & Subscriptions	7210	251.43	707.65	3,616.00	643.90	82.19%
Rents & Leases-Equipment	7310	6,636.57	3,787.62	31,360.00	22,329.09	28.80%
Building/Field Leases and Rentals	7320	5.00	75.00	8,628.00	8,623.00	0.06%
Aquatic Supplies	7410	147.13	259.90	1,910.00	1,634.66	14.42%
Classroom Supplies	7420	123.22	2,220.33	6,705.00	6,552.88	2.27%
Bingo Supplies	7430	995.89	2,016.53	7,500.00	4,809.96	35.87%
Sporting Goods	7440	200.90	3,707.96	10,029.00	7,711.73	23.11%
Art & Craft Supplies	7450	29.47	1,066.92	3,280.00	2,708.03	17.44%
Training Supplies	7460		645.25	3,650.00	3,650.00	0.00%
Camp Supplies	7470		447.51	700.00	252.49	63.93%
Small Tools	7510	783.67	2,332.40	16,500.00	13,824.68	17.43%
Uniforms	7610	300.00	5,974.82	11,285.00	10,080.41	10.67%
Safety Clothing & Supplies	7620	150.00	3,006.55	8,415.00	5,289.13	37.15%
Conference & Seminars	7710	90.00	1,800.00	15,195.00	13,865.79	8.75%
Out of Town Travel	7720	953.32	1,624.89	16,784.00	14,944.13	10.96%
Private Vehicle Mileage	7730	425.27	613.76	4,903.00	3,888.71	20.69%
Transportation Charges	7740		390.00	1,200.00	1,200.00	0.00%
Special Events	7750	1,675.00	3,104.18	19,320.00	14,981.70	22.45%
Tuition/Book Reimbursement	7760	181.00				#DIV/0!
Gas	7810	892.73	4,477.15	29,693.00	26,014.21	12.39%
Water	7820	103,051.71	325,141.70	829,626.00	600,861.23	27.57%
Electricity	7830	31,899.16	96,496.34	264,450.00	195,561.10	26.05%
Awards & Certificates	7910	452.08	7,419.76	17,995.00	13,533.35	24.79%
Meals & Entertainment	7920	299.40	1,069.50	2,800.00	2,450.28	12.49%
Employee Morale	7930		58.48	3,450.00	3,296.42	4.45%
Cost to Issue Side Fund Loan	6971		807.38			#DIV/0!
Cost to Issue COP's	6970		4,135.28			#DIV/0!
Loan Payment Pension Obligation (est)	6160	18,747.75	73,200.00	224,973.00	149,982.00	33.33%
COP Debt - PV Fields (est)	7950	61,585.08	240,500.00	739,021.00	492,680.67	33.33%
Service and Supply Expenditures		421,632.98	1,349,042.69	4,173,808.00	2,954,983.07	29.20%
Capital Expenditures	8400		16,490.08	454,000.00	454,000.00	0.00%
LWCF Grant	8401		20,614.25			
NRPA Grant	8402					
Equipment/Facility Replacement	8420		1,820.45	25,000.00	25,000.00	0.00%
Parking Lot Repair-Assessment	6718					#DIV/0!
Tree Care-Assessment	6719		2,226.00			#DIV/0!
Playground Replacement- Assess	6721					#DIV/0!
Park Amenities- Assess	6722					#DIV/0!
Facility Replacement	6723					#DIV/0!
Capital Expenditures			41,150.78	479,000.00	479,000.00	0.00%
TOTAL GENERAL FUND EXPENDITURES		731,321.86	2,541,013.97	8,473,899.00	6,124,906.62	27.72%

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Leonore Young, Administrative Services Manager

DATE: December 3, 2015

**SUBJECT: CONSIDERATION AND APPROVAL OF DEPOSITING
DISTRICT FUNDS INTO VENTURA COUNTY POOL
AND MULTI-BANK SECURITIES (MBS)**

RECOMMENDATION

It is recommended the Board approve depositing the Tax Apportionment Funds into Ventura County Pool and investing 30% of the Quimby Funds into Multi-Bank Securities (MBS).

