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

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

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

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

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

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

We appreciate your attendance and hope to see you again.

YOUR BOARD OF DIRECTORS

Chair
Gene Hostetler

Vice Chair
Kate O’Brien

Director
Dee Dee Cavanaugh

Director
Elaine Freeman

Director
Mark Johnson

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

II. ROLL CALL

III. PUBLIC DISCUSSION (ITEMS NOT ON THE AGENDA)

IV. APPROVAL OF MINUTES
A. Regular Meeting – January 21, 2016

V. SCHEDULED ITEMS AND PUBLIC HEARINGS
A. Presentation of Full-time Employee of the Month for December 2015 to Douglas Duran 35-16-c

VI. CONSENT AGENDA**
A. Approval of Check Registers: 1/22/16 (payroll); 1/31/16 (payables)
B. Receive and File California Special Districts Association’s “Highlights of 2015” 23-16-a

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

VII. CONTINUED BUSINESS
None

VIII. NEW BUSINESS
A. Approval for the Purchase of a Ford Expedition XL (4x4) Through California Multiple Award Schedules (CMAS) 7-16-b
C. Approval of Candidates to Serve on the Oak Park – Park and Recreation Planning Committee 51K-16-e
D. Approval of Resolution Directing Preparation of the Engineer’s Report for the Continuation of the Parks, Recreation and Open Space Maintenance and Improvement District of the Rancho Simi Recreation and Park District 179-16-a
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

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

Agency Negotiators: District Manager, Director of Planning and Maintenance and Legal Counsel

Negotiating Parties: Area Housing Authority/USA Properties

Under Negotiation: Price and Terms of Payment

B. Closed Session Pursuant to Government Code Section 54956.9 (d)(2)

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Government Code Section 54956.9 (d)(2) (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.
MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
1000 N.KANAN ROAD., OAK PARK, CA 91377
JANUARY 21, 2016, 6:30 P.M.

AGENDA
ITEM

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

PLEDGE OF ALLEGIANCE: Led by Renee Peace

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

Staff: Doug Gale, Wayne Nakaoka, Carol Odenberg, Renee Peace, Theresa Pennington, Larry Peterson, Brian Pierik, Esq., Brian Reed

Guests: Anna De Bernardini

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

None.

IV. APPROVAL OF MINUTES:

(A) Approval of Minutes of the Regular Meeting – January 7, 2015

ACTION: Director Freeman moved to Approve the Minutes of the Regular Meeting of January 7, 2016; Vice Chair O’Brien seconded the motion. Motion carried with a unanimous vote.

V. SCHEDULED ITEMS AND PUBLIC HEARINGS:

None.

VI. CONSENT AGENDA:

(A) Approval of Check Registers: 12/31/15, 1/8/16 (payroll); 1/15/16 (payables)

ACTION: Director Johnson moved to Approve Item A; Vice Chair O’Brien seconded the motion. Motion carried with a unanimous vote.

VII. CONTINUED BUSINESS:

None.
VIII. NEW BUSINESS:

(A) Report on the Oak Park Recreation Programs 51K-16-a

This was an informational item only. No Board action was taken.

(B) Report on Planning and Development Issues in Oak Park 51K-16-b

This was an informational item only. No Board action was taken.

(C) Report on District Financial Matters in Oak Park 51K-16-c

This was an informational item only. No Board action was taken.

Director Freeman recommended staff consider including a simplified financial report that would give a general consolidated overview of the District’s finances.

(D) Update Regarding Efforts of Mae Boyar Ad Hoc Committee to Develop Concept for Replacement of Building Located at Mae Boyar Park 68-16-a

District Manager Peterson reviewed the report regarding the efforts of the Mae Boyar Ad Hoc Committee to develop the concept for replacement of the building located at Mae Boyar Park. He emphasized the importance of obtaining feedback from the Oak Park community on this project and making certain that their information is considered.

(E) Response to Guest Opinion Published in The Acorn by Oak Park – Park and Recreation Planning Committee Member 51K-16-d

District Manager stated that Peter Coopersmith’s Guest Opinion published in The Acorn on January 14, 2016 was misleading, and that it warranted a response from the District. This report provides the public with the verifiable facts, and will be retained and available for viewing as a matter of public record.

IX. WRITTEN COMMUNICATIONS:

None.

X. REPORTS BY BOARD MEMBERS:

Director Freeman reported that she was selected as Vice Chair of the Ventura Local Agency Formation Commission commencing January 1, 2016.

Director Freeman with District Manager and Director of Planning & Maintenance attended a meeting at the Ventura County Planning Department to explore the feasibility of having a BMX track on the District’s Tapo Canyon property. She said the meeting was very informational and staff will be following up on some items.

Vice Chair O’Brien did not have any committee meetings this period.

Vice Chair O’Brien stated she will not be able to attend the February 4th Board Meeting.
Vice Chair O’Brien said she will be attending the VCSDA Annual Dinner Meeting on February 2nd. Director Freeman mentioned that attendance at VCSDA’s meetings has lessened. Vice Chair O’Brien thought perhaps an incentive, such as a reduction in the cost if members sign up early for meetings, may help with the attendance.

Director Johnson attended a Santa Monica Mountains Conservancy meeting. He also mentioned viewing an interesting story on Mountain Lions in L.A. that aired January 17th on the television program, 60 Minutes.

