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
Mark Johnson
Vice Chair
Elaine Freeman
Director
Dee Dee Cavanaugh
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. Approval of Revised Minutes from February 6, 2014 Board Meeting
   B. Regular Meeting – February 20, 2014

V. SCHEDULED ITEMS AND PUBLIC HEARINGS
   A. Presentation of the Part-Time Employee of the Month for February 2014 to Bobby Pitts
   B. Presentation of the 2013 Volunteer of the Year to Rebecca Albarrán

VI. CONSENT AGENDA**
   A. Approval of Check Registers: 2/21/14, 3/7/14 (payroll); 2/28/14 (payables)
   B. Receive and File Report on Schedule of Events for April 2014

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

VII. CONTINUED BUSINESS
   None

VIII. NEW BUSINESS
   A. Approval for the Purchase of Maintenance Equipment for Simi Hills Golf Course
   B. Consideration and Approval of Request for Authorization to Solicit Bids for a Maintenance Uniform Services Agreement
   C. Authorization to Solicit Bids for the New Vista After School Club - Phase One Construction Project
   D. Proposed Construction Alternatives for the Rancho Simi Community Park Lagoon Renovation Project
E. Approval of Resolution of the Rancho Simi Recreation and Park District Nominating a Candidate for Election to Serve on the California Special District’s Association Board of Directors 23-14-b

IX. WRITTEN COMMUNICATIONS

None

X. REPORTS BY BOARD MEMBERS

XI. REPORT BY DISTRICT MANAGER

XII. CLOSED SESSION

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.
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DATE: March 20, 2014
TO: Board of Directors
FROM: District Manager
SUBJECT: Approval of Revised Minutes from February 6, 2014 Board Meeting

SUMMARY

The Board first approved the minutes of its February 6, 2014 meeting on February 20, 2014. Staff thereafter realized those minutes contained erroneous information. The error and the proposed corrections are listed on page 8 of the attachment in bold italic and strikeout format.

BOARD ACTION REQUESTED

Staff recommends the Board approve the attached revised minutes.

Larry Peterson
District Manager
MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
SYCAMORE DRIVE COMMUNITY CENTER
1692 SYCAMORE DRIVE, SIMI VALLEY, CA
FEBRUARY 6, 2014

AGENDA
ITEM

I. CALLED TO ORDER: 6:30 p.m.

PLEDGE OF ALLEGIANCE: Led by Doug Gale

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

Staff: Doug Gale, Colleen Janssen, Barbara Meinel,
Wayne Nakaoka, Theresa Pennington, Larry
Peterson, Brian Pierik, Brian Reed, Robin
Walker

Guests: Jim Anglin, P.J. Anglin, Donna Barney, John
Barney, William Bowen, Glenn Buttner, Sue
Buttner, Philip Chitwood, Angela Lee Cirocco,
Joe Cirocco, Daniel Cordova, Rey D.C., Susan
Deese, Roger Douglas, Judy Ettenberg, Ferry
Family, Glenn Furs, Furs Family, William
Fischer, Ernie Gilbert, Frank Gonzalez, Gary
Gossett, Pippa J. Gossett, Elaine Hintlian, John
Huff, Pat Huff, Jackie Hummel, Cathy Kaufman,
Dawn Kelley, M.B. Kelly, Sheerie Kelly, Randy
Kimberly, Anna Kraus, Jeff Kriz, Ignacio Lopez,
Mark Luker, Gina Mazzipica, Doreene Morgan,
Lydia Ritzman, Ashley Roberts, Ryan Roberts,
Steve Schaub, Jay Seidemann, Sue Smith, Flo
Trapani, Paul Trapani, Maggie Urpin, Marilyn
Waidelich, Paul Walker, Stuart Watrick, Ann
Wright

III. PUBLIC DISCUSSION (ITEMS NOT ON THE AGENDA):

Chair Johnson told the speakers and other attendees at the meeting that the Board cannot take any action at this time on the items brought before the Board under Public Discussion. The Board can hear the comments, give direction to staff, agendize the items for another meeting or for a Committee meeting. This is the first step in submitting a
request, and then the Board has to go through the process of getting things done as deemed appropriate.

Roger Douglas, Simi Valley resident, addressed the Board regarding Simi Hills Golf Course. He loves the course at Simi Hills Golf Course, and has been playing there for at least the past 10 years. He has seen steady improvements at the course until about two years ago, when the condition of the course began to deteriorate, with many bare patches appearing. He is in the Men’s Club, and he also organizes tournaments for some non-profit groups, and he is getting some negative input about having these tournaments at Simi Hills Golf Course due to the course condition. He said he has met with Golf Course Manager Brian Reed, who has been very patient with him and who he believes has the golf community’s best interests at heart. Brian has told him about the upgrades planned for 2015, and he really appreciates what is planned, but he would like to know if something can be done before the planned upgrades to get the grass back on the fairways. He also stated that the golf community wants to support the Park District in whatever way possible to improve the grass condition of the fairways. They will be happy to come to the table to discuss the situation.

Chair Johnson responded that the Board will take the matter under advisement. The Golf Committee will be touring both golf facilities on Friday, February 14 to go over some of the improvements that the Golf Course Manager would like to see done to improve the courses. Simi Hills Golf Course is over 30 years old, and the biggest problem that the Board is aware of is the irrigation system. The Board will be looking into this matter.

Reverend Maggie Urpin addressed the Board regarding Pause for Paws’ animal ministry and the permit request the organization has submitted to use one of the parks for a fundraising event one of the first weekends in June. The event is a fundraiser for animal rescues in no-kill shelters in the Ventura County area. They are planning to have a couple of bands and a few food trucks. The food trucks would be located in the parking lot. They are looking at Rancho Simi Community Park as it has an amphitheater. District Manager Peterson responded that he has received the permit request and it will be reviewed by District Management. Any comments or conditions regarding the permit request will be reported back to Pause for Paws after review by District Management.

Cathy Kaufman presented the Board with a petition signed by 167 pickleball players requesting more permanent pickleball courts in Simi Valley. The pickleball players love the four pickleball courts at Rancho Tapo Community Park (RTCP). She plays in tournaments, and people who hear that Simi Valley has dedicated pickleball courts are blown away. However, they would like some additional permanent pickleball courts. The existing courts are very crowded, especially on the weekends, Saturdays, and Sundays. The one tennis court at RTCP that has been lined for pickleball is not adequate as players can run into fences and nets. The pickleball players would be happy to have more courts anywhere in Simi, but would prefer keeping them all together. They would like to propose taking tennis court #1 and turning it into four pickleball courts by taking the corner of the fences and making them straight instead of at an angle. Another option would be to create two pickleball courts, one on each side of the tennis net. By getting more courts, they could also hold tournaments.
Anne Wright also addressed the Board regarding getting additional pickleball courts in Simi Valley. She comes to play pickleball in Simi Valley as there are no courts in Newbury Park, where she lives. She can only play on the weekend, and stated that the existing courts are very crowded and players can only play one game and then must sit out for a few games. She commented that she and others who don’t live in Simi but who use the courts also bring business here as they eat at restaurants in Simi and shop at stores here. Ms. Wright presented the Board with a packet which included a handout on the value of exercise for seniors and mentioned that playing one game and then sitting out for two games is not adequate as exercise as you have to play more games in a row to maintain an elevated heart rate. Ms. Wright also presented the Board with a copy of an article that appeared in Parks and Rec Association Magazine describing how Rec Departments can maximize their facilities by making them multiuse. You can paint lines on tennis courts so they can be used by both tennis and pickleball players. That way more of the public is getting exercise and it is also a cost savings to have courts be multiuse. Some tennis players may object to the additional lines, but on indoor courts there are many different lines painted, and the human brain is able to adapt to different lines. USAPA has advice on how to make lines that are less obtrusive to tennis players but that pickleball players can use.

Paul Walker addressed the Board and stated that he is here to support pickleball. He told the Board that pickleball is very important to him as his welfare is dependent on the physical exercise he gets from playing pickleball. He also commented that the Park District’s Recreation Program is probably the best in the county and in the state. He said the Park District is an innovator in the United States regarding pickleball, as he believes the courts built last year are probably the best in the nation. Mr. Walker also commended Stan Kalsman, PT Recreation Coordinator, for the wonderful work he does.

Flo Trapani of Simi Valley told the Board that she is in favor of more pickleball courts. She can only play on the weekends and due to the crowded conditions, can only play one game and then must sit out for two games. She said pickleball reaches all ages and people, and seems to be the up and coming sport.

Phil Chitwood spoke to the Board regarding the future of pickleball. He said it is a grass roots sport that is in its inception and is exploding in popularity. It is being taught from the elementary to the high school level, and as its growth accelerates, there will be a need for more courts. Mr. Clintwood added that he is a member at Sunset Hills Golf and Tennis Club and they have a pickleball program there because they see the potential and growth of pickleball. Sunset Hills has lined their tennis courts for pickleball and he has not heard any complaints from the tennis players who play on the multi-lined courts. Mr. Clintwood stated that the popularity of tennis is declining while the popularity of pickleball is growing. He urged the Board to consider making the tennis courts into multiuse courts.

