RANCHO SIMI RECREATION AND PARK DISTRICT
1692 SYCAMORE DRIVE
SIMI VALLEY, CALIFORNIA  93065

NOTICE OF SPECIAL MEETING

Notice is hereby given, pursuant to Section 54956 of the California Government Code, that the Board of Directors of the Rancho Simi Recreation and Park District, by call of the Chair of the Board of Directors, has ordered that it will hold a Special Meeting on Thursday, September 25, 2014, beginning at 6:30 p.m., at the Knolls Fire Station, 1262 Cypress Street, Simi Valley, California. The purpose of the Special Meeting is to conduct the business listed on the attached Agenda.

Larry Peterson, District Clerk

Dated: September 22, 2014
I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. PUBLIC DISCUSSION (ITEMS NOT ON THE AGENDA)

IV. APPROVAL OF MINUTES
   A. Regular Meeting – August 21, 2014

V. SCHEDULED ITEMS AND PUBLIC HEARINGS
   A. Presentation of the Part-Time Employee of the Month for August 2014 to Terrie Ogarkow
   B. Presentation of the Full-Time Employee of the Month for August 2014 to Renee Peace
   C. A Public Hearing on a Proposed Modification to Extend the Terms of Promissory Notes Made by the Mountains Recreation and Conservation Authority in Favor of Zions First National Bank; and a Resolution of the Board of Directors of the Rancho Simi Recreation and Park District Making a Finding of Significant Public Benefit and Other Findings in Connection with the Modification of Promissory Notes of the Mountains Recreation and Conservation Authority

VI. CONSENT AGENDA**
   A. Approval of Check Registers:  8/8/14, 8/22/14, 9/5/14 (payroll); 8/31/14, 9/15/14 (payables)

** 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. Receive and Consider Public Input in Regards to Park District’s Possible Purchase and Operation of the Knolls Fire Station

B. Approval of Mountains Recreation and Conservation Authority Final Budget for Fiscal Year 2014-2015

C. Rejection of Bids for the Rancho Simi Community Park Lagoon Renovation Project and Authorization to Solicit Bids for the Rancho Simi Community Park Lagoon Renovation Project After Reducing the Project’s Scope-of-Work and Separating the Project Into Two Separate Bid Packages

D. Consideration and Action on Claim Filed by Jake Steven Austin

E. Approval of Resolution Nominating Candidate to Serve as the Alternate Special District Member of the Ventura Local Agency Formation Commission for Term Beginning January 1, 2015

IX. WRITTEN COMMUNICATIONS

None

X. REPORTS BY BOARD MEMBERS

XI. REPORT BY DISTRICT MANAGER

XII. CLOSED SESSION

A. Closed Session Pursuant to Government Code Section 54956.8

Re: Land Acquisition

The Following Assessor Parcel Number in Ventura County, Property Located at 1262 Cypress Street, Simi Valley, Ca (Knolls Fire Station)

Assessor Parcel Number: 646-0-200-180

Negotiating Parties: District Manager, Director of Planning and Maintenance and Legal Counsel
B. Closed Session Pursuant to Government Code Section 54956.9

Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to
Subdivision (b) of Section 54956.9: One Case

XIII. ADJOURNMENT

If any individual has a disability that may require accommodation to participate in this meeting, please contact Human Resources 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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MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
SYCAMORE DRIVE COMMUNITY CENTER
1692 SYCAMORE DRIVE, SIMI VALLEY, CA
AUGUST 21, 2014

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, Vice Chair Freeman, Chair Johnson

Staff: Nikki Collier, Doug Gale, Karen Garber, Barbara Meinel, Wayne Nakaoka, Theresa Pennington, Brian Pierik, Esq., Robin Walker

Guests: None

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

None

IV. APPROVAL OF MINUTES:

(A) Approval of Minutes of Regular Meeting of August 7, 2014

ACTION: Director Hostetler moved to approve the Minutes of the Regular Meeting of August 7, 2014; Vice Chair Freeman 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 July 2014 to Nikki Collier 35-14-w

Business Supervisor Theresa Pennington announced that Nikki Collier has been chosen as the Part-Time Employee of the Month for July 2014. Nikki has worked for the District for six years, and this is her first award for Part-Time Employee of the month. Nikki is a very hard worker and wears many hats at the District. She is a Site Director at Garden Grove Before and After School Club, as well as an Administrative Assistant IV in the Recreation Department.
In her position at Garden Grove, Nikki is very involved with each child in her care. She makes sure the children’s time at the before and after school club is a positive, rewarding experience. She makes sure there are always crafts and snacks available for the children, and she is very aware of every child’s safety while in her care.

Nikki is also involved in other activities, such as concerts, fairs, field trips, and sports.

In addition, Nikki helps out in the front lobby during the summer, and willingly and cheerfully completes whatever task is asked of her.

Chair Johnson presented Nikki with her award and congratulated her on being chosen as the July Part-Time Employee of the Month.

Nikki thanked everyone for the award and stated that she really enjoys working for the District.

Director of Recreation Doug Gale stated that he believes Nikki has been at every special event held by the District. She is a “go-to” person and is very personable with the public. She is a great person to have around.

The Board thanked Nikki for her hard work and Chair Johnson stated that they appreciate everything she does. The Park District is all about serving the public, and she is at the forefront in doing so.

(B) **Public Hearing on the Rancho Simi Recreation and Park District Annual Budget, Planning and Maintenance Projects and Three Year Project Plan for FY 2014-15**

Director of Administration Karen Garber stated that staff worked very hard on preparing the *Preliminary District Operating and Capital Improvement Budget for Fiscal Year 2014-15*, which the Board approved at its June 19, 2014 meeting. She asked the Chair to open the public hearing.

The Chair called a Public Hearing at 6:36 p.m.

As there were no public comments, the Chair closed the Public Hearing at 6:37 p.m.

VI. **CONSENT AGENDA:**

(A) **Approval of Check Registers: 7/25/14 (payroll); 8/15/14 (payables)**

**ACTION:** Director O’Brien moved to approve Consent Agenda Item A; Director Hostetler seconded the motion. Motion carried with a unanimous vote.
VII. CONTINUED BUSINESS:

None

VIII. NEW BUSINESS:

(A) Authorization to Solicit Bids for the Rancho Santa Susana Community Center Exterior Painting and Masonry Wall Sealing Project 116-14-b

ACTION: Vice Chair Freeman moved to approve the Authorization to Solicit Bids for the Rancho Santa Susana Community Center Exterior Painting and Masonry Wall Sealing Project; Director Hostetler seconded the motion. Motion carried with a unanimous vote.

(B) Discussion and Possible Action on Salary of District Manager Larry Peterson 35-14-x

The District’s legal counsel, Brian A. Pierik, Esq., discussed the options available to the Board regarding the salary of District Manager Larry Peterson.

