Welcome to a meeting of the Board of Directors of the Rancho Simi Recreation and Park District. The Park District welcomes citizen participation. If you would like to speak, please follow these simple steps.

Fill out a green Speaker Card, available at the sign-in table, and hand the card to the Recording Secretary or Board of Directors.

If the item you would like to speak about is not on the Agenda, be prepared to speak when the Board Chair calls for “Public Discussion”. The Chair will call the names appearing on the Speaker Cards. If you do not hear your name called, please make this fact known, so that you may be recognized.

If the item you would like to speak about is on the Agenda, the Board Chair will announce the item, request a report from staff, ask Board Members if they have any questions or comments, and then ask if there are any other people in attendance who would like to comment on the item.

When recognized, please speak from the podium. Be professional. Speakers are generally allowed a maximum of five (5) minutes to comment. Depending upon the circumstances, the Board Chair may increase or decrease speaker time. At the conclusion of public comments, the Board Chair will thank the speaker(s) for participating.

The Board Chair may also determine appropriate action, if any, to be taken in response to comments received. Comments will be listened to, questions may be answered, speakers may be requested to further discuss the matter with staff, or an item could be added to a future Agenda or referred to a Board Committee, among other things. Items listed on the Agenda that require action will likely be voted upon by the Board of Directors.

We appreciate your attendance and hope to see you again.

YOUR BOARD OF DIRECTORS

Chair
Dee Dee Cavanaugh

Vice Chair
Mark Johnson

Director
Elaine Freeman

Director
Gene Hostetler

Director
Kate O’Brien

STAFF

District Manager
Larry Peterson
I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. PUBLIC DISCUSSION (ITEMS NOT ON THE AGENDA)

IV. APPROVAL OF MINUTES

A. Regular Meeting – August 15, 2013

V. SCHEDULED ITEMS AND PUBLIC HEARINGS

A. Presentation of the Full-Time Employee of the Month for August 2013 to Steve Dorsey

VI. CONSENT AGENDA**

A. Approval of Check Registers: 8/23/13 (payroll); 8/15/13 (payables)

VII. CONTINUED BUSINESS

None

VIII. NEW BUSINESS

A. Receive and Consider Request for Construction of Sand Volleyball Courts

B. Receive and File Annual Marketing and Community Outreach Report for 07/01/12 through 06/30/13

C. Review and Approval of Monumentation for the Sprite Spark Parks Project Artwork Located at Rancho Tapo Community Park

D. Rejection of Bids for the Arroyo Simi Greenway Project Phase One and Authorization to Solicit Bids through Specialty Contractors and Trades

E. Approval of Resolution Modifying District Policy Manual, Chapter 7 Board of Directors; Section 7-100

F. Approval of Board Members and/or District Staff to Serve as a Volunteer on One or More of the California Special Districts Association’s 2014 Committees and Expert Feedback Teams
IX. WRITTEN COMMUNICATIONS

None

X. REPORTS BY BOARD MEMBERS

XI. REPORT BY DISTRICT MANAGER

XII. CLOSED SESSION

None

XIII. ADJOURNMENT

If any individual has a disability that may require accommodation to participate in this meeting, please contact Colleen Janssen at 805/584–4400. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.
RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

Date: September 5, 2013
To: General Manager
From: Marketing and Community Outreach Specialist
Re: Presentation of the Full-Time Employee of the Month for August 2013 to Steve Dorsey

FULL-TIME EMPLOYEE OF THE MONTH FOR AUGUST 2013
The District’s employee of the month for August 2013 is Steve Dorsey. Steve has worked for the District since November 7, 1989. He serves as the Buildings Specialist-Pools/Water Features. This is his sixth award for Employee of the Month. The previous awards were received November 1991, March 1996, September 1997, March 2000, and July 2006.

NOMINATION NARRATION
The person who nominated Steve had this to say about him, “The person I would like to nominate for this month has gone above and beyond his normal duties and went to great lengths to ensure that my facility was up and ready.

During the month of July, we had seven instances where we had to call this employee after hours to come down and handle an issue at the facility. Not only did this employee make a speedy trip to the facility, he never once complained about having to come after hours. He did an excellent job getting us back up and running every time. This project required him to stay an additional couple of hours every time. We had a very rough two weeks at the facility due to these “incidents” and this employee was the easiest part of the process.

These special occasions, as well as his normal duties, have been exemplary. I schedule my facility as many hours as I can, leaving him very little time to clean and maintain the facility and it is almost always spotless and this is due to his pride in his work. He handles other facilities in addition to mine, but he still takes great care that I have a clean, well-maintained facility for the public.

I feel this employee is more than deserving of this award and hope he will be rewarded as such.”
BOARD ACTION
Steve Dorsey has been invited to attend the September 5, 2013, board meeting to receive a plaque from the board chair. He is also eligible for a day off with pay in the next 60 days.

Colleen Janssen
Marketing and Community Outreach Specialist
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 5, 2013

TO: Board of Directors

FROM: District Manager

SUBJECT: Receive and Consider Request for Construction of Sand Volleyball Courts

The District received the attached letter and petition indicating an interest in the Park District’s construction of sand volleyball courts. Staff has requested the author of the letter to provide a complete copy of the petition to the District either at the meeting or by mail. The table below indicates the location, number, lights, and type of volleyball courts the District currently provides:

<table>
<thead>
<tr>
<th>Location</th>
<th>Number</th>
<th>Lights?</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSSCC</td>
<td>3</td>
<td>Yes</td>
<td>Indoor, wood floor</td>
</tr>
<tr>
<td>Berlywood</td>
<td>1</td>
<td>No</td>
<td>Sand</td>
</tr>
<tr>
<td>Indian Springs (Oak Park)</td>
<td>1</td>
<td>No</td>
<td>Sand</td>
</tr>
<tr>
<td>Mae Boyar (Oak Park)</td>
<td>1</td>
<td>No</td>
<td>Grass</td>
</tr>
<tr>
<td>Rancho Madera CP</td>
<td>1</td>
<td>No</td>
<td>Sand</td>
</tr>
<tr>
<td>Santa Susana</td>
<td>1</td>
<td>No</td>
<td>Sand</td>
</tr>
<tr>
<td>Verde</td>
<td>1</td>
<td>No</td>
<td>Grass</td>
</tr>
</tbody>
</table>

BOARD ACTION REQUESTED

Staff recommends the Board receive and consider the request for construction of sand volleyball courts and provide direction to staff.

Larry Peterson
District Manager
ATTACHMENT
Simi Valley Sand Volleyball Courts

Rancho Simi Recreation and Park District
1692 Sycamore Dr, Simi Valley, California 93065

July, 2013

Board of Directors;

Since the opening of Rancho Santa Susana Community Center volleyball has been a much enjoyed sport by all ages. A group of adult and youth players enjoy the courts Monday, Wednesday and Friday mornings as well as Thursday afternoons and evening. The group has grown from a handful to over 100 regular players.) For many this is the main activity in which they participate. There are players ranging in age from their teens to those “geezers” over 70 years of age There are times when over 60 players are in the Gym playing or in line waiting to play. The number of volleyball players is steadily growing each year. We would like to propose the construction of sand volleyball courts at Rancho Santa Susana Park behind the Community Center. In the original layout the Park sand volleyball courts were included. As the park developed, the space allocated for these courts was replaced by a tot lot.

In the summer of August 2007 an adult women’s 40+ tournament was sponsored by the District with over 80 participants 40 to 88 years of age. Every year this tournament has turned away teams. This year the tournament has expanded to two days with teams on a wait list to get in. Last year 488 youth were registered in volleyball programs sponsored by Rancho Simi Recreation and Park District. As you can see volleyball is thriving in Simi Valley!

Sand volleyball is quickly growing into a nationally recognized sport motivated recently by the 2012 USA Olympic gold medal match between Kerri Walsh / Misty May and Jen Kessy / April Ross who’s home towns are in southern California. Sand volleyball was also recently added as a new women’s college sport in Division 1, NCAA in 2011. Over 50 universities from all over the U.S. joined this new NCAA sport in 2012 but southern California continues to dominate the score boards, with Pepperdine and Long beach attaining the national championship in 2011 and 2012. Simi high school, Moorpark high school, and CSUN, are all considering sand volleyball as a new sport in 2013/2014. Coaches are actively searching for new recruits spawning the formation of youth sand teams for both boys and girls at the high school and grade school levels right here in Simi Valley, Conejo Valley, Ventura, and Los Angeles counties. The one thing many groups and schools are lacking, however, are sand courts, which require new space and funds to build. Although the basic rules are the same in sand volleyball as indoor play, it is a very different game which is played with a team of 2, 4, or 6 players and requires a specific set of skills for maneuvering in sand that is only gained from practice on a sand court.

The Rancho Santa Susana Community Center is uniquely situated to help serve the growing interest in sand volleyball in the local community. Below are petitions from dozens of community members who would use these courts ranging from local residents, recreational volleyball players, youth and adult players, as well as local schools such as Simi high school, Moorpark high school, and local club teams at all age and skill levels. The sand courts will also allow the morning players to have a place to play during the summer when the GYM is not available due to youth sports camps. If space is available, we petition for a minimum of 4 sand courts with lights to allow evening play all year around. However, space and time will easily be at a premium on weekdays after school and after work with the number of users suggested here. Thus we suggest that if space is available, that a larger number of courts be considered of 8-10 sand courts with lights.