Director Johnson attended a CARPD Board meeting in Sacramento on January 20th. He said they have everything ready for their 2016 Annual Conference in Tahoe.

Director Johnson complimented the Oak Park staff for doing a good job.

Chair Hostetler attended the Oak Park – Park and Recreation Planning Committee meeting.

Chair Hostetler also attended the CARPD Board Meeting. He mentioned that flyers are currently being mailed out about the 2016 Annual Conference. Director Johnson said their Executive Director will be contacting the District about a speaker panel being formed to discuss water usage at the upcoming conference.

XI. REPORT BY DISTRICT MANAGER:

District Manager participated on an interview panel for Conejo Recreation and Park District’s recruitment to fill the recreation administrator position.

District Manager conducted interviews with the Director of Planning & Maintenance to determine a candidate for the Senior Maintenance Supervisor – Grounds position.

District Manager, District’s Legal Counsel and Senior Management Analyst attended a meeting with Cal Trans in downtown L.A. to explore public access to the Alamos Canyon trail under the 118 freeway. Legal Counsel provided information on an encroachment permit, option to purchase property, and agreement with Waste Management. Staff said it was a productive meeting and they received positive feedback.

Chair Hostetler called a Closed Session at 7:27 p.m.

The Chair reconvened the meeting at 7:35 p.m.

XII. CLOSED SESSION:

(A) Closed Session Pursuant to Government Code Section 54956.95

Claimant: Mr. Bart Nielsen

Agency Claimed Against: Rancho Simi Recreation and Park District

The Chair reported that the Board gave direction to staff to reject the claim of Mr. Bart Nielsen against Rancho Simi Recreation and Park District.
XIII. **ADJOURNMENT:** Vice Chair O’Brien moved to adjourn the meeting at 7:36 p.m.; Director Freeman 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: February 4, 2016
To: District Manager
From: Director of Administration
Re: Presentation of the Full-Time Employee of the Month for December 2015 to
Douglas Duran

FULL-TIME EMPLOYEE OF THE MONTH FOR DECEMBER 2015

The District’s full-time employee of the month for December 2015 is
Douglas Duran. Douglas is a Landscape Designer in the Planning and
Maintenance Department. This is Douglas’ 4th award for employee of
the month!

NOMINATION NARRATION

The person who nominated Douglas had this to say: over the last several months, this Landscape
Designer has been preparing and supervising capital projects. His diligent efforts resulted in the
completion of two new picnic shelters at Rancho Tapo Community Park last spring. These popular
new shelters have been used nearly every weekend since their completion. Most recently, he oversaw
the completion of the Rancho Simi Community Park Pool Deck Renovation Project. Since the use of
the pool is constant, with ongoing water polo classes, weekday adult lap swimming, water aerobics
classes, high school swim team practices and summertime swim lessons, it was important that the
project start and be completed efficiently. He did research, found out what products and processes
would work, and then skillfully managed the project so that the pool could be reopened as quickly as
possible. Recent conversations with the seniors who swim in the early a.m. indicated they are thrilled
with the nice, new pool surface. At the same time as he was working on these projects, he was also
handling the complicated lagoon renovation project. He has gone “over and above” in dealing with
the various issues that have arisen, including wading to his hips in muddy pond muck, responding to
public inquiries and newspaper reporters, and navigating the complicated Fish and Wildlife permit
process. This complex project is underway, and he is consistently pushing it forward to completion.
Even while he was working on these projects, he was also working with the engineering consultants
to complete the construction plans for the Arroyo Simi Greenway Project Phase 2, and sharing his
knowledge and expertise with the City staff and consultants as they complete the construction plans
for the Arroyo Simi Greenway Project Phase 3. He steps in and helps cover projects when his
counterpart is out of the office, and he is genuinely a pleasure for coworkers to be around and work
with, for these reasons, I am nominating him as the Full-Time Employee of the Month.
BOARD ACTION

Douglas has been invited to attend the February 4, 2016, 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.

Theresa Pennington
Director of Administration
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: February 4, 2016
TO: Board of Directors
FROM: General Manager
SUBJECT: Receive and File California Special Districts Association’s “Highlights of 2015”

SUMMARY

As you know the District is a member of the California Special Districts Association (“CSDA”). District Board members participate in the governance of that organization, and on fiscal and legislative matters affecting special districts in California, among other things. The District has also benefited from the educational opportunities provided by CSDA during its annual conference and also throughout the years in the areas of ethics, brown act compliance and governance. The attachment provide highlights of CSDA’s efforts and accomplishments in 2015. Through the dues and volunteer efforts of the various elected officials a great deal has been accomplished this year. The Park District and the community it serves have clearly benefited from the District’s involvement with and continued membership in CSDA.

BOARD ACTION REQUESTED

Staff recommends the Board receive and file the attached California Special Districts Association Highlights of 2015.

