

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
September 7, 2016**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #567

- 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/Summer Recap
 - B. Mil Vet Expo
 - C. CC Playground Equipment Addition
- 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 Special Meeting June 23, 2016 and Regular Meeting July 6, 2016**
Approval receives and files minutes.
 - B. **Warrants, Accounts Payable & Payroll**
Approval of District's disbursements dated on or before August 25, 2016.
 - C. **Financial Report**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial report of July 31, 2016.
 - D. **Budget Adjustment for Part-Time Administrative Services Worker**
Approval of fiscal year 2016-2017 budget adjustment allows for funding for the Part-Time Administrative Services Worker.

E. Consideration and Adoption of Resolution No. 566 Amending the Conflict of Interest Code

The adoption of Resolution No. 566 will update and amend the current Conflict of Interest Code.

8. NEW ITEMS-DISCUSSION/ACTION

A. Out of Range Employee Salaries

Approval of the updated salary schedule will reflect the current employees out of range.

Suggested Action: A MOTION to Approve updated salary schedule to reflect the current salaries of employees out of range.

B. Approval of the Addendum to the Contract Agreement Between the District and Quality Landscape Care for Landscape Maintenance Services Located at Mel Vincent Park

Approval of the addendum to the contract agreement establishes landscape maintenance services at the new Mel Vincent Park.

Suggested Action: A MOTION to Approve the addendum to the contract agreement between the District and Quality Landscape Care for landscape maintenance services to include maintenance for Mel Vincent Park.

C. Branding – Park Signs

Approval of pilot program for park signs at suggested parks will allow for an examination of sign material, placement and size.

Suggested Action: A MOTION to approve pilot program for park signs at Adolfo Park, Mission Oaks Park, and Woodcreek Park.

D. Consideration and Approval to Request Proposals for District Needs Assessment

Approval of the RFP for the District Needs Assessment is required in order to continue with the identification of additional funding mechanisms, facilities, and programs to meet the needs identified in the 2013 Strategic Plan and Capital Improvement Plan.

Suggested Action: A MOTION to Approve Request for Proposals (RFP) for the Needs Assessment required to further enhance the District's understanding of the community's needs.

E. Consideration and Approval of Bid Specifications and Request for Proposal for Parking Lot Repairs at Bob Kildee Park

Approval of the bid specifications and RFP will begin the process for the parking lot asphalt replacement at Bob Kildee Park.

Suggested Action: A MOTION to Approve the bid specifications and the Request for Proposal (RFP) for the asphalt replacement located at Bob Kildee Park parking lot and direct staff to solicit proposals for the approved bid specifications.

F. Consideration and Approval of Request for Proposals for a Five-Year Lease on a Color Copier

An equipment evaluation for this fiscal year recommended replacement of the current Canon color copier.

Suggested Action: A MOTION to Approve the Request for Proposals (RFP) for a new five-year lease on a Color Copier.

G. Consideration and Approval of Two Representatives for the Ad Hoc Needs Assessment Committee

Approval will assign two representatives for an Ad Hoc Needs Assessment Committee.

Suggested Action: A MOTION to Approve two selected representatives for the Ad Hoc Needs Assessment Committee.

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

- A. Chairman Mishler
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance, Personnel, Policy
- 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.