MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
1692 SYCAMORE DRIVE, SIMI VALLEY, CA 92065
NOVEMBER 7, 2013, 6:30 P.M.

AGENDA ITEM

I. CALLED TO ORDER: 6:31 p.m.

PLEDGE OF ALLEGIANCE: Led by Wayne Nakaoka

II. ROLL CALL: Present: Directors O’Brien, Hostetler, Freeman, Vice Chair Johnson, Chair Cavanaugh

Staff: Douglas Duran, Paul Friedeborn, Gerardo (Chato) Hernandez, Colleen Janssen, Wayne Nakaoka, Carol Odenberg, Theresa Pennington, Larry Peterson, Brian Pierik, Esq., Robin Walker

Guests: Family of Gerardo Hernandez

III. PUBLIC DISCUSSION (ITEMS NOT ON THE AGENDA):
None

IV. APPROVAL OF MINUTES:

(A) Approval of Minutes of the Regular Meeting – October 17, 2013

ACTION: Director Freeman moved to Approve the Minutes of the Regular Meeting of October 17, 2013 as amended; Director Hostetler seconded the motion. Motion carried.

V. SCHEDULED ITEMS AND PUBLIC HEARINGS:

(A) Presentation of the Full-Time Employee of the Month for October 2013 to Gerardo (Chato) Hernandez 35-13-ee

Chair Cavanaugh presented Gerardo Hernandez with the Employee of the Month award and said it was well-deserved. Chato thanked everyone for the award and said it is a pleasure working for Sr. Maintenance Supervisor Friedeborn. He then introduced his family members. Supervisor Friedeborn said Chato is a great worker, and District Manager Peterson said he always has a positive attitude and everyone enjoys working with him. Landscape Designer Duran mentioned that he has worked with Chato on some group projects, and that he was very helpful, always smiling, and was a great person to work with. Marketing & Community Outreach Specialist added that Chato works with her each year on the Simi Valley Days Parade event, and she appreciates that he always checks the routes and makes sure everything goes smoothly.

VI. CONSENT AGENDA:

(A) Approval of Check Registers: 10/18/13 (payroll); 10/15/13 (payables)
(B) Receive and File Report Regarding Simi Valley Police Department Equestrian Unit Operation in District Facilities and Open Space 26-13-a

ACTION: Director Freeman moved to Approve Consent Agenda Item A; Director O'Brien seconded the motion. Motion carried.

ACTION: Director Freeman moved to remove Agenda Item B from the Consent Agenda and move it under New Business for discussion; Director O'Brien seconded the motion. Motion carried.

VII. CONTINUED BUSINESS:

None

VIII. NEW BUSINESS:

The following item was moved from the Consent Agenda to New Business for discussion.

VI.(B) Receive and File Report Regarding Simi Valley Police Department Equestrian Unit Operation in District Facilities and Open Space 26-13-a

District Manager reviewed the report with the Board. Current and potential issues with having horse patrols in the parks were discussed, including the funding / use of revenue, irrigation and clean-up problems, and others. It also was pointed out that the parks are not designated by the District for horses. Chair Cavanaugh indicated that the general consensus is that the Directors do not feel it is necessary that the S.V.P.D. operate horse patrols in the District’s parks and that they believe it is not in the best interests of the parks and park patrons. Patrols of trails and open space would be beneficial. Legal Counsel will review the application of the District’s ordinance.

(A) Continued Review and Discussion Regarding Rancho Simi Recreation and Park District’s Ordinance No. 2 Establishing Rules and Conditions Governing the Use of District Parks and Facilities and Participation in District Programs 84-13-j

District Manager explained that the approach taken by the District to examine the rules and issues of Ordinance 2 were direct and applicable. He went over designated sections in the Ordinance and the changes to rules and conditions governing the use of District parks and facilities and participation in its programs. The Ordinance will be reviewed further by District’s Legal Counsel and discussed with staff before bringing it back to the Board.

(B) Approval of Award of Contract for the Arroyo Simi Greenway Project Phase One – Demolition, Grading, Drainage, and Asphalt Paving 176-13-d

ACTION: Director Freeman moved to Approve the Award of Contract for the Arroyo Simi Greenway Project Phase One – Demolition, Grading, Drainage, and Asphalt Paving to Universal Asphalt Co. Inc. in the amount of $577,300.00 and Authorize the District Manager to execute an Agreement with the awarded contractor on behalf of the Park District and to amend the Agreement for the project for contingencies in an amount not to exceed 7.5% of the contract value, or $43,297.50, if and when the need arises for extra work or modification to the project—the total allocation for the contract is therefore $620,597.50; Director O'Brien seconded the motion. Motion carried.
IX. Approval of Award of Contract for the Arroyo Simi Greenway Project Phase One – Fencing 176-13-e

ACTION: Director Freeman moved to Approve Award of Contract for the Arroyo Simi Greenway Project Phase One – Fencing to H.J. Hunsaker Construction, Inc., in the amount of $238,497.00, and Authorize the District Manager to execute an Agreement with the awarded contractor on behalf of the Park District and to amend the Agreement for the project for contingencies in an amount not to exceed 7.5% of the contract value, or $17,887.00, if and when the need arises for extra work or modification to the project – the total allocation for the contract is therefore $256,384.00; Director O’Brien seconded the motion. Motion carried.