ACTION: Director Hostetler moved to approve Resolution No. 1890 with an increase in salary for District Manager Larry Peterson to Step 9; Director O’Brien seconded the motion. Motion carried with the following roll-call vote:

Ayes: Director O’Brien, Hostetler, Freeman, Johnson
Noes: None
Absent: Director Cavanaugh
Abstain: None

IX. WRITTEN COMMUNICATIONS:

None

X. REPORTS BY BOARD MEMBERS:

Director O’Brien stated that she attended the Lynyrd Skynyrd Tribute Band Music in the Park event at Rancho Madera Community Park on Saturday, August 16. She added that it was a great venue and people were dancing and having a wonderful time.

Director O’Brien also reported that she had received a letter from the District’s auditor, Moss, Levy, Hartzheim, LLP saying they were starting their audit of FY 2013-14.

Director Hostetler stated that he had no meetings to report.

Vice Chair Freeman reported that she had attended one meeting, and that was with the auditors.
Chair Johnson stated that he had attended the Soccer Foundation meeting. The Foundation would like to expand their playing area, and Chair Johnson recommended that Foundation officers meet with District Manager Larry Peterson and Director of Planning and Maintenance Wayne Nakaoka regarding future development plans the Park District has for Rancho Santa Susana Community Park.

Chair Johnson mentioned the Simi Valley Days Parade, and there was some discussion regarding the method of transportation the Board Members would prefer to use to participate in the parade. The Parade will take place on Saturday, September 20th beginning at 9:30 a.m.

Chair Johnson also announced that the City of Simi Valley will be making a presentation to the Simi Valley Historical Society at the August 25th City Council meeting in honor of the Historical Society’s 50th Anniversary.

XI. REPORT BY DISTRICT MANAGER:

Director of Planning and Maintenance Wayne Nakaoka reported that the Simi Valley City Council made an offer to the Park District to purchase the Knolls Fire Station at a closed session held on August 11. Director of Planning and Maintenance plans to bring this item before the Advance Planning Committee to discuss possible plans for the property and will then bring it before the full Board for a decision on September 18.

XII. CLOSED SESSION:

None

XIII. ADJOURNMENT:

Director Hostetler moved to adjourn the meeting at 7:08 p.m.; Director O’Brien seconded the motion. Motion carried with a unanimous vote.

Wayne Nakaoka, Director of Planning and Maintenance
On behalf of District Clerk Larry Peterson
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RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

Date: September 25, 2014
To: District Manager
From: Business and Accounting Supervisor
Re: Presentation of the Part-Time Employee of the Month for August 2014 to Terrie Ogarkow

PART-TIME EMPLOYEE OF THE MONTH FOR AUGUST 2014

The Part-Time Employee of the Month for August 2014 is Terrie Ogarkow. Terrie has worked for the District for 12 years. She is an Administrative Assistant IV in the Recreation Department. This is her first award for Part-Time Employee of the

NOMINATION NARRATION

The person who nominated Terrie had this to say about her: “Terrie has helped and assisted with every RSSCC event and has taken on responsibilities outside her usual norm to assist the front desk at SDCC and with courier routes. Not to mention her artistic and crafty mind has helped enhance RSSCC with clever marketing displays for every season. She deserves to be nominated and selected for P/T employee of the month because of her constant and consistent dedication to her fellow employees, the public and the District for the past 10+ years. She is an asset not to be taken for granted. She not only manages the accounting end at RSSCC, she also lends a hand with assisting with preschool related duties, communicating with all instructors and participants of RSSCC classes and activities, using her creative mind and skills to beautify the center, and most importantly graciously brews coffee or cooks delicious food to share with her fellow employees. Of course her enthusiasm and perseverance to the District doesn’t stop there, she also knows her way around the Sycamore offices by constantly filling in for the front office, production of printing requests and sorting and delivering inter-district mail. She is incredible…a master of many duties! This is only a small part of what she really has done as an Administrative Assistant IV and this is why I nominate her for P/T employee of the month.”
BOARD ACTION

Terrie has been invited to attend the September 25, 2014, board meeting to receive a plaque and a check for $75 from the board chair.

Theresa Pennington
Business and Accounting Supervisor
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RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

Date: September 25, 2014

To: District Manager

From: Director of Administration

Re: Presentation of the Full-Time Employee of the Month for August 2014 to Renee Peace

FULL-TIME EMPLOYEE OF THE MONTH FOR AUGUST 2014
The District’s full-time employee of the month for August 2014 is Renee Peace. Renee started working for the District in November, 2002. She works as a Recreation Supervisor in Oak Park. This is her second award for Employee of the Month. She also received this award in May, 2005. Renee has a Bachelor’s Degree in Communications and recently completed the course work for her Master’s Degree in Recreation.

NOMINATION NARRATION
Renee was nominated by two different people and her nominations were supported by three more individuals. They had this to say about her: “Renee has been in charge of everything that involves the running of the Oak Park Community Center, a very big responsibility, which she handles well. She has many different personalities to deal with in the course of her day with the facility rentals and class scheduling. In addition, all financial issues for the Center go through her desk and she has to keep it all within the budget given.

Renee is the main representative to and liaison with the Oak Park Community and in that capacity has developed a growing positive relationship with the Oak Park Unified School District, the Kiwanis Club and other community and county agencies. She has expanded the Oak Park Community Center’s classes and Summer Camp programs to span a wide variety of interests. She is constantly creating innovative and unique events for the Oak Park community. These events include the “Halloween Carnival,” “Spring Egg Hunt,” and “Arts & Crafts Fair,” “rattlesnake avoidance” and “dog vaccination” programs, and more.

This employee’s responsibilities include oversight of the field maintenance in Oak Park, Before & After School Club programs, over 50 recreation classes and activities at the Oak Park Community Center, and many special events including “drive-in movies,” “concerts in the park,” “Shakespeare in the Park,” and more. One new responsibility she accepted this year was the successful oversight of the Oak Park Unified School District’s “Enrichment” program. Another major accomplishment was the envisioning of the Medea Creek Before & After School Teen Club program and its successful launch due in large part to her preparation, guidance, and hard work.

This employee is hard working and open to hearing new ideas. She continually trying new things and never resting on what has already been done. It has been said about her that she is driven and wants to reach as many residents in the Oak Park community as possible. A coworker described her as a “ball of fire.”
For these reasons we are happy to nominate this very deserving person for full-time employee of the month.”

**BOARD ACTION**
Renee Peace has been invited to attend the September 25, 2014, board meeting to receive a plaque from the board chair. She is also eligible for a day off with pay in the next 60 days.