Finally, we would like to suggest the recognition of Ramon Calderon, a Simi Valley resident for over 12 years, who was one of the biggest supporters of sand volleyball in the valley. Ramon Calderon played volleyball indoors at the Rancho Santa Susana Community center 4-6 times a week, and recruited players from Simi and Conejo valley to Zuma beach on weekends. Ramon organized many sand volleyball tournaments at Zuma beach each year, helping to grow the local sand community to 300+ players (learn more about Ramon’s story at www.firstlastgame.org.). Ramon was actively planning a petition to start a sand volleyball league in Simi Valley using existing courts at local parks when he fell ill and passed away unexpectedly in October 2012 at the age of 46. Ramon’s wife, family, and friends would like to suggest recognition of Ramon Calderon at the sand volleyball courts in the Community Center or that they be named in his honor (“Simi Valley Calderon Courts”).

Thank you for your time and consideration.

Sincerely,
Dayanthie Calderon (818) 429-4130
Friends of Ramon, and Local sand volleyball players
<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Do you want special recognition of Ramon Calderon? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mari Buena Ventura</td>
<td>Mari Buena</td>
<td>Y</td>
</tr>
<tr>
<td>2. Arvin Buena Ventura</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>3. Josephine Stevens</td>
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<td>Y</td>
</tr>
<tr>
<td>4. Allan Jeane</td>
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<td>Y</td>
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<tr>
<td>5. Li Huang</td>
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<td>Y</td>
</tr>
<tr>
<td>6. Barbara Lopez</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>7. Valerie Tipton</td>
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<td>Y</td>
</tr>
<tr>
<td>8. Claudette Battagari</td>
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<td>Y</td>
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<tr>
<td>9. Carly Kemper</td>
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<td>Y</td>
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<tr>
<td>10. Tish Colburn</td>
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<td>Y</td>
</tr>
<tr>
<td>11. Edeena Gordon</td>
<td></td>
<td>Y</td>
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<tr>
<td>12. Jamie Halsey</td>
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<td>Y</td>
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<tr>
<td>13. Kristin Beulah</td>
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<td>Y</td>
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<tr>
<td>14. Henley Wolfe</td>
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<td>Y</td>
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<tr>
<td>15. Kenny Keyes</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>16. Lisa Halter</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>17. Tami Wrigley</td>
<td></td>
<td>Y</td>
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<tr>
<td>18. Mary Niebler</td>
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<td>Y</td>
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<tr>
<td>19. Michael Abraham</td>
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<td>Y</td>
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<tr>
<td>20. Alice Lee</td>
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</tr>
<tr>
<td>21. Christy Carin</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>22. Melissa Tindall</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>23. Ben E. Esparza</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>24. Nathalie Arenas</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>25. Joanna Hammer</td>
<td>Joanna Hammer</td>
<td>Yes</td>
</tr>
</tbody>
</table>
We the undersigned volleyball players would like to request lighted sand volleyball courts be constructed in Rancho Santa Susana Community Park in the near future for use by all ages. These courts would allow us to offer open sand volleyball play, youth games, and adult games to 100+ community members both day and night all year round. These courts would also provide the opportunity to offer sand volleyball leagues on weekday evenings throughout the year - the first to be offered anywhere in the Valley.

Print Name

Philip Glassburn
Bruce Auk
Mark Greenblatt
Krystli Sam
Alexis Gaines
Omar Esteban Ramos
Carlos Elias
Leith Elias
Anna Ramos
Brian Davis
Monique Owen
Janie Caprara

Signature

Philip Glassburn
Bruce Auk
Mark Greenblatt
Krystli Sam
Alexis Gaines
Omar Esteban Ramos
Carlos Elias
Leith Elias
Anna Ramos
Brian Davis
Monique Owen
Janie Caprara

Special recognition of Ramon Calderon? (Y/N)
Board of Directors
Rancho Simi Recreation and Park District
1692 Sycamore Drive
Simi Valley, CA 93065

To Whom it May Concern:

I am writing this letter on behalf of the athletes we serve here in the Los Angeles area. We are Los Angeles Volleyball Academy, the largest indoor volleyball club on the West Coast, with affiliates in Santa Clarita, Thousand Oaks, Studio City, Santa Monica, Montecito, and Bakersfield. While the indoor volleyball game has been gaining in popularity over the past decade, there is a “new” sport emerging that is growing faster than anything we’ve seen before... sand volleyball.

The previous Olympic games in London really ignited an interest in sand volleyball, which has now become an official collegiate sport, complete with scholarship opportunities. As a by-product of this, the youth tournaments have exploded and are packed with kids who are new to the sport, or who have been playing on their own for years but now have more opportunities to play in tournaments. You may have even heard about the high school beach league that just completed its second year, with 100% growth in participating schools over the first year.

We believe that this sport will continue to gain popularity, as the number of colleges adding sand teams increases every year as well. In 2015 we expect there to be an NCAA-sanctioned national championship, which will only increase the number of schools that add teams, as well as the money available to players for scholarships. As a club, we want to do everything we can to foster this new sport, and provide as many opportunities as possible to members/players who are interested. However, there is a drawback to this explosion... a lack of courts on which teams can practice and play.

We have been running clinics and camps in Santa Monica, as we feel that it is a fairly “central” location to a majority of our affiliates, but there are many players that struggle to make that drive on a regular basis. We have had upwards of 40 attendees at clinics in the past, and expect those numbers to continue in the foreseeable future. We would like to offer a sand club, where kids can go to get high quality beach training if that is what they would like to pursue in college. We have been forming relationships with former professional beach players, as well as current professional beach players who are part of our indoor coaching staff.

With the expansion of sand courts we could offer a wider range of events, training camps and clinics, and possibly even run tournaments in the future. In fact, there are beach tournaments that are considering limiting the number of teams that enter their tournaments due to a set number of courts. This will lead to the exclusion of many players who would like to play, but cannot get into a tournament.

The Simi Valley Rancho Santa Susana Community Rec Center would be a great location for sand volleyball courts, as it is central to everyone on the Westside. You would be one of the first communities in the valley to offer such a facility, and would most likely book the courts quickly as this sport gains momentum with local high schools, clubs, and community members. We hope that we have given you information that will help you make a decision that benefits your community, and our youth.

If you have any questions, please feel free to contact me at the number or email address below.

Best Regards,

Danika Sanchez
Danika Sanchez
LAVA Beach Director
Los Angeles Volleyball Academy
Sand Volleyball Courts

Four's or Sixes Court

Doubles Court

30 meters (99 ft)

51 meters (168 ft)

3 meters

18 meters

6 meters

3 meters

9 meters

8 meters

6 meters

3 meters

9 meters

3 meters
Sand Volleyball Courts

Minimum Sand Depth inside courts, 18" deep
Minimum Sand Depth outside courts 12" deep

White sand reduces heat gain.

(Recommed that sand is round, sub-round or sub-angular shape and intermediate in size. Washed, screened, clean)
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

Date: September 5, 2013
To: General Manager
From: Marketing and Community Outreach Specialist
Subject: Receive and File Annual Marketing and Community Outreach Report
For Fiscal Year 07/01/12 through 06/30/13

The Annual Report for the months of July 1, 2012 through June 30, 2013, for the office of marketing
and community outreach is enclosed for your review. I will be available to answer any questions,
or provide additional information, as requested.

Continuous recruitment through speaking engagements and school presentations has continued in
order to keep up with the level of volunteer work that is required here at the district. The total
number of volunteers as of June 30 is 809. The total volunteer hours, 26,950 for this fiscal year,
have been submitted for inclusion in the Workers Compensation Report.

Colleen Janssen
Marketing and Community Outreach Specialist

attachments
RECAP OF VOLUNTEER HOURS FISCAL JULY THROUGH JUNE, 1997 - 2013
In general, the volunteer hours have increased each year. The years that show drops can be directly correlated to rainy years when large outdoor events and programs have been canceled, thus large numbers of volunteer hours did not occur. Other changes were prompted by changes in programs that require the use of volunteers. Some programs now use staff members to fill the roles that the volunteers used to fill.

<table>
<thead>
<tr>
<th>Year</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>1997/1998</td>
<td>8,744.00</td>
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<tr>
<td>1998/1999</td>
<td>10,688.75</td>
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<td>1999/2000</td>
<td>11,765.75</td>
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<td>2000/2001</td>
<td>13,573.00</td>
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<td>2001/2002</td>
<td>16,234.00</td>
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<td>17,608.50</td>
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<td>19,960.50</td>
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<td>2004/2005</td>
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<td>2009/2010</td>
<td>24,033.50</td>
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<td>2010/2011</td>
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<td>2011/2012</td>
<td>23,303.00</td>
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<tr>
<td>2012/2013</td>
<td>26,950.00</td>
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</table>

Total hours 287,935.25 (April 1, 1997 through June 30, 2013)

NRPA NEWS!
The average number of hours per year (287,935.25 hours ÷ 16 years) is 17,995.95. The volunteer program has become a model for parks and recreation agencies. Presentations have been made for multiple years at both CPRS and NRPA conferences to educate other agencies on how to create and sustain a similar program. Over the past ten years, both CPRS and NRPA have directed questions regarding volunteer programming from other agencies to RSRPD staff for assistance.

Recently, NRPA contacted RSRPD staff for assistance in creating an online e-learning module that will be available to all NRPA agencies to train their staff on creating a volunteer program. The recreation and park staff who complete the training will receive Continuing Education Units (CEUs).

The online e-learning module have the same title as the RSRPD conference presentations, “Budget S-T-R-E-T-C-H-E-R: Effectively Utilizing Volunteers.” The module is schedule to go live on the NRPA website in September 2013. The module promotes the success of the RSRPD program, bringing attention to RSRPD, the opportunities it offers to community volunteers, and the benefit the volunteers bring to the District.

