

**Minutes for the
Oak View Advisory Commission (OVAC) Special Meeting**
Occurred Thursday, October 19th, 2023 – 6:30 PM – 7:30 PM
At the Oak View Park and Resource Center,
555 Mahoney Ave, Oak View, CA 93022 – Multipurpose Room 1

1. **Call to Order/Roll Call**

- Meeting called to order at 6:36 pm by Vice-Chair Kennedy.
- Present: Aikens, Anacker, Burg, Kennedy, McKeen, Lomax (per phone), Robles.
All were present in the room except Chair Lomax was present by phone. Commissioners Burg and Anacker arrived at 6:45 pm.
- Also present: Alternate: Christina Bates-Pacheco
- Absent: Alternate: Suzanne Farmer

○ **Pledge of Allegiance**

- Led by Commissioner Kennedy.

2. **Public Comments** (*comments for items not on the agenda*)

- No public present.

3. **Discussion of the RFP 6155 - Youth Recreation Baseball** with respect to Oak Dell Park (*also known as The Oak View Community Park*), and other options going forward, to determine recommendation(s) to Supervisor Matt LaVere and the Ventura County Board of Supervisors (as appropriate).

This special meeting was called because at the September 11, 2023, OVAC meeting of the OVAC, a request was made for "information" on the RFP process and what it means to the community. Instead of any information or discussion on that, the RFP was released, and the OVAC was not notified of the release. Instead, we learned that only Commissioner Kennedy and the Ojai Valley Baseball League were made aware of the RFP.

Also, during the September 11 meeting, County Supervisor District 1 Representative Garman reported that the current league is having trouble with its Travel Team, which is causing issues, and that the children they have been engaged with are getting older, which is reducing the number of available players. He generally asked that if the Pony League goes out of business, will the OV Little League re-appear. He suggested the Pony League's closure could be a possible way for the Oak View/Ojai Valley Baseball League to retake the lease/rental. He posed the question as whether the OVAC could be the baseball Board; Commissioner Kennedy said that's not possible/appropriate, because the OVAC is not a non-profit.

Commissioner Kennedy pointed out to the other Commissioners that one of the terms asks that the lessee enter into a 10-year lease for year-round baseball. All commissioners agreed that a 10-year lease

and the terms of the lease do not allow for community input on use of the fields and the surrounding areas during the time the fields area is not being used for baseball.

To address this, a motion was made by Commissioner Robles to send a letter to the Board of Supervisors, CC you, to postpone the action of the RFP at this time. This motion was 2nd by commissioner McKeen and unanimously carried by all commissioners. So, we propose the letter to contain the following statement:

"We formally request that the current RFP process is postponed until a time the OVAC can assess the current community needs and allow for community input to explore other options for local control of the ball fields and surrounding areas by local entities of the Oak View 93022 Community."

An amendment to the motion made by Commissioner McKeen, seconded by Commissioner Robles, and carried by all commissioners:

"There appears to be several dead trees hanging over bleachers and outfield of the ballpark and due to the health condition of the damaged Oak and other trees at the park, we believe it is also in the best interest of the County of Ventura not to enter into such lease until all safety issues are resolved. There is great concern for harm to the public and children under the damaged trees, and we advise you to have the county employ an arborist for the tree issue, if no other safety hazards exist before consideration of any lease or agreements are made."

During the meeting, the Commissioners (except Lomax) reviewed and discussed the following *Question and Answer series* on October 16, 2023, between Commissioner Kennedy and Andrew Becker, Principal Buyer, Procurement Services, General Services Agency. County of Ventura, (805) 654-2483, Andrew.Becker@ventura.org.

Chair Lomax and Vice Chair Kennedy are to draft a letter and send to Supervisor LaVere with recommendations to be shared on November 13th OVAC meeting.

Q1: How does one learn of the RFP if they were not directly emailed an invitation? Is there a public notice in the newspaper? If I am an invitee, can I publicize the RFP to the public or social media?

A1: The RFP is publicly available on Bonfire and tied to certain commodity codes that notify vendors who acquire those commodity codes in their Bonfire vendor profile. The RFP can be shared with anyone. It is a public solicitation.

Q2: The RFP states there is approx. 10.42 acres. is this limited to APN #031-0-120-050 and 031-0-120-030? The portions of the parking lot seem to be excluded from the area in question. Portions of that parking lot belong to a private property owner. Is there an agreement in place for its use?

A2: The RFP is limited to all or portions of APN# 031012017, 031012005 and 0314012015 which include the area surrounding the old Boy Scout Building, fields and snack bar areas. A map depicting the areas is attached.

Q3: Does this RFP include Brick Building (old Scout house) on another parcel, Connex Boxes (2), Score keeper booths (2.)

A3: The land use agreement will include the physical properties located within the abovementioned parcel. The Connex Boxes are the existing property of the current leaseholder and are not included in the RFP.

Q4: Who maintains the access road owned by the Casitas Water District? Will the leasee or the County Parks Dept.?

A4: The current access road is multijurisdictional and will not be included or referenced within the land use agreement for maintenance.

Q5: What is the 12 x 12 shed you are referring to?

A5: The 12 x 12 space being referenced within the bid specifications is the small, wood building being utilized as the merchandise store by the current leaseholder.

Q6: What does year-round operations entail? Does it have to be only for baseball, or can we have community programs as well?