Karen Garber
Director of Administration
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 25, 2014
TO: Board of Directors
FROM: District Manager

SUBJECT: A Public Hearing on a Proposed Modification to Extend the Terms of Promissory Notes Made by the Mountains Recreation and Conservation Authority in Favor of Zions First National Bank; and a Resolution of the Board of Directors of the Rancho Simi Recreation and Park District Making a Finding of Significant Public Benefit and Other Findings in Connection with the Modification of Promissory Notes of the Mountains Recreation and Conservation Authority

SUMMARY

The MRCA utilizes two lines of credit in conducting its business operations. It is currently seeking to extend the term of these existing lines of credit and its legal counsel has requested each member agency to hold a public hearing on these debt extensions. A legal notice of this public hearing was placed more than five (5) days prior to September 25, 2014. The RSRPD Board should now receive any public input, and then consider approval of the attached resolution.

The MRCA was established in 1985 as a Joint Powers Authority (JPA). It is a local partnership between the Santa Monica Mountains Conservancy (a state agency established by the Legislature) and the Rancho Simi Recreation and Park District and the Conejo Recreation and Park District (both of which are local park agencies that were established by a vote of the people in the communities they now serve).

In the formation of the MRCA each member agency made findings that the land within the Santa Monica Mountains Zone and contiguous watersheds and other open space and recreation resources in Southern California constitute unique and valuable economic, environmental, agricultural, scientific, educational, and recreational resources which should be held in trust for present and future generations. The Santa Monica Mountains Conservancy and the two Districts found and determined that there is a need to expand, enhance, and restore these resources and that doing so would be to their mutual advantage and the public benefit. This led them to coordinate their power and authority and expertise in the context of a JPA to facilitate the acquisition, development, and conservation of such lands and resources with special emphasis on recreation and conservation projects, protection and conservation of watersheds, and the development of river parkways.
Since its formation the MRCA has remained dedicated to the preservation and management of local open space and parkland, watershed lands, trails and wildlife habitat. It now manages and provides ranger services for almost 69,000 acres of public lands and parks that it owns and that are owned by the Santa Monica Mountains Conservancy or other agencies and provides comprehensive education and interpretation programs for the public.

In its operations the MRCA actively uses lines of credit to fund necessary expenditures, as a large number of its expenses are reimbursed by grants after the fact. It has two existing lines of credit, one for $3 million and one for $1 million, and is extending the terms of both. The existing promissory notes of the MRCA, made in favor of Zions First National Bank (the “MRCA Notes”), reflect revolving lines of credit to finance the MRCA’s grant-funded land acquisition and construction projects for open space and park and recreation facilities (which may include such projects to be located within the boundaries of the District) and to provide working capital to the MRCA for temporary, short-term cash flow deficits. Repayments on the MRCA promissory notes are secured primarily by a pledge of the MRCA’s general fund revenues and a deed of trust on a parcel of real property of the MRCA and the MRCA Financing Corporation, as well as grant funds relating to each project financed. The MRCA promissory notes are an obligation of the MRCA and are not an obligation of the District or any other member agency of the MRCA.

The MRCA proposes to extend the duration of the MRCA Notes for an additional term of approximately five years through September 2019, and Zions First National Bank is willing to provide the extension. Since 2006, the MRCA Notes have facilitated, and if extended as proposed, will continue to facilitate the more efficient delivery of open space and park and recreation facilities and services to the constituents of the District. Draws on the revolving lines of credit assist the MRCA during periods of uneven receipt of operating revenues or grant funding for projects, thereby providing for more efficient project administration and helping to avert disruptions in open space and park services.

As the RSRPD District is a member agency of the MRCA, adoption by the Board of Directors of the attached Resolution, after a public hearing, will facilitate the proposed modification to extend the terms of the MRCA Notes and the significant public benefits described above.

RECOMMENDED BOARD ACTION

Staff recommends the Board hold a public hearing on this matter, receive public input, close the public hearing, and then consider for adoption the attached Resolution of the Board of Directors of the Rancho Simi Recreation and Park District Making a Finding of Significant Public Benefit and Other Findings in Connection with the Modification of Promissory Notes of the Mountains Recreation and Conservation Authority.

Larry Peterson
District Manager
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO. ___

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SIMI RECREATION AND PARK DISTRICT MAKING A FINDING OF SIGNIFICANT PUBLIC BENEFIT AND OTHER FINDINGS IN CONNECTION WITH THE MODIFICATION OF PROMISSORY NOTES OF THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY

WHEREAS, pursuant to the Mountains Recreation and Conservation Authority Joint Exercise of Powers Agreement (the “JPA Agreement”), entered into pursuant to the provisions of Title 1, Division 7, Chapter 5, Article 1, commencing with Section 6500 of the California Government Code, among the Santa Monica Mountains Conservancy, a public agency of the State of California, the Conejo Recreation and Park District, a public agency duly constituted body corporate and politic of the State of California established pursuant to Chapter 4, Division 5, of the California Public Resources Code and the Rancho Simi Recreation and Park District (the “District”), a public agency duly constituted body corporate and politic of the State of California established pursuant to Chapter 4, Division 5, of the California Public Resources Code, the Mountains Recreation and Conservation Authority (the “MRCA”) is authorized to jointly exercise any power common to such contracting parties; and

WHEREAS, the JPA Agreement provides that the MRCA shall have such additional powers as apply generally to separate public entities established pursuant to the Joint Exercise of Powers Act, comprising Articles 1, 2, 3 and 4 of Chapter 5 of Division 7 of Title 1 (commencing with Section 6500) of the California Government Code (the “JPA Law”); and

WHEREAS, the MRCA previously has entered into a financing arrangement with Zions First National Bank which provides a $3 Million revolving line of credit to finance the MRCA’s acquisition of land and construction projects (secured by, among other things, third party grants of funds to the MRCA for such land acquisitions and construction projects) (the “$3M MRCA Loan”) and a $1 Million revolving line of credit to finance short-term, temporary operating cost shortfalls of the MRCA (the “$1M MRCA Loan”, and together with the $3M MRCA Loan, the “MRCA Loans”); and

WHEREAS, the MRCA proposes to extend the duration of the MRCA Loans, and the promissory notes evidencing the MRCA Loans, for an additional term of approximately five years, and the lender, Zions First National Bank, is willing to modify the MRCA Loans and such promissory notes as proposed; and

WHEREAS, the projects to be financed by the $3M MRCA Loan consist of land and construction projects for open space and park and recreation facilities (collectively, the “Public Capital Improvements”) and may include such projects to be located within the geographic boundaries of the District; and

WHEREAS, the $3M MRCA Loan will facilitate the more efficient delivery of open space and park and recreation facilities to the constituents of the District; and
WHEREAS, the Revolving Credit Agreement for the MRCA Loans requires that draws on the $1M MRCA Loan will be repaid by the MRCA no later than June 30 of the fiscal year during which such draw has been made; and

WHEREAS, the $1M MRCA Loan will facilitate the more efficient delivery of open space and park and recreation services to the constituents of the District, and the District delegates to the MRCA the authority to make draws and corresponding repayments thereunder; and

WHEREAS, pursuant to Section 6586.5 of the California Government Code, after notice duly published in accordance with law, the Board of Directors of the District (the “Board of Directors”) held a public hearing on this date with respect to the proposed modification to the MRCA Loans;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RANCHO SIMI RECREATION AND PARK DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Recitals. The above recitals, and each of them, are true and correct.