VOLUNTEERS
The number of registered volunteers as of June 30, was 809. Last fiscal year at this time we had 646. Our volunteer numbers fluctuate during the year due to students leaving for college, normal attrition,
people moving out of the area, and new volunteers joining the program. We typically vary from 600-800 during the course of the year. The good news is we are holding fairly steady on our numbers. The total count includes volunteers who provide services on a regular, seasonal, or event-only basis. In an effort to reduce postage costs and reach volunteers quickly, staff actively gathers e-mail addresses from volunteers and utilizes e-mail whenever possible for contact with volunteers.

**CLERICAL VOLUNTEERS AT THE RSRPD OFFICE**
Office volunteers contribute their time and talent on a daily basis. A few of the projects volunteers have completed include:
1. Year-round filing of thousands of registration forms for the lobby.
2. Prepared packets for the HR office to use with new employees.
3. Input new copies of the Reporter and other brochures in the computer research library to create a research tool that is used by staff throughout the year.
4. Labeled and stuffed thousands of envelopes for various staff members.
5. Prepared more than 1,200 trail brochure packets for distribution to the public.
6. Collated, folded, and stapled hundreds of Age 50+ program brochures quarterly for distribution to the public.
7. Type lists of names, addresses, etc. for mailing projects.
8. Prepare Interdistrict envelopes for distribution
9. Do day/date correlation/verification multiple times each issue for classes in the Reporter and OPR&PN before printing to virtually eliminate errors.
10. Assist the Planning Department with clerical tasks
11. Prepare hundreds of packets of fliers for distribution to SVUSD students for the Recreation Dept.
12. Prepare fingerprinting packets for HR Dept and adult volunteers
13. Much, much, more on a daily basis.

This is just a sample of the types of clerical work completed by volunteers. Each day many hours of volunteer work are completed in the clerical areas. Each hour spent working on these projects helps to free up time for employees to complete other assignments.

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12: 407.50
Quarter 10/01/12-12/31/12: 357.75
Quarter 01/01/13-03/31/13: 416.50
Quarter 04/01/13-06/30/13: 403.25
Total for year 1,585.00

**ORIENTATIONS**
Before volunteering, each new person must complete a volunteer application packet and attend a one-time New Volunteer Orientation meeting. The orientations are held year-round, usually every-other week; occasionally, more often if needed. This ensures that all volunteers start out understanding our expectations, rules, how to keep track of their volunteer hours, types of volunteer assignments available and more. The orientation is approximately 1.25-1.50 hours.
Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12: 123.00
Quarter 10/01/12-12/31/12: 199.50
Quarter 01/01/13-03/31/13: 93.00
Quarter 04/01/13-06/30/13: 108.00
Total for year: 523.50

EAGLE AND GOLD AWARD PROJECTS
During this year, one scout completed a Boy Scout Eagle project with RSRPD. Projects can take as long as six months to complete. Projects are started in November each year and must be completed by May 1. The supervision of these projects is provided as a team effort. All paperwork and initial interviews and orientations are conducted by Colleen Janssen, with project supervision provided by either Jim Kepper, Eugene Molnar or Paul Friedeborn, as appropriate.

Skyler Ruesga, Boy Scout Troop #698: Skyler's project consisted of the design and installation of a picnic area and retaining wall at Simi Dog Park. His project provides a rest area for park visitors and, importantly, a wall to divert silt from entering the Arroyo Simi. (Janssen/Kepper) 100 hours.

OTHER VOLUNTEER ASSISTANCE
Other ways that volunteers have contributed their time and talent include:

Alternative Recreation Programs: Volunteers currently assist with the Bowling program on Tuesdays from 4:00 to 5:30 pm, year-round. Volunteers help by seeing that participants are practicing their bowling skills safely, making runs to the snack bar for participants who are unable, and assisting in any way to make the bowling practices run smoothly. Additionally, volunteers help chaperone monthly dances, get-togethers, field trips, sport & fitness days, laser tag, spooky party, Gobble Thanksgiving, Game Day Fridays, Fitness Walk, Game Day Mondays, golf, Descanso Gardens, Griffith Park, holiday shopping spree, movie nights, Wildlife Learning Center, and other Alternative Recreation classes and programs.

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12: 320.00
Quarter 10/01/12-12/31/12: 314.00
Quarter 01/01/13-03/31/13: 333.00
Quarter 04/01/13-06/30/13: 255.50
Total for year: 1,222.50

Recreation programs and classes: Volunteers assisted with various recreation programs including Anime, Archery, Art, Bitty Basketball, BMX, Be A Pop Star, Cartooning, CATS Camp, Cupcake Creations Camp, golf, Harry Potter Camp, Lil' Dragons Karate, KinderCamp, Kindergarten Crash Course, Flash Mob Camp, horseback riding, Math tutoring, Movies By Kids, Music n'Motion, Sciensational Workshop for Kids, Senior fitness, Soccer, Star Wars, Summer Academy Reading/Math/Writing, Theater Camp, Tot Cooking, Tot T-Ball, Total Technology, Under the Sea, USA Jump Stars, Victorian Social Dance, Volleyball Camp, Youth Basketball, Senior programs, Zumba, teen programs and events, and more.
Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12  1,336.00
Quarter 10/01/12-12/31/12  478.75
Quarter 01/01/13-03/31/13  408.00
Quarter 04/01/13-06/30/13  549.25
Total for year:  2,772.00

After School Clubs and Winter/Spring/Summer Camps: Each year, volunteers contribute time and talent assisting in our Afterschool Clubs, and Spring/Winter/Summer Camps with homework, crafts, sports, games, snack preparation, play time and more.

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12  1,938.00
Quarter 10/01/12-12/31/12  503.75
Quarter 01/01/13-03/31/13  1,106.00
Quarter 04/01/13-06/30/13  1,055.00
Total for year:  4,602.75

Santa Susana Railroad Depot: Volunteers work weekly at the Depot to improve the look of the facility and offer tours for the public. Also, volunteers contribute time every week emptying trash and doing light custodial work, while Foundation members and other volunteers help with site improvements and leading group tours for schools and scouts. Each weekend, they operated the H-0 scale train diorama to the delight of depot visitors (and RR club members!).

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12  1,237.50
Quarter 10/01/12-12/31/12  1,478.50
Quarter 01/01/13-03/31/13  1,186.25
Quarter 04/01/13-06/30/13  1,732.25
Total for year:  5,634.50

COMMUNITY/GROUP PROJECTS:

Quarter 1
Arroyo Simi Clean-Up: This annual project, part of Coastal Clean-Up Day, brings hundreds of people to work all day cleaning up the Arroyo, not only in the flood control channel, but along the sides, too. 800 hours

Strathearn Park: RSRPD volunteers helped clean the tables and chairs that are used for events at the park. 17 hours

Cover Photos: Volunteers (75) came out to the parks for two hours each to be models for the Reporter and OPR&PN covers. 150 hours.

Quarter 2
**Geocaching Group:** On October 20, 2012, approximately 100 people volunteered to clean up trash and graffiti in the wildlife corridor above Corriganville Park. (300 hours)

**Quarter 3**
United Methodist Church: Teens from a church club cleaned the tables and chairs at Strathearn Park. 60 hours

**Quarter 4**
None

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12 967.00
Quarter 10/01/12-12/31/12: 300.00
Quarter 01/01/13-03/31/13: 60.00
Quarter 04/01/13-06/30/13: 0
Total for year: 1,327.00

**WATERING**
One volunteer with disabilities comes a few times each week with his aide to hand water plants in areas without irrigation at the Sycamore Drive Community Center. This project has served to help this individual with learning job skills and helps the district with a task that is interruptive to the schedule of regular maintenance staff members.

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12 20.00
Quarter 10/01/12-12/31/12: 20.00
Quarter 01/01/13-03/31/13: 20.00
Quarter 04/01/13-06/30/13: 20.00
Total for year: 80.00

**LOCAL HIGH SCHOOLS:** Students in the disability training programs at Simi Valley High School, now located at the Simi Valley Adult School, assist on a year-round basis with filling the Mutt Mitt stations throughout the park system. They visit each park on a weekly basis, assess the need for more Mutt Mitts, then refill the dispensers. In the past, Royal High School also helped, but has been unable to recently, so Simi Valley High/SV Adult School has stepped in to cover all of the parks in Simi Valley. When they are out of school, ARC covers for them.

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12 500.00
Quarter 10/01/12-12/31/12: 500.00
Quarter 01/01/13-03/31/13: 500.00
Quarter 04/01/13-06/30/13: 500.00
Total for year: 2,000.00

**PathPoint:** A local organization called PathPoint brings clients occasionally to the RSRPD office to do an assessment on their suitability for certain types of work. We provide a location
for the client to do clerical work for us and be assessed by the PathPoint employee.

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12: 12
Quarter 10/01/12-12/31/12: 6
Quarter 01/01/13-03/31/13: 12
Quarter 04/01/13-06/30/13: 0
Total for year: 30

ARC, Villa Esperanza, and PathPoint Projects: Beginning in April 2009, a group from ARC, along with their job coach, has started series of ongoing projects in Simi Valley for RSRPD. In 2010, the group from Villa Esperanza started helping in Oak Park. Year-round weekly projects include: cleaning the interpretive markers at Corriganville Park, cleaning swings, slides, spring toys and other equipment in all parks, collecting plastic grocery store bags and placing them in the holding containers at Simi Dog Park and Oak Canyon Dog Park, and cleaning the bag holding containers.