Larry Peterson
District Manager
MEMBERSHIP REACHES RECORD NUMBERS

Seventy-one new members joined in 2015, bringing our total membership to a record 1,088. Our core membership of independent special districts is also at an all-time high. Retention rates are high as well, as districts continue to look to CSDA for the quality professional development opportunities, information sharing, and advocacy services they've come to expect from their association. In addition to our public agency members, CSDA enjoys the support of 17 Business Affiliates. We are grateful to these companies not only for their financial contributions, but for lending their expertise to our educational sessions, publications, and more. A special thank you goes to Atkinson, Andelson, Loya, Ruud & Romo, CSDA Finance Corporation, Hanson Bridgett, Meyers Nave, and Special District Risk Management Authority (SDRMA).

CONNECTING YOU WITH YOUR COLLEAGUES AND THE CAPITOL

- **Listening to Our Membership** – As part of District NetWorks, CSDA hired two full-time public affairs field coordinators, one in Northern California and one in Southern California, with the mission to support and unite special districts.

- **Visited Nearly 300 Special Districts** – Listening to the concerns and needs of the membership, sharing the latest information from Sacramento, and strengthening the foundation of CSDA's advocacy efforts.

- **Added Chapter Participation** – The number of affiliated local CSDA chapters expanded from 12 to 14, with new chapter affiliation agreements passing in Butte and San Bernardino Counties.

- **Increased Grassroots Responses** – The number of statewide responses to CSDA “Calls to Action” grew by nearly 300 percent above last year, intensifying our impact on legislation in Sacramento.
Advocacy and Public Affairs

**PROTECTING LOCAL PROPERTY TAXES FOR LOCAL SERVICES**
- **Blocked Property Tax Diversions** – Successfully opposed legislation attempting to divert approximately $2 billion in local agency revenue to fund “Mardi Gras” bonds issued by former RDAs at interest rates in excess of eight percent (Assembly Bill 2493, Bloom).
- **Achieved Accountable and Collaborative Infrastructure Development**
  Supported the replacement of RDAs with new infrastructure and economic development tools requiring the consent and representation of affected special districts (AB 2, Alejo and E. Garcia and AB 313, Atkins).

**ENSURING COST-EFFECTIVE PUBLIC WORKS**
- **Promoted Volunteerism** – Successfully supported a legislative measure that extends the ability of special districts to utilize volunteers without fear of violating prevailing wage laws (AB 327, Gordon).
- **Prevented Shift of Project Liability** – Successfully opposed a precedent-setting bill that would have unfairly transferred longstanding responsibilities and costs from private contractors to special districts and other public agencies (AB 1315, Alejo).

**SAVING DISTRICTS MONEY AND SECURING MANDATE REIMBURSEMENTS**
- **Secured Full Reimbursement of Pre-2004 State Mandates** – Ongoing efforts to secure mandate reimbursement for claims made over a decade ago resulted in the state fully reimbursing pre-2004 mandate claims in the amount of $756 million.
- **Provided Solutions to Soaring Election Costs** – Sponsored cost-cutting provisions to provide clarity and make it easier for any special district to voluntarily consolidate elections into a November general election (AB 1535, Committee on Elections and Redistricting).
- **Fought Rising Workers’ Comp Rates** – Successfully supported a legislative measure to create a drug formulary for workers’ compensation that should result in reduced medical claims from injured workers and begin to combat the overutilization of dangerous and habit-forming prescription drugs (AB 1124, Perea). Also, successfully opposed legislation that would have further driven up the costs of workers’ compensation (AB 305, Gonzalez).

**YOUR VOICE INSIDE AND OUTSIDE THE CAPITOL**
- **Courtroom: Mello Roos Case** – Participated in five amicus briefs on behalf of special districts, including Golden State Water Company v. Casitas Municipal Water District, which protected the use of Mello-Roos financing for eminent domain and intangible asset acquisitions for special districts.
- **CalPERS: Risk Mitigation** – Kept CSDA members closely informed on the latest CalPERS public employee pension rate discussions, and presented special district feedback directly to CalPERS executives and board members.
- **State Auditor: High Risk Local Agency Audit Program** – Participated in a working group with the State Auditor’s Office to provide the special district perspective during the Auditor’s drafting of the High Risk Local Government Agency Audit Program regulations.

Professional Development Serves as a Trusted Resource

**SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE – CORE GOVERNANCE TRAINING**
CSDA started the year with our Special District Leadership Academy (SDLAA) Conference in Napa. The conference, which drew over 100 leaders from around the state, focused on the necessity of the board and general manager to work closely toward a common goal, and covered all four modules of the SDLAA over the course of the two-and-a-half day conference.

**BOARD SECRETARY/CLERK CONFERENCE**
In 2015 CSDA hosted two Board Secretary/Clerk Conferences with a total of 369 attendees. The tracks for both first-time and returning attendees continue to be very popular. New this year were longer, three-hour sessions, which allowed attendees to focus on some hot topics including human resources, policy and procedure writing, and finance.

**GENERAL MANAGER LEADERSHIP SUMMIT**
Attendance at the General Manager Leadership Summit continues to grow and topped 200 attendees for the first time. Popular session topics included succession planning, the Brown Act, general manager performance evaluations, board and general manager relations, negotiations, difficult employees, and disruptive behavior at board meetings.

**2015 CSDA ANNUAL CONFERENCE AND EXHIBITOR SHOWCASE**
Held September 21 - 24 in Monterey, this year’s conference was another record-setting event with well over 700 attendees. Over 30 breakout sessions provided attendees with valuable information covering a variety of topics including navigating an audit, public records, water and sewer rates, and more.

