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 22, 2016, at 7:00 p.m., at the Sycamore Drive Community Center located at 1692 Sycamore Drive, 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 16, 2016
AGENDA

I. CALL TO ORDER

II. PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA)

III. APPROVAL OF MINUTES

A. Regular Meeting – September 1, 2016

IV. SCHEDULED ITEMS AND PUBLIC HEARINGS

A. Presentation of the Part-time Employee of the Month for August 2016 to Ben Middleton

V. CONSENT AGENDA**

A. Approval of Check Registers: 9/2/16 (payroll); 8/31/16 (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.

VI. CONTINUED BUSINESS

None

VII. NEW BUSINESS

A. Review and Approval of Lost Canyons Bike Park Preliminary Master Plan

189-16-c

B. Authorization to Solicit Bids for Tree Pruning Services at Various District Parks

7-16-h

C. Recommendation to Approve Purchase of Office Furniture for District’s Occupancy of Building Located at 4201 Guardian Street

196-16-a
D. Call for Nominations to Serve on the Board of Directors of the California Association for Park and Recreation Indemnity (“CAPRI”)

VIII. WRITTEN COMMUNICATIONS OF NOTE

None

IX. REPORTS BY BOARD MEMBERS

X. REPORT BY DISTRICT MANAGER

XI. CLOSED SESSION

A. Closed Session Pursuant to Government Code 54956.95

Claimant: Brian Arnone
Agency Claimed Against: Rancho Simi Recreation and Park District

B. Conference with Legal Counsel – Anticipated Litigation

Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9 (Number of Cases: One)

C. Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator

Re: Land Acquisition: Property Located in Ventura County Commonly Referred to as Alamos Canyon Located West Adjacent to the Simi Valley Landfill and Recycling Center

Assessor Parcel Numbers:

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Which together total approximately 326 acres
Agency Negotiators: District Manager, Director of Planning and Maintenance and Legal Counsel

Negotiating Party: Waste Management

Under Negotiation: Price and Terms of Payment

XII. 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
1692 SYCAMORE DRIVE, SIMI VALLEY, CA
SEPTEMBER 1, 2016

AGENDA
ITEM

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

PLEDGE OF ALLEGIANCE: Led by Brian Reed

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

Staff: Doug Gaie, Barbara Meinel, Wayne Nakaoka, Theresa Pennington, Larry Peterson, Brian Pierce, Brian Pierik, Brian Reed

Guests: Eric Clouser, Ken Gill, Jeff Quartararo, Kristin Quartararo

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

Ms. Kristin Quartararo presented the Board with a proposal to fence in one of the playgrounds in Simi Valley. She stated that there are currently no fenced in playgrounds in Simi Valley, and it is very hard on parents and others who take multiple children to the park or children with special needs to keep track of their children. She and her husband love taking their children to the park, but they currently do not use the parks in Simi Valley because of the lack of a fenced in playground. Anyone who currently wants to take children to a fenced in playground has to drive out of the area, and it would mean a lot to her and other residents to have a playground in their hometown where they could take their children without fear of them running off. Multiple children are hard to keep track of, and children with special needs can suddenly dash off into the street or other dangerous places. Ms. Quartararo also read statements from several other parents expressing their support and desire for a fenced-in playground in Simi Valley. Ms. Quartararo believes Simi Valley residents would benefit greatly from a fenced-in playground. When taking multiple children to a park, several adults must be present to keep an eye on them, and having a fenced-in playground would give parents the opportunity to take their children to a park to play without the fear that they will wonder off, and the benefits for special needs children would be enormous.
Ms. Quartararo recommended Big Sky as a good location to fence in a playground as it is a beautiful area, it has one of the newest play structures in Simi Valley, it has a large play structure for all ages, it has a restroom, there is significant parking which is close to the park, the park is not on a busy street, there is a walkway from the parking lot to the playground, and the play structure and swings are in one tight area, which would be the most cost effective to fence in.

The Chair stated that staff would look into her proposal and get back to her.

