MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
1692 SYCAMORE DRIVE, SIMI VALLEY, CA 93065
AUGUST 20, 2015, 6:30 P.M.

AGENDA ITEM

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

PLEDGE OF ALLEGIANCE: Led by Robin Walker

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

Staff: Douglas Duran, Doug Gale, Pat Havens, Danielle June, Jeannie Liss, Wayne Nakaoka, Carol Odenberg, Theresa Pennington, Larry Peterson, Carolyn Phillips, Brian Reed, Cyndi Richards, Robin Walker

Guests: Shayna Apelbaum, Pattie Childress, Jan Glasband, Karla Hubbell, Chris Makulec, Angela Randazzo, Rachel Staphaz, Danny Sisson, Joe Wade

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

None.

IV. APPROVAL OF MINUTES:

(A) Approval of Minutes of the Regular Meeting – August 6, 2015

ACTION: Director Cavanaugh moved to Approve the Minutes of the Regular Meeting of August 6, 2015; Vice 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 July 2015 to Cyndi Richards. 35-15-p

Business & Accounting Supervisor reviewed the nomination. Chair Freeman presented Cyndi Richards with the Employee of the Month award and a Certificate of Recognition from Assembly Member Scott Wilk. Cyndi thanked everyone for the award, and also the volunteers attending the meeting in her support. Recreation Coordinator Liss expressed her appreciation of Cyndi’s work. She said that Cyndi is amazing working with all the volunteers. She is very helpful and is always there for them, and she makes it a point to remember who all the volunteers are and also their families. Chair Freeman thanked Cyndi for all her efforts on behalf of the Board.
(B) **Public Hearing on the Rancho Simi Recreation and Park District Annual Budget, Planning and Maintenance Projects and Three Year Project Plan for FY 2015-16 124-15-e**

District Manager stated that the report is part of an ongoing process. It includes the preliminary budget approved by the Board this past June, and there have been no changes since its approval. He stated the item was the subject of a Public Hearing at the July 16th Board Meeting in Oak Park, and the public also has an opportunity at this Public Hearing to comment on the subject.

The Chair called a Public Hearing at 6:40 p.m.

As there were no public comments, the Chair closed the Public Hearing at 6:40 p.m. No action was taken by the Board.

VI. **CONSENT AGENDA:**

(A) **Approval of Check Registers: 8/7/15 (payroll); 7/31/15 (payables)**

**ACTION:** Director Hostetler moved to Approve Item A; Director Cavanaugh seconded the motion. Motion carried with a unanimous vote.

VII. **CONTINUED BUSINESS:**

VIII. **NEW BUSINESS:**

Chair Freeman stated that Item VIII.(C) would be addressed first under New Business.

(C) **Discussion and Possible Approval of Rental of Strathearn Historical Park to the Actor’s Repertory Theater of Simi Group to Hold the Ghost Tours Event 38-15-b**

District Manager said that the ARTS has requested use of the Strathearn Historical Park and Museum for the Ghost Tours event, and that he has recommended against the rental. He stated that the report explains the details and the basis for his decision. He summarized the main points of the report.

Chair Freeman opened the floor to public comments.

Joe Wade, President of the SVHS, reviewed their mission statement and said Strathearn Park has several multiple county, state and national landmark designations as an historical park. He said it is SVHS’s duty to protect and preserve historical collection of buildings and artifacts collected over its 51 years in operation. SVHS typically manages the set-up, tear-down, crowd control, event logistics and general event oversight because of their concern for the property. He cited a number of past issues the SVHS has experienced by having the Ghost Tours there, such as a broken barn door and other items that were damaged by the actors. He said the SVHS would love to continue the Ghost Tour in 2016, and they hope to work with the ARTS organization to resolve their differences and other points and come to an agreement.