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12: 782.00
Quarter 10/01/12-12/31/12: 806.25
Quarter 01/01/13-03/31/13: 783.00
Quarter 04/01/13-06/30/13: 894.50
Total for year: 3,265.75

PARK INVENTORY: Volunteers go into the parks and update our spreadsheet that shows the count of parking spaces, drinking fountains, picnic benches, basketball courts, etc. The list of items is long and volunteers count to be sure our numbers are correct. The spreadsheet is on our website. This helps people who are looking for locations for events, picnics, and parks with certain amenities. For example, someone who is having a company picnic for 200 people can find a park with enough parking spaces, BBQs, softball diamonds, etc., to enhance their experience.

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12: 0
Quarter 10/01/12-12/31/12: 0
Quarter 01/01/13-03/31/13: 0
Quarter 04/01/13-06/30/13: 36
Total for year: 36

RANCHO SIMI TRAIL BLAZERS
The Rancho Simi Trail Blazers (RSTB) send out a monthly newsletter notifying their members of upcoming hikes, work parties on trails, and historical/archeological information about Simi Valley and surrounding areas. Copies of the newsletter are sent to local high schools and junior highs for distribution to interested students. Extra copies are kept on display in the RSRPD front lobby, the Simi Valley Senior Citizen's Center, and the Simi Valley Library for pick up by the public. Additional copies will be made available to staff and board members by request. RSTB members work hard keeping our trails clear, clean, and unobstructed. Each month, they hold work party days, alternating trail locations. Additionally, group members lead trail hikes for the
public, offering guidance and information on the trail system.

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12 435.00
Quarter 10/01/12-12/31/12 372.00
Quarter 01/01/13-03/31/13 595.75
Quarter 04/01/13-06/30/13 448.00
Total for year 1,850.75

DOCENT-LED GROUP TOURS AND SPECIAL GROUP HIKES
We offer docent-led hikes year-round on the nature trail in Corriganville Park and at the historic Santa Susana Railroad Depot. We currently have five trained docents for Corriganville, and six docents at the Depot. Typical groups taking tours include ARC, Brownies, Cub Scouts, Boy Scouts, elementary schools, Key Clubs, senior groups, Sierra Club, homeschool groups. Also, movie history tours of Corriganville are offered.

Hours completed in this area by quarter:
Quarter 07/01/12-09/30/12 10.00
Quarter 10/01/12-12/31/12 4.00
Quarter 01/01/13-03/31/13 4.00
Quarter 04/01/13-06/30/13 12.00
Total for year 30.00

COMMUNITY OUTREACH
During this year opportunities to meet with students, adults, and others in the community have allowed RSRPD the chance to get the word out about our programs, sponsorship opportunities, and available volunteer positions. Each time presentations are made in schools, it results in new volunteers for the district. The presentations included:

<table>
<thead>
<tr>
<th>Date</th>
<th>Organization</th>
<th>Audience #</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 28</td>
<td>Rotary Club</td>
<td>50</td>
<td>General RSRPD presentation</td>
</tr>
<tr>
<td>Aug 31</td>
<td>Royal High School</td>
<td>300</td>
<td>&quot;Volunteer For Success&quot;</td>
</tr>
<tr>
<td>Sep 5</td>
<td>Buck McKeon video</td>
<td>?</td>
<td>Web video on Strathearn &amp; Depot</td>
</tr>
<tr>
<td>Sep 18</td>
<td>Simi Valley High School</td>
<td>96</td>
<td>&quot;Volunteer For Success&quot;</td>
</tr>
<tr>
<td>Sep 19</td>
<td>Simi Valley High School</td>
<td>160</td>
<td>&quot;Volunteer For Success&quot;</td>
</tr>
<tr>
<td>Sep 27</td>
<td>Santa Susana High Key Club</td>
<td>120</td>
<td>Volunteer opportunities</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Santa Susana High Leadership</td>
<td>50</td>
<td>Volunteer opportunities</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Oak Park High School</td>
<td>200</td>
<td>&quot;Volunteer For Success&quot;</td>
</tr>
<tr>
<td>Oct 4</td>
<td>Royal High School Interact Club</td>
<td>25</td>
<td>Volunteer opportunities</td>
</tr>
<tr>
<td>Oct 5</td>
<td>Leadership Simi Valley</td>
<td>25</td>
<td>Volunteers, marketing, and more</td>
</tr>
<tr>
<td>Oct 9</td>
<td>Santa Susana High Interact Club</td>
<td>40</td>
<td>Volunteer opportunities</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Royal High School Key Club</td>
<td>60</td>
<td>Volunteer opportunities</td>
</tr>
<tr>
<td>Oct 11</td>
<td>Simi Valley High Interact Club</td>
<td>50</td>
<td>Volunteer opportunities</td>
</tr>
<tr>
<td>Oct 15</td>
<td>Santa Susana High School</td>
<td>150</td>
<td>&quot;Volunteer For Success&quot;</td>
</tr>
<tr>
<td>Oct 19</td>
<td>Santa Susana High School</td>
<td>110</td>
<td>&quot;Volunteer For Success&quot;</td>
</tr>
<tr>
<td>Oct 24</td>
<td>Simi Valley High Key Club</td>
<td>60</td>
<td>Volunteer opportunities</td>
</tr>
<tr>
<td>Nov 8</td>
<td>Sinaloa Middle School health fair</td>
<td>700</td>
<td>Volunteer opps/teen activities</td>
</tr>
<tr>
<td>Nov 13</td>
<td>Vintage Simi Hills</td>
<td>30</td>
<td>RSRPD general presentation</td>
</tr>
</tbody>
</table>
Nov 14    Youth Employment Service   12    Volunteer opportunities
Nov 17    Simi Valley High School   90    “Why Should We Hire You?”
Nov 18    Simi Valley High School   150   “Why Should We Hire You?”
Jan 22    Agoura High School       20    Special ed “Vol For Success”
Jan 28    Time Warner “Day Trippin’ Show”  ?    Taped segment about parks
Feb 19    Simi Valley High School   90    “Volunteer For Success”
Feb 21    Simi Valley High School   150   “Volunteer For Success”
Mar 5     Royal High School         210   “Volunteer For Success”
Apr 28    Bridle Path HOA event     200   Materials for a table display
Jun 1     Simi Valley Chamber of Commerce  35    Bus tour of District properties

TOTAL ESTIMATED ATTENDANCE  3,183 (plus web views)

2012 VOLUNTEER OF THE YEAR - NAIA DANKO

This is the text from the board report awarding the Volunteer of the Year for Naia Danko:

BACKGROUND: Each year, the Marketing and Community Outreach Specialist selects one volunteer to receive the Volunteer of the Year Award. Past winners include: Jennilyn Kirkpatrick, 1997; Ken Garges, 1998; Marcie Kraft, 1999; Szu Farrell, 2000; Arlene Altshuler, 2001; Alice Thompson-Balen, 2002; Rosalinda Bernardino, 2003; Donald Schmidt, 2004; Dr. Michael Kuhn, 2005; Kathy Blakeman, 2006; Joel Mueller, 2007, Tom Bergh, 2008, Margarita Voges with her team from ARC, 2009; Caroline McNally, 2010; and Dr. Michael Kuhn, 2011.

VOLUNTEER OF THE YEAR 2012 AWARD: Naia Danko has been selected to receive the 2012 Volunteer of the Year Award. Naia has been a volunteer for Rancho Simi Recreation and Park District since November 15, 2010.

Since that time, she has devoted herself, I’m not kidding, to volunteering for RSRPD, especially our Alternative Recreation programs for participants with disabilities. Her volunteer assignments have included:


Other recreation programs: Drive-In Movies, Battle of the Bands, Music in the Park concerts, Girls Night Out, Rattlesnake Aversion Clinic, CATS-Glee Musical Theater, Movies at the Mall, 50+ Fun Walk, Veterans Day, SnowFest, Tot T-Ball, Total Technology, Soccer, Halloween Carnival and decorating, and more to come.

The impact of her volunteer efforts has been felt throughout the District. E-mails and phone calls have been received from District recreation staff and instructors indicating that Naia is an excellent volunteer. Suggestions that she be awarded Volunteer of the Year have also been received. No other volunteer has received as much follow up to this office as Naia.
Miss Danko is known universally for her cheerful attitude and enthusiastic contribution of her time and effort. The participants in the Alternative Recreation program know her and like her, as well as District staff who rely on her to help.

When the Volunteer Scoop newsletter goes out each quarter, it is well known that Naia will pretty much check off almost every activity. Then, she is on-time, shows great maturity, and generally makes everyone glad that she is volunteering.

Over the past year, Recreation staff members have been urging her to come to work for RSRPD in the Alternative Recreation program. Naia has resisted their efforts, choosing instead to earn the volunteer hours toward college applications and for scholarship applications.

Recently, they have worn her down. She has decided that it would be nice to earn some money toward college expenses and will be coming to work for RSRPD. She will be missed by the volunteer office. However, we have decided that she cannot leave until she recruits at least eight new volunteers to take her place.