Section 2. Approval of Financing. The Board of Directors hereby finds that the proposed extension and modification of the MRCA Loans to provide financing for the Public Capital Improvements will result in significant public benefits to the constituents of the District, including more efficient delivery of local open space and park and recreation services to residential and commercial developments within the District. The Board of Directors hereby approves the proposed extension and modification of the MRCA Loans.

Section 3. Other Acts. The officers of the District are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to effectuate the purposes of this Resolution, and any such actions previously taken by such officers are hereby ratified and confirmed.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

APPROVED and ADOPTED this 25th day of September, 2014 by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

[Signature]
Chair, Board of Directors

ATTEST:

Larry Peterson, District Clerk
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 24, 2014

TO: Board of Directors

FROM: District Manager

SUBJECT: Receive and Consider Public Input in Regards to Park District’s Possible Purchase and Operation of the Knolls Fire Station

SUMMARY

The City of Simi Valley indicated its intent to surplus the Knolls Fire Station located at 1262 Cypress Street, Simi Valley. The Park District responded to that notice by indicating its interest in acquiring this property. No other letters of interest were received by the City, and the City has now requested the Park District to indicate its desire to enter into negotiations. Discussion of this item appears under both New Business and Closed Session. The New Business agenda item is intended to allow interested members of the public to testify on this subject and allow the Board to receive and consider that public input as it considers its acquisition and operation of the Knolls Fire Station.

RECOMMENDED BOARD ACTION

Staff recommends the Board receive and consider public input in regards to the Park District’s possible purchase and operation of the Knolls Fire Station.

Larry Peterson
District Manager
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

Date: September 25, 2014
TO: District Manager
FROM: Director of Administration
SUBJECT: Approval of Mountains Recreation and Conservation Authority Final budget for Fiscal Year 2014-15

SUMMARY

The Mountains Recreation and Conservation authority (Authority) (MRCA) was formed on June 27, 1985 through a Joint Powers Agreement between the Santa Monica Mountains conservancy (SMMC) and the Conejo Recreation and Park District. On July 10, 1987, the Agreement was amended to provide for the inclusion of the Rancho Simi Recreation and Park District. The stated purpose of the Authority is to acquire, develop, and conserve additional park and open space lands with special emphasis on recreation and conservation projects, and the protection and conservation of watersheds and the development of river parkways.

The Authority is governed by a Joint Exercise of Powers Agreement (JPA). Section 11.2 of the Agreement requires that an annual budget be prepared and submitted to the SMMC and the two Districts for approval. At its meeting of June 5, 2014, the Rancho Simi Board approved the MRCA’s preliminary Budget. The MRCA Final Budget has since been prepared. Attached for your review is the MRCA staff Report of August 6, 2014 and FY 2014-15 MRCA Final Budget prepared by MRCA staff.

The Final Budget was approved by the MRCA Board on August 6, 2014 and will be placed on the upcoming agendas of the Conejo Recreation and Park District and the Santa Monica Mountains Conservancy.

Jeff Jones (Assistant financial Officer – MRCA) is scheduled to be present at the RSRPD Board meeting to answer any questions.
RECOMMENDED BOARD ACTION

Staff recommends that the Board approve the attached *Mountains Recreation and Conservation authority Final Budget for Fiscal Year 2014-15.*

Karen Garber  
Director of Administration
MEMORANDUM

TO: The Governing Board

FROM: Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: August 6, 2014

SUBJECT: Agenda Item VII: Consideration of resolution adopting the Mountains Recreation and Conservation Authority Fiscal Year 2014-2015 Final Budget

Staff Recommendation: That the governing board adopt the attached resolution approving the Mountains Recreation and Conservation Authority FY 2014-2015 final budget.

Background: The governing board is required to approve the Mountains Recreation and Conservation Authority (MRCA) annual budget per Section 11.3 of the MRCA Joint Exercise of Powers Agreement. On June 4, 2014, the MRCA governing board approved the MRCA’s preliminary budget. On June 5, 2014 the governing board of the Conejo Recreation and Park District (CRPD) approved the MRCA’s preliminary budget. Also on June 5, 2014 the governing board of the Rancho Simi Recreation and Park District (RSRPD) approved the MRCA’s preliminary budget. Finally, on July 28, 2014 the governing board of the Santa Monica Mountains Conservancy (SMMC) approved the MRCA’s preliminary budget. The FY 2014-2015 preliminary budget was based on the FY 2013-2014 final budget. Management reviewed the FY 2014-2015 preliminary budget against FY 2013-2014 actual operating results and adjusted several categories for the FY 2014-2015 final budget

The MRCA’s final budget for FY 2014-2015 is now submitted for the governing board’s approval. The MRCA’s final budget will be submitted to the three joint powers authority boards (CRPD, RSRPD, and SMMC) at future meetings for approval as well.

It is expected that a mid-year revised budget will be submitted to the various governing boards for approval in January 2015, although this is not required. The final budget is described herein and further detailed in four attachments: (1) Official Budget by Account Class Category - this is the Official budget of the MRCA, (2) Final Management Revenue Budget, (3) Final Management Expense Budget, and (4) Final Management Budget by Task.
An overview of the final budget, compared with the preliminary budget, is represented in the following tables.

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<td>$ 1,210,931.00</td>
<td>$ 2,473,000.00</td>
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<td>$ 125,362.00</td>
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<td>Misc. Revenue</td>
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<td>$ 678,393.00</td>
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<td><strong>$ 30,175,642.00</strong></td>
<td><strong>$ 45,396,000.00</strong></td>
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<td>EXPENSES</td>
<td>Actual 12/13</td>
<td>Adopted 13/14</td>
<td>Est Year-End 13/14</td>
<td>Proposed 14/15</td>
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<td>Salaries and Wages</td>
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<td>$74,905.00</td>
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<td>Total Expenses</td>
<td>$22,257,000.00</td>
<td>$28,954,000.00</td>
<td>$29,891,394.00</td>
<td>$45,396,000.00</td>
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</tbody>
</table>

The FY 2014-15 budget was prepared using information available in grant and contract files, current and prior year actual revenue receipts and expenditures, and information regarding future project funding. The Assistant Financial Officer, with information provided by Project Managers, is able to directly input into the MRCA financial management system (Logos.NET) the amount of revenue and expenditures which he anticipates will occur in FY 2014-15. All MRCA staff positions are accounted for in each project budget, as are all task (project) related expenses and overhead costs.