Jan Glasband, representing ARTS, said she was shocked to hear of the issues raised at this meeting regarding damage and complaints about the actors at the events, and if they had been brought to her attention then she would have addressed them immediately. She said ARTS’ goal is to respect the property at the Park; they provide their own security, and the Eagle Scouts and police presence are there. They have had a partnership with SVHS for 16 years and have wanted to work out any
differences. They only learned of the event’s cancellation the end of this July, which did not give them time to make new plans. Their intent has been to blend both missions of the SVHS and ARTS, to outreach and teach the history to the community and preserve the history. She said they are sad the event is ending; if the differences could have been worked out or they had been informed of the postponement earlier that would have been acceptable. She said the late notification of the cancellation was injurious to ARTS, and therefore they can no longer partner with the SVHS.

Chris Makulec, representing ARTS, said this has been a partnership and he would not want to see one of the partners cut out. The traditional event brings knowledge of the existence of Strathearn Park to many people who did not know the Park was there, and then gives them an opportunity to learn of their community’s history. It also gives an opportunity to many to be part of the event and to help promote the history. Not allowing it to reoccur would be a big mistake.

Patti Childress supports both groups. She has been SVHS’s secretary and board member, and as a volunteer ran the event’s ticket booth two years. She asked that both preservation of the Park and community preservation be taken into consideration, as well as the business aspects of the event, and that any personality conflicts be put aside. She wants both groups to work together and compromise, work out the concerns, and make the necessary updates so that the event may continue. She said the Ghost Tours event teaches history and keeps the pioneers alive.

Rachel Staphaz, ARTS representative, spoke of the great experiences she’s had over the years attending and being a part of the Ghost Tour presentations as an actor and narrator. She has enjoyed being in front of the people and telling of the community’s history. She wished her best that the event may continue.

Angela Randazzo, author of the Ghost Tours, expressed sadness over the conflict surrounding the operation of the event. She wanted to explain Jan Glasband’s role as the event’s producer and working with the actors, and said they all love this community and are always neat and respectful of the buildings. She thinks that SVHS’s operation of the event and desire to bring in more people and move them through the acts faster so as to raise more money caused some of the issues, and she feels this was at the expense of the actors. She said Jan is a professional and thinks she should be in charge. She would like a professional contract drawn between ARTS, SVHS and the Park District for next year’s event.

Shayna Apelbaum was the narrator of the event last year. She said this experience gave her the ability to be in front of people. She does not want the event to stop as the Ghost Tours event means much to the youth and the whole community, and it teaches them about this area’s history.

Karla Hubbell, representing SVHS, said she has overseen the event for eight years and has appreciated Jan Glasband’s ability to put it together. The SVHS board appreciates everyone’s efforts, but since 2007 it’s been a struggle to reintroduce the event to the board. It may come to an end if the groups cannot come together. She said an original contract exists from May 2007; it was developed by the SVHS board. One portion addresses the equal sharing of the groups and the collection of sponsorship money. In the first year of the contract ARTS provided a sponsor to help with assistance with the lights, and then some money last year. Monies were raised by SVHS the rest of those years, yet the proceeds from the events those years were split evenly. The contract also states that the SVHS runs the operation of the Ghost Tours event in the Park.

As there were no further comments from the public, the Chair closed the public comments period at 7:10 p.m.
Chair Freeman said the Board received a copy of the agreement and that it clearly spells out all the responsibilities of the organizations. She then invited questions or comments from the Board Members.

Director Johnson expressed much disappointment that the two groups could not resolve their differences. He said the event is a great program for the SVHS and the city. Strathearn Park is the most unique park in the valley and it could not be what it is without the use of SVHS, and all their support and time. He asked the two Directors on the SVHS Committee if they would look at some of the issues raised and the Board would then re-evaluate the items.

Director O’Brien asked SVHS to provide information about a text that Jan Glasband had sent to Joe Wade previously and explain what happened in the year and about the cancellation. Mr. Wade responded with details.

