Rancho Simi Recreation and Park District
Board of Directors Meeting

M I N U T E S

April 2, 2020 at 6:30 p.m.
Rancho Simi Recreation and Park District
4201 Guardian Avenue, Activity Room #1
Simi Valley, CA 93063
(805) 584-4400; www.rsrd.org

Meeting Held Via Teleconference

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE - Chair Abele called the meeting to order at 6:30pm. The Pledge of Allegiance was led by Dan Paranick.

2. ROLL CALL – Directors Freeman, Johnson, O’Brien, Vice Chair Dennert, and Chair Abele were in attendance via conference call. Staff in attendance via conference call included: Tracy Engel, Lee Martin, Wayne Nakaoka, Theresa Pennington, Dan Paranick, Legal Counsel Brian Pierik, Brian Reed, and Gina Viecco. Guests included: Josh Gray.

3. AGENDA REVIEW – District Manager Dan Paranick informed the Board Item 6.a; Employee of the Month will be postponed until the Board is able to hold an in-person meeting. All Board Members were in agreement with this decision.

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

5. APPROVAL OF MINUTES

a. Rancho Simi Recreation and Park District Board Meeting – March 5, 2020 – Director O’Brien noted the Full-Time Employee of the Month receives a paid day off as opposed to a check. Vice Chair Dennert noted bike riding in the park for ages 12 and under was suggested by Director Johnson, but Dennert was not in agreement with this.

   Motion: Director Freeman moved to approve the Minutes as amended. Director O’Brien seconded the motion. The motion carried with a unanimous vote.

6. PRESENTATIONS, SCHEDULED ITEMS AND PUBLIC HEARINGS

a. Presentation of the Part-Time Employee of the Month for February 2020 – Linda Rodriguez – This item will be postponed until a future in-person Board Meeting.

b. Status of the Districts Response to the COVID-19 Coronavirus Pandemic – District Manager Dan Paranick provided a verbal report regarding the current status of parks, facilities, and recreation program closures. Currently full-time and regular part-time employees are working in the office, remotely, in the field or on an on-call basis. Temporary or seasonal part-time employees are not currently working. Although the District is not realizing some revenue, the District’s budget is stable based on current
projections. While there is little revenue from registrations or rentals, there is also the savings with reduced hours for part-time employees. The Golf Courses are the exception as they still have payroll and expenses. Staff is working on slowing down expenses using different measures such as a short-term hiring freeze and pausing some non-essential purchasing. Theresa Pennington has submitted an application with FEMA, however, it currently does not appear the District would be eligible for any significant assistance from FEMA or the Family Act.

Vice Chair Dennert asked if maintenance workers are travelling to locations in one District vehicle and if they have adequate safety items such as disinfectants, gloves, and masks. Director of Planning and Maintenance Wayne Nakaoka responded they have been advised to drive singularly when possible or wear face masks while in a shared vehicle. They have been provided the necessary protective gear available for proper safety measures. Dennert also inquired about the Rangers and the Public. Paranick responded the Rangers have access to the needed items. As of today, face covering has not been required of the employees or the Public.

Director Freeman asked about the response to cancelled weddings. Paranick responded weddings were held during the first couple of weeks and the cancellations have been a joint decision.

Chair Abele added he appreciates the communication Paranick has provided to the entire Board during this difficult time. Abele inquired about the current job openings. Nakaoka responded 3 part-time maintenance and 1 full-time irrigation position are open. Paranick added there is also a full-time Recreation Assistant position. Abele asked if this situation continues, does the District currently have the Budget to pay the regular full-time and part-time employees through the end of June. Paranick responded, yes, with the exception of Golf Course employees based on current financial projections.

There was no action taken by the Board.

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. Approval of 2/29/20 and 3/15/20 Accounts Payable Check Registers and 2/28/20 Payroll Check Register – Staff responded to questions from the Board.

   b. Approval of Notice of Completion and Final Acceptance for the Strathearn Historical Park Printz / Powell Colony House Reconstruction Project – There were no questions from the Board.

Motion: Director Freeman 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 Resolution #1992 Authorizing a Declaration of a Local State of Emergency and Authorizing Related Emergency Procedures in Response to the COVID-19 Coronavirus Global Pandemic and Related Incidents – The Staff Report was presented by Dan Paranick, District Manager. This Resolution would allow for any available Federal or State emergency funds and the District Manager more flexibility in making emergency related decisions as they arise. Paranick added he would make the Board aware before making any significant decisions.

