Rancho Simi Recreation and Park District
Board of Directors Meeting

MINUTES

June 20, 2019 6:30 p.m.
Rancho Simi Recreation and Park District
4201 Guardian Street, Activity Room 3
Simi Valley, CA 93063
(80S) 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 Kate O’Brien.

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, John Manchester, Wayne Nakaoka, Dan Paranick, Theresa Pennington, Legal Counsel Brian Pierik, Brian Reed, and Gina Viecco. Guests included: family members of John Manchester, Susan Barnes of SCI Consulting Firm, and Basem Mosaad from Mountains Recreation and Conservation Authority (MRCA.)

3. AGENDA REVIEW – District Manager Dan Paranick requested Items 9.d and 9.e be moved after the Closed Session. The Board agreed to the change.

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

5. APPROVAL OF MINUTES
   a. Special Meeting May 30, 2019 – Director O’Brien would like the PDF fund amount for the Farmers Building to be changed from “$500” to “$500K.” Director Johnson and Vice Chair Abele, would like the wording on page 2 which states: “The Board directed staff” changed to “The Board discussed the possibility of paying off the Guardian Building in July 2020.”

   Director Johnson moved to approve the minutes as amended. Vice Chair Abele seconded the motion. The motion carried with a unanimous vote.

   b. Regular Meeting June 6, 2019 – Correction to Item 9.d: Director Johnson seconded the motion, not Director O’Brien.

   Director Johnson moved to approve the minutes as amended. Director O’Brien seconded the motion. The motion carried with a unanimous vote.

6. SCHEDULED ITEMS AND PUBLIC HEARINGS
   a. Part-time Employee of the Month for May 2019 presented to John Manchester – Theresa Pennington, Director of Administration presented Mr. Manchester with
his plaque and check. He has been with the District for 2 years; this is his first Employee of the Month award. Director Abele enjoyed visiting with John and stated the District is lucky to have his expertise. Director of Planning and Maintenance Wayne Nakaoka added John was the Facilities Manager at UCLA, the District is fortunate to have his experience. Tracy Engel thanked John on behalf of the Recreation Department, adding he really is a standout employee and everyone appreciates him.

b. Public Hearing and Approval of Resolution 1981 Approving Engineer’s Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for Fiscal Year 2019-20 – The staff report was presented by District Manager Dan Paranick. At the June 6, 2019 meeting, the Board set a public hearing for input regarding the annual assessment process. Paranick introduced Susan Barnes from SCI Consulting Group. Barnes provided an overview of the assessment process and responded to questions from the Board. Director Dennert asked if there is a sunset or end to this Assessment and if there is a different amount for condos and apartments. Barnes responded there is no sunset to the assessment. She stated condos are assessed at 70% of the home rate and multi-family units are 66%.

Chair Freeman opened the meeting to public comment at 6:42pm. There were no Public comments at this time. Chair Freeman closed the meeting to public comment at 6:43pm.

Director Johnson stated without this assessment the District would not have many of the services we have. He added the assessment is annual, not monthly. He feels the District would lose so much without these funds.

Director Johnson moved to approve Resolution 1981. Director Dennert seconded the motion. The motion carried with the following Roll Call Vote:

Ayes: Dennert, Freeman, Johnson
Noes: Abele, O'Brien
Absent:
Abstain:

7. 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. 6/7/19 Payroll Check Register, 05/31/19 Accounts Payable Check Register – Staff responded to questions from the Board.

b. Receive and File Audit Results and Basic Financial Statements for Rancho Simi Recreation and Park District for Fiscal Year Ended June 30, 2018

Director O'Brien moved to approve the Consent Agenda. Director Johnson seconded the motion. The motion carried with a unanimous vote.
8. CONTINUED BUSINESS – NONE

9. NEW BUSINESS

a. Approval of Mountains Recreation and Conservation Authority Preliminary Budget for Fiscal Year 2019-20 – The staff report was presented by Theresa Pennington, Director of Administration. Basem Mosaad from Mountains Recreation and Conservation Authority (MRCA) was in attendance and provided an overview of the proposed Budget. He will return again in mid to late July with an updated final Budget. Mosaad responded to questions from the Board.

Director Dennert inquired about new hires. Mosaad stated there were approximately 4 to 6 new positions, 2 rangers and general staff. Dennert asked what the closest Ranger patrols are to Simi Valley. Director Johnson answered generally the areas bordering Conejo and Simi Valley. Dennert added that he was impressed with the revenue that was generated via film projects.