Mr. Ken Gill, President of Simi Youth Baseball, addressed the Board to request additional field time for Simi Youth Baseball. In particular, he is asking the District to issue permits to Simi Youth Baseball for use of the Santa Susana Baseball Fields located at 4333 Township Avenue. Mr. Gill stated that Santa Susana Baseball only uses the fields on Sundays for fall football, and Simi Youth Baseball would like to use the Santa Susana Fields on Friday evenings and all day on Saturdays. He further stated that Simi Youth Baseball continues to grow at a rapid rate, while Santa Susana Baseball has been declining in numbers. Santa Susana Baseball has approximately 90 members signed up for their league, while Simi Youth Baseball has approximately 850+ players. When asked by a Board member if he has talked to Santa Susana Baseball representatives, Mr. Gill responded that he has tried to talk to Santa Susana Baseball about using their fields when they are available and about the possibility of having the leagues join together, but he has not had any success in communicating with them. He stated that Santa Susana Baseball has had some problems filling their Board positions, and currently the league does not have a President.

Chair Hostetler asked Mr. Gill if they have considered using the two fields at Santa Susana Park. Mr. Gill responded that they are in talks with the District’s Director of Recreation regarding using these fields, and most likely they will use them.

Mr. Gill stated that the situation will only become more severe in the spring, when they expect to have even more participants, and their goal is to serve the boys and girls of Simi Valley and give everyone who wants to play the opportunity to do so. He is requesting the Park District’s assistance in securing the use of the Santa Susana Baseball fields on Friday evenings and all day on Saturdays.

Eric Clouser, Mustang Field Director for Simi Youth Baseball also addressed the Board regarding the league’s need for additional ballfields. His division (for 9 and 10 year old boys and girls) alone has grown from 8 teams when he started with the league about 5 years ago to 14-16 teams for the fall league, which is the smaller of the leagues, with the spring league having even more participants. Participation in Simi Youth Baseball has grown by 10-15% every season since Mr. Clouser has been with the league, and they are very concerned with how they will facilitate practice time and games for the youth if more ballfields are not made available to them. They are excited about the possibility of having use of the fields at Santa Susana Park that were once Simi Valley Little League’s, and that will be a big help to them, particularly for their Pinto (7-8 year olds) and Mustang (9-10 year olds) Divisions, which are their largest divisions. That being said, their Bronco Division (11-12 year olds), where you usually see declining enrollment as
the children start finding other interests, now has almost 10 teams for fall baseball. They are not seeing declining enrollment for their Bronco Division in Simi Youth Baseball. They are also seeing teams from surrounding areas wanting to come to Simi to play, but in order to do so they need more fields for practice and more fields for play. As the league has grown and as they continue to improve their facilities, they have been able to do wonderful things for the youth and also for the parents and grandparents who attend the games.

Chair Hostettler asked how many children are on a team. Mr. Clouser said there are 12 per team. The Chair suggested increasing the number of participants per team to 15, to which Mr. Clouser responded that the parents, who are their customer base, would be unhappy with their children having less play time. Also, regarding the fields at Santa Susana Park, Mr. Clouser stated that these fields need some work, which Simi Youth is more than willing to take care of, but these fields will not be ready for play in two weeks, when the fall league begins play.

Along with Mr. Gill and the other members of the Simi Youth Baseball Board in attendance at tonight’s Board meeting, and on behalf of the youth participating in Simi Youth Baseball, Mr. Clouser is asking for the District’s help in obtaining more fields for their league.

Chair Hostettler stated that the District would get back to the league regarding their request.

IV. APPROVAL OF MINUTES:

(A) Approval of Minutes of Regular Meeting of August 18, 2016

ACTION: Director Johnson moved to approve the Minutes of the Regular Meeting of August 18, 2016; Vice Chair O’Brien seconded the motion. Motion carried with Directors Cavanaugh and Freeman abstaining.

V. SCHEDULED ITEMS AND PUBLIC HEARINGS:

(A) Presentation of the Full-time Employee of the Month for August 2016 to Brian Pierce 35-16-x

Director of Administration Theresa Pennington announced that Brian Pierce, Recreation Coordinator, had been selected as Full-time Employee of the Month for August 2016. Brian has been working for the District for over nine years, and this is his second employee of the month award.

The person who nominated Brian stated that he has been an awesome boss. He manages 8 clubs and 8 directors, and gives them space to create their own styles at each club. When there is a complaint, he listens first and then handles the problem.
During the last school year when there was a rare rainy day, thanks to Brian's fast thinking, staff was able to get all of the District's After School Club kids back to their location without being rained out by the sudden downpour. Just minutes after calling Brian, two RSRPD vehicles were waiting to give them a ride. The parents who were calling were delighted with this service!