**ON-DEMAND WEBINARS LAUNCHED**
This year CSDA launched our on-demand webinar service that enables attendees to participate in many of CSDA’s most popular webinars at a time and place that is most convenient for them. Participants are able to log in, watch the webinar of their choice, and even print their certificate of completion on their own time. Twenty titles will be available by the end of 2015, in addition to our regularly scheduled “live” webinars, with more being added all the time.

**HR BOOT CAMP FOR SPECIAL DISTRICTS**
CSDA partnered with the Special District Risk Management Authority and Liebert Cassidy Whitmore for the first Human Resources Boot Camp for Special Districts. This one-day workshop was designed to maximize an attendee’s time and featured substantive information for attendees to use right away on hiring, performance evaluation, employee discipline, and legal trends.
Adding Value to Membership – New Benefits

CSDA is always looking at ways to enhance the benefits of membership by adding programs and discounts that save districts time and money. In May, CSDA announced the new member benefit Streamline. This website tool was developed with special districts in mind, providing members with an efficient and affordable means of creating a website that meets transparency guidelines.

CalTRUST, the local agency investment pool endorsed by CSDA, reported a new high watermark of over $2.4 billion in assets. Nearly a third of those assets are from special district investments. In October, CalTRUST expanded their slate of products with the addition of a new Government Money Market Fund.

In February, participants of the District Purchasing Card program received rebates totaling more than $16,000 for purchases made in 2014. The program was developed in partnership with Bank of the West and now has more than 40 agencies taking advantage of the improved cash flow, better expense management, and potential for greater cash rebates.

MORE RESOURCES AT YOUR FINGERTIPS

A new Parliamentary Procedure Quick Reference covering the basics of effective meeting management was added to our collection of free online resources. Labor law posters were added to the CSDA bookstore as well.

Other website enhancements included the ability to renew your agency’s membership online and manage roster and contact information through your online profile.

CALIFORNIA SPECIAL DISTRICTS ALLIANCE: YOUR DISTRICT’S PREMIER RESOURCE

The California Special Districts Alliance partners – CSDA, CSDA Finance Corporation, and SDRMA – work together to bring special districts the best in resources and services.

CSDA Finance Corporation

Within the past year, the CSDA Finance Corporation responded to dozens of inquiries from districts seeking financings for a wide range of projects and purchases – from real estate acquisitions to sewer extension projects and fire trucks to solar installations. The Finance Corporation facilitated over $21 million in financings for special districts in 2015. With an expanded pool of consultants and program options, the Finance Corporation now offers more financing solutions to CSDA members.

SDRMA

Special District Risk Management Authority

Special District Risk Management Authority (SDRMA) continued its focus on providing special districts the most cost-effective risk management solutions possible, including property/liability coverage, workers’ compensation, and health benefits. For 2015-16, the SDRMA Board of Directors kept rates flat for property/liability for the sixth year in a row, and also kept rates flat for the workers’ compensation.

There were 201 attendees at SDRMA Safety/Claims Education Day in Sacramento on March 24, 2015. This free event for SDRMA and CSDA members included the Annual Membership Meeting, special guest speaker Scott Deming, and sessions on employment practices, workers’ compensation, Target Solutions, risk transfer agreements, claim reporting and loss prevention/safety awareness.
TOTAL NUMBER OF BILLS
- Reviewed 2,772 bills
- Actively tracked 335
- Directly lobbied on 64 bills

36 BILLS SUPPORTED
- 21 - Signed into law
- 13 - Failed passage
- 0 - Amended to remove support
- 2 - Vetoed

26 BILLS OPPOSED
- 3 - Signed into law
- 13 - Amended to address concerns
- 6 - Failed passage
- 4 - Vetoed
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: February 4, 2016
TO: District Manager
FROM: Director of Planning and Maintenance
SUBJECT: Approval for the Purchase of a Ford Expedition XL (4X4) through California Multiple Award Schedules (CMAS)

Background and Overview:

As part of the District’s approved Annual Budget for Fiscal Year 2015-16, $246,387.00 was earmarked for the purchase of new vehicles and capital equipment under the Simi Valley Assessment fund (Fund 30). To date the Board has authorized the purchase of three (3) Ford Transit Connect Vans, two (2) Ford Transit Eight-Passenger Wagons, and two (2) Ford Police Utility Interceptors. All three of the Ford Transit Connect Vans have been received by the Park District and have been put into operation. Two (2) of the Ford Transit Connect Vans have been issued to the Building Maintenance Department for use by the custodial crews. The third has been issued to the Recreation Department for use at Rancho Santa Susana Community Center. The Park District has taken delivery of the two Ford Transit Eight-Passenger Wagons, which will be primarily used by our Recreation Department. These vans will be put into operation once the DMV registration process is complete. The two Ford Police Utility Interceptors have been ordered through Downtown Ford Sales, a CMAS awarded vendor. The anticipated delivery timeframe for these vehicles is six to eight weeks.

To continue with the District’s vehicle replacement program, staff is requesting Board authorization to purchase a new 2016 Ford Expedition XL (4X4) to replace the District’s aging 1990 Chevrolet Suburban 4X4 (Vehicle No. 60).

