Rancho Simi Recreation and Park District Board of Directors Meeting

MINUTES
December 20, 2018; 6:30 pm

Activity Room No. 3
Rancho Simi Recreation and Park District Activity Center
4201 Guardian Street, Simi Valley, CA 93063
(805) 584-4400; www.rsrpd.org

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE – Chair Freeman called the meeting to order at 6:30pm. The Pledge of Allegiance was led by Brian Dennert.

2. ROLL CALL – Directors Dennert, Johnson, O’Brien, Vice Chair Abele and Chair Freeman were in attendance. Staff in attendance included Miguel Chavez, Tracy Engel, Danielle June, Richard Lemmo, Wayne Nakaoka, Dan Paranick, Theresa Pennington, Brian Pierik, Brian Reed, and Gina Viecco. Guests included Samuel Edgar, Uday Khattar, and Higgins Capital representatives Deborah Higgins & Ray Higgins.

3. PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA) – NONE

4. APPROVAL OF MINUTES

   a. Regular Meeting – December 6, 2018 – Director O’Brien requested a change to her comments, she was not present at the Ribbon Cutting in Oxnard. Director Johnson moved to approve the minutes with the requested changes. Vice Chair Abele seconded the motion. The motion carried with a unanimous vote.

5. SCHEDULED ITEMS AND PUBLIC HEARING – NONE

6. CONSENT AGENDA (Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion by one motion approving the Consent Agenda. If discussion is desired the item may be removed from the Consent Agenda upon a Director’s request.)

   a. Approval of Check Registers: 11/30/18 (Accounts Payable); 11/21/18 (Payroll) – Staff responded to questions from the Board. Director Johnson moved to approve the Consent Agenda. Vice Chair Abele seconded the motion. The motion carried with a unanimous vote.

7. CONTINUED BUSINESS – NONE

8. NEW BUSINESS
a. Presentation by Public Sector Investment Broker Dealer – Deborah Higgins, Higgins Capital Management – oral presentation by Deborah Higgins and her partner Ray Higgins. District Manager Dan Paranick introduced the Higgins and they provided the Board with an overview of their Management Company and the type of investment strategies they provide for clients. They have 104 clients in the State of California, they specialize in public agencies and have been in business for 35 years. The Higgins responded to various questions from the Board members.

b. Approval of Resolution No.1968 Adopting Annual Budget for FY 2018-19, Review of Three-Year Capital Project List and Approval of Reserve Policy and Investment Recommendations – The report was presented through a PowerPoint Presentation by District Manager Dan Paranick. The Board of Directors previously adopted the Preliminary Budget on June 7, 2018. Paranick reviewed the adjustments made to the Budget since that time. The Final Budget for FY 2018-19 is balanced and a fiscally responsible budget. The Budget is tight and future projects should be reviewed carefully. Director Johnson asked if the Board should be voting on each item separately, as there are 5 other items included along with Resolution No. 1968. Paranick responded they should discuss each item. Director O’Brien inquired about the FEMA/Fire damage income. Paranick estimated the cost at $1.8 million, specifically for property damages. Insurance will be advancing $1 million of that amount. Vice Chair Abele strongly encouraged taking a look at facility and program fees, he feels it will need to be done soon and the District should not be apologetic for that. It will be important for the long-term outlook of the District. Director O’Brien added the District should be doing this every year. Paranick agreed this will have to be done for financial sustainability moving into future years. Chair Freeman asked about fundraising efforts for the BMX track to help with the cost to the District. She feels that it would be a good time to contact the BMX group. Vice Chair Abele agreed with Freeman, he wants to see the project completed but not with the District paying the entire amount. Freeman and Abele both agree they want to see the project completed but with lowest cost possible to the District. Paranick stated he and Director of Planning and Maintenance, Wayne Nakaoka will meet with Rasmussen and the BMX group and bring the information back to the Board. Freeman also noted that there are projects in the Budget for Simi Valley and Oak Park. She feels the District needs to let Oak Park know these are not the only projects on the agenda, adding it is important to reassure Oak Park. Paranick will be summarizing the Budget for Oak Park at the next Oak Park Committee Meeting which will be held January 31, 2019. This will include scheduled projects in the Oak Park area.

The Board members agreed to vote on each topic from Agenda item 8.b separately for a total of 6 votes as follows:
#1
Vice Chair Abele moved to adopt Resolution 1968. Director Johnson seconded the motion. The motion carried with the following Roll Call Vote:
Ayes: Abele, Dennert, Freeman, Johnson, O’Brien
Noes
Abstain:
Absent:

#2
Vice Chair Abele moved to approve the FY 2018-19 projects included on the 3-Year Capital Project List with 2 caveats: 1. Postpone plans on Rancho Santa Susanna Phase 4 Design and Permitting for further review. 2. Conduct further review of the BMX Project. Director O’Brien seconded the motion. The motion carried with a unanimous vote.

#3
Vice Chair Abele moved to direct staff to work with the Advanced Planning Committee to develop preliminary plans for Phase III of the Activity Center Project for consideration by the Board during the FY 2019-20 Budget process. Director Johnson seconded the motion. The motion carried with a unanimous vote.

#4
Vice Chair Abele moved to direct staff to work with the Advanced Planning Committee to evaluate community needs and review other projects that may not be currently identified in the 3-Year Capital Project List. Director Johnson seconded the motion. The motion carried with a unanimous vote.