Chair Johnson stated that the information that has been presented to the Board will go to the Advance Planning Committee first. Staff will look at what its options are and then report back to the Board.
Jim Anglin addressed the Board and voiced his opposition to making the tennis courts into multiuse courts. He presented the Board with a handout discussing the history of the tennis and pickleball courts at RTCP. He stated that tennis court #1, which was painted with pickleball lines in order to make it a multiuse court, is seldom used by the pickleball players. Mr. Anglin said the pickleball lines are confusing for the tennis players and have created great difficulty for players who are trying to determine if the ball is in route. He is requesting that the Park District paint over the pickleball lines on tennis court #1, thus restoring tennis court #1 to its original condition. He feels that the pickleball players already have sufficient courts as they have four dedicated courts at Rancho Tapo Community Park and have the exclusive use of the gym at Rancho Santa Susana Community Center from September to June on Tuesday and Thursday mornings from 8:30 a.m. to noon. He added that during July and August, tennis court #1 at RTCP is reserved for pickleball use only on Tuesday and Thursday mornings, but that the pickleball players rarely use it. He feels that the pickleball players are requesting more courts but aren’t making use of all the courts currently available to them. He suggested that the Park District consider laying down a large area of asphalt, which shouldn’t be too expensive, and lining the asphalt for multiple pickleball courts instead of using the tennis courts and interfering with the tennis players. He stated that tennis is a sport for a lifetime and feels that the tennis courts should not be made multiuse.

P.J. Anglin thanked the Park District for building the tennis courts at RTCP and also for the good job that is being done maintaining the courts. At one time, 6 courts were being discussed for construction at RTCP, but unfortunately only 4 courts were built. Tennis is the originator of most racquet sports, and she loves the game. She has been playing for over 40 years. Tennis began in the mid-1800’s, while pickleball has been around for about 50 years. The four tennis courts at RTCP are the only courts available on the east end of Simi Valley. She is at the park every day at different times of the day, and stated that the pickleball courts are seldom used. Tennis players don’t want to use the court with the pickleball lines on it because it is confusing. Tennis is enjoyed by all ages and families, and she believes that pickleball might be a fad. She stated that Simi Valley needs more tennis courts and would like to see the pickleball lines removed on tennis court #1 at RTCP.

Mark Luker addressed the Board regarding Simi Hills Golf Course. His foursome has been playing there every Saturday year after year. The course has really taken a beating recently, and he would like to see some funds allocated to the golf course to get the fairways back in good condition.

Chair Johnson reiterated that they will give direction to staff regarding the matters brought before the Board during Public Discussion. He told the speakers and other guests at the meeting that they can check the Park District’s website to see what is being done or they can provide their email address or phone number to be informed of what is being done regarding the matters brought up at tonight’s meeting.

Jim Anglin asked where to get authorization to circulate a petition at the tennis courts as the Park District’s policy prohibits the circulation of a petition on the courts unless it is authorized. Chair Johnson advised Mr. Anglin to contact Larry Peterson, the District Manager, regarding obtaining authorization to circulate a petition at the tennis courts.
Twenty-two additional speaker cards were submitted by persons who did not wish to speak but who are in favor of additional pickleball courts being created. These cards will be retained by the District in accordance with the District’s record retention policy.

Director Cavanaugh recognized the members of the Leadership Class who were in attendance at the Board meeting.

IV. APPROVAL OF MINUTES:

(A) Approval of Minutes of Regular Meeting of January 16, 2014

**ACTION:** Director O’Brien moved to approve the Minutes of the Regular Meeting of January 16, 2014 as amended; Director Cavanaugh seconded the motion. Motion carried with a unanimous vote.

V. SCHEDULED ITEMS AND PUBLIC HEARINGS:

(A) Presentation of Simi Valley Historical Society Annual Report Oral

Joe Wade, President of the Simi Valley Historical Society, gave the Historical Society’s 2013 Annual Report to the Board. He announced that the Civil War Reenactment held in 2013 drew significantly more visitors than the previous year. There were 812 visitors and a net income of over $3,000. In 2012, there were 345 visitors and a net income of about $1,750. This year’s Civil War Reenactment will be held at Stratheran Historical Park on February 15 and 16.

Mr. Wade mentioned that there was no Friendship Tea held in 2013.

History Day brought in 267 guests. The event gate was just over $2,000, compared to about $2,350 in 2012.

Ghost Tour attendance, which had been down, did pick up in 2013. There were 2006 visitors to the Ghost Tours in 2013 as opposed to 1291 in 2012. Income to the Historical Society, including sponsors and gift shop revenue, was almost $10,500 compared to $9,600 in 2012.

One thousand, three-hundred sixty-two 3rd graders from 23 schools took a tour through the park last year and learned about the Chumash way of life.

Mr. Wade stated that Carolyn Phillips, Stratheran Park Coordinator, has done an outstanding job managing the park rentals. In 2012, there were 25 rentals with income to the Historical Society of $10,943. In 2013, the park rentals were maximized with income to the Historical Society of about $18,000. There will not be much more growth in this area as the park rentals are now maximized.
Mr. Wade stated that 2014 will be an exciting year. The new “Tiara Garden Party” event will be held at the park on May 18, and this year will mark the 50th Anniversary of the Simi Valley Historical Society. A celebration is being planned to mark the 50th Anniversary, and additional information will be forthcoming.

VI. CONSENT AGENDA:

(A) Approval of Check Registers: 1/10/14, 1/24/14 (payroll); 1/15/14, 1/31/14 (payables)

(B) Approval of Notice of Completion and Final Acceptance for the Tree Pruning Services at Various District Parks Project 7-14-a

(C) Receive and File California Special District’s Association 2014 Education Catalog 23-14-a

(D) Receive and File Summary of Park Dedication Fees and Summary of Projects Primarily Funded by Park Dedication Fees 41-14-a

ACTION: Vice Chair Freeman moved to approve Consent Agenda Items A-D; Director Hostetler seconded the motion. Motion carried with a unanimous vote.

VII. CONTINUED BUSINESS:

None

VIII. NEW BUSINESS:

(A) Resolution Authorizing Execution of an Easement Deed Granting to Ventura County Watershed Protection District a Non-Exclusive Easement and Right-of-Way In, On, Over, Under, and Across a Portion of Arroyostow Park for Access Road and Related Purposes 40-14-a, 193-14-a

ACTION: Vice Chair Freeman moved to Approve Resolution 1876 Authorizing Execution of an Easement Deed Granting to Ventura County Watershed Protection District a Non-Exclusive Easement and Right-of-Way In, On, Over, Under, and Across a Portion of Arroyostow Park for Access Road and Related Purposes; Director O’Brien seconded the motion. Motion carried with the following roll-call vote:

Ayes: Directors O’Brien, Hostetler, Cavanaugh, Freeman, Johnson
Nees: None
Absent: None
Abstain: None
(B) **Approval of Resolution Adopting Annual Budget for FY 2013-14 124-14-a**

**ACTION:** Director Cavanaugh moved to Approve Resolution 1877 Adopting Annual Budget for FY 2013-14; Director O'Brien seconded the motion. Motion carried with the following roll-call vote:

**Ayes:** Directors O'Brien, Hostetler, Cavanaugh, Freeman, Johnson

**Noes:** None

**Absent:** None

**Abstain:** None

(C) **Approval of the Planning and Maintenance Projects Fiscal Year 2013-14 and the Three-Year Capital Improvement Program FY 2013/14-2015/16 124-14-b**

**ACTION:** Director Cavanaugh moved to Approve the Planning and Maintenance Projects Fiscal Year 2013-14 and the Three-Year Capital Improvement Program FY 2013/14-2015/16; Director Hostetler seconded the motion. Motion carried with a unanimous vote.

(D) **Receive and File Report on District Financial Matters in Oak Park Area 51K-14-c**

Report was received and filed.

(E) **Approval of FY 2014-15 District Budget Calendar 138-14-a**

**ACTION:** Director Hostetler moved to Approve FY 2014-15 District Budget Calendar; Director O'Brien seconded the motion. Motion carried with a unanimous vote.

(F) **Approval of Candidates to Serve on the Oak Park Recreation and Park Planning Committee 51K-14-d**

**ACTION:** Vice Chair Freeman moved to Approve Candidates to Serve on the Oak Park Recreation and Park Planning Committee; Director Hostetler seconded the motion. Motion carried with a unanimous vote.

(G) **Authorization to Solicit Proposals for Simi Hills Golf Course Food and Beverage Concession 120-14-a**

**ACTION:** Director Hostetler moved to Approve Authorization to Solicit Proposals for Simi Hills Golf Course Food and Beverage Concession; Vice Chair Freeman seconded the motion. Motion carried with a unanimous vote.