The 2016 Ford Expedition XL (4X4) is a full size, on command four-wheel drive SUV (sport utility vehicle). It comes equipped with an economical 3.7 liter V6 engine and a six speed automatic transmission. The vehicle gets an estimated 18 MPG for in-city driving. This vehicle will be used primarily by our management staff for daily activities and will double as the District’s large capacity transportation vehicle for meetings, conferences, and educational seminars. In addition, this vehicle will be used for dignitary tours through our open space areas where four-wheel drive is required.

Staff has obtained a price quote for the purchase of this vehicle from California Multiple Award Schedules (CMAS), an approved Public Agency Purchasing Cooperative. Through CMAS, the vehicle will be purchased from Downtown Ford Sales located in Sacramento, California under
the State of California Contract No. 1-14-23-23A. In addition to the vehicle’s standard equipment, staff is recommending up-grades and optional equipment including: a front under-carriage skid plate, extra key, daytime running lights, and a “XL” upgrade to civilian components package, which includes carpeting, center floor shift console, aluminum wheels, running boards, and auxiliary air conditioning. The color of the vehicle will be solid oxford white with a charcoal grey interior.

The CMAS purchase price for the vehicle equipped as stated above, including sales tax and delivery charges, is $35,391.15. Vehicle license and registration fees will be paid separately.

**Fiscal Impact:**

The District’s *Fiscal Year 2015-16 Approved Budget* has an adequate balance of $41,656.70 earmarked for vehicle and capital equipment purchases in the Simi Valley Assessment Fund (Fund 30) to cover the purchase of this vehicle [approved budget allocation of $246,387.00 less the purchase of the three (3) Ford Transit Connect Vans ($70,454.10 including tax, registration and vehicle extras), two (2) Ford Transit Eight-Passenger Wagons ($59,367.95), and two (2) Ford Police Utility Interceptors ($66,908.25 + $8,000.00 allowance for radio and light bar installation)].

**Board Action Requested:**

That the Board approve and authorize staff to purchase a new 2016 Ford Expedition XL (4X4) through California Multiple Award Schedules (CMAS) with the issuance of a purchase order.

Wayne Nakaoka  
Director of Planning and Maintenance
NEW FORD **EXPEDITION XL SSV 4X4**  
PRICING BASED UPON COST +/- 10% FOR OPTIONS/CHANGES  
STATE OF CALIFORNIA CONTRACT #1-14-23-23A

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<td>Factory Electric Wiring Diagram Manuals (CD ROM)</td>
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Park District’s 1990 Chevrolet Suburban (4X4)

Proposed 2016 Ford Expedition XL (4X4)
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: February 4, 2016

TO: District Manager

FROM: Senior Management Analyst


SUMMARY

Cell phone service providers continue to look for ways to improve cell service in Oak Park. In December 2014, the Park District received an email from Oak Park Unified School District Superintendent Dr. Knight indicating that he and Ventura County Supervisor Linda Parks, Oak Park Municipal Advisory Committee Member Mike Paule and members of the Ventura County Planning Department had met with Verizon Wireless representatives to discuss possible locations for wireless telecommunications sites (cell sites) in the Oak Park Community.

Dr. Knight indicated that one proposed site was on undeveloped Park District property located south of Kanan Road, and that the OPUSD would not object to the tower placement on this property as there was sufficient distance between it and the nearest school.

Following that email, Park District staff was contacted by Verizon regarding the possible placement of a cell tower on undeveloped Park District property in the Oak Park area. Staff indicated that the Park District would place consideration of the proposed cell tower site before the Oak Park - Park and Recreation Planning Committee if the proposed location did not interfere with the intended use of the property, and if the School District did not object to the location.

In January 2015, Verizon again met with Dr. Knight to narrow down cell site locations that the School District would support. Using information from that meeting, Verizon engineers then selected a site south of Kanan Road and east of Churchwood Drive that would meet their transmission needs. Currently, this property is public open space, and the Park District has no
plans to develop the property in the future. The preliminary plans and Photosims for the proposed cell site are attached as Attachment A.

Staff is asking the Board of Directors to consider the proposed location, and the attributes of the cell tower as identified in the attachments. The District assumes actual placement of a cell tower at the proposed location would improve cell service to the community as well as provide an annual revenue source to the District’s Oak Park budget. If the Board believes the location is appropriate for further consideration, staff will work with the Verizon Wireless and the Board to enter into a contract on terms similar to other approved cell sites. The contract will require the cell service provider to comply with all applicable County and other requirements in order to obtain public input and obtain County approval of the location.

The parcel identified for the cell tower location contains a deed restriction similar to many other parcels held by the District in Oak Park. Essentially, the deed restricts use of property for anything other than recreation, but certain exceptions for this restriction include use of the property for the provision of utilities. Cell service is considered a utility. The District has previously obtained waivers of this reversionary interest for the other cell tower and water tank locations. If this current location is approved the District would obtain the same waiver of the reversionary interest for this affected parcel. District legal counsel will be present at the Board meeting and will be able to provide additional information on this subject if necessary.