Director Cavanaugh said the Ghost Tours is a great event, but she felt it was a good idea to postpone it for this year so some things could be changed and the event updated. She indicated that her niece was a narrator at the event, and that she felt there was not enough supervision provided for the minors. She suggested reevaluating the presentations and establishing a better way to supervise. She said she is hesitant to rent the Park to a non-SVHS entity that may not have the necessary security or care to protect the artifacts and preserve the Park, and that her decision is based on the use and security of the property and not the event itself. She feels their request does not warrant the District renting the Park for a length of time to an event in which the SVHS is not involved.

Vice Chair Hostetler suggested that for next year’s event they have an impartial, independent moderator, a new contract, more supervision of minors, and that the people involved in the Ghost Tour have background checks.

Chair Freeman expressed her desire that everyone work together as the Ghost Tour is a great event.

**ACTION:** Director Cavanaugh moved to Approve Staff’s Recommendation and Decline the Rental of Strathearn Historical Park to the Actor’s Repertory Theater of Simi Group to Hold the Ghost Tours Event; Director Johnson seconded the motion. Motion carried with a unanimous vote.

(A) **Authorization to Solicit Bids for the Rancho Simi Community Park Pool Deck Renovation Project 109-15-a**

**ACTION:** Vice Chair Hostetler moved to Approve the Authorization to Solicit Bids for the Rancho Simi Community Park Pool Deck Renovation Project; Director O’Brien seconded the motion. Motion carried with a unanimous vote.

(B) **Approval for the Purchase of Two Ford Transit Eight-Passenger Wagons Through California Multiple Award Schedules (CMAS) 7-15-f**

**ACTION:** Director Johnson moved to Approve the Purchase of Two Ford Transit Eight-Passenger Wagons Through California Multiple Award Schedules (CMAS); Vice Chair Hostetler seconded the motion. Motion carried with a unanimous vote.
The following Item VIII.(C) was moved up on the Agenda.

(C) Discussion and Possible Approval of Rental of Strathearn Historical Park to the Actor's Repertory Theater of Simi Group to Hold the Ghost Tours Event 38-15-b

(D) Discussion and Possible Approval by District to Allow Soccer Groups to Charge for Parking Lot Use Charge During Soccer Tournaments at Rancho Santa Susana Community Park 84-15-e

Chair Freeman invited questions or comments from the Board and public.

Director O'Brien asked the question as to why the soccer groups could not just raise the tournament fees slightly.

Danny Sisson, representing Simi Valley Soccer Foundation, said the Soccer Foundation’s Board supported the idea of allowing its members to charge for on-site parking during tournaments. Only a couple of the Foundation members expressed an interest in posting attendants at the parking lot entrances for this approach. The Foundation members felt the additional parking charges would be a good fund-raiser for their organizations and their support of the District’s maintenance and soccer field expansion. He said the Foundation members are all 501C non-profit corporations, and their challenge has been that they do not have enough soccer fields in Simi Valley like they do in Camarillo or Thousand Oaks. He also mentioned that Camarillo charges for parking at their tournaments.

There were further comments from Danny Sisson and discussion with the Board regarding the fields renovation and status, the upcoming Labor Day tournament and sponsor contributions, the possibility in the future of having parking fees at tournaments as a trial run, and need to have more information from the Soccer Foundation’s clubs about how they intend to manage the parking fees.

**ACTION:** Director Cavanaugh moved to Deny the Soccer Groups to Charge for Parking Lot Use Charge During Soccer Tournaments at Rancho Santa Susana Community Park Right Now, and for staff to come back with a more defined report after the Foundation meets and we receive more clarity on how it will be done and how the money will be spent; Director O’Brien seconded the motion. Motion carried with a unanimous vote.

(E) Approval of Board Members and/or District Staff to Serve as a Volunteer on One or More of the California Special Districts Association’s 2016 Committees and Expert Feedback Teams 23-15-d

The Board Members determined their interest in serving and asked the District Manager to notify CSDA.

IX. **WRITTEN COMMUNICATIONS:**

A. Letter of Appreciation from the Rotary Club of Simi Valley for Sponsoring the 46th Annual 4th of July Fireworks Extravaganza 73-15-a

The item was received and filed.