IX. **WRITTEN COMMUNICATIONS:**

None
X. REPORTS BY BOARD MEMBERS:

Director Cavanaugh attended the Neighborhood Council #4 meeting on January 21 along with Chair Johnson regarding Chumash Park. It was interesting to hear what people had to say about the park and the change in attitude about the park from a lot of negative comments in the past to many positive comments expressed at the meeting.

Director Cavanaugh also attended the Finance Committee meeting with Chair Johnson on January 30. The changes to the budget were reviewed at the meeting.

Director Hostetler met with Salute to Arms, the group that is bringing Antelope Valley’s Mobile Vietnam Veterans Memorial Wall to Rancho Tapo Community Park the week of Memorial Day. The opening ceremony will be on March 22 May 22 and the wall will be taken down on March 28 May 28. Salute to Arms is raising the funds to cover all costs of bringing the wall to Simi Valley.

Director O’Brien attended the Historical Society meeting on February 3rd. She reported that an offer has been made to a new Caretaker couple for the park.

Director O’Brien attended the Ventura County Special Districts Association (VCSDA) annual dinner meeting. She enjoyed the meeting and the speaker at the meeting.

Director O’Brien reported that Rotary is presenting the Park District with a Certificate of Appreciation for the help provided by the District with the 4th of July event.

Vice Chair Freeman attended Neighborhood Council Meeting #4.

Vice Chair Freeman also attended a Santa Monica Mountains Advisory Committee (SMMC) meeting. The SMMC is working with the Nature Conservancy and Waste Management to purchase and preserve about 1200 acres in Alamos Canyon as public open space. There was also some discussion and controversy at the meeting on some projects being proposed for Los Angeles County hillsides.

Vice Chair Freeman attended a California Special Districts Board meeting. The Board is very solid, with a balanced budget and a lot of good programs being planned for the coming year.

Vice Chair Freeman also enjoyed the VCSDA annual dinner meeting.

Chair Johnson attended Neighborhood Council Meeting #4.

Chair Johnson also attended the Finance Committee meeting.

Chair Johnson attended the VCSDA annual dinner meeting along with the other Directors.
XI. REPORT BY DISTRICT MANAGER:

District Manager Peterson attended two MRCA meetings.

District Manager attended the January 28 Oak Park Municipal Advisory Council meeting to conduct an election for the Oak Park Advisory Committee.

District Manager attended a meeting at the Interface offices in Camarillo. Interface is a non-profit organization providing children and family services, and they and other agencies, including the Ventura County Probation Department, are preparing for the release of returning offenders and how best to ensure their successful return to their respective communities, including Simi Valley.

District Manager also attended an Agency 101 fair in Camarillo. The fair was attended by the many agencies in the County that provide resources for families of at-risk youth and children.

District Manager recognized Marketing and Community Outreach Specialist Colleen Janssen, who talked about the planned tribute to Dan Gesell for his efforts in the area of soccer. The Foundation meeting where the tribute will take place is planned for February 12 at 7 p.m.

The Chair called a Closed Session at 8:00 p.m.

The Chair reconvened the meeting at 8:15 p.m.

XII. CLOSED SESSION:

A. Closed Session Pursuant to Government Code Section 54956.95
   Claimant: Ms. Kimberly Mirzakhanian
   Agency Claimed Against: Rancho Simi Recreation and Park District

B. Closed Session Pursuant to Government Code Section 54956.95
   Claimant: Law Offices of Neustadt & Berriz on behalf of Dolly Chowdhury
   Agency Claimed Against: Rancho Simi Recreation and Park District

C. Closed Session Pursuant to Government Code Section 54956.95
   Claimant: Law Offices of Neustadt & Berriz on behalf of Jasmin Chowdhury
   Agency Claimed Against: Rancho Simi Recreation and Park District
D. Closed Session Pursuant to Government Code Section 54956.95

Claimant: Law Offices of Neustadt & Berriz on behalf of Aaron Chowdhury
Agency Claimed Against: Rancho Simi Recreation and Park District

E. Closed Session Pursuant to Government Code Section 54956.95

Claimant: Law Offices of Neustadt & Berriz on behalf of Joshua Chowdhury
Agency Claimed Against: Rancho Simi Recreation and Park District

F. Closed Session Pursuant to Government Code Section 54956.95

Claimant: Law Offices of Neustadt & Berriz on behalf of Blanca Chowdhury
Agency Claimed Against: Rancho Simi Recreation and Park District

G. Closed Session Pursuant to Government Code Section 54956.95

Claimant: Law Offices of Neustadt & Berriz on behalf of Issac Chowdhury
Agency Claimed Against: Rancho Simi Recreation and Park District

H. Closed Session Pursuant to Government Code Section 54956.95

Claimant: Law Offices of Neustadt & Berriz on behalf of Sam Chowdhury
Agency Claimed Against: Rancho Simi Recreation and Park District

ACTION: The Chair reported that the Board moved to reject Item XII. (A) with Vice Chair Freeman voting no, and the Board moved to reject as a late claim Items XII. (B) through (H) with a unanimous vote.

XIII. ADJOURNMENT:

Director Hostetler moved to adjourn the meeting. Chair Johnson adjourned the meeting at 8:18 p.m.

Larry Peterson, District Clerk
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MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
1692 SYCAMORE DRIVE, SIMI VALLEY, CA 92065
FEBRUARY 20, 2014, 6:30 P.M.

AGENDA
ITEM

I. CALLED TO ORDER: 6:30 p.m.

PLEDGE OF ALLEGIANCE: Led by Chair Johnson

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

Staff: Nikki Davy, Doug Gale, Colleen Janssen, Wayne Nakaoka, Larry Peterson, Brian Pierik, Esq., Brian Reed, Josh Terry, Robin Walker

Guests: Ken & Ruby Mellinger

III. PUBLIC DISCUSSION (ITEMS NOT ON THE AGENDA):

None.

IV. APPROVAL OF MINUTES:

Director O’Brien noted that under Reports by Board Members her name should be removed from attending the Neighborhood Council #4 meeting.

(A) Approval of Minutes of the Regular Meeting – February 6, 2014

ACTION: Vice Chair Freeman moved to Approve the Minutes of the Regular Meeting of February 6, 2014 as amended; Director Hostetler seconded the motion. Motion carried with a unanimous vote.

V. SCHEDULED ITEMS AND PUBLIC HEARINGS:

(A) Presentation of the Part-Time Employee of the Month for January 2014 to Josh Terry 35-14-c

Marketing & Community Outreach Specialist Janssen stated that the Part-Time Employee of the Month Award for January 2014 went to Josh Terry who has worked at Simi Hills Golf Course since January, 2004. Chair Johnson presented the award to Josh, who thanked the Board and said a few words on how much he enjoyed working with Golf Course Manager/Head Golf Pro Brian Reed. Mr. Reed provided some background on Josh’s role at the golf course and indicated how much he appreciated his positive attitude and work ethic.

VI. CONSENT AGENDA:

(A) Approval of Check Registers: 2/7/14 (payroll); 2/15/14 (payables)

(B) Receive and File Report on Schedule of Events for March 2014 39-14-b
(C) Approval of New Logo for Sinaloa Golf Course 42-14-a

**ACTION:** Director Cavanaugh moved to Approve Consent Agenda Items (A)-(C); Director Freeman seconded the motion. Motion carried with a unanimous vote.

VII. CONTINUED BUSINESS:

None

VIII. NEW BUSINESS:

(A) Approval of Award of Contract for an Independent Contractor to Provide Live-In Park Caretaker Services at Robert P. Strathearn Historical Park 38-14-a

Administrative Analyst Walker reviewed the interview process in selecting the Live-In Park Caretakers for the Robert P. Strathearn Historical Park and the proposed 3-year contract with Kenneth and Ruby Mellinger. She then introduced Mr. & Mrs. Mellinger to the Board, who welcomed them.

**ACTION:** Director Hostetler moved to Approve the Award of Contract for an Independent Contractor to Provide Live-In Park Caretaker Services at Robert P. Strathearn Historical Park, and Authorize the District Manager to Execute the Rancho Simi Recreation and Park District Caretaker Rental Agreement for Robert P. Strathearn Historical Park; Director Freeman seconded the motion. Motion carried with a unanimous vote.

(B) Approval of Resolution Directing Preparation of the Engineer’s Report for the Continuation of the Parks, Recreation and Open Space Maintenance and Improvement District of the Rancho Simi Recreation and Park District 179-14-a

District Manager Peterson gave an overview of the Engineer’s Report which is the first step in the annual process of identifying the need for continuing the assessment. The District is under contract with SCI, which each year has consistently demonstrated a high level of competence and professionalism.