**AWARD:** Naia Danko has been selected to receive the 2012 Volunteer of the Year Award.

**OTHER GREAT STUFF...**

**Corriganville Park Camping:** When youth groups camp at Corriganville Park, in lieu of fees, the groups may perform a community service project. Some of the projects can include:
- Clean the tables and benches in the pavilion
- Clean the BBQs next to the pavilion
- Wipe down the interpretive markers
- Water trees and seedlings that were planted in 2003 and 2004
- Pick up trash
- Remove eucalyptus leaves near the parking lot
- Paint items as directed by maintenance staff
- Remove non-native invasive plants

**EVENTS (AND VOLUNTEER HOURS)**

**Quarter 1**
- 2012 4th of July Fireworks Extravaganza (July 4, 2012/Simi Valley): 66.5 hours
- Dive-In Movies: 15 hours
- Drive-In Movies: 12.75 hours
- Music in the Park Concerts: 97 hours
- Movies in the Park: 15 hours
- Mall Movies: 55
- Simi Valley Days Parade, September 22, 2012: 40 hours
- Living Green Expo: 7.5 hours
- Shakespeare in the Park: 30 hours

**Quarter 2**
- Halloween Carnivals in BOTH Simi Valley and Oak Park, October 31, 2012: 521.25 hours
SnowFest: November 4, 2012: 246 hours
Veterans Day ceremony, November 11, 2011/Simi Valley: 89.5 hours
Teen events: Guys Night Out and Anime. 12.25 hours
Drive-In Movies: 5 hours
Splash & Dash Triathlon: 79.75
RSRPD Holiday Party: Volunteers helped with decorating. 18 hours

**Quarter 3**
- Egg Hunt-Simi Valley. 17.75 hours
- Egg Hunt and ACF-Oak Park: 90.75 hours
- Family Game Night: 18 hours
- Drive-In Movie: 9 hours

**Quarter 4**
- Community Showcase & Food Truck Festival, April 13, 2013: 192.5 hours
- Movies in the Park: 6 hours
- Music in the Park: 161.5 hours
- Street Fair: 71.5 hours
- Drive in Movie 12.75

Hours completed in this area by quarter:
- Quarter 07/01/12-09/30/12: 338.75
- Quarter 10/01/12-12/31/12: 971.75
- Quarter 01/01/13-03/31/13: 135.50
- Quarter 04/01/13-06/30/13: 444.25
- Total for year: 1,890.25

**DONATIONS**
- **REI**: The hiking and camping supply store, REI, in the San Fernando Valley, has graciously continued to donate display space in their store for our trail brochures. They receive many requests for local trail information, and are happy to help us spread the word about the Simi Valley trail system. A new case of brochures are provided once each quarter.

- **Kiwanis Club of Simi Valley**: Each month this club contributes $150.00 to fund the Alternative Recreation Dance at Houghton Park. ($150.00 x 12 = 1,800.00 / year)

- **Dog Vaccination Clinic**: The County of Ventura and Dr. Ron set up a licensing and vaccination clinic with District staff to offer their services at Simi Dog Park. Additionally, the Counties of Ventura and Los Angeles, and Dr. Deam participate in the event in Oak Park.

- **Busy Hands Garden Club**: Club members donate money each year to help plant trees. A donation of $500.00 was received in February 2012. On April 5 club members helped plant trees at Strathearn Park.

- **Elegant Gardens Nursery**: David Bateman and Grant Wilkins donated rose trees and rosebushes for RSRPD to give away during a prize drawing at our Street Fair booth.

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**TIME WARNER CABLE / LOCAL EDITION SEGMENTS**
Multiple times each year, the district’s marketing and community outreach specialist is invited to film a five minute segment with Time Warner Cable. The segments are aired on Channel 1-Video on Demand, TWC Channel 101, the government channel and on YouTube.

TWC has invited staff to tape segments every other month. At each taping, two segments are recorded, then shown over a two month period. This has allowed RSRPD to be viewed now on a monthly basis. Most other organizations tape one or two segments each year, so to get a monthly viewing is wonderful.

Over the past few years, the segments have focused on upcoming events and recreation programs. Recently, the segments have changed to information on specific parks. These segments may then be added to the RSRPD website in the parks section.

Taping dates and topics during this fiscal year included:

<table>
<thead>
<tr>
<th>Taping Date</th>
<th>Topics covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 24, 2013:</td>
<td>Oak Park Community Center and Gardens, Rancho Simi Community Park and Rancho Pool.</td>
</tr>
<tr>
<td>February 14, 2013:</td>
<td>Rancho Tapo Community Park, Veterans Plaza, and Santa Susana Park.</td>
</tr>
<tr>
<td>March 21, 2013:</td>
<td>Arroyo Simi Equestrian Center, hiking trails.</td>
</tr>
</tbody>
</table>

**TIME WARNER CABLE BULLETIN BOARD ADS**

On a monthly basis, Time Warner Cable allows the district to provide information about events, activities and programs for advertisement on their public access Channel 10. The bulletin board ad program is now being managed by the City of Simi Valley. RSRPD staff prepares our ads and sends the ads to the City to display.

**FILM PERMITS**

The District offers year-round opportunities for film makers. Permits can be issued for feature films, commercials, TV movies, student productions, or even just a parking lot rental for filming in a nearby neighborhood. Annual revenue from filming varies, depending on the industry, their funding, project topics, and more. Most film permits are for a single day shoot.

Many other California locations are still seeing drops in film revenue. Many in the film industry have complained that filming is regularly being sent out of state due to tax incentives. Also, the other states require using local crews as much as possible, so local camera operators, location scouts and others have seen a drop in work locally.
From July 2012-June 2013, the following film permits were issued:

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Location</th>
<th>Gross Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2012</td>
<td>Rancho Simi Community Park</td>
<td>$1,971.25</td>
</tr>
<tr>
<td>September 2012</td>
<td>Corriganville Park</td>
<td>$ 703.50</td>
</tr>
<tr>
<td>October 2012</td>
<td>Sycamore Drive Community Center</td>
<td>$ 775.00</td>
</tr>
<tr>
<td>October 2012</td>
<td>Arroyo Simi Equestrian Center</td>
<td>$1,022.50</td>
</tr>
<tr>
<td>November 2012</td>
<td>Strathearn Historical Park</td>
<td>$1,737.50</td>
</tr>
<tr>
<td>November 2012</td>
<td>Corriganville Park</td>
<td>$1,036.25</td>
</tr>
<tr>
<td>January 2013</td>
<td>Oak Park Community Center, Park, and Nature</td>
<td>$4,350.00</td>
</tr>
<tr>
<td>February 2013</td>
<td>Strathearn Historical Park</td>
<td>$ 425.00</td>
</tr>
<tr>
<td>March 2013</td>
<td>China Flat Trail/King James Court entrance</td>
<td>$ 685.00</td>
</tr>
<tr>
<td>March 2013</td>
<td>Corriganville Park</td>
<td>$ 575.00</td>
</tr>
<tr>
<td>March 2013</td>
<td>Corriganville Park</td>
<td>$ 450.00</td>
</tr>
<tr>
<td>April 2013</td>
<td>Corriganville Park</td>
<td>$1,568.75</td>
</tr>
<tr>
<td>May 2013</td>
<td>Santa Susana Railroad Depot</td>
<td>$1,572.50</td>
</tr>
<tr>
<td>May 2013</td>
<td>Corriganville Park</td>
<td>$ 525.00</td>
</tr>
<tr>
<td>May 2013</td>
<td>Corriganville Park</td>
<td>$1,856.25</td>
</tr>
<tr>
<td>June 2013</td>
<td>Corriganville Park</td>
<td>$ 275.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$19,528.50</td>
</tr>
</tbody>
</table>

**FILM REVENUE RECAP**

<table>
<thead>
<tr>
<th>Year</th>
<th>Gross Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008/2009</td>
<td>$33,554.10</td>
</tr>
<tr>
<td>2009/2010</td>
<td>$36,544.98</td>
</tr>
<tr>
<td>2010/2011</td>
<td>$14,790.00</td>
</tr>
<tr>
<td>2011/2012</td>
<td>$29,920.62</td>
</tr>
<tr>
<td>2012/2013</td>
<td>$19,528.50</td>
</tr>
<tr>
<td><strong>5 year total</strong></td>
<td><strong>$134,338.20</strong></td>
</tr>
</tbody>
</table>

The average annual film permit revenue is $26,867.64. RSRPD properties are on the City’s list of top 12 filming permit locations within its boundaries. In 2012, RSRPD staff invited the City rep, County rep, and the other 11 top property representatives to start meeting occasionally to share information and help each other attract more filming to the community. We call ourselves **Film Simi** and have produced a brochure and have a presence on facebook.com.

Recently, the County of Ventura hired a film liaison to compile a list of film-friendly locations in the county, create a website, and help market the entire county to the film industry. The liaison met with the Simi Valley film committee to review the materials we have created and learn more about filming in Simi Valley.

The liaison left the meeting impressed by the work done by the group and is doing site visits with each of the property reps. She will, at no cost to us, help promote the properties in order to keep more filming within the county boundaries. Also, since our group has already done much of the work already, she will use the Simi Valley properties as her test model for building the website for the entire county. Basically, this means our information will be among the first properties that film location scouts will find when they search the site.
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

Date: September 5, 2013
To: District Manager
From: Director of Planning/Acting Director of Maintenance
Subject: Review and Approval of Monumentation for the Sprite Spark Parks Project Artwork Located at Rancho Tapo Community Park

Background and Overview:

At the July 18, 2013 Board of Directors meeting held in Oak Park, Director Freeman and Director O’Brien requested that staff research the possibility of inscribing Don MacLean’s name on the life-sized steel sculpture silhouette of Don MacLean installed at Rancho Tapo Community Park as part of the Sprite Spark Parks Grant Program.

In lieu of a monument plaque, staff indicated that there is the possibility of permanently sandblasting an inscription directly onto the sculpture’s concrete base. This type of inscription is less susceptible to vandalism and is more economical than brass or stone monument plaques. A sample of the sandblast lettering and proposed inscription was to be presented to the Board of Directors for consideration at a future date.

Prompted by an invitation from the Mayor to participate in a Certificate of Commendation presentation to Don MacLean at the August 19, 2013 City Council Meeting, the District Manager unveiled the sample sandblast lettering to the Board at the August 15, 2013 Board of Directors meeting. The District Manager indicated that staff would be formally presenting its findings and inscription recommendations at the next Board of Directors meeting.