The Chair presented Brian with his award and thanked him for his service.

Brian thanked the Board and stated that it is always nice to be recognized. Brian added that he enjoys his work and the people he works with. The After School Clubs provide a wonderful service for the community.

Director of Recreation Doug Gale added that Brian has a big job dealing with so many parents and students, and he is very organized and good at his job.

The Board members thanked Brian for his hard work.

VI. CONSENT AGENDA:

(A) Approval of Check Register: 8/19/16 (payroll)

(B) Receive and File Summary of Park Dedication Fees and Summary of Projects Primarily Funded by Park Dedication Fees 41-16-a

ACTION: Director Johnson moved to approve Consent Agenda Items A and B; Vice Chair O'Brien seconded the motion. Motion carried with a unanimous vote.

VII. CONTINUED BUSINESS:

None

VIII. NEW BUSINESS:

(A) Approval of Contract for the Valley View Playground Renovation Project 51E-16-b

ACTION: Director Freeman moved to approve the Contract for the Valley View Playground Renovation Project; Director Cavanaugh seconded the motion. Motion carried with a unanimous vote.

(B) Approval of Agreement with Stantec Consulting Services, Inc. for Construction Staking, Engineering Construction Phase Support and QSP Services for the Arroyo Simi Greenway Phase 2 Construction Project 176-16-e

ACTION: Director Johnson moved to approve the Agreement with Stantec Consulting Services, Inc. for Construction Staking, Engineering Construction Phase Support and QSP Services for the Arroyo Simi Greenway Phase 2 Construction...
Project; Vice Chair O’Brien seconded the motion. Motion carried with a unanimous vote.

(C) Recommendation for Approval of a Freeway Maintenance Agreement Between Rancho Simi Recreation and Park District and State of California Department of Transportation in Connection with Alamos Canyon Trail Access 178-16-e

ACTION: Director Johnson moved to approve Recommendation for Approval of a Freeway Maintenance Agreement Between Rancho Simi Recreation and Park District and State of California Department of Transportation in Connection with Alamos Canyon Trail Access; Vice Chair O’Brien seconded the motion. Motion carried with a unanimous vote.

(D) Approval of Resolution Confirming that Larry Peterson is the District Manager of the Rancho Simi Recreation and Park District and Confirming the Authority of District Manager Larry Peterson to Sign the Purchase and Sale Agreement for the Acquisition of Alamos Canyon and Confirming the Authority of Larry Peterson to Sign All Other Documents and Take Other Necessary Actions Pertaining to the Alamos Canyon Transaction 178-16-f

ACTION: Director Johnson moved to approve Resolution No. 1925 Confirming that Larry Peterson is the District Manager of the Rancho Simi Recreation and Park District and Confirming the Authority of District Manager Larry Peterson to Sign the Purchase and Sale Agreement for the Acquisition of Alamos Canyon and Confirming the Authority of Larry Peterson to Sign All Other Documents and Take Other Necessary Actions Pertaining to the Alamos Canyon Transaction; Vice Chair Johnson seconded the motion. Motion carried with the following roll-call vote:

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

(E) Approval of a Resolution Authorizing Submission of a Grant Application to the California Wildlife Conservation Board for the Acquisition of the 371-acre Joncich Simi Hills Property and Entering into a Grant Agreement with the California Wildlife Conservation Board 178-16-g, 125-16-b

ACTION: Director Freeman moved to approve Resolution No. 1926 Authorizing Submission of a Grant Application to the California Wildlife Conservation Board for the Acquisition of the 371-acre Joncich Simi Hills Property and Entering into a Grant Agreement with the California Wildlife Conservation Board; Vice Chair O’Brien seconded the motion. Motion carried with the following roll-call vote:
Ayes: Directors Johnson, Freeman, Cavanaugh, O'Brien, Hostetler
Noes: None
Absent: None
Abstain: None

(F) Selection of Candidate to Serve as Special District Alternate Member to the Ventura Local Agency Formation Commission ("LAFCO") 46-16-b

ACTION: Director Cavanaugh nominated Al Fox as Candidate to Serve as Special District Alternate Member to the Ventura Local Agency Formation Commission ("LAFCO"); Vice Chair O'Brien seconded the motion. Motion carried with a unanimous vote.

