

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
December 7, 2017**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #582

- 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
 - B. Full Time District Employee Recognition
 - C. 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 of November 2, 2017**
Approval receives and files minutes.
 - B. **Warrants, Accounts Payable & Payroll**
Approval of District's disbursements dated on or before November 22, 2017.
 - C. **Financial Report**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for October 31, 2017.

- D. Consideration and Approval of Updated Recreation I/II Job Description**
Approval of updated job description for Recreation Leader I/II.
- E. Consideration and Adoption of Resolution No. 580 Requesting a Loan from the Capital Account to the General Fund Account**
Adoption of temporary loan from the Capital Account to the General Fund Account will provide funds for personnel costs and operations.
- F. Adoption of Resolution No. 581 Amending the Conflict of Interest Code**
The adoption of Resolution No. 581 will update and amend the current Conflict of Interest Code.

8. NEW ITEMS-DISCUSSION/ACTION

- A. Consideration and Approval of Part Time Salary Schedule**
Revised salary schedule is based on the minimum wage increase.

Suggested Action: A MOTION to Approve the 2018 Part Time Salary Schedule based on the minimum wage increase.
- B. Consideration and Approval of Request for Proposal and Specifications for Landscape Maintenance Services Excluding Pleasant Valley Fields**
Options are provided for the continuation of contractual landscape maintenance services.

Suggested Actions: A MOTION to Approve the bid specifications for landscape maintenance services excluding Pleasant Valley Fields.
- C. Consideration and Approval of Request for Proposal and Specifications for Landscape Maintenance Services for the Pleasant Valley Fields Sports Complex**
Pleasant Valley Fields' current landscape maintenance contract is set to expire.

Suggested Actions: A MOTION to Approve the Request for Proposal specifications for the landscape maintenance services for the Pleasant Valley Fields Sports Complex.
- D. Consideration and Approval to Reject All Bids for Maintenance Yard Driveway**
A rejection of all bids received for this project is needed in order to adjust the design and re-advertise.

Suggested Actions: A MOTION to Approve the rejection of all bids received for the Maintenance Yard Driveway.
- E. Board Reorganization (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.

F. Recognize Board Chair and Members

Staff will provide a token of appreciation.

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

- A. Chairman Dixon
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Liaison, Finance, and 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 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.