Motion: Director O’Brien moved to approve Resolution No.1992. Vice Chair Dennert seconded the motion. The motion carried with the following Roll Call Vote:

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

b. Approval of Resolution #1993 Calling Regular General District Election for November 3, 2020 and Requesting Consolidation of the Regular General District Election with the Statewide Presidential General Election – The Staff Report was presented by Theresa Pennington, Director of Administration. Freeman, Johnson, and O’Brien’s terms are up for re-election. The District has always consolidated voting with the Statewide Presidential General Election.

Dennert suggested a Candidate Orientation be provided by Staff for those running for the Board. Paranick responded he would be able to do this if the Board was interested.

Motion: Director Johnson moved to approve Resolution No.1993. Director Freeman seconded the motion. The motion carried with the following Roll Call Vote:

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

10. WRITTEN COMMUNICATIONS OF NOTE – Paranick reported he has received 24 emails related to COVID-19. 14 were requests to close the Pickleball and Tennis courts and 10 were requests to close the Trails.

11. REPORTS BY BOARD MEMBERS

Vice Chair Dennert appreciates how Staff has responded to the current situation and put the community first. He requested his fellow Board Members post to Social Media about the Census; it is so important for everyone to participate. He attended the Santa Monica Conservancy Teleconference. He likes that the Trails and Golf Courses have been open allowing for walking.

Director O’Brien acknowledged Paranick and District Staff for handling all of the various emergencies that have come up over the last couple of years. The District’s previous Legal Counsel Gordon Lindeen’s wife, Ann Lindeen, has passed recently and he is recovering from a fall. Paranick asked if the Board would like the District to send flowers and/or a card. Freeman
added he broke his arm and is at home with a caregiver now. She feels a card would be sufficient and suggested the meeting be adjourned in Ann’s honor.

Director Freeman attended the Youth Council Summit here at the Activity Center, Staff did a great job organizing the event, it worked really well. She attended the CSDA Legislative Committee meeting. There were 87 bills, nothing directly related to the Park District at this time. The CSDA follow up meeting will be April 9th via Webinar. She thanked Paranick for giving a presentation to the New in Town group, there were about 100 ladies in attendance. In addition to Gordon and Ann Lindeen there are a several other people she would like to honor at the meeting adjournment: Robert “Bob” Adams, Robert “Bob” Ain, and Gary Thomas.

Director Johnson attended the CARPD meeting via conference call. There are 3 new Districts who have joined, this is the first time in quite a while. They are still waiting to see what happens with the upcoming Conference in Lake Tahoe.

Chair Abele attended the Civil War Days at Strathearn. They spoke with Harriet Tubman and took a picture with Abe Lincoln; it was a good event. Abele is thankful all his fellow Board Members are well, he thanked them for making this Teleconference so smooth. This is the busiest Month he’s had as a Board Member, he thanked Paranick and Staff for handling the recent events. He thanked Theresa Pennington, Tracy Engel, Wayne Nakaoka, and Brian Reed, all of their efforts and work are appreciated. He feels the District is doing a superior job. He did visit several parks while out running and feels the entire Community is serious about Social Distancing, it was comforting to see. He did notice at some busy parks the non-District contract landscape crews were not following the guidelines. They are the groups wearing orange/lime green vests and long sleeve blue shirts. He suggested having the Rangers go by around 11:30-12 noon. Paranick responded, the Rangers will give them a friendly reminder. Abele hopes we can keep the trails open; it appears that people are respectful and following the guidelines. He would like to see them open for as long as possible. He again thanked his fellow Board Members, Paranick, and the entire Staff, everyone has dealt very well with the current situation.

12. REPORT BY DISTRICT MANAGER – Comments were provided by Dan Paranick. The New In Town group gave a $100 donation for Recreation. Staff is moving forward with the videotaping of Board Meetings. Abele added he is looking forward to holding meetings in person again. The Colony House Ribbon Cutting has been cancelled. All events, activities, and Committee meetings through April are cancelled. Paranick will speak directly with Abele and Dennert regarding the Tri-Agency meeting, He thanked Staff for being so agile and flexible during the current crisis, particularly the Department Heads. He thanked the Board for their support.

Future Agenda Items: Strathearn Caretaker Agreement, Apollo Fields Agreement with the Simi School District, LAIF investment account, paving of parking lots, next meeting on April 16th will be held via Teleconference.

Upcoming Events: All events are cancelled until further notice.

Committee Activity: All meetings are cancelled until further notice.

13. CLOSED SESSION – NONE
14. ADJOURNMENT – Director Freeman moved to adjourn the meeting in honor of Ann Lindeen, Robert Ain, Robert Adams, and Gary Thomas. Director O’Brien seconded the motion. The motion carried with a unanimous vote and Chair Abele adjourned the meeting at 7:24pm in honor of the people listed above.

Dan Paranick, District Clerk