**ACTION:** Director Freeman moved to Approve Resolution No. 1878 Directing Preparation of the Engineer’s Report for the Continuation of the Parks, Recreation and Open Space Maintenance and Improvement District of the Rancho Simi Recreation; Director Hostetler seconded the motion. Motion carried with the following roll-call vote:

Ayes: Directors O’Brien, Hostetler, Cavanaugh, Vice Chair Freeman, Chair Johnson
Nees: None
Absent: None
Abstain: None

(C) Approval and Adoption of Full-time and Part-time Employee Pay Schedules by Rancho Simi Recreation and Park District Board of Directors 35-14-d

**ACTION:** Director Cavanaugh moved to Approve and Adopt the Full-time and Part-Time Employee Pay Schedules by Rancho Simi Recreation and Park District Board of Directors; Director Hostetler seconded the motion. Motion carried with a unanimous vote.
IX. **WRITTEN COMMUNICATIONS:**

None.

X. **REPORTS BY BOARD MEMBERS:**

Director Cavanaugh attended the Soccer Foundation Meeting and reported that Dan Gesell retired from the Simi Valley Soccer Foundation.

Director Cavanaugh also attended the Planning Commission meeting and stated they had more people opposing Chumash Park than was anticipated. She said Landscape Designer Evans did a great presentation. The item received a 4-1 vote so it does not need to go to the City Council.

Director Hostetler along with Chair Johnson attended a Golf Committee meeting, which included a tour of the District's two golf courses. They reviewed the condition of the fairways and other facilities.

Director Hostetler suggested consideration be given to allowing use of the Community Center for pickleball on Sundays with an entrance charge to cover operational costs.

Director O'Brien attended a CSDA Audit Committee meeting in Sacramento and said it went very smoothly.

Director O'Brien attended the Chumash Park meeting.

Director O'Brien mentioned she received a Certificate of Appreciation from the Rotary Club for the Rancho Simi Recreation and Park District's involvement in the 4th of July show and that she turned it over to the District Manager.

Vice Chair Freeman had no committee meetings this period. She stated that she will be attending a CSDA meeting tomorrow from 10 a.m. to 3 p.m.

Vice Chair Freeman announced she will be unable to attend the Monday night meeting of the Santa Monica Mountains Conservancy. She pointed out Item 16 on its agenda, and asked if staff was aware of the issue: Consideration of the Resolution of the Grant to the Nature Conservancy for the acquisition of the Alamos Canyon habit linkage property either side of the 118 freeway (incorporated and unincorporated) Simi Valley area. She said most likely Rancho Simi Park and Recreation District will manage the property. District Manager was not aware that it was on SMMC's agenda but was aware of the intended allocation of funds by the Conservancy towards that acquisition. District Manager indicated he will obtain further details on the item and provide an update to Director Freeman.

Vice Chair Freeman advised District staff to consider the Alamos Canyon waterway flood levels and water course in regards to any future plans to construct a trailhead parking lot.

Chair Johnson attended a Golf Committee meeting.

Chair Johnson attended a Soccer Foundation meeting.

Chair Johnson attended the Planning Commission meeting, which he thought was very interesting.
Chair Johnson is working with the Marketing & Community Outreach Specialist on the March 15th Arbor Day festivities.

XI. REPORT BY DISTRICT MANAGER:

District Manager Peterson attended the Chumash Planning Commission meeting.

District Manager mentioned the District hired a new Park Ranger, James Mascola, and that he was provided an orientation of the Park District to facilitate his role as Park Ranger.

District Manager mentioned the City of Simi Valley had requested the Park District provide a presentation on its efforts in regard to the anti-heroin campaign. The presentation will take place at an upcoming City Council meeting and will be provided by Recreation Specialist Danielle June.

District Manager also updated the Board on the Vietnam Veterans Memorial Wall event and said it will be featured on the upcoming Spring/Summer cover of the Reporter. He stated that the event will be significant and will include opening and closing ceremonies.

Director of Recreation Doug Gale was provided a brief opportunity to coordinate Board Member attendance at the upcoming youth baseball opening day ceremonies.

XII ADJOURNMENT: Chair Johnson moved to adjourn the meeting at 7:30 p.m.; Director Cavanaugh seconded the motion. Motion carried unanimously.

_____________________________
Larry Peterson, District Clerk
RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

Date: March 20, 2014
To: District Manager
From: Marketing and Community Outreach Specialist
Re: Presentation of the Part-Time Employee of the Month for February 2014 to Bobby Pitts

PART-TIME EMPLOYEE OF THE MONTH FOR FEBRUARY 2014
The Part-Time Employee of the Month for February 2014 is Bobby Pitts. Bobby was hired on July 30, 2010. He works as a PT-Building Maintenance I. This is his first award for Part-Time Employee of the Month.

NOMINATION NARRATION
The person who nominated Bobby said, "I am nominating Bobby Pitts for part time employee of the month for the following reasons:

Bobby is one of those people who, when you have contact with him, even for a very short period of time, brightens your day. He is always hard at work, but will never hesitate to take a few moments to exchange pleasantries. He never has to think about going out of his way to assist a fellow employee.

Bobby has a contagious attitude that seems to transfer to whoever he is in contact with. He is extremely positive, outgoing and one cannot help but feel better after even a short conversation with Bobby.

Bobby is happy to have his job, loves working for the park district, and does not expect "anything more than a day's pay for a day's work."

Bobby is always in a good mood, does excellent work, and has a philosophy of "No matter what your job is, do it as best you can, work hard and take pride in your work." It shows. My opinion of Bobby is shared by others within my sphere of influence.

To summarize, Bobby Pitts works hard, does a great job, and is happy to be here. His positive, contagious attitude is good for the morale of those he comes in contact with.
Bobby is the type of person who you don’t mind going out of your way for because you know he would not hesitate to do the same for you. Bobby is one of those employees who comes along "once in a blue moon" and the park district is fortunate to have an employee with his attitude and work ethic in its employ."

BOARD ACTION
Bobby Pitts has been invited to attend the March 20, 2014, board meeting to receive a plaque and a check for $75 from the board chair.

Colleen Janssen
Marketing and Community Outreach Specialist
RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

Date: March 20, 2014
To: General Manager
From: Marketing and Community Outreach Specialist
Re: Presentation of the 2013 Volunteer of the Year Award to Rebecca Albarrán

BACKGROUND
Each year one volunteer is selected to receive the RSRPD Volunteer of the Year Award. Past winners include:

1997  Jennilyn Kirkpatrick
1998  Ken Garges
1999  Marcie Kraft
2000  Szu Farrell
2001  Arlene Altshulter
2002  Alice Thompson-Balen
2003  Rosalinda Bernardino
2004  Donald Schmidt
2005  Dr. Michael Kuhn
2006  Kathy Blakeman
2007  Joel Mueller
2008  Tom Bergh
2009  Margarita Voges with her team from ARC
2010  Caroline McNally
2011  Dr. Michael Kuhn
2012  Naia Danko

VOLUNTEER OF THE YEAR 2013 AWARD
Rebecca Albarrán has been selected to receive the 2013 Volunteer of the Year Award. Rebecca started as a volunteer with Rancho Simi Recreation and Park District in 2005 while she was in high school. She left for a short time, returning in early 2013.

During her high school time, she helped with a few activities such as the Egg Hunt, Veterans Day and the Harvest Festival.

When she returned to us last year, she did it in a BIG way.

During 2013, she helped with our Rancho Madera Afterschool Club Mud Run, Mountain View Afterschool Club end of the school year Water Party, Garden Grove ASC Kids
Day, Street Fair, 4th of July Fireworks event, Dive In Movie, Kindergarten Crash Course (3-1/2 hours, weekdays, for three months), Girls Night Out, Living Green Expo, 50+ Fun Walk, Splash & Dash Triathlon, Halloween Carnival, Music in the Park concerts, and Snowfest.

She has been a huge help with the Alternative Recreation Program, assisting with dances, Corriganville Cook-out, trip to Knott’s Berry Farm, Santa Barbara Zoo, Pool Party, Halloween party, Pumpkin Patch Tour, Thanksgiving Lunch, and Make-and-Take Holiday Gift class.

Rebecca has been the go-to person for the volunteer program, contributing 237 hours during 2013. While this award is not about hours served, it shows her commitment to our agency through all of the types of assignments in which she volunteered and the quantity of her time commitment. When the quarterly Volunteer Scoop newsletter is mailed, her pages are full of sign-ups. When we are in a pinch and need someone to fill in at the last minute, we call her and she makes herself available for whatever is needed.

This office received an e-mail from the member of a band who played at a Music in the Park concert. He took the time to make sure we knew that she was polite and helpful with his daughter when she went to play in the moon bounce. She made a positive impression with him and his family. We frequently hear from RSRPD staff members about what an excellent volunteer we have in Rebecca.

In January 2014, the Recreation Department staff decided it was time to hire Rebecca. She is now a part-time employee with the District, assisting with events and programs, as needed. I was sorry to see her leave the volunteer program, but am happy that her talents were recognized and rewarded with a job at RSRPD.