IX. WRITTEN COMMUNICATIONS OF NOTE:
None

X. REPORTS BY BOARD MEMBERS:

Director Johnson attended a Golf Course Committee meeting. Staff reviewed the progress of projects at Simi Hills Golf Course and discussed plans for future projects. The Committee also approved a $1 increase of fees at Sinaloa and a $2 increase of fees at Simi Hills Golf Course.

Vice Chair O'Brien attended a CSDA Fiscal Committee meeting in Sacramento where they approved the budget for next year.

Vice Chair O'Brien stated that she has a certificate from the Rotary thanking the District for its participation in the 4th of July event.

Director Cavanaugh did not have any meetings to report.

Director Cavanaugh stated that she would like to have the meeting adjourned in memory of Thomas Michaels, who passed away on Wed., August 17, 2016. Thomas coached Little Miss Softball in Simi Valley, enriching the lives of many young people, including Director Cavanaugh, as a role model and mentor. In the 1970s, his team, The Spartans, was unstoppable. He contributed much to the community and will be sadly missed.

Director Freeman stated that she had a couple of reports. Some years ago the Little Hoover Commission did a report on the “lack of value of special districts”. They had a hearing recently and CALAFCO and CSDA both testified on the value of special districts. The Commission has not come out with their report yet.

Director Freeman announced that AB2444 was pulled this week.
Chair Hostetler attended the Golf Committee meeting with Director Johnson.

Chair Hostetler also attended an Advance Planning Committee meeting along with Vice Chair O’Brien.

District Manager stated that the Closed Session – Items XII. (B) and (C) would be pulled from the Agenda as there is nothing to report.

XI. REPORT BY DISTRICT MANAGER:

The District Manager stated that he had no items to report.

The Chair called a Closed Session at 7:40 p.m.

The Chair reconvened the meeting at 7:50 p.m.

XII. CLOSED SESSION:

A. Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator

Re: Land Acquisition: Property Located in Ventura County East North East Adjacent to Sage Ranch

Assessor Parcel Numbers: 646-0-170-040 649-0-010-415

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

Negotiating Party: Mark Joncich

Under Negotiation: Price and Terms of Payment

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

B. Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator

Re: Land Acquisition Property Located in Ventura County Commonly Referred to as Alamos Canyon Located West Adjacent to the Simi Valley Landfill and Recycling Center
Assessor Parcel Numbers:

615-0-150-37  615-0-150-35
615-0-150-32 (portion)  615-0-150-28
615-0-150-14  615-0-150-13
615-0-110-13 (portion)  500-0-292-26
500-0-292-25  500-0-292-24
500-0-292-23  500-0-292-18
500-0-292-17 (portion)  500-0-292-15
500-0-292-10  500-0-291-32
500-0-292-28  500-0-291-26

Which together total approximately 326 acres

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

Negotiating Party: Waste Management

Under Negotiation: Price and Terms of Payment

This item was removed from the agenda.

C. Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator

Re: Land Acquisition Property Located in Ventura County Northeast of the Intersection of Cochise Street and Indian Hills Drive in Simi Valley, Ca

Assessor Parcel Number: 628-0-192-015

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

Negotiating Party: Bruce Finnegan

Under Negotiation: Price and Terms of Payment

This item was removed from the agenda.
XIII. ADJOURNMENT:

Director Johnson moved to adjourn the meeting at 7:54 p.m. in memory of Mr. Thomas Michaels; Vice Chair O'Brien seconded the motion. Motion carried with a unanimous vote.

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District Clerk
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RANCHO SIMI RECREATION AND PARK DISTRICT

Interoffice Memorandum

Date: September 22, 2016

To: District Manager

From: Director of Administration

Re: Presentation of the Part-Time Employee of the Month for August 2016 to Ben Middleton

PART-TIME EMPLOYEE OF THE MONTH FOR AUGUST 2016

The Part Time Employee of the Month for August 2016 is Ben Middleton. Ben is a Part-time Recreation Coordinator in the Recreation Department. He has been working for the District for eighteen years. This is Ben’s first award for employee of the month.