Current Findings:

Currently, staff is recommending that the Board select one of the six example inscriptions to be sandblasted and painted onto the concrete base of the life-sized steel sculpture of Don MacLean. In addition, staff is recommending that the inscription be placed horizontally (flat) on the surface of the concrete base. Aesthetically this provides the optimum geometric and viewing angle from all directions.

The proposed inscription work will be performed by Angel Memorials of Mission Hills. Angel Memorials' previous work experience with the Park District includes creating the “Jim Meredith Sports Complex” plaque at Rancho Simi Community Park.
Staff's estimated cost to complete the entire project is $1,000.00.

Board Action Requested:

That the Board:

1. Select and approve one of the six example inscriptions to be sandblasted and painted onto the concrete base of the life-sized steel sculpture of Don MacLean at Rancho Tapo Community Park.

Wayne Nakaoka
Director of Planning/Acting Director of Maintenance

WN:bjm
DON MACLEAN
SVHS 1986-1988

EXAMPLE NO. 3

EXAMPLE NO. 4

Don MacLean
SVHS 1986-1988
EXAMPLE NO. 5

DON MACLEAN
SVHS 1986-1988
UCLA 1988-1992
NBA 1992-2001

EXAMPLE NO. 6

Don MacLean
SVHS 1986-1988
UCLA 1988-1992
NBA 1992-2001
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

Date: September 5, 2013

To: District Manager

From: Director of Planning/Acting Director of Maintenance

Subject: Rejection of Bids for the Arroyo Simi Greenway Project Phase One and Authorization to Solicit Bids through Specialty Contractors and Trades

Background and Overview:

At its meeting of May 2, 2013, the Board of Directors authorized the solicitation of bids for the Arroyo Simi Greenway Project Phase One. Phase One includes construction of two miles of new asphalt bikeway between Sequoia Avenue and Erringer Road; construction of seventeen (17) new, attractive and easy-to-access trail entries; and installation of directional signage, benches, bicycle racks, and other amenities. Educational interpretive exhibits will also be installed at key points along the Arroyo. Three bid alternates were included with the project: (1) Primary Gateway – Two-Column Monument Signs, (2) Amenity Installation, and (3) Traffic Signal Installations.

A Notice Inviting Bids was published in the Ventura County Star on June 2, 2013. In addition to the Notice Inviting Bids, staff mailed nine (9) notification letters to contractors who indicated interest in submitting a proposal for the project.

Due to the low number of contractors requesting plans and specifications for the project, staff issued Addendum No. 1 on June 24, 2013, which postponed and rescheduled the bid opening for the project from June 25, 2013 to July 30, 2013. Concurrent with Addendum No. 1, eight (8) additional letters were sent to various contractors in an effort to stimulate interest in the project. A total of nine contractors had received bid packages for the project at the time of the Bid Opening.

On July 30, 2013, two (2) sealed bids were received in time for the Bid Opening as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Base Bid Amount</th>
<th>Bid Alternate #1</th>
<th>Bid Alternate #2</th>
<th>Bid Alternate #3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Adul Corporation dba Lee Construction Co., Simi Valley, CA</td>
<td>$1,066,793</td>
<td>$57,060</td>
<td>$53,271</td>
<td>$304,918</td>
<td>$1,482,042</td>
</tr>
<tr>
<td>C.A. Rasmussen, Inc., Valencia, CA</td>
<td>$1,124,800</td>
<td>$120,000</td>
<td>$62,000</td>
<td>$282,000</td>
<td>$1,588,800</td>
</tr>
</tbody>
</table>
The Base Bid for the project incorporated the basic construction elements listed as part of the Proposition 84 California Rivers Parkways Grant, including demolition, tree removals, grading, storm drain, asphalt paving, concrete and fencing. Bid Alternate No. 1 was for the installation of the three (3) Two-Column Monument Signs at the primary entrances located at Sequoia Avenue, Erringer Road (RSCP) and Madera Road. Bid Alternate No. 2 provided for the installation of the Phase One amenities, including park benches, bike racks, trash receptacles, and the project’s interpretive exhibits.

Plans and specifications for Bid Alternate No. 3 were prepared and provided by the City of Simi Valley for the installation of the signalized street crossings at Royal Avenue, Sycamore Drive and Erringer Road. It should be noted that the work under this alternative is actually part of the Arroyo Simi Greenway Phase Two construction project. The City requested the Park District to incorporate this work into our Phase One bid package due to the availability of traffic mitigation funds in the amount of $150,000.00.

Current Findings:

Currently, all of the proposals (Base Bid and Alternatives) received by the Park District exceed available funding for the project. Under the best case scenario, if the Park District awarded a contract for the Base Bid and Bid Alternate No. 2 to satisfy the minimum scope-of-work identified under the Proposition 84 California Rivers Parkways Grant, the aggregate sum of the Base Bid, Bid Alternate No. 2, supplemental construction services and fees for this portion of the work is estimated at $1,324,068.80. Current funding available for the project, including all contributions from the City of Simi Valley and Park District, totals $902,275.00. This equates to an overall funding shortfall of $421,793.80, and would require an additional cash contribution of $210,896.90 from both agencies to move forward with the project (see Attachment A).

On August 22, 2013, Park District staff met with City staff to discuss the overall bid results and possible construction alternatives. As a result of this meeting, it was determined that Park District staff should recommend the rejection of all bids for the Arroyo Simi Greenway Project Phase One and re-solicit separate bids for the project through specialty contractors and trades. If approved, the Park District would essentially act as general contractor for the project, provided the bid results are favorable.

Staff is prepared to reorganize the project’s scope-of-work and prepare five (5) separate bid packages for the project as follows:

1. Demolition, Grading, Drainage and Paving
2. Primary Gateway – Two-Column Monument Signs and Decorative Rockwork
3. Project Amenities (Vista Points, Rest Areas, Benches, Bike Racks, Signs, etc.)
4. Fencing (Omega Fencing, Wrought Iron Gates, Chain Link Fences, etc.)
5. Traffic Signals and Striping

Upon completion of all necessary revisions, staff will immediately re-solicit bids for the project. Listed below is a revised timeline for the project.
<table>
<thead>
<tr>
<th>Revisions to Bid Documents</th>
<th>September 5 to September 13, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication of Legal Notice in V.C. Star</td>
<td>September 15, 2013 (5 Legal Notices)</td>
</tr>
</tbody>
</table>
| Opening of Public Bids | October 1, 2013 (2:00, 3:00 and 4:00 p.m.)  
October 2, 2013 (2:00 and 3:00 p.m.) |
| Meeting with City of Simi Valley | Week of October 7, 2013 |
| Board of Directors Award of Contracts | October 17, 2013 |
| Notice to Proceed | November 1, 2013 |
| Start of Construction | November 18, 2013 |
| End of Construction | February 16, 2014 |

**Board Action Requested:**

That the Board:

1. Reject all bids for the Arroyo Simi Greenway Project Phase One.

2. Authorize staff to solicit separate bids for the Arroyo Simi Greenway Project Phase One through specialty contractors and trades.


Wayne Nakaoka
Director of Planning/Acting Director of Maintenance

WN:bjm
### Arroyo Simi Greenway Project Phase One Construction Project

#### Reduced Scope-of-Work Alternative (Base Bid and Alternate Bid No. 2)

**Construction Bid Prices (Apparent Low Bidder - Lee Construction)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$1,066,793.00</td>
</tr>
<tr>
<td>Bid Alternate No. 1 (Primary Gateway Two Column Sign)</td>
<td>$ -</td>
</tr>
<tr>
<td>Bid Alternate No. 2 (Amenity Installation)</td>
<td>$53,271.00</td>
</tr>
<tr>
<td>Bid Alternate No. 3 (Traffic Signal Installation)</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>$1,120,064.00</strong></td>
</tr>
</tbody>
</table>

**Construction Services and Fees**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penfield and Smith (Surveying)</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Penfield and Smith (Construction Monitoring - Maximum)</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Penfield and Smith (SWPPP QSP)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Gorian and Associates (Soils Engineering and Testing)</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>VCWPD Inspection Fee and Encroachment Permit</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Interpretive Exhibits (Fabrication Allowance)</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>7.5% Change Order Allocation (Base on Const. Bid Price)</td>
<td>$84,004.80</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>$204,004.80</strong></td>
</tr>
</tbody>
</table>

**Estimated Phase One Construction Total**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$1,324,068.80</strong></td>
</tr>
</tbody>
</table>

---

### Current Funding Shortfall and Estimated Additional Agency Contributions Required

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Available Project Funds</td>
<td>$902,275.00</td>
</tr>
<tr>
<td>Estimated Phase One Construction Total</td>
<td>$1,324,068.80</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$(421,793.80)</strong></td>
</tr>
</tbody>
</table>

**Additional Agency Contributions Required**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Simi Valley</td>
<td>$210,896.90</td>
</tr>
<tr>
<td>RSRPD</td>
<td>$210,896.90</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>$421,793.80</strong></td>
</tr>
</tbody>
</table>

**Project Total**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

*** Aggregate CSV Contribution for this Project Totals $310,896.90.
$100,000.00 (Local Match) + $210,896.90 (Additional Agency Contribution)
THIS PAGE IS BLANK
DATE: September 5, 2013

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Resolution Modifying District Policy Manual, Chapter 7
        Board of Directors; Section 7-100

SUMMARY

Staff is recommending minor housekeeping changes to the District’s Policy Manual Chapter 7 which
lists the rules and procedures for the District’s Board of Directors. The major changes relate to the
order and content of meeting agendas, other minor changes are also suggested to comply with recent
title changes. The proposed changes to this section of the District’s Policy Manual are shown on the
attachment in bold italic and strikeout format.