District Manager said he has a scheduled meeting with the City Manager and Rotary Club officers on August 28th to discuss next year’s event.
X.

REPORTS BY BOARD MEMBERS:

Director Johnson attended a Soccer Foundation meeting. He said he would like to have the Rancho Simi soccer lights moved up in priority on the 3-year project plan.

Director Johnson attended a Neighborhood Council #4 meeting, at which they heard a report on the water issue and raising of rates.

Director Johnson attended a Santa Monica Mountains Conservancy meeting. He said it was a nice dinner meeting and that Chief Deputy Director Rorie Skei and Deputy Director of Natural Resources & Planning Paul Edelman were recognized for their 25 years of service.

Vice Chair Hostetler attended an Advance Planning Committee meeting. They reviewed the Runkle Canyon Park bid results, and said they were too high. The Committee recommended rejecting the bids, and then re-bidding the project. Chair Freeman said they directed staff to remove some items and modify the plan, and bring this to the Board at the next Board Meeting.

Director O’Brien attended a CSDA Fiscal Committee meeting in Sacramento. They approved next year’s budget. She added that 2-3 years ago she was on a sub-committee that looked at the investments, and put some money into CD’s. In reviewing the budget, CDs have been getting the best return. The Committee directed staff to look into possibly putting more money into CDs.

Director O’Brien received an invitation to the AWA Annual Reception on September 17th, and most of the Board will be at the NRPA Conference then.

Director O’Brien requested an update on a filming complaint that was issued at Corriganville Park. District Manager provided the information and said the issue was resolved.

Chair Freeman attended the Advance Planning Committee meeting. She asked about the Music in the Park event that was rained out at Rancho Madera and whether the District had to absorb the expense for the band. Director of Recreation responded.

Director Cavanaugh attended a Soccer Foundation meeting and reported that some members helped to lay sod on Fields 4 & 5. Pat took pizza to the groundskeepers afterwards in appreciation. Fields 2 & 3 look good. They asked about a master plan. They are trying to obtain access to the high school’s fields to help with their field shortage. There was an accusation that one of the groups had allowed five teams from another City to come here under their umbrella, which the Foundation is addressing. She said they are doing a good job handling things and making our number of fields meet their needs.

XI.

REPORT BY DISTRICT MANAGER:

District Manager did not have any additional items to report. He also stated that he has nothing to report in Closed Session.

District Manager said the deadline for submitting offers on the Sycamore Drive property ends on August 21, 2015. The offers will be compiled, and then he will be reviewing them with the broker and Legal Counsel and presenting them to the Board at its next meeting.

Vice Chair Hostetler stated that the CARPD Conference next year will be on May 19th and it will either take place in South Lake Tahoe or Monterey.
The Chair stated that there will be no Closed Session.

XII. CLOSED SESSION:

(A) Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator

Re: Land Disposition: Property Located in Ventura County at 1692 Sycamore Drive, Simi Valley, Ca

Assessor Parcel Numbers: 642-0-231-285
642-0-231-295
642-0-280-075
642-0-280-085
642-0-280-095

Negotiating Parties: District Manager, Director of Planning and Maintenance and Legal Counsel

Report and Instructions to Staff Regarding Price and Terms of Payment

XIII. ADJOURNMENT: Vice Chair Hostetler moved to adjourn the meeting at 8:25 p.m.; Director Cavanaugh seconded the motion. Motion carried with a unanimous vote.

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

Date: September 3, 2015
To: District Manager
From: Business and Accounting Supervisor
Re: Presentation of the Full-Time Employee of the Month for August 2015 to Santiago Rosales

FULL-TIME EMPLOYEE OF THE MONTH FOR AUGUST 2015

The District’s full-time employee of the month for August 2015 is Santiago “Jim” Rosales. Jim is a Park Ranger and has been working for the District for over seven years. This is his second award for employee of the month.