On January 14, 2016, the Oak Park – Park and Recreation Planning Committee was asked for their input regarding the proposed cell site (see Attachment B). The Committee was provided the preliminary plans and Photosims for review, and a representative from Verizon Wireless, Josh Green, was present to explain the approval process and provide additional details regarding the project. Following the discussion, the Committee expressed concerns regarding possible future collocation of wireless facilities on the site, whether or not a permanent asphalt access road was intended, and whether or not outreach would be done in the community and to the adjacent HOAs. The Committee passed a motion in favor of allowing the cell provider to pursue the appropriate land use permits from the County of Ventura, and recommended the Park District Board of Directors draft a policy for its further review that considers limits on cell tower heights, provides for input from HOAs and Oak Park residents, requires collocation when possible, and requires cell tower revenues raised in Oak Park to be spent by the District in Oak Park.

**RECOMMENDATION**

That the Board authorize the District Manager to execute a Letter of Intent and Letter of Authorization (see Attachment C) to allow Verizon Wireless to pursue the appropriate land use permits to develop a wireless telecommunications site on Public Open Space located south of Kanan Road and east of Churchwood Drive, and authorize staff to work with Verizon Wireless to negotiate a contract for the cell site with similar terms to other approved cell sites on Park District property.

Robin Walker  
Senior Management Analyst
ATTACHMENT A

Preliminary Plans and Photosims
for the Proposed Churchwood Cell Site
CHURCHWOOD

EXISTING

PROPOSED HOMEBROADAV. BEYOND

PROPOSED HOME/BROADAV. ENCLOSURE

LOOKING SOUTHEAST FROM KANAH ROAD

ACCUcURACY OF PHOTO SIMULATION BASED UPON INFORMATION PROVIDED BY PROJECT APPLICANT.
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: January 14, 2016
TO: District Manager
FROM: Senior Management Analyst
SUBJECT: Consideration of Proposed Wireless Telecommunications Site East of Churchwood Drive

SUMMARY

Cell phone service providers continue to look for ways to improve cell service in Oak Park. In December 2014, the Park District received an email from Oak Park Unified School District Superintendent Dr. Knight indicating that he and Ventura County Supervisor Linda Parks, Oak Park Municipal Advisory Committee Member Mike Paule and members of the Ventura County Planning Department had met with Verizon Wireless representatives to discuss possible locations for wireless telecommunications sites (cell sites) in the Oak Park Community.

Dr. Knight indicated that one proposed site was on undeveloped Park District property located south of Kanan Road, and that the OPUSD would not object to the tower placement on this property as there was sufficient distance between it and the nearest school.

Following that email, Park District staff was contacted by Verizon regarding the possible placement of a cell tower on undeveloped Park District property in the Oak Park area. Staff indicated that the Park District would place consideration of the proposed cell tower site before the Oak Park – Park and Recreation Planning Committee if the proposed location did not interfere with the intended use of the property, and if the School District did not object to the location.

In January 2015, Verizon again met with Dr. Knight to narrow down cell site locations that the School District would support. Using information from that meeting, Verizon engineers then selected a site south of Kanan Road and east of Churchwood Drive that would meet their transmission needs. Currently, this property is public open space, and the Park District has no
plans to develop the property in the future. The preliminary plans and Photosims for the proposed cell site are attached as Attachment A.

The Committee may now consider the proposed location, and the attributes of the cell tower as identified in the attachments. The District assumes actual placement of a cell tower at the proposed location would improve cell service to the community as well as provide an annual revenue source to the District's Oak Park budget. If the Committee believes the location is appropriate for further consideration staff will work with the company and the Board to enter into a contract on terms similar to other approved cell sites that will require the cell service provider to comply with all applicable County and other requirements in order to obtain public input and obtain County approval of the location.

The parcel identified for the cell tower location contains a deed restriction similar to many other parcels held by the District in Oak Park. Essentially the deed restricts use of property for anything other than recreation, but certain exceptions for this restriction include use of the property for the provision of utilities. Cell service is considered a utility. The District has previously obtained waivers of this reversionary interest for the other cell tower and water tank locations. If this current location is approved the District would obtain the same waiver of the reversionary interest for this affected parcel. District legal counsel will be present at the Committee meeting and be able to provide additional information on this subject if necessary.

RECOMMENDATION

The Committee should consider the proposed wireless telecommunications site east of Churchwood Drive on undeveloped land held by the Park District that is south of Kanan Road and east of Churchwood Drive.

Robin Walker
Senior Management Analyst
ATTACHMENT C

Letter of Authorization and Letter of Intent
For the Proposed Churchwood Cell Site
LETTER OF AUTHORIZATION

This authorization is not a commitment of any kind. All land-use approvals obtained will be subject to the successful completion of lease negotiations and the approval of site configuration by an authorized representative.

In order to determine the viability and permit the use of a wireless antenna facility on the real property ("Property") at the address stated below, the undersigned authority hereby grants, consents, and agrees with Verizon Wireless as follows:

1. **Entry.** Owner or authorized agent consents that approved Verizon Wireless representatives may enter upon the Property to conduct and perform the following permitted activities upon at least 24 hour notice to Owner: boundary and positioning surveys, radio propagation studies, soils boring/report, power and telephone existing service capacity, subsurface boring tests, an environmental site assessment, visual inspections of the Property, and other activities as Verizon Wireless may deem necessary. Verizon Wireless agrees to be responsible for all costs related to these surveys and investigations.