BOARD ACTION REQUESTED

Staff recommends approval of the proposed changes to the District’s Policy Manual Section 7-100,
Board of Directors.

Larry Peterson
District Manager
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO.__________

APPROVAL OF RESOLUTION MODIFYING DISTRICT
POLICY MANUAL, CHAPTER 7 BOARD OF DIRECTORS; SECTION 7-100

WHEREAS, the Policy Manual of the Rancho Simi Recreation and Park District has been established by the Board of Directors by Resolution Action; and

WHEREAS, the Policy Manual is an evolving document that is regularly reviewed and considered; and

WHEREAS, the Policy Manual includes a section describing the Rules and Procedures for the District’s Board of Directors, and

WHEREAS, staff is proposing various changes to the language in this section of the District’s Policy Manual, and

WHEREAS, the proposed changes to the applicable Policy Manual section are identified on the attachment in bold italic and strikeout format;

NOW, THEREFORE, BE IT RESOLVED that the District’s Policy Manual at Chapter 7-100, Board of Directors, is hereby amended as indicated on the attachment hereto, and the District Manager is authorized to proceed with the implementation of this update to the District’s Policy Manual.

The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a regular meeting held on September 5, 2013, at 1692 Sycamore Drive, Simi Valley, Ca, on a motion by Director

Ayes:

Noes:

Absent:

Chair of the Board of Directors
Rancho Simi Recreation and Park District
BOARD MEETINGS: RULES AND PROCEDURES

Agenda

A. Preparation of Agendas: Matters may be placed on the agenda by individual board members and by the District General Manager. All board members will have the equal right to place items on the agenda for consideration at a board meeting. Neither the Chairman of the board of directors, individual directors, nor the District General Manager may restrict the items to be placed on the agenda or selectively choose which items may be placed on the agenda.

All reports, communications, resolutions, contract documents, or other matters to be submitted to the board of directors will be delivered to the District Clerk Clerk of the Board no later than noon of the fifth business day prior to each board meeting.

B. Reports and Other Written Information: Upon closing the agenda, the District Clerk Clerk of the Board will promptly arrange a list of each report or other written information in written agenda form according to the Order of Business. The District Clerk of the Board will make every effort to deliver or mail a copy of the agenda and all reports and written information to each board member and the district’s attorney no later than the fourth business day prior to the meeting. The District Clerk of the Board will also deliver or mail a copy of the agenda to each news media which has a written request for board meeting agendas on file in the office of the Clerk of the Board. If available, copies of reports, statements, and other written information referring to agenda items and provided to board members, other than closed session items, will be supplied or made available to representatives of the news media upon request.

C. Business Not On Agenda: Except as to matters which may be presented by citizens under Public Discussions, no matters other than those listed on the agenda will be presented to the board of directors except by members of the board, who may bring matters of concern up under Items by Directors. Matters deemed to be emergencies, or of an urgent nature, may be presented by an administrating official upon the consent of the board of directors and placed on the agenda for review and action in accordance with current laws.

The board of directors will take no action with regard to items which are not on the agenda. However, the board of directors may accept questions and information for the purpose of establishing future agenda items.

The Presiding Officer - Election and Duties

Date Adopted: December 20, 2001 (revised)  
Type of Policy: Board of Directors
BOARD MEETINGS: RULES AND PROCEDURES (Continued)

A. The board of directors will meet on the second regular meeting date in December and choose one of its members as Chairman and one as Vice Chairman. The term of the Chairman and of the Vice Chairman will be one year or until a successor for either position is chosen by the board of directors. A new Chairman or Vice Chairman may be chosen at any time. Voting will be by open verbal ballot. Three affirmative votes will be required to choose or to change the Chairman or Vice Chairman.

B. The Chairman will be the presiding officer of the district. The presiding officer will preserve strict order and decorum at all regular and special meetings of the board of directors. The Chairman will state every question coming before the board of directors, announce the decision of the board of directors on all subjects, and decide all questions of order. This is subject, however, to an appeal to the board of directors, in which event a majority vote of the board of directors will govern and conclusively determine all questions of order. The Chairman may vote on all questions, with the Chairman’s name being called last. The Chairman will sign all ordinances and resolutions adopted by the board of directors during the meeting. In the event of the absence or disability of the Chairman, the Vice Chairman will have all the powers and duties of the Chairman and will sign ordinances or resolutions as adopted. In the event either the Chairman or Vice Chairman are not present, the remaining board members will decide on a temporary Chairman.

C. Neither the Chairman nor the Vice Chairman will have any duties or authority beyond those duties specifically provided for in the Policy Manual.

No committee nor individual board member has any authority unless such authority is specifically granted to the committee or the individual board member by the board of directors at a meeting for the achievement of a certain purpose.

Call to Order - Presiding Officer

The Chairman will take the chair precisely at the hour appointed for the meeting and will immediately call the board of directors to order. If the Chairman is absent or unable to act, the Vice Chairman will call the board of directors to order and proceed as the presiding officer.

Roll Call

Before proceeding with the business of the board of directors, the District Clerk of the Board or a representative will call the roll of the board members, and the names of those present will be entered into the minutes.

Date Adopted: December 20, 2001 (revised) 

Type of Policy: Board of Directors
Quorum: Adjournment of Less Than Majority; Compelling Attendance of Absent Members

A majority of the board of directors constitutes a quorum for the transaction of business. Less than a majority may adjourn from time to time and compel attendance of absent board members in the manner and under the penalties prescribed by law.

Order of Business

All meetings of the board of directors will be open to the public. Promptly at the hour set by the board of directors on the day of each regular meeting, the members of the board of directors, the General Manager, the district’s attorney and Chairman will take their regular stations in the board chambers, and the business of the board of directors will be taken up for consideration and disposition in the following order:

I. Call to Order and Pledge of Allegiance
II. Roll Call
III. Public Discussion (Items not on the Agenda)
IV. Approval of Minutes
V. Scheduled Items and Public Hearings
VI. Consent Agenda*
    A. Approval of Check Warrant Registers
VII. Public Discussions
VIII. Continued Business
IX. New Business
X. Written Communications of Note
XI. Items by General Manager (Informational)
XII. Presentations by Chairman and/or Chairman of District Committees
XIII. Items by Directors Reports by Board Members
XIV. Report by District Manager
XV. Closed Session
XVI. Adjournment

*Matters listed under the Consent Agenda are considered routine and will be acted upon without discussion by one motion unless discussion is desired. In that event, the item will be removed from the Consent Agenda.

Date Adopted: December 20, 2001 (revised)  
Type of Policy: Board of Directors
Chapter: 7
BOARD OF DIRECTORS
Policy: 7-100-D

BOARD MEETINGS: RULES AND PROCEDURES (Continued)

Reading of Minutes

If the District Clerk of the Board has previously furnished each board member with a copy of the minutes of a board meeting, the minutes may be approved without reading unless a reading is requested by a member of the board of directors.

Rules of Debate

A. Presiding Officer May Debate and Vote, etc.: The presiding officer may move, second, and debate from the chair subject only to such limitations of debate as are imposed on all board members by these rules and will not be deprived of any of the rights and privileges of a board member by reason of the position as the presiding officer.

In the event it is necessary to restrict debate on any given subject, debate will be restricted equally to all board members.

B. Getting the Floor. Improper References to Be Avoided: Every board member desiring to speak will address the Chairman, and, upon being recognized by the presiding officer, will confine board member comments to the questions under debate, avoiding all references to personality conflicts and indecorous language.

C. Interruptions: Once a board member is recognized by the presiding officer, that board member will not be interrupted when speaking unless it becomes necessary to call that board member to order. Any board member called to order while speaking will cease speaking until the question of order is determined. Once the question of order has been determined and all related issues resolved, the board member will be permitted to proceed.

D. Motion to Reconsider: A motion to reconsider any action taken by the board of directors may be made only on the day the action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session of the original meeting. The motion must be made by one of the prevailing side, but may be seconded by any board member, and may be made at any time and have precedence over all other motions or while a board member has the floor, it will be debatable. Nothing herein will be construed to prevent any member of the board of directors from making or remaking the same or any other motion at a subsequent meeting of the board of directors.

E. Remarks of Board Member. When Entered into Minutes: Through the presiding officer, a board member may request the privilege of having an abstract of the board member’s

Date Adopted: December 20, 2001 (revised) Type of Policy: Board of Directors
statement on any subject under consideration by the board of directors entered into the minutes.

F. **Rules of Order:** Except as otherwise provided in this resolution, the current edition of "Robert’s Rules of Order" will be used as a guide to the conduct of the meetings of the board of directors, provided, however, that the failure of the board of directors to conform to said rules of order will not, in any instance, be deemed to invalidate the action taken. Specifically, the following paragraphs from "Robert’s Rules of Order" will be excluded from application to district board of director’s meetings: Section 21, "Adjourn," Effect of Adjournment on Pending Business or on an Incompleted Order of Business, paragraph C; and Section 48, “Boards,” Effect of Periodic Partial Change in Board Membership.

**Addressing the Board**

A. **Public Discussion:** Any person desiring to address the board of directors will **be asked but not required to** first fill out and submit a speaker card to the board recording secretary. The names of persons that have submitted a card will be called by the presiding officer at the appropriate time as indicated on the speaker card. The presiding officer may waive this formal procedure for addressing the board of directors as may be deemed appropriate.

B. **Written Communications:** Interested parties or their authorized representatives may address the board of directors by written communications.

C. **Reading of Protests, etc.:** Interested persons or their authorized representatives may address the board of directors by reading of protests, petitions, or communications relating to zoning matters within the jurisdiction of the district, hearings on protests, appeals and petitions, or similar matters, in regard to matters then under consideration.