NOMINATION NARRATION

The person who nominated Jim had this to say: I am writing this to tell you how impressed I was at the professionalism demonstrated by this employee. He was confronted by a hostile group of individuals one had a bat and a very loose tongue and was unfortunately with a young man standing not too far away which appeared to be his son. This employee had every right to arrest this man solely based on his conduct towards a peace officer. I have never seen a peace officer take so much abuse and demonstrate restraint when confronted as he was; only a seasoned veteran could handle this particular situation with the outcome of no one getting hurt, arrested or worse. This employee not only had to talk this aggressor down but he had to neutralize each threat and by the end of the incident the aggressor shook his hand with a new appreciation of what he just avoided and I believe a new respect for law enforcement. All those who witnessed this event were thoroughly thankful for the presence of someone like this employee. I think that after this gentleman’s son witnessed this, he too was grateful because even he could tell that his father was wrong, as could all of the public. The aggressor was surely shamed into realizing that he did not handle his temper well to say the least. This employee did not cite the man, allowing him the dignity owned a father in the presence of his son. This employee is a true gentleman and should be commended. I have a new respect for this employee based solely on what I witnessed.

BOARD ACTION
Jim has been invited to attend the September 3, 2015, board meeting to receive a plaque from the board chair. He is also eligible for a day off with pay in the next 60 days.

[Signature]
Theresa Pennington
Business and Accounting Supervisor
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 3, 2015

TO: District Manager

FROM: Director of Planning and Maintenance

SUBJECT: Rejection of Bids and Authorization to Resolicit Bids for the Runkle Canyon Park Construction Project

Background and Overview:

At its meeting of June 18, 2015, the Board of Directors authorized the solicitation of bids for the Runkle Canyon Park Construction Project. Runkle Canyon Park is a 9.14 acre park site situated on a 14 acre parcel within Planning Unit No. 11 of the Runkle Canyon Specific Plan. The design and permitting for the park was made possible through a joint effort between the subdivision’s master developer (Kaufman and Broad) and the Park District.

The design of Runkle Canyon Park is unique in that the park site will be constructed on three independent building pads separated by landscaped slopes:

- The primary (middle) park pad includes a ten (10) vehicle paved parking lot, a basketball court, independent pre-teen and tot-lot play areas, one large covered picnic shelter, picnic tables and benches.
- The upper park pad will consist of a small five (5) vehicle trailhead parking lot, a paved joint use access road, two lighted volleyball courts, a small covered picnic shelter, picnic tables and benches.
- The lower section of the park will be primarily open space with native plantings and two picnic tables. ADA accessible concrete walkways interconnect all three sections of the park.

In preparing the bid documents for this project, staff elected to publicly bid the project using a Base Bid for the primary (middle) and lower portions of the park, and an Additive Bid Alternate for the entire upper section of the park. This methodology would have given staff the flexibility to award a contract for only the base bid portion of the work with the option to add the additive bid alternate if the aggregate total of the lowest bid received for the project was deemed favorable and fell within budgetary constraints.

A Notice Inviting Bids for the project was published in the Ventura County Star on July 12, 2015. Thirteen contractors received bid packages for the project.
On **August 4, 2015**, sealed bids were received from the following contractors in time for the opening of bids:

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<th>Company</th>
<th>Base Bid Amount</th>
<th>Bid Alternative A</th>
<th>Combined Total</th>
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<td>Unlimited Engineering Contracting, Inc.</td>
<td>$927,045.00</td>
<td>$323,998.00</td>
<td>$1,251,043.00</td>
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<td>Environmental Construction,</td>
<td>$1,392,028.00</td>
<td>$451,615.00</td>
<td>$1,843,643.00</td>
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<td>Woodland Hills, CA</td>
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<td>Lee Construction Co.,</td>
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<td>Simi Valley, CA</td>
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On **August 7, 2015**, the Park District received a letter from Unlimited Engineering Contracting, Inc. (the apparent lowest bidder) withdrawing their bid due to an inadvertent clerical error in their itemized unit prices that negatively impacted their Base Bid total by more than $200,000.00.