(D) Approval of Award of Contract for the Arroyo Simi Greenway Project Phase One – Project Amenities, Vista Points, and Entrance Areas 176-13-f

ACTION: Director O’Brien moved to Approve Award of Contract for the Arroyo Simi Greenway Project Phase One – Project Amenities, Vista Points, and Entrance Areas to H. J. Hunsaker Construction Inc., in the amount of $99,336.00, and Authorize the District Manager to execute an Agreement with the awarded contractor on behalf of the Park District and to amend the Agreement for the project for contingencies in an amount not to exceed 7.5% of the contract value, or $7,450.00, if and when the need arises for extra work or modification to the project – the total allocation for the contract is therefore $106,786.00; Director Hostetler seconded the motion. Motion carried.

(E) Rejection of All Bids for the Arroyo Simi Greenway Project Phase One – Primary Gateways Two-Column Monument Signs 176-13-g

ACTION: Director Freeman moved to Reject All Bids for the Arroyo Simi Greenway Project Phase One – Primary Gateways Two-Column Monument Signs; Director Hostetler seconded the motion. Motion carried.

(F) Approval of Agreement with Penfield and Smith for Construction Staking, Engineering Construction Phase Support, and QSP Services for the Arroyo Simi Greenway Project – Phase I 176-13-h

ACTION: Director Freeman moved to Approve Agreement with Penfield and Smith for Construction Staking, Engineering Construction Phase Support, and QSP Services for the Arroyo Simi Greenway Project – Phase I; Director O’Brien seconded the motion. Motion carried.

IX. WRITTEN COMMUNICATIONS:

None.

X. REPORTS BY BOARD MEMBERS:

Vice Chair Johnson attended the Tree Advisory Committee meeting. He reported that the Arbor Day event was changed from March 8th to March 15th and that they reviewed the submitted applications for Arbor Day. Staff was asked to check on the availability of Rancho Tapo Park on March 15th and reserve the facility if available. Vice Chair Johnson offered to help staff with getting all the District materials over to the Park for the Arbor Day event.
Minutes, Page 4, Regular Meeting, Board of Directors
Rancho Simi Recreation and Park District, November 7, 2013

Vice Chair Johnson asked about the handicapped parking stalls at Strathearn Historical Park. Staff explained that a request was made to move two handicapped stalls at the east end of the parking lot over to the west end so that all the handicapped stalls will be together; that area is also closer to the entrance.

Director Hostetler attended a Special Events Committee meeting with Chair Cavanaugh. He reported that the District’s annual holiday party will take place on December 13th at the Simi Valley Cultural Arts Center. The Nottingham Festival will take place on November 16th at Rancho Tapo Community Park. A meeting between the District, the City and the Rotary Club regarding the 4th of July event for 2014 was held. District Manager added that the report to the Committee was for discussion and consideration regarding allowing the Rotary Club to install a temporary fence around a portion of the park for the 4th of July event and charge a nominal entrance fee to help defray event expenses. Director Hostetler also reported that the District received a request from Relay for Life to hold its event next year at Rancho Santa Susana Community Park. Pricing for that location and for Rancho Simi Community Park will be provided.

Director Hostetler attended the Oak Park Park and Recreation Planning Committee Meeting and indicated the Committee discussed and determined that less staff attendance at its meetings would be acceptable and that the District Manager could make staff attendance determinations.

Director Freeman attended the Historical Society Committee Meeting on November 4th. She reported that there was increased attendance this year for the Ghost Tours held at Strathearn Park, but sponsorships decreased. The Park Caretaker, Ronald Nelson, gave notice due to his wife passing away and he will be leaving on January 4, 2014. She said that staff explained the request for proposals process for filling the vacancy. The Annual Meeting will take place November 15th at Rancho Santa Susana Community Center.

Director Freeman attended a City Council Meeting along with Director of Planning Nakaoka regarding the Arroyo Simi trail improvement project, and provided feedback. Administrative Analyst Walker also attended.

Director Freeman attended a Santa Monica Mountains Conservancy meeting and said there were a number of grants issued for acquisitions. The primary discussion was on the criteria used for acquisition, prioritizing projects, and how money should be spent.

Director Freeman reminded the Board about the 10th Anniversary of Ahmanson Ranch event on November 17, 2013.

Director Freeman attended the VCSDA meeting on November 5th. The meeting included a presentation by the Legislative Representative from CSDA, Christina Lokke. She also thanked Marketing & Community Outreach Specialist Janssen for her assistance with organizing the VCSDA monthly meetings.

Director Freeman will be attending a CSDA Board meeting in Sacramento on November 8th.

Director O’Brien attended the Historical Society Committee meeting. She also provided a suggestion regarding recognizing the outgoing caretaker’s efforts to keep Strathearn Park looking nice.