**Task (Project) Accounting:**

The MRCA budgets each task (project) separately, and the total budget figures are a compilation of those project budgets. The Final Management Budget by Task details the amount of expenses expected to be incurred in FY 2014-15 by task. See the Final Management Budget by Task report for more information.
Projects are identified in the Logos.NET system as reimbursable or advanced funds, which aids in the MRCA’s accounts receivable process. All reimbursable grants are invoiced by the MRCA on a periodical basis, or as allowed for in the grant agreements.

It is the practice of the MRCA to include budgets for anticipated projects, sometimes where funding is not yet finalized. Anticipated projects for FY 2014-15 are listed as “New Projects” in the Final Management Budget by Task. If funding is not secured these projects will not be pursued. The MRCA has applied to the Conservancy and several other grantors to fund several of the anticipated projects

**Budget Management**

The MRCA’s Project Managers are issued monthly Budget Performance Reports (BPRS), which track actual performance relative to the budgeted figures for each individual project. These reports assist Project Managers in making necessary spending adjustments and help in the identification of other potential fiscal problem areas
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 25, 2014
TO: District Manager
From: Director of Planning and Maintenance

Subject: Rejection of Bids for the Rancho Simi Community Park Lagoon Renovation Project and Authorization to Solicit Bids for the Rancho Simi Community Park Lagoon Renovation Project After Reducing the Project’s Scope-of-Work and Separating the Project Into Two Separate Bid Packages

Background and Overview:

The District’s Preliminary Planning and Development Project Priorities for FY 2014-15 included the complete renovation of the Rancho Simi Community Park Lagoon. This project was to include: silt removal, a new lake bottom, concrete edge treatment, pond recirculation and irrigation pumping system, mechanical enclosure, landscaping, and ADA improvements.

Staff originally proposed completing the lagoon’s renovation in four phases, with Phase 1 consisting of lagoon bottom clean-up and material disposal. Accordingly, on August 18, 2011, the Board authorized the solicitation of bids for the Rancho Simi Community Park Lagoon Renovation Project – Phase 1. This phase included draining, excavation, removal, transportation, and disposal of existing debris and sediment from the bottom of the lagoon to a legally established solid waste landfill or other legitimate disposal site selected by the contractor. The subsequent phases were to consist of: Irrigation Pump and Lagoon Recirculation System Installation (Phase 2); Lagoon Clay Bottom Liner Repair and Concrete Edge Replacement (Phase 3); and Refilling the Lake and Restocking of Fish (Phase 4). Four sealed bids for the Phase 1 portion of the work were received in time for the public bid opening on October 11, 2011. Based on staff’s recommendation, the Board rejected all bids for the Rancho Simi Community Park Lagoon Renovation Project – Phase 1 on November 17, 2011.

After conducting extensive research, on March 20, 2014, staff presented proposed construction alternatives to the Board for the lagoon renovation project. These proposed construction alternatives included reducing 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.

On July 3, 2014, staff requested Board authorization to solicit bids for the Rancho Simi Community Park Lagoon Renovation Project. In lieu of constructing this project in separate phases, staff combined the entire scope-of-work into one competitive bid package with one bid alternate for the addition of a concrete access ramp from the easterly tot-lot area to a lakeside
viewing area. Plans and specifications for the lagoon’s lake liner, concrete edge treatment, island renovation, and landscaping and accessibility improvements were prepared in-house by Park District staff. Plans for the mechanical, electrical and pumping systems were designed by Cannon Engineering, Inc.

Following the Board’s authorization to solicit bids, an advertisement was placed in the Ventura County Star on July 13 and July 16, 2014. Twenty-one contractors received bid packages for the project.

On September 2, 2014, sealed bids for the project were received from the following contractors:

<table>
<thead>
<tr>
<th>Company</th>
<th>Base Bid Amount</th>
<th>Bid Alternate #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sea Pac Engineering, Inc. (Los Angeles, CA)</td>
<td>$1,168,000.00</td>
<td>$85,000.00</td>
</tr>
<tr>
<td>Granite Construction Co. (Santa Barbara, CA)</td>
<td>$1,834,025.00</td>
<td>$85,000.00</td>
</tr>
<tr>
<td>LA Engineering, Inc. (Covina, CA)</td>
<td>$2,293,000.00</td>
<td>$78,000.00</td>
</tr>
<tr>
<td>Union Engineering Co. (Ventura, CA)</td>
<td>$2,622,100.00</td>
<td>$87,500.00</td>
</tr>
</tbody>
</table>

As shown, the apparent lowest bidder for the project is Sea Pac Engineering, Inc. in the amount of $1,168,000.00 (base bid amount). Immediately following the bid opening, District staff had concerns with specific line item values submitted by Sea Pac Engineering, Inc. On September 3, 2014, the President of Sea Pac Engineering formally requested that their bid be withdrawn due to an inadvertent clerical error. In conformance with the District’s adopted Purchasing Policy in determining the “Lowest Responsible/Responsive Bidder,” staff finds sufficient grounds to permit Sea Pac Engineering, Inc. to withdraw its bid based on the finding that there is a “lack of the sufficiency of the financial resources and ability of the bidder to perform the contract.”

Since all of the remaining bids received for the project are in excess of the Park District’s Preliminary FY 2014-15 budget of $1,250,000.00, staff is recommending that the Board reject all bids for the Rancho Simi Community Park Lagoon Renovation Project.

**Current Findings and Recommendations:**

Based on the bids received, staff is in the process of making dramatic reductions in the project’s scope-of-work and will reorganize the remaining construction elements into two separate bid packages. The first bid package will include the demolition and removal of all necessary site improvements (i.e., trees, existing concrete structures, underground piping, etc.) in addition to the excavation, removal, transportation, and disposal of the existing debris and sediment from the bottom of the lagoon. Draining of the pond, environmental mitigation and relocation of wildlife will be performed by Park District staff or retained professionals as needed.

The second bid package will include the installation of the pond’s mechanical pump systems, concrete edge treatment, and clay (Bentonite) bottom. The concrete edge treatment will be redesigned to facilitate the use of shotcrete in lieu of the formal concrete edge treatment indicated on the plans. The installation of the irrigation system, landscaping, pond filling, and restocking of the fish will be performed by Park District staff or retained professionals as needed.
At this time, staff is requesting Board authorization to solicit bids for the Rancho Simi Community Park Lagoon Renovation Project After Reducing the Project’s Scope-of-Work and Separating the Project Into Two Separate Bid Packages.