On **August 18, 2015**, an Advance Planning Committee meeting was held to review and discuss the Runkle Canyon Park Construction Project. After reviewing the bids received and the circumstances surrounding the withdrawal of bid by Unlimited Engineering Contracting, Inc., it was the recommendation of the committee to reject all bids and rebid the project, incorporating additional cost saving alternatives into the project’s scope-of-work as follows:

1. Reduce the size and quantity of landscape plant materials throughout the entire park.
2. Incorporate additive bid alternates for the installation of the project’s play equipment, turf grass, and for the irrigation system and landscape planting associated with the manufactured slope separating the park site from parcels M and N.
3. Incorporate additional unit price line items in the bid documents for change order reductions in the project’s scope-of-work during the course of construction.

Outlined below is a revised projected schedule for the project:

- **Authorization to Resolicit Bids**: September 3, 2015
- **Publication of “Notice of Inviting Bids”**: September 6, 2015
- **Bid Opening**: September 22, 2015
- **Award of Contract**: October 1, 2015
- **Start of Construction**: October 27, 2015
- **Tentative Construction Completion Date**: April 26, 2016

**Fiscal Impact:**

Funding for this project has been earmarked in the District’s *Preliminary Budget for FY 2015-16* totaling $1,200,000 (Capital Outlay Fund [Fund 50] in the amount of $827,000 and Park Dedication Fees [Fund 40] in the amount of $373,000). Additional funding to complete this project can be acquired through the reallocation of Capital Outlay Funds (Fund 50) designated for the Berylwood Skate Park in the amount of $306,000.
Board Action Requested:

1. That the Board reject all bids received on August 4, 2015 for the Runkle Canyon Park Construction Project.

2. That the Board authorize staff to re-solicit bids for the Runkle Canyon Park Construction Project with the incorporation of additional cost saving alternatives.

Wayne Nakaoka
Director of Planning and Maintenance
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 3, 2015
TO: District Manager
From: Director of Planning and Maintenance
Subject: Authorization to Solicit Bids for Tree Pruning Services at Various District Parks

Background and Overview:

The District has a tree inventory of over 4,600 trees throughout the park system. All of these trees are within developed park sites and do not include trees within Simi Hills Golf Course, Sinaloa Golf Course, and the District’s open space land holdings.

Each year the Park District’s Senior Grounds Maintenance Supervisors inspect each park site and compile a list of trees to be added to the annual tree pruning services contract. A similar inspection is performed by the Senior Golf Course Superintendent in charge of maintenance for Simi Hills and Sinaloa Golf Course. Once the data is collected, the trees are combined into one public bid package for contract services.

The pruning of trees is probably the most important of all tree maintenance practices. Trees are pruned principally to preserve their health and appearance, and to prevent damage to life and property. Proper inspection and systematic pruning helps trees better withstand adverse environmental conditions. In addition, properly pruned trees require less water and fertilization to keep them healthy.

Last year the District’s tree contract included the trimming of 722 trees (527 trees in our parks, 135 trees at Simi Hills Golf Course, and 60 trees along the Arroyo Simi).

Current Findings:

Staff is proposing that an equivalent number of trees located within our parks and open space areas (approximately 527) be included in this year’s tree contract. Additionally, 100 to 135 trees from Simi Hills and Sinaloa Golf Course will be included in the bid package. As in previous years, up to 60 trees along the Arroyo Simi will be included as an additive bid alternate. A detailed summary of the location of all trees in this year’s contract will be provided to the Board members upon request.

Fiscal Impact: Funding is budgeted in the District’s FY 2015-16 Preliminary Budget to cover all projected costs.
Board Action Requested:

That the Board approve the request for Authorization to Solicit Bids for Tree Pruning Services at Various District Parks.

Wayne Nakaoka
Director of Planning and Maintenance

WN:bjm
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