**Addressing the Board After Motion Made**

After a motion is made by the board of directors, no person other than board members and staff personnel will address the board of directors without first securing the permission of the board of directors to do so.

**Manner of Addressing Board - Time Limit**

Each person addressing the board of directors will step up before the board of directors, will give his/her name and address in an audible tone of voice for the records, and will limit his/her address

Date Adopted: December 20, 2001 (revised)  
Type of Policy: Board of Directors
to five minutes unless further time is granted by the board of directors. All remarks will be addressed to the board of directors as a body and not to any member thereof. Other than the board of directors and the person having the floor, no person will be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the presiding officer. No question will be asked of a board member except through the presiding officer.

Decorum

A. **By Board Members:** While the board of directors is in session, the board members must preserve order and decorum. A board member will neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the board of directors, nor disturb any board member while speaking or refuse to obey the orders of the board of directors or its presiding officer, except as otherwise provided.

B. **By Persons:** Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the board of directors, will be forthwith barred from further audience before the board of directors by the presiding officer unless permission to continue be granted by a majority vote of the board of directors.

Enforcement of Decorum

When deemed necessary, a sworn California peace officer, whose authority and jurisdiction include the site of a convened board meeting, will be assigned the duties of the sergeant-at-arms. The sergeant-at-arms will carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the board meeting. Upon instructions of the presiding officer, it will be the duty of the sergeant-at-arms, or any of them present, to place any person who violates the order and decorum of the meeting under arrest and cause the person to be prosecuted under the appropriate ordinance, the complaint to be signed by the presiding officer.

Board Members May File Protests Against Board Action

Any board member will have the right to have the reasons for the board member’s dissent from or protest against any action of the board of directors entered into the minutes.

Closed Sessions

All closed sessions and committee and other meetings and representations by the board of directors will be in strict conformance with the Brown Act.
Matters discussed in closed session are confidential and not for disclosure.

**Claims Against District**

Any claim for payment for any service, equipment or supply which has been previously authorized by the board of directors or by the District General Manager in accordance with an ordinance will be paid by the District General Manager without reference to the board of directors upon the determination that the service has been rendered or the equipment or materials delivered in accordance with specifications.

**Ordinances, Resolutions, Motions, and Contracts**

A. **Prior Approval by Administrative Staff:** Before presentation to the board of directors, all resolutions and contract documents will have been reviewed or approved as to form and legality by the district’s attorney or an authorized representative, and will have been examined and approved for administration by the District General Manager or an authorized representative where there are substantive matters of administration involved. All necessary instruments will have first been submitted for approval to the head of the department under whose jurisdiction the administration of the subject matter of the ordinance, resolution or contract document will be transferred; provided, however, that if approval is not given, the same will be returned to the District General Manager with a written memorandum of the reasons why the approval is being withheld. In the event the questioned instrument is not redrafted to meet a department head objection, or objection is not withdrawn and approval given in writing, then the District General Manager will advise the board of directors and give the reasons advanced by the department head for withholding approval.

B. **Introduction and Passage:** Resolutions and other matters or subjects requiring action by the board of directors, or upon which the board of directors may act, will be introduced by a member of the board of directors (including the Chairman). The only exception will be that the District General Manager may present resolutions and other matters or subjects to the board of directors, and any board member may assume sponsorship by moving introduction or adoption as appropriate. Otherwise, resolutions and other matters or subjects will not be considered.

Resolutions or orders for the payment of money will be adopted or made only at a regular meeting.

Date Adopted: December 20, 2001 (revised)  
Type of Policy: Board of Directors
Reports and Resolutions to be Filed with Clerk of the Board

All reports and resolutions will be filed with the District Clerk of the Board and entered into the minutes.

Adjournment

A. As a matter of course, all meetings of the district will be adjourned or recessed at 10:30 p.m. or upon completion of any action which is under consideration by the board of directors at said hour. Should the board of directors continue to address an agenda item in progress past 10:30 p.m., a motion will be needed to continue board of directors’ discussion of the agenda item in progress beyond the 10:30 p.m. deadline.

B. In the event the volume of business to be considered in any meeting is greater than that which can conveniently be considered at that time by the board of directors, action on certain agenda items may be postponed by a majority vote of the board of directors.

C. A motion to adjourn will always be in order and decided without debate.
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 5, 2013

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Board Members and/or District Staff to Serve as a Volunteer on One or More of the California Special Districts Association’s 2014 Committees and Expert Feedback Teams

SUMMARY

Annually, the California Special District’s Association (“CSDA”) solicits the interest of Board and staff members in serving as a volunteer on one or more of its committees or teams. See attached correspondence. Committees meet at least twice a year in Sacramento. Although CSDA does not reimburse for the associated travel expenses, the District has traditionally reimbursed for expenses that are incurred by Rancho Simi Recreation and Park District member/participants. Participation on Feedback Teams is done electronically.

For over 37 years, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,000 organizations throughout California. It is the only statewide association representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare and community services districts, to name a few.

CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special districts management and operational effectiveness. The attached request for Committee/Team interest represents an excellent opportunity to become more involved in issues of significance to the District.

Board member Kate O’Brien currently serves on the Finance Committee and Director Freeman serves on the Legislative Committee. For those interested in legislation, CSDA also allows participation electronically, through its Legislative Distribution List. Board members should now determine and coordinate their interests in serving to avoid duplication of effort.
BOARD ACTION REQUESTED

Staff recommends the Board members determine their interest in serving on a CSDA Committee and/or Team and approve participation as appropriate.

Larry Peterson
District Manager
ATTACHMENT
MEMORANDUM

DATE: August 14, 2013
TO: CSDA Members (Board and Staff)
FROM: Stanley Caldwell, CSDA President
       Neil McCormick, Executive Director
SUBJECT: 2014 CSDA Committee & Expert Feedback Team Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district/agency Board members and staff in the work of the Association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district (staff and/or Board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

In regard to CSDA's Expert Feedback Teams, when a need for feedback arises on a particular policy matter, CSDA legislative staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and on rare occasions they may be contacted by phone.

Please return the attached form by October 18, 2013 by 5:00 p.m. The selection and ratification of CSDA's 2014 committees will take place in November and selected participants will be notified by the end of November 2013. Committee participation begins in January 2014.

Thank you for your continued support of CSDA!
2014 COMMITTEE AND EXPERT FEEDBACK TEAM
INTEREST FORM

Please make additional copies for each participant.

*Please Use Actual Contact Information where you can be reached*

Name: ____________________________________________

Title/Position: ____________________________________

District/Organization: ________________________________

District Address: __________________________________

Personal Address: __________________________________

Telephone: (District) ___________________ (Contact): ___________________

Fax (District): _____________________ (Contact): ___________________

E-mail: ____________________________________________

**COMMITTEES:** We hope your District will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: 1 = 1st choice; 2 = 2nd choice; 3 = 3rd choice

If we are able to place you on more than one committee, how many committees would you like to serve on? _______ (maximum 3)

**NOTE:** All committees meet in person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

- **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. **Commitment:** Meets with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

- **Education Committee:** Plans, organizes and directs the professional development and events for CSDA. **Commitment:** Meets at least twice annually.

- **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. **Commitment:** Minimum of one meeting in Sacramento.

- **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. **Commitment:** Meets at least three times annually. Financial experience preferred.

- **Membership & Recruitment Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. **Commitment:** Meets at least twice annually.
Legislative Committee (space is limited): Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets six times a year in Sacramento. Attending CSDA's Special District Legislative Days (May 20-21) and Annual Conference (September 29-October 2) is expected if you serve on this committee. All selected 2014 members will be invited to join the 2013 committee members and CSDA staff for a legislative planning session on November 15, 2013.

Each Legislative Committee member will be assigned to 1 to 2 working groups. Please rank from 1 to 6 which working groups you are interested in participating in:

- Budget, Finance & Taxation Working Group
- Environmental Sustainability Working Group
- Formation & Reorganization Working Group
- Human Resources & Personnel Working Group
- Public Works & Contracting Working Group
- Transparency & Accountability Working Group

I am interested in participating on ___ (1 or 2) Legislative Committee working groups

Alternative Option: Legislative Distribution List - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list may provide input by responding to the legislative staff by email. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee.

EXPERT FEEDBACK TEAMS: In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

- Budget, Finance & Taxation: Assessments; Bankruptcy; Bonds; Mandates; Mello-Roos; Property Tax Allocations; Public Financing; Prop 218; Redevelopment; Special Taxes
- Environmental Sustainability: CEQA; Greenhouse Gas Emissions; Renewable Energy; SB 375
- Formation & Reorganization: Cortese-Knox-Hertzberg; Consolidation; Dissolution; LAFCO; MSR; SOI
- Human Resources & Personnel: Health and Other Benefits; Industrial Safety; Labor; Public Retirement; Workers' Compensation and Other Insurance
- Legal: General legal matters affecting special districts
- Public Works & Contracting: Basic Contracting; Bidding Process; Design-Build; Indemnification; Prevailing Wage & Contracted Labor; Public Private Partnerships; Retention Proceeds
- Transparency & Accountability: Audits; Brown Act; Ethics; Governance; Public Records Act; Political Reform Act; Reporting to State Controller

Committee and Expert Feedback Team participation is open to both Board members and Staff. Please note that the Association does not reimburse any expenses incurred from this participation.

CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through conference calls, fax correspondence and e-mail; however, most committees do meet at least two times a year in person.

*Either the District/Company General Manager or Board President must authorize below*

*Signature: _____________________________ Date: ____________________________*

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email chariottel@csda.net no later than 5:00 p.m. on Friday, October 18, 2013.

CSDA 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 www.csda.net
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