Director O’Brien attended the VCSDA meeting, and stated that she enjoyed speaker Christine Lokke’s presentation.
Minutes, Page 5, Regular Meeting, Board of Directors
Rancho Simi Recreation and Park District, November 7, 2013

Director O’Brien noted that the material and her notes from one of the sessions she attended at the recent NRPA conference in Houston were handed out to each Board Member at this meeting.

Director O’Brien mentioned that she had witnessed two people feeding the ducks at Rancho Tapo Park and Veterans Memorial while standing near the District’s posted signs saying not to feed the ducks. She said that she took some time to educate these people on the park rules and the harmful affects feeding the wildlife have to the park grounds and water features.

Chair Cavanaugh attended the Special Events Committee meeting.

Chair Cavanaugh attended the Oak Park Park and Recreation Planning Committee meeting as was reported by Director Hostetler.

XI. REPORT BY DISTRICT MANAGER:

District Manager summarized staffing issues in the Maintenance Dept. that included some promotional opportunities and one reclassification. He stated that Bill Moritzky was promoted to the F/T Buildings Specialist-Utility position and John Krieger was promoted to the F/T Crew Leader position. He noted that P/T Groundskeeper III Jason Beck had applied for the F/T Crew Leader position and scored in the top three candidates after testing and interviews; he also holds a Qualified Applicators Certificate. District Manager said that after additional review and discussion staff made a decision they felt was in the best interests of the District to promote him into the vacant F/T Groundskeeper position.

District Manager reported that the S.V.U.S.D. has decided to install solar panels at a number of their campuses, beginning with the Hillside campus. A fence was put up and there will be construction there. He stated that the District will be impacted during the construction, such as with the irrigation system and some landscaping. The District will work with the School District on this, but has also expressed its concerns.

Vice Chair Johnson raised a question regarding some information provided them on the use of personal computers, electronic mail and records. Director Freeman provided further details on the subject-matter. Legal Counsel noted there is a related case currently on appeal, and that he will check on its status and provide the information to staff. District Manager explained how the Freedom of Information Act applies to requests for information.

The Chair called a Closed Session at 8:10 p.m.

The Chair reconvened the meeting at 8:31 p.m.

XII. CLOSED SESSION:

(A) Closed Session Pursuant to Government Code Section 54956.95

Claimant: Ms. Shelly Garifo
Agency Claimed Against: Rancho Simi Recreation and Park District

(B) Closed Session Pursuant to Government Code Section 54956.95

Claimant: Ms. Terri Norkus
Agency Claimed Against: Rancho Simi Recreation and Park District
Minutes, Page 6, Regular Meeting, Board of Directors
Rancho Simi Recreation and Park District, November 7, 2013

(C) Closed Session Pursuant to Government Code Section 54956.95

Claimant: Law Offices of Howard Allen Levy on behalf of Paulina Mulkern
Agency Claimed Against: Rancho Simi Recreation and Park District

(D) Closed Session Pursuant to Government Code Section 54956.95

Claimant: Mansell & Mansell on behalf of Roberta Bilodeau
Agency Claimed Against: Rancho Simi Recreation and Park District

(E) Closed Session Pursuant to Government Code Section 54956.95

Claimant: Mansell & Mansell on behalf of Raymond Bilodeau
Agency Claimed Against: Rancho Simi Recreation and Park District

(F) Closed Session Pursuant to Government Code Section 54956.95

Claimant: Mansell & Mansell on behalf of Weslee Bilodeau
Agency Claimed Against: Rancho Simi Recreation and Park District

ACTION: Vice Chair Johnson moved to reject Items XII. (A), (B), (C), (D), (E) and (F); Director Hostetler seconded the motion. Motion carried.

(G) Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator

Re: Land Acquisition: The Following Assessor Parcel Number in Ventura County, Property Located at Southwest of Long Canyon Road at Winnycastle Street, Simi Valley, Ca

Assessor Parcel Number: 680-0-020-350

Negotiating Parties: General Manager, Director of Planning / Acting Director of Maintenance and Legal Counsel

Report and Instructions to Staff Regarding Price and Terms of Payment

The Chair stated that no reportable action was taken on Item XII.(G).
Minutes, Page 7, Regular Meeting, Board of Directors
Rancho Simi Recreation and Park District, November 7, 2013

(H) Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator

Re: Land Acquisition: The Following Assessor Parcel Number in Ventura County, Property Located at 222 East Country Club Drive, Simi Valley, Ca

Assessor Parcel Number: 580-0-030-405

Negotiating Parties: General Manager, Director of Planning / Acting Director of Maintenance and Legal Counsel

Report and Instructions to Staff Regarding Price and Terms of Payment

The Chair stated that no reportable action was taken on Item XII. (H).

XIII. ADJOURNMENT: Vice Chair Johnson moved to adjourn the meeting at 8:32 p.m.; Director Hostetler seconded the motion. Motion carried.

Larry Peterson, District Clerk