

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
June 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/81097339411>**
 - Webinar ID: 810 9733 9411**
 - 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 #714

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**

3. **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).
4. **PRESENTATIONS**
 - A. **District Highlights**
 - B. **Introduction – Development Analyst Kaleen Gage and Marketing Specialist Tina Williamson**
 - C. **Introduction – Customer Service Representative Brigitte Gagnon**
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 Regular Board Meeting of May 4, 2022 and Special Board Meetings of April 23, 2022 and May 10, 2022**

Approval receives and files minutes.
 - B. **Warrants, Accounts Payable & Payroll**

District's disbursements dated on or before April 30, 2022.
 - C. **Financial Reports**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for April 2022.
 - D. **Consideration and Approval of Resolution No. 710 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. **Approval of Purchase of Materials to Complete the Energy Efficiency Measures in Accordance with the Energy Conservation Assistance Act Loan**

In June 2021, the Board authorized Resolution No.677 authorizing the District to apply for an ECAA loan to finance the implementation of the audit report’s recommended energy efficiency measures. At this time, it is recommended the District complete four (4) of the energy saving measures.
 - F. **First Amendment for Contract Services Agreement for General Legal Services with the Law Firm of Aleshire & Wynder, LLP**

In this first amendment to the contract with Aleshire & Wynder, LLP, they are increasing their rates to get closer to market rate.
 - G. **Consideration and Adoption of Resolution No. 711 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 June 2nd, 2022 through July 3rd, 2022 Pursuant to the Ralph M. Brown Act as Amended by Assembly Bill No. 361**

Adoption of Resolution No. 711 will allow continuation of the use of teleconference meeting procedures for another 30-day period.

H. Consideration and Approval to Extend the Tree Trimming Contract Between the District and West Coast Arborist for a Term of One Year

An extension of the current tree trimming contract is desired.

7. PUBLIC HEARING

A. Consideration and Adoption of Resolution No. 712, Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of Assessments for FY 2022- 2023 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 Actions: A MOTION to Adopt Resolution No. 712 accepting the Engineer's Report and ordering the levy of assessment at \$44.83.

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of Preliminary Fiscal Year 2022-2023 Budgets for the General Fund, Assessment District Fund, Quimby Fee Fund, Park Impact Fee Fund and Community Development Block Grant 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 2022-2023 Budget.

Suggested Actions: A MOTION to Approve the Preliminary Fiscal Year 2022-2023 Budget.

B. Consideration and Approval of Resolution No. 713 Adopting a District Purchasing Policy

This policy will update the purchasing maximums, the credit card limits and the single purchase limits for the General Manager and staff.

Suggested Action: A MOTION to Adopt Resolution No. 713, adopting a District Purchasing Policy.

C. Consideration and Approval to Authorize the General Manager to Enter into an Agreement with Utility Cost Management LLC

Utility Cost Management LLC has performed an analysis of the District's Utility bills and has found potential savings.

Suggested Actions: A MOTION to approve and authorize the General Manager to enter into an agreement with Utility Cost Management LLC to submit the rate change request to SCE and pay UCM 42% of any ongoing savings actually realized by PVRPD for a period of three years beginning on the date the account is converted to the newly assigned rate.

D. Consideration and Approval to Authorize the General Manager to Purchase a Tuff Shed to Replace the Garage Structure at Camarillo Grove Park for a Nature Education Classroom

The District will purchase the Tuff Shed and the Foundation will reimburse the District for the cost of the building. Project management will be run by the Pleasant Valley Recreation & Park District.

Suggested Action: A MOTION to approve and authorize the General Manager to purchase a Tuff shed to replace the garage structure at Camarillo Grove Park for a Nature Education Classroom.

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.