**AWARD**
Rebecca Albarrán has been selected to receive the 2013 Volunteer of the Year Award.

Colleen Janssen
Marketing and Community Outreach Specialist
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RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

DATE: March 20, 2014

TO: District Manager

FROM: Marketing and Community Outreach Specialist

SUBJECT: Receive and File Report on Schedule of Events for April 2014

REMAINING EVENTS FOR MARCH 2014
Thu Mar 20 State of the City, Grand Vista Hotel, 11:30 am
Thu Mar 20 RSRPD Board Meeting, SDCC, 6:30 pm
Sat Mar 22 Opening at Challenger Field, TBA
Mon Mar 24-21 SVUSD Spring Break
Wed Mar 26 LAF meeting, 8:00 am, SVCC office
Mon Mar 31 César Chávez holiday, RSRPD offices closed
Mon Mar 31 City Council Meeting, 6:30 pm

APRIL 2014 EVENTS
Tue Apr 1 Medallion Hunt begins
Thu Apr 3 RSRPD Board Meeting, SDCC, 6:30 pm
Thu Apr 3 Neighborhood Council #1, Community Room, City Hall
Sat Apr 5 SVCC Community Tour, includes RSRPD properties, 8:02 am
Mon Apr 7 City Council Meeting, 6:30 pm
Tue Apr 8 Neighborhood Council #2, Community Room, City Hall
Tue Apr 15 Neighborhood Council #4, Community Room, City Hall
Thu Apr 17 RSRPD Board Meeting, SDCC, 6:30 pm
Thu Apr 17 Neighborhood Council #3, Community Room, City Hall
Fri Apr 18 SVUSD closed
Mon Apr 18-25 OPUSD Spring Break
Sat Apr 19 Egg Hunt and Salute to Spring, RSSCC, 9:00 am
Sat Apr 19 Spring Arts & Crafts Show and Egg Hunts, Mae Boyar Park, 9:30 am - 3:00 pm
Wed Apr 23 LAF meeting, 8:00 am, SVCC office
Sat Apr 26 Community Showcase and Food Truck Festival
Mon Apr 28 City Council Meeting, 6:30 pm

FUTURE EVENTS
Thu May 1 RSRPD Board Meeting, SDCC, 6:30 pm
Mon May 5 City Council Meeting, 6:30 pm
Thu May 8 Neighborhood Council #1, Community Room, City Hall
Sat May 10 Street Fair, 9:00 am to 5:00 pm
Mon May 12 City Council Meeting, 6:30 pm
Tue May 13 Neighborhood Council #2, Community Room, City Hall
Thu May 15-17 CARPD Conference
Thu May 15 Neighborhood Council #3, Community Room, City Hall
Tue May 20-21 CSDA Legislative Days
Tue May 20 Neighborhood Council #4, Community Room, City Hall
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 24/5</td>
<td>Cajun Festival, RSSCP</td>
</tr>
<tr>
<td>Mon 26</td>
<td>Memorial Day holiday. RSRPD offices closed</td>
</tr>
<tr>
<td>Wed 28</td>
<td>LAF meeting, 8:00 am, SVCC office</td>
</tr>
<tr>
<td>Thu 29</td>
<td>RSRPD Budget Workshop</td>
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<tr>
<td>Thu 5</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<tr>
<td>Thu 5</td>
<td>Neighborhood Council #1, Community Room, City Hall (usually dark)</td>
</tr>
<tr>
<td>Fri 6</td>
<td>SVUSD last day</td>
</tr>
<tr>
<td>Fri 6</td>
<td>Retirement event for Colleen Janssen, 3:30-4:30 pm, SDCC</td>
</tr>
<tr>
<td>Sat 7</td>
<td>Fairy Tales in the Park, RSCP</td>
</tr>
<tr>
<td>Mon 9</td>
<td>City Council Meeting, 6:30 pm</td>
</tr>
<tr>
<td>Tue 10</td>
<td>Neighborhood Council #2, Community Room, City Hall (usually dark)</td>
</tr>
<tr>
<td>Thu 12</td>
<td>OPUSD last day</td>
</tr>
<tr>
<td>Thu 12</td>
<td>Neighborhood Council #3, Community Room, City Hall (usually dark)</td>
</tr>
<tr>
<td>Sat 13</td>
<td>Movies in the Park</td>
</tr>
<tr>
<td>Tue 17</td>
<td>Neighborhood Council #4, Community Room, City Hall (usually dark)</td>
</tr>
<tr>
<td>Thu 19</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
</tr>
<tr>
<td>Sat 21</td>
<td>Music in the Park concert, RSCP</td>
</tr>
<tr>
<td>Mon 23</td>
<td>City Council Meeting, 6:30 pm</td>
</tr>
<tr>
<td>Wed 25</td>
<td>LAF meeting, 8:00 am, SVCC office</td>
</tr>
<tr>
<td>Sat 28</td>
<td>Music in the Park concert, OCCP</td>
</tr>
<tr>
<td>Thu 3</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<tr>
<td>Thu 3</td>
<td>Neighborhood Council #1, Community Room, City Hall</td>
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<tr>
<td>Sat 5</td>
<td>Fairy Tales in the Park, RSCP</td>
</tr>
<tr>
<td>Sun 6</td>
<td>Shakespeare in the Park, OCCP</td>
</tr>
<tr>
<td>Tue 8</td>
<td>Neighborhood Council #2, Community Room, City Hall</td>
</tr>
<tr>
<td>Fri 11</td>
<td>Movies in the Park</td>
</tr>
<tr>
<td>Thu 10</td>
<td>Neighborhood Council #3, Community Room, City Hall</td>
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<tr>
<td>Tue 15</td>
<td>Neighborhood Council #4, Community Room, City Hall</td>
</tr>
<tr>
<td>Thu 17</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<tr>
<td>Sat 19</td>
<td>Music in the Park concert, RSCP</td>
</tr>
<tr>
<td>Mon 21</td>
<td>City Council Meeting, 6:30 pm</td>
</tr>
<tr>
<td>Wed 23</td>
<td>LAF meeting, 8:00 am, SVCC office</td>
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<tr>
<td>Fri 25</td>
<td>Drive-In Movie, Oak Park</td>
</tr>
<tr>
<td>Sat 26</td>
<td>Dive-In Movie, RSCP Pool</td>
</tr>
<tr>
<td>Mon 28</td>
<td>City Council Meeting, 6:30 pm</td>
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<tr>
<td>Fri 1</td>
<td>Movies in the Park</td>
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<tr>
<td>Sat 2</td>
<td>Fairy Tales in the Park, RSCP</td>
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<tr>
<td>Thu 7</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<tr>
<td>Thu 7</td>
<td>Neighborhood Council #1, Community Room, City Hall</td>
</tr>
<tr>
<td>Sat 9</td>
<td>Dive-In Movie, RSCP Pool</td>
</tr>
<tr>
<td>Mon 11</td>
<td>City Council Meeting, 6:30 pm</td>
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<tr>
<td>Tue 12</td>
<td>Neighborhood Council #2, Community Room, City Hall</td>
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<tr>
<td>Thu 14</td>
<td>Neighborhood Council #3, Community Room, City Hall</td>
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<td>Sat 16</td>
<td>Music in the Park concert, RSCP</td>
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<tr>
<td>Tue 19</td>
<td>Neighborhood Council #4, Community Room, City Hall</td>
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<td>Thu 21</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<tr>
<td>Mon 25</td>
<td>City Council Meeting, 6:30 pm</td>
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<tr>
<td>Wed 27</td>
<td>LAF meeting, 8:00 am, SVCC office</td>
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<td>Mon 1</td>
<td>Labor Day holiday, RSRPD offices closed</td>
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<tr>
<td>Thu 4</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<td>Thu 4</td>
<td>Neighborhood Council #1, Community Room, City Hall</td>
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<tr>
<td>Sat 6</td>
<td>Fairy Tales in the Park, RSCP</td>
</tr>
<tr>
<td>Tue 9</td>
<td>Neighborhood Council #2, Community Room, City Hall</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>-----------</td>
<td>------------------------------------------------------------------------</td>
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<tr>
<td>Thu Sep 11</td>
<td>Patriot Day observed</td>
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<tr>
<td>Mon Sep 15</td>
<td>City Council Meeting, 6:30 pm</td>
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<tr>
<td>Tue Sep 16</td>
<td>Neighborhood Council #4, Community Room, City Hall</td>
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<tr>
<td>Thu Sep 18</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<td>Wed Sep 24</td>
<td>LAF meeting, 8:00 am, SVCC office</td>
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<td>Mon Sep 29</td>
<td>CSDA Conference</td>
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<td>Mon Sep 29</td>
<td>City Council Meeting, 6:30 pm</td>
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<td>Thu Oct 9</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<tr>
<td>Thu Oct 9</td>
<td>Neighborhood Council #1, Community Room, City Hall</td>
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<tr>
<td>Sun Oct 12</td>
<td>Splash &amp; Dash Youth Triathlon</td>
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<td>Mon Oct 13</td>
<td>City Council Meeting, 6:30 pm</td>
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<tr>
<td>Tue Oct 14-16</td>
<td>NRPA Congress</td>
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<td>Tue Oct 14</td>
<td>Neighborhood Council #2, Community Room, City Hall</td>
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<td>Thu Oct 16</td>
<td>Neighborhood Council #3, Community Room, City Hall</td>
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<tr>
<td>Mon Oct 20</td>
<td>City Council Meeting, 6:30 pm</td>
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<tr>
<td>Tue Oct 21</td>
<td>Neighborhood Council #4, Community Room, City Hall</td>
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<tr>
<td>Wed Oct 22</td>
<td>LAF meeting, 8:00 am, SVCC office</td>
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<td>Thu Oct 23</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<td>Fri Oct 31</td>
<td>Halloween Carnival, RSCCC</td>
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<td>Fri Oct 31</td>
<td>Halloween Carnival, OPCC&amp;DG</td>
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<td>Thu Nov 6</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<td>Thu Nov 6</td>
<td>Neighborhood Council #1, Community Room, City Hall</td>
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<td>Sun Nov 9</td>
<td>Snowfest Arts &amp; Crafts Fair</td>
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<td>Mon Nov 10</td>
<td>City Council Meeting, 6:30 pm</td>
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<td>Tue Nov 11</td>
<td>Veterans Day event at RTCP, 11:00 am, RSRPD offices closed</td>
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<td>Neighborhood Council #2, Community Room, City Hall (subject to change)</td>
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<td>Thu Nov 13</td>
<td>Neighborhood Council #3, Community Room, City Hall</td>
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<tr>
<td>Mon Nov 17</td>
<td>City Council Meeting, 6:30 pm</td>
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<tr>
<td>Tue Nov 18</td>
<td>Neighborhood Council #4, Community Room, City Hall</td>
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<tr>
<td>Thu Nov 20</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<tr>
<td>Wed Nov 26</td>
<td>LAF meeting, 8:00 am, SVCC office</td>
</tr>
<tr>
<td>Thu Nov 27-28</td>
<td>Thanksgiving holidays, RSRPD offices closed</td>
</tr>
<tr>
<td>Mon Dec 1</td>
<td>City Council Meeting, 6:30 pm</td>
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<tr>
<td>Thu Dec 4</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<td>Thu Dec 4</td>
<td>Neighborhood Council #1, Community Room, City Hall (usually dark)</td>
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<tr>
<td>Sun Dec 7</td>
<td>Pearl Harbor Remembrance Day</td>
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<td>Neighborhood Council #2, Community Room, City Hall (usually dark)</td>
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<tr>
<td>Thu Dec 11</td>
<td>Neighborhood Council #3, Community Room, City Hall (usually dark)</td>
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<tr>
<td>Mon Dec 15</td>
<td>City Council Meeting, 6:30 pm</td>
</tr>
<tr>
<td>Tue Dec 16</td>
<td>Neighborhood Council #4, Community Room, City Hall (usually dark)</td>
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<tr>
<td>Tue Dec 16</td>
<td>Hannukkah</td>
</tr>
<tr>
<td>Thu Dec 18</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
</tr>
<tr>
<td>Wed Dec 24</td>
<td>LAF meeting, 8:00 am, SVCC office (Probably DARK or date will be changed)</td>
</tr>
<tr>
<td>Thu Dec 24-25</td>
<td>Christmas holidays, RSRPD offices closed</td>
</tr>
<tr>
<td>Wed Jan 1</td>
<td>New Year's Day holiday, RSRPD offices closed</td>
</tr>
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Colleen Janssen  
Marketing and Community Outreach Specialist
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 20, 2014