2. **Filings.** Owner or authorized agent consents that Verizon Wireless may make and file applications for the proposed wireless antenna facility on the Property to such local, state and federal governmental entities whose approval may be necessary for this type of use. Submittals and approvals include zoning applications, variances, land use descriptions, and other submittals necessary for this type of use. Verizon Wireless agrees to be responsible for all costs related to the governmental approvals for this project.

3. **Telco.** Owner or authorized agent consents that Verizon Wireless may order, coordinate, and install upgraded telephone connectivity to the site. Verizon Wireless agrees to be responsible for any and all costs related to this installation. Owner or authorized agent understands that the upgrade of telephone connectivity does not constitute construction start.

Authorized Signature: __________________________

Print Name: __________________________________

Title: District Manager

Phone number: ________________________________

Dated: __________________________

Assessor’s Parcel Number: 800040095

Property Address: East of Churchwood Dr and Kanan Rd Intersection
Oak Park, CA 91377
LESSOR ACKNOWLEDGEMENT

STATE OF CALIFORNIA

COUNTY OF _____________

On _________________, before me, ________________________, notary public, personally appeared ___________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_________________________________________________________________

Notary Public
January 28, 2016

Larry Peterson, District Manager
Rancho Simi Rec & Park District
1692 Sycamore Drive
Simi Valley, CA  93065-3728

Re: Verizon Wireless Letter of Intent
Churchwood

Dear Mr. Peterson:

On behalf of Verizon Wireless (Lessee) I am pleased to present this letter to you as (Lessor). This letter is intended to outline the basic business terms and conditions upon which Verizon Wireless would be willing to enter into an Agreement with you on your property located East of Churchwood Dr and Kanan Rd Intersection Oak Park, CA 91377.

There is no cost to you whatsoever in the development of this facility. I ask that you review these terms, and if you are in agreement, sign this letter and return it to me. Should you have any questions or concerns, please do not hesitate to contact me.

Location: East of Churchwood Dr and Kanan Rd Intersection Oak Park, CA 91377
Assessors parcel number 800040095.

Premises: Up to 900 sq. ft. Exact location to be surveyed and mutually agreed upon.

Term: Five years, with options to extend the term for four (4) additional five (5) year terms.

Rent: Rent shall be $27,600 per year, paid in monthly installments of $2,300.

Escalation: Rent shall increase by 3% annually.

Option / Permit Period: One 12 month option to obtain necessary government approvals. Option payment of $1,500 is payable within 45 days of contract execution. One additional 12 month option under the same conditions if necessary.

Commencement: The rent commencement date shall be the first day of the month following the date Verizon Wireless exercises its option.

This letter does not address all material or essential terms that may become part of a formal land lease agreement. It is a letter of intent demonstrating a willingness by both parties to enter into an agreement based on the general terms outlined above.

AGREED:

_____________________________________________________

Date

Complete Wireless Consulting - 2009 V Street - Sacramento, CA 95818
Kellen Farnham
(916) 709-2057 phone
(916) 313-3730 fax
kfarnham@completestewireless.net
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: February 4, 2016

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Candidates to Serve on the Oak Park - Park and Recreation Planning Committee

SUMMARY

The Oak Park – Park and Recreation Planning Committee (the “Committee”) was formed by the Park District Board of Directors in 1976 to serve as an Advisory Committee to the Park District Board of Directors on park development and maintenance, and recreation matters specific to the community of Oak Park. There are seven members of the Committee, five are elected residents of Oak Park serving staggered terms, one is appointed by the Oak Park Unified School District and one is appointed by the Oak Park Municipal Advisory Council.

Elections for this advisory committee have been held at the Oak Park Municipal Advisory Council meetings in January. The most recent election for two positions was conducted on January 26, 2016. Six candidates asked to have their names placed onto the ballot in advance of the election. There were no write-in requests at the time of the election. At the election each candidate was provided an opportunity to introduce themselves to those present before votes were cast. The votes resulted in the election of the following individuals:

<table>
<thead>
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<th>Name</th>
<th>Term Type</th>
<th>Term Dates</th>
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<tr>
<td>Dennis Wheeler</td>
<td>2-year Term of Office</td>
<td>2/1/16 - 1/31/18</td>
</tr>
<tr>
<td>Janna Orkney</td>
<td>2-year Term of Office</td>
<td>2/1/16 - 1/31/18</td>
</tr>
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</table>

No controversy or protests exist as to this election result. Therefore, the Board of Directors of the Park District should now consider confirming the election and appointment of Dennis Wheeler and Janna Orkney to the Oak Park – Park and Recreation Planning Committee.
RECOMMENDED BOARD ACTION

Staff recommends the Board confirm the appointment of the above-named individuals to serve on the Oak Park–Park and Recreation Planning Committee for the term specified.

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

DATE: February 4, 2016

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Resolution Directing Preparation of the Engineer’s Report for the Continuation of the Parks, Recreation and Open Space Maintenance and Improvement District of the Rancho Simi Recreation and Park District

INTRODUCTION

In furtherance of the previously adopted maintenance and improvement assessment, the Board must annually direct the preparation of an Engineer’s Report. This action represents one in a series of steps relating to the Board’s consideration of the annual levy of the voter-adopted assessment.