Chair Freeman asked about the figures for leases and buildings. Mosaad responded most figures are a carryover from the 2018-19 figures. Staff is currently working on updating the figures which will be included in the Final Budget to be presented in July.

Director Johnson moved to approve the Preliminary MRCA Budget. Director O’Brien seconded the motion. The motion carried with a unanimous vote.

b. Adoption of Preliminary District Operating and Capital Improvement Budget for Fiscal Year 2019-20 – The staff report was presented by Dan Paranick, District Manager. The Preliminary Budget contains assumptions relating to account expenditures, year-end balances, and next year valuations for assessments and taxes. Final year-end information will be incorporated into the Final Budget for the Board’s review. Paranick provided an overview of the proposed Budget and Employee Pension information for the Board, these figures are based on actuarial projections. Paranick responded to questions from the Board.

Vice Chair Abele wanted to clarify 2 part-time positions were eliminated in Oak Park and 1 full-time position was added. Also, with Renee Peace resigning he asked if the District will be replacing her position as well as the open Coordinator position. Paranick clarified 2 part-time positions will be eliminated and the plan is to fill Peace’s position and evaluate the need for the appropriate level position for the Coordinator dependent on the qualifications and capabilities of the Supervisor.

Director Johnson moved to approve the Preliminary Budget. Director O’Brien seconded the motion. The motion carried with a unanimous vote.

c. Approval for Publication of Legal Notice Allowing for Public Inspection of Preliminary Budget and Specifying Date and Time of Public Hearings on District’s Final Budget for Fiscal Year 2019-20 – The staff report was provided by Dan Paranick, District Manager. The annual budgetary process requires the publishing of this legal notice.
Vice Chair Abele moved to approve the publication of the legal notice. Director O'Brien seconded the motion. The motion carried with a unanimous vote.

The following Agenda items D & E will be addressed after the Closed Session.

d. Approval of Pay and Benefit Changes for: (1) Rancho Simi Recreation and Park District Middle Management Association, (2) Rancho Simi Recreation and Park District Employee Association (Bargaining Unit), and (3) Unrepresented District Employees – The staff report was presented by Theresa Pennington, Director of Administration. After labor negotiations staff has agreed to the following: 2.5% Cost of Living Increase, $85 a month increase to Flexible Benefits, and increased Annual Leave for Full Time Employees hire after May 2010.

Director O'Brien moved to approve the Pay and Benefit changes. Vice Chair Abele seconded the motion. The motion carried with a unanimous vote.

e. Approval and Adoption of Full-time Employee Classification Schedule by Rancho Simi Recreation and Park District Board of Directors – The staff report was presented by Theresa Pennington, Director of Administration. This Classification Schedule will reflect the Cost of Living increase as well as classification changes for four positions: Accountant, Accountant-payroll, Accounting Specialist and the Historical Park Specialist.

Vice Chair Abele moved to approve the Employee Classification Schedule. Director O'Brien seconded the motion. The motion carried with a unanimous vote.

f. Approval of Award of Contract for the Eagle View Park Play Area Equipment Replacement Project – The staff report was presented by Wayne Nakaoka, Director of Planning and Maintenance. Staff requests the Board award the contract to Unlimited Engineering Contracting, Inc. of Simi Valley. They are the lowest bidder and have completed several successful projects for the District. The funds for this project are included in the Woolsey Fire insurance claim. Work on this Project should start in August 2019.

Director O'Brien asked if the Insurance funds also cover the additions to the play equipment. Nakaoka responded it does include any additions.

Director Dennert really likes the new equipment, especially the color scheme of green and tan. He asked if the ground cover was wood chips and how often they would need to be replaced. Nakaoka responded it is wood chips. Every several years Staff removes the old ones from the playgrounds. The old ones are then moved to the planters.

Dennert also suggested the District invite the Oak Park Cleanup participants to be the first residents to use the new equipment.
Director Johnson moved to award the Contract to Unlimited Engineering Contracting, Inc. of Simi Valley. Director Dennert seconded the motion. The motion carried with a unanimous vote.

Director O’Brien recused herself at 7:31pm, prior to Agenda Item 9.g due to a conflict of interest.

g. Approval of Second Amendment to Option and Land Lease Agreement with Los Angeles SMSA Limited Partnership, dba Verizon Wireless, for a Wireless Telecommunication Site at Sinaloa Golf Course, and Approval of a Resolution 1980 Authorizing the Conveyance of a Grant of Easement to Southern California Edison to Construct, Operate, and Maintain Underground Electrical Lines to the Verizon Wireless Telecommunication Site Located on Property Commonly Known as Sinaloa Golf Course in Simi Valley, California – The staff report was presented by Wayne Nakaoka, Director of Planning and Maintenance. Due to the option period identified in the First Amendment expiring, Verizon is requesting the District execute a 2nd Amendment. Staff anticipates revenue from this cell site as early as September of 2019.