BACKGROUND

During the January 2015 Finance Committee meeting staff was asked to contact and review Cal Trust's investment options. A representative from Cal Trust, Lyle Defenbaugh made a presentation to Mary Otten and Leonore Young. At the February 2015 Finance Committee meeting the Committee directed staff to look at other investment options. Staff met with Steve Hintz, County of Ventura Treasurer-Tax Collector and his staff and reviewed the Ventura County Pool Investment Plan. Staff also met with David Maccagnone and Peter Yanez of Multi-Bank Securities, Inc. and discussed their investment options for the District. The District currently invests 100% of its excess funds into Local Agency Investment Fund (LAIF).

At the April 1, 2015 Board Meeting the Investment Policy along with the investment options were presented to the Board. The Board adopted the Investment Policy and decided to review the short and long term investment options. During the August 2015 Finance Committee meeting, staff was asked to re-visit the three different investing companies and to prepare a comparison to be presented at the September 2015 Finance Committee meeting. At the September 2015 Finance Committee meeting, staff presented the three options to the Committee. The Committee reviewed all three options and decided the best options for the District at this time would be the Ventura County Pool and Multi-Bank Securities (MBS) due to a higher yield on investment. The Committee also asked staff to present the two choices at the November 5, 2015 Board Meeting. At the November 2015 Board Meeting the Honorable Steven Hintz, County of Ventura Tax Collector gave a presentation on the benefits of the Ventura County Pool. Peter Yanez with MBS was unable to attend due to another commitment. Resolutions #550 and #551 were also approved to allow staff to deposit funds into both the Ventura County Pool and MBS.

ANALYSIS

The District has been reviewing their investment options, looking at daily, short, medium and long term commitments. The length of time for the investment of the excess funds affects the rate of return. The District currently invests 100% of its excess funds into LAIF, earning an average of 0.22%. Currently, the District uses Pacific Western Bank for all of its funds for District operations and uses LAIF for the excess funds. The following is a list of accounts held at Pacific Western Bank: General Fund Checking, Contingency Funds, Capital Improvement Funds, Assessment District Funds, Debt Service Funds, 457 Pension Funds and Quimby Funds. The General Fund is a non-interest earning account which is used for paying District bills and for payroll. The remaining accounts are kept in separate accounts in order to keep the interest earnings (0.25%) separated and for tracking purposes.

The following accounts: Assessment, Debt Services and the 457 Funds are not considered excess funds as there is monthly activity in the account or a minimum amount kept in the accounts. For example the Debt Service Account is a place holder for the funds that come in with the tax apportionment that are designated to be set aside to make the debt service payments twice a year.

Ventura County Investment Pool (The Pool) for the month of September 2015 yielded 0.56%. The Pool has same day liquidity.

Multi-Bank Securities, Inc. (MBS) offers a different approach to investing than LAIF, Cal Trust or Ventura County Investment Pool or Pacific Western Bank. They use the "ladder method". The District could invest their funds with MBS and MBS would ladder the funds. For example if the District were to invest \$1,000,000, MBS then would purchase bonds in \$200,000 increments and the bonds would be for 0-60 months in 12 month increments, yet each bond would be at a different interest rate depending on the length of the bond. Each year when a bond became due, the District would have the option to either take the funds or roll the funds into another bond. By having five bonds going out 0-60 months, a laddered maturity strategy would look like the following: 1-Year at 0.65%, 2-Year at 1.25%, 3-Year at 1.60%, 4-Year at 2.00% and 5-Year at 2.30%. MBS can liquidate the bonds if the District needed the funds in an emergency. The funds would be available three business days after the sale of the CDs.