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval for the Purchase of Maintenance Equipment for Simi Hills Golf Course

SUMMARY

The District’s approved FY 2013-14 Annual Budget for Simi Hills Golf Course included capital outlay allocations of $75,000 for the purchase of golf course maintenance equipment and $155,000 for improvements ($80,000 of which was earmarked for clubhouse improvements to improve access, and $75,000 of which was earmarked for other golf course improvements).

The fiscal year is quickly coming to an end, and it is now unlikely that the clubhouse improvement project will be undertaken this year. On the other hand, golf course maintenance equipment can and should be purchased this fiscal year. Accordingly, staff is recommending a change in the budgetary allocations, transferring $65,000 from the clubhouse improvement project to the purchase of maintenance equipment. This will provide total funding for maintenance equipment in the amount of $140,000. These funds will enable Simi Hills Golf Course to replace aging mowers which had been previously scheduled for replacement but were delayed due to financial concerns. The clubhouse improvement project will most likely be scheduled in the next fiscal year budget. The proposed budgetary change for maintenance equipment will leave $90,000 in the improvement account.

The following table indicates equipment purchases already completed and equipment purchases currently planned. The Golf Committee reviewed and approved of the proposed purchases at their meeting on August 22, 2013. At that time consideration was given to the possibility of leasing some of the equipment. Staff since explored that alternative and concluded it was not in the best interests of the District to lease the proposed equipment. Municipal leases are essentially financed transactions resulting in a residual purchase price. There is no reason for the District to pay interest to a financial institution at this time. And if the equipment is to ultimately be purchased that transaction may as well occur at this time.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Push Carts</td>
<td>$2,050</td>
<td>Already purchased</td>
</tr>
<tr>
<td>Tru Turf Greens Roller</td>
<td>$14,614</td>
<td>Already purchased</td>
</tr>
<tr>
<td>John Deere Gator Utility Vehicles</td>
<td>$16,397</td>
<td>Already purchased</td>
</tr>
<tr>
<td>John Deere 2500e Tee Mower</td>
<td>$33,542</td>
<td>Requested</td>
</tr>
<tr>
<td>Jacobsen AR522 Rough Mower</td>
<td>$41,673</td>
<td>Requested</td>
</tr>
<tr>
<td>Jacobsen 322E Electric Greens Mower</td>
<td>$30,896</td>
<td>Requested</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$139,172</strong></td>
<td></td>
</tr>
</tbody>
</table>
The three pieces planned will be purchased through the NPP (National Purchasing Partners), which is an approved public agency purchasing cooperative. These purchases will bring Simi Hills back up to speed with its equipment requirements, and will also enable golf course management to transfer two mowers to the Sinaloa Golf Course, upgrading the equipment fleet at that location at the same time.

FISCAL IMPACT:

With the transfer of funds from the improvements account to the equipment purchase account, all required funds are included in the adopted FY 2013-14 Annual Budget.

BOARD ACTION REQUESTED:

Staff recommends the Board approve the proposed reallocation of funds from clubhouse improvements in the amount of $65,000 towards maintenance equipment purchases (resulting in total funding for these expenditures of $140,000) and authorize the District Manager to proceed with the purchase of the three listed pieces of equipment using the National Purchasing Partners program with the issuance of a purchase order for the procurement of this golf course maintenance equipment.

Brian Reed, Golf Course Manager
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 20, 2014
TO: District Manager
FROM: Administrative Analyst
SUBJECT: Consideration and Approval of Request for Authorization to Solicit Bids for a Maintenance Uniform Services Agreement

The Park District's maintenance crews are highly visible throughout the community, and their appearance directly reflects the pride and professionalism of the District. In order to assure that the District's maintenance crews are readily identifiable and present a clean, tidy appearance, the District has established a basic uniform standard to which all maintenance staff are required to adhere. The District provides the standard uniform issue and weekly laundering at no cost to the employee.

The standard uniform consists of tan shirts with dark brown trousers for crew members, and white shirts with dark brown trousers for maintenance supervisors. Employees are allowed to decide whether to wear long- or short-sleeved shirts, and are given the option of working in shorts or long pants. Each uniform shirt prominently displays the District's logo and the employee's first name. As part of the standard uniform issue, the District also purchases a dark brown jacket for each employee.

Recently the District Manager approved a polo-style shirt alternative that employees are able to purchase through the District. These polo shirts are the employee's personal property, and as such are not laundered by the uniform supplier and are not replaced at the District's expense.

In 2007 the District solicited proposals for uniform rental and laundering services. A three-year agreement was awarded to Prudential Overall Supply (July 2007-June 2010). At the expiration of the three-year term, the District exercised its option to extend the agreement for an additional two years, through June 30, 2012. Since July 2012, Prudential Overall Supply has provided uniform services to the District under the authorization of an annual purchase order.

Under the terms of the agreement, Prudential Overall Supply agreed to replace uniform items showing wear and tear at no cost to the District. However, the agreement has expired and many of the uniforms are now showing their age. Additionally, manufacturers change fabrics and styles, and this has caused the appearance of District uniforms to become somewhat inconsistent over time.