Project Alternative:

As an alternative, the Board may elect to reject all bids for this project and postpone the Rancho Simi Community Park Lagoon Renovation Project for reconsideration as part of the District’s Planning and Maintenance Priority Projects for FY 2015-16. At that time additional funding could be incorporated into the District’s Preliminary District Operating and Capital Improvement Budget to cover the funding shortfalls.

Board Action Requested:

1. That the Board Reject All Bids for the Rancho Simi Community Park Lagoon Renovation Project and approve staff’s request for Authorization to Solicit Bids for the Rancho Simi Community Park Lagoon Renovation Project After Reducing the Project’s Scope-of-Work and Separating the Project Into Two Separate Bid Packages;

OR

2. That the Board Reject All Bids for the Rancho Simi Community Park Lagoon Renovation Project and direct staff to postpone the Rancho Simi Community Park Lagoon Renovation Project for reconsideration as part of the District’s Planning and Maintenance Priority Projects for FY 2015-16.

Wayne Nakaoka
Director of Planning and Maintenance

WN:bjm
# BID SUMMARY

<table>
<thead>
<tr>
<th>Bidder</th>
<th>City</th>
<th>Base Bid Amount</th>
<th>Bid Alternate #1 (Concrete Access Ramp)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granite Construction Co</td>
<td>Santa Barbara, CA</td>
<td>$1,834,026.00</td>
<td>$85,000.00</td>
</tr>
<tr>
<td>LA Engineering Inc.</td>
<td>Carver, CA</td>
<td>$2,393,000.00</td>
<td>$78,000.00</td>
</tr>
<tr>
<td>Sea P&amp;L Engineers Inc.</td>
<td>L.A., CA</td>
<td>$1,168,000.00</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>Union Engineering Co.</td>
<td>Ventura, CA</td>
<td>$2,622,100.00</td>
<td>$135,000.00</td>
</tr>
</tbody>
</table>

Bids Accepted by: [Signature]

Douglas Duran, Landscape Designer

Bids Recorded by: [Signature]

Barbara Meinel, Admin. Secretary
September 2, 2014

Mr. Douglas Duran, Landscaping Designer
Rancho Simi Recreation and Park District
1692 Sycamore Dr. Simi Valley, CA 93065
Tel 805-584-4440 / Fax 805-526-7025

Dear Mr. Duran Duran;

After review of our bid sheet, we discovered that we made a clerical error while we were compiling bid at last minute. As you may aware of, so much information has to processed to get the best final number at the last minute of bid. Thus, much of number and information has to be processed. Due to this reason, we made this clerical error which was picking up correct price of temp fence, demo lagoon edge, old pump and tree on line 2 and 6 on bid sheet. The line items should have been $100,000 for temporary fence and $175,000 instead of $17,500. Please find attached the spreadsheet which shows the error. The final bid cost should have been $1,425,500.

We apologize for the inconvenience we caused the district and we would like to request to withdraw from this bid. Small company like us would have great financial impact if we are force to perform this. We greatly appreciate your understanding on this matter.

Thank you.

Sincerely

John Lee
President
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 25, 2014
TO: Board of Directors
FROM: District Legal Counsel
SUBJECT: Consideration and Action on Claim Filed by Jake Steven Austin

SUMMARY

On August 25, 2014, the Rancho Simi Recreation and Park District ("District") received a Claim For Personal Injuries ("Claim") arising from an incident occurring on July 4, 2013 from the law offices of Parker Stanbury on behalf of Jake Steven Austin, see Attachment "1".

For the reasons stated below, District Counsel recommends that the Claim be returned to the attorneys for Jake Austin as untimely because the deadline to file the Claim was January 4, 2014 and the deadline to file an application for leave to submit a late claim was July 4, 2014.

DISCUSSION

The Claim alleges that Jake Stephen Austin sustained personal injuries on July 4, 2013 when fireworks exploded and injured him.

Pursuant to California Government Code Section 911.2, the deadline to file the Claim was six months after the July 4, 2013 incident which was January 4, 2014.

Pursuant to California Government Code Section 911.4, the deadline for the claimant to file an application for leave to file a late claim was July 4, 2014.

RECOMMENDATION

District Counsel recommends that the Board find that the Claim submitted by Jake Steven Austin be returned as untimely because the deadline to file the Claim was January 4, 2014 and the deadline to file an application for leave to submit a late claim was July 4, 2014 and that the Board direct the District Manager or his designee to send a letter to the attorneys for the claimant advising them of the Board’s action.

[Signature]
Brian Pierik
District Legal Counsel
ATTACHMENT
SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

JAKE STEPHEN AUSTIN, a minor, by and through his guardian ad litem, PETER D. AUSTIN,
Claimant,

vs.
RANCHO SIMI RECREATION AND PARK DISTRICT,
Respondent.

CASE NO:    NONE

CLAIM FOR PERSONAL INJURIES
(GOVERNMENT CODE, SECTION 910)

TO RANCHO SIMI RECREATION AND PARK DISTRICT:

1. You are hereby notified that minor JAKE STEPHEN AUSTIN, by and through his guardian ad litem, PETER D. AUSTIN, claims damages from RANCHO SIMI RECREATION AND PARK DISTRICT.

2. This claim is based on personal injuries sustained by claimant on or about July 4, 2013 at Rancho Santa Susana Community Park, 5005-C E. Los Angeles Avenue, Simi Valley, California.
93063. Claimant sustained injuries as a result of respondent's negligence; in particular, claimant
suffered injuries when fireworks exploded and injured him.

3. The names of the public employees causing claimant's injuries under the described
circumstances are not known to claimant.

4. The injuries sustained by claimant as far as known, as of the date of presentation of
this claim, consists of injuries to claimant's body and psyche.

5. Jurisdiction over this claim will result in the Superior Court.

6. All notices or other communications with regard to this claim should be sent to J. Luis
Garcia, Esq., at Parker · Stanbury LLP, 444 South Flower Street, 19th Floor, Los Angeles, California
90071.

DATED: August 11, 2014

PARKER · STANBURY LLP

BY:

J. LUIS GARCIA

Attorneys for Claimant,
JAKE STEPHEN AUSTIN, a minor,
by and through his Guardian Ad Litem
PETER D. AUSTIN
PROOF OF SERVICE - 1013a, 2015.5 C.C.P.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

I am employed in the County of LOS ANGELES, State of California. I am over the age of 18 and not a party to the within action. My business address is 444 South Flower Street, Nineteenth Floor, Los Angeles, California 90071.