The person who nominated Ben had this to say: I am nominating Ben Middleton for part-time employee of the month for his exemplary work here at Rancho Simi Community Park Pool. Ben is one of the hardest working and most dedicated employees I have ever had the great pleasure of supervising. He was recently promoted to a Part-Time Recreation Coordinator and assumed most of Steve Dorsey’s pool responsibilities while we were searching for a replacement. Ben has flourished in his new position. He made a seamless transition into his new job duties. He is proactive in fixing things before they become a problem and he is diligent in keeping the pool clean and ready to use. He works really well with Billy and now Bobby to make sure we are helping them in any way possible. When the pool was down for the pump repair, Ben worked around the clock to keep the pool in the best shape possible while the pool was unable to circulate. He worked weekends, nights and early mornings dropping chemicals and cleaning the pool. Ben’s value to the Recreation Department and Aquatics program cannot be overstated.

BOARD ACTION

Ben has been invited to attend the September 22, 2016 board meeting to receive a plaque and a check for $75.00 from the Board Chair.

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

DATE: September 22, 2015

TO: District Manager

From: Director of Planning and Maintenance

Subject: Review and Approval of Lost Canyons Bike Park Preliminary Master Plan

Background and Overview:

At its meeting on May 5, 2016, the Board approved an agreement with RMA International, Inc. for design and construction services for Lost Canyons Park. Since that time, staff has been working closely with RMA International and the environmental consultant for the project (Envicom Corporation) to design and develop a preliminary master plan for the park.

As part of the project’s original visioning study, staff requested RMA International to create conceptual master plan design alternatives incorporating three (3) core elements for the project: (1) a 100 stall parking lot, (2) a +/-1000 sq. ft. restroom/concession building, and (3) a comparable size BMX track similar to the Sycamore Drive facility. Additional amenities such as a pump track, trailhead, children’s play area, picnic areas, open play turf areas, and/or a small dog park could be added to the overall design of the park in order to provide for a greater range of recreational opportunities. While the linear dimensions of the property appear to be able to accommodate all of the aforementioned amenities, the actual topographical limitations of the site proved to be a challenge during the design process.

In June of 2016, RMA International provided the Park District with four conceptual master plan layouts of the park for review and consideration. Two of the layouts [see Exhibits B and C (Concept Plans No. 2 and 3)] depicted the location of the BMX track and the park’s restroom/concession building contiguous to the proposed parking area along the westerly limits of the site. Additional park amenities such as a children’s play area, pump track, and a dog park were added to the southerly perimeter of the BMX track and into the canyon’s easterly basin area. The other two alternative layouts [see Exhibits A and D (Concept Plans No. 1 and 4)] located the BMX track in the canyon’s easterly basin area with the proposed parking area remaining along the westerly boundary of the park. The restroom/concession building and other recreational amenities (pump track, children’s play area and a dog park) were located in the area between the BMX track and proposed parking area and along the southerly limits of the site. In addition to the conceptual master plans, RMA International provided two elevated cross sections graphically depicting the potential grading impacts on the surrounding hillsides for both of the proposed BMX track locations [see Exhibit E (for Concept Plans 2 and 3) and Exhibit F (for Concept Plans 1 and 4)].
In order to provide the necessary biological and environmental reports for the project and to assist Park District staff in navigating through the complexities of the environmental permit process, the Board approved an agreement with Enviromat Corporation on June 2, 2016. To date, Enviromat has completed a preliminary Oak tree study for the project site. This report indicated that there are approximately thirty-nine Oak trees within the development limits of the park and that the majority of these trees are located along the southerly boundary of the canyon’s basin area. A copy of the preliminary Oak tree location plan is provided as Exhibit G. The jurisdictional delineation report, bird study, and initial biological assessment for the project are still ongoing and will be completed upon conclusion of the wildlife surveys.