To remedy this situation, staff is requesting authorization to solicit bids for a new Maintenance Uniform Services Agreement. Under the new agreement, new uniforms consistent with the District's appearance and performance standards will be issued to each full- and part-time maintenance staff member. Employees will continue to be given the option of wearing long- or short-sleeved shirts and long pants or shorts. Each employee will be provided a new jacket. The District's policy allowing each employee the option of purchasing District-approved polo-style shirts will remain unaltered.
Following the opening of bids, an Agreement with the recommended company will be submitted to the Board of Directors for approval.

**Board Action Requested:**

Authorization to Solicit Bids for the Maintenance Uniform Services Agreement.

Robin Walker  
Administrative Analyst
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RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM

DATE: March 20, 2014

TO: District Manager

FROM: Director of Planning and Maintenance

SUBJECT: Authorization to Solicit Bids for the New Vista After School Club – Phase One Construction Project

Background and Overview:

In order to accommodate the increased enrollment at the Vista After School Club, District staff has been working with School District personnel on plans to construct a new After School Club Facility on the Vista Elementary School Campus.

This new facility will incorporate two 20’ x 40’ modular classroom buildings with an enclosed chain-link fence compound along Wisteria Street in the southeasterly corner of Vista Elementary School. This location is independent from the main campus and will be constructed with a separate vehicular drop-off and pick-up zone along Wisteria Street. Construction plans for the project were prepared in-house by Park District staff with the project being constructed in two separate phases.

Phase One will include all related site improvements including but not limited to: demolition, grading, utility infrastructure, asphalt paving, concrete, chain link fencing, irrigation and landscaping. The cost of the Phase One improvements is estimated at $39,000.00.

Phase Two will include the actual placement of the modular buildings, utility hook-ups, and regulatory compliance improvements. Since the modular buildings are being leased from the manufacturer, no public bid is required for the procurement and placement of the structures. The estimated cost for the Phase Two improvements, including the procurement of the modular buildings, is estimated to be less than $10,000.00.

A preliminary timeline for the completion of this project is as follows:

- Authorization to Solicit Bids - Phase One: March 20, 2014
- Notification in Ventura County Star: March 23, 2014
- Opening of Public Bids: April 22, 2014
- Award of Contract: May 1, 2014
- Phase One - Start of Construction (21 Days): May 19, 2014
- Phase One Completion: June 9, 2014
- Phase Two - Building Installation: June 16, 2014
- Phase Two Completion: June 30, 2014
- Facility Opening (Estimated): July 7, 2014
Fiscal Impact:

Adequate funds to complete this project are identified in the District’s *Approved FY 2013-14 Budget* under the Simi Valley Assessment Fund (Fund 30) in the amount of $50,000.00.

Board Action Requested:

That the Board approve the request for Authorization to Solicit Bids for the New Vista After School Club - Phase One Construction Project.

Wayne Nakaoka  
Director of Planning and Maintenance

WN: bjm
VISTA ELEMENTARY
BEFORE & AFTER SCHOOL CLUB
CONSTRUCTION PROJECT
2107 WISTERIA STREET #A & B

RANCHO SIMI RECREATION AND PARK DISTRICT

KEY MAP
VICINITY MAP

SHEET INDEX
SHEET NO.
COVER SITE PLAN CONSTRUCTION IRRIGATION UTILITY
S-1 C-1 IR-1 U-1

NOT TO SCALE
THRUZ BLOCK

INFORMATION:

Irrigation system exists and is maintained and operated by SMU Valley Unified School District. Information (as-built) was obtained from the board. Any discrepancies during the work shall be brought to the attention of the Park District.

All adjustments to the existing heads to be done so that there is full coverage to the area. Be sure to have full coverage. The district replaces the heads or nozzles to obtain coverage.

All new mainline and laterals shall use schedule 40 fittings and pipe unless otherwise noted in the details.

Thrust blocks shall be added for mainline fittings at corners and tee. Mainline shall be pressure tested before minimum 24 hours before removing existing system.

Abandon areas noted for mainline, add 4" drain pipe for sleeves in areas indicated.

Contractor to as-built the plan during install.

Add low voltage wiring to the new valve locations and tie into the existing wires at areas that are to be rerouted.
March 6, 2014

Mr. Tom Evans  
Landscape Designer  
Rancho Simi Recreation and Park District  
1692 Sycamore Dr.  
Simi Valley, CA. 93065

Dear Mr. Evans:

The Simi Valley Unified School District has reviewed the following attached drawings for bid and construction:

1. Cover Page  
2. Site Plan S-1  
3. Construction C-1  
4. Irrigation IR-1  
5. Utility U-1  
6. Preliminary Not For Construction drawing by So Cal Edison

The drawings and details meet the district standards for construction, building site and security. Please proceed per these drawings. Copy to us any schedule for construction for coordination with the various projects that will be ongoing throughout 2014.

Thank you,

Pedro Avila  
Director of Facilities and Planning  
Simi Valley Unified School District
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 20, 2014
TO: District Manager
FROM: Director of Planning and Maintenance
SUBJECT: Proposed Construction Alternatives for the Rancho Simi Community Park
        Lagoon Renovation Project

Background and Overview:

Rancho Simi Lagoon (pond) is a shallow, clay lined pond with a surface area of approximately 2
acres located along the northerly boundary of Rancho Simi Community Park. The pond has a
defined concrete edge and no aquatic plant life. When the pond opened in 1974, the original
average water depth of the pond was five (5) feet, with its deepest point estimated at eleven (11)
feet. There is no natural water inlet or outlet for the pond, so the water surface elevation is
maintained through the addition of potable water. Any water entering the pond due to inclement
weather is discharged to the Arroyo Simi through an existing overflow pipe located in the
northwesterly corner of the pond.

There are four islands of varying size throughout the pond with well-established trees and
shrubs. The pond’s mechanical system is situated on the largest island on the east side of the
pond. Circulation for the pond is accomplished through two independent pumping systems. One
pump circulates the water internally from the pond’s pump vault to bubblers integrally
constructed into the pond’s easterly and westerly concrete edge. The second pump, which is
connected to the park’s irrigation system, has been inoperable for the past few years.

As constructed in 1974, the pond was used as a reservoir that was interconnected with the park
site’s irrigation system. Water from the pond was used for nightly irrigation, drawing down the
pond’s water surface elevation. Fresh water was replenished during the day through domestic
water outlets constructed at the headwall of the park’s concrete lined stream located in the
northeasterly quadrant of the park. This operation assured that the biodiversity of the pond
remained intact and also eliminated nighttime competition for domestic water with the adjacent
residential community.

Domestic ducks, geese and other waterfowl swim in the lake and congregate along its shoreline
and in the surrounding park. The Park District stocked the pond with Channel Catfish for many
years for the Huck Fin Fishing Derby, and the California Department of Fish and Wildlife
stocked the pond with Rainbow Trout during the winter months. Both of these activities have
been suspended due to poor water quality.
Over the years, the pond has experienced varying degrees of water quality issues primarily due to the continual buildup of organic and inorganic matter, a process commonly referred to as siltation. Over time, this process has reduced the depth and volume of the pond. The source of inorganic matter is primarily eroded soil, trash and debris carried into the pond during periods of inclement weather. Examples of organic material include animal feces, excess duck food left by park patrons, leaves, and grass cuttings. The decay of organic matter can result in the rapid reduction of oxygenated water levels, which is detrimental to aquatic life. Bird feces are a major source of bacterial contamination as well as nutrient loading, primarily nitrogen and phosphorus, which promotes algae blooms (blue/green water color) during hot weather.

At its meeting of August 18, 2011, the Board of Directors authorized the solicitation of bids for the Rancho Simi Community Park Lagoon Phase One Renovation Project. On October 4, 2011, four bids were received in time for the bid opening. On November 17, 2011, staff requested the Board to reject all bids for the project based on the inconsistent prices received and the variance of $889,310.00 between the lowest ($310,590.00) and second lowest bidder ($1,199,900.00) for the project. With the exception of the lowest bidder, all of the other bidders properly based their proposals on hazardous material handling and processing, with the excavated material being transported to an off-site hazardous waste processing center in Central California.

At that time, staff estimated the construction cost of Phase 1 to be approximately $500,000.00, with an aggregate project cost to complete Phases 1, 2, and 3 at $1,200,000.00. If an award of contract was made to the second lowest bidder, the adjusted project cost would have escalated to well over $2,100,000.00.

Since that time, staff has conducted extensive research into options to reduce the overall project cost. Information from the City of Los Angeles Department of Parks and Recreation was obtained for their Reseda Lake and Echo Park Lake Renovation Projects. Even though the magnitude of their projects far exceeds the scope-of-work for our project, the information obtained provided staff with viable alternatives.

**Proposed Renovation:**

Staff believes modifying the project to reduce the overall depth of the pond, installing a hard bottom to facilitate maintenance, and relocating the mechanical equipment from its current island location to the northerly shoreline of the pond represents the best current alternative. These modifications will reduce the overall construction cost of the project and future maintenance costs associated with the service and repair of the pond’s mechanical systems.