BACKGROUND

On November 18, 1999, the Board adopted Resolution No. 1388, ordering the formation of the Rancho Simi Recreation and Park District Parks, Recreation and Open Space Maintenance Improvement District. Pursuant thereto, an Engineer’s Report was approved and an assessment was levied upon the properties located within the District’s boundaries. Two additional funds were added to the District’s annual budget to separately account for assessment monies, Fund No. 30-0-0000-2 for Oak Park and Fund No. 30-0-0000-1 for Simi Valley. Current year estimates of assessment revenues are $154,844 for Oak Park and $1,586,953 for Simi Valley. All of these monies have been allocated.

Annually, the Board must take various actions to continue the assessment, or levy. The dates by which these actions should occur were incorporated into the Board Approved FY 2016-17 District Budget Calendar. In short, the levy procedure closely tracks the District’s time line for consideration and adoption of the District’s budget, project priorities, and 3-year plan.

On February 19, 2015, the Board approved a three year extension of the District’s contract with SCI Consulting Group (“SCI”), on the same terms for the services to be rendered in each of the following three years. SCI has consistently demonstrated its expertise with assessments and the assessment process as it relates to Rancho Simi Recreation and Park District. It has done so with a high level of competence and professionalism.
The next step of the assessment process requires the Engineer to prepare an Engineer’s Report. This Report will establish the budget for the park and recreation services to be funded with the 2016-17 assessments, and will examine the general and specific benefits received from the park maintenance and improvements by property within the District, as well as the method of assessment apportionment to lots and parcels within the District.

There is ample justification for proceeding with the assessment. The on-going financial needs of the District (that is, the community’s needs for the District’s services), has been the subject of numerous discussions and Board decisions.

The Board adopted budget for the current fiscal year allocated assessment funds towards fundamental maintenance and operations expenditures. Had it not been for these allocations, the District’s ability to adequately maintain vital park and recreation amenities would be jeopardized. These essential allocations include funding for eight full-time and several part-time positions (four groundskeeper positions, three crew leader positions, a buildings specialist position and part-time Park Ranger efforts).

Additional allocations were made towards installation of a new portable building for the District’s Before and After School Program at Madera, replacement of the bridge at Eagleview Park, replacement of the existing bollard lighting at Oak Park Community Center, installation of a disc golf course, improvements to the Guardian building, renovation of the Mayfair Park bridge, construction of two additional volleyball courts at Rancho Madera Community Park, resurfacing of the Rancho Simi Community Park pool deck and entryway, construction of Runkle Park, replacement of various aged vehicles and capital equipment, upgrades of the District’s website and recreation registration program, and payment of a portion of the District’s electricity costs.

The District has and will continue to fully maximize the use of the assessment funds to the betterment of the community. Without it the District would be forced to layoff employees and significantly curtail park development, security, and maintenance and improvement expenditures that the community desires and appreciates. For these reasons and many others staff recommends approval of the attached resolution directing the preparation of an Engineer’s Report which will outline the benefits of the assessment and become the basis of public hearings.

**BOARD ACTION REQUESTED**

Staff recommends the Board approve the attached Resolution directing SCI Consulting Group to prepare an Engineer’s Report for Fiscal Year 2016-17.

[Signature]
Larry Peterson
District Manager
RESOLUTION NO. _____

A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR THE CONTINUATION OF THE PARKS, RECREATION AND OPEN SPACE MAINTENANCE AND IMPROVEMENT DISTRICT OF THE RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLVED, by the Governing Board (the "Board") of the Rancho Simi Recreation and Park District (the "District"), County of Ventura, State of California, that

1. On November 18, 1999 by its Resolution No. 1388, this Board ordered the formation of and levied the first assessment within the Rancho Simi Recreation and Park District Parks, Recreation and Open Space Maintenance and Improvement District (the "Assessment District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof).

2. The purpose of the Assessment District is for the installation, maintenance and servicing of improvements to the Rancho Simi Recreation and Park District, as described in Section 3 below.

3. Within the Assessment District, the existing and proposed improvements to be undertaken by the Parks, Recreation and Open Space Maintenance and Improvement District are generally described as installation, maintenance and servicing of public recreational facilities and improvements, including, but not limited to, turf and play areas, landscaping, ground cover, shrubs and trees, irrigation systems, drainage systems, lighting, fencing, entry monuments, basketball courts, tennis courts, gymnasium, senior center, running tracks, swimming pools, other recreational facilities, security guards, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Rancho Simi Recreation and Park District. As applied herein, “Installation” means the construction of recreational improvements, including, but not limited to, land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks and drainage, lights, playground equipment, play courts, recreational facilities and public restrooms. “Maintenance” means the furnishing of services and materials for the ordinary
and usual maintenance, operation and servicing of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste, and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti. "Servicing" means the furnishing of electric current, or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

NOW THEREFORE BE IT RESOLVED THAT SCI Consulting Group is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer’s Report in accordance with Article 4 of Chapter 1 of the Act and Article X111D of the California Constitution. Upon completion, the Engineer shall file the Engineer’s Report with the Clerk of the Governing Board for submission to the Board. The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a regular meeting held on February 4, 2016, at 1692 Sycamore Drive, Simi Valley, California, on a motion by Director

AYES:
NOES:
ABSENT:
ABSTAIN:

______________________________
Chair of the Board of Directors
Rancho Simi Recreation and Park District
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