

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA**

**July 7, 2021**

**5:00 P.M.                      CLOSED SESSION**

**1. CALL TO ORDER**

**A. Recess to Closed Session**

**B. Closed Session**

**1) Conference with Legal Counsel – Litigation**

The District Board will conduct a closed session, pursuant to Government Code section 54956.9(d)(2), to confer with legal counsel; there is a significant exposure to litigation in one case.

**C. Reconvene into Regular Meeting**

**6:00 P.M.                      REGULAR MEETING                      NEXT RESOLUTION #686**

**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. Community Band**

**B. District Highlights**

**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 Board Meetings of May 26 and June 17, 2021 and Regular Board Meeting of June 2, 2021**

Approval receives and files minutes.

**B. Warrants, Accounts Payable & Payroll**

District's disbursements dated on or before May 31, 2021.

**C. Financial Reports**

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

**D. Consideration and Adoption of Resolution No. 681 Declaring July as Park and Recreation Month**

Each year, the Board has chosen to recognize the value and importance of recreation and parks as a cornerstone to the health and wellness of residents.

**E. Consideration and Adoption of Resolution No. 682 for Appropriation Amount Subject to Gann Limitation, FY 2021-2022**

Every fiscal year staff brings a resolution requesting that the Board adopt a resolution setting the Gann Limit for the upcoming Fiscal Year.

**F. Approval of a Second Reading for the Adoption of Ordinance No. 12, an Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation**

Approval of this second reading will allow for the adoption of Ordinance No. 12.

**G. Consideration and Approval of Memorandum of Understanding Between the Pleasant Valley Recreation and Park District and the City of Camarillo for Park Impact Fees**

At the June 23<sup>rd</sup>, 2021 meeting, the Camarillo City Council approved the ordinance as well as a Memorandum of Understanding (MOU) between the two agencies for the fee program's administration.

**H. Consideration and Approval of the First Amendment to the 2020-2022 Summer Concert Series with the City of Camarillo and a Professional Services Agreement Between the Pleasant Valley Recreation & Park District and Music Freqs**

This year's Summer Concert Series requires contracted services to facilitate the sound, lights, and related production of the event and staff is recommending Music Freqs as the professional services contractor.

**I. Consideration and Approval of the Updated Job Description for the Administrative Analyst**

More specific language as it relates to Information Technology has been proposed for the Administrative Analyst's job description.

**J. Consideration and Approval of the Updated Water Conservation Agreement between the District and Williams Communities, LLC**

Approval of an agreement with Williams Communities LLC to contribute goods, service, and financial reimbursement to meet the Development's Water demand offset.

**8. PUBLIC HEARINGS**

**A. Consideration and Approval of Resolution No. 683 for Fiscal Year 2021-2022 Budgets for the General Fund, the Assessment District and Quimby Fee Fund**

A public hearing is required before the District can adopt a resolution to adopt the Fiscal Year budget 2021-2022.

Suggested Actions: A MOTION to Adopt Resolution No. 683 to adopt the Fiscal Year 2021-2022 Budgets.

**9. NEW ITEMS – DISCUSSION/ACTION**

**A. Consideration and Approval of the Full-Time and Part-Time Year-Round Salary Schedule**

An update of the salary schedule is necessary in order to consider a 2% COLA in the 2021/2022 Salary Schedule.

Suggested Action: A MOTION to Approve the updated 2021/2022 Salary Schedule which includes the 2% COLA for both represented and non-represented employees.

**B. Consideration and Approval of the 2021/2022 Position Allocation Report**

This report is updated at each budget cycle to assist both the Board and staff in determining which positions are available.

Suggested Action: A MOTION to Approve the updated Position Allocation Report.

**C. Consideration and Approval to Reject all Bids for the Remodeling of the Community Center Kitchen**

After reviewing all the bids, staff determined that two of the bids exceeded the budget for this entire project by more than \$177,000 and another did not meet bid bond requirements.

Suggested Action: A MOTION to reject all bids for the remodeling of the Community Center Kitchen and authorize the General Manager to re-advertise the Request for Bids.

**D. Consideration and Approval of Resolution No. 684 for the Bid Award for the Construction of Phase 1 of the Arneill Ranch Park Renovation Project**

There was a limited number of bids for this project partially due to the fact that contractors are completing summer projects.

Suggested Actions: A MOTION to:

A. Approve and award the base bid to United Construction & Landscape for \$1,261,900 plus a 15% contingency \$189,285 and architect fees for a Total Cost \$1,571,185.

OR

B. Approve and award the base bid and alternative bids to United Construction & Landscape for \$1,749,400 plus 15% contingency \$262,410 and the architects fee for Total Cost \$2,131,810.

OR

C. Approve and award the base bid and alternative bid selected by staff to United Construction & Landscape for \$1,453,900, 15% contingency \$218,085 and architect fees for a Total Cost of \$1,791,985.

OR

D. Reject the only bid received and re-advertise the project. This option would potentially delay the start of project by two or three months.

AND

E. Approve a MOTION to approve Resolution No. 684, authorizing a budget adjustment of \$471,185 to increase the total Arneill Ranch Park (Fund 30 Quimby Fees, RPD 194-Elacora) renovation project budget not to exceed \$1,571,185 to cover the expected increase in project costs.

**E. California Special District Association (CSDA) Board of Directors Election, (Seat A) Coastal Network**

PVRPD Director Elaine Magner is the current incumbent holding Seat A in the Coastal Network and the term expires this year.

Suggested Actions: A MOTION to Approve and select a candidate for CSDA Board of Directors, Seat A to receive the District's vote.

**F. Adopt Resolution No. 685 Authorizing the Submission of an Application to LAFCo for the Annexation of the Somis Ranch Farmworker Project and Finding of Exemption from CEQA**

As this project is outside the District's Boundaries, it is necessary for the District to apply for a change of organization.

Suggested Actions: A MOTION to Approve Resolution No. 685, which states that the District Board direct staff to finalize and submit the application for change of organization specific to the annexation of the Somis Ranch Farmworker project.

**10. 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. Chairman Malloy
- 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 – Pickleball/Tennis
- G. Foundation for Pleasant Valley Recreation and Parks
- H. General Manager's Report
- I. Board Members

**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 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.