RANCHO SIMI RECREATION AND PARK DISTRICT

JOINT PARK DISTRICT/HISTORICAL SOCIETY COMMITTEE
ACTIVITY CENTER - ACTIVITY ROOM #1
4201 GUARDIAN ST., SIMI VALLEY, CA

MONDAY, DECEMBER 2, 2019
5:30 P.M.

MINUTES

I. CALL TO ORDER: The meeting was called to order by RSRPD Chair Elaine Freeman at 6:31 p.m. In attendance were SVHS President Vicki Spiika, Board Members Linda Bosley and Karen Olson, and the following RSRPD Staff: Board Member Kate O’Brien, Strathearn Historical Park Specialist Carolyn Valdez, Director of Planning and Maintenance Wayne Nakaoka, and Administrative Secretary Barbara Meinel.

II. PUBLIC DISCUSSION: None

III. APPROVAL OF MINUTES OF THE NOVEMBER 4, 2019 MEETING: The minutes were approved as presented by a unanimous vote.

IV. REVIEW AND DISCUSSION OF THE CARETAKER POSITION AT ROBERT P. STRATHEARN HISTORICAL PARK: Director of Planning & Maintenance Nakaoka handed out a summary of the proposals received for the position. Nine applications were received. The Committee determined that all applicants would be interviewed, and Nakaoka added that he thinks the interviewing panel should consist of five people: one from Strathearn Historical Park (either Pat Havens or Carolyn Valdez), Sr. Maintenance Supervisor Robert Mendez or John Krieger, one RSRPD Board member, one Board member from the Historical Society, and either District Manager Dan Paranick or Director of Planning and Maintenance Wayne Nakaoka. Director O’Brien agreed that a five-person interview panel was a good idea, and Chair Freeman stated that she could attend representing the Board of Directors. Nakaoka stated that the interviews would last approximately 30 minutes each, and all nine interviews could probably be done over a two-day time period.

Ms. Bosley asked if a background check would be done on the candidates, and Nakaoka responded that the candidate offered the job would be fingerprinted and a background check would be completed. This would include any adults who would be residing in the residence.

Ms. Spiika asked how much time the caretaker needs to devote to his/her duties per week, and Nakaoka responded that the weekly chores should take about 20 hours/week.
Ms. Bosley mentioned that there is a lot going on in the park, including large weddings and parties, and the applicants should be advised of this fact and asked whether they would be bothered by a lot of activities going on in the park.

Nakaoka stated that he would bring the results of the interviews to the January meeting.

V. UPDATE ON TIMELINE FOR THE PRINTZ/POWELL COLONY HOUSE PROJECT: Nakaoka advised the Committee that the project is a little behind schedule. The shingles should be placed on the roof by the end of the week, weather permitting. The house siding has been sanded and is ready for paint, and the ramp should be done by mid-December. The project should be completed near the end of December, barring any rain.

VI. RECAP OF 2019 FACILITY RENTALS AT STRATHEARN HISTORICAL PARK: Historical Park Specialist Valdez handed out a 2019 Facility Use Permits Report and a spreadsheet showing the total net revenue from events for 2011 – 2021 (copies attached). Total net revenue for 2019 is $56,267.27, with 40% going to the Simi Valley Historical Society & Museum and 60% going to Rancho Simi Recreation and Park District. There were 31 rentals in 2018 and 31 in 2019, and the increase in net revenue for 2019 is due to a slight increase in fees. Ms. Valdez added that the net income for 2020 will probably be about the same as in 2019.

VII. REVIEW OF PARK RENTALS CURRENTLY SCHEDULED FOR 2020 AT STRATHEARN HISTORICAL PARK: Park Specialist Valdez distributed an Event and Rental Calendar for Strathearn Historical Park for 2020 (copy attached). There are currently 26 events booked for 2020, which means the entire rental season is almost booked. There are typically 5-6 cancellations per year, and depending on the timing of the cancellation and the type of event, there is a cancellation fee charged. Two events are already booked for 2021.

There has been one cancellation for 2020 as the party decided not to book the event, and the Historical Society is considering holding Twilight Tours on that date.

Chair Freeman and Director O’Brien both commended Ms. Valdez on the excellent job that she does.

VIII. UPDATE ON SECURITY CAMERAS AT STRATHEARN HISTORICAL PARK: The issue of security at the Visitor Center was brought up. The other day a gentleman jumped the fence, and then he jumped back over the fence. Ms. Bosley said they do have homeless people who park in the parking lot, and there has been evidence of people coming into the park when it is closed. Ms. Valdez told the Committee that putting cameras in the barn is not currently feasible as the Wi-Fi in the park is not strong enough to support video.

Ms. Bosley said they will need to keep the barn closed when not rented until a solution is found for installing cameras in the barn.
Chair Freeman asked if we can get a security camera for the Visitors Center, and Nakaoka responded that we can and he will look into it.

IX. UPGRADE OF COMPUTER AND SOFTWARE AT STRATHEARN HISTORICAL PARK: Park Specialist Valdez mentioned that they received a notice from Microsoft that Windows 7 will no longer be supported as of January 1, 2020. The Historical Society is concerned about security as their network is linked to archived information, and they would like to be able to get a new computer with Windows 10 if there is going to be a security issue. President Spilka asked who would be responsible for paying for a new computer, as the current one is the property of the Park District. Nakaoka stated that he will talk to the District’s Computer Support Specialist about this and report back to the Committee.

X. OTHER ITEMS OF INTEREST: Linda Bosley told the Committee that Gloria Bosman and Karen Schemm are the school tour coordinators, and they have done a lot of work scheduling tours for 2020. Out of all the schools that booked tours for 2019, all but one have booked for 2020. Madera Elementary would like to participate, but they do not have enough parents to attend and cannot afford the bus transportation, so the Historical Society is looking into whether or not they can assist the school with personnel and/or bus costs.

The docents will be receiving training and retraining before the school tours begin.

Ms. Spilka asked about the replica of the El Camino Real bell, and Nakaoka responded that he will be giving the bell to Carolyn to place in the adobe at Strathearn.

XI. SET TIME AND DATE FOR NEXT MEETING: Monday, January 6, 2020 at 5:30 p.m.

XII. ADJOURN MEETING: The meeting was adjourned by Chair Freeman at 6:19 p.m.

Wayne Nakaoka
Director of Planning & Maintenance