Director Dennert asked if the District chooses the type of tree used for the cell tower. Nakaoka responded the City chooses the tree which will be located between the 9th and 3rd hole.

Director Johnson moved to approve the land lease agreement with Verizon for a Telecommunication Tower at Sinaloa Golf Course. Vice Chair Abele seconded the motion. The motion carried with a unanimous vote with Director O’Brien abstaining.

Director Johnson moved to approve Resolution 1980. Vice Chair Abele seconded the motion. The motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Johnson, Freeman  
Noes:  
Abstain: O’Brien  
Absent:  

h. Review and Consider Changes to Green Fees at Simi Hills Golf Course (revised)  
   – The staff report was presented by Brian Reed, Golf Course Manager. Reed provided a thorough overview of competitor pricing and provided 3 pricing increase options for the Board’s consideration. Staff recommendation is to go with Option 1, these rates will become effective July 2019. However, Reed mentioned that a higher price does not always equal more money.

Vice Chair Abele agrees with the Staff recommendation knowing that Reed is most comfortable with this one. He personally feels Option 2 would be better, but will go along with the Staff preference. He commended Staff for this report and appreciated the well thought out pricing breakdown.
Director O’Brien inquired if the weekends are considered golfing prime time. Reed responded 7:00 to 11:00 am every day is prime time.

Director Johnson is concerned about raising the rates at all, due to a decrease in golf players in general and does not want to drive out players. He would prefer Option 3.

Chair Freeman asked if it helps to cite rising expenses such as water rates, minimum wage, etc. for the increase. Reed responded yes and he does mention this to the regular golfers. He is more concerned with the casual golfers. He added there are certain local courses that have reduced rates and can attract players from the District courses.

Paranick added he weighed in on this decision, Staff is aware this is a bit of a risk but are willing to take a risk because of the increasing costs related to course operations.

Vice Chair Abele suggested this item be revisited in 6 months, which will carry through the summer session. He feels that monitoring is always a good thing.

Director O’Brien asked if tournaments increase revenues. Reed responded they are not really a money-making endeavor. They slow up playing time for other golfers and most tournaments request special pricing.

Chair Freeman inquired if this increase is for Sinaloa too. Reed responded no, attendance is down at that course and rates were just raised last year.

Vice Chair Abele moved to approve Option 1 for Golf fee increases. Director Johnson seconded the motion. The motion carried with a unanimous vote.

Chair Freeman called a Recess at 8:10 pm. Chair Freeman called the meeting back to order at 8:12 pm.

i. Consider Approving a Revised Board of Director’s Committee Assignments List and Review of the Suggested Scope and Use of Board Committees – The staff report was provided by Dan Paranick, District Manager. As a result of discussions at the April 18 and June 6, 2019 meetings, staff is presenting a revised list of Committees (Standing and Liaison) as well as Board Member assignments. This will include the Youth Activity Committee which will include Playground maintenance and review. Paranick worked with Chair Freeman on the assignments.

Director Abele stated he had nothing further to add to this topic as he has previously made his thoughts known.

Director O’Brien likes the way the Committee structure is being handled.

Director Dennert feels this is a good improvement upon what was in place before.
Director Johnson moved to approve the revised Committee Assignments. Director O'Brien seconded the motion. The motion carried with a 4 to 1 vote with Vice Chair Abele voting no.

10. WRITTEN COMMUNICATIONS OF NOTE – Paranick reported there was a letter to the Editor in the Oak Park Acorn regarding the condition of the Lagoon and he would forward a link to the Board.

11. REPORTS BY BOARD MEMBERS

Vice Chair Abele visited with Employee of the Month John Manchester; he is a really great guy. He attended the Car Show at RSSCP. He was happy to see parking on the field didn’t seem to affect the turf in any way. He also checked out the new floor at the Community Center and felt it looks fine. He also attended the Concert in the Park and commended Tracy Engel for organizing these events. It was a great show and very well done.

Director O’Brien had no meetings or events to report. She brought up the suggestion of fundraising by the BMX group.