A6: Year-round operation is described as year-round responsibility for space. The winning bid will be required to run a Spring and Fall season and provide year-round maintenance to the site. When baseball operations are not active, lease holder may offer other community programs with approval from the Parks Director or his/her designee.

Q7: Can the field be subleased?

A7: The field cannot be subleased to other organizations without prior approval of the Parks Director or his/her designee. The Parks Department will make accommodation through the Special Use Permits process to allow other organizations to use field space in collaboration with the leaseholder.

Q8: The Criteria for Little League baseball states that field size for players 13 years or younger cannot be shorter than 200 feet. My understanding is that the field currently is right at 200 ft. Will this Lease be limited to players and league that fit this criterion as well?

A8: The winning bidder will be required to only offer league play to players that meet the age requirement for the space that is available within existing footprint. If the leaseholder proposes metrics to increase field size that will allow for changes to their age limits, the Parks Department will work with the leaseholder to approve field improvements to make the program successful.

Q9: RFP does not talk about "maintenance of the surrounding area" who maintains the gulch area and park host site? Does this need to be covered in our liability policy?

A9: Parks Department provide maintenance to the Host Site and areas within parks property that are not part of the Oak Dell lease which include wooded area behind the ballfields. Insurance requirements for the leaseholder will be for the listed parcels above.

Q10: Who trims and removes Oak Trees? Who pays for permits for the process?

A10: The Parks Department will trim and remove trees as needed in the area. Permits are not required for the Parks Department to remove dead trees.

4. Adjournment

- Vice-Chair Kennedy adjourned the meeting at 7:40 pm.
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Ad Hoc Findings Attachment presented to Supervisor LaVere on December 1st, 2023

Attended by: Chair Lomax, Vice Chair Kennedy, Secretary Anacker, David Sasek, Colter Chisum, Supervisor LaVere, Lavere Staff: Maruja Clensay and Clint Garman

The OVAC Ad hoc Committee recommendations:

1. Local control and oversight of the Oak View Community Center and Oak Dell Community Park.

This will be on a future agenda for the Commission to discuss. Matt said it was not off the plate.

2. Continue with postponement of process of the RFP until all concerns have been addressed.

During our conversation, they have decided that if they change it to a Land Use Agreement, and give only 4.7 years to start, they DO NOT have to take this before the entire Board. This gives all of us a better footing since we can just call and not have it go before the entire Board.

Matt agreed that any significant improvements (over \$500) will be run by the Commission. All improvements must go through Colter's office.

They also agreed to strengthen the language about the use.

3. Determine official title of document: Land Use, Special Use Agreement or Memorandum of Understanding.

They have decided to make this a "Land Use Agreement". The reason for this is the County is expecting some capital improvements and they cannot ask for that under a Special Use or MOU.

4. Award the agreement annually not 5 – 10 years in length to properly verifying that applicants are in good standings by all government and state regulatory entities.

This will be a 5-year Land Use Agreement, beginning with a 4 year and 7 months then offer a 5 year renewal with the County's approval. The 90-day out will remain in the Agreement.

5. Have responsibilities of all parties detailed in RFP and final agreement.

We asked that the duties and responsibilities of the park host and others be completely spelled out.

6. If the County chooses to utilize the RFP process, a new RFP should reflect our recommendations.

There are concerns about putting this out again as the County DOES NOT want to put it out because they fear some organization not in our area will apply and then it will not be a community park. It is obvious that they want to award the Agreement to Ojai Valley Baseball League. They are convinced we can make it work.

7. Properly vet any applicants to assure they qualify per the RFP.

This was discussed at length. It was obvious to both of us that they had not read the emails from Brian even though they were sent more than once. I also sent them the link for the Attorney General's site which shows they are delinquent since 2021.

8. Address the map and boundary lines so that it does not include areas proposed for other usages and that the acreage is properly listed and does include any portion that is owned by other private entities.

The map was redrawn, and it WILL NOT include the property that is owned by a private entity that we have suggested for a dog park.

In addition to the recommendations, we discussed the following:

1. There needs to be better signage for the public, including numbers to call if there are any problems or issues. We asked that it be specific including Sheriff, County and GSA.
2. We discussed better more concise instructions for the host. This would include when the park should be open for community use.
3. Since the park does fall under GSA, we discussed who complaints or concerns should be addressed to. At this point, everything should be directed to Colter who then reports to David Sasek.
4. Since they are not giving a full 5 years on this round, it WILL NOT be on the Supervisors' agenda.
5. All agreed that the matter of the baseball fields will still fall under our advisory group. Both the baseball group and the County Parks should be bringing things before us for review. (Other than routine maintenance items)
6. We will be working with LaVere office directly with things such as the dog park and the pickleball court.
7. They also said that when they had the documents drawn up that we would still be able to review before it was signed.

Both Barbara and I feel it was a very good meeting. After they answer our questions in more detail, this matter will be brought back to the full Commission at our regularly scheduled meeting in January.

Meeting adjourned at 7:40pm to Regular Oak View Advisory Commission meeting on November, 13th, 2023.

For General Information and to be placed on the email meeting notice list
email: oakviewadvisorycommission@ventura.org or call (805) 654-2703
<https://www.ventura.org/board-of-supervisors/district-1/ovac/>