A chemical analysis was performed on the pond’s sediment by analytical chemists from Fruit Growers Laboratory in November of 2011 and again in February 2014. The first test indicated that the sediment contained a very high nitrogen content with only minor concerns for other trace elements. The second test indicated similar results, with more definitive testing required to verify the aquatic bioassay results. A third sample will be sent to Fruit Growers Laboratory next month to confirm the test results and determine if any special handling procedures are necessary as part of the sediment disposal process.
If approved, the proposed modified construction for the Rancho Simi Community Park Lagoon Renovation Project is as follows:

Draining of the Pond and Relocation of Wildlife:

A temporary chain link fence with screening will be installed around the perimeter of the pond to keep park patrons from entering the construction area. The make-up water entering the pond to maintain the pond’s water level will be shut down, and the existing water in the pond will be pumped to irrigate the adjacent park site. The remaining water will then be allowed to evaporate. Wildlife will be relocated as necessary by our environmental consultant (Envicom) under direction of the Department of Fish and Wildlife.

In-Place Removals, Processing and Grading:

An in-place removal process will be used to remove the sediment from the pond as it becomes dry and safe enough to remove and transport. Only one-half to three-quarters of the sediment will be removed. This method eliminates the need for additional parkland for a dry out area, which will greatly reduce the impact on the existing park site and will result in a corresponding reduction in construction cost.

Due to the high nitrogen content of the sediment, a portion of the excavated material could be transported to a local soil amendment supplier for incorporation into fertilization products. This alternative will only become viable once the pond is drained and the material can be tested by an agricultural analytical chemist. Depending upon the sediment condition, District staff may evaluate alternatives to locate the sediment on other Park District property to supplement soil conditions where possible. Relocation of sediment to a waste landfill is also likely.

After the necessary sediment has been removed, the remaining sediment will be over-excavated, blended with clean soil, and compacted in place under the direction of our consultant geotechnical engineer (Gorian and Associates). New underground piping for the pond’s mechanical systems (irrigation and circulation) will be installed per plans prepared for the project by Cannon and Associates.

New Pond Bottom and Edge Treatment:

After all of the underground piping and earthwork is complete, a new pond liner of polyethylene will be installed over the entire bottom of the pond and covered with a gunite or bentonite surface. A new concrete lake edge with a perimeter depth and freeboard of 18 to 24 inches will be installed.

Pond and Irrigation Pumping System Installation:

A new aboveground mechanical equipment enclosure will be constructed along the north side of the pond. This enclosure will house the new pumps for the pond’s recirculation and irrigation system. Electrical power to operate these systems will be extended from the east restroom
building. Engineering plans for the installation of the new mechanical system were prepared for the project by Cannon and Associates.

**Finalization Items:**

New irrigation and landscaping will be installed around the perimeter of the pond and on the islands. Upon completion, the pond will be filled with water and stocked with fish.

As an alternate bid to the final phase of the project, and if adequate funds are available, a new handicap ramp may be constructed from the park site’s easterly tot-lot area to the edge of the lake to facilitate wheelchair access. A concrete pad will be constructed at the bottom of the ramp adjacent to the edge of the lake.

**Current Findings:**

Based on this modified scope-of-work, staff currently anticipates that the overall construction cost of the project will be between **$800,000.00** and **$1,000,000.00**. The construction timeframe to complete the work will be **12 to 15 months**, depending on the timeframe necessary for the sediment disposal process. The District’s summer concert series is being relocated to Rancho Madera Community Park to accommodate construction and minimize patron impact.

Upon approval of the modified scope-of-work, construction plans, specifications, revised construction cost estimate, and a definitive construction phasing plan are expected to be completed by the latter part of May 2014. A complete overview of the modified project, including construction cost, will be presented to the Board at the time staff is prepared to request authorization to solicit bids for the Rancho Simi Community Park Lagoon Renovation Project. It is anticipated that this will occur in June 2014.

**Board Action Requested:**

That the Board Approve the Modified Scope-of-Work for the Rancho Simi Community Park Lagoon Renovation Project, as described above.

Wayne Nakaoka
Director of Planning and Maintenance

WN:bjm
EXISTING LAGOON OVERFLOW DRAIN. PROTECT IN PLACE.

EXISTING LAGOON RECIRCULATION INLET. PROTECT IN PLACE.

EXISTING LAGOON CONCRETE EDGE

CAREFULLY EXCAVATE, REMOVE, AND DISPOSE OF EXISTING DEBRIS AND SEDIMENT FROM THE BOTTOM OF THE LAGOON TO THE ORIGINAL CLAY BOTTOM LINER. DO NOT BREACH OR EXTEND EXCAVATION EFFORTS BEYOND THE CLAY BOTTOM LINER WITHOUT PARK DISTRICT AUTHORIZATION.

EXISTING LAGOON CONCRETE EDGE

NEW PUMP LOCATION

EXISTING CREEK INLET. PROTECT IN PLACE.

SAW OUT EXISTING PUMP SYSTEM INTAKE LINES (PIPES) AND DEMO AND REMOVE EXISTING CONCRETE VAULT ASSEMBLY. CONCRETE CAP AND ABANDON REMAINING PUMP SYSTEM INTAKE LINES IN PLACE.

APPROXIMATE AMOUNT OF MATERIAL TO BE REMOVED: 8,886 CU. YDS.

APPROXIMATE LAGOON/LAKE SURFACE AREA AT MAXIMUM WATER ELEVATION: 85,005 SQ. FT.
SECTION 'A'

SCALE: 1" = 10' HORIZONTAL
1" = 10' VERTICAL

Approximate Elevation of Existing 12" Thick Clay Bottom.

SECTION 'B'

SCALE: 1" = 10' HORIZONTAL
1" = 10' VERTICAL

Approximate Elevation of Existing 12" Thick Clay Bottom.

Carefully excavate, remove, and dispose of existing debris and sediment from the bottom of the lagoon to
the original clay bottom liner. Do not breach or extend
excavation efforts beyond the clay bottom liner
without park district authorization.
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 20, 2014

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Resolution of the Rancho Simi Recreation and Park District Nominating a Candidate for Election to Serve on the California Special District’s Association Board of Directors

SUMMARY

The District recently received the attached Call for Nominations from the California Special District Association ("CSDA"). CSDA Board member terms are three years in length, and require attendance at approximately eight meetings per year. As a member of CSDA, Rancho Simi Recreation and Park District is eligible to nominate either a board member or managerial employee for election as a director of CSDA.

For over 30 years, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of nearly 600 special districts 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, among others. The Board consists of three directors from each of the six regions throughout California.

BOARD ACTION REQUESTED

Staff recommends the Board consider nominating a managerial staff or Board member for election to the CSDA Board of Directors.

Larry Peterson
District Manager
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO.____

RESOLUTION OF THE RANCHO SIMI RECREATION AND PARK DISTRICT
NOMINATING A CANDIDATE FOR ELECTION TO SERVE ON THE CALIFORNIA
SPECIAL DISTRICT’S ASSOCIATION BOARD OF DIRECTORS

WHEREAS, the California Special District’s Association (“CSDA”) has notified the District of a vacancy on the CSDA Board of Directors; and

WHEREAS, the Rancho Simi Recreation and Park District is a member of CSDA and is therefore eligible to nominate a Board member or managerial employee for election as a director of CSDA; and

WHEREAS, ______________ is a board member or managerial employee of ____________________________

NOW THEREFORE BE IT RESOLVED AND ORDERED, that the Board of Directors of the Rancho Simi Recreation and Park District hereby nominates ______________ for election as a director of CSDA and directs the District Manager to transmit a signed copy of this Resolution to CSDA.

The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a regular meeting held on March 20, 2014, in Simi Valley, California on motion made by Director ______________, seconded by Director ______________, and carried with the following roll-call vote:

Ayes:

Noes:

Absent:

______________________________
Chair of the Board of Directors
Rancho Simi Recreation and Park District
DATE: February 21, 2014

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2015 - 2017 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA’s member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California’s special districts before the Legislature and the State Administration. Serving on the Board requires one’s interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy.
- Attend CSDA’s two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- Complete all four modules of CSDA’s Special District Leadership Academy within 2 years.
  (CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).
BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: ________________________________________________

District: _______________________________________________________

Mailing Address: ________________________________________________

________________________________________________________________

Region: _____ (see map on back)

Telephone: _______________________________________________________

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: ____________________________________________________________

E-mail: __________________________________________________________

Nominated by (optional): __________________________________________

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 23, 2014
2015 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: ____________________________________________

District/Company: _______________________________________

Title: ________________________________________________

Elected/Appointed/Staff: ______________________________________

Length of Service with District: ________________________________

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

________________________________________________________________________

________________________________________________________________________

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

________________________________________________________________________

________________________________________________________________________

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

________________________________________________________________________

________________________________________________________________________

4. List civic organization involvement:

________________________________________________________________________

________________________________________________________________________

**Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 5, 2014 will not be included with the ballot mailing.