Director Dennert attended a Film Alliance meeting, he made it known the District is accessible for filming. He attended the Trailblazers meeting; they ran the meeting very efficiently and there are a lot of volunteers for next month’s cleanup. He went by Oak Park Medea Middle School, there are 8 courts with the pickleball lines painted, however there are no lights or nets. He feels this could be a good location for the Saturday morning pickleball matches. He also attended the Car Show, the passport kickoff for Summer, and Music in the Park Concert. He attended a Fields Committee meeting, the first one without Director Johnson. He reported Disc Golfers want to donate discs to the School District for the children.

Director Johnson had no meetings or events to report.

Chair Freeman attended the Chamber presentation on how to handle an active shooter situation. This was very informative; everyone should always be aware of what is happening around us. She inquired if the District will be hosting one of these presentations. Paranick responded, yes there will be one here as well.

Freeman stated, as an Elected Board Member, her responsibility is to the Voters and the District. The voters have chosen by voting to have the Annual Assessment and have great parks from the Property Tax and she supports them.

12. REPORT BY DISTRICT MANAGER – Comments were provided by Dan Paranick. Renee Peace has resigned from Oak Park and will be moving to the Ojai Parks and Recreation, congratulations to her. The District will be interviewing for a replacement. He and Nakaoka have been handling the Oak Park Lagoon situation by providing water and other oversight to ensure the health of the lagoon. They contacted the Fish & Game Department; the ducks should be provided water until August 31st. It is possible to relocate the fish but not the turtles. They are red-eared turtles, considered an invasive species, the only options are euthanizing or move to a rescue. They are working on a
rescue for them. The Community of Oak Park is very concerned about the Lagoon being restored as well. Paranick reported with the Clean Power Alliance, about 60 accounts will have a discount and 20 would increase. The District has opted out of those 20 that would be increasing and will closely monitor this situation. There is not a set closing date for the Murphy property, possibly looking at July. The Skate Plaza at Berylwood is moving forward with the current design. Paranick will provide the Board with a project calendar. Simi Valley Days contacted the District to host the event in November this year. After consulting with Tracy Engel, it does not seem possible. Paranick will be attending a County open space round table this week, Director Dennert is interested in attending as well.

Upcoming District events include: Dive in Movie on June 22nd, Simi Valley’s Star Spangled 4th of July, Fairytales in the Park, the next Music in the Park will be a Prince Tribute in Oak Park.

Future Board Meeting topics: Grand jury information, Budget update, Rodenticide use, Simi Valley youth sports, and the parking lot resurfacing at RSSCC.

Upcoming Committee Meetings: Oak Park Committee on July 11th, will include a discussion of the Lagoon situation. The Historical Society next week, will include a discussion regarding Colony House bids coming in over budget. Tri-Agency Meeting, the City and School District are now committed and looking for a good date.

Paranick also reported Director Dennert suggested the Oak Park Committee Members sit with the District Board at the Oak Park Board Meetings or possibly at a table near the Board.

Chair Freeman asked if there will be a going away lunch for Renee Peace. Tracy Engel responded there will be a lunch for her on July 1st or 2nd and a notification will be sent.

13. CLOSED SESSION – Chair Freeman announced the meeting to closed session at 8:18pm.

   a. Closed Session Pursuant to Government Code Section 54957.6
      Conference with Labor Negotiator:
      Agency Negotiators: District Manager and Director of Administration
      Employee Organization: Rancho Simi Recreation and Park District Middle Management Association

   b. Closed Session Pursuant to Government Code Section 54957.6
      Conference with Labor Negotiator:
      Agency Negotiators: District Manager and Director of Administration
      Employee Organization: Rancho Simi Recreation and Park District Employees Association (“Bargaining Unit”)

   c. Closed Session Pursuant to Government Code Section 54957.6
      Conference with Labor Negotiator:
      Agency Negotiator: District Manager and Director of Administration
      Employee Organization: Unrepresented Employees
d. Closed Session Pursuant to Government Code Section 54956.95
   Claimant: Yochelson & Assoc. on behalf of Mr. Michael Hill
   Agency Claimed Against: Rancho Simi Recreation and Park District

e. Closed Session Pursuant to Government Code Section 54956.95
   Claimant: Greg and Bryana Bracy
   Agency Claimed Against: Rancho Simi Recreation and Park District

Chair Freeman called the meeting back to Open Session 8:39pm. There was no reportable Board action for Items a, b, and c. The Board rejected Item 13.d and accepted Item 13.e.

Items 9. D and E were covered at this time.

14. ADJOURNMENT – Director Johnson moved to adjourn the meeting. Director O’Brien seconded the motion. The motion carried with a unanimous vote and Chair Freeman adjourned the meeting at 9:07pm.

[Signature]
Dan Paranick, District Clerk