Staff is recommending that the Ventura County Pool be viewed as a short term investment option replacing the investment option the District currently uses, the Local Agency Investment Fund (LAIF). Staff would like to invest all of the Tax Apportionment into the Ventura County Pool and then transfer funds into Pacific Western Bank as needed to pay bills.

Staff is recommending that the MBS be viewed as the medium to long term investment options. In reviewing the funds, staff would like to invest no more than 30% of Quimby Fee Funds and a portion of the Capital Improvement Funds into MBS. The remaining funds would remain with Pacific Western Bank. Attached is an investment matrix giving examples of what the District's investments would resemble.

Ventura County Pool				
Short Term	Amount	Interest Rate	Interest Earned	Total
Quimby Fee	\$1,100,000	0.57%	\$6,270	\$1,106,270
Tax Apportionment	ALL			
Multi-Bank Securities (MBS)				
Medium and Long Term				
1 Year	\$245,000	0.65%	\$1,592.50	\$246,592.50
2 Years	\$245,000	1.25%	\$3,062.50	\$248,062.50
3 Years	\$245,000	1.60%	\$3,920.00	\$248,920.00
4 Years	\$245,000	2.00%	\$4,900.00	\$249,900.00
5 Years	\$200,000	2.30%	\$4,600.00	\$204,600.00
FDIC Insured up to \$250,000				

FINANCE COMMITTEE REVIEW

The Finance Committee met on September 30, 2015, reviewed and discussed the three investment options and chose the Ventura County Pool and Multi-Bank Securities (MBS) for the District to invest. The Finance Committee then asked staff to present the investment options at the November 5 Board Meeting. The Finance Committee met again on November 23, 2015 and directed staff to present the investment options at the December 3 Board Meeting so the District investments can take place with the Ventura County Pool and MBS.

FISCAL IMPACT

The fiscal impact would be earning a higher interest rate on the investment the District currently has, therefore increasing the cash in the excess funds.

RECOMMENDATION

It is recommended the Board approve depositing the Tax Apportionment Funds into Ventura County Pool and investing 30% of the Quimby Funds into Multi-Bank Securities (MBS).

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Michele Kostenuik, Administrative Analyst

DATE: December 3, 2015

**SUBJECT: CONSIDERATION AND APPROVAL OF REGULAR
BOARD MEETING DATES FOR 2016**

RECOMMENDATION

It is recommended the Board review and approve the dates for the regular Board Meetings for calendar year 2016.

BACKGROUND

The meeting dates for the new year are traditionally reviewed at the December meeting. It was suggested to bring the calendar to the Board for approval in the event adjustments need to be made to meeting dates.

It is recommended that the Board review all the meeting dates and make recommendations for any additional changes because of holidays or conflicts.

RECOMMENDATION

It is recommended the Board review and approve the dates for the regular Board Meetings for calendar year 2016.

ATTACHMENTS

- 1) Board of Directors Regular Meeting Dates 2016 Calendar (1 page)

PLEASANT VALLEY RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS REGULAR MEETING DATES CITY OF CAMARILLO, CITY HALL COUNCIL CHAMBERS 601 CARMEN DRIVE, CAMARILLO (unless otherwise noted)

2016 DATES

- Wednesday, January 6, 6:00pm
- Wednesday, February 3, 6:00pm
- Wednesday, March 2, 6:00pm
- Wednesday, April 6, 6:00pm
- Wednesday, May 4, 6:00pm
- Wednesday, June 1, 6:00pm
- Wednesday, July 6, 6:00pm
- **Wednesday, August 3**, 6:00pm (*typically dark*)
- Wednesday, September 7, 6:00pm
- Wednesday, October 5, 6:00pm
- **Thursday, November 3**, 6:00pm
- **Thursday, December 1**, 6:00pm

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

- A. Chairperson Magner
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance and Personnel
- E. Foundation for Pleasant Valley Recreation and Parks
- F. General Manager's Report