

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
December 1, 2022**

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. 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 live streamed on YouTube at:
<https://www.youtube.com/channel/UCCjEyMW3h472YEO9gI3Qgig>**
- 3. Zoom Meeting Information:**
 - Meeting Link: <https://us06web.zoom.us/j/84052564631>**
 - Webinar ID: 840 5256 4631**
 - 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.

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.

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #728

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 any agenda item(s), or add any emergency agenda item(s).
5. **PRESENTATIONS**
 - A. **FT Employee Recognition**
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 Meeting of November 3, 2022**
Approval receives and files minutes.
 - B. **Warrants, Accounts Payable & Payroll**
District's disbursements dated on or before October 31, 2022.
 - C. **Financial Reports**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for October 2022.
 - D. **Consideration and Adoption of Resolution No. 727 Proclaiming a Local Emergency Persists and Re-Authorizing the Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the District for the 30-Day Period Beginning December 5th, 2022 through January 3rd, 2023 Pursuant to the Ralph M. Brown Act as Amended by Assembly Bill No. 361**
Adoption of Resolution No. 727 will allow continuation of the use of teleconference meeting procedures for another 30-day period.
 - E. **Consideration for Entering into a Consent to Enter Agreement with Dish Wireless at Mission Oaks Park for Soil Drilling to Design a Cell Tower Foundation**
Eukon Group, which represents Dish Wireless, approached the District with a proposal to install a new cell phone tower at Mission Oaks utilizing an existing sports field light pole location and an existing enclosure next to Softball Field 1.
 - F. **Consideration and Approval to Authorize the General Manager to Sign to Accept the City of Camarillo Community Funding Agreement for the 2022 Camarillo Christmas Parade**
This year the City has awarded the District with a monetary amount of \$25,000 and an in-kind amount of \$13,000.
8. **NEW ITEMS – DISCUSSION/ACTION**
 - A. **Consideration and Approval of Bid Award for the Demolition of the Freedom Park Pool**
The District received five (5) bids for this project. The bids ranged from \$109,721 up to \$490,000 with the lowest bidder being Standard Demolition Inc.

Suggested Actions: A MOTION to Approve and authorize the General Manager to enter into an agreement between the District and Standard Demolition Inc. for the demolition of the Freedom Park Pool not to exceed the budget of \$126,179.

B. Approval of 2023 Part Time Salary Schedule with Minimum Wage Impact

In 2023 the minimum wage increase will affect nine of our ten part time positions.

Suggested Action: A MOTION to Approve the 2023 part time salary schedule with minimum wage impact.

C. Consideration and Approval of Employment Agreement Between the District and General Manager

As reviewed and prepared by legal counsel, the attached employment agreement provides for a five (5) year term of employment, commencing on November 3, 2022 and terminating on November 1, 2027.

Suggested Actions: A MOTION to approve the Employment Agreement between the District and Mary Otten to serve as the District's General Manager.

D. Consideration, Selection, and Vote for a LAFCo Special District Alternate and Regular Member

The terms of the Ventura Local Agency Formation Commission (LAFCo) special district regular member Elaine Freeman and alternate member John R. (Jack) Curtis will expire on December 31, 2022.

Suggested Action: A MOTION to Approve to select and vote for a Ventura Local Agency Formation Commission (LAFCo) special district regular and alternate member.

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, Personnel
- F. Ad Hoc Committees – Miracle League
- 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.