On August 17, 2016, staff presented all four conceptual master plans to the Advance Planning Committee for review and discussion. Based on the elevated cross sections provided by RMA International, staff concluded that the amount of grading required to construct the park as shown on the elevated cross sections for Concept Plans 2 and 3 (see Exhibit E) would negatively impact the surrounding hillsides and should be omitted from consideration. Staff recommended that the Committee consider either Concept Plan No. 1 or No. 4 as the basis for the Lost Canyons Park design. These concept plans locate the BMX track in the canyon’s easterly basin area, which decreases the amount of on-site grading required for the project and minimizes the disturbance to the surrounding hillside. A graphic depiction and elevated cross section for Concept Plans 1 and 4 is attached as Exhibit F. In addition, the placement of the BMX track in the canyon’s easterly basin area will naturally aid in the containment of spill-over light and noise from the BMX track to the surrounding area.

The Advance Planning Committee recommended that staff continue to work with RMA International to develop a preliminary master plan for the project utilizing Concept Plan No. 1 (Exhibit A) as the basis for its design. It should be noted that the official name of the park was changed at this meeting to “Lost Canyons Bike Park” at the request of the District Manager.

On August 19, 2016, the District Manager, along with the Director of Planning and Maintenance, met with the Sycamore BMX concessionaire, Mr. Anthony Nigro, to discuss the proposed relocation of the BMX track to the Lost Canyons Bike Park. Mr. Nigro was appreciative of the District’s efforts to preserve BMX racing in Simi Valley and is looking forward to being the BMX track concessionaire at the new facility. After reviewing the concept plans for the park, Mr. Nigro requested that staff consider providing an overflow parking area to accommodate additional parking required for some of the larger BMX events held throughout the year. In addition, Mr. Nigro offered his assistance with the actual construction of the BMX track once a graded pad has been established at the site.

As part of the Conditions of Development for the Lost Canyons Development Project (TT5734), staff conditioned Lost Canyons LLC to dedicate and convey to the Park District that portion of property along Tapo Canyon Road that fronts the Lost Canyons Bike Park in exchange for credit against their in-lieu parkland dedication fees. The dedication and conveyance of the property will occur with the recordation of the final map for Tract 5734. At this time, the Lost Canyons Development project has been delayed due to environmental and biological concerns, which has prevented the developer from recording the final map.
Currently, staff is working with District Legal Counsel to negotiate and expedite the acquisition of the property from Lost Canyons LLC. A formal letter requesting the conveyance of the property will be sent to the developer within the next few weeks.

**Current Status:**

As shown on the Preliminary Master Plan for the Lost Canyons Bike Park (see Exhibit H), RMA International redesigned the parking lot and recreational amenities around the mature Oak trees and Oak tree clusters to reduce the mitigation requirements for the project. In addition, the area between the parking lot and BMX track was redesigned to orientate the restroom/concession building, pump track, picnic area, and children’s play area into a typical park-like setting. A formal concrete entryway with park benches was added to link the parking lot to the BMX track location. To accommodate additional overflow parking requested by the BMX concessionaire, RMA International has provided for and identified future paved and unpaved parking areas within the future parkland dedication area from Lost Canyons LLC. The dog park amenity shown on Concept Plan No. 1 was omitted from the park at the request of Park District staff due to topographical constraints which would prohibit the ability to provide adequate accessibility between the parking lot and proposed dog park location.

Mr. Robert McMahon, President, RMA International, Inc., will be in attendance at the September 22, 2016 Board of Director’s meeting to present the Preliminary Master Plan for the Lost Canyons Bike Park and to answer any questions from the Board.

**Board Action Requested:**

Review and Approval of the Lost Canyons Bike Park Preliminary Master Plan.

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

DATE: September 22, 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 4,550 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). In addition, 20 dead or dying trees at various park site locations were removed in order to obtain the lowest price possible for their removal.

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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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 22, 2016

TO: Board of Directors

FROM: District Manager

SUBJECT: Recommendation to Approve Purchase of Office Furniture for District’s Occupancy of Building Located at 4201 Guardian Street

SUMMARY

At the meeting staff will provide graphics of several reasonable furniture alternatives for the District’s new headquarters location. The goal at this time is to select a basic and traditional desk system that may be expanded and customized. This is intended to provide a uniform look complimentary to the building and capable of accommodating individual staff member office needs. At this time staff is recommending selection of a manufacturer, series, color, and style, and also recommending approval be given for staff to proceed with the purchase of the basic office set-up. The purchase price will be pursuant to an approved state or national purchasing program, and therefore the requirements of competitive bidding will have already been met.