On August 16, 2014, I served upon all interested parties in this action the foregoing document described as *CLAIM FOR PERSONAL INJURIES (GOVERNMENT CODE, SECTION 910)* on the interested parties 'in the above action by placing a true copy thereof enclosed in a sealed envelope addressed as follows:

Rancho Simi Recreation and Park Districts
1692 Sycamore Drive
Simi Valley, CA 93065

_X_ BY MAIL. I deposited such envelope in the mail at Los Angeles, California. The envelope was mailed with postage thereon fully prepaid as follows. I am "readily familiar" with the firm's practice for collecting and processing of documents for mailing with the United States Postal Service; in the ordinary course of business, documents placed for mailing would be deposited with the United States Postal Service the same day. I am aware that on motion of the party served, service is presumed invalid if postal cancellation date or postage meter date is more than one day after date of deposit for mailing in affidavit.

__ BY PERSONAL SERVICE __ I caused such envelope to be delivered by hand by __________________________ to the above addressee.

_X_ State I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed on this August 16, 2014, at Los Angeles, California.

IRMA VILLEGAS-GONZALEZ

CLAIM FOR PERSONAL INJURIES (GOVERNMENT CODE, SECTION 910)
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 25, 2014

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Resolution Nominating Candidate to Serve as the Alternate Special District Member of the Ventura Local Agency Formation Commission for Term Beginning January 1, 2015

SUMMARY

The Ventura County Local Agency Formation Commission ("LAFCO") has called upon independent special districts to consider nominating a candidate to serve as the alternate independent special district member of LAFCO for the term beginning January 1, 2013 (see attached). The term of one of the two special district members of LAFCO, formerly held by Gail Pringle, expires on January 1, 2015. Alternate Commissioner Elaine Freeman will thereafter become the regular LAFCO member. The new alternate member that is elected will likely become a regular member of LAFCO on January 1, 2017, when the term of Commissioner Bruce Dandy expires.

The LAFCO Commission meets regularly ten times per year and specially on an as-needed basis. Meetings occur at the Ventura County Government Center and typically start at 9 am on the third Wednesday of each month. The alternate member is not entitled to vote or attend closed sessions. Essentially, the alternate member monitors the Commission meetings until they become a regular member.

After nominations are received, LAFCO will distribute a ballot containing the name(s) of all nominees together with the resumes or candidate statements provided to them. Once received, staff will present that information to the Park District Board together with a recommendation that it select and vote in favor of a candidate(s).
BOARD ACTION REQUESTED

Staff recommends the Board nominate a candidate for the upcoming LAFCO election to serve as the alternate independent special district member, using the attached resolution.

Larry Peterson
District Manager
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO. _____

RESOLUTION: NOMINATING CANDIDATE TO SERVE AS THE ALTERNATE SPECIAL DISTRICT MEMBER OF THE VENTURA LOCAL AGENCY FORMATION COMMISSION FOR TERM JANUARY 1, 2015 TO JANUARY 1, 2017

WHEREAS, the Executive Officer of the Ventura Local Agency Formation Commission ("LAFCO") has notified the District of a vacancy for an alternate member representing independent special districts in Ventura County to serve a term of January 1, 2015 to January 1, 2017, and has issued a call for nominations to be submitted in writing pursuant to California Government Code Section 56332(c); and

WHEREAS, the Ventura County Independent Special District Selection Committee has adopted Rules and Regulations concerning vacancies on LAFCO and the time for consideration of candidates for appointment; and

WHEREAS, the Rules and Regulations of the Ventura County Independent Special District Selection Committee require that nominations shall be by resolution and candidates nominated shall submit a resume or candidate statement; and

WHEREAS, at the time and in the manner required by law, the Rancho Simi Recreation and Park District met on September 25, 2014, to consider the call for nominations by the LAFCO Executive Officer; and

WHEREAS, ______________________ is a member of the Board of Directors of the Rancho Simi Recreation and Park District, has expressed an interest in serving on LAFCO, resides in Ventura County and is qualified to serve on LAFCO pursuant to California Government Code Section 56332(d);

NOW THEREFORE BE IT RESOLVED AND ORDERED, that the Board of Directors of the Rancho Simi Recreation and Park District hereby nominates ______________________ for election to serve as the alternate special district member of LAFCO for the term January 1, 2015 to January 1, 2017 to represent independent special districts in Ventura County; and

BE IT FURTHER RESOLVED, that the District Manager is directed to transmit a signed copy of this Resolution and a copy of the resume or candidate statement to the Ventura LAFCO Executive Officer.
The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a special meeting held on September 25, 2014, at 1692 Sycamore Drive, Simi Valley, California, on motion made by

Ayes:

Noes:

Absent:

Abstain:

Chair of the Board of Directors
Rancho Simi Recreation and Park District
ATTACHMENT
August 6, 2014

Chair of the Board
Rancho Simi Recreation & Park District
1692 Sycamore Drive
Simi Valley CA 93065

RE: REVISED CALL FOR NOMINATIONS – Ventura LAFCo Independent Special District Alternate Member

Dear Chair of the Board:

As explained in more detail in the attached documents, the alternate special district member seat for the Ventura LAFCo will be vacated at the end of this year. In anticipation of this vacancy, LAFCo is conducting an election of the independent special districts to fill this vacant seat for the upcoming four-year term beginning in January 2015.

In June, we sent out a call for nominations and an election schedule. However, we have been informed that some special districts who requested to receive election materials by e-mail did not receive the call for nominations. Therefore, to ensure that all independent special districts are given an opportunity to nominate a board member for the vacant seat, we are sending out a Revised Call for Nominations and revised election schedule (attached). All nominations already received will remain valid. Thus, for those districts that have already nominated a board member, there is no need to do so again.

Thank you for your attention to this matter. We encourage all interested districts to participate in the election process. Please let me know if further information is desired.

Sincerely,

Kai Luoma
Executive Officer

c: General Manager
August 6, 2014

Chair of the Board
Rancho Simi Recreation & Park District
1692 Sycamore Drive
Simi Valley CA 93065

RE: CALL FOR NOMINATIONS – Ventura LAFCo Independent Special District Alternate Member

Dear Chair of the Board:

The term of one of the two special district members of LAFCo, formerly held by Gail Pringle, expires on January 1, 2015. The basic process for selecting special district members to LAFCo is set forth in Government Code §56332. In Ventura County, the Independent Special District Selection Committee (VCISDSC), comprised of representatives from each of the 29 independent special districts in Ventura County, has adopted a separate set of Rules and Regulations that include provisions about how elections for LAFCo vacancies are to be conducted.

The Rules and Regulations of the VCISDSC provide that when a LAFCo special district member completes his/her term of office, the alternate special district member shall automatically become a special district regular member of LAFCo for a new four-year term. Thus, based on the VCISDSC Rules and Regulations, Alternate Commissioner Elaine Freeman will become a regular member starting a new four-year term on January 1, 2015. As such, it is necessary to select a special district alternate member to begin a new term beginning on January 1, 2015.