#5
Vice Chair Abele moved to direct staff to complete a Reserve Policy for review by the Finance Committee and consideration by the Board. Director Johnson seconded the motion. The motion carried with a unanimous vote.

#6
Vice Chair Abele moved to authorize the District Manager to enter into a broker dealer investment agreement with Higgins Capital Management, direct the District Manager to review investment strategies with the Finance Committee and report back to the Board before investing funds. Director Dennert seconded the motion. The motion carried with a unanimous vote.

c. Approval of Resolution 1969 Modifying District Policy Manual Chapter 2 – 700 Personnel – The staff report was presented by Director of Administration Theresa Pennington. Staff is recommending the addition of one paid holiday, Christmas Day, for part-time staff that qualify. There are currently 19 employees that would qualify and the cost to the District is approximately $2,280 annually. Director Johnson move to approve Resolution 1969. Director O’Brien seconded the motion. The motion carried with the following Roll Call Vote:
Ayes: Abele, Dennert, Freeman, Johnson, O’Brien
Noes:
Abstain:
Absent:

District Manager Paranick requested Closed Session be moved up before the next Agenda Item 8.d. The Board agreed to the change in Agenda. See Item 12, Closed Session, for notes.

d. Review and Approval of Amendment to the Oak Park Caretaker Agreement – After returning from Closed Session Chair Freeman announced this item will be continued at a later meeting, no action was taken by the Board.

9. WRITTEN COMMUNICATIONS OF NOTE – NONE

10. REPORTS BY BOARD MEMBERS -

Director O’Brien attended the District Holiday party which was great, was sorry to have missed Gene Hostetler’s party. She wished everyone Happy Holidays.

Director Johnson attended the Finance Committee Meeting which has already been discussed and the Golf Committee. He also attended the Soccer Foundation meeting and reported things may be changing with that group soon. The holiday party and going away party for Gene Hostetler were both very nice events. He attended part of the CARPD conference call and reported that Rick Richards is leaving CARPD; he will be gone at the beginning of the year.

Director Dennert brought 2 former students to the meeting, his idea is to bring young people to Board Meetings and expose them to what the local Government does. He will be attending the 2nd annual Disc Golf Tournament coming up, they would like to expand. He spoke with a local group of Radio Control Plane enthusiasts who are having some difficulties using fields as soccer players are there early. He had a discussion with School Board Member Scott Blough regarding a Tri-Agency Meeting and After-School Clubs. He attended the Madera Elementary Winter Festival, he appreciated the After-School Staff being part of the Community. Dennert thanked the Site Director Jessica DePew and staff for being an active part of the school. Dennert inquired about having a homeless update as an agenda item. Chair Freeman responded that we had a report on this topic recently. Dennert inquired about initiating a Tri-Agency Meeting between the City, Recreation & Parks, and the School District. Chair Freeman commented it is best to have a topic for the Meeting, including only a few members from each Board as a Committee. Paranick added there is already a Tri-Agency Committee in place, he can reach out and activate it.

Vice Chair Abele felt the District Holiday party was great and the Staff did a great job. He likes both formats the District has had, luncheon and dinner. He attended the City Council swearing in meeting. It was a nice ceremony but long, the ceremonial part lasted over 2 hours. Abele stated he really has enjoyed his 2nd year on the Board. It has been a productive
year, highlights included: new Pickleball/Tennis Courts, the BMX track, and completing the sale of the Sycamore Property. He added that change done right is always a good change. He commended Tracy Engel on her great energy and enthusiasm for the position of Director of Recreation. He feels the hiring of Dan Paranick and the election of Brian Dennert to the Board are welcome additions. He appreciates his appointed position becoming an elected one and commended everyone on a great year.

Chair Freeman attended the Strathearn Christmas party, it was a really great holiday event for all ages. The District Holiday Party and Gene Hostetler’s luncheon were also great events. The train Depot 20-year volunteer award to Curt Osterhoudt was really nice. She attended Peter Foy’s dinner at the Reagan Library. It was a very nice event and fundraiser for the Free Clinic. The CARPD call was a long one, about 3 hours on the phone. She emailed the other Board members information from the call and a list of bills that were approved this year.

11. REPORT BY DISTRICT MANAGER – Comments were provided by District Manager Dan Paranick. Regarding fire updates, all of the Parks and Facilities in Oak Park are open, with walk-ins only at Oak Canyon Community Park. Some Simi Valley trails will be closed a bit longer. Paranick provided the Board an update regarding insurance money, grants and FEMA for the fire damages. Activity Center Phase 2 is on track to be completed on January 31, 2019 and the Maintenance Department will moving once it is complete. The lighting project at the tennis courts is complete. The Mae Boyar building painting is complete as well. Upcoming Agenda items for January 3, 2019 will include modular units at the pool location, Simi Hills Golf Course concessionaire agreement and Committee assignments.

12. CLOSED SESSION – Chair Freeman adjourned the meeting to closed session at 7:43pm. This was moved before item 8.d of the Agenda above.

   a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8

   Property: 5600 Hollytree Drive, Oak Park, California

   Agency negotiator: District Manager

   Negotiating parties: Mario Delgado-Aguiar

   Under negotiation: price and terms of payment

   Chair Freeman announced the meeting back to open session at 8:10pm. There was no reportable action taken by the Board.
13. ADJOURNMENT – Director O’Brien moved to adjourn the meeting. Director Johnson seconded the motion. Chair Freeman adjourned the meeting at 8:34pm.

Dan Paranick, District Clerk