BOARD ACTION REQUESTED

Staff is recommending selection of a manufacturer, series, color, and style, and also recommending approval be given to staff to proceed with the purchase of the basic office set-up at this time.

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

DATE: September 22, 2016
TO: Board of Directors
FROM: District Manager

SUBJECT: Call for Nominations to Serve on the Board of Directors of the California Association for Park and Recreation Indemnity (“CAPRI”)

SUMMARY

The California Association for Park and Recreation Indemnity (“CAPRI”) is the joint powers authority which secures and provides liability, property and workers compensation coverage (among others), to Rancho Simi Recreation and Park District and approximately 63 other such agencies throughout the State. CAPRI has distributed the attached Election Notice/Call for Nominations to fill the Member at Large position on the CAPRI Board of Directors. In order to qualify a person must be a Board Member or management employee of a participating member district, and must send a letter of interest to CAPRI no later than September 26, 2016.

RECOMMENDATION

Staff recommends consideration be given to serving on the CAPRI Board.

Larry Peterson
District Manager
DATE: August 25, 2016

TO: Members, CAPRI

FROM: Pat Cabulagan, Administrator

RE: ELECTION NOTICE / CALL FOR NOMINATIONS

This year (2016) is an election year. Elections are held in each even-numbered year. In accordance with established policies and procedures, the CAPRI Board of Directors is calling for nominations from our members for the one seat that will become available at the end of this year. The current seat up for election is as follows:

Member at Large

Article II of the CAPRI Bylaws state, (2) Election and/or Appointment of Directors of the CAPRI Bylaws states, “The Board of Directors shall consist of two directors appointed by the Board of Directors of the California Association of Recreation and Park Districts (CARPD) and five directors selected by the participating member districts. The CARPD-appointed Directors will serve indefinite terms at the pleasure of CARPD. The remaining five directors shall be elected to office for four-year terms; two as “at large” Directors elected by the entire CAPRI membership, and three by category from the upper, middle and lower thirds of CAPRI membership, as measured in tiers by total contributions paid in the year before the election. Each participating member district shall have one vote for each at large director position to be elected, and one vote for the director position representing that District’s membership tier. The candidates receiving the highest number of votes for available positions on the Board shall be elected in each category. All Directors (other than the CARPD-appointed directors) must be either a member of the Board of Directors or a management employee of a participating member district. Only one representative from any district may serve on the Board of Directors at the same time.” “The Board shall set the time and manner of elections, to be conducted in even-numbered years.

CAPRI is soliciting interested individuals willing to serve on CAPRI’s Board of Directors to be placed on the ballot for the “Member At Large” category on the Board. Only one representative from any district may serve on the Board of Directors at the same time.” Each interested individual will be placed on the ballot for this year’s election to be voted on by the membership.
All qualified and interested individuals willing to serve on the CAPRI Board of Directors should send a letter of interest to CAPRI outlining their interest and qualifications for the CAPRI Board of Directors by September 26, 2016 to be considered. Please send your letter of interest to:

CAPRI  
6341 Auburn Boulevard, Suite A  
Citrus Heights, CA 95621

The CAPRI Board of Directors meets a minimum of 4 times a year. Three of the meetings are at the CAPRI office in Citrus Heights, CA and one of the meeting locations is determined by the Board of Directors. The Board may have additional teleconference meetings. Travel expenses for the CAPRI Board of Directors meetings are reimbursed. Also, Board of Directors is encouraged to attend insurance/risk management/insurance pooling conferences each year paid for by CAPRI.

This year's election will be held by an All-Mail Ballot. The timeline for the 2016 election is as follows:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice/Call for Nominations</td>
<td>08/25/16</td>
</tr>
<tr>
<td>Nominations must be received</td>
<td>09/26/16</td>
</tr>
<tr>
<td>Ballots mailed to Districts</td>
<td>09/30/16</td>
</tr>
<tr>
<td>ELECTION (ballot must be in)</td>
<td>10/21/16</td>
</tr>
<tr>
<td>Run-off Election Ballots (if needed)</td>
<td>10/28/16</td>
</tr>
<tr>
<td>RUN-OFF ELECTION (if needed)</td>
<td>11/18/16</td>
</tr>
</tbody>
</table>

If you have any questions or the CAPRI staff can assist you, please give us a call.