Based on Government Code §56332 and the VCISDSC Rules and Regulations, I have determined that a meeting of the VCISDSC for the purpose of selecting a special district alternate member is not feasible due to the likelihood that a quorum will not be achieved. Thus, both the nominating process and the election itself will be conducted by mail (some special districts have consented to conducting the election via electronic mail).

Your district is encouraged to participate in this election process. A schedule is enclosed together with a list of the 29 independent special districts in Ventura County that are eligible to participate. This list also identifies those districts that have consented to conducting the election via email. Because special district alternate members automatically become
regular members upon the completion of a regular member term of office, the new alternate member likely will become a regular member on January 1, 2017 when the term of Commissioner Bruce Dandy expires.

If your district wishes to nominate a Board member to be a candidate for the LAFCo special district alternate member, the VCISDSC Rules and Regulations provide that:

1. Your Board may nominate only one candidate.
2. The nomination specifying the name of the nominee must be by a written resolution approved by a majority of your Board (sample resolution enclosed)
3. The nominating resolution and a candidate’s statement or resume of no more than 1 page must be returned to Kai Luoma, Executive Officer, at Ventura LAFCo via certified mail (or via email for those districts that have previously consented)

The deadline for submitting nominating resolutions and candidate’s statements/resumes is 5 P.M., Friday, October 3, 2014. Any nomination that does not comply with the VCISDSC requirements or is submitted after the deadline will not be considered.

General information about LAFCo, including information about the current Commission and terms of office, is available at the Ventura LAFCo web site at www.ventura.lafco.ca.gov. Special district alternate members of LAFCo can participate fully in LAFCo proceedings, but they cannot vote except in the absence of, or due to the abstention of, one of the two special district regular members. In addition, special district members who vacate their position on the board of their special district automatically vacate their LAFCo position.

Alternate members are expected to attend all LAFCo meetings. There are approximately 10 regular LAFCo meetings each year with special meetings scheduled as necessary. Regular LAFCo meetings start at 9:00 a.m. on the third Wednesday of each month, except for June, when the Commission’s regular meeting is scheduled for the second Wednesday of the month. The Commission is typically dark in August and December.

Thank you for your attention to this matter. Please let me know if further information is desired.

Sincerely,

Kai Luoma
Executive Officer

c: General Manager
# Revised Election Schedule

## 2014 LAFCo Independent Special Districts Alternate Member

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAFCo call for elections letter mailed via certified mail (or via email to those special districts that have provided consent)</td>
<td>No Later than Friday, August 8, 2014</td>
</tr>
<tr>
<td>Nominations due to LAFCo Executive Officer via certified mail (or via email from those special districts that have provided consent). Must include Board nominating resolution and candidate's statement or resume.</td>
<td>By 5:00 P.M., Friday, October 3, 2014</td>
</tr>
<tr>
<td>Ballots mailed from LAFCo via certified mail (or via email to those special districts that have provided consent)</td>
<td>No later than Friday, October 17, 2014</td>
</tr>
<tr>
<td>Election Day - Ballots due to LAFCo Executive Officer via certified mail (or via email from those district that have provided consent)</td>
<td>By 5:00 P.M., Friday, December 5, 2014</td>
</tr>
<tr>
<td>Election results mailed from LAFCo via certified mail (or via email to those special districts that have provided consent)</td>
<td>No later than Friday, December 12, 2014</td>
</tr>
</tbody>
</table>
INDEPENDENT SPECIAL DISTRICTS IN VENTURA COUNTY

As of 8/6/2014

1. Bardsdale Public Cemetery District
2. Bell Canyon Community Services District
3. Calleguas Municipal Water District*
4. Camarillo Health Care District*
5. Camrosa Water District*
6. Casitas Municipal Water District*
7. Channel Islands Beach Community Services District
8. Conejo Recreation & Park District
9. El Rancho Simi Public Cemetery District
10. Fillmore-Piru Memorial District
11. Fox Canyon Groundwater Management Agency*
12. Hidden Valley Municipal Water District
13. Meiners Oaks Water District*
14. Montalvo Community Services District*
15. Ojai Valley Sanitary District*
16. Ojai Water Conservation District*
17. Oxnard Drainage District No. 1
18. Oxnard Drainage District No. 2*
19. Oxnard Harbor District*
20. Piru Public Cemetery District
21. Pleasant Valley County Water District
22. Pleasant Valley Recreation & Park District*
23. Rancho Simi Recreation & Park District*
24. Saticoy Sanitary District*
25. Triunfo Sanitation District*
26. United Water Conservation District*
27. Ventura County Resource Conservation District*
28. Ventura Port District
29. Ventura River County Water District*

* Special Districts that have provided written consent to conduct the election via email.
RESOLUTION OF THE [DISTRICT NAME]

NOMINATING [NAME OF BOARD MEMBER] TO FILL THE TERM OF 1/1/2015 – 1/1/2019 FOR THE ALTERNATE SPECIAL DISTRICT MEMBER OF THE VENTURA LOCAL AGENCY FORMATION COMMISSION

WHEREAS, the Executive Officer of the Ventura Local Agency Formation Commission (LAFCo) has notified the District of a vacancy on LAFCo for an alternate member representing the independent special districts in Ventura County to fill the term from 1/1/2015 to 1/1/2019, and has issued a call for nominations to be submitted in writing pursuant to California Government Code Section 56332(c); and

WHEREAS, the Ventura County Independent Special District Selection Committee has adopted Rules and Regulations concerning vacancies on LAFCo and the time for consideration of candidates for appointment; and

WHEREAS, the Rules and Regulations of the Ventura County Independent Special District Selection Committee require that nominations shall be by resolution and candidates nominated shall submit a resume or candidate statement; and

WHEREAS, at the time and in the manner required by law, the [NAME OF DISTRICT] met on [DATE] to consider the call for nominations by LAFCo Executive Officer;

NOW THEREFORE BE IT RESOLVED by the [NAME OF DISTRICT] as follows:

1) [NAME OF BOARD MEMBER] is hereby nominated to fill the term beginning 1/1/2015 and expiring 1/1/2019 as the alternate member of the Ventura LAFCo representing independent special districts in Ventura County.

2) The General Manager shall transmit a signed copy of this Resolution and a copy of the resume or candidate statement for [NAME OF BOARD MEMBER AND NAME OF BOARD MEMBER] to the Ventura LAFCo Executive Officer.

This resolution was adopted on [DATE].

AYES

NOES

ABSTAINS

Dated: ____________________________   Chair, [NAME OF DISTRICT]
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